

# CONTINUING EDUCATION AND EVENTS AT CLRC

*Late Summer/Fall 2011*



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Fall 2011**
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September 1, 2011

## A MESSAGE FROM THE EXECUTIVE DIRECTOR

Last year, when we asked our members what they value most from their membership with CLRC, the response was overwhelming: continuing education and advocacy. We could not agree more! As a result, we resolved to redouble our efforts to bring you the very best in programming that educates, advocates, and informs.



Deborah Emerson  
Executive Director

This year's *Fall Continuing Education and Events Catalog* is a product of efforts made by CLRC's Continuing Education Committee and our hardworking staff to bring our members the programming they have told us they want to see. In part, this catalog is informed by an LSTA-sponsored survey conducted earlier this summer; in part, by the direct input of members who have shared their valuable suggestions, either by filling out class evaluations or by contacting us directly. With your help, we have put together an exciting calendar for the months to come.

### LSTA Update

*We are in the second year of our Library Services and Technology Act (LSTA) Service Improvement grant. The funds from this two year period have been devoted to bringing you an increased quality and quantity of continuing education opportunities!*

As we head into our Central New York autumn, you will see in our "Featured Events" some familiar programs, such as our **Annual Membership Meeting** and the **Fifth Annual Library Assistants' Day** in October, as well as our yearly **Legislative Breakfasts** scheduled for the first two Fridays in December. Finally, we are excited to announce a new Feature Event: **First Mondays at CLRC**, where we encourage members to come together on the first Monday evening of each month (starting in October) to discuss their variations on a theme and

share experiences in a friendly, informal environment—with pizza, of course!

When you arrive at the classes and workshop portion of the catalog, you will see a mixture of online and in-person formats, as well as classes that range from specific library skills to general technical skills. We are also offering several "soft skills" workshops, including Project

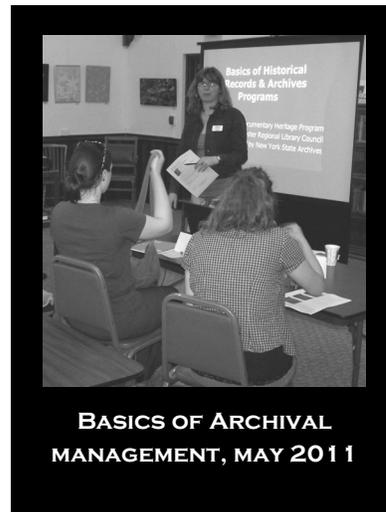


Management, Time Management, and Grant Seeking Skills. Finally, we are pleased to present our Documentary Heritage Program constituents with several archival practice classes which are, as usual, provided at no charge to our regional DHP clients.

October is **Archives Month** and we are pleased to announce an open meeting of the College and University Archivists Roundtable, which will be hosted by Hamilton College. This Roundtable meeting will discuss issues related to anniversaries and Hamilton College Archivist, Katherine Collett, will discuss how she has prepared for her college's ongoing bicentennial celebrations. As this is an open meeting, it is not restricted to college and university archivists, but rather archivists and local historians of all types who would be interested in the subject matter. See the announcement on page 15 for more details.

As you look through this catalog, we hope that you will find a class that is a good match for your current professional needs and interests. If you have a technical skill that you would like to share with your colleagues, or if you know of a dynamic presenter who can bring his or her own unique skills to the membership, we invite you to share that information with us as well. While funds are limited, we will make every effort possible to bring you the continuing education opportunities that you need.

Finally, while this catalog provides information on our scheduled offerings, we sometimes find an opportunity to bring you something interesting at the very last minute, so keep checking our continuing education calendar, which can be accessed from our website at <http://www.clrc.org> for the most up-to-date information. We also provide information in our monthly newsletter, *Refermation*. Or, you can receive continuing education and event updates by joining our listserv—just send an email to [cnylrc@gmail.com](mailto:cnylrc@gmail.com) to let us know that you are interested. Thanks!



