**State Library Courses**

**Winter/Spring 2017**

***Adult 2017 Summer Reading Workshop***

*Description*: This half day workshop will include information on the 2017 Adult Summer Reading theme “Build a Better World.” A more detailed agenda will be available closer to the workshop.

*Trainer*: Charlotte Pringle Bourg, Library Development

*Maximum Class Size*: 60

*Cost*: $25.00 per participant

*Date/Time*:

 *Thursday, January12, 2017, 1 to 4pm, Lincoln Parish Library Event Center, Ruston*

 *Tuesday, January 17, 2017, 1 to 4pm, State Library, Baton Rouge*

 *Thursday, January 19, 2017, 1 to 4pm, South Regional Branch Library, Lafayette*

 *Tuesday, January 31, 2017, 1 to 4pm, Algiers Regional Library, New Orleans*

***Cataloging Basics (4 week series online)***

*Description*: How do items get into the online catalog anyway?  This workshop will guide you through the basic process, covering cataloging vocabulary, the MARC record (including new RDA fields), and how to choose the best MARC record for the item in your hand.

 *Trainer*: Lesli Gray, Technical Services

*Maximum Class Size*: 15

*Cost*: $25.00 per participant

*Dates/Times:*

 *Wednesday, January 4, 2017, 9am to 10:30am*

 *Wednesday, January 11, 2017, 9am to 10:30am*

 *Wednesday, January 18, 2017, 9am to 10:30am*

 *Wednesday, January 25, 2017, 9am to 10:30am*

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

***Children’s 2017 Summer Reading Program Workshop***

*Description*: This workshop will include materials, activities and information relating to the 2017 children’s and early literacy Summer Reading theme “Build a Better World.” A more detailed agenda will be available closer to the workshop.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 60

*Cost*: $45.00 per participant

*Date/Time*:

 *Wednesday, January 4, 2017, 9am to 3pm, State Library, Baton Rouge*

 *Friday, January 6, 2017, 9am to 3pm, State Library, Baton Rouge*

 *Monday, January 9, 2017, 9am to 3pm, South Regional Branch Library, Lafayette*

 *Wednesday, January 11, 2017, 9am to 3pm, Lincoln Parish Event Center, Ruston*

 *Wednesday, January 25, 2017, 9am to 3pm, Algiers Regional Branch, New Orleans*

***Collection Development for Children’s Services (Online)***

*Description*: Learn the basics of collection development for your children’s collection in this online session.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 15

*Cost*: $15.00 per participant

*Date/Time*: *Tuesday, April 4, 2017, 9am to10:30am*

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

***Customer Service (Online)***

*Description*: In this course, 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 Pringle Bourg, Library Development

*Maximum Class Size:* 15

*Cost: $15.00 per participant*

*Date/Location/Time: Tuesday, April 11, 2017, 9am 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 upset or angry patrons. Learn to identify the importance of dealing with angry patrons effectively and positively as well as identifying techniques for handling angry patrons individually.

*Trainer*: Charlotte Pringle Bourg, Library Development

*Maximum Class Size*: 15

*Cost*: $15.00 per participant

*Dates/Times*: *Tuesday, March 14, 2017, 9am 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*: 15

*Cost*: $15.00 per participant

*Date/Time: Wednesday, May 10, 2017, 9am 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 abour recent updates to LoanSHARK.

*Trainer:* Kytara Christophe, Access Services

*Maximum Class Size*: 25

*Cost*: Free of Charge

*Dates/Times: Thursday, April 6, 2017, 9am to 10:30am*

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

***Introduction to Library Technology (10 Week Series Online)***

 *Description*: This course introduces the basics of library technology. General technology concepts will be explained in relation to their use and applicability to the library field. The course will consist of 10 weekly 90-minute webinars with homework assignments, readings, a project and a final exam. This fulfills a required competency for the LSSCP program, although anyone can take the course.  All activity will be online.  It is required that the student have basic computer skills including the ability to use email, search the Web, save a file, open a file, attach a file, use MS Word, and search a library catalog.

