Fall Workshop
Libraries are Forever!

September 18-19, 2023

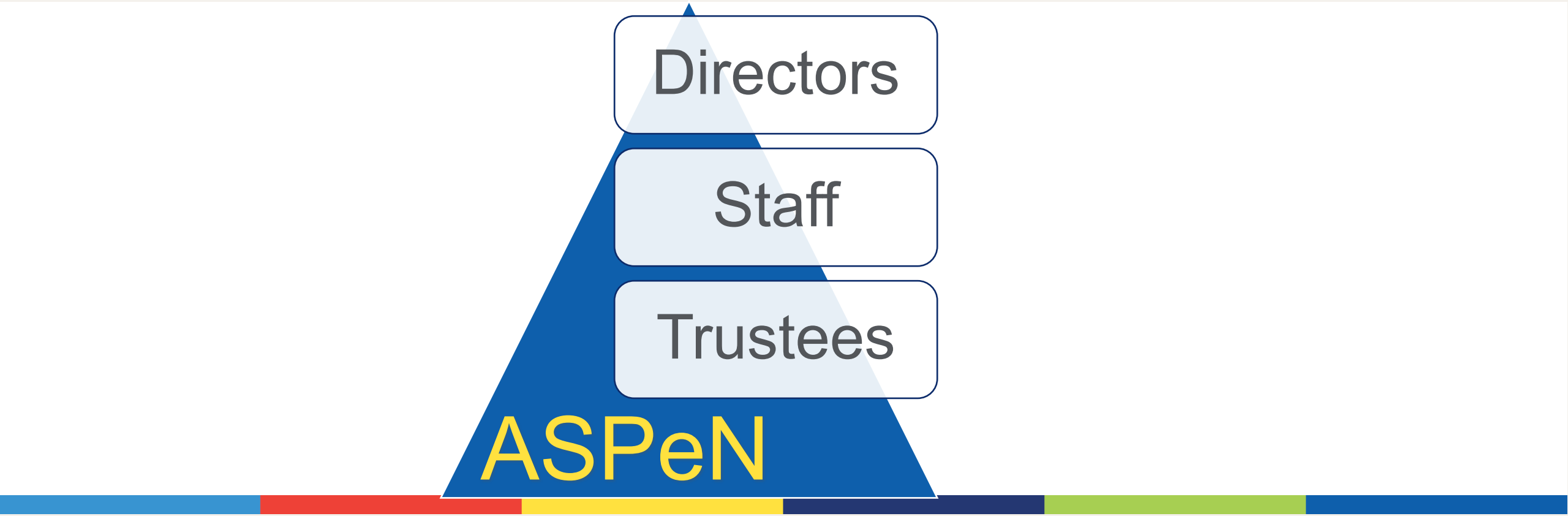
Turnover, Tasks, and other responsibilities in ASPeN: Who, What, When, Where, Why, and How

