

NEFLIN WORKSHOP SCHEDULE



April - June 2010
www.neflin.org



RAUCOUS READERS' ADVISORY FOR TEENS AND TWEENS: ONLINE

Is it challenging to do Reader's Advisory with Tweens and Teens? Be daunted no more! Tweens and teens are picky readers and this webinar will give you tips and tricks to engage and inspire 5th through 12th grade students with multiple formats, popular genres, and topics that are relevant in their coming of age stories. Ideas on how to involve teens in RA @ your library and collection development will also be covered.

Virtual Trainer: Jenine Lillian, Consultant, Librarian, and author of *Cool Teen Programs for under \$100*

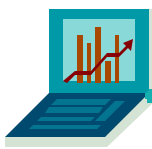
Date: Tuesday, May 18

Time: 2:00 - 3:30 pm

Location: On Your DESKTOP

EXCEL 2007

Is Excel 2007 making you crazy? Register for one or all of these progressive Excel 2007 classes taught by an expert New Horizons trainer. Hands-on classes held at Clay County Headquarters Library in Fleming Island from 10:00 am - 5:00 pm.



Level 1: Lessons include creating a basic worksheet, performing calculations, modifying a worksheet, formatting a worksheet, printing workbook contents, and managing large workbooks.

Date: Monday, June 21

Level 2: Lessons include calculating with advanced formulas, organizing worksheet and table data, creating and modifying charts, analyzing data using PivotTables and PivotCharts, inserting graphic objects, and customizing and enhancing workbooks

Date: Monday, July 19

Level 3: Lessons include increasing productivity and improving efficiency by streamlining your workflow, collaborating with others using workbooks, auditing worksheets, analyzing data, working with multiple workbooks, importing and exporting data, using Excel with the web, and structuring workbooks with XML.

Date: Monday, August 16

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VIRTUAL TRAINING

LIVE ONLINE Classes

These LIVE ONLINE classes are viewed **ON YOUR DESKTOP**.
Registrants will receive access instructions by email. Free for all NEFLIN members.



20 QUESTIONS: ART RESOURCES

Thursday, April 8, 2:00 - 4:00 pm

In this two hour, live online class, students will explore 20 of the best free online resources available for reference work in art and art history. Students will learn about online art resources librarians use to answer questions like "Where would I find a definition of 'patina?'" and "Can you tell me where to find the full story of how Van Gogh cut off his own ear?" Students will then have the opportunity to explore art reference resources further in an after-class exercise.

Virtual Trainer: Russell Palmer, Lyrasis

TECHNOLOGY TRENDS IN LIBRARIES: TOOLS, SKILLS, STAFFING, TRAINING: COLLEGE OF DUPAGE

Friday, April 9, 12:00 noon - 1:30 pm

Librarians know that the target of keeping technologically current is always moving, and budgets are static at best. Each year, College of DuPage teleconferences dedicates one program that takes a look at future technology trends and gives librarians an important basis for their planning efforts. Libraries are both adopters and innovators, and are increasingly looking beyond the library environment for technological innovations and solutions.

This teleconference will address the current status of technology in the library and explore future technological trends as more information sources--and people-- migrate to online environments. Eric Lease Morgan, Head of the Digital Access and Information Architecture Department, University Libraries of Notre Dame, and others will explore libraries' technology future. Free for all.

20 QUESTIONS: U.S. GOVERNMENT RESOURCES

Thursday, April 22, 2:00 - 4:00 pm

The U.S. government provides its citizens with a wealth of information online, from simple facts to in-depth, detailed statistical information on a variety of topics. In this two-hour live online class, students will explore 20 U.S. government web pages in search of answers to questions like, "What is the GDP of Hungary?" and, "How many libraries are there in Kansas?" students will then have the opportunity to explore government Information resources further in an after-class exercise. Virtual Trainer: Russell Palmer, Lyrasis

COOL TEEN PROGRAMS FOR UNDER \$100

Tuesday, May 4, 2:00 - 3:30 pm

Stretch your programming dollars! Got Teens? Get immediately implementable program ideas for zero-minimal budgets, successful events that will bring teens to your library and keep them coming back. Based on the recent YALSA book, this webinar will show you how you can create and implement cool teen programs for less than \$100. Without letting budget cuts or burnout get in the way, teens in your community will be awed by what you offer @ your library and you'll have all the tools you need to get new programs built, marketed, and measured with success.

Virtual Trainer: Jenine Lillian, Consultant, Librarian, and author of *Cool Teen Programs for under \$100*



VIRTUAL TRAINING



ACCIDENTAL WEBMASTER SERIES: JUST ENOUGH MYSQL - JUST ENOUGH PHP



Online Class meets for 6 Wednesdays, May 5 - June 9, 9:00 - 11:00 am. You must attend all sessions.

Have you recently inherited the dubious title of Webmaster? Are you interested in designing, developing and implementing dynamic Web sites and applications? Are you considering adding open source utilities to your site or using content management to empower your staff? This is the class for you! In this six-week series, you will learn just enough PHP and MySQL to explore, understand and implement dynamic tools and content. Each week, you will take part in a 2-hour online lecture and discussion to introduce new concepts and techniques. Between online live meetings, you will work at your own pace to practice what you've learned, share ideas with colleagues and receive individualized guidance and feedback in Moodle, our open source online learning management system.

