



**Continuing Education
Program**



January-June 2012

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

Molloy College

Plainview-Old Bethpage Public Library

Suffolk Cooperative Library System

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.

The Flickr logo, featuring the word "flickr" in a lowercase, bold, sans-serif font with a trademark symbol.

www.flickr.com/photos/lilrc

The Facebook logo, consisting of the word "facebook" in a lowercase, bold, sans-serif font inside a dark grey rectangular box.

www.facebook.com/LILRCouncil

The WordPress logo, featuring a circular icon with a stylized "W" and the word "WORDPRESS" in a bold, uppercase, sans-serif font.

www.blog.lilrc.org/ce

The Twitter logo, featuring the word "twitter" in a lowercase, bold, sans-serif font with a light grey background.

www.twitter.com/lilrc

PROGRAMS @ A GLANCE

- Quick & Easy Open Source Software
- A+ Technology Solutions: Today's Innovations for Tomorrow's Challenges
- Intermediate Microsoft Excel 2007
- Advanced Microsoft Excel 2007
- Introduction to Adobe InDesign
- Introduction to Adobe Photoshop
- How to Market Your Library
- Introduction to Google Applications
- Basics of Archives I
- An Introduction to Online Legal Resources
- I Didn't Know the Census Bureau Did That! Finding and Using Data from Censuses and Surveys
- Introduction to Arrangement & Description of Historical Materials
- Critical Strategies for Implementing and Managing Organizational Change
- Basics of Archives II
- Creating Engaging, Technology-Rich Learning Spaces Through Design and Assessment
- Redesign Library Space: Meeting the Changing Community Needs
- Using Inkscape for Graphic Design

LILRC is a Continuing Education Provider for the New York State Public Librarian Certification. Certain programs are offering CEU certificates at an additional fee. For more information on New York State Public Librarian Certification requirements, visit the NYS Library website at: <http://www.nysl.nysed.gov/libdev/cert/conted.htm>.

JANUARY

Thursday, January 12th

Quick & Easy Open Source Software

Webinar

Webinar—Online training from your own computer. No travel needed.

12:00PM-2:00PM EST

Open source software is getting more and more press . . . and for good reason. But, unless you're "in the know," you may not know where to start. Start Here!

We'll talk about what open source software is and isn't and, in a practical way, discuss specific software you could download, install, and use within minutes!

Learning Objectives

- Define open source software.
- Discuss 2 reasons to use and 2 reasons not to use open source software.
- Choose one software to install and use.

Presented by: Christine Peterson, Continuing Education Librarian—Christine provides training, support and consulting services for Amigos member libraries in the areas of Internet and technology.

Technical Requirements: Please visit the Live Online System Requirements website at: <http://www.amigos.org/node/224> to check for supported operating systems, browsers, and install any additional requirements. All participants will receive 2 Contact Hours/.2 CEU.

This online workshop is sponsored by the New York 3Rs Association, Inc.

FEE: \$10 Member; \$15 Nonmember

Friday, January 27th

A+ Technology Solutions:

FREE EVENT

Today's Innovations for Tomorrow's Challenges

Plainview-Old Bethpage Public Library

10:00AM-12:00PM

Join us for a vendor demonstration by A+ Technology Solutions, a regional technology company providing technology solutions to libraries. David Antar, President and Steve Cina, Director of Marketing, will present an overview of the latest available digital technology solutions, including: Samsung Digital Presenter units, Panasonic Infrared Wireless Audio System, and the Panasonic Interactive Whiteboard. The demonstration will conclude with a look inside the Mobile Command & Solutions Showcase vehicle. In addition, they will review products available through OGS procurement options.

FEBRUARY

Friday, February 3rd

Intermediate Microsoft Excel 2007

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 Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember

Hands-On

Friday, February 10th

Advanced Microsoft Excel 2007

Farmingdale Public Library

10:00AM-12:30PM

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

Hands-On

Friday, February 17th

Introduction to Adobe InDesign

Farmingdale Public Library

10:00AM-12:30PM

Learn how to create professional looking desktop publishing documents such as flyers, newsletters and brochures. Topics covered will include layout, formatting, tools, working with graphics and text, transparencies, and much more.

