

I participated in Innovative's Load Profile training February 28th-March 2, 2017. Load profile training is a three day hands on workshop for Sierra system administrators that allows the participant to access the structure of the Sierra database. The training allows participants to examine their library's current record template structure, understand and update the load profiles already in place in the system as well as learn to create new load profiles for bibliographic, authority, patron, item, order and holdings record types.

The first day was spent outlining the structure of the workshop, the training goals and briefly reviewing Innovative record structure and load profiles. Day two we reviewed questions from the first day, learned about processing functions and commands, translation tables, and data analysis. We also test loaded records and had time to work independently on assigned problems. The third day we were given the opportunity to create load profiles for potential projects one might encounter at their library such as an authority control project, or e-book bibliographic record loading. Innovative provided a manual and workbook along with several handouts to take home.

This training was a challenge for me and I am still processing all the information shared. It is helpful to have both cataloging and some computer programming experience before this workshop as it is necessary to have knowledge of the MARC record structure, the Innovative record structure and regular expressions to build or correct load profile tables. Mastery of load profile tables allows for greater customization of record loading templates for imported bibliographic, item, order, and authority records from OCLC or other vendors. This is beneficial to libraries as it saves cataloging staff time and effort in cleanup work after records have been imported, making those resources more immediately accessible.

I presented about load profile training to the TSIG on Wednesday, March 29th. I explained what was covered and brought an example of a load table. We then had a discussion about how this work is performed at other libraries and in other library systems. It was interesting and informative to hear that this work is not as difficult nor proprietary in other ILS's.

I am grateful to TCLC's Continuing Education Council for the generous award that helped me attend this training. I have started creating a new load table for a large collection of e-books that Drexel Library at Saint Joseph's University has recently acquired. This training will be invaluable for this project as well as many others. It has also allowed me to evaluate our current profiles and see where improvement is needed. It has provided greater context for the database structure which has helped improve my abilities as a system administrator and cataloger. Thank you for this opportunity.

Continuing Education Council Award

Grantee Responsibilities

Please fill in this form and return it to the TCLC Office by April 18, 2017

I acknowledge receipt of a check in the amount of \$ 947.00 for my attendance at or participation in Load profile training workshop for Innovative's Sierra TLS.

(Name of Continuing Education Activity)

I will submit to the TCLC office all receipts and/or copies of my canceled check or credit card bill for the report of the auditor.

I will submit an evaluative written report to the Continuing Education and Development Council upon completion of the CE activity.

In the event that I am unable to attend the continuing education activity named above, I agree to return the full amount to TCLC. In the event that I have paid some or all fees and registration fees and am unable to attend, the full award must be returned to TCLC.

Name: Jamie Dunlop

Library: Drexel Library, St. Joseph's University

Date: 4/2/17

**SAINT JOSEPH'S UNIVERSITY
OFFICE OF FINANCIAL AFFAIRS
BUSINESS EXPENSE REIMBURSEMENT FORM**

PART I: PAYEE INFORMATION

PAYEE LAST Palumbo	FIRST Laurie	MI	EMPLOYEE ID# REQUIRED 10668055
MAILING ADDRESS 1102 Talley Road, Wilmington, DE 19809			
PURPOSE OF TRIP Innovative Load Profile Training Trip			PHONE NUMBER 610.660.1976
DESTINATION(S) Emeryville, CA		BEGINNING DATE 2/27/17	ENDING DATE 3/3/17
I CERTIFY THAT THE EXPENSES LISTED BELOW WERE INCURRED BY ME WHILE ON OFFICIAL UNIVERSITY BUSINESS, ARE ACCURATE AND I AM NOT REQUESTING REIMBURSEMENT FROM ANY OTHER SOURCE.			
SIGNATURE X <i>Laurie Palumbo</i>			DATE 3/7/17

THE BUSINESS EXPENSE REIMBURSEMENT FORM, BUSINESS EXPENSE REIMBURSEMENT WORKSHEET AND ALL ORIGINAL RECEIPTS ARE DUE WITHIN 30 BUSINESS DAYS AFTER RETURNING FROM YOUR MEETING/EVENT/TRIP. EXPENSES SUBMITTED LATER THAN 30 DAYS AFTER YOU RETURN MAY NOT BE REIMBURSED.

PART II: RECORD OF EXPENSES

DATE	2/27/17	2/28/17	3/1/17	3/2/17	3/3/17			TOTALS
CITY	PHU/Emeryville	Emeryville	Emeryville	Emeryville	Emeryville/PHL			\$
ROUND TRIP MILEAGE								
(LESS) ROUND TRIP NORMAL COMMUTE								
= NET BUSINESS MILES	0	0	0	0	0	0	0	0
PRIVATE CAR (\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RAIL/BUS								0.00
CAR RENTAL AND GAS								0.00
TAXIS/LOCAL TRANS	83.00				38.00			121.00
PARKING/TOLLS								0.00
TIPS								0.00
TOTAL TRANS	83.00	0.00	0.00	0.00	38.00	0.00	0.00	121.00
CHECK IN - LUGGAGE EXP.								0.00
TOTAL CHECK-IN LUGGAGE EXP.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BREAKFAST					4.19			4.19
LUNCH				1.33				1.33
DINNER	17.57	8.53	16.95	24.12				67.17
TIPS								0.00
TOTAL MEALS	17.57	8.53	16.95	25.45	4.19	0.00	0.00	72.69
ROOM CHARGE (per night)	293.06	293.06	293.07	293.07				1,172.26
TIPS								0.00
TOTAL LODGING	293.06	293.06	293.07	293.07	0.00	0.00	0.00	1,172.26
CONFERENCE REGISTRATION								0.00
PERSONAL PHONE (used for business purpose)								0.00
HOSPITALITY								0.00
Miscellaneous								0.00
TOTAL MISC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	393.63	301.59	310.02	318.52	42.19	0.00	0.00	1,365.95

BUSINESS EXPENSE DETAIL YOU MUST PROVIDE DETAILS OF YOUR BUSINESS EXPENSES ON THE FORM BELOW AND INCLUDE ALL RECEIPTS.

