**State Library Courses**

**Spring 2020**

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.

**398.2 And YOU: Becoming a Storyteller**

*Description*: This is an in person workshop. This WORKshop actively involves everyone in small-group exercises retelling traditional (398.2) tales which Fran will provide, demonstrating them orally. After reviewing and outlining each story, attendees will partner up to retell stories in their own words, improvising dialogue and detail. Next, they will change partners and tell the story again, improving their version with each telling. Attendees will gain confidence in their ability to remember, ad-lib, and describe -- and can borrow best bits from their partners! This process will continue with more complex stories using props, music, and audience participation. This workshop will cover changing/adapting tale texts; sources; copyright; age-appropriateness, etc. Handouts will offer story resources and videos for further learning. Attendees will leave with stories ready to tell. For more information about Fran Stallings, you may visit her website at, <https://www.franstallings.com/>.

*Trainer*: Fran Stallings

*Maximum Class Size*: 80

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

*Dates/Locations/Times*:

*Monday, January 13, 2020, Bluebonnet Regional Library, Baton Rouge, 9:30am to 4:30pm*

*Wednesday, January 15, 2020, Lincoln Parish Events Center, Ruston, 9am to 4pm*

**Accessibility Options at Your Fingertips: Using Windows 10 (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 10.

*Trainer*: Annie Robinson, IT Department

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Wednesday, May 13, 2020, 9 to 10:30am*

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

**Advanced New Directors’ Bootcamp**

*Description:* This is an in person workshop. The Advanced New Directors’ Bootcamp will be an intense, 1-day workshop. This is a continuation of the New Directors’ Bootcamp. A detailed agenda will be available closer to the event.

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

*Date/ Location/Time*:

*Thursday, April 30, 2020, State Library, Baton Rouge, 8am to 5pm*

**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: Tuesday, May 26, 2020, 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*: J.D. Lovelace, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Tuesday, March 10, 2020, 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*: J.D. Lovelace, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Tuesday, March 17, 2020, 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: Tuesday, April 7, 2020, 9 to 11am*

*\*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: Tuesday, February 4, 2020, 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*: *Thursday, February 6, 2020, 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: Thursday, May 14, 2020, 9 to 10:30am*

*\*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, April 15, 2020, 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 Samuel Ayers for this webinar to tour books and websites used for locating people.
*Trainer:* Samuel Ayers, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Wednesday, January 8, 2020, 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 Samuel Ayers for this webinar to tour books and websites used for locating places.
*Trainer:* Samuel Ayers, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Wednesday, January 15, 2020, 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: Wednesday, January 22, 2020, 9 to 10:30am*

*\*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: Wednesday, January 29, 2020, 9 to 10:30am*

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

**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 3, 2020, 9 to 10:3 am*

*Tuesday, March 10, 2020, 9 to 10:30am*

*Tuesday, March 17, 2020, 9 to 10:30am*

*Tuesday, March 24, 2020, 9 to 10:30am*

*Tuesday, March 31, 2020, 9 to 10:30am*

*Tuesday, April 7, 2020, 9 to 10:30am*

*Tuesday, April 14, 2020, 9 to 10:30am*

*Tuesday, April 21, 2020, 9 to 10:30am*

*Tuesday, April 28, 2020, 9 to 10:30am*

*Tuesday, May 5, 2020, 9 to 10:30am*

*Final Exam will be on Tuesday, May 12, 2020.*

\**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 J.D. Lovelace, Library Development

*Maximum Class Size*: 15

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

*Dates/Times*:

*Thursday, March 5, 2020, 9 to 10:30am*

*Thursday, March 12, 2020, 9 to 10:30am*

*Thursday, March 19, 2020, 9 to 10:30am*

*Thursday, April 2, 2020, 9 to 10:30am*

*Thursday, April 9, 2020, 9 to 10:30am*

*Thursday, April 16, 2020, 9 to 10:30am*

*Thursday, April 23, 2020, 9 to 10:30am*

*Thursday, April 30, 2020, 9 to 10:30am*

*Thursday, May 7, 2020, 9 to 10:30am*

*Thursday, May 14, 2020, 9 to 10:30am*

*Final Exam will be Thursday, May 21, 2020.*

*\*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*:

*Wednesday, January 15, 2020, 9 to 10:30am*

*Wednesday, January 22, 2020, 9 to 10:30am*

*Wednesday, January 29, 2020, 9 to 10:30am*

*Wednesday, February 5, 2020, 9 to 10:30am*

*Wednesday, February 12, 2020, 9 to 10:30am*

*Wednesday, February 19, 2020, 9 to 10:30am*

*Wednesday, March 4, 2020, 9 to 10:30am*

*Wednesday, March 11, 2020, 9 to 10:30am*

*Wednesday, March 18, 2020, 9 to 10:30am*

*Wednesday, April 1, 2020, 9 to 10:3 am*

*Final Exam will be on Wednesday, April 8, 2020*.

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

**2020 New Directors’ Bootcamp**

*Description:* This is an in person 2-day workshop. The New Directors’ 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, staffing, and facilities and building maintenance. A detailed agenda will be available closer to the event.

*Cost*: $90.00 per participant (includes breakfast, lunch and snacks for both days)

*Dates/Locations/Times*:

*Tuesday, April 28, 2020, State Library, Baton Rouge, 8am to 5pm*

*Wednesday, April 29, 2020, State Library, Baton Rouge, 8am to 5pm*

**Staff Day 2020**

*Description:* This is an in person event. 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 11, 2020, 8:30am to 3:30pm, East Baton Rouge Parish Library Main Branch, Baton Rouge*

*Thursday, February 13, 2020, 8:30am to 3:30pm, Lincoln Parish Library Events Center, Ruston*

**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 4, 2020, 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 18, 2020, 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: Wednesday, March 18, 2020, 9 to 10:30am*

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

**Tech Fest 2020**

*Description:* This is an in person event. 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 24, 2020, State Library, Baton Rouge, 8:30 am 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*: *Tuesday, May 19, 2020, 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*: *Wednesday, May 6, 2020, 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, April 22, 2020, 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, May 5, 2020, 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, April 21, 2020, 9 to 11am*

*Part 2 Thursday, April 23, 2020, 9 to 11am*

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

**Youth 2020 Summer Reading Program Workshop**

*Description:* This is an in person workshop. This presentation will include materials, activities, and information relating to the children’s and teen 2020 Summer Reading Program. 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 (includes breakfast and lunch)

*Date/Time*:

*Monday, February 3, 2020, State Library of Louisiana, Baton Rouge, 8:30am to 3:30pm*

*Tuesday, February 4, 2020, State Library of Louisiana, Baton Rouge, 8:30am to 3:30pm*

*Thursday, February 6, 2020, Lincoln Parish Library Events Center, Ruston, 8:30am to 3:30pm*

*Wednesday, February 12, 2020, New Orleans Public Library, Algiers Regional, New Orleans, 8:30am to 3:30pm*

*Wednesday, February 19, 2020, Lafayette Parish Library, South Regional, Lafayette, 8:30am to 3:30pm*

*Thursday, February 20, 2020, Lafayette Parish Library, South Regional, Lafayette, 8:30am to 3:30pm*