Agenda

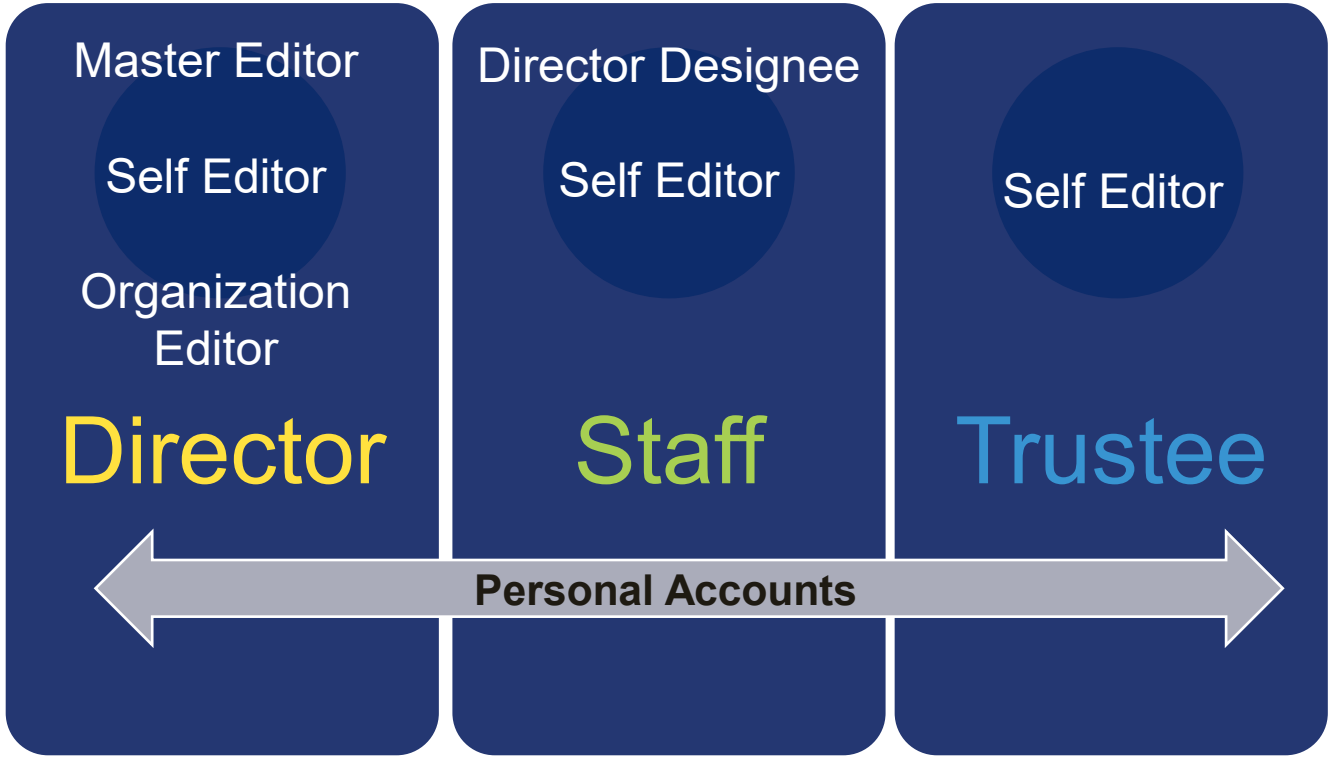
- Sticky note activity
- Getting help
- Who?
  - You!
- What?
  - What each role can do
- When?
  - Recommended update schedule
  - Prompts
- Break
- Why?
  - Accuracy for professionalism
  - Accuracy for outreach
- How?
  - Directors: New v. Established
  - Staff: New v. Established
  - Trustee: New v. Established
- Questions
- Sticky note activity/evaluation

It is easy to get help with ASPeN.

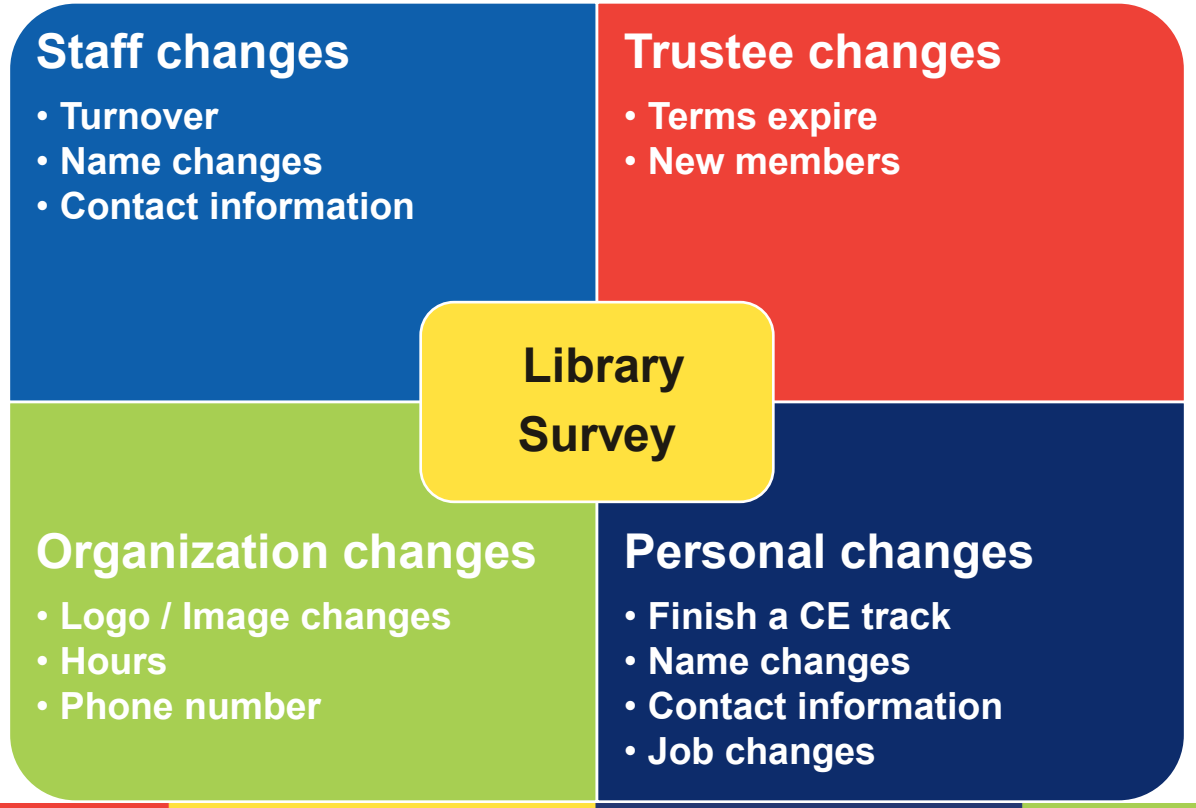
WHO?



