State Library Courses
Fall 2024

To register for courses, please visit:
https://showcase-5419032-a407.sites.kaltura.com/

You must register for classes <u>using an individual email</u> – our system will not allow shared emails. Please cancel registrations <u>two weeks</u> in advance to avoid being invoiced. Library systems will be invoiced the month following the class. Individuals who self-pay must submit payment in advance before registration is approved. For more information, contact libdev@slol.lib.la.us or call 225-342-4931.

Business Reference 101 (Online)

Participants will learn about a variety of sources for business reference. Information covered will include finding business plans, career guidance, and business statistics.

> Trainer: Addyson Smith, Reference Department
> Maximum class size: 40
> Cost: $15.00 per participant
> Date/Time: Thursday, September 12, 2024, 9 a.m. to 10:30 a.m.

Dealing with Angry Patrons (Online)

This webinar will guide you in dealing with your angry patrons. Learn to understand the importance of dealing with angry patrons effectively and positively, as well as identify techniques for handling angry patrons individually.

> Trainer: Michele Jones, Library Development
> Maximum class size: 40
> Cost: $15.00 per participant
> Date/Time: Wednesday, August 7, 2024, 9 a.m. to 10:30 a.m.

E-Government: Family Resources (Online)

This webinar will help you assist your patrons in identifying online resources that benefit the growth, development, and well-being of children and young families. Topics covered in this session are the following:

- Food stamps & WIC assistance
- Housing
- Child support
- Academic testing (LEAP/ACT/HiSET/SAT)
- FAFSA & TOPS
- Filing and paying state taxes online
  > Trainer: Angela Cinquemano, Louisiana Collection
  > Maximum class size: 40
  > Cost: $15.00 per participant
  > Date/Time: Tuesday, September 10, 2024, 9 a.m. to 10:30 a.m.

E-Government: Louisiana Job Resources (Online)

This webinar covers resources to help teen and adult patrons further their careers and/or obtain employment in Louisiana. Topics include:

- Resume building, cover letters, job applications, and interviews
- Applying to State Civil Service positions
- Utilizing Louisiana Workforce Commission resources
- Employment aid for persons with disabilities
- Career resources for veterans
- Unemployment information
- Career development tools
  Trainer: Angela Cinquemano, Louisiana Collection
  Maximum class size: 40
  Cost: $15.00 per participant
  Date/Time: Tuesday, October 8, 2024, 9 a.m. to 10:30 a.m.

E-Government: Special Services (Online)

This session is designed to aid patrons in utilizing online resources most relevant to adulthood and beyond. Topics covered in this session include the following:

- Selective Service
- Assistance with utilities
- Disability assistance
- VA benefits
- Medicare and Medicaid
- Social Security benefits & cards
- Locating services for the hearing-impaired
  Trainer: Angela Cinquemano, Louisiana Collection
  Maximum class size: 40
  Cost: $15.00 per participant
  Date/Time: Thursday, November 7, 2024, 9 a.m. to 10:30 a.m.

Fall Administrative Librarians' Conference (In-Person)

This is a day-long conference for administrators to explore solutions to problems in Louisiana's public library management.

    Maximum class size: 100
    Cost: $75.00 per participant (breakfast/lunch provided)
    Date/Time: Friday, October 4, 2024, 9 a.m. to 4 p.m.
    Location: East Baton Rouge Parish Library, Main Library
        7711 Goodwood Blvd
        Baton Rouge, LA 70806

Genealogy, Part 1 (Online)
The Internet has become an indispensable resource for researching family history; millions of records are added yearly. In this session, participants will tour and learn how to search internet sites that will help your patrons with their research.
       Trainer: Samuel Ayers, Louisiana Collection
       Maximum class size: 40
       Cost: $15.00 per participant
       Date/Time: Tuesday, August 27, 2024, 9 a.m. to 10:30 a.m.

Genealogy, Part 2 (Online)
So much more information is available for family history research. This course takes a more in-depth look at print and online resources you can use to assist your patrons with their genealogical research. This webinar is for those who have taken the Genealogy, Part 1 webinar, or already have a basic knowledge of genealogical research.
       Trainer: Samuel Ayers, Louisiana Collection
       Maximum class size: 40
       Cost: $15.00 per participant
       Date/Time: Thursday, August 29, 2024, 9 a.m. to 10:30 a.m.

