

January-June 2011

NEW!
Workshop
Offerings

LILRC

Continuing Education Program



Long Island Library Resources Council
Bellport, NY

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

Brentwood Public Library
Farmingdale State College, Greenley Library
Harborfields Public Library
Plainview-Old Bethpage Public Library
Sachem Public Library
South Huntington Public Library

PROGRAMS @ A GLANCE

- All-New ProQuest Platform Training
- Intermediate Microsoft Publisher 2007
- Intermediate Microsoft Excel 2007
- Mobile Literacy: Skills for Today's Information Environment
- Advanced Microsoft Publisher 2007
- Advanced Microsoft Excel 2007
- Basics of Archives I
- Introduction to Photoshop
- Hands-On WilsonWeb Training
- The Basics of Archives II
- Intermediate Photoshop
- Critical Strategies for Implementing and Managing Organizational Change
- Getting the Most with EBSCOhost
- PubMed Clinics of North America
- Introduction to Appraisal and Selection of Archival Materials
- WALDO Spring Update
- Practically Designed
- Engaging Your Community with QR Codes
- Prescription for Copyright: Know the Law

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

JANUARY

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.



www.flickr.com/photos/lilrc



www.facebook.com/LILRCouncil



www.lilrc.wordpress.com



www.twitter.com/lilrc

Thursday, January 20th

All-New ProQuest Platform Training

Farmingdale State College, Greenley Library

10AM-11:30AM

Hands-On

The all-new ProQuest platform is here! All ProQuest and CSA Illumina databases, plus select Chadwyck-Healey databases, are now available on the new platform. You have the option to open up access to your end users now. We ask subscribing libraries to migrate to the new platform by the end of March 2011. Now is an excellent time to get familiar with the new ProQuest platform, update support and training materials and plan for the transition.

Get started exploring the new platform and learn how your library can provide access to the new platform as soon as possible. During this training, you will:

- See a live demo of the new ProQuest platform features and functionality
- Learn how to switch access from legacy platforms to the new ProQuest platform
- Have an opportunity to ask questions and share feedback

Presented by: Sharon Palchak, MLIS, Customer Education & Training Specialist, ProQuest

FEE: NO FEE

FEBRUARY

Friday, February 11th

Intermediate Microsoft Publisher 2007

South Huntington Public Library

10AM-12:30PM

Publisher 2007 is a desktop publishing and marketing materials program designed to help you efficiently create communications materials with rich page layouts—brochures, datasheets, booklets—and marketing materials in-house for print, Web, and e-mail. 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.

Presented by: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember

Hands-On

Friday, February 11th

Intermediate Microsoft Excel 2007

South Huntington Public Library

1:30PM-4PM

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 Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember

Hands-On

LILRC Continuing Education Blog

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

FEBRUARY

Tuesday, February 15th

Mobile Literacy: Skills for Today's Information Environment

Hands-On

Plainview-Old Bethpage Public Library

10AM-12PM

Mobile devices are becoming a crucial part of information experience, extending the need for information fluency into the mobile technology landscape. Mobile literacy reflects the need for new and evolving skills as the information landscape continues to mobilize. These proposed skill sets are designed for efficiently and effectively engaging information with mobile devices and providing information services via mobile technologies. This session explores a new fluid set of skills that must now be considered core competencies for keeping our information skills current and relevant as information professionals.

Intended audience: Library Directors, Managers, Board of Trustees, Reference Librarians, Technicians, Webmasters, etc.

Presented by: Joe Murphy, Science Librarian, Coordinator of Instruction & Technology, Yale University

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

Friday, February 25th

Basics of Archives I
Harborfields Public Library

9:30AM-3PM

This workshop provides archival training for the non-archivist and is designed for people who work or volunteer in organizations that deal with history—whether it's 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.

Presented by: Antonia Mattheou, Archivist, Huntington Town Clerk's Archives

FEE: \$25 Member; \$45 Nonmember; \$15 Student; \$5 CEU Certificate (additional)

MARCH

Friday, February 25th

Advanced Microsoft Publisher 2007

South Huntington Public Library

10AM-12:30PM

Publisher 2007 is a desktop publishing and marketing materials program designed to help you efficiently create communications materials with rich page layouts—brochures, datasheets, booklets—and marketing materials in-house for print, Web, and e-mail. 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.

Prerequisite: Intermediate Microsoft Publisher or equivalent knowledge.

Presented by: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember

Hands-On

Friday, February 25th

Advanced Microsoft Excel 2007

South Huntington Public Library

1:30PM-4PM

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.

Prerequisite: Intermediate Microsoft Excel or equivalent knowledge.

Presented by: Sharper Training Solutions, Inc.