MySQL is an open source database that is behind many dynamic sites like Wikipedia, NELINET and more. It stores a variety of data that makes your Web sites interactive such as personalization information for users, library databases or other structured content, and blog posts.

PHP is a programming language that is widely used to develop dynamic Web sites and open source applications like Drupal. Whether your goal is to understand just enough PHP or to get a kick start into Web programming, you will find a welcoming and supportive environment in this course.

- Use the basics of PHP: variables, control structures (e.g. loops) and conditional statements (e.g., if... then).
- Generate dynamic HTML content.
- Connect to MySQL to send, receive and display query results.
- Understand and configure open source Web applications (e.g. Drupal).

INTENDED AUDIENCE: Anyone interested in designing, developing, and implementing dynamic web sites and applications; Participants looking for experience building PHP and MySQL applications from scratch.

PREREQUISITES: A basic knowledge of html is required. (If you need a crash course in HTML, please contact the instructor at spohn@nelinet.net.) A specific project or idea that you'd like to implement is suggested. The instructor will survey participants in advance of the class so that your projects and ideas filter into class demonstrations and activities

Virtual Trainer: Stephen Spohn, Lyrasis

20 QUESTIONS: MUSIC RESOURCES

Thursday, May 6, 2:00 - 4:00 pm

Good quality, free reference resources related to all kinds of music—from popular to classical, world music to folk-- are flourishing online! In this two-hour online class, you will explore 20 music information resources librarians use to answer questions like, "Can I get a vocal score to HMS Pinafore right now?" and "Where can I find sheet music online?" Students will then have the opportunity to explore music reference resources further in an after-class exercise.

Virtual Trainer: Russell Palmer, Lyrasis



HOW TO KEEP UP WITH (ALMOST) EVERYTHING

Thursday, May 13, 4:00 - 5:00 pm

Information overload? Another new tool or technology every day? Feel like you can't keep up? Then mark your calendars for this webinar!! Buffy J. Hamilton will share her practical and reality-based tips on how to keep up with, filter, track and manage all of the new tools and information that is flowing forth on a daily basis. While this presentation might not help you keep up with EVERYTHING, it will help you manage to keep up with what matters...Note: The primary intended audience for this webinar is School Media Specialists, but content will have applicability for all, and all are welcome to join!

Virtual Trainer: Buffy Hamilton, media specialist/teacher-librarian, Creekview High School, Canton, GA and blogger at: <http://theunquietlibrarian.wordpress.com>, and [ALALearning](http://ALALearning.com).

VIRTUAL TRAINING

20 QUESTIONS: HISTORY RESOURCES

Thursday, May 20, 2:00 - 4:00 pm

The amount of historical information on the web is consistently growing. New resources for historical statistics, primary documents, archival resources, photographs and artifacts offer historians great research options that are accessible from anywhere. In this two-hour online class, you will explore 20 history information web pages librarians use to answer questions like, "How many women lived in Duval County, Florida, in 1920?" and, "Where can I find primary documents about the founding of the University of North Carolina?" Students will then have the opportunity to explore history reference resources further in an after-class exercise.

Virtual Trainer: Russell Palmer, Lyrasis

FIGHTING THE FILTER:

TIPS FOR DELIVERING A KNOCKOUT PUNCH TO INFORMATION CENSORSHIP

Thursday, May 27, 4:00 - 5:00 pm

Are Filters Limiting Your Ability to Fully Educate Your Students? In this webinar, School Media Specialist Buffy Hamilton will share her strategies for engaging the decision makers in your school to ease restrictions on filters, allowing you more fully develop the information literacy of your students. Topics/Strategies covered will include:

- Making the case for digital citizenship
- Championing intellectual freedom and access to information
- Educating stakeholders about the importance of social media
- Collecting and using data to support your position
- Developing a plan for addressing potential challenges while championing the possibilities
- Establishing conversations with those who make decisions regarding filtering
- Advocating that all filtering policies and procedures for appeals are put in writing
- Making the argument for access to resources and tools by collecting examples of effective practice



Virtual Trainer: Buffy Hamilton, media specialist/teacher-librarian, Creekview High School, Canton, GA and blogger at: <http://theunquietlibrarian.wordpress.com>, and [ALALearning](http://ALALearning.com).

20 QUESTIONS: EDUCATION RESOURCES

Thursday, June 3, 2:00 - 4:00 pm

Today's reference librarian frequently fields educational questions, whether from young patrons doing homework or those pursuing courses of study in education. In this two-hour, live online class, attendees will learn about online resources they can use to answer questions like "How can I teach space science to elementary students via simple demonstrations?" and "Where can I get help with basic math equations?"

Virtual Trainer: Russell Palmer, Lyrasis



Check out NEFLIN's *Library Webinars* site (<http://www.neflin.org/webinars>), created to provide Florida library staff with one location for information about webinars.

They are provided by a variety of organizations, are free of charge and on topics of interest to library staff.

Send suggestions for webinars to add to this site by e-mailing office@neflin.org.

VIRTUAL TRAINING

SUPERVISORY SKILLS ONLINE WORKSHOPS with Library Consultant Linda Bruno

Register for 1 class or all 5.

