**State Library Courses**

**Spring 2019**

To register for courses please follow the link below:

<https://slol.adobeconnect.com/admin/show-event-catalog>

You must register for classes **using an individual email** – our system will not allow for shared emails. Please cancel registrations **two weeks** in advance to avoid being invoiced. Library systems will be invoiced the month following the class. Individuals doing self-pay will need to submit payment in advance before registration will be approved. For more information, contact Charlotte Bourg, (225)342-4931 or cbourg@slol.lib.la.us.

**Accessibility Options at Your Fingertips: Using Windows 10, iOS, and Android (Online)**

*Description*: Did you know you already have online tools at your fingertips to assist users with visual or physical disabilities? In this webinar, learn the accessibility features in the Windows, iOS, and Android operating systems.

*Trainer*: Annie Robinson, IT Department

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Wednesday, April 24, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Adult 2019 Summer Reading Workshop**

*Description*: This half day workshop will include information on the 2019 Adult Summer Reading theme “A Universe of Stories.” Not only will be discussing promoting your program and programming ideas but also some tools for evaluating your community. A more detailed agenda will be available closer to the workshop.

*Trainer*: Charlotte Bourg, Library Development

*Maximum Class Size*: 30

*Cost*: $25.00 per participant

*Date/Time:*

 *Tuesday, January 29, 2019, State Library, Baton Rouge, 9am to 12pm*

 *Thursday, January 31, 2019, Ouachita Parish Main Library, Monroe, 9am to 12pm*

 *Thursday, February 7, 2019, Lafayette South Regional Library, Lafayette, 1 to 4pm*

**Confidence in the Workplace (Online)**

*Description*: Confidence plays a very important role in the workplace environment, and with it, comes job satisfaction. Employees who are confident tend to receive more benefits such as raises and promotions, and they 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*: Charlotte Bourg, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Wednesday, May 8, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Customer Service (Online)**

*Description*:In this webinar, you will learn how to understand the direct impact of customer service on the success of the library. After this course you will be able to recognize customer needs and be able to adapt to various communication styles. You will also learn how to apply effective and appropriate communication skills, establishing a balance between policy adherence and customer service.

*Trainer*: Charlotte Bourg, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Wednesday, April 3, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Dealing with Angry Patrons (Online)**

*Description*: This webinar will guide you in dealing with your angry patrons. Learn to understand the importance of dealing with angry patrons effectively and positively as well as identify techniques for handling angry patrons individually.

*Trainer*: Charlotte Bourg, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Wednesday, April 10, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Every Child Ready to Read (Online)**

*Description*: The State Library has 10 ECRR kits that can be borrowed through ILL. This informational webinar is a brief introduction to Every Child Ready to Read and the materials contained in the kits.

*Trainer:* Angela Germany, Library Development

*Maximum Class Size:* 30

*Cost:* Free of Charge

*Date/Time: Wednesday, April 10, 2019, 9 to 10:30am*

*\*Special Note*:Instructions to join the webinar will be sent prior to the session.

**Genealogy (Online)**

*Description*: 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*: Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Wednesday, March 20, 2019, 9 to 10:30am*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**Genealogy Part 2 (Online)**

*Description*: 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*: Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Wednesday, March 27, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**ILL Update (Online)**

*Description:* Join us for this brief update on ILL services including Q & A about recent updates to LoanSHARK.

*Trainer:* Kytara Christophe, Access Services

*Maximum Class Size*: 20

*Cost*: Free of Charge

*Date/Time: Wednesday, April 17, 2019, 9 to 10:30am*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**Intro to Teen Services, Part 1: Why We Serve Teen Patrons, Teen Behavior, and Making a Welcoming Teen Environment** **(Online)**

*Description:* In this 2-hour webinar, we will discuss the importance of serving teen patrons, why teens are unique, and why we should offer equally unique library services that meet their needs. We will also discuss teen characteristics, behavior, and how to go about creating a welcoming library space to draw local teens.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 30

*Cost*: $15.00 per participant

*Date/Time: Wednesday, May 15, 2019, 9 to 11 am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Library Security (Online)**

*Description*: Learn to recognize security threats within the library and methods to increase safety in your work environment.

*Trainer*: Charlotte Bourg, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Dates/Times: Wednesday, May 15, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent by the instructor prior to the session.