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

Hands-On

Friday, March 11th

Introduction to Photoshop

South Huntington Public Library

10AM-12:30PM

Become an instant graphic artist by working with images and pictures in Adobe Photoshop. Learn how to alter images including sizing, shaping and coloring. Re-touch, filter and add effects to create works of art or just make your digital photos look the way you want them to.

Presented by: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember

Hands-On

January-June 2011

JANUARY

Monday	Tuesday	Wednesday	Thursday	Friday
17	18	19	20 10AM-11:30AM All-New ProQuest Platform Training	21

FEBRUARY

Monday	Tuesday	Wednesday	Thursday	Friday
7	8	9	10	11 10AM-12:30PM Intermediate Microsoft Publisher 1:30PM-4PM Intermediate Microsoft Excel
14	15 10AM-12PM Mobile Literacy: Skills for Today's Information Environment	16	17	18
21	22	23	24	25 10AM-12:30PM Advanced Microsoft Publisher 1:30PM-4PM Advanced Microsoft Excel 9:30AM-3PM

MARCH

Monday	Tuesday	Wednesday	Thursday	Friday
7	8	9	10	11 10AM-12:30PM Introduction to Photoshop
21	22	23	24 9:30AM-12:30PM Basics of Archives II	25 10AM-12:30PM Intermediate Photoshop
28 9:30AM-4PM Critical Strategies for Implementing and Managing				

January-June 2011

APRIL

Monday	Tuesday	Wednesday	Thursday	Friday
4	5	6 10AM-12PM Getting the Most with EBSCOHost Training Session	7	8
11	12	13	14	15 9AM-3PM PubMed Clinics of North America
18	19	20	21 9:30AM-12:30PM WALD Spring Update	22
25	26	27	28	29 9:30AM-3:30PM Practically Designed

MAY

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5 Long Island Library Conference	6
16	17	18	19	20 9:30AM-3PM Introduction to Appraisal of Archival Materials
23	24 10am-12pm Engaging Your Community with QR Codes			

JUNE

Monday	Tuesday	Wednesday	Thursday	Friday
6	7	8	9	10 9:30AM-12:30PM Prescription for Copyright: Know the Law

MARCH

Tuesday, March 15th

Hands-On WilsonWeb Training Session

Farmingdale State College, Greenley Library

9:30AM-11:30PM

Learn to search the WilsonWeb platform to its fullest capacity during this training session, which will provide an overview of OmniFile Full Text Select database. OmniFile Full Text Select is Wilson's multi-disciplinary full-text database providing precise indexing to more than 2,900 core full-text journals in the arts, business, education, humanities, law, and science. This session will also focus on other WilsonWeb enhancements, including the new WilsonWeb mobile interface, ReadSpeaker text-to-speech feature, and provide opportunities for Q&A.

Presented by: Daniel Firrincili, Product Manager, The H.W. Wilson Company

FEE: NO FEE

Hands-On

Thursday, March 24th

Basics of Archives II

Sachem Public Library

9:30AM-12:30PM

This workshop demonstrates the first steps to take when you receive and begin processing a historical collection. 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. A panel of archivists will assist participants as they do "hands on" processing of a new collection.

Presented by: Panel of archivists

FEE: \$15 Member/Student; \$30 Nonmember; \$5 CUE Certificate (additional)

Hands-On



2011 Annual
**computers in
libraries 2011**

Registration Discounts

LILRC has arranged with Information Today, Inc. to offer discounted registration rates of \$249 for the 3-fullday Computers in Libraries conference being held at the Hilton Washington in Washington D.C., March 21-23, 2011.

Registration Form: www.lilrc.org/workshops/cil2011.pdf

MARCH

Friday, March 25th

Intermediate Photoshop

South Huntington Public Library

10AM-12:30PM

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

Prerequisite: Introduction to Photoshop or equivalent knowledge.

Presented by: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember

Hands-On

Monday, March 28th

Critical Strategies for Implementing and Managing Organizational Change

Brentwood Public Library

9:30AM-3:30PM

Libraries are all too familiar with the critical importance of undergoing fundamental change, including effectively responding to rapidly evolving technologies, greater external competition, fiscal instability, and/or shifting functional needs among library patrons. In order to react strategically and proactively to these developments, libraries must be agile, flexible, and adaptable.

