

Continuing Education and Training LINC Training

August 2007 - July 2008

1 Symposium on the Future of Integrated Library Systems

September 13-15, 2007

Hilton Garden Inn, Champaign, IL

Lincoln Trail Libraries System is pleased to announce an exciting and thought-provoking conference, the Symposium on the Future of Integrated Library Systems. Please join us on September 13-15, 2007 as we listen and respond to nationally-recognized speakers discussing the many challenges and changes within the Integrated Library System landscape and learn what this means for the future. For complete information including the agenda, speakers, and registration, go to the conference Web site: <http://www.lincolntrail.info/ilssymposium2007/intropage.html>.

2 Soaring to Excellence Series: Finding the Trends that Matter: Get Your Environmental Scan On

October 26, 2007 • 11 a.m.-12:30 p.m. • CPDUs: 1

Find complete details at:

<http://www.dupagepress.com/COD/index.php?id=1642>.

Non-subscriber Fee: \$35.00

3 Repairing and Maintaining Print Materials

November 1, 2007 • 3:30-5:30 p.m. • CPDUs: 2

John Ison of DEMCO will review how to assess damage to print materials and how to do minor repair work. Another session will be arranged in early 2008. Non-subscriber Fee: \$35.00

4 PolyTalk

November 6, 2007 • 11 a.m.-1 p.m. • CPDUs: 2

April 2, 2008 • 1-3 p.m. • CPDUs: 2

Attend PolyTalk training for an overview of Lincoln Trail Libraries System's award-winning 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 kit, and tips for connecting with community organizations to promote library services to target users. Visit <http://www.polytalk.info> for more information about PolyTalk: A Library Interpreters Network. Non-subscriber Fee: \$35.00

5 Successful Programming Ideas for Adult Library Users

November 6, 2007 • 1-3 p.m. • CPDUs: 2

Do you wonder why great topics never seem to get noticed by your adult population? Do you have low attendance? Join Alissa Williams from the Bloomington Public Library in discovering how to market your adult programming ideas, how to partner with established local agencies, and to learn about successful adult programs and how to replicate them. Non-subscriber Fee: \$35.00

6 Repairing and Maintaining Audiovisual Materials

November 28, 2007 • 10-11:30 a.m. • CPDUs: 1

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. Please bring one or two damaged videos or DVDs to the workshop. Another session will be arranged in 2008. Non-subscriber Fee: \$35.00



7 Soaring to Excellence Series: People Watching with a Purpose: Meeting Needs Before They Need It

February 8, 2008 • 11 a.m.-12:30 p.m. • CPDUs: 1

Find complete details at:

<http://www.dupagepress.com/COD/index.php?id=1644>.

Non-subscriber Fee: \$35.00

8 IREAD Program--Get in the Game, Read!

February 26, 2008 • 9:30 a.m.-12:30 p.m. • CPDUs: 3

Join Wanda Thompson (Central Citizens' Library District) and Barb Lintner (Urbana Free Library) for a fun-filled workshop discussing 2008's iREAD theme, "Get in the Game, Read!" There will be a show and tell of exciting promotional materials and activities for this year's theme. Other guest speakers will discuss different types of gaming opportunities for your library. Non-subscriber Fee: \$35.00

9 Recruiting, Managing, and Working With Volunteers

February 26, 2008 • 1:30-4:30 p.m. • CPDUs: 3

Your Library can benefit from a successful volunteer program! Join Shelli Drummond Stine of *do good* Consulting to learn what motivates volunteers and explore best practices in recruiting and retaining quality volunteers. Also, learn about training tips, creating a constructive yet fun work environment, coordinating their work to fit your library's needs, and how to dismiss a volunteer if needed. The session will provide you and your staff with valuable handouts and ideas for new volunteer management techniques, as well as interactive learning opportunities to help you build successful programs that result in productive, dedicated volunteers. Non-Subscriber Fee: \$35.00.

10 Meet us at the Crossroads - WebJunction IL

March 4, 2008 • two sessions • 9-11:30 a.m.

and repeated 1-3:30 p.m.

A crossroads is defined as a place that is centrally located, a crucial point, and a place where two or more roads meet. Join Lisa Barnhart and Dawne Tortorella at the new crossroads for the Illinois Library Community--WebJunction Illinois. In this overview and introduction they will introduce you to key features including free courses, participation in online forums, locating Illinois resources, tips for getting the most out of the site and an introduction to the free technology-planning tool--TechAtlas. Libraries of all types are encouraged to attend this session. This is a FREE workshop.

11 Getting Rid of Public Records

March 13, 2008 • 1-4 p.m. • CPDUs: 3

Ever wonder what public records you should keep versus what's currently in your storage area? What are the retention schedules? What are your policies? Join LTLIS consultants for a discussion on public records, their retention, and what your policy should contain. Non-subscriber Fee: \$35.00

12 Soaring to Excellence Series: Trends, Fads or Folly: Spotting the Library Trends that Really Matter

April 11, 2008 • 11 a.m.-12:30 p.m. • CPDUs: 1

Find complete details at:

<http://www.dupagepress.com/COD/index.php?id=1643>.

