

## **Guidelines for ILLINET/OCLC Volunteer Trainers**

### **Role of the Volunteer Trainer:**

The ILLINET/OCLC volunteer trainers, under the direction of the Illinois OCLC Users Group's (IOUG) Continuing Education Committee and the ILLINET/OCLC Office, offer workshops to enhance the use of OCLC services by member libraries. Serving as a trainer, while it does involve a commitment of your time and energy, offers significant professional rewards to the library community and to you

### **Skills & Experience of Volunteer Trainers:**

- Expertise in cataloging and/or interlibrary loan service
- Familiarity with basic computer skills and the World Wide Web
- Patience and the ability to explain information to those with little understanding of computer applications or procedures
- Experience in training adults
- Ability to communicate orally and in writing
- Familiarity with OCLC Services
- Interest in learning new skills and sharing knowledge with the library community

### **Duties and commitments of the Trainer:**

- Agree to conduct one or more workshops per year
- Complete a volunteer trainer form annually
- Join the IOUG as an individual member. (The membership fee will be waived.)
- Notify the ILLINET/OCLC office at least 24 hours in advance of an emergency cancellation
- Ensure that the ILLINET/OCLC office has a copy of your current training materials so that updated packets are mailed to workshop participants
- Encourage all participants to complete a workshop evaluation form. Collect and forward to the ILLINET/OCLC office all evaluations promptly
- Plan to attend the annual train the trainer workshop offered through IOUG. This workshop provides an opportunity to increase training skills as well as to meet fellow trainers
- Help to recruit other librarians/colleagues that may be interested in volunteer training

### **Reimbursement Procedures:**

Trainers will be reimbursed by the IOUG for authorized expenditures incurred during your training session. Trainers are asked to select the most economical method of transportation and to secure lodging through the ILLINET/OCLC office in order to receive a "state rate." Retain receipts for all travel expenditures and submit all reimbursement forms promptly. Please adhere to the Reimbursement Schedule (Section 2800.Appendix A).