**Louisiana Reference Resources: People (Online)**

*Description:* Have you ever wondered who our eighth governor was? When the first Secretary of State was elected? How to locate historical information on past legislators? What is the best resource to locate biographical information on noted Louisianans? If the answer is yes, then please join Charlene Bonnette for this webinar to tour books and websites used for locating people.
*Trainer:* Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Tuesday, April 2, 2019, 9 to 10:30am*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**Louisiana Reference Resources: Places (Online)**
*Description:* Have you ever wondered how Dry Prong got its name? Where Louisiana cities that no longer exist were located? The best place to find parish histories? If the answer is yes, then please join Charlene Bonnette for this webinar to tour books and websites used for locating places.
*Trainer:* Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Tuesday, April 9, 2019, 9 to 10:30am*

 *\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**Louisiana Reference Resources: Students (Online)**
*Description:* Do you have lots of students visiting your library needing information? Looking for photographs? Printable parish maps? Biographical information? If the answer is yes, then please join Charlene Bonnette for this webinar to tour books and websites students can use to locate information.
*Trainer*: Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Dates/Times: Tuesday, April 16, 2019, 9 to10:30am*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**Louisiana Reference Resources: Statistics (Online)**
*Description:* Millions of statistics are gathered every year. Do you need to know the population of a city? 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 Charlene Bonnette for this webinar to tour books and websites containing useful statistical information.
*Trainer:* Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Dates/Times: Tuesday, April 23, 2019, 9 to 10:30am*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**New Directors’ Bootcamp**

*Description:* The New Director’s Bootcamp will be an intense, 2-day workshop valuable to both new directors and those who need a refresher course. Topics will include library laws and governance, budgeting, policies and procedures, planning, collection management, human resources topics, staffing, and facilities and building maintenance.

*Cost*: $75.00 per participant (includes breakfast, lunch and snacks for both days)

*Dates/Locations/Times:*

*Day 1, Thursday, April 25, 2019, State Library of Louisiana, 8am to 5pm*

*Day 2, Friday, April 26, 2019, State Library of Louisiana, 8am to 5pm*

**LSSC Cataloging and Classification (10-week series online)**

*Description*:  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 is being submitted to ALA/APA for national certification for the Library Support Staff Certification Program.  It would be an elective.  However, you need not be in the LSSC Program to participate.

*Trainer:* Lesli Gray, Technical Services and Errin Levingston, Reference

*Maximum Class Size*: 15

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

*Dates/Times*:

*Tuesday, March 12, 2019, 9 to 10:30am*

*Tuesday, March 19, 2019, 9 to 10:30am*

*Tuesday, March 26, 2019, 9 to 10:30am*

*Tuesday, April 2, 2019, 9 to 10:30am*

*Tuesday, April 9, 2019, 9 to 10:30am*

*Tuesday, April 16, 2019, 9 to 10:30am*

*Tuesday, April 23, 2019, 9 to 10:30am*

 *Tuesday, April 30, 2019, 9 to 10:30am*

 *Tuesday, May 7, 2019, 9 to 10:30am*

 *Tuesday, May 14, 2019, 9 to 10:30am*

 *Final exam will be on Tuesday, May 21, 2019*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**LSSC Library Foundations: A Basic Introduction to Libraries (10-week series online)**

*Description*: 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, Reference and Charlotte Bourg, Library Development

*Maximum Class Size*: 15

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

*Dates/Times*:

*Wednesday, January 9, 2019, 9 to 10:30am*

 *Wednesday, January 16, 2019, 9 to 10:30am*

 *Wednesday, January 23, 2019, 9 to 10:30am*

 *Wednesday, January 30, 2019, 9 to 10:30am*

 *Wednesday, February 6, 2019, 9 to 10:30am*

 *Wednesday, February 13, 2019, 9 to 10:30am*

 *Wednesday, February 20, 2019, 9 to 10:30am*

 *Wednesday, February 27, 2019, 9 to 10:30am*

 *Wednesday, March 6, 2019, 9 to 10:30am*

 *Wednesday, March 20, 2019, 9 to 10:30am*

*Final Exam will be on Wednesday, March 27, 2019.*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

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

*Description:* This course gives an overview of reference. Reference interview techniques, process and strategy 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:* Michael Golrick, Reference and Errin Levingston, Reference Department

*Maximum Class Size*: 15

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

*Dates/Times*:

*Thursday, March 7, 2019, 9 to 10:30am*

 *Thursday, March 21, 2019, 9 to 10:30am*

 *Thursday, March 28, 2019, 9 to 10:30am*

 *Thursday, April 4, 2019, 9 to 10:30am*

 *Thursday, April 11, 2019, 9 to 10:30am*

 *Thursday, April 18, 2019, 9 to 10:30am*

 *Thursday, April 25, 2019, 9 to 10:30am*

 *Thursday, May 2, 2019, 9 to 10:30am*

 *Thursday, May 9, 2019, 9 to 10:30am*

*Thursday, May 16, 2019, 9am to 10:30am*

*Final Exam will be Thursday, May 23, 2019.*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**Staff Day 2019**

*Description:* This event combines various training and user group sessions with the opportunity for staffs across Louisiana to network, share, and learn. The purpose is to bring together front-line staff in reference, ILL, technical services, youth services, and computer services.