*Have a Great Fall!*

*-Debby*

## FEATURED EVENT

CENTRAL NEW YORK LIBRARY RESOURCES COUNCIL

CLRC | 2010-2011  
ANNUAL  
REPORT

### The 2011 Annual Membership Meeting



#### About the Annual Meeting

The Annual Meeting is your chance to come and see what CLRC has been up to for the last year! You'll hear from (among others) CLRC's new Executive Director, Debby Emerson as well as from your outgoing Board President, Maureen Kays (Bond, Schoeneck and King). Stephen Abram (Blogger/Founder of Stephen's Lighthouse and VP for Strategic Partnerships and Markets, Gale-Cengage Learning) will be our Keynote Speaker. He will discuss the topic of "Future-Ready Libraries".

#### Schedule of Events:

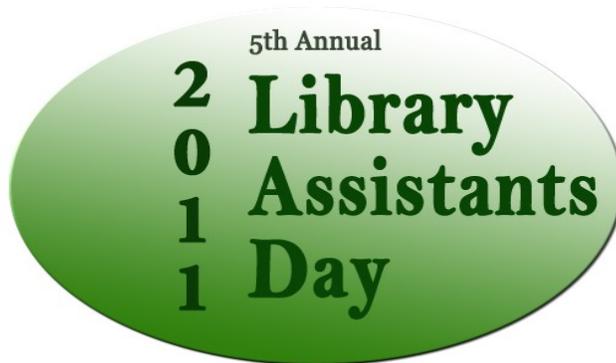
- 10am Board of Trustees Meeting (OCPL - Mundy Branch Library)
  - 11:30am Meet and Greet: "Stitch"- Rosamond's resident kookaburra
  - Noon Hot buffet luncheon
  - 1pm Keynote Address
  - 2:15pm Membership meeting
  - 3:15pm Visit the Zoo
- \*\*The newly elected Board of Trustees will have a quick logistical meeting after the membership meeting.

#### Time and Place

Thursday, October 6: 11:30am to 3:15 pm at the Rosamond Gifford Zoo in Syracuse, NY.

**\$25 for CLRC  
Members and  
Guests**

## FEATURED EVENT



### About Library Assistants' Day

Library Assistants' Day is an event that brings together non-MLS library staff for professional training and collegiality. All over New York, library assistants are recognized for the vital role they play in the day-to-day operations of their respective information agencies. This meeting is designed to help these important players burnish their skills and seek creative ways to contribute to their institutions. Librarians are also welcome to join.

### The agenda for the 2011 event will feature:

- Social Media
- E-Books and E-Resources
- Supervising Students and Volunteers
- Creating Newsletters
- Effective Customer Service Techniques—Online and Face-to-Face
- Local History

Registration includes lunch as well as morning and afternoon refreshments. More information about this event will be forthcoming. To register early, go to: <http://www.clrc.org/wrf>. This event is co-sponsored by: CLRC, RRLC, SCRLC, and WNYLRC

### Time and Place

Tuesday, October 25: 8:30am to 4:30pm at the Best Western Carrier Circle (formerly Holiday Inn) in Syracuse, NY

**\$55 for CLRC, RRLC, SCRLC & WNYLRC members**  
\$65 for all others

## FEATURED EVENT

**FREE**



### About the Legislative Breakfasts

Each year, as part of CLRC's ongoing advocacy efforts, CLRC's Legislative Committee organizes a "Legislative Breakfast" which allows any and all interested parties to come and engage their local Assembly Member or State Senator on issues relating to and about libraries, the role they play in local communities, and any other comments, questions, or concerns that you may have for them about libraries or information agencies. This meeting is a chance for you to speak out on behalf of libraries, as well as a venue for your local supporters to voice their support for you. Please join us for this year's Legislative Breakfasts—always an entertaining and informational start to an early December morning.

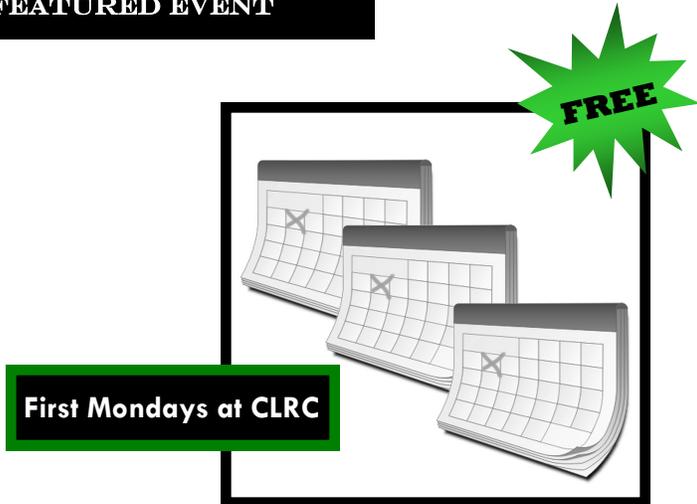
This event is provided free of charge, but registration is requested so we may provide you with a nametag and plan our refreshments appropriately. Please register at: <http://www.clrc.org/wrf> . Registration for this event opens in early November.