Supervisory Skills #1: The Art of Delegating

Monday, April, 26, 2:00 - 4:00 pm

If delegating has never been your strong suit, take heart! This is an area you can improve - it just takes knowing yourself, knowing your employees, and knowing how to put that knowledge to work for you! We'll first get a glimpse of what is consuming your time each day – and how to decide which of those tasks are “delegation-ready.” We'll also look at tasks you've already delegated to determine if they've been delegated for the right reason – or just to reduce the *slushpile*. In the process, we'll take a sneak peak at some of the reasons we haven't been delegating – and why we don't really want to. Our goal will be to step back and look at what we've been doing – what's been working well in the realm of delegating and where might we be able to improve? Then we'll take it to the next level by uncovering 9 specific aspects of a task we need to look at when we consider delegating to our staff – details that will not only help us decide whether the job should be delegated, but also to whom? We'll touch on how our personalities affect whether or not we are willing to let go of some of our work, as well as how our employees' personalities should influence to whom we assign what task, project, or responsibility. You'll finish this session with a checklist of key points to consider when matching the right employee to the work you want done, as well as a bird's eye view of the details that will ensure your success when delegating. You'll come away with valuable information that will help you perform your job more effectively – and that makes work more fun!

Supervisory Skills #2: Creating a Motivating Environment

Monday, May 24, 2:00 - 4:00 pm

Supervising people can be one of the toughest parts of your job...but it doesn't have to be! In this session, we will talk about the taboo subject – favoritism. Is it in your workplace? Why? Why does it matter if it is? How can you avoid it? And we'll get right down to the nitty-gritty regarding a motivating environment. What is motivation and what does it look like in our workplace? What do employees really want? How can we provide what they want without “breaking the bank” – or the budget in our case? During this session, we'll brainstorm as a group to come up with a list of at least 15 no- or low-cost ways of creating a motivating environment...this one's going to help us get our creative juices flowing – you won't want to miss it!

Supervisory Skills #3: The Good, the Bad, and the Ugly...Dealing with Difficult Behaviors and the Conflict They Sometimes Cause

Monday, June 28, 26, 2:00 - 4:00 pm

In this session, we will study four of the behaviors we all try to avoid – tanks, snipers, whiners, and grenades. We'll find out why they do what they do and how we should – or shouldn't – react to them. How can we communicate with them more effectively? And in case conflict creeps onto the scene, we will learn how to be an example to others, as well as specific tips on how to help others deal with conflict. These topics aren't what we think of as “fun topics” – but if we handle them well, our workplace will be more fun. Don't miss this opportunity to learn how to deal with some of the “negatives” more effectively!

Supervisory Skills #4: And the Good News Is...Learning the Power of Effective Praise, Coaching & Counseling

Monday, July 26, 2:00 - 4:00 pm

Ah, the incredible power of praise – when to give it, how to give it, and to whom. You'll receive 8 “praise phrases” that show people you've noticed and appreciate who they are. We'll discuss why singing the praises of your employees helps create that motivating environment we all like to work in. And I know you! You're thinking, “But I have someone whose praises don't warrant singing.” Ah, well...we'll see about that! We will discuss coaching and counseling before the need for a reprimand arises. You'll know when to use which technique, why it's important to consider the differences, and why supervisors tend to avoid these vital areas of effective management. You'll also be given tools that will help you deal with the dreaded case of the necessary reprimand – and you'll leave the workshop feeling more confident in your ability to handle it well. It's an area most of us would rather forget – but as supervisors, it's not likely we'll get off scot-free. Why not feel in control when handling these necessary parts of your job? This workshop will help you do just that.

Supervisory Skills #5: Who's Leading and Who's Following?

Monday, August 30, 2:00 - 4:00 pm

In the last of the 5-part series, we will take a closer look at how your leadership style is affected by your personality – AND how that affects those who follow you. How does “who you are” affect “how they follow”? And how do we hire the right followers – the first time? Not just someone who will do what we say, but someone who can contribute in a meaningful way. What should we look for? What should we avoid - at all costs? Save yourself hours of future work by being more aware of what you need and who fits that bill...Attend this workshop and learn not only about your own leadership style, but learn about the behavioral styles of your staff and gain an understanding about why those styles matter in choosing new employees.

VIRTUAL SELF PACED TRAINING

Take the LE@D - Self Paced Courses

NEFLIN offers LE@D - Lifelong Education @ Desktop - online continuing education courses through the University of North Texas. These high-quality Internet-delivered, self paced CE opportunities provide professional development opportunities to librarians and library staff. Free for NEFLIN members. Below are a few featured courses, but there are many more.



See <http://www.neflin.org/training/lead> for complete list and instructions on registering.

Featured LE@D Courses

Financial Management in Tough Times

You've just been told that your budget is being cut by 10% next year. Or perhaps you must submit a budget showing a 20% or even 30% reduction in the upcoming fiscal year.

- What services do you cut?
- Can the budget be cut without laying off staff?
- What is the long-term result of budget cuts?
- What about outsourcing?

