



Long Island Library Resources Council

Continuing Education Program

January-June 2009

PROGRAMS @ A GLANCE

- **Intermediate Microsoft Excel 2003**
- **Advanced Microsoft Excel 2003**
- **Introduction to Google Applications**
- **Feed Me: Many Morsels of RSS**
- **Rethinking Library Resource Sharing: The Future of Interlibrary Loan Services**
- **If Either a Borrower or a Lender Be: What to consider when lending or borrowing items for exhibit**
- **An Ounce of Prevention: Health Reference Basics**
- **ContentDM: Bringing Your Digital Collections to the Next Level**
- **The Basics of Archives I (Theory & Method)**
- **Surfing the Net: Google to the Next Level**
- **Beyond Merely Surviving: How Libraries Remain Relevant in Changing Times**
- **When's My Ship Coming In? Global Trends Affecting Libraries**
- **The Basics of Archives II**
- **Developing Digital Projects**
- **Metadata for Digitization**

JANUARY

Hands On

Friday, January 23rd

Intermediate Microsoft Excel 2003

Farmingdale Public Library

10:00AM-12:30PM

The Microsoft Excel Spreadsheet program features calculations, graphing tools, pivot tables and a microprogramming language called VBA (Visual Basic for Applications). This workshop will cover the use of formulas, functions, and working with ranges, columns and rows, and much more.

Presented by: Sharper Training Solution, Inc.

FEE: \$20 Member; \$40 Nonmember

Hands On

Friday, January 23rd

Advanced Microsoft Excel 2003

Farmingdale Public Library

1:30PM-4:00PM

Using Microsoft Excel, the world's most popular spreadsheet program, learn the advanced features of the software including: PMT Function, Subtotals, VLOOKUP function, Conditional Formatting, Hyperlinks, Data Verification, Linking Worksheets with Formulas, Absolute Cell Reference and much more. This hands-on session is a follow-up class to Intermediate Microsoft Excel.

Presented by: Sharper Training Solution, Inc.

FEE: \$20 Member; \$40 Nonmember

LILRC Continuing Education Blog

Don't forget to check out LILRC's Continuing Education Blog at lilrc.wordpress.com for up-to-date information on LILRC Continuing Education Programs including photos, presentation slides and much more.

lilrc.wordpress.com

FEBRUARY

Friday, February 6th

Introduction to Google Applications

Farmingdale State College

9:30AM-12:00PM

Google Apps is a collection of web-based programs that are free to use and require no installation. The applications include communication tools, such as Gmail, Google Talk, and Google Calendar and productivity tools, such as Google Docs (text files, spreadsheets, and presentations). Customizing your start page is also available via iGoogle.

In this hands-on class, you will learn all about Google Calendar, Gmail, office suite web applications, Docs and much more. We will cover creating an account, calendar functions, applications available and more. Bring your questions.

Presented by: Sharper Training Solution, Inc.

FEE: \$25 Member; \$50 Nonmember; \$5 CEU (additional)

Hands On

MARCH

Friday, March 6th

Feed Me: Many Morsels of RSS

Farmingdale Public Library

12:30AM-3:00PM

A now established element of the internet, RSS is used by millions, though often unbeknownst to them. The presenter will offer a detailed introduction to RSS and its application for notifications, announcements, and search and discovery. The session will focus on uses for individuals and different types of libraries. Topics include ego feeds, current awareness, events calendars, table of contents notifications, and more--involving a wide variety of web applications.

Presented by: Derik A. Badman, Digital Services Librarian, Temple University Libraries

FEE: \$25 Member; \$50 Nonmember; \$5 CEU (additional)

Tuesday, March 24th

***Rethinking Library Resource Sharing:
The Future of Interlibrary Loan Services***

Farmingdale Public Library

9:30AM-12:00PM

In order to remain relevant, useful, and funded, traditional ILL services need to continually evolve. Given new realities, such as the rise of online information, portable reading devices, and changing user expectations, the Rethinking Resource Sharing Initiative is working to initiate discussions about how libraries can help people to access information, wherever it may be. Join us for a consideration of why and how ILL services are changing and what ILL practitioners can do to prepare themselves and their departments for the future. The IDS (Information Delivery Services) Project will also be discussed.

**Presented by: Beth Posner, Head of Interlibrary Loan Services,
Mina Rees Library, CUNY Graduate Center**

FEE: \$15 Member; \$30 Nonmember; \$5 CEU (additional)

Tuesday, March 31st

***If Either a Borrower or a Lender Be:
What to consider when lending or borrowing items for exhibit***

Long Island Museum of American Art, History & Carriages

9:30AM-11:30AM

This workshop will focus on the methods and recommendations for safely displaying items during an exhibit. It will discuss how items on museum loan are received, cared for, prepared for display, and actually exhibited. Similarly, the audience will learn what the museum does to prepare and send materials to other institutions. It will cover administrative issues relating to lending and receiving materials for exhibit including loan policies and agreements, insurance, transportation, and packaging. The presenter will do some hands-on demonstrations.

**Presented by: Eva Greguski, Long Island Museum of American Art,
History & Carriages**

FEE: \$10 Member; \$20 Nonmember; \$10 Student

APRIL

Friday, April 3rd

ContentDM: Bringing Your Digital Collections to the Next Level

Farmingdale State College

9:30AM-3:30PM

This intermediate/advanced ContentDM class builds upon the foundation class, "How to Create Digital Collections Using ContentDM." Through a series of demonstrations and hands-on exercises, you will expand your breadth of ContentDM knowledge. After taking this class you will be able to: Customize the "out-of-the-box" Web interface; Build full-text, searchable PDFs; Create "canned" queries; Use the Multiple Compound Objects Wizard; Create a searchable Postcard Compound Object; Import and describe digital files using a tab-delimited spreadsheet; Enhance your ContentDM collections.

