



Continuing
Education Calendar



July-December 2010

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, Greenley Library

Harborfields Public Library

Plainview-Old Bethpage Public Library

Sachem Public Library

PROGRAMS @ A GLANCE

- **Thingamabobs and Doodads: Why Tech Support IS Reference**
- **Digital Project Management**
- **Metadata for Digitization**
- **Wilson Admin Training**
- **Intermediate Microsoft Publisher 2007**
- **Advanced Microsoft Publisher 2007**
- **Implementing a Content Management System (CMS)**
- **Intermediate Microsoft Excel 2007**
- **Advanced Microsoft Excel 2007**
- **Basics of Archives I**
- **Suffolk County Legislative Breakfast**
- **Nassau County Legislative Breakfast**
- **Introduction to the Arrangement and Description of Historical Materials**
- **One Block at a Time: Building a Mobile Site**
- **15th Annual Archives Month Conference**
- **Prescription for Copyright: Know the Law**
- **LILRC 19th Annual Conference on Libraries and the Future**
- **Long Island Reception @ NYLA Annual Conference**
- **LILRC Annual Membership Meeting**
- **Wordpress for Library Web Design**
- **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

Friday, July 23rd

Thingamabobs and Doodads: Why Tech Support IS Reference

Plainview-Old Bethpage Public Library

10:00AM-12:00PM

Public library users often rely on library staff for technology support.

This session will describe core technology competencies required by staff, especially at the reference desk. Librarians and support staff will be inspired to provide tech support as a means to market library services—and themselves—as vital resources to the community.

By the end of this program, participants will be able to:

- list three ways that tech support is essential to the library and its core mission
- list five core technology competencies needed by reference desk staff
- describe how to implement a new strategy for providing technology training to their staff

Presenters: Mary Kelly, library consultant, speaker, writer, and substitute librarian at the Plymouth District Library & Holly Hibner, Head, Adult Services Department at the Plymouth District Library.

FEE: \$35 Member; \$75 Nonmember; \$5 CEU Certificate (additional)

Monday, August 2nd

Digital Project Management

Required Workshop for Participation in the Regional Digitization Program

Harborfields Public Library

9:00AM-3:30PM

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.

Presenter: Joyce Rambo, Reference and Digital Collections Librarian, NYLINK

FEE: \$25 Member; \$55 Nonmember; \$5 CEU Certificate (additional)

AUGUST

Tuesday, August 3rd

Metadata for Digitization

A Required Workshop for Participation in the Regional Digitization Program

Half Hollow Hills Community Library-Melville Branch

9:00AM-3:30PM

What is Metadata? 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.

Outcomes:

- An understanding of what metadata is and how it facilitates access to and preservation of digital resources
- An awareness of appropriate metadata schema, including Dublin Core
- An understanding of XML basics; the benefits of using metadata and XML together

Presenter: Lynne Graziadei, Member Services Librarian at NYLINK

FEE: \$25 Member; \$55 Nonmember; \$5 CEU Certificate (additional)

Wednesday, August 4th

Wilson Admin Training

Farmingdale State College, Greenley Library

Hands-On

10:00AM-12:00PM

Join LILRC for a hands-on database training session with Wilson. The Administration Module will be covered including a demonstration on how to customize and review features that can be customized as well as how to access the statistics module and different types available. In addition, this session will provide an overview of OmniFile Full Text Select, including a demo of the database and special features including: Basic vs. Advanced search, Results and how to modify, Text to Speech feature, Different Full Text options, and saving, printing and emailing results.

Presenter: Sherry Sullivan, H.W. Wilson Company

FEE: No Charge

AUGUST

August 16th

Implementing a Content Management System (CMS)

Brentwood Public Library

9:30AM-12:30PM

Web content management systems (CMS) are increasingly becoming the preferred solution for library websites and intranets. This session will describe the entire process of implementing CMS; from requirements gathering to post-launch evaluation. We will compare commercial and open source solutions, take a detailed look at several popular open source CMS, and discuss the technical requirements for hosting these systems. Project management principles will be applied to the process, and usability testing methods will be discussed as part of the design and evaluation phases. By the end of this session participants will be familiar with the current landscape of CMS solutions; Have an understanding of CMS administration; Have a process for implementing a CMS; Be familiar with common technical requirements of CMS; Have an understanding of design and evaluation methods.

Presenter: Jonathan M. Smith, Electronic Services Librarian, The Catholic University of America

FEE: \$35 Member; \$75 Nonmember; \$5 CEU Certificate (additional)

Wednesday, August 18th

Basics of Archives I

Harborfields Public Library

9:00AM-3:30PM

This workshop provides archival training for the non-archivist and is designed for people who work or volunteer in organizations that deal with the past, whether it is a museum, historic house, the city clerk's office, the library's local history room, a historic site, or a college archives. 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.