Is it possible to improve library service to the community while cutting the budget? Budget cuts can be beneficial to a library and a community. We must examine what our libraries do and how effectively/efficiently we do it. It's time to responsibly make the right decisions and make the necessary changes to negatively affect the minimal number of people in our community. And, in the process, we may find that our informed decisions have actually IMPROVED library services! After completing this course, you will be prepared to:

- Make informed budget-cutting decisions based upon needs analysis, cost analysis, resource analysis, and impact analysis
- Do more with less by using technology, outsourcing, leasing, using volunteers, partnering, advertising, weeding and recycling, establishing memorials, merging and reorganizing, saving energy, and soliciting gifts

Throughout this course, you will also learn from your colleagues about how they made budget-cutting decisions.
Virtual Trainer: Arlita Harris

Volunteer Recognition for High Impact

Every volunteer manager has stumbled when searching for that perfect way to tell volunteers how much they mean to us and how much they really make a difference in the lives of so many of our clients. We are always on the lookout for a new gadget, a new approach, a new idea. And though we know it is one of the most important parts of our job, we often find it falling to the bottom of our daily to-do list. In fact, we sometimes forget it altogether.

In our time together in this course, we will explore ways to weave recognition into our everyday routines, and to make simple modifications that will elevate our current thank-yous to truly meaningful signs of appreciation and signs that will really have impact on our volunteers.

By participating in this course, you will learn and practice these objectives:

- Identify four principle motivations for volunteering
- Describe ways to increase the impact of everyday recognition ideas
- Develop a recognition profile for a volunteer in your program
- List program goals that can be met using recognition activities
- Make an action plan for increasing the impact of at least one recognition idea you currently use in your program

Virtual Trainer: Louann Smith

APRIL WORKSHOPS

TIME MANAGEMENT: FINDING THE 25TH HOUR IN YOUR DAY

If you are like most people, you suffer from “time famine.” On most days, you may feel harried and hurried with too many things to do and too little time for the people you care about. If we just described you, come learn how to handle interruptions with grace and skill. Discover how to end paper buildup in five easy steps; master the time wasters with anti-interruption strategies; learn how to streamline meetings; combat procrastination with a solution that really works, and increase productivity with a five-point program for better time and task management. By the end of the day, you will leave with time-saving tips that will help you seize control of your life and gain inner peace in the process.



Trainer: Andrea Giggetts, Giggetts & Associates
Date: Wednesday, April 14
Time: 9:00 am - 4:00 pm
Location: NEFLIN

USING A SMART BOARD IN YOUR LIBRARY OR SCHOOL MEDIA CENTER

Interactive white boards can add an exciting dimension to library and media center presentations. Join us for this workshop to develop your knowledge of SMART boards and their application in libraries and media centers. This workshop, taught by former media specialists, will cover a variety of topics. You will learn the basics of SMART Boards, how to create a lesson using SMART Notebook software, how to use interactive sites and how to locate pre-made lessons.



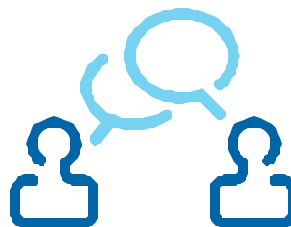
The hands-on workshop is intended for librarians and media specialists, particularly those who make presentations or present library or media center instruction.

Trainers: Mary Hall, Gennette Gailey, and Melissa McCallister, Alachua County Public Schools
Date: Tuesday, April 20
Time: 9:00 am - 4:00 pm
Location: Alachua County Schools, Sivia Center, 3700 NE 53rd Avenue, Gainesville

DEVELOPING YOUR LIBRARY'S COMMUNICATIONS PLAN

You will learn how to develop:

- Marketing communications plan
- Brand
- Positioning statement
- Key message for target audiences
- Strategy for delivering message
- Measurements for success



You will work with the trainers to create print and online materials using formats such as brochures, newsletters, press releases, blogs, and other social networking tools.

The afternoon will consist of one-on-one consulting with individuals who have signed up for personal attention prior to the event. They can bring any existing promotional materials they'd like the trainers to review.

Trainers: Steve Kaufman and Tim Jones, Stephen Kaufman Public Relations, Inc.
Time: 9:00 am - 12:00 noon for workshop; scheduled consulting appointments from 1:00 - 4:00 pm

Five dates and locations. Free for NEFLIN members.

- Thursday, April 15: NEFLIN Headquarters, 2233 Park Avenue, Suite 402, Orange Park, FL 32073
- Wednesday, April 28: Alachua Branch Library, 14913 NW 140 Street, Alachua, FL 32615
- Thursday, May 20: Jacksonville Main Library, 303 N. Laura Street, Jacksonville, FL 32202
- Wednesday, May 26: Bradford County Public Library, 456 Pratt Street, Starke, FL 32091
- Thursday, May 27: Marion County Public Library, 2720 E. Silver Springs Blvd., Ocala, FL 34470

APRIL WORKSHOPS

LIBRARY TOUR: MILLHOPPER LIBRARY

The Alachua County Library District opened the doors of the newly renovated Millhopper Branch Library on February 26th. The expansion of the library included the addition of 8,000 square feet of space. The new building features an enclosed quiet reading room with oversized furniture and a cozy décor, a teen space suited for gaming and adjacent to two group study areas, an expanded children's area that features a woodland theme throughout and access to a playground outside. The children's area also has an open floor plan to allow for on the spot programming. Some additional features of the building include an area for food service, 2 meeting rooms with a kitchen, and a centralized browsing area for popular materials. Join us for a tour of ACLD's newest showplace.