Prerequisite: For intermediate computer users

Presented by: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember

Hands-On

FEBRUARY

Friday, February 17th

Introduction to Adobe Photoshop

Farmingdale Public Library

1:30PM-4:00PM

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.

Software version: Adobe Photoshop CS4

Presented by: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember

Hands-On

Wednesday, February 22nd

How to Market Your Library

Farmingdale Public Library

10:30AM-12:30PM

It is more important than ever in today's society for libraries to communicate its value to its consumer base (patrons). This program will look at marketing as a whole, then focus on what libraries can do to increase public awareness to the many programs and services offered. Practical tips, tricks, and strategies on how to market your library using traditional forms of advertising as well as the new social media tools will be discussed, including community outreach, press releases, newsletters, blogs, email, and more.

Presented by: Victor Caputo, Director of Public Relations/Programs, Bryant Library. Victor has held this position at the Bryant Library for 15 years. He has a B.F.A in Journalism from C.W. Post, an M.S. in Marketing from Hofstra University, and a Masters in Library Science from Queens College.

FEE: \$15 Member; \$35 Nonmember; \$10 Retired Member; \$5 CEU Certificate (additional)

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

MARCH

Friday, March 2nd

Introduction to Google Apps

Farmingdale State College, Greenley Library

10:00AM-12:30PM

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). In this hands-on class, you will learn all about Google Calendar, Gmail, office suite web applications, Docs and much more. Bring your questions.

Presented by: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember

Hands-On

Tuesday, March 6th

NYLA Library Advocacy Day

Empire State Plaza Meeting Room 6, Albany, New York

All Day

For additional details visit: <http://www.nyla.org/page/advocacy-day-87.html>.

FEE: No Charge

Friday, March 9th

Basics of Archives I

Harborfields Public Library

10:00AM-4:00PM

This workshop is designed for people who work or volunteer in organizations that deal with the past, 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; \$55 Nonmember; \$20 Retired Member or Student;
\$5 CEU Certificate (additional)**

January-June 2012

JANUARY

Monday	Tuesday	Wednesday	Thursday	Friday
9	10	11	12 12PM-2PM Quick & Easy Open	13
23	24	25	26	27 10AM-12PM A+ Technology Solutions: Today's Innovations for Tomorrow's Challenges

FEBRUARY

Monday	Tuesday	Wednesday	Thursday	Friday
		1	3	3 10AM-12:30PM Intermediate Microsoft Excel 2007
6	7	8	9	10 10AM-12:30PM Advanced Microsoft Excel 2007
13	14	15	16	17 10AM-12:30PM Introduction to Adobe InDesign 1:30PM-4:00PM Introduction to Adobe Photoshop
20	21	22 10:30AM-12:30PM How to Market Your Library		

MARCH

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 10AM-12:30PM Introduction to Google Apps
5	6	7	8	9 10AM-4PM Basics of Archives I 10AM-12PM An Introduction to Online Legal Resources
19	20	21	22	23 10AM-12PM An Introduction to Online Legal Resources (Repeat Session)

January-June 2012

APRIL

Monday	Tuesday	Wednesday	Thursday	Friday
23	24 10AM-12PM I Didn't Know the Census Bureau Did That! Finding and Using Data from Censuses and Surveys	25 9:30AM-3:30PM Arrangement and Description of Historical Materials	26	27 9:30AM-3:30PM Critical Strategies for Implementing and Managing Organizational Change

MAY

Monday	Tuesday	Wednesday	Thursday	Friday
14	15	16 9:30AM-1PM Basics of Archives II	17	18 10AM-1PM Creating Engaging, Technology-Rich Learning Spaces Through Design and Assessment

