

**1** SILO (Serials of Illinois Libraries Online)**September 27 • 9-11:30 a.m. • CPDU: 2**

Each library in the Lincoln Trail Libraries System is required to maintain their serials holding records in OCLC for interlibrary loan purposes. This workshop provides training in how to maintain your library's serials holdings records in OCLC by using the OCLC web interface. Participants will learn how to: search for serial records in OCLC; select the appropriate serials record; describe the fields and subfields of the local data record; and create, edit and delete a local data record. This workshop provides hands-on experience. Non-subscriber Fee: \$35.00

**2** SILO (Serials of Illinois Libraries Online)**October 10 • 1-3:30 p.m. • CPDU: 2**

See No. 1, September 27, for description.

**3** Elder Abuse**October 13 • 1-3 p.m. • CPDU: 2**

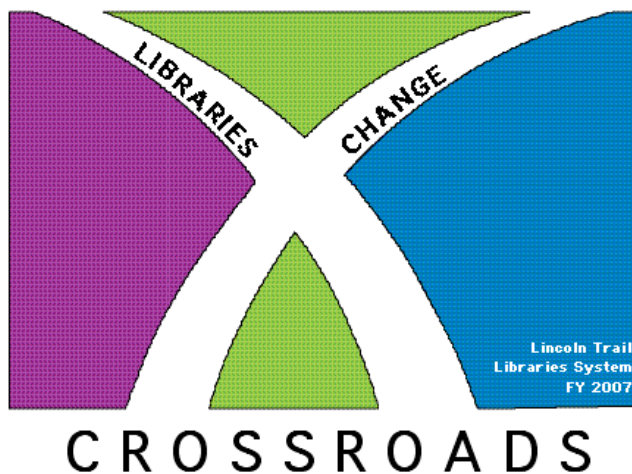
Elder Abuse workshop: Secretary of State and State Librarian Jesse White has launched a new statewide program to aid elderly victims of violent crimes in applying for resources under the Crimes Victim's Compensation Act. The program, Assistance for Elderly Victims of Violence, prepares Illinois librarians and law enforcement by educating them about the unique needs of elderly victims of violence. The Illinois Coalition Against Domestic Violence, The Illinois Coalition Against Sexual Assault, The Illinois Department of Aging and the Illinois State Police, Special Victims Division will join White in administering this program. The program will consist of a series of seminars for librarians, law enforcement and aging advocates. During the statewide seminars, attendees will gain a better understanding of the impact that crime has upon elderly victims, an explanation of their legal rights and options, as well as a connection with local elder abuse advocates.

**4** FirstSearch Administration**October 17 • 9:30 a.m.-12:00 p.m. • CPDU: 2**

FirstSearch Administration: This workshop explains how the settings in the FirstSearch Administration module affect the FirstSearch Public module; it covers configurable functionality such as scoping in WorldCat to library-specified holdings, patron initiated ILL, staff settings for ILL, linking to library-specified resources outside of FirstSearch, and many other useful settings. Workshop participants will have the opportunity to actually configure their library's FirstSearch account. Non-subscriber Fee: \$35.00

**Register at**<http://dot.lincolntail.info:591/OnlineReg/online.htm>**Email questions to**

ce@lincolntail.info

**5** Better Together: What does it mean to be part of a consortium?**October 25 • 7-9 p.m. • CPDU: 2**

What does it mean to be part of a consortium? Can my library provide all that is needed by my diverse population? Where does autonomy start and stop and collaboration start and stop. How can I evaluate these seemingly conflicting responsibilities? What are the benefits of being part of a consortium and what are my responsibilities as a trustee? This workshop will provide an opportunity to examine those questions and consider how to support enhanced services through collaboration. Non-subscriber Fee: \$35.00

**6** Soaring to Excellence Series Best New Technologies: Keeping Up With the Storm**October 27 • Time TBA**Non-subscriber Fee: \$35.00 Find complete details at <http://www.dupagepress.com/COD/index.php?id=1168>**7** SILO (Serials of Illinois Libraries Online)**November 1 • 9-11:30 a.m. • CPDU: 2**

See No. 1, September 27, for description.

**8** Searching with FirstSearch**November 6 • 9 a.m.-12 p.m. • CPDU: 3**

Searching with FirstSearch: This course will cover selecting databases to search and searching them effectively. Hands-on practice will involve several databases, but WorldCat will be a primary focus. Some familiarity with using FirstSearch will be expected. Configuring the user interface will be referred to but will not be covered in the workshop. The Statewide Illinois Library Catalog (SILC), a subset of WorldCat, will also be discussed. Non-subscriber Fee: \$35.00

**9** PolyTalk**November 7 • 1:30-2:30 p.m. • CPDU: 1**

Attend PolyTalk training for an overview of Lincoln Trail Libraries System's new statewide telephone-based interpretation service, which provides library staff access to volunteer interpreters to assist non-English speaking patrons. Participants will learn how to use the PolyTalk database and Language Kit to interact with patrons who have limited English proficiency. The session will include registration

instructions for staff and volunteers, demonstrations of the database, and tips for connecting with community organizations to promote library services to target users. Visit [www.polytalk.info](http://www.polytalk.info) for more information about PolyTalk: A Library Interpreters Network.

