

Via Volunteer training

Libraries that have volunteers should already have a Via login sheet for volunteers to use. This volunteer login is specific to each site, and is the same for any volunteer working at that site. If a site had a volunteer login previously, it should have been duplicated in Via. Please notify the Professional Library if a new volunteer login is needed.

Volunteer Via login information (customize for your library):

Username: _____

Password: _____

Initials: _____

Password: _____

Circulation volunteers (training to be managed by library staff):

- Check items in and out,
- renewals,
- viewing checked out items,
- working on item records.

Adding records to Via, both item and on the fly bib (this requires additional training and authorizations; please notify the Professional Library if you have this need in your library):

- 6-point match for bib records,
- adding items to existing bib,
- adding bib record on the fly for items not already in Via.