State Library Courses
Spring 2024

To register for courses please visit:
http://showcase-5419032-a407.sites.kaltura.com/

You must register for classes **<u>using an individual email</u>**. Our system will not allow for shared emails. Please cancel registration two weeks in advance to avoid being invoiced. Library systems will be invoiced the month following the class. Individuals doing self-pay must submit payment in advance before registration is approved. For more information, contact libdev@slol.lib.la.us or call 225-342-4931.

Adult Summer Reading Program (In-Person Workshop)

This workshop will cover ideas, goals, trends, best practices, and other information concerning the Summer Reading Program for Adult Services. Snacks will be provided.
Trainer: Megan Thomas, Library Development
Cost: $20.00 per participant
Date/Time:
Tuesday, February 27, 2024, 9:00am - 12:30pm - Rapides Parish Library (Alexandria Branch)
Thursday, February 29, 2024, 9:00am - 12:30pm - Terrebonne Parish Library (Houma Branch)
Tuesday, March 5, 2024, 9:00am - 12:30pm - Bossier Parish Library (TBD)

A.I. in Your Library, Part 2 (Online) NEW!

Participants will learn about the changes over the last year regarding A.I. and how these have affected ChatGPT, A.I. creation software, and specific industries. Specific information will be shared about items to consider when crafting an A.I. policy and how to best incorporate A.I. into library work to improve workflow.
Trainer: Michele Jones, Library Development
Cost: $15.00 per participant
Date/Time: Tuesday, April 16, 2024, 9:00am - 10:30am

Confidence in the Workplace (Online)

Confidence plays a significant role in the workplace environment and with it comes job satisfaction. Confident employees tend to receive more benefits such as raises and promotions and are trusted with more responsibilities. In this webinar, you will learn tips on how to gain the confidence to be successful in the workplace
Trainer: Deidra Douglas, Library Development
Cost: $15.00 per participant
Date/Time: Wednesday, April 17, 2024, 9:00am - 10:30am

Customer Service (Online)

In this webinar, you will learn how to understand the direct impact of customer service on the library's success. After this course, you will be able to recognize customer needs and adapt to various communication styles. You will also learn to apply practical and appropriate communication skills, balancing policy adherence and customer service.
Trainer: Deidra Douglas, Library Development
Cost: $15.00 per participant
Date/Time: Wednesday, May 1, 2024, 9:00am - 10:30am

Digital Preservation (Online)

Planning a digitization project can be a daunting task. Join Samuel Ayers as he discusses the steps involved in digital preservation: Identify, Select, Store, Protect, Manage, and Provide content to users. Learn terms and standards used in digital preservation, staffing issues, digitization tasks, legalities, software, and hardware as you move from analog to digital formats.
Trainer: Samuel Ayers, Louisiana Section
Cost: $15.00 per participant
Date/Time: Tuesday, January 30, 2024, 9:00am - 10:30am

Diversity and Inclusion in Your Library (Online) NEW!

In public library settings, diversity refers to including and representing people from various backgrounds, cultures, and demographics. It has differences in race, ethnicity, gender, age, socioeconomic status, abilities, and more. In this session, participants will learn how embracing diversity in libraries fosters an environment that reflects the broader community, prompting equal access to resources and services for all.
Trainer: Deidra Douglas, Library Development
Cost: $15.00 per participant
Date/Time: Tuesday, April 23, 2024, 9:00am - 10:30am

Finding and Using Library Statistics (Online)

What data is available to compare your library with other libraries? After reviewing the Louisiana Public Library Statistics Report, we will cover the IMLS (national statistics) and other statistics on your community that are useful in library planning, as taught by the appointed Louisiana State Data Coordinator.
Trainer: Michael Golrick, Library Development
Cost: $15.00 per participant
Date/Time: Tuesday, February 27, 2024, 9:00am - 10:30am

Genealogy 1 (Online)

The internet has become an indispensable resource for researching family history, with millions of records being added each year. In this session, participants will tour and learn how to search Internet sites that will help your patrons with their research.
Trainer: Samuel Ayers, Louisiana Section
 Cost: $15.00 per participant
Date/Time: Tuesday, January 9, 2024, 9:00am - 10:30am

