

## ITS TRAINING PREFIX QUICK REFERENCE GUIDE

*List of Training Prefixes, Training Categories and Related Content*

Prefix	Training Category	Content
<b>ACQ</b>	Acquisitions	Acquisitions, Acquisitions Accounting, Acquisitions PeopleSoft Accounting, Acquisitions E-Resources, Acquisitions Monographs, Acquisitions Printing Continuations, ALEPH for Acquisitions
<b>ARS</b>	Access & Resource Sharing	Circulation, user access to information resources, interlibrary loans, distance learners, Document Delivery services, UBorrow, Books on Demand, Course Reserves, electronic resources
<b>ASM</b>	Assessment	Assessment, evaluation, ROI, measuring value or worth, estimating
<b>AUX</b>	Auxiliary	UF Auxiliary Library Facility (ALF); medium-density shelving facility, preservation-level environmental controls for library material
<b>C&amp;P</b>	Conservation and Preservation	Maintenance and repair of archival and library materials
<b>CAT</b>	Cataloging	Catalog management, authority records, metadata, linked data, bibliographic information, Library of Congress Classification and Subject Headings, monographs, serials, Worldcat
<b>COL</b>	Collections	Library collections including African Studies, Archives and Manuscripts, Asian Studies Collections, Special Area Studies Collections, Baldwin Library of Historical Children's Literature, Rare Books, Harold and Mary Jean Hanson Rare Book Collection, Book Arts Collection, Parkman Dexter Howe Library, Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Map & Imagery Library, Panama Canal Museum Collection, P.K. Yonge Library of Florida History, Popular Culture Collections, Belknap Collection for the Performing Arts, Suzy Covey Comic Book Collection, University Archives, Records Management
<b>DAM</b>	Data Management	Data management planning, collecting, analyzing and sharing data, long-term preservation needs, data discoverability, UF security and privacy requirements
<b>DEV</b>	Development	Fundraising, major gifts, campaigning
<b>DHS</b>	Digital Humanities Scholarship	Using technology to engage public scholarship, Digital Publishing, Digital Humanities
<b>DPS</b>	Digital Production Services	Development of digital technologies, development, management, and publication of digital content from curatorial collections
<b>EXH</b>	Exhibits	Use of exhibits to promote interdisciplinary approaches to research and teaching, and to stimulate intellectual curiosity
<b>F&amp;S</b>	Facilities & Security Services	Facilities, safety and security in the Libraries, automated external defibrillator (AED), disaster and emergency preparedness, active shooter

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<b>FAC</b>	Faculty	Tenure and Promotion (T&P) Series, faculty development
<b>FIC</b>	Fiscal Services	Library budgets, RCM, grants, payroll, public copying and printing, purchasing, travel
<b>GMP</b>	Grants Management Program	Grant writing, grant management
<b>GOV</b>	Government Documents	Government documents, UF 's Regional Federal Depository Documents Collection housed at ALF, congressional research reports, US budget
<b>HRS</b>	Human Resource Services	Recruiting and retention; training and staff development; performance objectives
<b>INS</b>	Institutional	General UF and Smathers Libraries standards, policies and procedures
<b>INT</b>	Instruction	Information literacy instruction
<b>IPS</b>	Interpersonal-Professional Skills	Verbal and written communication, presentation skills, listening, customer service, teamwork, collaboration, adaptability, independence, initiative, problem-solving, time-management
<b>M&amp;C</b>	Marketing & Communications	Libraries' image, institutional identity standards, dissemination of information, news releases, feature articles, printed materials and publications, <i>Chapter One</i> , advertising, media queries, donor cultivation
<b>MGT</b>	Management	Planning and organizing, decision-making, evaluation, delegating, managing conflict, fostering teamwork, coaching, providing direction
<b>PSV</b>	Public Services	Circulation, reference, providing services to patrons, ALEPH
<b>RES</b>	Research	Writing for scholarly endeavors, research methods
<b>SCC</b>	Scholarly Communication	Copyright, fair use, open access, information law and policy, scholarly publication reform
<b>SHC</b>	Shared Collections	Florida Academic Repository (FLARE), statewide shared collection, UF Interim Library Facility (ILF)
<b>TEC</b>	Technology	Email, Websites, Internet, electronic files, RSS feeds, IT security practices, instructional technology, hardware, CANVAS, software applications including MS Office, Adobe, Web 2.0, Google, Prezi, Wikis, Google Docs, Slideshare, Flickr, iTunes YouTube, Yahoo!Messenger, etc.

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