1. Fund accounting basics and fund reporting on YOUR terms

*Presenters:*
John Sterbenz, Manager, Technical Services and Library Automation, University of Michigan Kresge Library

Session Number: A1

Published Program Description: Millennium provides a variety of fund reporting options for sites that utilize its "traditional acquisitions" model. Learn the basics of how fund reporting and accounting works and how to generate the various system-offered reports, then learn how to use tools found in Excel against acquisitions data exported from your system. Learn how to create detailed financial reports that will meet your needs and allow you to view your aggregated fund data in ways you might not have thought possible! Applicable to libraries of all types and sizes. Intermediate Excel skills strongly recommended.

2. Millennium Time Savers: Millennium settings and functionality that can make your life easier

*Presenters:*
Ruth Helwig, Systems Librarian, Central Michigan University

Session Number: D2

Published Program Description: This program will examine settings and functionality that can help you improve efficiency when working with Millennium. We will look at Millennium login settings such as macros and templates. We will examine Millennium
functionality such as recent search history and tickler messages. We will examine options for saving strategies, sorts and export options in Global Update and Create Lists. Audience participation is encouraged. Audience members are encouraged to share their tips for improving work efficiency. This program is appropriate for any type of library.

Three good slide presentations. One seems like it might be very helpful in training new staff.

3. Create Lists for the Beginner
   
   **Presenters:**
   Kathy Setter, MORE Project Manager, Indianhead Library System

   **Session Number:** C1

   **Published Program Description:** For the beginner, an overview of Create Lists: what you can find, how you can find it, and mistakes you must never make.

4. Become a Create Lists Power User
   
   **Presenters:**
   Bob Thomas, Integrated Systems Librarian & Head of Cataloging, Western Washington University

   **Session Number:** F5

   **Published Program Description:** Create Lists is one of the most useful tools in Millennium. This presentation begins with a number of tips and tricks on using Create Lists in creative ways, then looks at some ways you can use Excel to manipulate Millennium data without programming. Examples will include acquisitions, cataloging, collection development, and other tasks. Aimed primarily at intermediate users, the presentation assumes attendees have previously created a list in Millennium.

   (MANY helpful slides under “Reports and Statistics” in program materials)

5. Keeping it Clean: Catalog Database Maintenance at the SF Public Library
Published Program Description: This program will describe how the SF Public Library removes withdrawn items, old billed items, and long-missing items from its catalog database. The focus will be on the specific procedures used to identify items for purging using review files and how global update and Excel spreadsheets can assist in the process. Purging bibliographic records that no longer have holdings as a result of the item purges will also be discussed, as well as potential pitfalls in all the procedures.

A creative idea for effective management of “Missing” items to include student workers: A.) Create a dummy patron named “Missing Books” B.) instead of changing the item to missing, check out to dummy patron. C.) No need to run lists, anyone can do it, just check dummy patron’s account. Late notices will automatically circulate to “Missing Book’s set e-mail. D.) Search for books, if found check in, if not, follow procedure.


Presenters:
Ya Wang, Electronic Collections Coordinator, San Francisco State University

Session Number: O4

7. ERM Implementation at Loyola Marymount University

Presenters:
Meghan Weeks, Systems Librarian, Loyola Marymount University
Marie Kennedy, Serials & Electronic Resources Librarian, Loyola Marymount University

Session Number: H6