Host: Sharon Jackson, Branch Manager
Date: Friday, April 23
Time: 10:00 - 11:00 am
Location: Alachua County Library District, Millhopper Branch Library, 3145 NW 43rd St., Gainesville

KIDS BOOKMAKING

This workshop will cover everything you need to know to make books with children and young adults. You'll make nine different small book forms, including binding the handouts into a book. Learn to promote literacy for kids or teens by encouraging them to make, write or illustrate their own books. Fun projects for using the books, developed by classroom teachers will be suggested. The emphasis will be on making books with inexpensive tools and fun, interesting, and recycled materials.

You'll go home with:

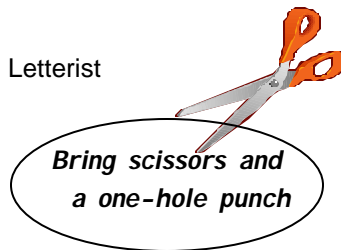
- Japanese binding
- Glue-free quick books
- French fold books
- 'Burrito' books
- Accordion books
- Flag books
- Caterpillar books
- Other forms of sculptural books

Two dates and locations.

Trainer: Eliza Holliday, The Letterist
Date: Friday, April 23
Time: 9:00 am - 4:00 pm
Location: NEFLIN

OR

Date: Friday, April 30
Time: 9:30 am - 4:30 pm
Location: Millhopper Library, Gainesville



STRATEGIC MOMENTUM: GET PEOPLE ON THE SAME PAGE IN CHALLENGING TIMES

Challenging times demand tapping internal talent and resources, galvanizing motivation, and getting people on the same page so that they can move forward strategically to meet changing needs and to achieve successful workplace outcomes. Maximize your capacity and value to your library organization by learning facilitation, dialogue and inquiry skills that will strengthen your ability to lead or influence planning, goal-setting, brainstorming, visioning and team-engaging sessions within your facility. You will take away:

- Skills to address real work-place challenges, including
 - Getting people on the same page
 - Creating solutions for difficult/challenging change
 - Shaping a vision and goal setting
 - Inspiring and generating new ideas
 - Identifying and closing gaps between diverse viewpoints
- A guide to preparing, planning and conducting outcome-focused sessions
 - Discovery: What do I need to think about to design the best gathering?
 - Direction: How to emphasize and express a clear direction
 - Design: Shape a session that is fun, collaborative and productive
 - Dynamics: What can I do and be to keep energy high and things in motion?
- Leadership Context
 - Four change profiles
 - Five affect factors in change
 - Application of engagement
 - Balancing "leader" and "facilitator" roles

Trainer: Lauren Burnett, Center for Inner Quality
Date: Tuesday, April 27
Time: 9:00 am - 4:00 pm
Location: Marion County Public Library,
2720 E. Silver Springs Blvd., Ocala

APRIL - MAY WORKSHOPS

E-SKILLS FOR DIGITAL REFERENCE

Enhance your digital reference skills through a participatory, hands-on workshop focusing on best practices, reference questions and responses, and the reference experience from the patron's perspective.

Trainers: Pat Profeta and Alexis Neeson,
Indian River State College
Date: Thursday, April 29
Time: 9:00 am - 4:00 pm
Location: NEFLIN

ARCHIVAL BOOK REPAIR

Archival Book Repair will provide hands on training to complete basic archival book repair. Student will learn

- Techniques for repairing torn pages
- Gluing in loose pages
- Tightening loose book hinges
- Repairing a damaged spine, and
- Sewing in pamphlet binders

We will discuss sources of supplies, and how to create a book repair area. You'll receive a repair kit of supplies - value \$50!

Trainers: Victoria Stanton and Tracey Britton,
University of North Florida
Date: Friday, May 7
Time: 9:00 am - 4:00 pm
Location: NEFLIN

POWERPOINT 2007 LEVEL 1

In this course, students enhance a PowerPoint presentation with features that will transform it into a powerful means of communication. Upon successful completion of this course, you will:

- Customize the PowerPoint environment
- Customize a design template
- Add diagrams to your presentation
- Add special effects to a PowerPoint presentation
- Use the various options to customize slide shows
- Use PowerPoint to publish slides to a slide library and secure your presentations
- Finalize a presentation

Trainer: Expert New Horizons Trainer
Date: Monday, May 24
Time: 10:00 am - 5:00 pm
Location: Clay County Headquarters Library,
1895 Town Center Blvd., Fleming Island, FL

LIBRARY PROJECT MANAGEMENT INSTITUTE

Library Project Management Institute is one of the most practical of workshops you will take. Participants are introduced to a four-step project management cycle then use the cycle to inform design and planning of their own projects. The session also includes discussion of tools and techniques for forming groups, building and reinforcing accountability and making effective decisions. It is designed for managers, project team leaders and project team members.

Learning Outcomes: At the end of the Institute you will:

- Understand the project management and problem solving cycles
- Understand why projects succeed or fail by looking at behaviors, processes, tools
- Understand the key elements of successful projects
- Gain practice in applying the project management cycle

Pework: Each participant should bring a project that she/he is currently working on or will begin soon. Note: Projects that are at early stages are most appropriate for this Institute. During the Institute, participants will apply the tools learned to their actual project.