Guide to LaLibCon Databases (Online)
The State Library provides statewide subscription database access through the Louisiana Library Connection Database page (lalibcon.state.lib.la.us). This session will be a brief overview of each of the databases.
       Trainer: Brittany Russell, Reference Department
       Maximum class size: 40
       Cost: $15.00 per participant
       Date/Time: Thursday, August 22, 2024, 9 a.m. to 10:30 a.m.

HomeworkLA taught by Tutor.com (Online)
These are webinars to demonstrate the many features of HomeworkLA and anyone (educators, librarians, parents, councilors, etc.) may attend. The sessions will be recorded and a link to the recording will be emailed to anyone who registers. After registering, you will receive a confirmation email containing information about joining the webinar.
       Trainer: Ashlenn Wellbrock, Tutor.com
       Maximum class size: N/A
       Cost: Free of charge
       Dates/Times:
       Session A: Tuesday, August 6, 2024, 2 p.m. to 3:30 p.m.
       Session B: Wednesday, August 7, 2024, 10 a.m. to 11:30 a.m.

ILL – LoanSHARK Training: Staying in the Know (In-Person)
Debbie Hensler, Product Manager at Auto-Graphics, will join Kytara Christophe, our Resource Sharing Administrator, on a resource-sharing adventure around Louisiana. This year's sessions will be held in Reserve, Ville Platte, and Ruston. Topics will include using the shared catalog to assist with your cataloging, streamlining your ILL process, and Q & A/sharing at the end of the day. Breakfast and lunch are included. Feel free to send in questions ahead of time, especially if it is one that is specific to your library!

     Trainer: Debbie Hensler, Auto-Graphics, and Kytara Christophe, Access Services
     Maximum class size: 50
     Cost: $45.00 per participant (breakfast/lunch included)
     Dates/Times/Locations:
     Session A: Tuesday, September 24, 2024, 9 a.m. to 3 p.m.
             St. John the Baptist Parish Library – Reserve Branch
             1482 Highway 44
             Reserve, LA 70084

     Session B: Wednesday, September 25, 2024, 9 a.m. to 3 p.m.
             Evangeline Parish Library – Ville Platte
             916 W. Main St
             Ville Platte, LA 70586

     Session C: Thursday, September 26, 2024, 9 a.m. to 3 p.m.
             Lincoln Parish Library – Ruston
             910 N Trenton St
             Ruston, LA 71270

Let's Get LYRC-al! – What are the Louisiana Readers' Choice Awards? (Online)
Learn all the ins and outs of the Louisiana Readers' Choice Awards Program and how you can get free promotional materials to best implement this program at your library or school.

     Trainer: Jamie Hebert, Library Development
     Maximum class size: N/A
     Cost: Free of charge
     Date/Times:
     Session A: Wednesday, August 14, 2024, 9 a.m. to 10 a.m.
     Session B: Wednesday, August 14, 2024, 2 p.m. to 3 p.m.
     Session C: Wednesday, August 14, 2024, 6 p.m. to 7 p.m.

Library Services for the Justice Involved (Online)
This webinar will discuss foundations for understanding the carceral environment. The presentation will cover how to build relationships with local facilities and feature some programming ideas for housed and/or re-entry patrons. The primary focus will be on techniques to use when developing library relationships with local jails and reentry offices.

     Trainer: Michele Jones, Library Development
     Maximum class size: 40
     Cost: $15.00 per participant
     Date/Time: Thursday, August 8, 2024, 9 a.m. to 10:30 a.m.

Louisiana Reference Resources: People & Places (Online)
Have you ever wondered who our eighth governor was? When was the first Secretary of State elected? How to locate historical information on past legislators? What is the best resource to locate biographical information on noted Louisianans? Where Louisiana cities that no longer exist were located? The best place to find parish histories? If the answer is yes, please join Samuel Ayers for this webinar to tour books and websites for locating people and places.

> Trainer: Samuel Ayers, Louisiana Collection
> Maximum class size: 40
> Cost: $15.00 per participant
> Date/Time: Tuesday, November 19, 2024, 9 a.m. to 10:30 a.m.

