State Library Courses
Spring 2022

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.

Adult 2022 Summer Reading Program (In-Person Workshop)

Description: This half-day workshop will include information on the 2022 Adult Summer Reading theme "Oceans of Possibilities". Not only will we discuss promoting your program and programming ideas, but we will also some tools for evaluating your community.

Trainer: John Lovelace, Library Development

Maximum Class Size: 30

Cost: $25.00 per participant

Date/Time:

> Wednesday, January 26, 2022, *Ouachita Parish Main Library, Monroe, 9 to 12pm*
> Wednesday, February 2, 2022, *State Library, Baton Rouge, 9 to 12pm*
> Wednesday, February 9, 2022, *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: Jessica Styons, Associate State Librarian

Maximum Class Size: 30

Cost: $15.00 per participant

Date/Time: Tuesday, April 12, 2022, 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 5, 2022, 9 to 10:30am*

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

Dealing with Teen Drama (Online) NEW!
Description: Participants will learn techniques and tips on how to handle various situations that involve teens in the libraries and how to make their experience fun, safe, and beneficial. This is an interactive webinar with participation encouraged.
Trainer: Megan Thomas, Library Development
Maximum Class Size: 30
Cost: $15.00 per participant
Date/Time: Monday, March 7, 2022, 1 to 2:30pm
*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: Tuesday, January 25, 2022, 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: Monday, March 14, 2022, 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: Monday, March 21, 2022, 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 20, 2022, 9 to 10:30 am
*Special Note: Instructions to join the webinar will be sent prior to the session.

ILL Update (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 and Debbie Hensler, Auto-Graphics' SHAREit Product Manager
Maximum Class Size: 30
Cost: Free of Charge
Date/Time: Tuesday, April 19, 2022, 9 to 10:30am
*Special Note: Instructions to join the webinar will be sent prior to the session.

Leadership for Managers, Supervisors, and Administrators (Online) NEW!
Description: Join us to discuss the differences between leadership and management, learn about the attributes of great leaders, and acquire tips on best practices for leading your branch, department or organization. Those in a supervisory role will get information on enhancing their own leadership, re-imagining what leaders can look like within their organization, and learning the importance of cultivating and developing staff leadership within their organization.
Trainer: Jessica Styons, Associate State Librarian
Maximum Class Size: 30
Cost: $15.00 per participant
Date/Time: Wednesday, May 17, 2022, 9 to 10:30am
*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 11, 2022, 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 18, 2022, 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 Shontate Matthews for this webinar to tour books and websites containing useful statistical information.
Trainer: Shontate Matthews, Louisiana Section
Maximum Class Size: 30
Cost: $15.00 per participant
Dates/Times: Wednesday, May 4, 2022, 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 Shontate Matthews for this webinar to tour books and websites students can use to locate information.
Trainer: Shontate Matthews, Louisiana Section
Maximum Class Size: 30
Cost: $15.00 per participant
Dates/Times: Wednesday, April 27, 2022, 9 to10:30am
*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 8, 2022, 10 to 11:30am*
> *Tuesday, March 15, 2022, 10 to 11:30am*
> *Tuesday, March 22, 2022, 10 to 11:30am*
> *Tuesday, March 29, 2022, 10 to 11:30am*
> *Tuesday, April 5, 2022, 10 to 11:30am*
> *Tuesday, April 12, 2022, 10 to 11:30am*
> *Tuesday, April 19, 2022, 10 to 11:30am*
> *Tuesday, April 26, 2022, 10 to 11:30am*
> *Tuesday, May 3, 2022, 10 to 11:30am*
> *Tuesday, May 10, 2022, 10 to 11:30am*
> *Final exam will be on Tuesday, May 17, 2022*

*Special Note: More information will be sent following registration approval.

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 10, 2022, 9 to 10:30am*
> *Thursday, March 17, 2022, 9 to 10:30am*
> *Thursday, March 24, 2022, 9 to 10:30am*
> *Thursday, March 31, 2022, 9 to 10:30am*
> *Thursday, April 7, 2022, 9 to 10:30am*
> *Thursday, April 14, 2022, 9 to 10:30am*
> *Thursday, April 21, 2022, 9 to 10:30am*
> *Thursday, April 28, 2022, 9 to 10:30am*
> *Thursday, May 5, 2022, 9 to 10:30am*
> *Thursday, May 12, 2022, 9 to 10:30am*
> *Final exam will be on Thursday, May 19, 2022*

*Special Note: More information will be sent following registration approval.

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 12, 2022, 9 to 10:30am*
> *Wednesday, January 19, 2022, 9 to 10:30am*
> *Wednesday, January 26, 2022, 9 to 10:30am*
> *Wednesday, February 2, 2022, 9 to 10:30am*
> *Wednesday, February 9, 2022, 9 to 10:30am*
> *Wednesday, February 16, 2022, 9 to 10:30am*
> *Wednesday, February 23, 2022, 9 to 10:30am*
> *Wednesday, March 2, 2022, 9 to 10:30am*
> *Wednesday, March 9, 2022, 9 to 10:30am*
> *Wednesday, March 16, 2022, 9 to 10:30am*
> *Final Exam will be Wednesday, March 23, 2022.*

*Special Note: More information will be sent following registration approval.

