



**Long Island Library Resources Council**

# Continuing Education Program

*July-December 2009*

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***

***Harborfields Public Library***

***Merrick Library***

***Plainview-Old Bethpage Public Library***

***Sachem Public Library***

## PROGRAMS @ A GLANCE

- Introduction to Microsoft Access
- Copyright Issues for Libraries and Archives
- Video Editing for the Web
- *'They Are a-Changin'* Emerging Subject Guides
- Intermediate Photoshop
- Appraisal of Archival Material
- Suffolk County Legislative Breakfast
- Nassau County Legislative Breakfast
- Making Your Website Easier to Use and More Fun
- Best of the Web: Sites, Tools, Best Practices & Inspiration
- Twitter, Libraries, and Skills for the Future
- 14th Annual Archives Leadership Conference
- Grant Writing Session
- LILRC 18th Annual Conference on Libraries and the Future:  
"Brave New Media World"
- Thinking Strategically: Moving from Reaction to Pro-Action
- Libraries and the Mobile Web
- LILRC Annual Membership Meeting
- Creating a Finding Aid for Historical Materials
- Hospital Library Services Program (HLSP) Annual Meeting

*Please note that program dates, times, and locations listed in this brochure are subject to change. Please refer to the LILRC Continuing Education Calendar online, for the most up-to-date information at:*

*[http://www.lilrc.org/calendars/cont\\_edcalendar.php](http://www.lilrc.org/calendars/cont_edcalendar.php)*

**Tuesday, July 21st**

***Introduction to Microsoft Access 2003***

**Farmingdale Public Library**

**10:00AM-12:30PM: Session 1 | 1:30PM-4:00PM: Session 2 (repeat)**

Using the 2003 version of Microsoft Access, learn the basics of database software including defining a database, defining fields and records, defining tables and records and queries, planning a database, and creating a table.

**Presenter:** Sharper Training Solutions, Inc.

**FEE: \$20 Member; \$40 Nonmember**

**Tuesday, July 28th**

***Copyright Issues for Libraries and Archives***

**Merrick Library**

**9:30AM-3:30PM**

This workshop will cover basic copyright law background—issues such as ownership, formalities, term of protection, rights and exceptions, infringement and remedies and technological protection. What copyright exceptions and privileges are particularly relevant to libraries and archives? This section includes: The First Sale Doctrine, Fair Use, Library and archives exceptions in Section 108, and Educational exceptions. Specific issues concerning digitization activities will be explored, in addition to specific questions such as:

- When can you digitize something, and how can you make it available?
- What rights do you need to acquire, and how is it done? Special cases such as: audio and video, photographs of artwork
- Why is it so complicated to clear rights?

**Presenter:** June M. Besek, Esq. is the Executive Director of the Kernochan Center for Law, Media and the Arts at Columbia University-Law School.

**FEE: \$ 30 Member; \$60 Nonmember; \$20 Student; \$5 CEU (additional)**

*Required workshop for participation in the Regional Digitization Program.*

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**Friday, July 31st**

***Video Editing for the Web***

**Farmingdale State College**

**9:30AM-12:00PM**

This program will cover editing video on a PC, with a focus on editing specifically for web distribution. We will be using Windows Movie Maker, and will be working hands-on with a number of different videos: interviews, conversations, narratives, and remixes. There will be ample time for questions and discussion.

***By the end of the session participants will:***

- Be able to edit a simple video

**Presenter:** Adam Quirk's company Wreck & Salvage produces video series, shows, and ad spots for the web. Adam founded the NYC Videoblogging Meetup in 2005, and has been an active leader in the web video industry since moving to New York in 2004.



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

## AUGUST

**Friday, August 28th**

***'They Are a-Changin'* Emerging Subject Guides**

**Farmingdale Public Library**

**1:00PM-3:30PM**

In this lively program, we'll examine current trends and best practices with subject guides. Interactive break-out discussions on emerging issues will follow, allowing participants to discuss and exchange ideas. Walk away with ideas on how your library might use subject guides to better highlight and, more importantly, deliver the collections and services you provide to your users.

