

State Library Courses Spring 2026

To register for courses, please follow the link below:

<https://showcase-5419032-a407.sites.kaltura.com/>

All classes must be registered for **using an individual email**.. 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

Adult Summer Reading Program

Let's dig deep into summer as we plant a seed and read! While this workshop will review the new iRead material, it will also cover a variety of programming, promotion, and SRP tracking ideas that can be applied to your library's summer reading. Light breakfast and snacks will be provided.

Trainer: Brittany Whitfield, Library Development

Cost: \$25.00 per participant

Date/Time:

Thursday, February 19, 2026, 9:00am - 12:30pm – Lincoln Parish Library (Ruston)

Tuesday, February 24, 2026, 9:00am - 12:30pm – Ascension Parish Library (Gonzalez)

Thursday, February 26, 2026, 9:00am - 12:30pm – Calcasieu Parish Public Library (Epps)

Youth Summer Reading Program

This workshop will cover ideas, goals, trends, best practices, and other information concerning the Summer Reading Program for Youth Services, 0-18 years. The morning will consist of a presentation surrounding this year's theme: Plant a Seed, Read!. The afternoon will include a presentation from a topical guest speaker, as well as group sharing and brainstorming time. Breakfast and lunch will be provided.

Trainer: State Library of Louisiana

Cost: \$45.00 per participant

Date/Time:

Dates to be announced. The dates and times will be sent out via the Public and Youth Services listservs as soon as they are finalized.

Staff Day 2026 (Now in April!)

This event allows the opportunity to participate in a variety of trainings reflective of current library trends while also giving staff the chance to network, share, and learn with peers from across the state. Agenda to be released in early March. Breakfast and lunch will be provided.

Cost: \$45.00 per participant

Dates/Times:

Tuesday, April 7, 2026, 9:00am – 3:00pm – State Library (Baton Rouge)

Thursday, April 9, 2026, 9:00am – 3:00pm – Lincoln Library Events Center (Ruston)

Tech Fest 2026

The new year of Tech Fest is here! Tech Fests past have featured keynote speakers on malware, phishing, security issues, securing networks, networking, hardware, software, and the adoption of new technologies for public libraries. Discussions include consultations with experts in the field, as well as the experiences of library IT staff. Breakfast and lunch will be provided.

Cost: \$45.00 per participant

Dates/Time: Friday, May 1, 2026, 9:00am – 3:30pm – State Library (Baton Rouge)

Online Webinars

Analog Preservation (New!)

The basics of analog archival preservation offers an accessible introduction to caring for physical historical materials such as photographs, tapes, documents, and film. Participants learn essential principles like proper handling, environmental control, and storage strategies that help slow deterioration and extend the life of collections. The session also highlights common risks—light, humidity, pollutants, and physical stress—and provides practical tips for creating low-cost, preservation-friendly setups. Whether new to the profession or a seasoned veteran, this webinar equips attendees with foundational knowledge to safeguard analog materials for future generations.

Trainer: Samuel Ayers, Louisiana Collection

Cost: \$15.00 per participant

Date/Time: Tuesday, February 10, 2026, 9:00am – 10:00am

Confidence in the Workplace (Updates)

Confidence plays a significant role in the workplace environment, and with it, comes job satisfaction. Confident employees receive more benefits such as raises and promotions and are trusted with more responsibilities. In this webinar, you will learn tips on how to gain confidence to be successful in the workplace.

Trainer: Brittany Whitfield, Library Development

Cost: \$15.00 per participant

Date/Time: Wednesday, March 18, 2026, 9:00am – 10:00am

Digital Preservation (New!)

Digital preservation introduces participants to the core practices needed to keep digital files accessible and trustworthy over time. It covers essential concepts such as file formats, storage strategies, redundancy, and documentation, while also explaining common threats like hardware failures, software obsolescence, and data corruption. Attendees gain practical guidance on organizing files, creating backups, implementing simple preservation workflows, and selecting sustainable formats. Whether managing small record collections or vast institutional collections, the webinar provides a clear, beginner-friendly foundation for maintaining and protecting digital materials well into the future.

