

ITS TRAINING PREFIX QUICK REFERENCE GUIDE

List of Training Prefixes, Training Categories and Related Content

| Prefix | Training Category | Content |
|----------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACQ | Acquisitions | Acquisitions, Acquisitions Accounting, Acquisitions Monographs, Acquisitions Printing Continuations, Technology Resources for Acquisitions - PeopleSoft, ALEPH, E-Resources |
| ARS | Access & Resource Sharing | Circulation, user access to information resources, interlibrary loans, distance learners, Document Delivery services, UBorrow, Books on Demand, Course Reserves, electronic resources |
| ASM | Assessment | Assessment, evaluation, ROI, measuring value or worth, estimating |
| AUX | Auxiliary | UF Auxiliary Library Facility (ALF); medium-density shelving facility, preservation-level environmental controls for library material |
| C&P | Conservation and Preservation | Maintenance and repair of archival and library materials |
| CAT | Cataloging | Catalog management, authority records, metadata, linked data, bibliographic information, Library of Congress Classification and Subject Headings, monographs, serials, Worldcat |
| COL | Collections | Library collection management, planning, analyzing, and discoverability. |
| DAM | Data Management | Data management, planning, collecting, analyzing and sharing data, long-term preservation needs, data discoverability, UF security and privacy requirements |
| DEI | Diversity, Equity, and Inclusion | Information and tools that lead to making us a more diverse, inclusive and equitable organization. |
| DEV | Development | Fundraising, major gifts, campaigning |
| DHS | Digital Humanities Scholarship | Using technology to engage public scholarship, Digital Publishing, Digital Humanities |
| DPS | Digital Production Services | Development of digital technologies, development, management, and publication of digital content from curatorial collections |
| EXH | Exhibits | Use of exhibits to promote interdisciplinary approaches to research and teaching, and to stimulate intellectual curiosity |
| F&S | Facilities & Security Services | Facilities, safety and security in the Libraries, automated external defibrillator (AED), disaster and emergency preparedness, active shooter |
| FAC | Faculty | Tenure and Promotion (T&P) Series, faculty development |
| FIC | Fiscal Services | Library budgets, RCM, grants, payroll, public copying and printing, purchasing, travel |

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|----------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GMP | Grants Management Program | Grant writing, grant management |
| GOV | Government Documents | Government documents, UF 's Regional Federal Depository Documents Collection housed at ALF, congressional research reports, US budget |
| HRS | Human Resource Services | Recruiting and retention, training and staff development, performance objectives, competencies |
| INS | Institutional | General UF and Smathers Libraries standards, policies and procedures |
| INT | Instruction | Information literacy instruction, teaching for-credit and non-credit classes, instructional technology |
| IPS | Interpersonal-Professional Skills | Verbal and written communication, presentation skills, listening, customer service, teamwork, collaboration, adaptability, independence, initiative, problem-solving, time-management |
| M&C | Marketing & Communications | Libraries' image, institutional identity standards, dissemination of information, news releases, feature articles, printed materials and publications, advertising, media queries, donor cultivation, and social media policy, vision, and planning |
| MGT | Management | Planning and organizing, decision-making, evaluation, delegating, managing conflict, fostering teamwork, coaching, providing direction |
| PSV | Public Services | Circulation, reference, providing services to patrons, ALEPH |
| RES | Research | Writing for scholarly endeavors, research methods, publishing, and sharing/presenting research findings |
| SCC | Scholarly Communication | Copyright, fair use, open access, information law and policy, scholarly publication reform |
| SHC | Shared Collections | Florida Academic Repository (FLARE), statewide shared collection, UF Interim Library Facility (ILF) |
| TEC | Technology | IT security practices, library workstations, devices, software applications, Email, Websites, Internet, electronic files, social media tools, emerging technology literacy, 3D printing, virtual reality, and makerspace |

Legend: Prefix structure = first 3 letters or initial letters in name