LSSC Communication and Teamwork (10-Week Series Online)
This course introduces the basics of interpersonal relations, communication, and teamwork. Emphasis is on providing excellence in customer service and effective communication in real life library situations. The course will consist of 10 weekly webinars with homework assignments, readings, a team project, and a final exam. All activities will be online. This meets the requirements for LSSCP certification and is a core course.

> Trainer: Michael Golrick and Michele Jones, Library Development
> Maximum class size: 15
> Cost: $200.00 per participant for Louisiana public library staff | $300.00 for others
> Dates/Times:
> 1. Tuesday, August 20, 2024, 9 a.m. to 10:30 a.m.
> 2. Tuesday, August 27, 2024, 9 a.m. to 10:30 a.m.
> 3. Tuesday, September 3, 2024, 9 a.m. to 10:30 a.m.
> 4. Tuesday, September 10, 2024, 9 a.m. to 10:30 a.m.
> 5. Tuesday, September 17, 2024, 9 a.m. to 10:30 a.m.
> 6. Tuesday, September 24, 2024, 9 a.m. to 10:30 a.m.
> 7. Tuesday, October 1, 2024, 9 a.m. to 10:30 a.m.
> 8. Tuesday, October 8, 2024, 9 a.m. to 10:30 a.m.
> 9. Tuesday, October 15, 2024, 9 a.m. to 10:30 a.m.
> 10. Tuesday, October 22, 2024, 9 a.m. to 10:30 a.m.
>   *Final exam will be held on Tuesday, October 29, 2024

LSSC Introduction to Library Technology (10-Week Series Online)
This course introduces the basics of library technology. General technology concepts will be explained in relation to their use and applicability to the library field. The course will consist of 10 weekly webinars with homework assignments, readings, a project, and a final exam. This fulfills a required competency for the LSSC program, although anyone can take the course. All activities will be online. It is required that the student have basic computer skills including the ability to use email, search the Web, save a file, open a file, attach a file, use MS Word, and search a library catalog.

> Trainer: Michael Golrick, Library Development, and Riley Bordelon, Information Technology
> Maximum class size: 15
> Cost: $200.00 per participant for Louisiana public library staff | $300.00 for others
> Dates/Times:
> 1. Thursday, September 26, 2024, 9 a.m. to 10:30 a.m.
> 2. Thursday, October 3, 2024, 9 a.m. to 10:30 a.m.
> 3. Thursday, October 10, 2024, 9 a.m. to 10:30 a.m.
> 4. Thursday, October 17, 2024, 9 a.m. to 10:30 a.m.
> 5. Thursday, October 24, 2024, 9 a.m. to 10:30 a.m.
> 6. Thursday, November 7, 2024, 9 a.m. to 10:30 a.m.
> 7. Thursday, November 14, 2024, 9 a.m. to 10:30 a.m.
> 8. Thursday, November 21, 2024, 9 a.m. to 10:30 a.m.
> 9. Thursday, December 5, 2024, 9 a.m. to 10:30 a.m.
> 10. Thursday, December 12, 2024, 9 a.m. to 10:30 a.m.
>   * Final exam will be held on Thursday, December 19, 2024

LSSC Supervision and Management (10-Week Series Online)
This course will focus on supervision and management themes, including personnel employment laws, staff development planning, policies and procedures, short and long-range planning, managing interpersonal relationships, staff evaluation, basic marketing concepts, budgeting, and team building. There will be assignments and opportunities for interaction. This is part of the ALA-APA Library Support Staff Certification Program, but participants need not be enrolled in the LSSC program to attend.

> Trainer: Michele Jones, Library Development, and Giovanni Tairov, Deputy State Librarian
> Maximum class size: 15
> Cost: $200.00 per participant for Louisiana public library staff | $300.00 for others
> Dates/Times:
> 1. Wednesday, September 4, 2024, 9 a.m. to 10:30 a.m.
> 2. Wednesday, September 11, 2024, 9 a.m. to 10:30 a.m.
> 3. Wednesday, September 18, 2024, 9 a.m. to 10:30 a.m.
> 4. Wednesday, September 25, 2024, 9 a.m. to 10:30 a.m.
> 5. Wednesday, October 2, 2024, 9 a.m. to 10:30 a.m.
> 6. Wednesday, October 9, 2024, 9 a.m. to 10:30 a.m.
> 7. Wednesday, October 16, 2024, 9 a.m. to 10:30 a.m.
> 8. Wednesday, October 23, 2024, 9 a.m. to 10:30 a.m.
> 9. Wednesday, November 6, 2024, 9 a.m. to 10:30 a.m.
> 10. Wednesday, November 13, 2024, 9 a.m. to 10:30 a.m.
>   *Final exam will be held on Wednesday, November 20, 2024

Medical Reference 101 (Online)
This webinar will review a variety of medical reference sources. It will cover finding information about medication/drugs, diseases, public health, medical testing, and more.

