Wednesday, March 28, 2007

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Technical Skills Inventory [Edit Title] [Edit Numbering] [Add Logo]

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1. Name [Edit Page] [Delete Page] [Copy/Move] [Add Logic]

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1. Please enter your name

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2. Department
- Access Services
- Administration
- Archives
- Cataloging
- Collection Development and Acquisitions
- History of Medicine
- Information and Education Services
- Information and Technology Services
- Marketing and Publications
- Serials

[Add Question] [Add Page]

2. Hardware [Edit Page] [Delete Page] [Copy/Move] [Add Logic]

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3. Public computers - startup, login/out, shutdown sequences
- Not part of my job/do not use

- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

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4. Wall mounted LCD monitors in group study rooms - connect laptop to monitor, power on/off, adjustment controls (brightness, contrast, horizontal and vertical size)
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

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5. Computer projectors (ceiling mounted and portable) - connect laptop to projector (portable), power on/off, adjustment controls (keystone, zoom, focus, etc.)
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

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6. Public printers - power on/off, load paper, clear jams, replace toner cartridges
- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

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7. Public printers - print documents on public printers using Pharos system

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

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8. Public flatbed scanners - power on and off, scan image, save file

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

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9. Slide Scanner - power on/off, scan image, save file

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

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10. Media drives (flash drives, floppy disks, cds, etc.) - save and retrieve data to and from

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

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11. Public copiers - power on and off, load paper, clear jams, replace toner cartridges

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

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12. Telephones - set up and use voicemail system

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

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13. Telephones - use of red paging phone behind LSD

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

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14. Library lighting - locate system panel and use controls as necessary for day-to-day operations
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

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15. Library and Archives security system - basic familiarity with purpose and functions of door alarms and security gates
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

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16. Library security system - basic familiarity with security camera procedures, including videotape procedures
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

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17. Library conveyor system - basic familiarity with use of system
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

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18. MCL annoucement panel (screen that faces out at entrance to library) - start up/shutdown
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

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19. MCL annoucement panel - edit and create display
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

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20. Fax machine - start up and shutdown, send documents, load paper

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

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21. DAC (copicard) coder - use to check copicard balance, add copies

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

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22. Credit card machine - use to accept payment for ILLs and other purposes

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

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23. Magnetic sensitizer/desensitizers - use equipment to sensitize and desensitize appropriate library materials, avoiding damge to magnetic media

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

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24. Handheld barcode scanners - use equipment to scan barcodes on library materials for circulation module

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

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25. Microfiche and microfilm readers - power on/off, use adjustment controls, view and print content, load paper, and change toner

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

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26. VCRs/TVs/DVD players - power on/off, adjustment controls (brightness, contrast, volume), view videos

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

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27. Caramate slide projectors - power on/off, adjustment controls (focus, slide advance), view slides

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

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28. MLEC control panel - connect panel, raise/lower screen, turn on projector, project from computer, project from VCR

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

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29. Digital sound recorder - on/off, record, play, adjust controls

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Add Question | Add Page

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30. iPod - on/off, play, record, adjust controls

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific traiing - please specify below

Add Question | Add Page

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31. Do you have any other hardware skills that are not listed above?

Yes

No

If Yes, please specify below

Add Question | Add Page

3. Software Edit Page | Delete Page | Copy/Move | Add Logic

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32. MS Word - control layout and appearance using tables, columns, and other program features

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

Add Question | Add Page

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33. MS Excel - create and modify a spreadsheet

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[ ]

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34. MS PowerPoint - create and modify and presentation

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[ ]

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35. Graphics software (Photoshop, Paint, etc) - create and modify an image

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[ ]

Add Question   Add Page

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36. Multimedia (e.g. Dreamweaver, Fantasia) - create and modify a multimedia program

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[ ]

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37. Adobe Acrobat Reader - open, navigate, save, and print PDF documents

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[ ]

Add Question   Add Page

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38. Adobe Acrobat Professional - create PDF documents

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[ ]

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39. Web browsers - save files and documents from the web

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[ ]

Add Question   Add Page

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40. Web browsers - know how to search the web using 2 or 3 different search engines

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[text box]

[Add Question] [Add Page]

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41. Web browsers - turn on/off plug-ins, pop-ups, and cookies

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[text box]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

42. Do you have any other software skills that are not listed above?

Yes

No

If Yes, please specify below

[text box]

[Add Question] [Add Page]

4. Database searching [Edit Page] [Delete Page] [Copy/Move] [Add Logic]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

43. Reference databases - determine scope and coverage of database

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[text box]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

44. Reference databases - conduct basic search functions

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[text box]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

45. Reference databases - identify relevant results

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[text box]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

46. Reference databases - download results to media storage, bibliographic software, or email

Not part of my job/do not use

Not part of my job, but have those skills

Part of my job and need no further training

Part of my job and need advanced training

Part of my job, but need specific training - please specify below

[text box]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

47. Reference databases - use controlled vocabularies and content filters as available

Not part of my job/do not use

Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

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48. Reference databases - understand and use available display options (e.g. fulltext, citation and abstract, custom)

Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

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49. Do you have any other Reference Database skills that are not listed above?