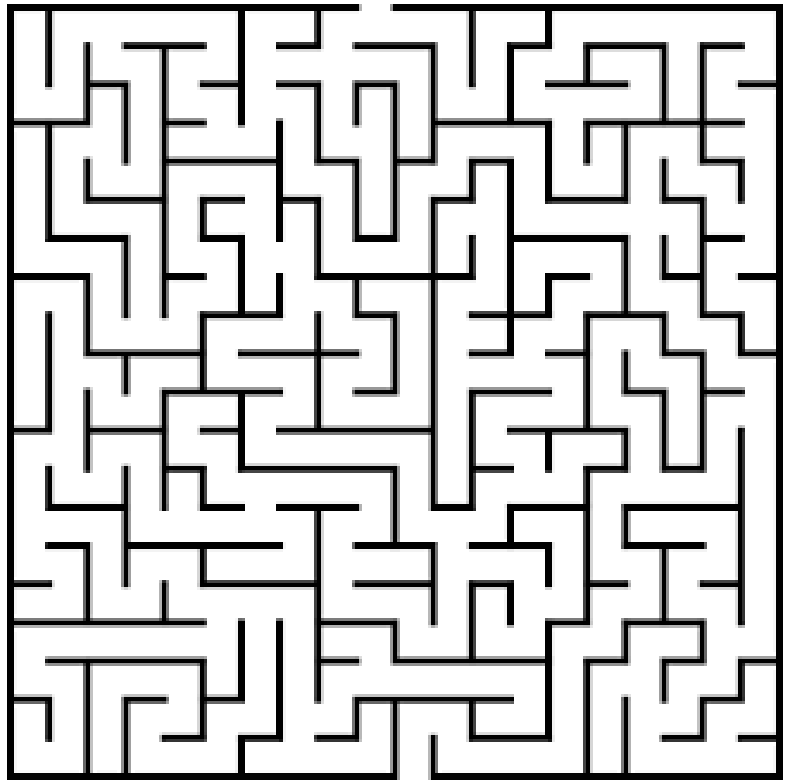
What?


Master Editor
Self Editor
Organization Editor
Director
Director Designee
Self Editor
Staff
Self Editor
Trustee
Personal Accounts

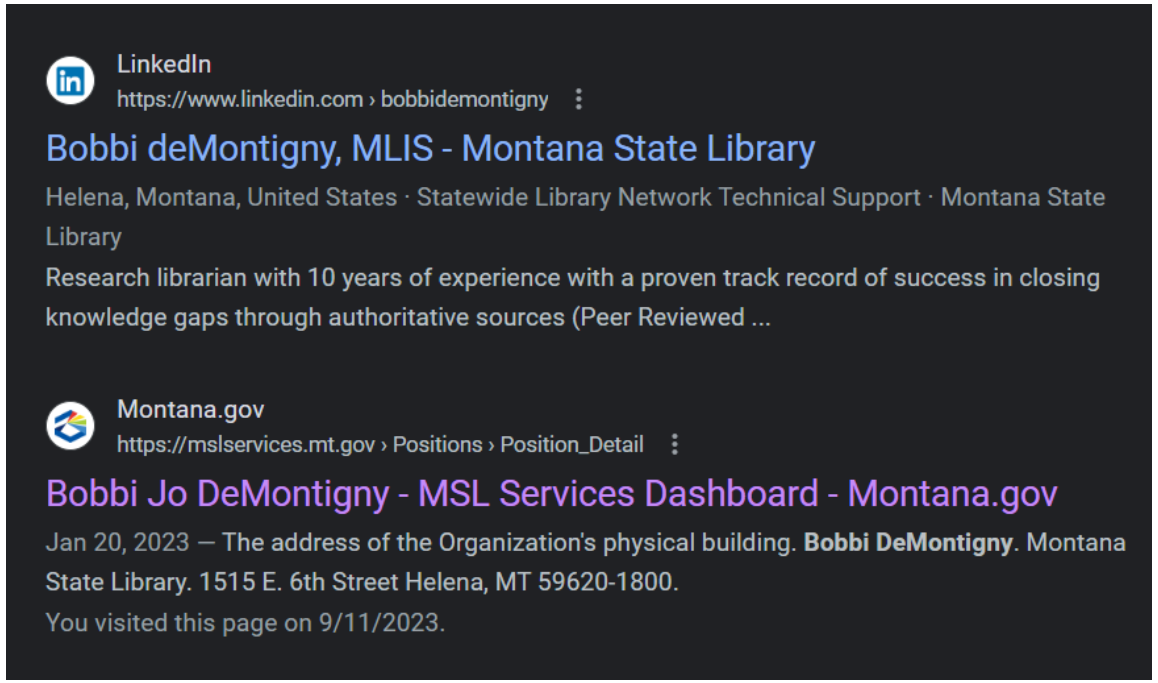
When?