    Trainer: Errin Levingston, Reference Department
    Maximum class size: 40
    Cost: $15.00 per participant
    Date/Time: Thursday, September 26, 2024, 9 a.m. to 10:30 a.m.

New Directors Boot Camp (In-Person)
The New Directors Boot Camp will be an intense, two-day workshop valuable to new directors and those needing a refresher course. Topics include library laws and governance, budgeting, policies and procedures, planning, collection management, human resources and staffing, and facilities and building maintenance.

    Maximum class size: 25
    Cost: $75.00 per participant (breakfast/lunch included)
    Date/Time: Thursday, August 22, and Friday, August 23, 2024, 9 a.m. to 4 p.m.
    Location: State Library of Louisiana
        701 N 4th St
        Baton Rouge, LA 70802

Readers' Advisory 101 (Online)
This question can quickly strike fear in the heart of the most intrepid reference staff member: "Can you recommend a good book?" Readers' advisory is the service where a library staff member suggests titles to a reader directly or indirectly. By the end of this session, you should be able to identify sources for different literature genres and find "read-a-likes."

    Trainer: Addyson Smith, Reference Department
    Maximum class size: 40
    Cost: $15.00 per participant
    Date/Time: Thursday, October 10, 2024, 9 a.m. to 10:30 a.m.

Special Event
Staff Day Strategies for Public Libraries (Online)
Are you ready to take your staff training day from groan-worthy to grin-inducing (for you and the attendees)? This session will explore the process of staff day planning from conception to execution. Participants will leave this session with concepts for theming and engagement, as well as suggestions for components – from low cost, high value presenters to satisfying communal meals. Bring **your** best ideas, lessons, and questions because you will be asked to interact!

    Trainer: Celise Reech-Harper, Director of Rapides Parish Library
    Maximum class size: 75
    Cost: Free of charge
    Date/Time: Thursday, October 3, 2024, 2:30 p.m. to 4 p.m.

Talking Books and Braille Library for Adults (Online)
This free webinar will explain the State Library's services to blind and physically handicapped users. Do you have patrons who could benefit from this service? All TBBL materials are mailed at no cost directly to the homes of qualified users. Come to the webinar to learn about the services and how to tell people to sign up.
     Trainer: David Rainey, Talking Books and Braille Library
     Maximum class size: 40
     Cost: Free of charge
     Date/Time: Wednesday, October 9, 2024, 9 a.m. to 10:30 a.m.

Talking Books and Braille Library for Children (Online)
This webinar will explore the State Library's services to blind and physically handicapped youth-aged patrons and how your library can help these patrons access materials. You will find out how to sign patrons up, help them get materials delivered to their homes, and how the State Library can help you provide equitable services to those in your community.
     Trainer: Charlene Moore, Talking Books and Braille Library
     Maximum class size: 40
     Cost: Free of charge
     Date/Time: Wednesday, September 11, 2024, 9 a.m. to 10:30 a.m.

Thriving in the Multigenerational Workplace (Online)
Tired of those young upstarts who are trying to change the way you've always done things? Tired of those old folks who won't try anything new? Learn how to not only get along, but to thrive in the multigenerational workplace by fostering communication and understanding.
     Trainer: Michael Golrick, Library Development
     Maximum class size: 40
     Cost: $15.00 per participant
     Date/Time: Wednesday, November 13, 2024, 9 a.m. to 10:30 a.m.

Weeding (Online)
This workshop discusses common objections to weeding (de-selection) and its benefits. It also describes weeding criteria, explains the weeding process, and offers practice weeding exercises. This webinar utilizes the "CREW" method of weeding.
     Trainer: Michael Golrick, Library Development
     Maximum class size: 40
     Cost: $15.00 per participant
     Date/Time: Wednesday, October 16, 2024, 9 a.m. to 10:30 a.m.