



## EPISODE 2

# *How to Manage People Remotely & How to Implement Books by Mail*



Eric Keith  
Chief Marketing Officer



*Welcome to All*

Bill Davison, CEO

- Previously recorded today's webinar so as to not further burden our infrastructure for those needing real-time collaboration.
- SD Customers and Non-Customers Alike – Welcome All!
- Today we're modeling Social Distancing. Forgive any technical glitches & production quality.
- We are not COVID-19 experts!

*Welcome!*



LAST WEEK'S WEBINAR

EPISODE 1

# *COVID-19: How to Prepare Your Library for the Unexpected*

Watch it OnDemand



Eric Keith  
Chief Marketing Officer



Robert Storer  
Director of Marketing

## *1. Announcements*

- Free Training
- Project Gutenberg / eRC

## *2. How to Manage People Remotely*

- Robert Storer

## *3. Adapting Symphony*

- Rick Branham – Books E

# *Agenda: 3 Parts*

*All resources will be available after the webinar at:*

**SirsiDynix.com/Covid-19-Resources**



EPISODE 2

*Two Special  
Announcements from  
SirsiDynix*



Eric Keith  
Chief Marketing Officer

## Effective immediately through April 30, 2020:

- Our entire catalog of self-paced training is free to all customers!
  - Available in Mentor, our self-paced learning catalog. Click on the Mentor link at <https://support.sirsiidynix.com>
- Select live instructor-led training also free for a limited time!
  - Classes include Cat, Circ, Enterprise, Reports and much more for both Horizon and Symphony.
  - Sessions will be held throughout the day to accommodate libraries from all time zones.

*Announcement #1  
Free Training  
Through April 30<sup>th</sup>*

# Free Live Instructor-Led Training

We hope you will join us for these live trainings. Our free options are in addition to the already scheduled classes.

If you don't have a login to the Support Center or to Mentor, please contact your library's SirsiDynix administrator or [sdsc@sirsidynix.com](mailto:sdsc@sirsidynix.com)

SirsiDynix is also offering Free until April 30th, our entire catalog of self-paced training.

## ENTERPRISE Review

### BcENT-8000 Enterprise Review

April 3 @ 11 AM US Mountain / 1 PM US Eastern  
April 2 @ 2 PM London Time / 10 AM US Eastern  
April 8 @ 11 AM New Zealand Time / 9 AM  
Melbourne Australia

## HORIZON Cataloging Review

### HznCAT-8000 Horizon Cataloging Review

March 31 @ 1 PM US Mountain / 3 PM US Eastern

## HORIZON Circulation Review

### HznCIRC-8000 Horizon Circulation Review

April 2 @ 1 PM US Mountain / 3 PM US Eastern

## SYMPHONY Admin Essentials

### SYM400 Symphony Admin Essentials

March 25 @ 11 AM US Mountain / 1 PM US Eastern  
April 6 @ 1 PM US Mountain / 3 PM US Eastern

## SYMPHONY Cataloging Review

### SymCAT-8000 Symphony Cataloging Review

March 26 @ 11 AM US Mountain / 1 PM – London Time  
APAC – March 30 @ 11 AM – New Zealand / 9 AM  
Melbourne Australia

## SYMPHONY Circulation Review

### SymCAT-8000 Symphony Circulation Review

March 31 @ 11 AM US Mountain / 1 PM US Eastern  
March 27 @ 1 PM – London / 9 AM US Eastern  
April 1 @ 11 AM – New Zealand Time / 9 AM  
Melbourne Australia

<https://www.sirsidynix.com/free-live-instructor-led-training/>

### SymCAT-8000 Symphony Reports Review

March 30 – 11 AM US Mountain/ 1 PM US Eastern  
April 1 – 2 PM – London Time / 10 AM US Eastern  
April 6 @ 11 AM – New Zealand Time / 9 AM  
Melbourne Australia



## 60-day Free Trial of eResource Central with Project Gutenberg Content

- Easy way for public / academic libraries to provide access to classic novels & other content your users may currently need
- Pre-requisites:
  - Must have Enterprise 4 (or higher) *or* BC Mobile
  - BC Central must be set up – contact support if you don't have it set up yet.
  - Free trial runs for 60 days from the time you are implemented
  - Contact your account rep to get started