**10** PolyTalk**November 16 • 10:30-11:30 a.m. • CPDU: 1**

See No. 9, November 7, for description.

**11** Repairing and Maintaining Print Materials**November 30 • 9:30-12:30 p.m. • CPDU: 3**

John Ison of DEMCO will review how to assess damage to print materials and how to do minor repair work. Non-subscriber Fee: \$35.00

**12** Repairing and Maintaining Audiovisual Materials**November 30 • 1:30-3:30 p.m. • CPDU: 2**

John Ison of DEMCO will review how to assess damage to audiovisual materials and how to do minor repair work. Equipment designed to repair DVDs and CDs will also be demonstrated. Non-subscriber Fee: \$35.00

**13** OCLC ILL**December 5 • 1-4 p.m. • CPDU: 3**

Hands-on training will focus on the ability of staff and patrons to place interlibrary loan requests through the same FirstSearch interface. Participants will learn how to place requests, fill requests from other libraries, and how to complete the request process. Other information will be provided on Constant Data and routing of requests. Non-subscriber Fee: \$35.00

**14** PolyTalk**December 6 • 10:30-11:30 a.m. • CPDU: 1**

See No. 9, November 7, for description.

**15** Repairing and Maintaining Audiovisual Materials**January 10 • 10-12 a.m. • CPDU: 2**

See No. 12, November 30, for description.

**16** Repairing and Maintaining Print Materials

See No. 11, November 30, for description.

**17** Soaring to Excellence Series Next Gen Librarianship: Where Do We Go From Here?**February 9 • Time TBA**Non-subscriber Fee: \$35.00 Find complete details at <http://www.dupagepress.com/COD/index.php?id=1168>

Children/Family Services • 22, 23, 30  
Collection Development/Maintenance • 14, 15, 19, 20  
General • 16, 25, 33  
LINC • 36  
Management/Planning • 10, 31, 32  
Public Services • 9

Events  
by  
Topic

Reference • 3, 5, 13, 28, 29, 34  
Resource Sharing/ILL • 7, 8, 11, 18, 21, 24, 26  
Staff Development • 17, 35  
Technology • 4, 12  
Trustee Education • 6, 27  
Young Adult Services • 1, 2

## 18 Communicating the Value February 22 • 1-4 p.m. • CPDU: 3

Join Alissa Williams from the Bloomington Public Library and learn how to reach key stakeholders and communicate the library's value to the community by creating a Return on Investment brochure. Other marketing tips will be discussed as well. Non-subscriber Fee: \$35.00

## 19 IREAD Program

February 27 • 9:30 a.m.-12:30 p.m. • CPDU: 3

Join Wanda Thompson (Central Citizens' Library District) and Barb Lintner (Urbana Free Library) for a fun filled workshop of discussing 2007's IREAD theme, "Mission READ: To the Library and Beyond". Wanda Thompson will present a program on science art projects and experiments for kids. Afterwards, there will be a show and tell of exciting promotional materials and activities for this year's theme. Non-subscriber Fee: \$35.00

## 20 SILO

March 1 • 9-11:30 a.m. • CPDU: 2

See No. 1, September 27, for description.

## 21 Searching with FirstSearch

March 12 • 1-4 p.m. • CPDU: 3

See No. 8, November 6, for description.

## 22 Trustee Trends and Issues

March 13 • 7-9 p.m. • CPDU: 2

LTLS consultants will take public library trustees through a whirlwind overview of issues and trends in topics such as laws, levies, policies, and general responsibilities that all trustees need to know in order to be effective in library oversight. Non-subscriber Fee: \$35.00

## 23 Basic Media 101: Self-Promotion Made Easy

March 20 • 1-4 p.m. • CPDU: 3

Basic Media 101: Self-Promotion Made Easy: Have you ever wondered when you should contact the media? How to write a great press release? How do you handle bad publicity? Larra Clark from ALA will help you discover the answers to these and other questions about the media. Non-subscriber Fee: \$35.00

## 24 FirstSearch Administration

April 10 • All Day

See No. 4, October 17, for description.

## 25 Soaring to Excellence Series The Best From the Web

April 13 • Time TBA

Non-subscriber Fee: \$35.00 Find complete details at <http://www.dupagepress.com/COD/index.php?id=1168>

## 26 OCLC ILL

April 20 • 9 a.m.-12 p.m. • CPDU: 3

See No. 13, December 5, for description.

## 27 Trustee Workshop: Our Changing Community

April 24 • 7-9 p.m. • CPDU: 2

## 28 SILO (Serials of Illinois Libraries Online)

May 2 • 1-3:30 p.m. • CPDU: 2

See No. 1, September 27, for description.

