State Library Courses
Fall 2025

To register for courses, please follow the link below:
https://showcase-5419032-a407.sites.kaltura.com/

You must register for classes **using an individual email**. Our system will not allow for shared emails. Please cancel registration two weeks in advance to avoid being invoiced. Library systems will be invoiced the month following the class. Individuals doing self-pay must submit payment in advance before registration is approved. For more information, contact libdev@library.la.gov or call 225-342-4931.

In-Person Workshops

Fall Administrative Librarians' Conference

This is a day-long conference for administrators to explore solutions to problems in Louisiana's public library management. Conference will feature guest speakers and a roundtable to discuss emergent issues and changes in the library landscape.

    Maximum class size: 100
    Cost: $75.00 per participant (breakfast/lunch provided)
    Date/Time: Friday, October 10, 2025, 9:00 a.m. - 4:00 p.m.
    Location: East Baton Rouge Parish Library, Main Library
        7711 Goodwood Blvd
        Baton Rouge, LA 70806

New Directors' Boot Camp

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, policies and procedures, planning, media basics, human resources and staffing, and facilities/building maintenance.

    Maximum class size: 25
    Cost: $75.00 per participant (breakfast/lunch provided)
    Date/Time: Thursday, August 21, and Friday, August 22, 2025, 9:00 a.m. - 4:00 p.m.
    Location: State Library of Louisiana
        701 N 4th St
        Baton Rouge, LA 70802

Online Webinars

100 Years: Celebrating the State Library of Louisiana, a traveling exhibition for Louisiana Public Libraries (New!)

Join the exhibition's curator to explore fascinating milestones along the State Library of Louisiana's century-long journey. Angela Cinquemano will share historical events featured on the exhibit panels, such as the introduction of the demonstration method, the humble beginnings of the bookmobile, and the quest to find a permanent home for the State Library. Additionally, you'll have the opportunity to learn how your library can apply as an exhibition host in 2026.

    Trainer: Angela Cinquemano, Louisiana Collection
    Cost: Free of charge
    Date/Times: Tuesday, November 18, 2025, 9:00 - 10:30 a.m.

Boosting Teen Engagement (New!)
Dive into strategies for building teen engagement in your library with this lively webinar! Learn a simple acronym to remember key steps and discover practical tips to boost your programs, whether you're just starting out or looking for fresh ideas.
>**Trainer:** Katelin LeBleu, Library Development
>**Cost:** $15.00 per participant
>**Date/Times:** Wednesday, September 24, 2025, 9:00 - 10:30 a.m.

Business Reference 101
Participants will learn about a variety of sources for business reference. The information covered will include finding business plans, career guidance, and business statistics.
>**Trainer:** Addyson Smith, Reference Department
>**Cost:** $15.00 per participant
>**Date/Time:** Wednesday, September 17, 2025, 9:00 - 10:30 a.m.

Children's Services Roundtable
Connect with fellow library staff at this informal roundtable focused on **children's** services. Held every other month, this is a space to share ideas, ask questions, and talk through challenges related to programs, outreach, collections, and more. Whether you're new to the field or have years of experience, all are welcome to join the conversation.
>**Trainer:** Katelin LeBleu, Library Development
>**Cost:** Free of charge
>**Dates/Times:**
>**Session A:** Thursday, September 11, 2025, 9:00 - 10:30 a.m.
>**Session B:** Thursday, November 20, 2025, 9:00 - 10:30 a.m.

Copyright Basics (Update!)
The "Copyright" tightrope can be scary. How do you know if you are putting the library in jeopardy for breaking copyright? Could the library be heading for a fall? Learn how to evaluate the types of information the library is being asked to copy. Does it fall within copyright, fair use, or the public domain? What resources are available, and what tools are at your disposal to help keep your library safely balanced on the "copyright tightrope?" In this session, participants will learn the answers to these questions and more.
>**Trainer:** Brittany Whitfield, Library Development
>**Cost:** $15.00 per participant
>**Date/Times:** Wednesday, October 1, 2025, 9:00 - 10:30 a.m.

Disaster Preparedness 101 (New!)
Is your library prepared to handle a disaster? Whether facing minor incidents or significant weather events, there are proactive measures you can take now to enhance your emergency preparedness. Join trained cultural heritage responder Angela Cinquemano as she guides you through essential considerations for staff safety, salvage priorities, disaster plans, response teams, vendor selection, supply lists, and kit building, plus the top three things library staff should avoid when responding to a disaster.
>**Trainer:** Angela Cinquemano, Louisiana Collection
>**Cost:** $15.00 per participant
>**Date/Times:** Wednesday, December 10, 2025; 9:00 - 10:30 a.m.