Trainer: Samuel Ayers, Louisiana Collection

Cost: \$15.00 per participant

Date/Time: Tuesday, March 10, 2026, 9:00am – 10:00am

E-government: Louisiana Legal

This session will help you assist your patrons with routine legal inquiries. Some of the topics covered in this session include the following:

- Researching LA Revised Statute
- Obtaining and amending vital records
- Child Custody & Grandparents' Rights
- Heirs' Property
- Labor & Employment Rights

Trainer: Kirsten Campbell, Louisiana Collection

Cost: \$15.00 per participant

Date/Time: Tuesday, April 14, 2026, 9:00am – 10:00am

E-rate Overview

This is an introduction and overview of the E-rate process. Topics can include the following:

- Getting Started – the EPC System, entity information, etc.
- Review of the procurement process – 470s, RFPs, contracts, evaluating bids
- 471s, PIAs, Funding Commitments
- Recordkeeping, reviewing audits, and any general E-Rate concerns

Trainer: Meg Placke, State Librarian; Kassandra Woods, IT

Cost: Free

Date/Time: Wednesday, January 14, 2026, 9:00am – 10:30am

Gale LegalForms: Discover Power of Attorney and Health Directives (New!)

Join us for an in-depth training on Gale LegalForms, tailored for the State Library of Louisiana. Learn how to access, navigate, and utilize forms specific to power of attorney and health directive questions. This session will cover key features, search tips, and practical examples to help library staff assist patrons confidently and efficiently.

Trainer: Tammi Burke, Cengage/Gale

Cost: Free of charge

Dates/Times: **Exact Date TBA**

Session A: March 2026, 10:00am – 11:15am

Session B: March 2026, 1:00pm – 2:15pm

HomeworkLA & Tutor.com present Test Prep That Clicks

Whether prepping for high school, college, or post grad, HomeworkLA has something for your patrons or students.

Trainer: Ashlenn Wellbrock, tutor.com

Cost: Free

Date/Time: Tuesday, March 3, 2026, 9:00am – 10:00am

HomeworkLA presents Beyond Homework: Career & Technical Education Resources (New!)

Explore the career pathways, job readiness tools, certification prep, and technical skill-building resources already included in your HomeworkLA service and learn how to help patrons make the most of them.

Trainer: Ashlenn Wellbrock, tutor.com

Cost: Free

Date/Time: Wednesday, April 1, 2026, 9:00am – 10:00am

Information Literacy: Combatting Misinformation (Updates)

Even the most savvy of internet users can find it difficult to sort through the noise and find accurate information today. This session will focus on popular methods for evaluating sources, questions to help identify bias, and fact-checking resources in the time of fake news and A.I. reporting.

Trainer: Addyson Smith, Reference

Cost: \$15.00 per participant

Date/Time: Wednesday, April 22, 2026, 9:00am – 10:30am

Language Learning Made Easy with Gale Presents: Udemy (New!)

This session showcases 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 content specific to your user's language learning needs.

Trainer: Tammi Burke, Cengage/ Gale

Cost: Free of charge

Dates/Times: **Exact Date TBA**

Session A: April 2026, 10:00am - 11:15am

Session B: April 2026, 1:00pm - 2:15pm

Louisiana Job Resources

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
- Utilizing Louisiana Workforce Commission resources
- Unemployment information
- Career development tools

Trainer: Kirsten Campbell, Louisiana Collection

Cost: \$15.00 per participant

Date/Time: Tuesday, May 12, 2026, 9:00am – 10:30am

Patron Interactions: When to Compliment and When to Document (New!)

While customer service is often the name of the game, we also need to know when policies and procedures play an important role in our daily interactions. Join us as we talk about best practices for keeping your patrons smiling but also recognizing when an interaction has escalated and next steps need to be followed.

Trainer: Brittany Whitfield, Library Development

Cost: \$15.00 per participant

Date/Time: Wednesday, April 29, 2026, 9:00am – 10:00am

Soft Skills for Success (New!)

Have you ever reflected on the skill set you possess? Are these skills mostly hard skills or soft skills? In the introduction, we will define and identify examples of each and discuss how they are different. The main focus of this course will be on soft skills. You will become aware of and learn about the essential soft skills needed to be successful in the workplace.

Trainer: Michele Jones, Library Development

Cost: \$15.00 per participant

Date/Time: Tuesday, May 19, 2026, 9:00am – 10:00am

State Annual Report and Data Entry Training (Updates)

We will have a new data entry software for 2026! This course will cover all aspects of navigating the new software, how to enter data for the State Annual Report, and cover new questions for 2026. All staff responsible for entering the data for the State Annual Report should take this training.

Trainer: Kelly LaRocca, Library Development

Cost: Free

Date/Time: Wednesday, February 25, 2026, 9:00am – 10:30am

Talking Books and Braille Library

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

Date/Time: Thursday, May 7, 2026, 9:00am – 10:00am

Showcase Your Library - Using the State Annual report and your library's statistics to showcase your library (Updates)

Use the hard work you put into collecting your statistics and completing the State Annual Report to show your community why your library is a good investment! This course will cover visual reports available in the new software used for the State Annual Report, benchmarking your library against comparable libraries in the state, comparing and contrasting your library's statistics over the years, and the stories these numbers can tell.