This day-long workshop provides a framework for facilitating, enabling, and sustaining organizational change. In addition to an introduction to organizational change theory, an applied approach to understanding and managing change will be taken. Emphasis will be placed on:

- Examining one's own reaction to change
- Cultivating an awareness of others' reactions to change through a study of the various behavioral stages that people experience in light of organizational change
- Identifying key stakeholders and change agents within one's organization
- Developing effective tools, including the necessary communication skills to enable staff to understand, accept, and embrace change

Presented by: Deb Schmidle, Director, Research and Learning Services Olin/ Uris Libraries, Cornell University

FEE: \$50 Member; \$95 Nonmember; \$5 CEU Certificate (additional)

APRIL

Wednesday, April 6th

Getting the Most with EBSCOhost Training Session

Farmingdale State College, Greenley Library

10AM-12PM

FEE: NO FEE

Hands-On

Friday, April 15th

PubMed Clinics of North America: A Problem-based Approach to PubMed Searching

Farmingdale State College, Greenley Library

10AM-3PM

Hands-On

This workshop will focus on a problem-based approach in learning to search the PubMed database. Through case studies prepared by the instructor, group exercises and hands-on practice, participants will become more efficient PubMed searchers. This class is geared for intermediate PubMed searchers (4 MLA CE credit hours will be awarded to all attendees).

Presented by: Helen Tannenbaum, Outreach and Communications Coordinator, National Network of Libraries of Medicine—MAR

FEE: \$15 Member; \$35 Nonmember

waldo

WESTCHESTER ACADEMIC LIBRARY
DIRECTORS ORGANIZATION

Spring Update

Thursday, April 21st

Plainview-Old Bethpage Public Library

9:30AM-12:30PM

Robert Karen, Director of Member Services, will present the spring update with highlights of recent additions and changes to the WALDO portfolio of online databases and services. The presentation will include highlights of all our new vendor contracts, overview of all the renewal changes and upgrades for 2011-2012.

Mike Eyler, Account Executive from Swank Motion Pictures, Inc., will be presenting a full product demo of their streaming media service—Digital Campus. Digital Campus offers the opportunity to more fully engage students with a multi-media approach to learning without taking away from valuable classroom time.

FEE: NO FEE

APRIL/MAY

Friday, April 29th

Practically Designed

Farmingdale State College, Greenley Library

Time: 9:30AM-3:30PM

Hands-On

During this workshop on the basics of visual design best practices, we'll examine examples and counterexamples of great design, the basics of layout, simplified color theory, rules for fonts and legibility, images and photographs, designing stamps vs. pages vs. slideshows vs. billboard, copyright and creative commons, and free and open source design tools (photo manipulation, illustration, layout, catalogs, and quick editors).

By the end of the program, you will:

- Find and evaluate web-based resources for great design
- Choose the best colors, layouts, fonts, and graphics for other design projects
- Respect copyrighted work by finding imagery and other materials that are freely and legally available
- Become inspired about your design projects
- Move beyond Word and Publisher to more sophisticated design tools

Presented by: John LeMasney, Manager of Technology Training, Rider University.

FEE: \$45 Member; \$85 Nonmember; \$5 CEU Certificate (additional)

Friday, May 20th

Introduction to Appraisal and Selection of Archival Materials

Harborfields Public Library

9:30AM-3PM

This workshop shows participants how to identify (appraise), evaluate, and select records and materials with potential historical value that are in private repositories and organizations. It introduces core terminology, concepts, and standards used by the archival profession relating to the appraisal and selection of materials that should receive ongoing care.

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

FEE: \$20 Member; \$40 Nonmember; \$15 Student; \$5 CEU Certificate (additional)

MAY/JUNE

Tuesday, May 24th

Engaging Your Community with QR Codes

Sachem Public Library

10AM-12PM

QR codes are emerging as a mobile technology to bridge the digital and physical worlds. This workshop covers the basics of QR codes—what they are, how to make them, how to use them, what resources are necessary, etc. It then moves on to creative ways communities are using them to engage their audience within and beyond libraries—scavenger hunts through town, learning to use the academic library, marketing, and information delivery. New opportunities for libraries that QR codes represent will also be discussed. Learn everything you need to know about QR codes and libraries: their applications, the practical steps and concerns, and the technical aspects of leveraging this exciting new technology.

Presented by: Joe Murphy, Science Librarian, Coordinator of Instruction & Technology, Yale University

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

Friday, June 10th

Prescription for Copyright: Know the Law

Plainview-Old Bethpage Public Library

9:30AM-12:30PM

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? *MLA Continuing Education credits will be awarded to all attendees at no additional charge.*

Presented by: Arlene Bielefield, Chairperson of the Department of Information and Library Science, Southern Connecticut State University.

FEE: \$25 Member; \$55 Nonmember

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

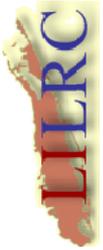
**627 N. Sunrise Service Rd.
Bellport, NY 11713**

(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