E-Government, Social Services (Update!)
As discussions about proposed modifications and reductions to long-standing social programs take center stage in the news, it's important to understand which changes may impact your patrons. Please note that the specific programs affected have not yet been disclosed, as we aim to provide the most up-to-date information available to the public.
      Trainer: Angela Cinquemano, Louisiana Collection
      Cost: $15.00 per participant
      Date/Times: Tuesday, October 7, 2025, 9:00 - 10:30 a.m.

Exploring Gale Presents: Udemy – On-Demand Learning for Louisiana Libraries
This session introduces Gale Presents: Udemy, a powerful platform offering thousands of video-based courses in business, technology, personal development, and more. Learn how to navigate the interface, search for relevant content, and support patrons in accessing high-quality, self-paced learning. Designed for Louisiana library staff, this training highlights key features and strategies to promote lifelong learning and digital skill-building in your community.
      Trainer: Tammi Burke, Cengage/ Gale
      Cost: Free of charge
      Dates/Times:
      Session A: Thursday, September 11, 2025, 10:00 - 11:15 a.m.
      Session B: Thursday, September 11, 2025, 1:00 - 2:15 p.m.

Genealogy 1 (Update!)
Curious about your helping your patrons discover their roots? Join us for an informative and practical webinar designed to help your patrons learn more about their family history using online tools. Whether they're just getting started or looking to expand their research, this session will introduce a focused range of free and internet resources that can help your patrons trace their ancestry and understanding the layout of different genealogy websites.
      Trainer: Samuel Ayers, Louisiana Collection
      Cost: $15.00 per participant
      Date/Time: Tuesday, September 23, 2025, 9:00 - 10:30 a.m.

Genealogy 2 (Update!)
Ready to take your patron's family history research to the next level? This follow-up webinar is designed for those who have attended our introductory session or already have some experience with online genealogy tools. We'll dive deeper into advanced strategies for finding hard-to-locate records, interpreting historical documents, and continuing wayfinding around often complex websites and databases.
      Trainer: Samuel Ayers, Louisiana Collection
      Cost: $15.00 per participant
      Date/Time: Thursday, September 25, 2025, 9:00 - 10:30 a.m.

Get Ready for iREAD 2026: Plant a Seed, Read (New!)
Join us for an introduction to iREAD, the summer reading program selected for Louisiana libraries! iREAD team members will introduce themselves, highlight the upcoming year's theme, and walk participants through accessing and downloading the summer reading manual.
      Trainer: iREAD Team and Katelin LeBleu, Library Development
      Cost: Free of charge
      Dates/Times: Wednesday, November 5, 2025, 10:00 - 11:30 a.m.

Histories of Libraries (New!)
What makes a library? The definition states that a library is an organized collection of printed or other library materials, or a combination thereof. We all know that the truth is far more nuanced than that. Over time, libraries have evolved from a center for knowledge to so much more. Tune in for this special webinar and learn a few facts about how public libraries have come to be.
>**Trainer:** Michele Jones, Library Development
>**Cost:** $15.00 per participant
>**Dates/Times:** Tuesday, December 9, 2025, 9:00 - 10:30 a.m.

HomeworkLA taught by Tutor.com
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
>**Cost:** Free of charge
>**Dates/Times:**
>**Session A:** Tuesday, August 5, 2025, 9:00 - 10:00 a.m.
>**Session B:** Tuesday, August 5, 2025, 2:00 - 3:00 p.m.

ILL: Basics
This introductory session is for new users or those who want a basic refresher. It will cover discovery, logging in, and placing requests as a patron and as staff on behalf of a patron. Then we'll look at the staff experience, including the Staff Dashboard, focusing on the ILL Admin module including the Request Manager and processing requests as a borrower and lender.
>**Trainer:** Debbie Hensler, Auto-Graphics
>**Cost:** Free of charge
>**Dates/Times:**
>**Session A:** Monday, August 18, 2025, 10:00 a.m. - 12:00 p.m.
>**Session B:** Monday, August 18, 2025, 1:00 - 3:00 p.m.

ILL: Advanced
This session will delve into managing ILL requests, including the lender list build function plus UX Admin and Participant Record settings that allow libraries to customize how requests are handled for their library. Permissions needed for different functions and how NCIP affects ILL management will be addressed.
>**Trainer:** Debbie Hensler, Auto-Graphics
>**Cost:** Free of charge
>**Dates/Times:**
>**Session A:** Tuesday, August 19, 2025, 10:00 a.m. - 12:00 p.m.
>**Session B:** Tuesday, August 19, 2025, 1:00 - 3:00 p.m.