Trainer: Kelly LaRocca, Library Development

Cost: \$15.00 per participant

Date/Time: Thursday, March 26, 2026, 9:00am – 10:30am

Library Support Staff Certification

Registration for Library Support Staff Certification courses is limited to one course per person per semester.

LSSC Cataloging and Classification (11-week series)

This 11-week online course covers the basic activities in a technical services department, all the way from the item being ordered to getting it onto the shelf. Specific topics include the purposes of cataloging and classification, Dewey Decimal and LC classification, building subject headings, RDA/AACR2, the MARC format, metadata concepts, and more. All sessions are 90-minute webinars, with homework assignments, readings, and a final exam. This course has been certified for the Library Support Staff Certification Program and is a core course.

Trainer: Lesli Thomas-Wilson, Cataloging & Acquisitions

Cost: \$200.00 per participant for Louisiana public library staff/ \$300.00 for others

Tuesday, February 24, 2026, 9:00am – 10:30am

Tuesday, March 3, 2026, 9:00am – 10:30am

Tuesday, March 10, 2026, 9:00am – 10:30am

Tuesday, March 17, 2026, 9:00am – 10:30am

Tuesday, March 24, 2026, 9:00am – 10:30am

Tuesday, March 31, 2026, 9:00am – 10:30am

Tuesday, April 7, 2026, 9:00am – 10:30am

Tuesday, April 14, 2026, 9:00am – 10:30am

Tuesday, April 21, 2026, 9:00am – 10:30am

Tuesday, April 28, 2026, 9:00am – 10:30am

Final exam will be on Tuesday, May 5, 2026

LSSC Reference and Information Services (11-week series)

This 11-week online course gives an overview of reference. Reference interview techniques, processes, and strategies are covered. The course also covers knowledge, use, and evaluation of basic reference tools and sources in all formats, basic search strategy, referral, and interlibrary loan procedures. Emphasis is placed on using this knowledge and skill to help library users locate needed information. Bibliographic and citation formats, legal issues, and ethics are also discussed. All sessions are 90-minute webinars, with homework assignments, readings, and a final exam. This course has been certified for the Library Support Staff Certification Program and is an optional course.

Trainer: Errin Levingston, Addyson Smith and Brittney Russell, Reference Department

Cost: \$200.00 per participant for Louisiana public library staff/ \$300.00 for others

Wednesday, January 28, 2026, 9:00am – 10:30am

Wednesday, February 4, 2026, 9:00am – 10:30am

Wednesday, February 11, 2026, 9:00am – 10:30am

Wednesday, February 18, 2026, 9:00am – 10:30am

Wednesday, February 25, 2026, 9:00am – 10:30am

Wednesday, March 4, 2026, 9:00am – 10:30am

Wednesday, March 11, 2026, 9:00am – 10:30am

Wednesday, March 18, 2026, 9:00am – 10:30am

Wednesday, March 25, 2026, 9:00am – 10:30am

Wednesday, April 1, 2026, 9:00am – 10:30am

Final Exam will be Wednesday, April 8, 2026

LSSC Foundations of Library Service (11-week series)

This 11-week online course provides the basic concepts and skills necessary to work in a library. Sessions cover roles and missions of libraries, library ethics and philosophy, staff roles, library departments and basic functions, library governance, staff development, customer service, diversity, and promoting library services. All sessions are 90-minute webinars, with homework assignments, readings, and a final exam. This course has been certified for the Library Support Staff Certification Program and is a core course.

Trainer: Michele Jones and Brittany Whitfield, Library Development

Cost: \$200.00 per participant for Louisiana public library staff/ \$300.00 for others

Thursday, February 19, 2026, 9:00am – 10:30am

Thursday, February 26, 2026, 9:00am – 10:30 am

Thursday, March 12, 2026, 9:00am – 10:30am

Thursday, March 19, 2026, 9:00am – 10:30am

Thursday, March 26, 2026, 9:00am – 10:30am

Thursday, April 2, 2026, 9:00am – 10:30am

Thursday, April 16, 2026, 9:00am – 10:30am

Thursday, April 23, 2026, 9:00am – 10:30am

Thursday, April 30, 2026, 9:00am – 10:30am

Thursday, May 7, 2026, 9:00am – 10:30am

Final exam will be on Thursday, May 14, 2026

Save the Date! - Fall 2026 In-person Events

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 2, 2026, 9:00am – 4:00pm

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 20, and Friday, August 21, 2025, 9:00am – 4:00pm.

Location: State Library of Louisiana

701 N 4th St

Baton Rouge, LA 70802