**Presenter:** Kristina DeVoe is English & Communications Librarian at Temple University, Philadelphia, PA. and a column contributor for The Reference Librarian.

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

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**Tuesday, August 18th**

***Intermediate Photoshop***

**Farmingdale Public Library**

**9:30AM-12:00PM**

Learn intermediate features and editing techniques in Adobe Photoshop including retouching, filters, effects and much more.

**Prerequisite:** Introduction to Adobe Photoshop or equivalent.

**Presenter:** Sharper Training Solutions, Inc.

**FEE: \$20 Member; \$40 Nonmember**

**Hands On**

## SEPTEMBER

**Thursday, September 10th**

***Appraisal of Archival Materials***

**Harborfields Public Library**

**9:30AM-3:30PM**

What is Archival Appraisal?

Archival Appraisal is the process of determining whether records and other materials have permanent (archival) value. Appraisal may be done at the collection, creator, series, file, or item level. Appraisal can take place prior to donation and prior to physical transfer, at or after accessioning. The basis of appraisal decisions may include a number of factors, including the records' provenance and content, their authenticity and reliability, their order and completeness, their condition and costs to preserve them, and their intrinsic value. Appraisal often takes place within a larger institutional collecting policy and mission statement.

**This workshop will:**

- Introduce basic principles and practices of identifying archival records
- Introduce core terminology, concepts, and standards
- Provide initial training
- Identify where to obtain more information

**Presenter:** Antonia Matteou is Archivist at the Huntington Town Clerk's Archives.

**FEE: \$20 member; \$40 nonmember; \$5 CEU (additional)**

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**Tuesday, September 22nd**

***Making Your Website Easier to Use and More Fun***

**Plainview-Old Bethpage Public Library**

**9:30AM-12:00PM**

In this workshop, you will see how a number of small improvements can make your website dramatically easier for you and your community to use. We will cover using WordPress, the popular open source blog software, to power part or all of your website.

***By the end of the session participants will:***

- be able to conduct a usability test on your website, develop personas, do a card sorting exercise, and more.

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

**Tuesday, September 22nd**

***Best of the Web: Sites, Tools, Best Practices & Inspiration***

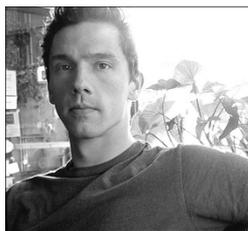
**Plainview-Old Bethpage Public Library**

**1:30PM-4:00PM**

You're bound to come away from this session with some new practical tools that can help you with your job and engage your community. You'll also see the best things that libraries are doing with the web, services, and social networking sites. Lastly, you'll see some stuff from outside of the library world that libraries should be paying attention too. Come for some practical stuff and stay for the inspiration!

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

**Presenter:** Aaron Schmidt is the Digital Initiatives Librarian for the District of Columbia Public Library. He helps plan forward thinking, fun projects for the library, helping them connect to the community and teach them about the Read/Write Web. He also assists with website visioning, conducts usability testing,



leads the library's Library 2.0 Interest Group and helps coordinate and generate ideas for the library's digital research and development project called DC Library Labs. He was part of the team that created the first iPhone and Blackberry online catalog searching applications.

## 2009 Legislative Breakfasts

**Friday, September 25th**  
***Suffolk County Legislative***  
***Breakfast***

**Co-sponsored by LILRC and SCLA**  
**Brentwood Public Library**  
**8:30AM**  
**No Fee**

**Friday, September 18th**  
***Nassau County Legislative***  
***Breakfast***

**Co-sponsored by LILRC and NCLA**  
**Manhasset Public Library**  
**8:30AM**  
**No Fee**

## OCTOBER

**Monday, October 5th**

***Twitter, Libraries, and Skills for the Future***

**Sachem Public Library**

**9:30AM-12:00PM**

Explore the various uses of Twitter, the hugely popular micro-blog, for libraries of all types. Learn about the basic and advanced applications of Twitter for extending and enhancing library services and collections. Hear about developing standards and suggested best practices for creating and maintaining a variety of library services with Twitter. Learn the full suite of skills necessary to create and run a successful and sustainable program using Twitter at your library. Discover solutions to the complex management issues for engaging library patrons in this cutting edge venue.