Introduction to Microsoft 365
This class offers an introduction to the Microsoft 365 productivity suite (formerly known as Office 365). Whether you'd like guidance for personal use, or you'd like to be better equipped to help patrons, this class will walk you through the plentiful tools and services offered through Microsoft 365.
>**Trainer:** Dusty Lizana, IT Support Analyst
>**Cost:** $15.00 per participant
>**Dates/Times:** Wednesday, September 3, 2025, 9:00 - 10:00 a.m.

Let's Get LYRC-al! – What are the Louisiana Readers' Choice Awards? **(3 sessions)**
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
>**Cost:** Free of charge
>**Date/Times:**
>**Session A:** Tuesday, August 12, 2025, 9:00 – 10:00 a.m.
>**Session B:** Tuesday, August 12, 2025, 2:00 – 3:00 p.m.
>**Session C:** Tuesday, August 12, 2025, 6:00 – 7:00 p.m.

Mastering Gale LegalForms: Legal Resources at Your Fingertips
Join us for an in-depth training on Gale LegalForms, tailored for the State Library of Louisiana. Learn how to access, navigate, and utilize thousands of customizable legal documents, from wills to landlord-tenant forms, specific to Louisiana law. This session will cover key features, search tips, and practical examples to help library staff assist patrons with common legal needs confidently and efficiently.
>**Trainer:** Tammi Burke, Cengage/ Gale
>**Cost:** Free of charge
>**Dates/Times:**
>**Session A:** Thursday, August 28, 2025, 10:00 - 11:15 a.m.
>**Session B:** Thursday, August 28, 2025, 1:00 - 2:15 p.m.

Medical Reference 101
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
>**Cost:** $15.00 per participant
>**Dates/Times:** Tuesday, November 4, 2025, 9:00 - 10:30 a.m.

Readers' Advisory 101
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:** Brittany Russell, Reference Department
>**Cost:** $15.00 per participant
>**Dates/Times:** Wednesday, October 15, 2025, 9:00 - 10:30 a.m.

Right to Remain Silent: Guide to Patron Privacy (New!)
This session will focus on an essential aspect of librarianship: privacy and confidentiality. We will go over the definitions, laws, and history of privacy and confidentiality in libraries and learn how to balance safety and security issues while upholding these tenets of the profession.
>**Trainer:** Brittany Whitfield, Library Development
>**Cost:** $15.00 per participant
>**Dates/Times:** Tuesday, December 16, 2025, 9:00 - 10:30 a.m.

Sensory Programming at Your Library: Creating Meaningful, Hands-On Learning Experiences Through Imaginative (and Messy!) Play (New!)
The 21st century library is innovative, loud, and… messy? In this session, explore the benefits of incorporating hands-on sensory activities and imaginative play into your public library's program offerings. We will discuss the importance of sensory play, how sensory play advances literacy initiatives, the different types of sensory play, and the skills that these activities develop. Several examples of successful hands-on, sensory-based programs will be discussed, including how to make this programming work for any budget or space.

> **Trainer:** Aimee Ardonne, Guest Presenter, Librarian
> **Cost:** Free of charge
> **Dates/Times:** Tuesday, September 2, 2025, 9:00 - 10:30 a.m.

Talking Books and Braille Library Update
This free webinar will explain the services that the State Library provides to blind and physically handicapped users. Tune in if you think your patrons might benefit from TBBL. All TBBL materials are mailed directly to the homes of qualified users at no cost. Come to the webinar to find out the services provided and how to tell people to sign up.

> **Trainer:** David Rainey, TBBL
> **Cost:** Free of charge
> **Dates/Times:** Thursday, October 9, 2025, 9:00 - 10:30 a.m.

Teen Services Roundtable
Join fellow library staff for an informal roundtable focused on **teen** services. Held every other month, this is a chance to share ideas, ask questions, and discuss topics like programs, outreach, collections, and more. Whether you're just getting started or have years of experience, all are welcome to be part of the conversation.

> **Trainer:** Katelin LeBleu, Library Development
> **Cost:** Free of charge
> **Dates/Times:**
> **Session A:** Thursday, October 16, 2025, 9:00 - 10:30 a.m.
> **Session B:** Thursday, December 18, 2025, 9:00 - 10:30 a.m.

Telling Your Library's Story: Media and Public Relations Basics (New!)
This course will help equip library professionals with skills and strategies needed to successfully manage media communications and build strong public relations. Participants will learn basic techniques for crafting compelling messages, newsletters, and press releases, as well as effective approaches for engaging with the press, managing social media, and promoting library services.

> **Trainer:** Kevin Calbert, Communications Director
> **Cost:** $15.00 per participant
> **Dates/Times:** Tuesday, December 2, 2025, 9:00 - 10:30 a.m.