Marketing and Social Media (Online)
Description: In this webinar, we will explore various ways in which social media can be used as a marketing tool for your library. We will discuss several different social media platforms and the best way to use them to get the greatest impact in your community.
Trainer: John Lovelace, Library Development
Maximum Class Size: 30
Cost: $15.00 per participant
Date/Time: Tuesday, March 8, 2022, 9 to 10:30am
*Special Note: Instructions to join the webinar will be sent prior to the session.

Next Level Storytime (Online) NEW!
Description: Stuck in a storytime rut? This webinar will guide you on how to implement small or large changes to your storytime.
Trainer: Megan Thomas, Library Development
Maximum Class Size: 30
Cost: $15.00 per participant
Date/Time: *Wednesday, March 30, 2022, 1 to 2:30pm*
*Special Note: Instructions to join the webinar will be sent prior to the session.

School and Public Library Partnerships (Online) NEW!
Description: Public and school libraries both have the same mission, so why not create a partnership? Learn how school libraries in Livingston Parish are working with their public libraries with student ecards, onsite visits, Bookmobile, and more!
Trainer: Megan Thomas, Library Development and Amanda Jones, Live Oak Middle Teacher-Librarian
Maximum Class Size: 30
Cost: Free of Charge
Date/Time: Friday, February 25, 2022, 2 to 3:30pm
*Special Note: Instructions to join the webinar will be sent prior to the session.

Staff Day 2022 (In-Person Workshop)
Description: This event combines various training and user group sessions with the opportunity for staffs across Louisiana to network, share, and learn.
Cost: $45.00 per participant
Dates/Times:
> Tuesday, February 22, 2022, East Baton Rouge Parish Library– Goodwood Branch, Baton Rouge, 9am to 4pm
> Thursday, February 24, 2022, 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: 30
Cost: Free of Charge
Date/Time: Tuesday, February 1, 2022, 9 to 10:30am
*Special Note: Instructions to join the webinar will be sent prior to the session.

Storytimes for Everyone! (In-Person Workshop)
Description: The whys and hows of planning and presenting storytimes targeted for newborn to five-year-olds and their parents/caregivers. Includes information on child development, demonstration of storytime models, examples of how to present books/activities in different ways to meet the needs of the wide age range of children, and ways to share early literacy information as part of storytime. Hands-on practice and idea sharing bring it all to life. This workshop will be conducted from 9 to 4:30pm.
Trainer: Pamela Martin-Diaz
Maximum Class Size: 90
Cost: $45.00 per participant
Dates/Times:
> Tuesday, April 5, 2022, East Baton Rouge Parish Library – Goodwood Branch, Baton Rouge
> Wednesday, April 6, 2022, Old Post Office Museum, Winnsboro
> Thursday, April 7, 2022, Vernon Parish Library – Main Branch, Leesville

Time Management: Tips for Getting Organized (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: John Lovelace, Library Development
Maximum Class Size: 30
Cost: $15.00 per participant
Date/Time: Tuesday, May 10, 2022, 9 to 10:30am
*Special Note: Instructions to join the webinar will be sent prior to the session.

Unique Program Showcase (Online) NEW!
Description: This program will consist of five unique programs held in various parishes in the past year. A quick presentation of each and a round table Q&A will follow. This is intended to give programmers outside-the-box ideas and help on how to facilitate their own.
Trainer: Megan Thomas, Library Development
Maximum Class Size: 30
Cost: $15.00 per participant
Date/Time: Thursday, March 17, 2022, 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: 30
Cost: $15.00 per participant
Date/Time: Tuesday, March 15, 2022, 9 to 10:30am
*Special Note: Instructions to join the webinar will be sent prior to the session.

Youth 2022 Summer Reading Program (In-Person Workshop)

Description: This presentation will include materials, activities, and information relating to the children's and teen 2022 Summer Reading Program "Oceans of Possibilities". 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. This workshop will be conducted from 9 to 4:30pm.

Trainer: Megan Thomas and Jamie Hebert, Library Development

Maximum Class Size: 90

Cost: $45.00 per participant

Dates/Times:

> *Wednesday, January 26, 2022, Old Post Office Museum, Winnsboro*
> *Wednesday, February 2, 2022, East Bank Regional Library, Metairie*
> *Wednesday, February 9, 2022, Lafayette South Regional Library, Lafayette*
> *Thursday, February 10, 2022, Lafayette South Regional Library, Lafayette*
> *Tuesday, February 15, 2022, East Baton Rouge Parish Library – Goodwood Branch, Baton Rouge*
> ***Thursday, February 17, 2022, Tangipahoa Parish Library - Amite Branch, Amite*
> ***Tuesday, February 22, 2022, Shreve Memorial Library – Hamilton/South Caddo Branch, Shreveport*

** This location has limited registration. Employees of Tangipahoa and Shreve Memorial Library will have enrollment priority.**

Louisiana Wildlife and Fisheries would like for those who are planning to attend this workshop to create an account on their website [here](). Afterwards, please complete their survey so that they will be able to tailor their education materials for librarians: https://www.surveymonkey.com/r/KJ6QWJR