

## State Library Courses Spring 2021

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 **in writing** 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 Aaron Anderson, (225)342-4931 or [aanderson@slol.lib.la.us](mailto:aanderson@slol.lib.la.us).

### **Adult 2021 Summer Reading Workshop (Online)**

*Description:* This half-day workshop will include information on the 2021 Adult Summer Reading theme “Tails and Tales”. 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:* John Lovelace, Library Development

*Maximum Class Size:* 30

*Cost:* \$25.00 per participant

*Date/Time:*

*Morning Session - Tuesday, January 19, 2021, 9am to 12pm*

*Afternoon Session - Thursday, January 22, 2021, 1 to 4pm*

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

### **Advanced New Directors’ Bootcamp**

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

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

*Dates/Locations/Times:* Thursday, April 29, 2021, State Library of Louisiana, 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:* Jessica Styons, Library Development

*Maximum Class Size:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Tuesday, May 4, 2021, 2 to 3:30pm

*\*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:* John Lovelace, Library Development

*Maximum Class Size:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Tuesday, April 6, 2021, 2 to 3:30pm

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

### **Digital Preservation (Online)**

*Description:* Planning a digitization project can be a daunting task. Join Charlene Bonnette as she 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:* Charlene Bonnette, Louisiana Section

*Maximum Class Size:* 30

*Cost:* Free of Charge

*Date/Time:* Thursday, February 25, 2021, 9 to 10:30am

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

### **E-rate Overview (Online)**

*Description:* This is an introduction and overview of the E-rate process. Topics can include:

- Getting Started – the EPC System, entity information, etc.
- Review of the procurement process – 470s, RFPs, contracts, evaluating bids
- 471s, PIAs, Funding Commitments
- Recordkeeping, reviews audits and any general E-Rate concerns

*Trainer:* Meg Placke, Deputy State Librarian

*Maximum Class Size:* 30

*Cost:* Free of Charge

*Date/Time:* Wednesday, January 27, 2021, 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:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Tuesday, February 2, 2021, 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:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Thursday, February 4, 2021, 9 to 10:30am

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

### **ILL 101: Just the Basics (Online)**

*Description:* Do you have new ILL staff members who could benefit from a session on the basic borrowing and lending functions in LoanSHARK? If so, this 90 minute session is what you are seeking. The LoanSHARK administrator from the State Library will present a crash course that will help staffers create requests in LoanSHARK, as well as process incoming requests in the system.

*Trainer:* Kytara Christophe, Access Services Department

*Maximum Class Size:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Thursday, January 21, 2021, 9 to 10:30 am

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

### **ILL Training (Online)**

*Description:* LoanSHARK Administrator Kytara Christophe and Debbie Hensler, Auto-Graphics' SHAREit Product Manager for Customer Services, will virtually present updates and enhancements made thus far to Version 6. You will have the opportunity to submit your questions and concerns in advance of the session to ensure a thorough answer.

*Trainer:* Kytara Christophe, Access Services Department

*Maximum Class Size:* 30

*Cost:* Free of Charge

*Date/Time:* Thursday, April 29, 2021, 9 to 10:30am

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

### **Leading from Within (Online)**

*Description:* Whether you are a manager or not, chances are you've had opportunities to lead in 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. Those already in a supervisory role are invited to attend to enhance their own leadership, re-imagine what leaders can look like within their organization, and learn the importance of cultivating and developing staff leadership within their organization.

*Trainer:* Jessica Styons, Library Development

*Maximum Class Size:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Wednesday, May 26, 2021, 10 to 11:30am

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

### **Like, Follow, Share: Social Media for Libraries (Online)**

*Description:* In this webinar, we will discuss how to use the most popular social media platforms to effectively promote your library's programs and services. We will touch on a variety of topics including how to: build an audience; find and create engaging content; handle negative comments; measure success; and decide if, when, and how to utilize paid promotions.

Ultimately, we will explore the ways you can best serve your community through social media.

*Trainer:* John Lovelace, Library Development

*Maximum Class Size:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Tuesday, April 20, 2021, 10 to 11:30am

*\*Special Note:* Instructions to join the webinar will be sent 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:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Tuesday, January 19, 2021, 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:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Tuesday, January 26, 2021, 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:* 30

*Cost:* \$15.00 per participant

*Dates/Times:* Monday, February 15, 2021, 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:* 30

*Cost:* \$15.00 per participant

*Dates/Times:* Thursday, February 18, 2021, 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, February 23, 2021, 9 to 10:30am*

*Tuesday, March 2, 2021, 9 to 10:30am*

*Tuesday, March 9, 2021, 9 to 10:30am*

*Tuesday, March 16, 2021, 9 to 10:30am*

*Tuesday, March 23, 2021, 9 to 10:30am*

*Tuesday, March 30, 2021, 9 to 10:30am*

*Tuesday, April 6, 2021, 9 to 10:30am*

*Tuesday, April 13, 2021, 9 to 10:30am*

*Tuesday, April 20, 2021, 9 to 10:30am*

*Tuesday, April 27, 2021, 9 to 10:30am*

*Final exam will be on Tuesday, May 4, 2021*

*\*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, Jessica Styons and John Lovelace, Library Development