Presenter: Antonia Mattheou, Archivist, Huntington Town Clerk's Archives

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

Hands-On Software Training

Friday, August 6th

Intermediate Microsoft Publisher 2007

Farmingdale Public Library

10:00AM-12:00PM

In this class, you will learn how to apply intermediate and advanced editing, layout and formatting techniques to your Publisher files. Use color and font schemes, designs, and much more.

FEE: \$25 Member; \$55 Nonmember

Friday, August 6th

Advanced Microsoft Publisher 2007

Farmingdale Public Library

1:00PM-3:00PM

This class is a continuation of the Intermediate level course, and will cover advanced editing for layout and formatting techniques, use of color, font schemes, designs, and much more.

FEE: \$25 Member; \$55 Nonmember

Friday, August 27th

Intermediate Microsoft Excel 2007

Farmingdale Public Library

10:00AM-12:30PM

Learn more about the world's most popular spreadsheet program, including functions, working with ranges, columns and rows, and much more. For intermediate and advanced computer users.

FEE: \$25 Member; \$55 Nonmember

Friday, August 27th

Advanced Microsoft Excel 2007

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 more.

FEE: \$25 Member; \$55 Nonmember

July-December 2010

JULY

Monday	Tuesday	Wednesday	Thursday	Friday
19	20	21	22	23 10AM-12PM Thimgamabobs & Doodads: Why Tech Support IS Reference

AUGUST

Monday	Tuesday	Wednesday	Thursday	Friday
2 9:00AM-3:30PM Digital Project Management	3 9:00AM-3:30PM Metadata for Digitization	4 10AM-12PM Wilson Admin Training	5	6 10AM-12:00PM Intermediate Publisher 1PM-3PM Advanced Publisher
16 9:30AM-12:30PM Implementing a	17	18 9:00AM-3:30PM Basics of Archives	19	20
23	24	25	26	27 10AM-12:30PM Intermediate Excel 1:30PM-4PM Advanced Excel

September

Monday	Tuesday	Wednesday	Thursday	Friday
13	14	15	16	17 8:30AM Suffolk County Legislative Breakfast
20	21	22	23	24 8:30AM Nassau County Legislative Breakfast
27	28	29 9:00AM-3:30PM Arrangement and Description of Historical Materials	30 10AM-12PM One Block at a Time: Building a Mobile Site	

July-December 2010

OCTOBER

Monday	Tuesday	Wednesday	Thursday	Friday
4	5	6	7 9:30AM-1:00PM 5th Annual Archives Month Conference	8
18	19	20	21 19th Annual Conference on Libraries and the Future	22 19th Annual Conference on Libraries and the Future
25 10AM-1PM Prescription for Copyright: Know the Law	26	27	28	29

NOVEMBER

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4 6PM Long Island Reception	5
15	16	17	18 9:30AM LILRC Annual Membership Meeting	19
22 9:30AM-12:30PM WordPress for Library Web Design	23	24	25	26

2010 Legislative Breakfasts

Friday, September 24th
Nassau County Legislative
Breakfast
 Co-sponsored by LILRC and NCLA
 Nassau Library System
8:30AM

Friday, September 17th
Suffolk County Legislative Breakfast
 Co-sponsored by LILRC and SCLA
 Suffolk Cooperative Library System
8:30AM
No Fee

SEPTEMBER

Wednesday, September 29th

Introduction to the Arrangement and Description of Historical Materials

Harborfields Public Library

9:00AM-3:30PM

This workshop introduces participants to the basic principles and practices for arranging and describing historical records, including personal and family papers and business and organizational records. Participants will learn core terminology; learn concepts and standards used by the archival profession relating to arrangement and description; and become familiar with access tools that can be developed to make historical records available for use.

Presenter: Antonia Mattheou, Archivist-Huntington Town Clerk's Archives

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

Thursday, September 30th

One Block at a Time: Building a Mobile Site

Sachem Public Library

10:00AM-12:00PM

What do small screens mean for web development and usability? The release of the iPhone just 3 years ago ushered in an age of users who want to browse the web on mobile devices. In this presentation we'll talk about why a mobile site is a good idea, an overview of emerging mobile standards, how to evaluate your own organization's mobile needs, and what options exist for developing a mobile site. If you have even very basic HTML experience, that's all the background you need! We'll go step by step through the development of a library mobile site, using UNC Libraries' as an example and highlighting important considerations along the way.

Attendees of this program will:

- Gain an understanding of design considerations unique to the mobile web
- Learn the steps involved in developing a mobile site
- Be able to build a framework of a basic mobile site

Presenter: Chad Haefele, Reference Librarian for Emerging Technologies, University of North Carolina at Chapel Hill

FEE: \$25 Member; \$55 Nonmember; \$5 CEU Certificate (additional)

OCTOBER

Thursday, October 7th

15th Annual Archives Month Conference

'Long Island Entertainers and Their Legacies'

Oheka Castle

9:30AM-1:00PM

Monday, October 25th

Prescription for Copyright: Know the Law

Location TBA

10:00AM-1:00PM

The basics of the U.S. copyright law, what can and cannot be copyrighted, duration, the effect on the electronic world, Fair Use, Guidelines, relevant cases, relevant sites, electronic and print library reserves, latest actions by Congress.

