



Continuing Education Program



January-June 2013

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

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

The Facebook logo, consisting of the word "facebook" in white, lowercase, sans-serif font, centered within a solid blue rectangular box.

www.facebook.com/LILRCouncil



www.blog.lilrc.org/ce

The Twitter logo, featuring the word "twitter" in a lowercase, rounded, sans-serif font with a light blue gradient.

www.twitter.com/lilrc

PROGRAMS @ A GLANCE

- How to Develop a Digital Project
- Metadata for Digitization
- Introduction to Adobe InDesign
- Intermediate Adobe InDesign
- Basics of Archives I
- Introduction to the Mac
- Intermediate Microsoft Excel
- Hands-On CONTENTdm Training
- Introduction to Arrangement and Description of Historical Records
- Advanced Microsoft Excel
- Basics of Archives II
- How Important Is Good Customer Service? The Reputation of Your Library Depends on It
- ‘Hands-on’ Google Tools Workshop for Librarians
- ‘Bringing Back the Funny’—Using Humor in the Library
- Building a LibraryAware Community: The Value Proposition
- Pinterest for Libraries and Librarians

JANUARY

Thursday, January 31st

How to Develop a Digital Project

Brentwood Public Library

9:00AM-3:00PM

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.

Presented by: Regina Feeney and Cynthia Krieg of Freeport Memorial Library

FEE: \$35 Member; \$65 Nonmember; \$20 Student/Retired Member; \$5 CEU Certificate (additional)

Thursday, February 21st

Metadata for Digitization

Brentwood Public Library

9:00AM-3:00PM

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. Examples of how to use Dublin Core metadata with ContentDM software will be given.

Presented by: Regina Feeney and Cynthia Krieg of Freeport Memorial Library

FEE: \$35 Member; \$65 Nonmember; \$20 Student/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.

FEBRUARY

Friday, February 22nd

Hands-On

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; \$20 Retired Member

Friday, February 22nd

Hands-On

Intermediate Adobe InDesign

Farmingdale Public Library

1:30PM-4:00PM

This session is a continuation of the Introduction course and will expand on topics including layout, formatting, tools and much more for your desktop publishing projects. **Prerequisite:** Introduction to Adobe InDesign or equivalent knowledge.

Presented by: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member

Wednesday, February 27th

Basics of Archives I

Harborfields Public Library

9:00AM-3:00PM

This workshop provides archival training for the non-archivist. The workshop is designed for people who work or volunteer in organizations that deal with historical materials. 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 for the Huntington Town Clerk's Archives

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

MARCH

Save the Date: NYLA Library Advocacy Day

New York Library Association's (NYLA's) Library Advocacy Day will take place on Tuesday, March 5, 2013 at the Empire State Plaza (Meeting Room 6) in Albany, NY.

Long Island library advocates work together to make the day as easy to participate in as possible:

- Appointments with legislators are made by LILRC (schedule coming soon)
- Transportation is provided by the Nassau and Suffolk County Library Associations (bus sign-up information coming soon)

Visit www.lilrc.org for additional information.

Friday, March 8th

Hands-On

Introduction to the Mac

Farmingdale Public Library

10:00AM-12:30PM

Are you a PC user who wants to learn about how to use a Mac? Get an introduction to the Apple computer during this hands-on training session. Learn all about the desktop, elements of the computer, tools and toolbars, and much more! **Prerequisite:** Bring your own Mac laptop (computers are NOT provided).

Presented by: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member

Friday, March 8th

Hands-On

Intermediate Microsoft Excel 2010

Farmingdale Public Library

1:30PM-4:00PM

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; \$20 Retired Member

MARCH

Tuesday, March 19th

Hands-On

Hands-On CONTENTdm Training

Farmingdale Public Library, Greenley Library

9:00AM-3:00PM

Placing the rich and unique resources of our libraries, archives, museums and historical societies on the Web is an exciting and often groundbreaking endeavor, but the process may seem overwhelming and even chaotic. CONTENTdm helps transform digital chaos into managed order. CONTENTdm is a digital collections management application that ingests, describes, indexes and stores pre-digitized files of all types and places them in searchable, self-contained collections for all to see on the World Wide Web. This is 'Hands-on' use of the latest version of CONTENTdm software. **Prerequisite:** *How to Develop a Digital Project and Metadata for Digitization*

Presented by: Joyce Rambo, Reference and Digital Collections Librarian, SUNY Albany and SUNY New Paltz

FEE: \$40 Member; \$65 Nonmember; \$20 Student/Retired Member; 5 CEU Certificate (additional)

