How to use these exercises

OCLC’s hands-on training exercises are designed to give you an opportunity to practice building your skills while working in a safe environment.

These interactive exercises can help you learn a new service, teach a new staff member how to use a service, and can also prepare you with basic knowledge about a service prior to taking one of our instructor-led courses.

Introduction to Tipasa

Introduction to Tipasa quiz

This quiz provides an opportunity to check your knowledge of how Tipasa features relate to some typical workflows.

Quiz: Introduction to Tipasa

After completing the quiz, please take a few moments to complete this brief survey.

Tipasa borrowing workflows

Borrowing workflows course

This course demonstrates how to process new loan and copy requests from your patrons that are in your New for Review queue. You will also learn about receiving and returning loaned items. During the course, you will have opportunities to practice some of these procedures.

Course: Tipasa borrowing workflows

After completing the exercise, please take a few moments to complete this brief survey.

Tipasa lending workflows

Enable advanced lending and lending priorities simulation

This simulation provides an opportunity to practice enabling advanced lending workflows and lending priorities in Service Configuration.
Simulation: Enable advanced lending and lending priorities

After completing the exercise, please take a few moments to complete this brief survey.

**Lending workflows simulation**

In this simulation, you will play the roles of an ILL librarian and two student workers, and practice processing requests using Advanced Lending Workflows.

In the ILL librarian role, you will evaluate each request in your Lending Priorities queue to decide whether you will supply the item. If you can supply, you will mark the request as retrieving, ready for the student workers to do the next steps.

In the student worker role, you will print the requests in the Retrieving queue, and retrieve the physical items from the stacks.

In the role of another student worker, you will print shipping labels for loan requests, and ship the items. For a copy request, you will attach a scanned article using Article Exchange.

Simulation: Tipasa lending workflows

After completing the exercise, please take a few moments to complete this brief survey.

**Advanced lending workflows quiz**

This quiz asks questions to reinforce your understanding of the Verifying, Retrieving, Scanning, and Packaging queues.

Quiz: Advanced lending workflows

After completing the exercise, please take a few moments to complete this brief survey.

**Copyright management**

**Copyright management simulation**

In this simulation, you will play the role of Barbara Bergman, an ILL borrowing librarian in the United States.

You will open the copyright queue and work with a request that does not match a previously requested title. You will then search WorldCat and apply bibliographic data including ISSN and OCLC number to the request, and create a new title in your library’s copyright table. In another example, you will work with a title for which you’ve already submitted 5 CCG requests this year. After checking the costs via Copyright Clearance Center, you will track the pending copyright payment.

Simulation: Copyright management

After completing the exercise, please take a few moments to complete this brief survey.
Copyright management quiz

This quiz asks questions to reinforce your understanding of Tipasa copyright management features for libraries in the United States.

Quiz: Copyright management

After completing the exercise, please take a few moments to complete this brief survey.

Document delivery

Document delivery quiz

This quiz asks questions to reinforce your understanding of Tipasa’s document delivery functionality.

Quiz: Document delivery

After completing the exercise, please take a few moments to complete this brief survey.

Having trouble accessing a specific hands-on training module or simulation?

Please contact us at training@oclc.org or call 1-800-848-5800.