

Staff Training Program: Ebooks in General

Documentation of the Mastery:

1. Ebooks in General Mastery involves:
 - a. Getting into hoopla! and Overdrive catalogs online
 - b. Knowing what shows in Polaris and how it relates to the separate catalogs
2. Use the public handouts for hoopla and Overdrive if needed. Handouts are near the Adult Information Desk, and on the Shared Folders in the Forms and Handouts folder in a special Ebook Handouts folder.
3. Also use the *Ebooks on Polaris* handout provided in our Masteries folder.

Proof of Mastery: Submit to a Training Proctor either in print or email the following:

1. Search for a book in the public Library Catalog. Which formats are in the system according to the catalog: *print book, ebook, audiobook* (CDs or Playaway), *downloadable audiobook*?
2. Search for the same book in both hoopla! and Overdrive catalogs. Send a Proctor the following:
 - a. Title & Author
 - b. Formats it is available to our patrons in Overdrive and hoopla (*ebook or audiobook*)
 - c. Whether the book is available to borrow in each or must have a hold placed to get it
3. Answer the following questions regarding ebooks in Polaris:
 - a. If you search Polaris (the library catalog) and do NOT find a title as an ebook, is there any value in checking the hoopla! and Overdrive catalogs separately?
 - b. Can you Borrow a hoopla! ebook using the public Polaris interface? How do you check a hoopla! ebook out? (Don't need details, just the general idea)
 - c. When you check out an Overdrive ebook using the public Polaris interface, how do you get the book on your tablet or smartphone? (Don't need details, just the general idea)
 - d. What do we tell patrons when ebooks show up in their record as Overdue?
4. What would you tell a patron who asks if they can return ebooks before the due date?

Current Training Proctors for this Mastery:

- Julia Schult

Resources:

This task is estimated to take 45 minutes for someone with catalog and some ebook experience to master, 2 hours for someone with neither.

They will need:

- access to a computer with Internet access
- documentation – public hoopla! and Overdrive handouts, staff **Ebooks on Polaris** handout
- An Expert