JUNE

Monday	Tuesday	Wednesday	Thursday	Friday
				1 9AM Redesign Library Space: Meeting the Changing Community Needs
4 9:30AM-3PM Using Inkscape for Graphic Design				

UPCOMING REGIONAL DIGITIZATION PROGRAM WORKSHOPS

LILRC will be presenting the following required workshops for participation in the Regional Digitization Program, Long Island Memories. **These workshops will not be presented again until next year.**

Developing a Digital Project
February 24th
Farmingdale Public Library
9:30AM-3:00PM

Metadata for Digitization
March 30th
Farmingdale Public Library
9:30am-3:00pm

"Hands On"
CONTENTdm Training
Date, location, and time

Presented by: Regina Feeny and Cynthia Krieg of the Freeport

Presented by: Regina Feeny and Cynthia Krieg of the Freeport

Presented by: Joyce Rambo, formerly of NYLINK

For additional information, visit the LILRC Continuing Education Calendar online at: http://www.lilrc.org/calendars/cont_edcalendar.php.

MARCH

Friday, March 9th

An Introduction to Online Legal Resources

Plainview-Old Bethpage Public Library

10:00AM-12:00PM

Jean-Paul Vivian, the Principal Law Librarian at the Nassau County Supreme Court Library, will discuss legal resources that are available free on the Internet. He will also describe what resources are available for use by the public at the Supreme Court Library.

FEE: \$15 Member; \$35 Nonmember; \$10 Retired Member; \$5 CEU Certificate (additional)

Friday, March 23rd

An Introduction to Online Legal Resources (Repeat Session)

Suffolk Cooperative Library System (SCLS)

10:00AM-12:00PM

Jean-Paul Vivian, the Principal Law Librarian at the Nassau County Supreme Court Library, will discuss legal resources that are available free on the Internet. He will also describe what resources are available for use by the public at the Supreme Court Library.

FEE: \$15 Member; \$35 Nonmember; \$10 Retired Member; \$5 CEU Certificate (additional)



27th Annual
**computers in
libraries 2012**

Registration Discounts

LILRC has arranged with Information Today, Inc. to offer discounted registration rates of \$289 for the 3-fullday Computers in Libraries conference being held at the Hilton Washington in Washington D.C., March 21-23, 2012.

To register for the LILRC discounted rate, visit <http://secure.infotoday.com/forms/default.aspx?form=cil> and use the priority code **LILR12**.

All registrants will receive a confirmation email and you may request an additional printed confirmation letter via postal mail on the online registration form.

APRIL

Tuesday, April 24th

***I Didn't Know the Census Bureau Did That!
Finding and Using Data from Censuses and Surveys***

Farmingdale State College, Greenley Library

10:00AM-12:00PM

This hands-on training session will review the two main demographic programs; the 2010 Census and the American Community Survey.

At the end of this session attendees will:

- Discover how the Census Bureau acts as the data collection agent.
- Know how to start your search for the statistics you need and the questions you need to answer before beginning any search.
- Learn how to find data, through hands-on exercises, from the many sources linked to www.census.gov (the Census Bureau's homepage).
- Understand the benefits, challenges, and limitations of the various data sources and how to evaluate each source to meet your needs.

Presented by: Rosemarie Fogerty, Information Services Specialist, U.S. Census Bureau, New York Regional Office

FEE: \$15 All; \$10 Retired Member; \$5 CEU Certificate (additional)

Wednesday, April 25th

Introduction to Arrangement and Description of Historical Materials

Harborfields Public Library

9:30AM-3:30PM

This workshop introduces participants to the basic principles and practices for arranging and describing historical records, including personal and family papers, as well as 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. (Prerequisite for this course-Basics of Archives I)

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

**FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member or Student;
\$5 CEU Certificate (additional)**

Hands-On

APRIL

Friday, April 27th

Critical Strategies for Implementing and Managing Organizational Change
Farmingdale Public Library

9:30AM-3:30PM

Libraries are all too familiar with the critical importance of undergoing fundamental change. 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; Designing a metric for charting the progress of change.