*Maximum Class Size:* 15

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

*Dates/Times:*

*Thursday, March 4, 2021, 9 to 10:30am*

*Thursday, March 18, 2021, 9 to 10:30am*

*Thursday, March 25, 2021, 9 to 10:30am*

*Thursday, April 1, 2021, 9 to 10:30am*

*Thursday, April 8, 2021, 9 to 10:30am*

*Thursday, April 15, 2021, 9 to 10:30am*

*Thursday, April 22, 2021, 9 to 10:30am*

*Thursday, May 6, 2021, 9 to 10:30am*

*Thursday, May 13, 2021, 9 to 10:30am*

*Thursday, May 20, 2021, 9 to 10:30am*

*Final exam will be on Thursday, May 27, 2021*

*\*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 Department 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 27, 2021, 9 to 10:30am*

*Wednesday, February 3, 2021, 9 to 10:30am*

*Wednesday, February 10, 2021, 9 to 10:30am*

*Wednesday, February 17, 2021, 9 to 10:30am*

*Wednesday, February 24, 2021, 9 to 10:30am*

*Wednesday, March 3, 2021, 9 to 10:30am*

*Wednesday, March 10, 2021, 9 to 10:30am*

*Wednesday, March 17, 2021, 9 to 10:30am*

*Wednesday, March 24, 2021, 9 to 10:30am*

*Wednesday, March 31, 2021, 9 to 10:30am*

*Final Exam will be Wednesday, April 7, 2021.*

*\*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 can 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, Tuesday, April 27, 2021, State Library of Louisiana, 8am to 5pm*

*Day 2, Wednesday, April 28, 2021, State Library of Louisiana, 8am to 5pm*

### **Self Care (Online)**

*Description:* The last 12 months 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 some time out of their day to focus on themselves and will look at some strategies, tips, and tools to prioritize self-care and well-being and to manage the feelings stress and uncertainty.

*Trainer:* Jessica Styons, Library Development

*Maximum Class Size:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Tuesday, March 23, 2021, 2 to 3:30pm

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

### **Staff Day 2021 (Online)**

*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, preservation, social media, and computer services. This year we will be hosting staff day virtually on two separate days. The same keynote will be given but there will be different sessions given for each day. To receive certification for attending you must attend the keynote and any two sessions. More information to be announced.

*Cost:* \$25.00 per participant for both Staff Days

*Dates/Times:*

*Tuesday, February 9, 2021, 9am to 4pm*

*Thursday, February 11, 2021, 9am to 4pm*

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

### **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:* 30

*Cost:* Free of Charge

*Date/Time:* Thursday, January 28, 2021, 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:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Tuesday, February 2, 2021, 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:* 30

*Cost:* Free of Charge

*Date/Time:* Thursday, March 4, 2021, 9 to 10:30am

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

### **Teen 2021 Summer Reading Program (Online)**

*Description:* This presentation will include materials, activities, and information relating to the Teen 2021 Summer Reading Program "Tails and Tales". This webinar will have the option of attending the presentation in the morning from 9 to 12 or in the afternoon from 1 to 4. A detailed agenda will be available upon request closer to the workshop.

*Trainer:* TBA, Library Development

*Maximum Class Size:* 90

*Cost:* \$25.00 per participant

*Date/Time:*

*Afternoon Session - Tuesday, February 2, 2021, 1 to 4pm*

*Morning Session - Thursday, February 4, 2021, 9am to 12pm*

*\*Special Note:* Instructions to join the webinar will be sent 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:* Jessica Styons, Library Development

*Maximum Class Size:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Wednesday, February 24, 2021, 2 to 3:30pm

*\*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:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Thursday, February 25, 2021, 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:* TBA, Library Development

*Maximum Class Size:* 30

*Cost:* \$15.00 per participant

*Date/Time:* Tuesday, April 13, 2021, 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:* TBA, Library Development

*Maximum Class Size:* 30

*Cost:* \$15.00 per participant

*Dates/Times:*

*Part 1 – Tuesday, May 11, 2021, 9 to 10:30am*

*Part 2 – Thursday, May 13, 2021, 9 to 10:30am*

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

### **Youth 2021 Summer Reading Program (Online)**

*Description:* This presentation will include materials, activities, and information relating to the Children's 2021 Summer Reading Program "Tails and Tales". This webinar will have the option of attending the presentation in the morning from 9-12 or in the afternoon from 1-4. A detailed agenda will be available upon request closer to the workshop.

*Trainer:* TBA, Library Development

*Maximum Class Size:* 90

*Cost:* \$25.00 per participant

*Dates/Times:*

*Morning Session: Tuesday, February 23, 2021, 9am to 12pm*

*Afternoon Session: Thursday, February 25, 2021, 1 to 4pm*

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

**SAVE THE DATE!**

**Tech Fest 2021**

*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 /Time:* June 11, 2021, State Library of Louisiana, 9am to 3:30pm

*\*Date/Time is subject to change*