Yes
No
If Yes, please specify below

Add Question   Add Page

5. Web authoring   Edit Page   Delete Page   Copy/Move   Add Logic

Add Question   Add Page

Edit   Delete   Copy/Move   Add Logic

50. Library webpages - create webpages using HTML or web authoring software

Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

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51. Library webpages - run link checking software

Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

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52. Library webpages - add, edit, and remove content

Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

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53. Library webpages - upload webpages to server

Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

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54. Library webpages - use standard design elements to improve usability

- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

55. Do you have any other Web Authoring skills that are not listed above?

- Yes
- No
- If Yes, please specify below

[Add Question] [Add Page]

6. Notes email and calendar [Edit Page] [Delete Page] [Copy/Move] [Add Logic]

[Add Question] [Add Page]

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56. Email - archive messages and access archived messages

- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

57. Email - create and delete folders; save, retrieve, and delete messages in folders

- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training

- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

58. Email - attach files

- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

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59. Lotus Notes calendaring - open other email boxes

- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

60. Lotus Notes calendaring - create, modify, and delete entries

- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

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61. Lotus Notes calendaring - schedule meetings and send invitations

- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

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62. Lotus Notes calendaring - open other calendars, check for availability

- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

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63. Do you have any other Notes Email and Calendar skills that are not listed above?

- Yes
- No
- If Yes, please specify below

Add Question | Add Page

7. Aleph - general Edit Page | Delete Page | Copy/Move | Add Logic

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64. ALEPH system general functions - login and out

- Not part of my job/do not use
- Not part of my job, but have those skills

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- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

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65. ALEPH system general functions - navigate system

- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

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66. ALEPH system general functions - generate, disseminate, and archive reports

- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

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8. Aleph - circulation Edit Page | Delete Page | Copy/Move | Add Logic

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67. ALEPH system circulation module - place holds and check hold status

- Not part of my job/do not use
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training

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☐ Part of my job, but need specific training - please specify below

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68. ALEPH system circulation module - process and edit fine information
☐ Not part of my job/do not use
☐ Not part of my job, but have those skills
☐ Part of my job and need no further training
☐ Part of my job and need advanced training
☐ Part of my job, but need specific training - please specify below

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69. ALEPH system Circulation module - find and interpret information about item and patron status
☐ Not part of my job/do not use
☐ Not part of my job, but have those skills
☐ Part of my job and need no further training
☐ Part of my job and need advanced training
☐ Part of my job, but need specific training - please specify below

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70. ALEPH system circulation module - update patron record and register new patrons
☐ Not part of my job/do not use
☐ Not part of my job, but have those skills
☐ Part of my job and need no further training
☐ Part of my job and need advanced training
☐ Part of my job, but need specific training - please specify below

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9. Aleph - cataloging [Edit Page] [Delete Page] [Copy/Move] [Add Logic]

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71. ALEPH system cataloging module - find and use appropriate templates to create item records from scratch
☐ Not part of my job/do not use
☐ Not part of my job, but have those skills
☐ Part of my job and need no further training
☐ Part of my job and need advanced training
☐ Part of my job, but need specific training - please specify below

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72. ALEPH system cataloging module - download copy cataloging records
☐ Not part of my job
☐ Not part of my job, but have those skills
☐ Part of my job and need no further training
☐ Part of my job and need advanced training
☐ Part of my job, but need specific training - please specify below

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73. ALEPH system cataloging module - edit copy cataloging records
☐ Not part of my job
☐ Not part of my job, but have those skills
☐ Part of my job and need no further training
☐ Part of my job and need advanced training
☐ Part of my job, but need specific training - please specify below

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74. ALEPH system cataloging module - create links between item records to series, editions, e-sources

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

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75. ALEPH system cataloging module - upload, download, and edit using OCLC

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

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10. Aleph - serials [Edit Page] [Delete Page] [Copy/Move] [Add Logic]

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76. ALEPH system serials module - check serials in

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

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77. ALEPH system serials module - create new serial entry

- Not part of my job

- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

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78. ALEPH system serials module - add notes to serial entry records

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

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79. ALEPH system serials module - access claims records

