Strong Libraries

Strong Communities

MISSISSIPPI
LIBRARY
COMMISSION

LEADERSHIP ADVOCACY TRAINING

Continuing Education Opportunities
July 2016 - June 2017

Continuing Education Units demonstrate and document a public library staff member's commitment to lifelong learning.

Continuing Education Units are given for planned learning experiences designed to bring about changes in knowledge, skills, attitudes, or behavior that contribute directly to the delivery of quality library services and competent practice of librarianship. CEUs are not given for business meetings, reports, announcements, breaks, travel time, or meals. CEUs are calculated by the number of contact (instruction) hours that participants are at a workshop or training event.

The Mississippi Library Commission is authorized, through the Mississippi Department of Education, to grant Continuing Education Units. Ten (10) contact hours equals one (1) CEU. All continuing education opportunities offered by the Mississippi Library Commission qualify for CEUs. CEUs are not issued automatically. Participants may request CEUs when signing in at workshops. Certificates are mailed after verification of attendance.

The Mississippi Library Commission may authorize CEUs for library staff through other organizations if said organizations complete the appropriate procedures for authorization of proposed programs. Requesting organizations are responsible for providing certificates to participants after MLC provides the authorization. For more information, contact Lucinda Ogden at (601) 432-4057 or logden@mlc.lib.ms.us.

Registering for an MLC workshop is easy.

The Mississippi Library Commission accepts registrations after formal announcement of a workshop is made, usually 45 days in advance of the workshop. Formal announcements are made to all public libraries in the state via email. Registering for most workshops can be done conveniently by completing the online registration form linked in the workshop announcement email.

Complete and submit a separate online form for each attendee.

Registration for the Librarianship 101 Institute requires a special registration process. Details about registering for these workshops will be included in the formal workshop announcements.

For additional information about a workshop, contact Lorietha Myers at lmyers@mlc.lib.ms.us or (601) 432-4067 (toll-free 1-800-647-7542).

August 2016
Directors' Meeting

September 2016
Statistics Workshop
Librarianship 101
Youth Services Mixer

October 2016
Public Library Statistics: Opening Day (Webinar)
LSTA Workshop
MLA Conference: Librarianship 101 Reunion

November 2016
E-Rate for Beginners & the 2017 E-Rate Filing Process
Directors' Symposium

December 2016
Can We Do That? Copyright Basics and Issues for Public Libraries
Best Practices for Privacy and Confidentiality (Webinar)

January 2017
Technology Academy: Session 1
Genealogy Workshop
SLP workshop for Children: "Build a Better World"

February 2017
Technology Academy: Session 2
SLP workshops for Children: "Build a Better World"

March 2017
Technology Academy: Session 3
Summer Library Program Early Literacy Workshop
Summer Library Program for Young Adults
Youth Services Mixer
Summer Library Program for Adults (Webinar)

April 2017
Technology Academy: Session 4
ADA Compliance and Disability Etiquette for Public Libraries

May 2017
Technology Academy: Train-the-Trainer
Writing Professional Book Reviews (Webinar)

CALENDAR OF EVENTS

PUBLIC LIBRARY STATISTICS

September 1, 2016 at MLC

Participants in this workshop will walk through the online statistical reporting platform and learn how to log in, save information, answer questions, and submit the report. Participants will also have the opportunity to share about how their libraries use data on the local level.

LIBRARIANSHIP 101 INSTITUTE

September 12-15, 2016 at MLC

The thirteenth-annual Librarianship 101 Institute for public library staff members without a master's degree in library science will focus on Mississippi library structure and ethics, program planning, collection development, youth services, reader's advisory, reference services, emerging technology, customer service, community partnerships, diversity, and more. Participation is through a competitive application process. Meals and shared lodging will be provided.

Youth Services Mixer

September 28, 2016 at MLC

Youth services staff are invited to share about successes and challenges in their libraries and network with other youth services staff in the state. MLC will open the discussion by presenting youth services materials available for loan to public libraries. Public library youth services staff will then have the chance to share to the group about:

- Happenings in youth services at the local library level
- Help or advice on special topics
- Successful programs and how to replicate them
- Other topics of interest to MS youth services librarians.