Thursday, March 21st

Introduction to Arrangement and Description of Archival Materials

Harborfields Public Library

9:00AM-3:00PM

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:** *Basics of Archives I*

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

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

January-June 2013

JANUARY

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31 9AM-3PM How to Develop a Digital Project	

FEBRUARY

Monday	Tuesday	Wednesday	Thursday	Friday
18	19	20	21 9AM-3PM Metadata for Digitization	22 10AM-12:30PM Introduction to Adobe InDesign 1:30PM-4PM Intermediate Adobe InDesign
25	26	27 9AM-3PM Basics of Archives I	28	

MARCH

Monday	Tuesday	Wednesday	Thursday	Friday
4	5 NYLA Library Lobby Day	6	7	8 10AM-12:30PM Introduction to the Mac 1:30PM-4:00PM Intermediate Microsoft Excel
18	19 9AM-3PM Hands-On CONTENTdm Training	20	21 9AM-3PM Introduction to Arrangement and Description of Historical Records	22 1:30PM-4:00PM Advanced Microsoft Excel

January-June 2013

APRIL

Monday	Tuesday	Wednesday	Thursday	Friday
8	9	10	11 9AM-1PM Basics of Archives II	12
15	16	17	18 10AM-12PM How Important is Good Customer Service? The Reputation on Your Library Depends on It	19

MAY

Monday	Tuesday	Wednesday	Thursday	Friday
13	14 9AM-12PM 'Hands-on' Google Tools Workshop for Librarians	15	16	17 10AM-12PM 'Bringing Back the Funny'—Using Humor in the Library
20	21	22	23 10AM-12PM Building a LibraryAware Community: The Value Proposition	

JUNE

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7 10AM-12PM Pinterest for Libraries and Librarians

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>.

MARCH

Friday, March 22nd

Hands-On

Advanced Microsoft Excel 2010

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, and more. **Prerequisite:** *Intermediate Microsoft Excel* or equivalent knowledge.

Presented by: Sharper Training Solutions, Inc.

FEE: \$25 Member; \$55 Nonmember; \$20 Retired Member



28th Annual
computers in
libraries 2013

LILRC has arranged with Information Today, Inc., to offer a reduced rate for the 28th Annual Computers in Libraries conference, to be held on April 8-10, 2013 at the Hilton Washington in Washington, DC.

By registering through LILRC, you are eligible for the special rate of \$299 for the 3-day event (regular rate is \$549). That's a \$250 savings! (No discount rates are available for pre- and post-conference seminars and workshops.)

In addition, you can also register for the Internet@Schools East conference for the special rate of \$109 (regularly \$209).

HOW TO REGISTER:

To register for the LILRC discounted rate, visit: <https://secure.infotoday.com/forms/default.aspx?form=cil2013> and use the priority code **13LILRC**. All registrants will receive a confirmation email and you may request an additional printed confirmation letter via postal mail on the online registration form.

For further assistance, please contact the LILRC Office by phone at (631) 675-1570 ext. 207.

APRIL

Thursday, April 11th

Basics of Archives II

Harborfields Public Library

9:00AM-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 Student/Retired Member; \$5 CEU Certificate (additional)

Thursday, April 18th

How Important Is Good Customer Service? The Reputation of Your Library Depends on It

Plainview-Old Bethpage Public Library

10:00AM-12:00PM

There's an old saying that, 'good service will keep one customer, but bad service will lose you ten,' and it's true for libraries, as well as for business. As a service industry, a library's number one priority should be providing top notch customer service to all of its customers. All the building improvements, quality programming, attractive fliers and newsletters can't make up for employees providing bad customer service.

Who are our customers? What do they want and expect from libraries? This program will focus on how to define quality service, the rules of good customer service and will look at the ways libraries can determine if they are providing quality service or need improvement. Attendees will participate in customer service skits and lively discussions will be held throughout the program.

Presented by: Victor Caputo, Director of Public Relations/Programs for The 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: \$25 Member; \$80 Nonmember; \$20 Retired Member; \$5 CEU Certificate (additional)

Tuesday, May 14th

Hands-On

'Hands-on' Google Tools Workshop for Librarians

Farmingdale State College, Greenley Library

9:00AM-12:00PM

Google has tools for all librarians. DOCS—an online word processor, use Docs/Drive to collaborate & edit in 'real time'; add links, insert images; add comments; see revision history; upload other files you've created. Invite collaborators to view and edit; share with a select group or 'publish' for the entire World to see. For public librarians Docs/Drive is useful for intra-library tasks, co-authoring documents, committee work, resources for an online webpage, and more. School librarians can use it for home/school connections, creating resources for teachers and students, publishing webpages, colleague-to-colleague collaboration, and more. FORMS—create customized online surveys, questionnaires, quizzes, book requests, research requests, book/video suggestion requests, event coordination forms, more. Users fill out Forms in browsers; no need for them to have Google accounts. Google instantly aggregates results in spreadsheets and colored summary charts for you. SPECIAL FEATURES—interactive features for finding information, doing research, and accessing topics on the WEB. These are powerful research tools for students and library patrons.