Trainer: DeEtta Jones Young, DeEtta Jones & Associates
Date: Tuesday, May 25
Time: 9:00 am - 4:00 pm
Location: NEFLIN

Florida Library Association

April 7 - 9, 2010

Rosen Plaza Hotel, Orlando

<http://www.flalib.org>



JUNE WORKSHOPS

BOOK BLITZ II

Really good cataloging doesn't come easily. It takes commitment to details to handle some of the trickier cataloging problems that can arise. This workshop covers some of the more complex cataloging rules, the ones that make you frown! Once you are comfortable with finding your way around the basic cataloging tools--AACR2R, LCRI, and MARC21--you will be ready to tackle the hard stuff.

Topics Covered

- Parallel titles and part title
- Confusing statements of responsibility
- Collections
- Series
- Personal name, corporate, conference, and uniform title headings
- Verifying name and title headings against the LC Authority files

This workshop focuses on books, but the rules can be applied to all types of materials. This workshop does not cover subject headings, classification, or specific details on cataloging non-print materials.

Intended audience: Intermediate catalogers, and experienced catalogers needing training in this area.

Suggested prerequisite: Book Blitz I

Required text: "Cataloging with AACR2 and MARC21" by Deborah A. Fritz. 2nd edition. Chicago: ALA, 2004. 0-8389-0884-5 (may be purchased from ALA Online Store, see link below)

Trainer: Bruce Rennie, The MARC of Quality
 Date: Thursday - Friday, June 3 - 4
 Time: 9:00 am - 4:00 pm
 Location: NEFLIN

Description	Field	Ind	Field Data
Leader	LDR		nam a 00
Control #	1		tlc00053167
Date	5		19940830091049.0
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ISBN	20		\$a0590460587
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Imprint	260	0	\$bScholastic,\$cc1993.
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Tag 949	949		\$a0007PB\$cPB W\$g30007000199124\$p\$3.50

Cataloging

INTRODUCTION TO WORLDCAT RESOURCE SHARING

In this workshop we will introduce you to the basics of using OCLC's interlibrary loan system (WCRS) to loan and borrow materials.

Topics that will covered during this workshop are:

- Borrower and Lender Basics
- Constant Data Records
- Request Manager
- Custom Holdings
- ILL Policies
- Pricing

You are welcome to bring samples of any forms you use or workflow/processing methods to share.

Trainer: Brad Ward, NEFLIN
 Date: Tuesday, June 8
 Time: 9:00 am - 12:00 noon
 Location: NEFLIN

BILINGUAL STORYTIMES

Bilingual Storytimes are the new library frontier. In a world where language barriers become smaller every day, they might also be the future. This full day workshop will expose participants to the tools they will need to develop bilingual storytimes, **with a focus on Spanish-English Storytimes**. We will discuss whys and hows of bilingual storytime as well as themes, book and song/activity selection.

Who Should Attend: This program is for staff in libraries that want to start bilingual storytimes, but would like more help in the development phase. Whether you are bilingual or not, you can start a bilingual storytime at your library!

Pre-workshop assignment: Find and bring with you a simple concept book (colors, numbers, shapes, etc.)- IN ENGLISH!

Trainer: Kio Fuller, Storytime Trainer
 Date: Tuesday, June 15
 Time: 9:30 am - 4:30 pm
 Location: Millhopper Library, Gainesville

JUNE WORKSHOPS

PICTURE BOOKS FOR OLDER READERS

Don't miss Deborah Ford's popular presentation on the latest and best in Picture Books for Older Readers. You'll learn about the latest trends in publishing these beautiful, short books that are not just for children. This workshop includes an extensive handout with titles and strategies to use with your students and patrons.

Sophisticated themes and higher reading levels make many picture books more appropriate for grades 3 to 12. Great for examples of writing, point of view, setting and characterization, picture books can also be used in content area classes, such as social studies and science to enhance the curriculum and supplement textbook material.

Trainer: Deborah B. Ford, School Library & Children's Literature Specialist
Date: Friday, June 18
Time: 9:00 am - 12:00 noon
Location: NEFLIN

WHAT'S NEW FOR YOUNG ADULTS

Want the scoop on the newest books for Young Adults? Get ready to be informed and entertained by Deborah Ford as she shares her love of young adult literature and gives you the scoop on what's new and in coming out later this year for your teen readers!

Trainer: Deborah B. Ford, School Library & Children's Literature Specialist
Date: Friday, June 18
Time: 1:00 - 4:00 pm
Location: NEFLIN

ORAL HISTORY INTERVIEWS FOR LIBRARIANS

Learn the principles of organizing and conducting oral history interviews in your community. Identify interview subjects, develop questions, obtain permissions for use, schedule and conduct interviews, and prepare and make interviews available. The session will discuss recording methods and available editing software.

Trainer: George G. Morgan, Aha! Seminars
Date: Tuesday, June 29
Time: 9:00 am - 4:00 pm
Location: NEFLIN

Do you know what's
available from

NEFLIN ?

- **NEFLIN's Virtual Classroom:** You can host live events in an online room where participants can interact via voice-over-IP, text chatting, synchronized browsing, and other functions.
- **Multimedia Lending Library Collections:** A collection of high-quality videos, DVDs, audiotapes and CD-ROMs on a variety of library, management, and computer skills topics, from negotiating contracts for electronic resources to designing newsletters is available for member use.
- **Equipment Loan:** LCD projectors, screens, *TouchPoll Survey Station*, plus Xbox, Guitar Hero and a Wii to lend!!
- **Survey Tools and Resources:** Ask about *TouchPollweb*, the online survey tool available to NEFLIN members for fast research and feedback. Unlimited, free surveys.
- **Quick Reference Guides:** Full color help guides on over 70 computer programs, including application, web design, and Mac libraries are available to use with your staff, students or in a computer class.