*Cost*: $45.00 per participant (includes breakfast and lunch)

*Dates/Locations/Times:*

*Tuesday, February 19, 2019, East Baton Rouge Parish Main Library, Baton Rouge, 9am to 4pm*

*Thursday, February 21, 2019, Lincoln Parish Library Events Center, Ruston, 9am to 4pm*

**State Annual Report and Data Entry Training and Update (Online)**

*Description*: 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, Reference Department

*Maximum Class Size*: 20

*Cost*: Free of Charge

*Date/Time: Tuesday, February 12, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Statistics and You: Finding and Using Library Statistics (Online)**

*Description*: 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 which are useful in library planning.

*Trainer*: Michael Golrick, Reference Department

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Tuesday, February 26, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**TBBL Update (Online)**

*Description*: This free webinar will explain the services that the State Library provides to blind and physically-handicapped users.  Maybe you have patrons that could benefit from this service?   All TBBL materials are mailed at no cost directly to the homes of qualified users.   Come to the webinar to find out the services provided and how to tell people to sign up.

*Trainer*: David Rainey, TBBL

*Maximum Class Size*: 20

*Cost*: Free of Charge

*Date/Time: Thursday, March 28, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Tech Fest 2019**

*Description:* Join us for a day of tech topics and networking with fellow IT staff.  There will be individual sessions from 15 minutes to 1 ½ hours in length, covering a wide array of topics, as well as time to find out what what’s happening around the state.

*Cost*: $45.00 per participant (includes breakfast and lunch)

*Date/Location/Time:*

*Friday, April, 12, 2019, State Library of Louisiana, 9am to 3:30pm*

**Thriving in the Multigenerational Workplace (Online)**

*Description*: Tired of those young upstarts who are trying to change the way you’ve always done things? Tired of those old folks who won’t try anything new? Learn how to not only get along, but to thrive in the multigenerational workplace by fostering communication and understanding.

*Trainer*: Charlotte Bourg, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Dates/Times*: Wednesday, May 22, 2019*, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent by the instructor prior to the session.

**Time Management (Online)**

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

*Trainer*: Charlotte Bourg, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Thursday, February 28, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Weeding (Online)**

*Description*:  In addition to discussing common objections to weeding (de-selection) and the benefits of weeding, this workshop will also describe weeding criteria, explain the weeding process, and offer practice weeding exercises.  This workshop utilizes the "CREW" method of weeding.
*Trainer:* Michael Golrick, Reference Department

*Maximum Class Size:* 20

*Cost:* $15.00 per participant

*Dates/Time: Wednesday, May 1, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Weeding Youth Collections (Online)**

*Description*: Learn the basics of weeding for children’s and teen collections. This is a 2-hour webinar.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 30

*Cost*: $15.00 per participant

*Dates/Times: Tuesday, March 26, 2019, 9 to 11am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Youth Collection Development (2 Part Series Online**)

*Description*: Learn the basics of collection development for your children’s collection in this online session. This is a 2-part webinar series.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 30

*Cost*: $15.00 per participant

*Dates/Times:*

*Part 1 – Tuesday, May 7, 2019, 9 to 10:30am*

*Part 2 – Thursday, May 9, 2019, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Youth 2019 Summer Reading Program Workshop**

*Description:* This presentation will include materials, activities, and information relating to the children’s and teen 2019 Summer Reading Program “A Universe of Stories”. This two-part workshop will include the teen presentation in the morning from 9-12 and the children’s presentation in the afternoon from 1-4. Attendees are encouraged to attend both parts. A detailed agenda will be available upon request closer to the workshop.

*Trainer:* Angela Germany, Library Development

*Maximum Class Size: 90*

*Cost:* $45.00 per participant

*Date/Time*:

*Monday, February 4, 2019, 9 am to 4 pm, State Library of Louisiana, Baton Rouge*

*Tuesday, February 5, 2019, 9 am to 4 pm, State Library of Louisiana, Baton Rouge*

*Thursday, February 7, 2019, 9 am to 4 pm, South Regional Branch Library, Lafayette*

*Monday, February 11, 2019, 9 am to 4 pm, Lincoln Parish Library Events Center, Ruston*

*Thursday, February 14, 2019, 9 am to 4 pm, New Orleans Public Library, Algiers Branch*

*Friday, February 22, 2019, 9 am to 4 pm, South Regional Branch Library, Lafayette*