Staff changes
• Turnover
• Name changes
• Contact information
Trustee changes
• Terms expire
• New members
Library Survey
Organization changes
• Logo / Image changes
• Hours
• Phone number
Personal changes
• Finish a CE track
• Name changes
• Contact information
• Job changes

Where?



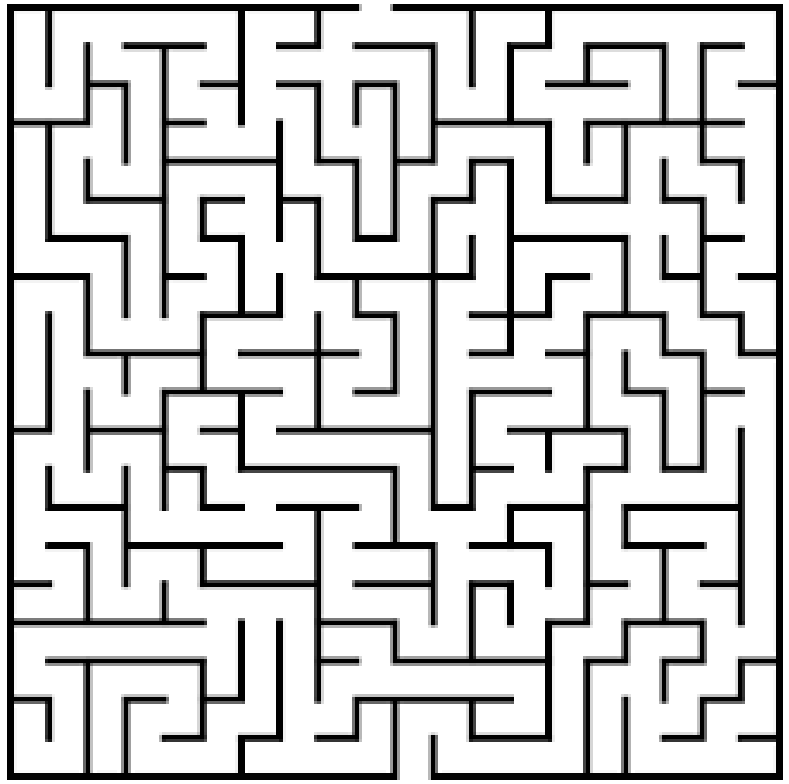
Why?


LinkedIn
https://www.linkedin.com › bobbidemontigny
Bobbi deMontigny, MLIS - Montana State Library
Helena, Montana, United States · Statewide Library Network Technical Support · Montana State Library
Research librarian with 10 years of experience with a proven track record of success in closing knowledge gaps through authoritative sources (Peer Reviewed ...
Montana.gov
https://mslservices.mt.gov › Positions › Position_Detail
Bobbi Jo DeMontigny - MSL Services Dashboard - Montana.gov
Jan 20, 2023 — The address of the Organization's physical building. Bobbi DeMontigny. Montana State Library. 1515 E. 6th Street Helena, MT 59620-1800.
You visited this page on 9/11/2023.

How?

1. In aspen Update information
2. Demonstrate employee turnover
3. Live demo changes if anyone wants to try
4. What do you do when nothing works? – try a new browser, clear your cache, log all the way out and all the way back in. Open a ticket

Known Issues



Questions?

MSL Evaluation Survey

https://forms.office.com/g/ffUuzbA8gn

Continuing Education Credits

- Sign-in to each session.
- Credits will be applied to your CE Record by the end of the week.
- Log in to ASPeN to review your progress toward certification.

Category	Credits Available
Library Administration	11
Collection Management and Technical Services	4.5
Library Services to the Public	7.5
Technology	6.5

Thank you!

Bobbi deMontigny
Montana Library Network
Technical Support
bdemontigny@mt.gov
406-444-4103

MONTANA STATE LIBRARY
A GREATER STATE OF KNOWLEDGE