The *Blah Blah Blah* Blog:

Stay current with NEFLIN's Blog at
<http://neflin.blogspot.com/>

NEFLIN CONTINUING EDUCATION POLICIES

REGISTRATION

Complete the online form at <http://www.neflin.org> or fax the workshop registration form to (904) 278-5625.

SPACE AVAILABILITY

Registering early insures there is space for you in the workshop. Registration is initially limited to two people per institution. ***Additional staff can be placed on a waiting list and will be added as space permits two weeks prior to the scheduled workshop date.***

NEFLIN encourages libraries to make use of the wait-ing list. To register more than two staff for a work-shop, email register@neflin.org.

NEFLIN may cancel workshops if a minimum number of participants have not registered two weeks prior to the date of the workshop. Registered participants will be notified of a canceled workshop.

CANCELLATIONS & SUBSTITUTIONS

Cancellations must be called in (904-278-5620) or emailed (register@neflin.org) to NEFLIN by 9:00 am at least two business days prior to the workshop. Cancellations received after that time will be considered a **no-show** and will be charged the no-show fee. Libraries may send a different staff member as a substitute for the person who was registered.

CONFIRMATIONS

Confirmation emails are sent upon registration. A re-minder email is sent two weeks before and again three days before a workshop. Contact NEFLIN if you have not received your confirmations prior to a workshop.

NO-SHOW PENALTIES

Libraries will be invoiced for no-shows at the standard rate for the workshop. The institution is responsible for payment if NEFLIN has not been notified by 9:00 am two full business days prior to the session. Notify us by email (register@neflin.org) or phone (904-278-5620).

No-show penalties are charged for all workshops, in-cluding those that are free to attend. Each NEFLIN member library, regardless of membership level, re-ceives two (2) courtesy no-shows per fiscal year.

STANDARD PRICES

Unless otherwise indicated, all workshops are priced as listed below. Multi-day workshops are priced per day.

	1/2 day	Full day	Virtual
Enhanced Member	free	free	free
Full Member	\$25	\$40	free
Non-Member	\$50	\$100	\$25
Students	\$25	\$25	\$25

PAYMENT

Checks or money orders made payable to NEFLIN, Inc. can be mailed or delivered to the NEFLIN offices in Orange Park. Invoices will be sent to the library fol-lowing the workshop for attendees who do not pay in advance. Credit cards are accepted via the secure online registration site only.

LOCAL ARRANGEMENTS

Unless otherwise indicated, all workshops are held at NEFLIN Headquarters in Orange Park. Directions can be found on the NEFLIN website.

Beverages and snacks are provided during breaks. Unless otherwise noted, lunch is not included.

Certificates of attendance will be emailed after the workshop upon request. Email certificate@neflin.org to request a certificate.

CONTINUING EDUCATION COMMITTEE

Marshelle Berry	Jacksonville Public Library
Jametoria Burton	Florida Community College-Jacksonville
Betsy Ann Harris	Alachua County Public Schools
Lynn Jacobson	Jacksonville Public Library
Kathleen Moeller	UF Borland Health Sciences Library
Patricia Morgan	UF Chiles Legal Information Center
Lisa Parisi	Florida Coastal School of Law
Pam Picray	Duval County Public Schools
Bonnie Smith	University of Florida Smathers Libraries
Victoria Stanton	University of North Florida
Amber Waters	Suwannee River Regional Libraries
Emily Young	Alachua County Library District

<http://www.neflin.org/about.php?pid=4>

Northeast Florida Library Information Network

2233 Park Avenue, Suite 402

Orange Park, FL 32073

904-278-5620

904-278-5625 (fax)

NEFLIN WORKSHOP REGISTRATION FORM

Fax registration form to 904-278-5625. Membership Category: Enhanced Full Student Non-Member