#### **Times and Places are:**

Friday, December 2: 8:30am to 10am at the Frank J. Basloe Library,  
Herkimer, NY

Friday, December 9: 8:30am to 10am at Onondaga Free Library,  
Syracuse, NY

## FEATURED EVENT



### First Mondays at CLRC

#### About First Mondays

Our members often say that one of the most valuable things they gain from one of our continuing education classes is something they learn in an *ad hoc* conversation with a colleague. While we strive to bring value with our presenters and programs, we also know that the knowledge and experience that each one of you brings to the table constitutes an incalculable resource. As such, starting in October 2011, CLRC will embark upon a new way to bring the creative energies of the region together!

On the first Monday of every month, at locations scattered throughout the region, we invite librarians and library staff to come together and discuss their experience with the topics listed below. Those with no experience or lots of experience are encouraged to attend. Bring what you know; bring questions for what you WANT to know. We'll bring the pizza!

#### Topics and dates are:

- Emerging Technologies in the Library – Monday, October 3.  
5:30 to 7:30 at CLRC
- The Twitter-verse and the Library – Monday, November 7.  
5:30 to 7:30, location TBD
- E-Resources and their Burgeoning Role in Collection Development –  
Monday, December 5, 5:30 to 7:30, location TBD

## WORKSHOPS & CLASSES



### Getting to Know RDA

1.5 Contact Hrs.

Participants in this program will learn about the recent developments with RDA, future developments that are likely to take place, and the implications of the national libraries' decision for all libraries and library staff. This class is not limited to just catalogers.

Topics will include:

- the changes RDA may bring and is already bringing to libraries
- how RDA may affect your ILS and library catalog
- what vendors are doing to prepare
- what library staff can be doing to prepare



**Member Price:** Instructor: **Brian Dobreski, Syracuse University**  
\$0.00

**Monday, Sept.19/ Salina Free Library, Mattydale, NY**

**Non-Member Price:** **2:00pm—3:30pm** or  
\$6.00

**Tuesday, Sept 20 / Dunham Public Library, Whitesboro, NY**

### Core Reference Skills

4 Contact Hrs.

Information seekers interact daily with library staff to meet their information needs. Do you have what it takes to be an effective reference provider? This course helps reference staff identify necessary skill sets needed for any reference interaction whether it is face to face, virtual or on the telephone.

Upon completion, the participant will:

- Identify the skills used in providing Reference Service
- Recognize how to demonstrate Reference Service skills to users
- Define barriers to the reference interview
- Employ examples to reinforce reference skills
- Distinguish basic reference sources

**Member Price:** Instructor: **Arta Kabashi, Amigos Library Systems**  
\$14.00

**Monday & Friday, Nov. 7 & 11/ Online\***

**Non-Member Price:**  
\$26.00

**10:30am—12:30pm**

**\*Note: This course is split into two sessions. Please ensure you are available for both.**

## WORKSHOPS & CLASSES



### Comparing Job Resources

2.5 Contact Hrs.

Participants will receive hands-on training in guiding library patrons through several online job resources and helping patrons decide which tool is right for them.

The session will focus on two major resources with a variety of tools designed to maximize the user's job search: **LearningExpress Library** (with online practice tests, online courses and job and career related e-books), and **BrainFuse's JobNow** (practice tests, resume and interview instruction and access to an online tutor). Additional career resources will be covered and explored.