 *Trainer*: Diane Brown, Administration; Michael Golrick, Reference; Riley Bordelon, IT

*Maximum Class Size*: 20

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

*Dates/Times*:

*Thursday, March 2, 2017, 9 to 10:30am*

*Thursday, March 9, 2017, 9 to 10:30am*

*Thursday, March 16, 2017, 9 to 10:30am*

*Thursday, March 23, 2017, 9 to 10:30am*

*Thursday, March 30, 2017, 9 to 10:30am*

*Thursday, April 6, 2017, 9 to 10:30am*

*Thursday, April 13, 2017, 9 to 10:30am*

*Thursday, April 20, 2017, 9 to 10:30am*

*Thursday, April 27, 2017, 9 to 10:30am*

*Thursday, May 4, 2017, 9 to 10:30am (Final Exam)*

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

***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 Diane Brown, Administration

*Maximum Class Size*: 20

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

*Dates/Times*:

 *Tuesday, January 10, 2017, 9am to 10:30am*

 *Tuesday, January 17, 2017, 9am to 10:30am*

 *Tuesday, January 24, 2017, 9am to 10:30am*

 *Tuesday, January 31, 2017, 9am to 10:30am*

 *Tuesday, February 7, 2017, 9am to 10:30am*

 *Tuesday, February 14, 2017, 9am to 10:30am*

 *Tuesday, February 21, 2017, 9am to 10:30am*

 *Tuesday, February 28, 2017, Mardi Gras, No Class*

 *Tuesday, March 7, 2017, 9am to 10:30am*

 *Tuesday, March 14, 2017, 9am to 10:30am*

 *Tuesday, March 21, 2017, 9am to 10:30am*

 *Tuesday, March 28, 2017, 9am to 10:30am (Final Exam)*

*\*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 was our eighth governor? 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, and tour books and websites used for locating people.
*Trainer:* Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 15

*Cost*: $15.00 per participant

*Date/Time*: *Tuesday, May 2, 2017, 9am 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, and tour books and websites used for locating places.
*Trainer:* Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 15

*Cost*: $15.00 per participant

*Date/Time: Tuesday, May 9, 2017, 9am 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, and tour books and websites students can use to locate information.
*Trainer*: Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 15

*Cost*: $15.00 per participant

*Dates/Times: Tuesday, May 16, 2017, 9am 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, and tour books and websites containing useful statistical information.
*Trainer:* Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 15

*Cost*: $15.00 per participant

*Dates/Times*: *Thursday, May 18, 2017, 9am to 10:30am*

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

***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

*Maximum Class Size*: 20

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

*Dates/Times*:

 *Wednesday, February 1, 2017, 9am to 10:30am*

 *Wednesday, February 8, 2017, 9am to 10:30am*

 *Wednesday, February 15, 2017, 9am to 10:30am*

 *Wednesday, February 22, 2017, 9am to 10:30am*

 *Wednesday, March 1, 2017, 9am to 10:30am*

 *Wednesday, March 8, 2017, 9am to 10:30am*

 *Wednesday, March 15, 2017, 9am to 10:30am*

 *Wednesday, March 22, 2017, 9am to 10:30am*

 *Wednesday, March 29, 2017, 9am to 10:30am*

 *Wednesday, April 5, 2017, 9am to 10:30am*

 *Wednesday, April 12, 2017, 9am to 10:30am(Final Exam)*

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

***Staff Day 2017***

*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 21, 2017, East Baton Rouge Parish Main Library, Baton Rouge, 9am to 3:30pm*

 *Thursday, February 23, 2017, Lincoln Parish Event Center, Ruston, 9am to 3:30pm*

***Tech Fest 2017***

*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, 21, 2017, State Library, Baton Rouge, 9am to 3:30pm*

***Teen 2017 Summer Reading Program Workshop***

*Description*: This half day workshop will include materials, activates and information relating to the 2017 teen summer reading theme, “Build a Better World.” A more detailed agenda will be available closer to the workshop.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 60

*Cost*: $35.00 per participant (Breakfast included)

*Date/Time*:

*Thursday, January12, 2017, 9am to Noon, Lincoln Parish Library Event Center, Ruston*

 *Tuesday, January 17, 2017, 9am to Noon, State Library, Baton Rouge*

 *Thursday, January 19, 2017, 9am to Noon, South Regional Branch Library, Lafayette*

 *Tuesday, January 31, 2017, 9am to Noon, Algiers Regional Library, New Orleans*

***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 Pringle Bourg, Library Development

*Maximum Class Size*: 15

*Cost*: $15.00 per participant

*Date/Time*: *Wednesday, April 5, 2017, 9am 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:* 15

*Cost:* $15.00 per participant

*Date/Time: Wednesday, April 19, 2017, 9am to 10:30am*

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