



1) Upcoming WVLS Office Hours and Courier

- The WVLS Office will be closed on the following: Friday, December 24, Monday, December 27 and Friday, December 31.
- As of now, Walco/courier will not be running on Friday, December 24. Courier will be running on Friday, December 31. (This is a change from last week's Monday Mentions).
- Libraries that did not complete the closure survey in July or who need to make edits should communicate changes by Thursday, Dec. 16 via help@librarieswin.org.

2) Aspen Trainings This Week

Aspen Patron Experience Training

This training is meant for all staff who will frequently be using Aspen and showing patrons how to use it. This will be a full tour of Aspen from the patron's perspective.

- Tuesday, December 14 from 10:30 a.m. – 12 p.m. [via Zoom](#)

Aspen Patron Experience – Q & A Sessions

Can't make it to the Aspen Experience training? Watch a [recorded Patron Experience Training session](#) (to be shared) and join us for one of the following Q & A sessions:

- Tuesday, December 14 from 9 – 10 a.m. [via Zoom](#)
- Thursday, December 16 from 10:30 – 11:30 a.m. [via Zoom](#)
- Thursday, December 16 from 1 – 2 p.m. [via Zoom](#)

3) Cataloging Updates

• Last Date for Item Deletions

The last date for item deletions in 2021 will be Wednesday, December 15. This allows time for any item records that are unable to be deleted to be cleared before the end of the year.

Any item record marked for deletion by 9 a.m. Wednesday morning will be included in the deletion process.

- **Outsourcing of Bibliographic Records Without Subject Headings**

A file will be sent to Backstage on Friday, December 17. While this file is being processed, please do not edit existing bibliographic records in Sierra until an all clear is given by WVLS staff.

Cataloging that can be done:

- New Bibliographic Records from Z39.50 or MARC Alerts can be saved into Sierra and item records can be attached to these new records
- Item records can be added to existing bibliographic records
- Edits can be made to existing item records

Questions should be directed to Rachel Metzler at rmetzler@wvls.org.

4) This Week's Webinars

- [Connecting the Whys: Cultivating a Healthy Workplace Culture](#) - 12 p.m. on Tuesday, Dec. 14
- [Challenged Books at Your Library: Managing and Addressing Censorship Attempts](#) - 10 a.m. on Wednesday, Dec. 15
- [Mental Health Practices for the Virtual World](#) - 12 p.m. on Wednesday, Dec. 15
- [Preparing for a First Amendment Audit](#) - 9 a.m. on Thursday, Dec. 16

5) OverDrive Training Opportunity

OverDrive is hosting a webinar next week on innovative ways to talk to your patrons about our digital library. Registration is required. **"Mythbusting with OverDrive"** will be held at 1 p.m. on Thursday, December 16. The webinar will share simple, effective tips and resources to encourage all users to give digital a try. This session will benefit public library and K-12 school staff who work with end users, as well as anyone responsible for the success of their digital collection. [Register here](#).

6) Reminders

- **Call for Applicants for Facilitator Training**

As part of the 2022 LSTA-funded project Libraries Talk About Race, the Wisconsin IDEA (Inclusion, Diversity, and Equity in Action) Team invites library staff to apply to participate in virtual Facilitation Training, which will occur February 3.

Facilitation Training is a two-hour training provided by [The People Company](#). The goal is to prepare a group of Wisconsin library staff to facilitate group discussions about race. Several of those trained will have the opportunity to facilitate discussions with other library workers about upcoming webinars (in February, March, and April of 2022).

If you are interested in applying, please take a look at the [information sheet](#), and [apply](#) for your spot by Wednesday, January 5. Selected participants will be notified by Monday, January 10.

If you have questions, contact: Shauna Koszegi, Southwest Library System (skoszegi@swls.org); Mark Jochem, South Central Library System (mjochem@scls.info); or Leah Langby, IFLS Library System (langby@ifls.lib.wi.us).