



Atrium In-house Training Schedule 2008

Huntsville, Alabama



**Sign up now! Simply fill out the registration form below and fax it to
(800) 230-4183**

Library Name _____

Attendee 1 _____ Attendee 2 _____

Attendee 3 _____ Attendee 4 _____

Address _____

City/State/Zip _____

Telephone # _____ Fax # _____

E-mail Address _____

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Training: \$495 per person x ____ = \$ _____

Payment Method - Include PO, check, or credit card information with form

PO Number: _____

Check Number: _____

Credit Card:
(Circle One)



Account Number: _____

3-Digit Code: _____

Signature of Cardholder _____ Expiration Date _____

This training session includes a systematic walk through the basic features of Atrium. The class is designed to provide a basic product overview and to increase knowledge of the many features available in Atrium. Attendees will learn how to take full advantage of the program as it relates to library management. Some of the topics covered include administrative setup, OPAC, circulation, cataloging, reports, and shortcuts.

2008 Training Schedule Hours 8:30 – 3:30

Jan. 7-8 Jul. 21-22

Feb. 21-22 Aug. 28-29

Mar. 24-25 Sep. 22-23

Apr. 24-25 Oct. 23-24

May 19-20 Nov. 17-18

Jun. 26-27 Dec. 18-19

Enrollees unable to attend will receive a full refund if Book Systems is given at least a 4-week notice. A 50% refund will be given to those providing a 2-week notice.

Note: \$25 rescheduling fee

** Training Schedule is subject to change.*

Training is conducted at Book Systems in Huntsville, AL. Each attendee is provided with a computer to use. Lunch for each day is included in the price of training.

Contact Information

Phone: (800) 219-6571

Fax: (800) 230-4183

E-mail: registrations@booksys.com

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