PART III: EXPENSE RECONCILIATION

ENTER ALL OUTSTANDING ADVANCES WHICH APPLY TO THIS REIMBURSEMENT.		GRAND TOTAL OF EXPENSES	1,365.95
TRAVEL ADVANCES	0.00	LESS TRAVEL ADVANCES	0.00
		BALANCE DUE PAYEE	1,365.95
		BALANCE DUE UNIVERSITY	0.00

PART IV: ACCOUNTING INFORMATION

BUDGET NUMBER	FUND	ORG	ACCT	ACTIVITY	AMOUNT
RAIL/BUS			7311		0.00
CHECK IN-LUGGAGE EXP.			7312		0.00
REGISTRATION			7303		0.00
LODGING			7305		1,172.26
MEALS			7307		72.69
TRANSPORTATION			7309		121.00
PHONE			7261		0.00
HOSPITALITY			7109		0.00
MISCELLANEOUS					0.00
TRAVEL ADVANCE			7301		0.00

PLEASE INCLUDE DOCUMENTATION TO SUPPORT ALL METHODS OF PREPAID TRANSPORTATION BY THE UNIVERSITY, AND INSERT THE TOTAL CHARGE BELOW:

PREPAID CHARGE: \$

PART V: APPROVALS

SIGNATURE OF SUPERVISOR <i>[Signature]</i>	DATE 3/7/17
PRINT NAME OF SUPERVISOR Anne Krakow	DATE 3/7/17
DEPARTMENT NAME POST LEARNING COMMONS / DREXEL	DATE

LIBRARY



HYATT
house

HYATT house Emeryville/San Francisco Bay
5800 Shellmound Street
Emeryville, CA 94608
Phone: 510-601-5880
Fax: 510-601-5833

INVOICE

Payee Laurie Palumbo
5850 Shellmound Way
Emeryville CA 94608
United States

Room No. 0615
Arrival 02-27-17
Departure 03-03-17
Page No. 1 of 1
Folio Window 1
Folio No. 190396

Confirmation No. 3359736401
Group Name

Date	Description		Charges	Credits
02-27-17	- Guest House Dinner Food	Room# 0615 : CHECK# 2376	17.57	
02-27-17	Accommodation		279.00	
02-27-17	12% Occupancy Tax		33.48	
02-27-17	CA Tourism Fee		1.70	
02-28-17	Accommodation		279.00	
02-28-17	12% Occupancy Tax		33.48	
02-28-17	CA Tourism Fee		1.70	
03-01-17	Accommodation		279.00	
03-01-17	12% Occupancy Tax		33.48	
03-01-17	CA Tourism Fee		1.70	
03-02-17	- Guest House Dinner Food	Room# 0615 : CHECK# 2519	24.12	
03-02-17	Guest Room		204.00	
03-02-17	12% Occupancy Tax		24.48	
03-02-17	CA Tourism Fee		1.24	
03-03-17	Visa	XXXXXXXXXXXX6751 XX/XX		1,213.95

Total	1,213.95	1,213.95
Balance	0.00	

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Thank you for choosing HYATT house Emeryville/San Francisco Bay. Our goal is to provide every guest with an exceptional stay, and we are interested in any comments regarding your visit.

World of Hyatt Summary

No Membership to be credited

Join World of Hyatt today and start earning points for stays, dining and more. Visit worldofhyatt.com

Please remit payment to:
HYATT house Emeryville/San Francisco Bay
5800 Shellmound Street
Emeryville, CA 94608



TRADER JOE'S

5700 Christie Avenue
Emeryville CA 94608
Store #072 - (510) 658-8091

OPEN 8:00AM TO 10:00PM DAILY

WATER SPRING 24 PK .5 LT (ORD)	0.51
3FLOZ @ 0.17/FLOZ	
CRV	0.15
3 @ 0.050	
BARS FIG WALKS INTO A BAR	1.99
CHICKEN & VEG WONTON SOUP	2.29
SUSHI BROWN RICE CALIFORNIA RD	3.49
BAG FEE	0.10

SUBTOTAL	\$8.53
TOTAL	\$8.53
VISA	16:48:21
02/28/2017	USD\$ 8.53
Total:	Chip
CHASE VISA	XXXXXXXXXXXX6751
CARD #:	- APPROVED
PURCHASE	
AUTH CODE:04713A	
CUSTOMER COPY	

ITEMS 7 M, Tamara
02-28-2017 04:48PM 0072 06 6666 7745

THANK YOU FOR SHOPPING AT
TRADER JOE'S
www.traderjoes.com

TOWNHOUSE

5862 Doyle Street
Emeryville, CA 94605
510-652-6151

Table 41

LAHOMA 331	Check 10010
WED	3/01/17
	Guests 1
	7:16pm

1 CUP OF SOUP	6.00
1 CHCKEN POT PIE	16.95
1 SEAFOOD FETTUCCIN	<u>26.95</u>
1 BEET SALAD	<u>12.95</u>

Sub/Ttl	62.85
Tax	5.81
Total Due	68.66

THANK YOU!

We also accept reservations at;
www.townhousebarandgrill.com