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

80. ALEPH system serials module - access claims records

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

81. ALEPH system serials module - create claims records

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

82. ALEPH system serials module - process bindery list

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

83. ALEPH system serials module - change item location, status, and other elements

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

84. ALEPH system serials module - add, remove, and edit e-journal links

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

11. Aleph - acquisitions [Edit Page] [Delete Page] [Copy/Move] [Add Logic]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

85. ALEPH system acquisitions module - generate and recieve orders

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

86. ALEPH system acquisitions module - assigns orders to correct fund codes

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[Add Question] [Add Page]

12. Aleph - OPAC [Edit Page] [Delete Page] [Copy/Move] [Add Logic]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

87. ALEPH system OPAC - know how to reach library resources outside the Library

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[text box]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

88. Do you have any other Aleph skills that are not listed above?

- Yes
- No
- If Yes, please specify below

[text box]

[Add Question] [Add Page]

13. Interlibrary Loan/Document Delivery [Edit Page] [Delete Page] [Copy/Move] [Add Logic]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

89. ILL/DD - know how to use ILL systems (Lonesome Doc, DOCLINE, OCLC)

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[text box]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

90. ILL/DD - generate, disseminate, and archive reports from ILL systems

- Not part of my job
- Not part of my job, but have those skills

- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[text box]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

91. ILL/DD - edit DOCLINE routing table

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[text box]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

92. ILL/DD - process requests through the Copyright Clearance Center

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[text box]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]

93. ILL/DD - transmit and receive articles using Ariel

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

[text box]

Add Question Add Page

Edit Delete Copy/Move Add Logic

94. ILL/DD – digitize articles using overhead scanners

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

Add Question Add Page

Edit Delete Copy/Move Add Logic

95. ILLiad – retrieve ILL requests

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

Add Question Add Page

Edit Delete Copy/Move Add Logic

96. ILLiad – create ILL requests

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

Add Question Add Page

Edit Delete Copy/Move Add Logic

97. ILLiad – check status of requests

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training

- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

Add Question Add Page

Edit Delete Copy/Move Add Logic

98. ILLiad – fill ILL requests

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

Add Question Add Page

Edit Delete Copy/Move Add Logic

99. ILLiad – change patron passwords

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

Add Question Add Page

Edit Delete Copy/Move Add Logic

100. ILLiad – maintain records as needed for copyright clearance, etc.

- Not part of my job
- Not part of my job, but have those skills
- Part of my job and need no further training
- Part of my job and need advanced training
- Part of my job, but need specific training - please specify below

Add Question Add Page

Edit Delete Copy/Move Add Logic
101. ILLiad - generate invoices, process payment
Not part of my job
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

Edit Delete Copy/Move Add Logic
102. ILLiad - distribute articles electronically
Not part of my job
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

Edit Delete Copy/Move Add Logic
103. Do you have any other Interlibrary Loan/Document Delivery technical skills that are not listed above?
Yes
No
If Yes, please specify below

Add Question   Add Page

14. Online administrative systems Edit Page Delete Page Copy/Move Add Logic

Add Question   Add Page

Edit Delete Copy/Move Add Logic
104. Use Duke administrative systems (Human Resources job applicant referral)
Not part of my job/do not use

Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

Edit Delete Copy/Move Add Logic
105. Use Duke financial systems (SAP R/3, Pillar, Paris)
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

Edit Delete Copy/Move Add Logic
106. Use online vendor systems (Rittenhouse, Swets)
Not part of my job/do not use
Not part of my job, but have those skills
Part of my job and need no further training
Part of my job and need advanced training
Part of my job, but need specific training - please specify below

Add Question   Add Page

Edit Delete Copy/Move Add Logic
107. Do you have any other Online Adminstrative System skills that are not listed above?
Yes
No
If Yes, please specify below

[Add Question] [Add Page]

15. Other Technical Skills [Edit Page] [Delete Page] [Copy/Move] [Add Logic]

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]
108. Are you fluent in any foreign languages?

Yes

No

If Yes, please specify the language(s) and your level of profiency below - read, write, or speak

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]
109. Do you write scripts, macros, or special programs to automate tasks or write reports using MS Word macros, java applets, SQL queries, or other applications?

Yes

No

If Yes, please list the applications below

[Add Question] [Add Page]

[Edit] [Delete] [Copy/Move] [Add Logic]
110. Do you have any other technical skills that are not listed in this survey?

Yes

No

[Add Question] [Add Page]

16. Thank You! [Edit Page] [Delete Page] [Copy/Move] [Add Logic]

The Staff Development/Customer Service Committee would like to thank you for completing this survey. Please click "Done" to submit your preferences.

[Add Question] [Add Page]

[Add Page] [Preview]