**Member Price:** \$0.00     **Instructors:** Beverly Choltco-Devlin & Jennifer Recht,  
Mid-York Library System

**Non-Member Price:** \$6.00     **Friday, Nov. 18 / Mid-York Library System Offices**  
9:30am—Noon

### General Registration Information

- The deadline for registration and payment is normally one week prior to the event unless otherwise stated.
- Registrations will not be accepted after this date. Payment, if applicable, must be received by CLRC on or before the registration deadline.
- Registrations are not complete until CLRC has received payment, a purchase order number, or notification of pending payment.
- CLRC will not make registration packets for attendees who have not made payment.
- CLRC will invoice for any registrations made for which payment is not received if the registrant does not cancel.

Tel: 315 446 5446

Featured Event

*More info on page 12—*

## WORKSHOPS & CLASSES



### Microsoft Powerpoint—Beyond the Basics

3 Contact Hrs.

Creating effective presentations is part of the modern librarian's stock and trade.

Learn how to create effective PowerPoint 2007 presentations by creating a slide master that contains the background colors, design, font, bullet style, and footer information (such as date and library logo) that you want.

Topics covered include:

- How to create and edit a slide master.
- Enhance your presentation using SmartArt graphics.
- Upload a completed slideshow to SlideShare, a website which allows other people to view your slideshow.

**Member Price:** \$8.00 **Instructor:** Barbara Moore, NetResults, LLC

**Friday, Sept. 30 / CLRC Training Room**

**Non-Member Price:** \$18.00 **1:30pm—4:30pm**

### Video Tutorials: Camtasia and Beyond

3 Contact Hrs.

This workshop will provide a brief overview of the different types of screen capture software available. The primary focus will be on the use of *Camtasia*, offering hands-on experience with the software.

Topics include:

- Capturing screen content from your computer for an instructional video
- Editing content and adding narration to your video
- Creating call-outs and an introduction for a polished-looking video



There will be a discussion on how to produce the videos in order for them to be shared with either the staff or public.

**Member Price:** \$0.00 **Instructor:** Allison Zeppetello, OCPL

**Friday, Oct. 21 / Mid-York Library Systems Offices**

**Non-Member Price:** \$18.00 **9:00am—Noon or**  
**Monday, Oct. 24 / CLRC Training Room**  
**9:00am—Noon**

## WORKSHOPS & CLASSES



2 Contact Hrs.

### Microsoft Publisher

Microsoft Publisher software allows you to create, personalize, and share a range of professional-quality publications and marketing materials. This class teaches users how to access and edit Publisher templates, specifically a flyer and a brochure, to promote your library programs.

Topics covered will include:

- Selecting an appropriate template
- Defining an organization name and information
- Editing text within a template
- Changing color schemes
- Adding pictures, including logos



**Member Price:** **Instructor: Jennifer Recht, Mid-York Library System**  
\$0.00

**Wednesday, Nov. 9 / CLRC Training Room**

**Non-Member Price:** **10:00am—Noon**  
\$6.00

### QR Codes

2 Contact Hrs.

QR Codes? Doesn't this stand for "Quarterly Review?" Not this time. Is this another type of barcode? Kind of. Does it have to do with my cell phone? Possibly. Do I need to know about it? You bet!

QR (Quick Response) codes are square barcodes that can give the user more information, e.g., a link that goes to a website, a discount on a product, or when the next library event will be, by using their cell phone. We'll talk about how they work, who is using them now, how other libraries are using them, and what you need to get started.

The class is part of Amigos Library Services' series, *Tech Topics*. It is primarily lecture-based and introduces library staff to technologies that may impact libraries and library services.

**Member Price:** **Instructor: Christine Peterson, Amigos Library Systems**  
\$8.00

**Thursday, Dec. 15 / Online**

**Non-Member Price:** **1:30pm—3:30pm**  
\$22.00

## WORKSHOPS & CLASSES



5 Contact Hrs.

### Grantseeking Basics

This workshop helps participants gain a general understanding of what grants are all about and the elements required for success. Equal attention is given to the needs and interests of both your organization and grantmakers. Participants receive Word and Excel templates to help them develop grant proposals.

Topics include:

- Understanding what's most important to grantmakers
- Researching grants
- Approaching grantmakers prior to applying
- Planning programs and projects before writing grants
- Preparing information commonly asked for in grant applications

**Member Price:** \$24.00     **Instructor:** Paul Mastrodonato, Non-Profit Works

**Non-Member Price:**  
\$45.00

**Thursday, Oct. 20 / North Onondaga Public Library,  
North Syracuse, NY  
9:00am—3:00pm**

### Project Management Fundamentals

6.5 Contact Hrs.

In this course, students will identify effective project management practices and their related processes. They will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects. This course is designed for individuals whose primary job is not project management, but who manage projects on an informal basis. Also, anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can take up this course.