Genealogy 2 (Online)

So much more information is available for family history research. This course takes a more in-depth look at print and online resources you can use to assist your patrons with their genealogical research. This webinar is for those who have taken the Genealogy webinar or already have a basic knowledge of genealogical research.
Trainer: Samuel Ayers, Louisiana Section
Cost: $15.00 per participant
Date/Time: Tuesday, January 23, 2024, 9:00am - 10:30am

Generations in the Workplace (Online)

Are you tired of those young upstarts trying to change how you've always done things? Tired of those old folks who won't try anything new? Learn how to get along and thrive in the multigenerational workplace by fostering communication and understanding.
Trainer: Michael Golrick, Library Development
Cost: $15.00 per participant
Date/Time: Wednesday, April 17, 2024, 9:00am - 10:30am

Leading from Within (Online)

Whether you are a manager or not, chances are, you have had opportunities to lead your organization. Join us to discuss the differences between leadership and management, learn about the attributes of great leaders, and acquire tips on growing your career within your organization, whether you plan to become a library manager or not.
Trainer: Deidra Douglas, Library Development
Cost: $15.00 per participant
Date/Time: Wednesday, March 27, 2024, 9:00am - 10:30am

Library Displays and Bulletin Boards (Online) NEW!

Stuck in a rut? Recycling the same old bulletin boards year after year? In this session, you will get creative ideas for jazzing up your bulletin boards and material displays with style. The materials and ideas will be geared toward your adult services but can be used for other areas.
Trainer: Deidra Douglas, Library Department
Cost: $15.00 per participant
Date/Time: Wednesday, May 8, 2024, 9:00am - 10:30am

Like, Follow, Share: Social Media for Libraries (Online) NEW!

In this webinar, you will learn how to use the most popular social media platforms to promote your library's programs and services effectively. Various topics include building an audience, finding and creating engaging content, handling negative comments, measuring success, and deciding if, when, and how to utilize paid promotions. You will learn how to serve your community best through social media.
Trainer: Daniel Monteverde, Public Information Officer
Cost: $15.00 per participant
Date/Time: Tuesday, March 5, 2024, 9:00am - 10:30am

Loan Shark Update (Online)

Join us for this brief update on ILL services, including a Q&A about recent updates to LoanSHARK.
Trainer: Kytara Christophe, Access Services Department
Cost: Free
Date/Time: Wednesday, April 29, 2024, 9:00am - 10:30 am

Louisiana Statistic Resources (Online)

Millions of statistics are gathered annually. Do you need to know the population of a city? What is the best place to locate statistics at the college level? How many accidents occurred in Louisiana due to rain? What parishes grow pecans? If the answer is yes, then please join Shontate Matthews for this webinar to tour books and websites containing useful statistical information.
Trainer: Shontate Matthews, Louisiana Section
Cost: $15.00 per participant
Date/Time: Thursday, May 2, 2024, 9:00am - 10:30am

Louisiana Student Resources (Online)

Do you have many students visiting your library needing information? Looking for photographs? Printable parish maps? Biographical information? If the answer is yes, then please join Shontate Matthews for this webinar to tour books and websites students can use to locate information.
Trainer: Shontate Matthews, Louisiana Section
Cost: $15.00 per participant
Date/Time: Thursday, May 9, 2024, 9:00am - 10:30am

LSSC Cataloging and Classification (10-week online series)