## 29 School Library Day

June 11 • All Day

School Library Day: This full-day session will focus on issues relevant to elementary, middle, and high school librarians. Potential topics range from collaboration, educational mandates, intellectual property, literacy, management, and technology. More details will be provided soon. Non-subscriber Fee: \$35.00

## 30 Technology Series

### Blogging 101

November 10 • 11:30 a.m. • CPDU: 1

Are you looking for a simple way to create a web presence for your library? Or to add more timely content to an existing web site? Blogs are easy to use content management systems (CMS) that enable authors to create web content without the need for a high level of technical skill or knowledge of HTML. Blogging can be fun and free for your library! What to learn more? Attend the Blogging 101 workshop presented by Joe Sciacca. Joe will take you through learning the basics about blogging and how to set up a free blog and get started today.

### RSS Feeds

December 8 • 1-2:30 p.m. • CPDU: 1

Do you know what RSS stands for? RSS feeds provide a way for users to passively receive newly released content (such as text, web pages, sound files, or other media). What to learn more? and how this can affect your library? Attend the RSS Feeds workshop presented by Joe Sciacca. Joe will take you through learning the basics about RSS feeds and the impact that this technology can have on your library. Subscribe to content syndicated by others and produce your own RSS feed for others to subscribe to.

### Wikis and Other Collaborative Writing Tools

February 9 • 10-11:30 a.m. • CPDU: 1

What is a wiki anyway? Have you heard this term and felt left out because you don't know? Wikis and shared online documents allow multiple authors to create content together. Attend the Wiki workshop presented by Joe Sciacca. Joe will take you through learning the basics about wikis and how they can benefit your library. A selection of other collaborative writing tools for sharing documents and spreadsheets online will be introduced.

### Photo Sharing with Flickr

March 9 • 1-2:30 p.m. • CPDU: 1

text

### Instant Messaging

April 13 • 10-11:30 a.m. • CPDU: 1

text

### Spotlight on Illinois Projects

May 11 • 1-2:30 p.m. • CPDU: 1

text

### Surveys, Polls and Search Boxes

June 8 • 10-11:30 a.m. • CPDU: 1

text

### Smorgasbord of Cool Web Sites

July 13 • 1-2:30 p.m. • CPDU: 1

text

## 31 LINC Training

### Getting Started • CPDU: 3

September 9, September 13 • 9 a.m.-12:30 p.m.

November 13 • 9 a.m.-12:30 p.m.

March 5 • 9 a.m.-12:30 p.m.

April 14 • 9 a.m.-12:30 p.m.

The Sirsi/Dynix Horizon system at the core of LINC is a complex system of functional and database components. To work effectively on LINC, a basic understanding of how these components operate and interact is essential. This session will define these integral parts of the system, such as modules, agency records, accounts, security records, item types, and other codes. Knowledge of these components will be assumed in all other training sessions. The session will continue with an introduction to the Horizon interface and basic searching techniques.

### Basic Circulation • CPDU: 3

September 9 • 1:30-5 p.m.

September 14 • 9 a.m.-12:30 p.m.

November 14 • 9 a.m.-12:30 p.m.

March 6 • 9 a.m.-12:30 p.m.

April 14 • 1:30-5 p.m.

This session will cover all essential functions, such as Check Out and renewal, Check In, adding and editing borrower records, adding requests for borrowers, Fast Adds, and processing the various blocks on a borrower's record. Also there will be a discussion of the policies and procedures for sharing materials between agencies, reviewing procedures for filling transit holds, and integrating the flow of items between automated and non-automated libraries.

### Advanced Circulation • CPDU: 3

September 15 • 9 a.m.-12:30 p.m.

November 15 • 9 a.m.-12:30 p.m.

March 7 • 9 a.m.-12:30 p.m.

This session will cover advanced techniques in circulation, create item report, reviewing the hold queues, reports & notices, and the group editor menu.

### Adding Items • CPDU: 1

September 15 • 1:30-3 p.m.

November 15 • 1:30-3 p.m.

March 7 • 1:30-3 p.m.

Bibliographic records form the core of LINC. The accurate and thorough addition of new items ensures the long-term usefulness of the system. This session will teach fundamental details about bibliographic records and item records. Activities will focus on the correct methods for adding items to the system, including strategies for complete item searching, and identifying records accurately.

## 32 Collection Development Series

### iLINC Collection Development on Graphic Novels

October 30 • 10:30 a.m.-12 p.m. • CPDU: 1

Interested in materials that may triple your teen circulation and bring the kids through your library's doors? Want to know more about that manga that you keep hearing the kids talk about? Attend the graphic novel collection development workshop presented by Jennie Cisna, the Mattoon Public Library Director. She'll explore the different kinds of graphic novels, what titles are teen-friendly, and classics that you absolutely must have in your collections.

### MyMediaMall

January 29 • 10:30 a.m.-12 p.m. • CPDU: 1

Through a cooperative purchase your patrons have access to downloadable audio, adobe and mobipocket books. Come learn the ins and outs of MyMediaMall!

### iLINC Collection Development on LGBT Materials

April 30 • 10:30 a.m.-12 p.m. • CPDU: 1

Build your collection in the areas of lesbian, gay, bisexual and transgender materials