**By the end of the session participants will:**

- Fully understand Twitter, its role in the world of information and scholarly communication, and its functionality.
- Become familiar with the basic and advanced uses of Twitter in order to design successful applications of Twitter for extending services and collections their libraries.
- Be familiar with the basic and advanced management and technological considerations in order to implement carefully planned services with Twitter at their libraries.
- Be able to articulate the role and value of Twitter to peers, admin, and patron groups.

**Presenter:** Joe Murphy (libraryfuture on Twitter) is Science Librarian, Coordinator of Instruction & Technology at the Yale University Science Libraries. Joe was selected as an ALA Emerging Leader in 2007, and was recently recognized by Library Journal through its prestigious Movers & Shakers award in 2009.



**FEE: \$20 Member; \$40 Nonmember; \$5 CEU (additional)**

**Friday, October 9th**

***The 14th Annual Archives Conference: "Racing on Long Island: Horses to Horsepower"***

**The Hoffman Center formerly the George S. Brewster family estate, Fairleigh, in Muttontown, New York.**

**9:30AM-1:00PM**

Invitations to the conference will be mailed in August 2009. If you would like an invitation, please contact Virginia Antonucci-Gibbons, Regional Archivist, via email at [vantonuc@lilrc.org](mailto:vantonuc@lilrc.org) or call 631-675-1568.

**SAVE THE DATE**

**Thursday, October 15th**

*Long Island Reception @  
NYLA Annual Conference*

**6:00PM-8:00PM**

**Location to be Announced**

Feel free to stop in to eat, drink, and have a chance to chat with your fellow colleagues.

*We look forward to seeing you there!*

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**Thursday, October 22nd**

***Grant Writing Session***

**Harborfields Public Library**

**9:30AM-1:00PM**

This grant writing session is for a non-government audience and introduces participants to the basic components of writing a successful grant under the Documentary Heritage Program of the New York State Archives. The session would be of interest to those working in a not-for-profit archives, civic association, historical society, library, museum, and similar institution within the State of New York.

Projects carried out by service providers such as historical service agencies, colleges, universities, professional associations, or other non-profit institutions, and religious institutions (under certain circumstances) may be eligible.

If your organization is planning to submit a grant to the New York State Archives-Documentary Heritage Program, attendance at this workshop is most essential.

Grant Categories: Documentation, Arrangement and Description, Needs Assessment.

**Presenter:** Antonia Matteou is Archivist at the Huntington Town Clerk's Archives.

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

**LILRC Continuing Education Blog**

Don't forget to check out LILRC's Continuing Education Blog at [lilrc.wordpress.com](http://lilrc.wordpress.com) for information on LILRC Continuing Education Programs including photos, presentation slides and much more.

**[lilrc.wordpress.com](http://lilrc.wordpress.com)**

**LILRC 18th Annual Conference on  
Libraries and the Future**

***Brave New Media World***



**Thursday, October 29th**  
Thursday night @ 6:00PM  
Dowling College, Fortunoff Hall

**Guest Speaker: Sara Nelson**

Photo by Kate Baylor



**Friday, October 30th**  
Friday @ 8:30AM  
Dowling College, Fortunoff Hall

**Guest Speakers:**

**Lee Rainie, Director, Pew Internet & American Life Project**



**Siva Vaidhyanathan, University of Virginia**

<b>SESSION</b>	<b>EARLY BIRD By 9/28/08</b>	<b>REGULAR 9/29/08 &amp; After</b>	<b>ONSITE</b>
Thursday & Friday - Full conference package	\$125	\$150	\$175
Thursday night dinner only	\$65	\$75	\$100
Friday session only	\$100	\$125	\$150

Full conference package includes dinner on Thursday, October 29th and full day conference, which includes continental breakfast and lunch on Friday, October 30th. Conference attendance is limited to 120 participants.

