

The MCOECN Board of Trustees has, at the recommendation of the INFOhio Governing Advisory Board, established a fee of \$600 per full day and \$400 per half day for training completed by INFOhio staff and consultants. If you would like to request this service, please notify INFOhio Central via e-mail central@infohio.org. Every effort will be made to set up a date to meet your needs.

To schedule an INFOhio training session, the following steps must be followed.

1. Contact INFOhio Central central@infohio.org to schedule a training session. Include the date requested, topic, location, preferred starting time, length of session (full or half day) and estimated attendance (if known).
2. After the training session has been scheduled and confirmed, submit a purchase order to the Northern Buckeye Education Council (NBEC).

Be sure to include the date(s) of the training session, the name of the trainer, topic, location and length of your session. One purchase order can be created to include multiple training sessions.

NOTE: Training sessions cannot be conducted until our office has received a purchase order.

Please work with your fiscal agent/treasurer to be sure proper procedures are followed according to your agency's regulations.

Send purchase orders to:

Northern Buckeye Education Council
Attn: Robin Pfund, Treasurer
Nolan Parkway, PO Box 407
Archbold, OH 43502
Phone: 419-267-5565
Fax: 419-267-5222

3. After the trainer has notified the INFOhio Central Office that a training session has been completed, NBEC will invoice agencies on a quarterly basis. The quarters will end on the following dates:
 - September 30
 - December 31
 - March 31
 - June 30

If you have any questions or comments, please contact the INFOhio Central Office.

Contact information: INFOhio Central Office
Cathy Kerner
35 E. Chestnut, 8th Floor
Columbus, OH 43215
Phone: 877-463-6450 or 614-485-6731
Fax: 614-752-2940
E-mail: kerner@infohio.org

TRAINING TOPICS

Electronic Resources: This area includes the core collection of electronic, age-specific, curriculum-related resources for K-12 use in Ohio, such as *Science Online*, *EBSCOhost* and *World Book*. Training may also include other resources, identifying print and non-print resources that support curriculum standards at the benchmark and grade level indicator, etc.

Library Automation: Current training is available for the SirsiDynix automation product. Automation makes it possible for thousands of library card catalogs to be available on the Internet. It also allows schools to give their students and teachers access to other school, college and public library collections from the classroom, library or home. More than 2,400 Ohio schools in 480 districts serving over 1,100,000 students have online access to millions of print resources via INFOhio's standardized library automation software.

TRAINING FEES

Half-day session – \$400 - up to 4 hours

All half-day sessions **must** include presentation time **and** hands-on capabilities. A computer lab will be needed for hands-on sessions.

Full-day session – \$600 - over 4 hours

All full-day sessions **must** include presentation time **and** hands-on capabilities. A computer lab will be needed for hands-on sessions.

Electronic Resources	Length of Session
<ul style="list-style-type: none"> General (includes all ER offered by INFOhio) 	Half day or Full day
Grade Level	
<ul style="list-style-type: none"> Elementary (K-5) 	Half day or Full day
<ul style="list-style-type: none"> Middle/Junior High (6-8) 	Half day or Full day
<ul style="list-style-type: none"> High School (9-12) 	Half day or Full day
Subject Area	
<ul style="list-style-type: none"> English / Language Arts 	Half day or Full day
<ul style="list-style-type: none"> Math 	Half day or Full day
<ul style="list-style-type: none"> Science 	Half day or Full day
<ul style="list-style-type: none"> Social Studies 	Half day or Full day
Library Automation - SirsiDynix	Length of Session
<ul style="list-style-type: none"> Cataloging – Beginner 	Half day
<ul style="list-style-type: none"> Cataloging – Advanced 	Full day
<ul style="list-style-type: none"> Circulation – Beginner 	Half day or Full day
<ul style="list-style-type: none"> Circulation – Advanced 	Full day
<ul style="list-style-type: none"> Inventory 	Half day
<ul style="list-style-type: none"> OPAC/Searching 	Half day or Full day
<ul style="list-style-type: none"> Reports 	Full day