This 10-week online course covers the basic activities in a technical services department, all the way from the item being ordered to getting it onto the shelf. Specific topics include the purposes of cataloging and classification, Dewey Decimal and LC classification, building subject headings, RDA/AACR2, the MARC format, metadata concepts, and more. All sessions are 90-minute webinars with homework assignments, readings, and a final exam. This course has been certified for the Library Support Staff Certification Program and is a core course. You need not be in the LSSC Program to participate.
Trainer: Lesli Gray-Wilson and Matthew Jordan, Technical Services
Cost: $200.00 per participant for public library staff/ $300.00 for others
Date/Time:
Tuesday, February 20, 9:00am to 10:30am
Tuesday, February 27, 9:00am to 10:30am
Tuesday, March 5, 2024, 9:00am to 10:30am
Tuesday, March 19, 2024, 9:00am to 10:30am
Tuesday, March 26, 2024, 9:00am to 10:30am
Tuesday, April 2, 2024, 9:00am to 10:30am
Tuesday, April 9, 2024, 9:00am to 10:30am
Tuesday, April 16, 2024, 9:00am to 10:30am
Tuesday, April 23, 2024, 9:00am to 10:30am
Tuesday, April 30, 2024, 9:00am to 10:30am
Final exam will be on Tuesday, May 7, 2024

LSSC Foundations of Library Services (10-week online series)

This 10-week online course provides the basic concepts and skills necessary to work in a library. Sessions cover roles and missions of libraries, library ethics and philosophy, staff roles, library departments and basic functions, library governance, staff development, customer service, diversity, and promoting library services. All sessions are 90-minute webinars with homework assignments, readings, and a final exam. This course has been certified for the Library Support Staff Certification Program and is a core course. However, you need not be in the LSSC Program to participate.

Trainer: Michael Golrick and Michele Jones, Library Development

Cost: $200.00 per participant for public library staff/ $300.00 for others

Date/Time:

Thursday, March 7, 2024, 9:30 am to 10:30 am
Thursday, March 14, 2024, 9:30 am to 10:30 am
Thursday, March 21, 2024, 9:30 am to 10:30 am
Thursday, March 28, 2024, 9:30 am to 10:30 am
Thursday, April 4, 2024, 9:30 am to 10:30 am
Thursday, April 11, 2024, 9:30 am to 10:30 am
Thursday, April 18, 2024, 9:30 am to 10:30 am
Thursday, April 25, 2024, 9:30 am to 10:30 am
Thursday, May 2, 2024, 9:30 am to 10:30 am
Thursday, May 9, 2024, 9:30 am to 10:30 am
Thursday, May 16, 2024, 9:30 am to 10:30 am
Final exam will be on Thursday, May 23, 2024

LSSC Reference and Information Services (10-week online series)

This course gives an overview of reference. Reference interview techniques, processes, and strategies are covered. The course also covers knowledge, use, and evaluation of basic reference tools and sources in all formats, basic search strategy, and referral and interlibrary loan procedures. Emphasis is placed on using this knowledge and skill to help library users locate needed information. Bibliographic and citation formats, legal issues, and ethics are also discussed. There are assignments between class sessions and a final exam. This course is certified as one of the optional courses for the Library Support Staff Certification Program. However, you need not be in the LSSC Program to participate.

Trainer: Errin Levingston and Brittney Russell, Reference Department

Cost: $200.00 per participant for public library staff/ $300.00 for others

Date/Time:

Wednesday, January 24, 2024, 9:00am to 10:30am
Wednesday, January 31, 2024, 9:00am to 10:30am
Wednesday, February 7, 2024, 9:00am to 10:30am
Wednesday, February 14, 2024, 9:00am to 10:30am
Wednesday, February 21, 2024, 9:00am to 10:30am
Wednesday, February 28, 2024, 9:00am to 10:30am
Wednesday, March 6, 2024, 9:00am to 10:30am
Wednesday, March 13, 2024, 9:00am to 10:30am
Wednesday, March 20, 2024, 9:00am to 10:30am
Wednesday, March 27, 2024, 9:00am to 10:30am
Final Exam will be Wednesday, April 3, 2024

Self-Care in the Workplace (Online)

The last year and a half have been very challenging, and many of us are feeling stress and anxiety related to our library work and at home. This course will help staff learn to take time out of their day to focus on themselves and look at some strategies, tips, and tools to prioritize self-care and well-being and manage stress and uncertainty.

Trainer: Michele Jones, Library Development

Cost: $15.00 per participant

Date/Time: Tuesday, January 23, 2024, 9:00am - 10:30am

Sensory Accommodations in Your Library (In-Person Workshop) NEW!