Upon successful completion of this course, students will be able to: - Identify the key processes and requirements of project management. -Initiate a project. -Plan for time and cost. -Plan for project risks, communication, and change control. - Manage a project. -Execute the project closeout phase.

**Member Price:** \$24.00     **Instructor:** Maithreyee Dubé , New Horizons—Syracuse

**Non-Member Price:**  
\$45.00

**Wednesday, Oct. 26 / Oneida Herkimer BOCES IT Center,  
Utica, NY  
8:30am—4:30pm**

## WORKSHOPS & CLASSES



### Effective Time Management

6.5 Contact Hrs.

In this course, students will practice techniques that will help them achieve more effective use of their time so that they can direct their energy towards the activities that will further their professional and personal goals.

Upon successful completion of this course, students will be able to: - Articulate goals. - Analyze how energy and time are currently allocated. - Identify elements of a personal work style that contributes to an effective use of time. - Assemble a collection of time-management tools and strategies that can be used to take control of time. - Create an action plan for time-management processes and identify ways to evaluate and improve efforts.

**Member Price:** \$24.00     **Instructor:** Maithreyee Dubé , New Horizons—Syracuse

**Monday, Nov. 14 / CLRC Training Room**

**Non-Member Price:** \$45.00

**8:30am—4:30pm**

### General Registration Information (Cont. from Page 8)

#### Cancellations/Refunds

- The Council will cancel training if fewer than three (3) people are registered.
- If a workshop is cancelled, participants will be contacted at least three (3) business days prior to the workshop.
- Refunds of registration fees are made ONLY when requested three (3) business days or more prior to the workshop or event.
- Participants who register and make payment and who do not attend the workshop or event on the day will not receive a refund; workshop or event materials will be mailed after the event.

#### Inclement Weather

- Please check CLRC's website at <http://www.clrc.org> for the most up-to-date information on event cancellations in case of inclement weather.
- CLRC offices close with the East Syracuse-Minoa School District

## WORKSHOPS & CLASSES



### Basics of Archival Appraisal

3 Contact Hrs.

The "Appraisal and Selection of Historical Records" is a workshop designed by the New York State Archives for the benefit of its Documentary Heritage Program constituents across the state. This workshop introduces participants to the basic principles and practices of identifying archival records (appraisal) and gives them an introduction to the core terminology, concepts, and standards related to the practice of archival appraisal.

By the end of this workshop, participants will be able to:

- identify potentially valuable records
- assess records for historical significance
- select records for their own repositories



**Instructor :** Déirdre Joyce, CLRC's Asst. Director and Regional Archivist

**Date/Loc :** Tuesday, Oct. 4 / Oneida County Historical Society

**Time:** 1:00pm—4:00pm

*\*DHP classes are provided free of charge to regional clients. For DHP clients outside the CLRC service area, please call for availability.*

### Preserving Oral Histories

2 Contact Hrs.

As a tool for recording the lives and viewpoints of both common and uncommon people, oral histories have become a vital component of collections in cultural institutions. Unfortunately, librarians, curators, and archivists do not always have control regarding the format or the quality of the oral histories and accompanying material that are sent to our institutions. In order to ensure that oral histories will survive into the future, we must be proactive about providing long-term access to these materials. Participants will discuss reformatting and digitization issues as well as appropriate labeling techniques.

The class will also cover the selection and set-up of recording equipment to ensure high quality recordings for those instances in which repositories have input over the creation of new oral histories.



**Instructor :** Alix Bentrud, Lyrasis Library Systems

**Date/Loc :** Tuesday, Nov. 17 / ONLINE

**Time:** 10:00am– Noon

*\*\*DHP classes are provided free of charge to regional clients. For DHP clients outside the CLRC service area, please call for availability. Fees may apply to online registrants outside of CLRC service area, check website for more details.*

## MEDICAL LIBRARIAN EDUCATION

### Scholarships Available!

As part of our LSTA grant to improve library services, CLRC is pleased to offer a limited amount in funds for CLRC member libraries' medical librarians. These funds will be offered to any member medical librarian seeking continuing educational opportunities, and preference will be given to those opportunities offered near or within CLRC's region.