Some key questions that this workshop covers: What does it take to have a copyright? What are the four elements the courts use to measure fair use? What is the difference between copyright and plagiarism? Is there an international copyright law? Can I freely use materials I find on the internet? Is a notice of copyright required on copyrighted materials? Should library staff make copies on the library's copier for patrons? What sites should I visit for updates to the law?

Presenter: Arlene Bielefield is Chairperson of the Department of Information and Library Science at Southern Connecticut State University. A member of the Committee on Legislation (COL) of the American Library Association, she chairs the COL Subcommittee on Intellectual Property. She is also the author, with Lawrence Cheeseman, of a number of books for Neal-Schuman including two on copyright and is presently finishing the manuscript on a new edition of a copyright book.

Medical Library Association (MLA) CEU certificate will be awarded to all attendees at no additional charge.

FEE: \$25 Member; \$55 Nonmember

Save the Date

LILRC 19th Annual Conference on Libraries and the Future

Imagine the Future



Thursday, October 21st

Thursday night @ 6:00PM

Dowling College, Fortunoff Hall

Guest Speaker: Raymond McGale, Long Island Regional
Manager, Barnes & Noble



Friday, October 22nd

Friday @ 8:30AM

Dowling College, Fortunoff Hall

Guest Speakers:



Peter Heron, Professor, Simmons College Graduate School of
Library and Information Science

George Needham, Vice President, Member Services, OCLC



Maureen Sullivan, Maureen Sullivan Associates and Professor
of Practice in the Simmons College Graduate School of Library
and Information Science Ph.D. Program in Managerial
Leadership

SESSION	EARLY BIRD By 9/21/10	REGULAR 9/22/2010 & After	ONSITE
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 21st and full day conference, which includes continental breakfast and lunch on Friday, October 22nd. Conference attendance is limited to 120 participants.

****Contact LILRC at 631-675-1570 x201 for special student rates and additional information.**

NOVEMBER

Long Island Reception @ NYLA Annual Conference

Thursday, November 4th

6:00p.m.-8:00p.m.

All Are Welcome...

408 Broadway, Saratoga Springs, NY

Feel free to stop in to eat, drink, and have a chance to chat with your colleagues. We look forward to seeing you there!



Thursday, November 18th

LILRC Annual Meeting

New York Institute of Technology, de Seversky Center

9:30AM

FEE: \$35

Monday, November 22nd

Wordpress for Library Web Design

Hands-On

Farmingdale State College, Greenley Library

9:30AM-12:30PM

More and more libraries are looking for a way to make dynamic, easy-to-edit websites. Many of these libraries turn to powerful content management systems and then find that they have taken on more than they can handle. WordPress has gotten a reputation as a blogging platform, but many are using it for their entire websites—including libraries. This workshop will guide librarians through the basics of using WordPress as a content management system for an entire library website and give attendees hands-on experience that they can take back to their libraries.

By the end of this session, participants will:

- Know what they need to install WordPress
- Be able to find and choose from existing templates/designs
- Be able to add and edit website content using WordPress

Presenter: Nicole C. Engard, Director of Open Source Education at ByWater Solutions.

FEE: \$25 Member; \$55 Nonmember; \$5 CEU Certificate (additional)

DECEMBER

Wednesday, December 1st

Hospital Library Services Program Annual Meeting

Additional information is coming soon. Please be sure to check the LILRC Continuing Education Calendar online at <http://www.lilrc.org/calendars/lilrcalendar.php> for more details.

LILRC Continuing Education Blog

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

lilrc.wordpress.com

Find LILRC Where You Already Are Online

Now connecting with LILRC people and resources is easier than ever. Find us online at your favorite social and professional networks.

flickr[™]

www.flickr.com/photos/lilrc

facebook

www.facebook.com/LILRCouncil

 **WORDPRESS**

www.lilrc.wordpress.com

twitter

www.twitter.com/lilrc

REGISTRATION FORM

REGISTRANT INFORMATION

NAME: _____

INSTITUTION: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

WORKSHOP INFORMATION

WORKSHOP(S) NAME: _____

DATE(S): _____

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

PLEASE CHECK ALL BOXES THAT APPLY:

LILRC Member Nonmember Student

All registrations and payments are due one week before the event.

Return completed form to:

LILRC/CE

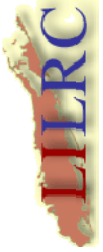
**627 N. Sunrise Service Rd.
Bellport, NY 11713**

(P) 631-675-1570 Ext.206

(F) 631-675-1573

Email: 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. Refunds cannot be made for no shows. Please contact LILRC at (631) 675-1570 Ext.206 with questions/concerns.



Long Island Library Resources Council
627 N. Sunrise Service Rd.
Bellport, NY 11713

Visit us on the web at www.lilrc.org