

**COBISS.AL****Schedule for shared cataloguing training**

	<b>1<sup>st</sup> group</b>	<b>2<sup>nd</sup> group</b>	<b>3<sup>rd</sup> group</b>	<b>4<sup>th</sup> group</b>
<b>1. Cataloguing library material</b>				
Instructor: Tefta Buzo, duration: 5 days				
Dates:	28. 1.–1. 2. 2013	22. 4.–26. 4. 2013	5.5. – 9.5.2014	20.4. – 24.4.2015
<b>2. Use of COBISS3/Cataloguing software – Beginner's</b>				
Instructor: Arjeta Sadiku, duration: 5 days				
Dates:	18. 2.–22. 2. 2013	20. 5.–24. 5. 2013	19.5. – 23.5.2014	4.5. – 8.5.2015
<b>3. Cataloguing monographs</b>				
Instructor: Mirlona Buzo, duration: 3 days				
Dates:	8. 4.–10. 4. 2013	3. 6.–5. 6. 2013	2.6. – 4.6.2014	18.5. – 20.5.2015
<b>Creation of test records, record verification, exams</b>				
<b>4. Use of COBISS3/Holdings software – monographs and serials</b>				
Instructor: Arjeta Sadiku, duration: 3 days				
Dates:	6. 5.–8. 5. 2013	21.10.–23.10.2013 11.12.–13.12.2013	28.10. – 30.10.2014	17.6. – 19.6.2015
<b>Record verification, exams – for those who have not passed the exam before course No. 4</b>				
<b>5. Use of COBISS3/Cataloguing software – updating CONOR</b>				
Instructor: Mirlona Buzo, duration: 2 days				
Dates:	3. 2.–4. 2. 2014	9. 6. – 10. 6. 2014	27.4. – 28.4.2015	22.2. – 23.2.2016
<b>6. Cataloguing serials and component parts (articles)</b>				
Instructor: Mirlona Buzo, duration: 4 days				
Dates:	31. 3.–3. 4. 2014	16. 6. – 19. 6. 2014	9.11 – 12.11.2015	29.3. – 1.4.2016
<b>7. Use of COBISS3/Cataloguing software – Advanced course</b>				
Instructor: Arjeta Sadiku, duration: 3 (4) days				
Dates:	14. 4.–17. 4. 2014	23. 6. – 26. 6. 2014	23.11. – 25.11.2015	6.4. – 8.4.2016
<b>8. Cataloguing e-resources and maintaining personal bibliographies</b>				
Instructor: Arjeta Sadiku, duration: 3 days				
Dates:	29.6. – 1.7.2015	6.7. – 8.7.2015	9.12. – 11.12.2015	18.4. – 20.4.2016
<b>Creation of test records, record verification, exams</b>				
<b>9. Cataloguing non-book material</b>				
Instructor: Mirlona Buzo, duration: 4 days				
<b>Creation of test records, record verification, exams</b>				
<b>10. Use of COBISS3/Cataloguing software – CONOR editing</b>				
Instructor: Mirlona Buzo, duration: 1 day				