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

FEE: \$50 Member; \$95 Nonmember; \$45 Retired Member; \$5 CEU Certificate (additional)

Wednesday, May 16th

Basics of Archives II

Harborfields Public Library

9:30AM-1:00PM

A panel of archivists will provide information and 'hands on' training for participants who have attended the Basics of Archives I workshop. This workshop will cover the very basics of what to do when you are given a collection to process. Topics to be covered include cleaning and re-housing of materials.

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

MAY

Friday, May 18th

Creating Engaging, Technology-Rich Learning Spaces Through Design and Assessment

Brentwood Public Library

9:30AM-12:30PM

Libraries are well past the tipping point when providing a comfy chair or a big table for spreading out books and newspapers could fulfill patron needs for using library spaces. Ubiquitous computing, the mobility of data and devices, pervasive media, the desire for customization and personalization, and a significant shift towards participatory learning and collaboration are driving the necessity to transform not only our library spaces, but the services that we provide within them. Today's library patrons are focused not simply on finding and absorbing information, but on creating content. The basic ingredients for providing new types of library spaces are fairly well known: comfortable and configurable seating, interactive technologies, white boards, a nice suite of computing applications, printing, and lots of power and network access. But creating engaging informal learning spaces that facilitate collaboration, nurture creativity, and foster innovation requires a special sauce to blend these component parts into a smoothly operating, coherent whole. In order to provide great spaces, we need first to understand what our customers are really looking for; and second, how we can provide the magic blend of spaces, services, and technologies that will enable them to be successful.

Through an interactive workshop format, this session will delve into the process of using a design-driven, assessment-based approach to creating technology-rich informal learning spaces, whether on the scale of a single room or an entire building. Participants will find themselves inside the design process, working together to create thoughtful, inspiring spaces. Participants will also receive a wide variety of tools to take home and use in projects at their own libraries.

Presented by: Maurice York, Head of Information Technology for the NCSU Libraries at North Carolina State University.

FEE: \$35 Member; \$75 Nonmember; \$30 Retired Member; \$5 CEU Certificate (additional)

JUNE

Friday, June 1st

Redesign Library Space: Meeting the Changing Community Needs

Farmingdale Public Library & Shelter Rock Public Library

9:00AM

Almost five years ago, LILRC presented a program to feature two newly built public libraries in Suffolk County, the Cold Spring Harbor Library and the South Huntington Public library. It was a well received program with over 100 attendees. This time, we are featuring two Nassau County Public Libraries, the Farmingdale Public Library and the Shelter Rock Public Library, who had recently renovated their libraries to make it more technology and user friendly.

The Farmingdale Library Director, Deborah Podolski and the Shelter Rock Public Library Director, Andrea Meluskey will share with us their vision of a modern, user friendly library and how they are able to accomplish their goals of trying to meet the changing community needs. Many thanks to our speakers for opening up their libraries and willing to share their knowledge and experiences with the Long Island library community.

This program is divided into two parts and participants will be visiting both the Farmingdale Public Library and the Shelter Rock Public Library. The two libraries are about 10 miles away from each other in Nassau County.

FEE: \$10 All

Monday, June 4th

Using Inkscape for Graphic Design

Molloy College

9:30AM-3:00PM

In this hands-on session, we will explore the open source graphic design application called Inkscape. Come and learn how to manipulate images, modify text, and work with color to make stunning, professional designs for the page and screen.

Presented by: John LeMasney, Manager of Educational Technology Training and Outreach at Princeton University.

FEE: \$50 Member; \$90 Nonmember; \$45 Retired Member; \$5 CEU Certificate (additional)

Hands-On

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 Retired Member

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

Return completed form to:

LILRC/CE

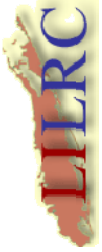
**627 N. Sunrise Service Rd.
Bellport, NY 11713**

(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

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Visit us on the web at www.lilrc.org