Name _____ Phone _____

Library _____ Branch/School District _____

Address _____ City, State, Zip _____

Email _____ I require special accommodations: Yes No

UNLESS OTHERWISE NOTED ALL WORKSHOPS ARE HELD AT NEFLIN HEADQUARTERS IN ORANGE PARK

20 Questions: Art Resources: Live Online	<input type="checkbox"/> April 8, 2:00 - 4:00 pm on your DESKTOP
Technology Trends in Libraries: Tools, Skills, Staffing, Training: College of DuPage Teleconference	<input type="checkbox"/> April 9, 12:00 noon - 1:30 pm on your DESKTOP
Time Management: Finding the 25th Hour in Your Day	<input type="checkbox"/> April 14, 9:00 am - 4:00 pm @ NEFLIN
Developing Your Library's Communications Plan	<input type="checkbox"/> April 15, 9:00 am - 12 noon @ NEFLIN <input type="checkbox"/> April 28, 9:00 am - 12 noon @ Alachua Library, GV <input type="checkbox"/> May 20, 9:00 am - 12 noon @ Jacksonville Main <input type="checkbox"/> May 26, 9:00 am - 12 noon @ Bradford CPL, Starke <input type="checkbox"/> May 27, 9:00 am - 12 noon @ Marion CPL, Ocala
Using a Smart Board in Your Library or School Media Center	<input type="checkbox"/> April 20, 9:00 am - 4:00 pm @ Sivia Center, Gainesville
20 Questions: US Government Resources: Live Online	<input type="checkbox"/> April 22, 2:00 - 4:00 pm on your DESKTOP
Library Tour: Millhopper Library	<input type="checkbox"/> April 23, 10:00 - 11:00 am @ Millhopper Library, Gainesville
Kids Bookmaking	<input type="checkbox"/> April 23, 9:00 am - 4:00 pm @ NEFLIN <input type="checkbox"/> April 30, 9:30 am - 4:30 pm @ Millhopper Library, Gainesville
Supervisory Skills: The Art of Delegating: Live Online	<input type="checkbox"/> April 26, 2:00 - 4:00 pm on your DESKTOP
Strategic Momentum: Get People on the Same Page in Challenging Times	<input type="checkbox"/> April 27, 9:00 am - 4:00 am @ Marion County Public Library, Ocala
E-Skills for Digital Reference	<input type="checkbox"/> April 29, 9:00 am - 4:00 am @ NEFLIN
Cool Teen Programs for Under \$100: Live Online	<input type="checkbox"/> May 4, 2:00 - 3:30 pm on your DESKTOP
Accidental Webmaster Series: Just Enough MySQL - Just Enough PHP: Live Online	<input type="checkbox"/> May 5 - June 9, 9:00 am - 11:00 am on your DESKTOP (class meets 6 Wednesdays)
20 Questions: Music Resources: Live Online	<input type="checkbox"/> May 6, 2:00 - 4:00 pm on your DESKTOP
Archival Book Repair	<input type="checkbox"/> May 7, 9:00 am - 4:00 pm @ NEFLIN
How to Keep Up With (Almost) Everything: Live Online	<input type="checkbox"/> May 13, 4:00 - 5:00 pm on your DESKTOP
Raucous Readers' Advisory for Teens and Tweens: Live Online	<input type="checkbox"/> May 18, 2:00 - 3:30 pm on your DESKTOP

NEFLIN WORKSHOP REGISTRATION FORM

Fax registration form to 904-278-5625. Membership Category: Enhanced Full Student Non-Member

Name _____ Phone _____

Library _____ Branch/School District _____

Address _____ City, State, Zip _____

Email _____ I require special accommodations: Yes No

UNLESS OTHERWISE NOTED ALL WORKSHOPS ARE HELD AT NEFLIN HEADQUARTERS IN ORANGE PARK

20 Questions: History Resources: Live Online	<input type="checkbox"/> May 20, 2:00 - 4:00 pm on your DESKTOP
PowerPoint 2007 Level 1	<input type="checkbox"/> May 24, 10:00 am - 5:00 pm @ Clay County Headquarters Library, Fleming Island
Supervisory Skills: Creating a Motivating Environment: Live Online	<input type="checkbox"/> May 24, 2:00 - 4:00 pm on your DESKTOP
Library Project Management Institute	<input type="checkbox"/> May 25, 9:00 am - 4:00 pm @ NEFLIN
Fighting the Filter: Tips for Delivering a Knockout Punch to Information Censorship: Live Online	<input type="checkbox"/> May 27, 4:00 - 5:00 pm on your DESKTOP
Book Blitz II	<input type="checkbox"/> June 3 - 4, 9:00 am - 4:00 pm @ NEFLIN
20 Questions: Education Resources: Live Online	<input type="checkbox"/> June 3, 2:00 - 4:00 pm on your DESKTOP
Introduction to WorldCat Resource Sharing	<input type="checkbox"/> June 8, 9:00 am - 12:00 noon @ NEFLIN
Bilingual Storytimes	<input type="checkbox"/> June 15, 9:30 am - 4:30 pm @ Millhopper Library, Gainesville
Picture Books for Older Readers	<input type="checkbox"/> June 18, 9:00 am - 12:00 noon @ NEFLIN
What's New for Young Adults	<input type="checkbox"/> June 18, 1:00 - 4:00 pm @ NEFLIN
Excel 2007 Level 1	<input type="checkbox"/> June 21, 10:00 - 5:00 pm @ Clay County Headquarters Library, Fleming Island
Excel 2007 Level 2	<input type="checkbox"/> July 19, 10:00 - 5:00 pm @ Clay County Headquarters Library, Fleming Island
Supervisory Skills: The Good, the Bad, and the Ugly...Dealing with Difficult Behaviors and the Conflict They Sometimes Cause: Live Online	<input type="checkbox"/> June 28, 2:00 - 4:00 pm on your DESKTOP
Oral History Interviews for Librarians	<input type="checkbox"/> June 29, 9:00 am - 4:00 pm @ NEFLIN
Supervisory Skills: And the Good News Is...Learning the Power of Effective Praise, Coaching and Counseling: Live Online	<input type="checkbox"/> July 26, 2:00 - 4:00 pm on your DESKTOP
Excel 2007 Level 3	<input type="checkbox"/> August 16, 10:00 - 5:00 pm @ Clay County Headquarters Library, Fleming Island
Supervisory Skills: Who's Leading and Who's Following? Live Online	<input type="checkbox"/> August 30, 2:00 - 4:00 pm on your DESKTOP

See all NEFLIN events at <http://www.neflin.org/registration.php>