Youth Service Collection Development - Selection (New!)
Build a youth collection that works for your community! This webinar will focus on selecting books for youth collections including criteria to consider, resources for selection, and confident decision making. Whether you are new to selection or want to refresh your knowledge, this webinar offers practical guidance for selecting youth materials.

> **Trainer:** Katelin LeBleu, Library Development
> **Cost:** $15.00 per participant
> **Dates/Times:** Thursday, November 6, 2025, 9:00 - 10:30am

Youth Service Collection Development - Weeding (New!)
Maintain a youth collection that works for your community! This will focus on approaches to weeding including the value of collection maintenance, development of weeding strategies, and tips for handling challenges. Whether you are new to collection maintenance or want to refresh your knowledge, this webinar offers practical guidance for weeding your youth collection.
> **Trainer:** Addyson Smith, Reference Department
> **Cost:** $15.00 per participant
> **Dates/Times:** Thursday, November 13, 2025, 9:00 - 10:30am

Youth Summer Reading Program Roundtable
Join library staff for a roundtable focused on youth summer reading programs. Whether you're new to summer reading or a seasoned coordinator, this is a great opportunity for practical insights and peer support. For this meeting, we're excited to welcome special guests from iREAD, who will be available during part of the session to answer your questions and share their expertise as we transition to a new summer reading program.
> **Trainer:** Katelin LeBleu, Library Development
> **Cost:** Free of charge
> **Dates/Times:** Wednesday, August 27, 2025, 9:00 - 10:30 a.m.

Library Support Staff Certification

Registration for Library Support Staff Certification courses is limited to one course per person per semester. Please be aware that each course is 11 weeks. Each course contains assignments to be completed outside of class time and will conclude with a final exam on week 11. LSSC courses require a passing grade in order to be awarded a completion certificate.

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 9 weekly webinars with homework assignments, readings, a team project, and a final exam on week 10. All activities will be online. This meets the requirements for LSSCP certification and is a core course.

Trainer: Michele Jones and Brittany Whitfield, Library Development
Maximum class size: 15
Cost: $200.00 per participant for Louisiana public library staff | $300.00 for others
Dates/Times:
Tuesday, August 12, 2025, 9:00 - 10:30 a.m.
Tuesday, August 19, 2025, 9:00 - 10:30 a.m.
Tuesday, August 26, 2025, 9:00 - 10:30 a.m.
Tuesday, September 2, 2025, 9:00 - 10:30 a.m.
Tuesday, September 9, 2025, 9:00 - 10:30 a.m.
Tuesday, September 16, 2025, 9:00 - 10:30 a.m.
Tuesday, September 23, 2025, 9:00 - 10:30 a.m.
Tuesday, September 30, 2025, 9:00 - 10:30 a.m.
Tuesday, October 7, 2025, 9:00 - 10:30 a.m.
*Review and Final exam will be held together on Tuesday, October 14, 2025

LSSC Supervision and Management (11-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:
Wednesday, September 3, 2025, 9:00 - 10:30 a.m.
Wednesday, September 10, 2025, 9:00 - 10:30 a.m.
Wednesday, September 17, 2025, 9:00 - 10:30 a.m.
Wednesday, September 24, 2025, 9:00 - 10:30 a.m.
Wednesday, October 1, 2025, 9:00 - 10:30 a.m.
Wednesday, October 8, 2025, 9:00 - 10:30 a.m.
Wednesday, October 15, 2025, 9:00 - 10:30 a.m.
Wednesday, October 22, 2025, 9:00 - 10:30 a.m.
Wednesday, November 5, 2025, 9:00 - 10:30 a.m.
Wednesday, November 12, 2025, 9:00 - 10:30 a.m.
*Final exam will be held on Wednesday, November 19, 2025

LSSC Introduction to Library Technology (11-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 students 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: Riley Bordelon, Information Technology and Brittany Whitfield, Library Development
Maximum class size: 15
Cost: $200.00 per participant for Louisiana public library staff | $300.00 for others
Dates/Times:
Thursday, September 25, 2025, 9:00 - 10:30 a.m.
Thursday, October 2, 2025, 9:00 - 10:30 a.m.
Thursday, October 9, 2025, 9:00 - 10:30 a.m.
Thursday, October 16, 2025, 9:00 - 10:30 a.m.
Thursday, October 23, 2025, 9:00 - 10:30 a.m.
Thursday, November 6, 2025, 9:00 - 10:30 a.m.
Thursday, November 13, 2025, 9:00 - 10:30 a.m.
Thursday, November 20, 2025, 9:00 - 10:30 a.m.
Thursday, December 4, 2025, 9:00 - 10:30 a.m.
Thursday, December 11, 2025, 9:00 - 10:30 a.m.
* Final exam will be held on Thursday, December 18, 2025