Participants are also invited to bring leftover craft supplies and materials and to join in a Craft Swap. Any very lightly used or unused craft materials and templates should be packaged and labeled to facilitate swapping of materials. Lunch will be provided.

LSTA GRANT WORKSHOP

October 5, 2016 at MLC

Learn about the FY18 LSTA grant process from start to finish, including grant writing, reporting, and close-out evaluation.

Workshops

MLA: Librarianship 101 & 201 Alumni Meeting

Wednesday, October 19, 2016 at the Vicksburg Convention Center

At this thirteenth-anniversary meeting, alumni will share successful library projects that were implemented as a result of attendance at the Librarianship 101 or 201 Institutes.

E-RATE FOR BEGINNERS & THE 2018 E-RATE FILING PROCESS

November 3 - 4, 2016 at MLC

This workshop is a step-by-step walk through the E-Rate filing process. E-Rate beginners should attend both days. Those experienced with the filing process may wish to attend only the second day, which will cover changes in the E-Rate filing process and expected updates for the coming year. Lunch will be provided each day.

DIRECTORS' SYMPOSIUM

November 17-18, 2016 at MLC

This 1.5-day interactive workshop will include a regular public library directors' meeting and sessions on employer confidentiality and library system peer groups.

CAN WE DO THAT? COPYRIGHT BASICS AND ISSUES FOR PUBLIC LIBRARIES

December 1, 2016 at MLC

Learn about basic copyright information, the role and responsibility of the library, and how to apply that information to real life situations. Participants will have the opportunity to discuss issues and share best practices with fellow librarians. They will also leave with a copyright toolkit filled with resources for everyday application.

GENEALOGY WORKSHOP

January 19, 2017 at MLC

Joyce Dixon of the Mississippi Department of Archives & History will cover the basics of genealogy work at the local library, including how to get started on family research, utilization of online resources, resources offered by the Mississippi Department of Archives and History, and other topics useful for patrons wanting to find and share family history.

TECHNOLOGY ACADEMY

January 9, February 6, March 6, April 10th, and May 8th at MLC

The Technology Academy workshops comprise a five-month training opportunity for library staff with basic computer skills to substantially increase computer skills for more confidently and successfully assisting library patrons using computers. This year, MLC will offer four sessions for the core group of attendees and a final train-the-trainer session that will be open to a larger audience.

The workshops will cover the following topics: Computer basics and internet basics and safety; Internet resources and safety; Microsoft Word, PowerPoint, and Excel; the cloud, social media, and MAGNOLIA; Train-the-Trainer (open to additional library staff).

Librarians wishing to participate in the academy will be selected by a competitive application process after October 1.

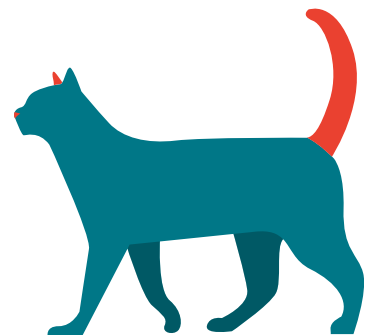# TECHNOLOGY ACADEMY: TRAIN THE TRAINER

May 8, 2017 at MLC

This final installment of the FY17 Technology Academy will be open to the academy participants and to other interested librarians. In this session, participants will learn best practices for teaching computer classes to the public.

ADA COMPLIANCE AND DISABILITY ETIQUETTE

April 2017 at MLC

In commemoration of the Pratt-Smoot Act of 1931, this workshop will focus on ADA compliance and access challenges faced by patrons with disabilities, as well as how librarians can interact more effectively with people with disabilities. The workshop will include correct terminology in referring to disabilities, overcoming assumptions about disabled person, and more. Lunch will be provided.

SUMMER LIBRARY PROGRAM FOR CHILDREN: "Build a Better World!"