Prerequisite: How to Create and Manage Digital Collections Using ContentDM.

Presented by: Joyce Rambo, NYLINK

FEE: \$30 member; \$50 nonmember; \$20 student

Thursday, April 16th

An Ounce of Prevention: Health Reference Basics

South Huntington Public Library

12:00PM-2:00PM

Join LILRC for a group viewing and discussion of the College of DuPage Teleconference *Soaring into Excellence Series* sponsored by the New York State Library (<http://srv36.nysed.gov/libdev/dupage.htm>).

This program will emphasize quality print and electronic resources as well as the roles and responsibilities of patients, library information professionals and health care professionals in the information seeking process. Join us in exploring various aspects of the health reference experience including the need to respect patient privacy, how to accommodate the cultural diversity of our clientele, matching the right types of resources to specific clients, and ways to successfully navigate tricky health reference situations. We'll also look at ways to promote the health resources and services that you have to offer.

Speaker: Debra Kakuk Smith

NO FEE

Tuesday, April 21st

The Basics of Archives I (Theory and Method)

Farmingdale Public Library

9:30AM-3:30PM

The workshop provides archival training for the non-archivist. The workshop is designed for people who work or volunteer in organizations that deal with the past. Workshop participants will be introduced to basic archival principles and practices so they can collect, protect, and help people use the historical treasures in their care.

Presented by: Antonia Matteou, Archivist for the Huntington Town Clerk's Archives

FEE: \$20 Member; \$30 Nonmember; \$15 Student

Friday, April 24th

Surfing the Net: Google to the Next Level

Brentwood Public Library

9:30AM-12:00PM

Google is not only a search engine; it is currently the most popular resource on the web. While frequently used, the many aspects of Google are not necessarily thoroughly understood. This session will present power searching techniques for Google, familiarize the participant with some of Google's other tools, and suggest ways in which Google might be used most effectively at the Reference Desk. We all know something about Google; at the end of this session you'll take your understanding of Google to the next level.

Presented by: Diana L. Bitting, Education Program Manager, PALINET

FEE: \$35 Member; \$70 Nonmember; \$5 CEU (additional)

**For additional information on individual workshops,
including registration forms, please visit the
LILRC Continuing Education Calendar at:
www.lilrc.org/calendars/cont_edcalendar.php**

MAY

Friday, May 29th

Beyond Merely Surviving: How Libraries Remain Relevant in Changing Times

Farmingdale Public Library

9:30AM-1:00PM

This presentation will include a discussion on the need for fundamental change in the way libraries think of themselves and operate in order to not just survive in the digital age, and now we might add economic collapsing times, but to thrive and remain relevant to their constituent bodies. This will include a focus on the kinds of leadership required in the future.

Presented by: Rush Miller, Ph.D., Hillman University Librarian and Director, University Library System/University of Pittsburgh

FEE: \$45 Member; \$90 Nonmember; \$5 CEU (additional)

COMING SOON

Developing Digital Projects

This workshop covers digital collection project planning, process development and implementation, media preparation and collection specifications, basic metadata issues, collection management and maintenance. Included in this workshop will be selecting and preparing material for scanning, choosing appropriate metadata and controlled vocabulary, methods for building your project, and implications of each method.

Metadata for Digitization

Metadata is a fundamental element of any digitization project. Designed for non-cataloguers, this session focuses on using metadata to facilitate both access to and preservation of digital resources. Topics include Dublin Core Metadata Schema, the development of a preservation metadata model and using it to store metadata.

For additional information about these two programs, please contact Virginia Antonucci-Gibbons via email at vantonuc@iilrc.org.

JUNE

Thursday, June 11th

When's My Ship Coming In? Global Trends Affecting Libraries

Brentwood Public Library

9:30AM-12:00PM

Change is happening all around us. Some of that change will have an impact on what you do and how you do it at your library. Ms. Pollack will present an overview of current global trends and suggest ways to apply those trends to library service.

Presented by: Miriam Pollack, Miriam Pollack & Associates

FEE: \$35 Member; \$70 Nonmember; \$5 CEU (additional)

Friday, June 12th

Basics of Archives II

Farmingdale Public Library

9:30AM-1:00PM

A practical approach to processing a collection covering issues such as cleaning, re-housing, storage of various types of materials and other measures that have to be taken before the actual arrangement and description of the materials begins.

Presented by: A panel of archivists will demonstrate the very basic first steps to take when processing historical materials

FEE: \$15 Member; \$30 Nonmember; \$15 Student

LILRC would like to recognize the following libraries for providing facilities to host our Continuing Education Programs:

Brentwood Public Library

Farmingdale Public Library

Farmingdale State College

South Huntington Public Library

REGISTRATION FORM

REGISTRANT INFORMATION

NAME: _____

INSTITUTION: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

WORKSHOP INFORMATION

WORKSHOP NAME: _____

DATE: _____ LOCATION: _____

PAYMENT: Check Money Order **TOTAL: \$** _____

PLEASE CHECK ALL BOXES THAT APPLY:

LILRC Member Nonmember Library School Student

Return completed form to:

LILRC/CE
P.O. Box 955
Bellport, NY 11713
(P) 631-675-1565
(F) 631-675-1573

Cancellation Policy: Please notify LILRC at least two (2) full business days prior to a scheduled workshop to be eligible for a full refund. No refunds or credits can be given after this deadline. If you are unable to attend a workshop, you may choose to send another person in your place without penalty. Please contact LILRC at (631) 675-1565 with questions/concerns.

Long Island Library Resources Council
P.O. Box 955
Bellport, NY 11713

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