Presented by: Carol LaRow is an award-winning educator who taught for 33 years. She is a 'Google Apps Certified Trainer,' 'Google Certified Teacher,' 'Google Apps For Education Regional Leader-Eastern States,' Smithsonian Laureate, Apple Distinguished Educator, and Master Teacher of Technology. She is a recognized speaker at national and statewide conferences, and is often a 'featured speaker.' She presents keynotes to entire school districts and offers 'hands on' training for schools, school library systems, and educational conferences throughout the United States. Her focus is the integration of technology into the curriculum and libraries.

FEE: \$40 Member; \$125 Nonmember; \$35 Retired Member; \$5 CEU Certificate (additional)

Friday, May 17th

'Bringing Back the Funny'—Using humor in the library

Plainview-Old Bethpage Public Library

10:00AM-12:00PM

As budgets shrink and every library is asked to do more with less, it's easy for library staff and users to forget the joy that a library can evoke. Let's bring a bit of lightness and levity back into our institutions. From appropriate April Fools' Day website 'hacks' to videos like the 'New Spice' sensation, the sky's the limit when it comes to comedy in the library. Get inspired to bring back the funny to your work, your libraries and your communities in this participatory workshop.

Presented by: Jennifer Koerber, Web Services Librarian, Boston Public Library

FEE: \$40 Member; \$125 Nonmember; \$35 Retired Member; \$5 CEU Certificate (additional)

Thursday, May 23rd

Building a LibraryAware Community: The Value Proposition

Plainview-Old Bethpage Public Library

10:00AM-12:00PM

It is hard to imagine that there are people in your community who still don't know what is going on at the library. Even worse is the thought that many of those people are part of your local government, businesses and community groups who you've personally told about your services. Join Nancy Dowd, co-author of *Bite-Sized Marketing: Realistic Solutions for Overworked Librarians*, to explore the best ways your library can communicate your value proposition. Participants will learn how to: Turn the *So What* attitude into *Wow*; Connect the dots between what your community values and your services; Tell a story that will turn your community into champions; Develop a simple communication network to reach users, potential users and stakeholders.

Presented by: Nancy Dowd, co-author of *Bite-Sized Marketing: Realistic Solutions for Overworked Librarians*.

FEE: \$15 Member; \$50 Nonmember; \$10 Retired Member; \$5 CEU Certificate (additional)

Friday, June 7th

Pinterest for Libraries and Librarians

Farmingdale State College, Greenley Library

10:00AM-12:00PM

You probably know people who use Pinterest and complain of their addiction, or perhaps you are addicted to Pinterest yourself. Pinterest is a very popular social media platform that uses visual media (pictures and video) as the main focus. It is often casually and mistakenly categorized as simply a female-centric social network for planning weddings and posting recipes, but if you look past the surface and stereotypes, it can be a powerful way to engage a new audience, start discussions around images, and curate a collection of items that help to explain the culture of you or your organization at a glance. At this session, come learn how you can use Pinterest as not only a fun way to share information, but as a way to engage your audience visually. Examples of how libraries are using Pinterest will be shared.

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

FEE: \$25 Member; \$80 Nonmember; \$20 Retired Member; \$5 CEU Certificate (additional)

Coming Soon: PubMed® for Trainers

The class is intended specifically for those who train, or will train, others to use PubMed. This class could be for you if you teach PubMed to large groups, small groups, or one-on-one training. During the class, you can expect to:

- Fill any gaps in general knowledge you might have about MEDLINE and PubMed.
- Recognize what the National Library of Medicine considers good background information.
- Improve your PubMed search technique.
- Increase your ability to develop customized PubMed training.

PubMed for Trainers is held in 4 sessions, 3 online sessions and 1 in person session.

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:

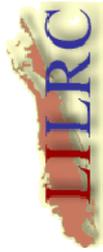
LILRC Member Nonmember Student/Retired Member

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

Visit us on the web at www.lilrc.org