January 25, February 15, February 22
Canton, McComb and Oxford

Explore programming possibilities related to the 2017 summer library program theme, "Build a Better World," at one of three half-day workshops held across the state. From architecture to community, come explore how to "Build a Better World" through books, games, crafts, and other activities. Participants are expected to share their own information and ideas about "Build a Better World" programs and activities.

SUMMER LIBRARY PROGRAM: EARLY LITERACY WORKSHOP

March 2, 2017at MLC

Learn how to host a successful summer library program for preschool-aged children. Participants will also be exposed to Every Child Ready to Read standards and will learn how to incorporate them into story times and early literacy programs.

SUMMER LIBRARY PROGRAM FOR YOUNG ADULTS: "Build a Better World!"

March 23, 2017 at MLC

Learn how to host a successful summer library program for young adults. Participants will have the opportunity to share information and ideas about programs and activities inspired by this summer's theme, "Build a Better World!

YOUTH SERVICES MIXER

March 23, 2017 at MLC

Youth Services staff are invited to gather for another mixer after the Summer Library Program for YA event. This collaborative workshop will allow youth services staff to network with their peers in the state and also help them to plan for the summer months.

MLC WEBINARS

MLC webinars are all hosted on the Adobe Connect webinar platform. For each live session, we will send an official registration email with the Adobe Connect link included. When we post pre-recorded sessions, we will send out links to the recordings, along with a description of the content in each recording. All webinars produced by MLC will be archived on the Continuing Education page of our website.

TRUSTEE TRAINING: QUICK TOPICS

Fall 2016

In each of these webinars, MLC staff will present a different topic pertinent to board of trustee members. Not intended to replace traditional board training, the webinars can serve as an orientation program for new board members and as a resource for current board members. These webinars will be posted online by December 2016.

Watch for webinars on each of the following topics:
What it means to be a trustee
Board meetings
Board ethics
Library advocacy
Library policies
Strategic planning
Working with friends
Evaluating the director
Board self-evaluation
Succession planning and new board orientation

MAGNOLIA FLASH SESSIONS

Twice monthly, August 2016--October 2016

Join us online for MAGNOLIA Flash Sessions! In each session, we will review best practices for completing database searches on MAGNOLIA and will also discuss usage of the following databases: Academic Search Premier, Consumer Health Complete, Novelist, Mississippi Digital Library History Reference Center, Literary Reference enter, and TopicSearch

PUBLIC LIBRARY STATISTICS: OPENING DAY WEBINAR

October 3, 2016

This live webinar will build on information given in the Public Library Statistics workshop for public library directors and staff who are responsible for submitting the annual statistical report. Participants will view the Bibliostat reporting platform, learn how to answer questions, and discuss any issues with the report released on October 1, 2016.

Webinars

BEST PRACTICES FOR PRIVACY AND CONFIDENTIALITY

December 8, 2016

Why is it important to keep patrons' requests private? What are the best ways to do this? These questions are the focus of this hour-long webinar. All library staff may benefit from attending, but especially front line staff.

SUMMER LIBRARY PROGRAM FOR ADULTS: "Build a Better World!"

March 2017

Learn how to host a successful summer library program for adults. Participants will have the opportunity to share information and ideas about programs and activities related to this summer's theme.

WRITING PROFESSIONAL BOOK REVIEWS

May 2017

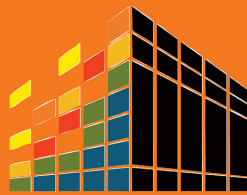Librarians will learn about writing book reviews for publication at this live webinar.

WebJunction

WebJunction provides timely and relevant learning content for library workers to access anytime from any computer with an Internet connection. Simply create an account at learn.webjunction.org, and then explore the catalog of library-focused, self-paced courses and webinars. Certificates of completion will be available after you complete any course or webinar that you enroll in from the catalog. You can access the courses by going to http://www.webjunction.org/.

Subscribe to Crossroads, the monthly e-newsletter that spotlights new learning programs and professional development opportunities at http://webjunction.org/explore-topics/wj-news/crossroads.html.

Access courses and webinars on topics such as customer service, library services, marketing and messaging, advocacy and outreach, library technology, and many more.

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LEADERSHIP ADVOCACY TRAINING

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