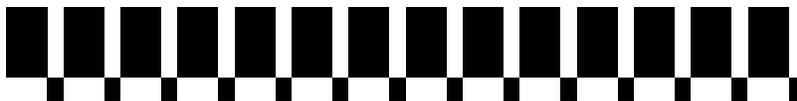
These funds may be used to pay for all or part of a conference registration or a continuing education class that relates all or in part to medical librarianship.

If interested, please email Deirdre Joyce at CLRC with the following information:

Your name  
Course or conference name  
Course or conference total cost  
Amount your institution is willing to pay  
No more than 250 words on how you will use these funds to benefit your patrons/  
constituents

CLRC will review these applications on a revolving basis and award scholarship funds until our funds are exhausted.

If you have any questions about this program, please call 315.446.5446.



### December Training Event

In conjunction with the Mid-Atlantic Regional office of the Medical Library Association, CLRC will offer a continuing educational class open to CLRC members and non-members alike.

The content of this class has yet-to-be-determined while the MAR office reconstitutes itself in its new, Pittsburgh, PA location. Please watch CLRC's website for more details about this class as they become available.



## DOCUMENTARY HERITAGE PROGRAM

### Ten Hours of Lyrasis Online Training for DHP clients.

CLRC has purchased ten hours of online training through Lyrasis that is to be used for DHP-related topics. CLRC will notify DHP constituents of the Lyrasis classes that qualify for these mini-scholarships as they become available. These notifications will be sent to the cnydhp listserv. Training hours will be distributed on a first-come, first-serve basis. Please watch your email for more information as these opportunities arise.



### Archives Month 2011 / College and University Archivists' Roundtable

The College and University Archivists' Roundtable of Central New York invites all area archivists to Hamilton College for its October meeting. Hamilton College is celebrating its bicentennial and their College Archivist, Katherine Collett, will share with the group the preparations and contributions that the Archives have made to ensure a successful commemoration of the College's founding. As we know, anniversaries are a superb way to promote archival materials.

The Roundtable is an informal event and an excellent opportunity for archivists of all types to come together and discuss opportunities and concerns they may have, as well as a chance to meet new people. We hope that all area archivists will consider joining us at Hamilton College on October 14.

There is no charge for this event, but we would like people to register so we can bring the appropriate amount of refreshments. Please register at:  
<http://www.clrc.org/wrf>

#### Agenda

- 9:45 ~ Mingling, morning snacks
- 10:15 ~ Welcome and Introductions
- 10:30 ~ Kathy Collett and the Hamilton College Bicentennial:
- 11:30 ~ A short presentation and informal discussion.
- Noon ~ Tour of the Hamilton College Archives



#### DHP Continuing Ed. Policy

*In order to qualify for the CLRC's DHP organization rate you must represent a nonprofit organization, such as an archive, library, historical society, museum, or other organization that holds, collects, and makes available historical records (i.e., local history collections, manuscripts, photograph collections, organizational records, etc.), and your organization must be located within the CLRC region of Onondaga, Oneida, Madison, and Herkimer counties.*

**October is Archives Month.  
What are you doing to promote your institution?**

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## Winter/Spring 2012

Classes and events being considered for inclusion in the winter/spring catalog include:

- Comparing Job Resources
- Preserving Historical Photographs (ONLINE)
- Operational Analysis for Libraries and Librarians
- Using WorldCat for Reference
- Dealing With Difficult Patrons (ONLINE)
- 1-2 offerings in medical librarianship
- Advocacy Day (ALBANY)
- Evernote® Productivity Software
- FLEA Marketing (ONLINE)
- DHP grants workshop
- Comparing Newspaper Databases



### Have An Idea for A Class?

- Something you want to know more about?
- Something you want to share with your peers?
- Know a good instructor?
- Want to create your own online course?

*The Central New York Library Resources Council Wants to Help!*  
Contact: Déirdre Joyce, Assistant Director  
[djoyce@clrc.org](mailto:djoyce@clrc.org)

Tel: 315.446.5446

Register for all classes and events at:  
<http://www.clrc.org/wrf>