*Announcement #2  
eRC Trial &  
Project Gutenberg*



EPISODE 2

# *How to Manage People Remotely*



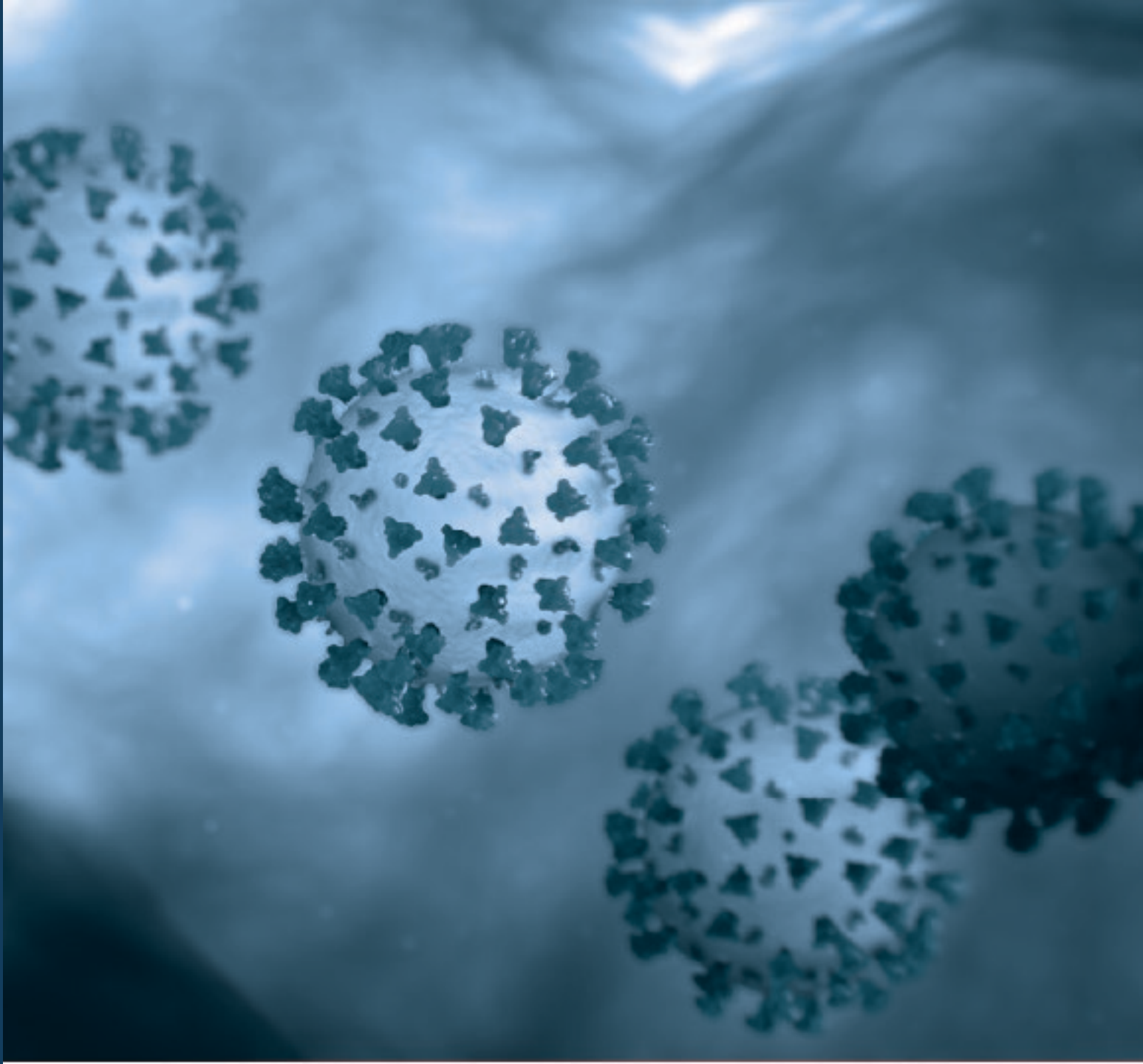
Eric Keith  
Chief Marketing Officer



Robert Storer  
Director of Marketing



# *Challenges*





*Lack of face-to-face supervision*





# *Lack of Access to Information*



# *Social Isolation*





# *Distractions at Home*







# *What You Can Do as a Manager*





*Establish structured  
daily check-ins*

*Establish  
“rules of engagement”*



**KNOW THE RULES!**





*Provide opportunities  
for remote social  
interaction*



*Offer encouragement  
and emotional  
support*







*Employees look to  
their managers for  
cues about how to  
react*



*Acknowledge the  
stress and anxiety*

Are  
you  
OK?



*Thanks!*



Eric Keith  
Chief Marketing Officer



Robert Storer  
Director of Marketing

# Support

## Email

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Support@SirsiDynix.com

## Phone

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### Argentina

800-444-4946

### Colombia

01800 518 1700

### Peru

0800 54801

### Australia

1800-258-818

### España

900 971 850

### Singapore

800 101 2659

### Canada (English)

(800) 284-3969

### France

0800 906 580

### Switzerland

0800 562 730

### Canada (French)

(800) 884-9330

### Deutschland / Luxembourg

0800 182 2216

### Taiwan

0080 112 7310

### Chile

800 800 041

### Ireland

1800 947 154

### United Kingdom

0800 016 3147

### China (Northern)

10 800 140 1767

### Mexico

001800 514 0946

### United States

(800) 284-3969

### China (Southern)

10 800 140 1639

### New Zealand

0800 451 416

### Venezuela

0800 102 9644