**\*\*Contact LILRC at 631-675-1570 for special student rates and additional information.**

# NOVEMBER

**Friday, November 6th**

***Thinking Strategically: Moving from Reaction to Pro-Action***

**Location: TBA**

**9:30AM-4:00PM**

Thinking strategically is a critical skill set that can help you focus not just on what you "wish" you could accomplish, but also on better planning and use of the resources you "actually" have available to you. This all day program will help participants to develop an understanding and appreciation of the Strategic Plan Process, in order to work with their teams (at all levels of an organization) to “think more strategically” in planning for their future.

**By the end of the session participants will:**

- Determine our Vision/Desired Future State
- Identify the Critical Success Factors to reach the Vision—“80-20 Rule”
- Define Critical Success Factors into Key Result Areas
- Determine how our present initiatives support our Vision & Key Result Areas
- Create a Strategic Plan—Define the Objectives & Activities of Plan
- Your Next Step—“Taking It Back To Your Team”

**Presenter:** Robert Brancato is the President of CSL Consultants and he brings to his clients a wealth of knowledge and experience gained through years of developing, managing and implementing successful projects for CSL’s clients. His focus has been on strategic planning, leadership development, sales and interactive skills.



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

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**Monday, November 16th**

***Libraries and the Mobile Web***

**Brentwood Public Library**

**9:30AM-12:00PM**

We are entering a time of ubiquitous computing, one in which the Web is becoming increasingly mobile. People are able to access information from home, work, and everywhere in between thanks to an explosion of new personal mobile devices. This session will talk about what the mobile Web is, explore today's cutting edge mobile devices and services, and discuss what can be accomplished with mobile Web applications. We will also take a look at library mobile initiatives, ways to create a mobile experience, and how to get started with the mobile Web.

**By the end of the session participants will:**

- Have a grasp of the current mobile technology landscape
- Know about a diverse array of mobile Web applications
- Know how libraries are using the mobile Web
- Know how they can get started with the mobile Web

**Presenter:** Ellyssa Kroski is an Information Consultant, Reference Librarian, writer, and conference speaker, as well as an adjunct faculty member at Long Island University, Pratt Institute, and San Jose State University. She has written about Web technologies and their applications in libraries for major library publications including Choice, School Library Journal, and ALA's Library Technology Reports. Her book *Web 2.0 for Librarians and Information Professionals* was published in February 2008. She blogs at iLibrarian.



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

**Coming this Fall**

***7th Symposium on Digitization***

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**Thursday, November 19th**

***LILRC Annual Membership Meeting***

**NYIT, deSeversky Center**

**9:30AM**

**Guest Speaker:** Bernard Margolis, State Librarian and Assistant Commissioner at New York State Library, State Department of Education.

**\$35 All**

**Friday, November 20th**

***Creating a Finding Aid for Historical Materials***

**Sachem Public Library**

Finding aids (also called guides or inventories) are the key to locating archival and other primary source materials. The finding aid to an individual collection includes a detailed description of the collection, explains how it is organized, and outlines its contents, pointing to locations within a collection where relevant materials may be found. Some finding aids contain links to digitized versions of documents or images.

This workshop requires some knowledge of arranging and describing archival materials.

**Presenter:** Sharon Pullen is Suffolk County Archivist.

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

## **Coming in December 2009**

**The Hospital Library Services Program (HLSP) Annual Meeting**

with guest speaker Jack Coulehan, M.D.,

Stony Brook University

**Show It Off: Merchandising Your Library on a Budget**

with guest speaker Kathy Schalk-Greene, Acting Director,

Mount Laurel 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

**Email: [training@lilrc.org](mailto:training@lilrc.org)**

**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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