What does it mean to have a sensory sensitivity, and how do those sensitivities affect our patrons in a public setting? We all want our patrons to have the best experience possible when entering our libraries. This session will introduce you to some of the procedures, use of sensory materials, and programming ideas implemented at the East Baton Rouge Parish Library. We will also explore how we, as public service staff, can approach story times, programming, and interactions successfully, though we are not formally trained as medical or mental health professionals.

Guest Presenter: Tara Dearing, Children's Services Coordinator, EBRPL

Cost: $45.00 per participant (breakfast and lunch will be provided)

Date/Time:

Tuesday, March 26, 2024, 9:00am - 2:00pm- Rapides Parish Library (Main Branch)

Thursday, March 28, 2024, 9:00am - 2:00pm- St. Charles Parish Library (Destrehan Branch)

State Annual Report and Data Entry Training Update (Online)

This is a review of the process for entering public library statistics using the online data entry system for the Public Library Annual Report. Changes in the form from last year will be covered.

Trainer: Michael Golrick, Library Development

Cost: Free

Date/Time: Thursday, February 8, 2024, 9:00am - 10:30 am

Staff Day 2024 (In-Person Workshop)

This event combines various training and user group sessions with the opportunity for public library staff across Louisiana to network, share, and learn.

Cost: $45.00 per participant

Dates/Times:

Tuesday, February 20, 2024, 9:00am - 3:00pm- East Baton Rouge Parish Library (Main Branch)

Thursday, February 22, 2024, 9:00am - 3:00pm- Lincoln Parish Library, Lincoln Parish Library Events Center in Ruston

Talking Books and Braille Library for Adults (Online) NEW!

This webinar will explore the State Library's services to blind and physically handicapped patrons and how your library can help these patrons access materials. You will find out how to sign-up patrons, help them get materials delivered to their homes, and how the State Library can help you provide equitable services to those in your community.

Trainer: David Rainey, Talking Books and Braille Library

Cost: Free of Charge

Date/Time: Tuesday, April 16, 2024, 9:00am - 10:30am

Talking Books and Braille Library for Children (Online) NEW!

This webinar will explore the State Library's services to blind and physically handicapped youth-aged patrons and how your library can help these patrons access materials. You will find out how to sign-up patrons, help them get materials delivered to their homes, and how the State Library can help you provide equitable services to those in your community.

Trainer: Charlene Moore, Talking Books and Braille Library

Cost: Free of Charge

Date/Time: Wednesday, April 24, 2024, 2:00pm - 3:30pm

Time Management (Online) (Updated)

In this webinar, you will learn to organize yourself better, understand the importance of setting goals, and take control of your workplace productivity. Get tips for managing your time more effectively.

Trainer: Deidra Douglas, Library Department

Cost: $15.00 per participant

Date/Time: Wednesday, May 15, 2024, 9:00am - 10:30am

Youth Summer Reading Program (In-Person Workshop)

This workshop will cover ideas, goals, trends, best practices, and other information concerning the Summer Reading Program for Youth Services, 0 - 18 years. The morning will consist of a presentation from the SLOL Youth Consultant, and the afternoon will include a presentation from our Louisiana State Parks partners. The workshop will end with group sharing and program brainstorming time.

Trainer: Megan Thomas and Jamie Hebert, Library Development

Cost: $45.00 per participant **(**breakfast and lunch will be provided)

Tuesday, January 23, 2024, 9:00am - 3:30pm - Webster Parish Library (Minden Branch)

Thursday, January 25, 2024, 9:00am - 3:30pm - Tangipahoa Parish Library (Amite Branch)

Tuesday, January 30, 2024, 9:00am - 3:30pm - Lafourche Parish Library (Thibodaux Branch)

Thursday, February 1, 2024, 9:00am - 3:30pm - East Carroll Parish Library (Lake Providence Branch)

Tuesday, February 6, 2024, 9:00am - 3:30pm - West Feliciana Parish Library (St. Francisville Branch)

Thursday, February 8, 2024, 9:00am - 3:30pm - Allen Parish Library (Oberlin Branch)