

NAAUG 2003
DOCUMENTATION EXCHANGE

University of Iowa
Aleph rel. 14.2

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Password Protected Web Site at:

<http://extranet.lib.uiowa.edu/infohawk/UIOWA%20Extranet/index.htm>

(contact S.Julich < suzanne-julich@uiowa.edu > for username and password)

ACCESS SERVICES

Check In-Out and Renewal

- Check In
- Check Out
- Offline Workflow
- Renewing

Fine and Bill Information

- Fine and Billing Procedures
- Online Cash Transactions
- Reported Returned
- Withdrawal Procedures

Holds

- Hold Request Not Filled
- Hold Shelf Management
- Recalls and Holds
- Search Procedures

Item Records

- Creating Brief Bibliographic Records
- Deleting Brief Bibliographic Records
- Item, Loan and Process Status
- Reserve Processing

List of Statuses

- Borrower Status
- Item Status
- Loan Status
- Process Status

User Records

- Creating a Proxy Record
- Creating a Pseudo patron Record
- Creating an Undergraduate Honors Record

- Creating and Updating a User Record
- User Records and Loan Lists

AUTOMATION OFFICE

- Understanding Indexes
- InfoHawk Overview
- Reporting InfoHawk Problems

CATALOGING

- InfoHawk Tips and Tricks
- Diacritics
- Dual Linkage—Monographs
- How to Edit the Floating Keyboard
- Guidelines for Holdings Records
- Local Cataloging Training
- Introduction to the Cataloging Module
- Holdings & Items in Aleph 14.2
- Holdings Codes with Examples
- Discovering Unicode
- ALA Character Set in Unicode

SERIALS

- Cross Module & Windows Standard Functionality in 14.2
- Introduction to the Cataloging Module
- Holdings & Items in Aleph 14.2
- Holdings Codes with Examples
- Use of the TYP field
- Dual Linkage
- Discovering Unicode
- ALA Character Set in Unicode
- Unicode Filing