Non-subscriber Fee: \$35.00

Register at:
<http://dot.lincolntrail.info:591/OnlineReg/online.htm>

Email questions to:
ce@lincolntrail.info

13 Space for Teens

April 21, 2008 • 1-5 p.m. • CPDUs: 4

Kimberly Bolan, the author of "Teen Spaces" published by ALA in 2003, will present this workshop on teen spaces. Kimberly will cover topics such as remodeling or rebuilding from scratch, creating space on a shoestring budget or a dream budget, and tips and techniques on how to create a teen space that will attract teens to your library. Non-subscriber Fee: \$35.00

Events by Topic

Adult Services • 5
Collection Development/Maintenance • 3, 6
LINC • 23
Management/ Planning • 1
Public Services • 4
Reference • 15

Resource Sharing/ILL • 16, 17, 18
Staff Development • 2, 7, 12
Technology • 10, 19, 20, 21, 22
Trustee Education • 9, 11
Young Adult Services • 8, 13, 14

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14 School Library Day

June 16, 2008 • 9 a.m.-4 p.m. • CPDUs: 6

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

OCLC Workshops for Governing Members

15 Searching with FirstSearch

October 17, 2007 • 3:30-5:30 p.m. • CPDUs: 2
March 31, 2008 • 10 a.m.-12 p.m. • CPDUs: 2

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

16 FirstSearch Administration

October 23, 2007 • 9 a.m.-12 p.m. • CPDUs: 3
May 1, 2008 • 9 a.m.-12 p.m. • CPDUs: 3

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, 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

17 OCLC ILL

October 23, 2007 • 1-4 p.m. • CPDUs: 3
May 1, 2008 • 1-4 p.m. • CPDUs: 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

18 SILO (Serials of Illinois Libraries Online)

November 14, 2007 • 1-3:30 p.m. • CPDUs: 2
May 6, 2008 • 9:30-11:30 a.m. • CPDUs: 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

Technology Series

Technology-based Marketing: Pump Up Your Marketing with Easy Web Tools

Promoting library services is an important part of what we all do. Marketing is a challenge because our audience is varied and we need to use a variety of methods to communicate with them. We can reach some of our users with traditional methods such as mailings or posters, both in the library and in other locations. However, many of our users and potential users are not being reached by traditional marketing methods. An increasing segment of our users get their information online and communicate primarily with others who are communicating online in various ways. To spread the library's message to all segments of the community, the library needs to make online marketing part of their overall promotional strategy.

In this 2-part workshop series, LTLS Consultant Joe Sciacca will explore a wide range of free and low-cost tools for projecting the library's message in an online environment and for creating an online presence for the library. These are tools that not only let the library publish their message, but also allow the user to communicate back to the library. Participants will have a chance to practice using the tools discussed in the LTLS Training Center following the presentation.

19 Part 1 Technology-based Marketing

November 30, 2007 • 1-5 p.m. • CPDUs: 4

Part 1 will cover the basics of setting up a library blog, publishing an RSS feed of your blog postings that your users can use to receive your information automatically, setting up a personal RSS reader to simplify reading RSS feeds from multiple publishers, and setting up and using a wiki to create a community web space with multiple authors. Non-subscriber Fee: \$35.00

20 Part 2 Technology-based Marketing

February 5, 2008 • 1-5 p.m. • CPDUs: 4

Part 2 will cover creating easy online surveys to collect user feedback from your community, using instant messaging to open new lines of communication between library staff and users, creating an online library presence in existing communities such as MySpace or FaceBook, using photo sharing to promote library programs and create an online community with users, and creating and publishing a podcast for library announcements. Non-subscriber Fee: \$35.00

Special Series

This iLinc series features topics of interest to LTLS libraries and patrons, and other iLinc workshops will be added as new products and services are identified. Each session will be hosted by Donna Schaal. Non-subscriber Fee: \$10.00 per workshop

21 Second Life

January 30, 2008 - 10-11:30 a.m. • CPDUs: 1

Do you know what an avatar is? or a Linden dollar? Join Lori Bell from the Alliance Library System in exploring Second Life. Second Life is a virtual user-defined world in which people can interact, play, do business, and otherwise communicate.

22 Illinois Harvest Demonstration

April 17, 2008 • 3-4 p.m. • CPDUs: 1

Betsy Kruger will demonstrate access to publicly available online materials about or related to Illinois. The portal will feature materials held by libraries across Illinois and beyond. These materials include: research works by Illinois scholars, photos of and texts about Abraham Lincoln, Illinois constitutions, Civil War, World War I and II, and the Bloomington-Normal Black History Project documents.

23 LINC Training

Non-Subscriber Fee of CLaSS+: \$100.00 series; or \$35.00 per workshop. Additional LINC training will be offered as the need arises.

Getting Started • 9 a.m.-12:30 p.m. • CPDUs: 3

September 22, 2007 • September 24, 2007

February 12, 2008 • April 7, 2008

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, security records, item types, and other codes. Knowledge of these components will be assumed in all other training sessions. The session continues with training on the Horizon interface and searching techniques.

Basic Circulation • 9 a.m.-12:30 p.m. CPDUs: 3

September 22, 2007, 1:30-5 p.m. • September 25, 2007

February 13, 2008 • April 8, 2008

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 • 9 a.m.-12:30 p.m. •

CPDUs: 3

September 26, 2007

February 14, 2008 • April 9, 2008

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

Adding Items • 1:30-3:30 p.m. • CPDUs: 1

September 26, 2007

February 14, 2008 • April 9, 2008

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.

iLinc

The Special Series will be presented through our online Web conferencing software -- iLinc. Participants will need an available phone line and a computer with high speed internet access. After registration, participants will receive an email with details on how to join the online workshop plus a 1-800 conference phone number. LTLS will encourage all participants to join us virtually. However, since online seating is limited in these workshops, the participant will also be able to physically attend the workshop at LTLS. For further information about iLinc, contact Donna Schaal at 217-352-0047, Ext. 204, or dschaal@lincolntrail.info.