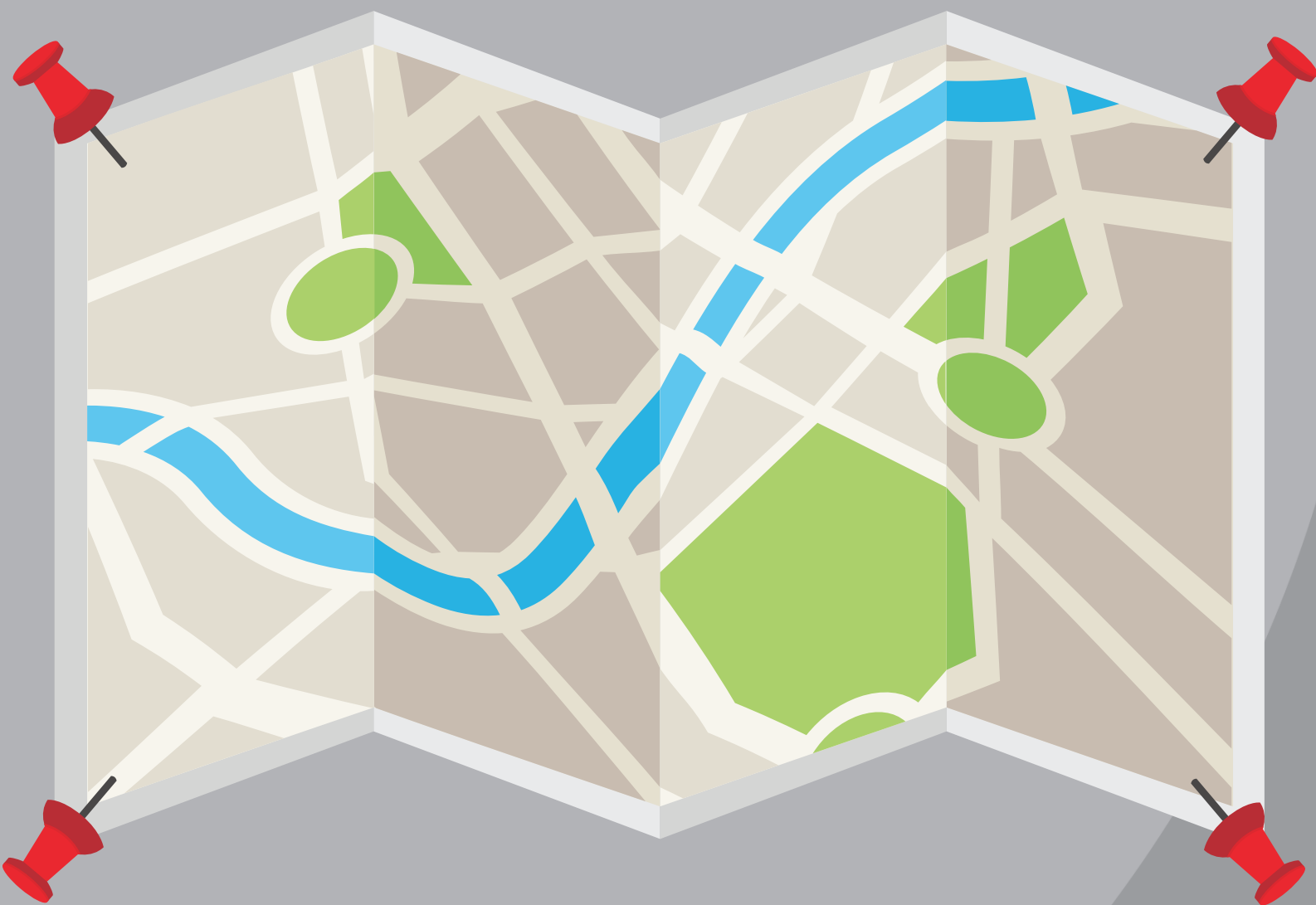


Charting a Course for Success

Mississippi Library Commission
Continuing Education Offerings

July 2018 - June 2019





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 equal 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 Natalie Dunaway at (601)432-4057 or ndunaway@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. This is 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.

To register, 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 800-647-7542).

CALENDAR OF EVENTS

July 2018

ASL for Librarians (Webinar)
Collection Development (Webinar)
Spanish for Librarians (Webinar)
Spanish for Librarians–MLC

August 2018

Programming for Underserved Communities (Webinar)
Office 365 Tips and Tricks (Webinar)

September 2018

Collection Development (Webinar)
Statistics (Webinar)
Inform-Nation: Fighting Fake News–MLC
Librarianship 101–MLC

October 2018

Makerspace (Webinar)
Tech Academy: Intermediate Excel–MLC
LSTA Workshop–MLC

November 2018

Collection Development: Holiday Edition (Webinar)
ESL Series 1 (Webinar)
Public Library Director's Symposium–MLC

December 2018

ESL Series 2 (Webinar)
Preservation and Digitization–MLC
Youth Services 101–MLC

January 2019

ESL Series 3 (Webinar)
Summer Library Program for Early Literacy–MLC
Summer Library Program for Children–MLC

February 2019

Summer Library Program for Adults (Webinar)
Tech Academy: Intermediate PowerPoint–MLC
Autism Resources for Librarians–MLC
Summer Library Program for Children–Orange Grove Library

March 2019

Collection Development (Webinar)
Tech Academy: Computer Troubleshooting–MLC
Summer Library Program for Children–Robinson-Carpenter Memorial Library
Summer Library Program for Young Adults–MLC
Youth Services Mixer: Summer Library Programming–MLC

April 2019

Talking Books Services: BARD (Webinar)
Tech Academy: WordPress–MLC
Creating iPhone Films –MLC

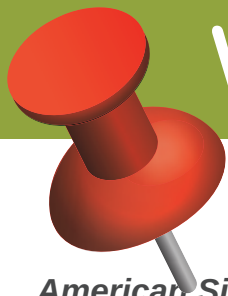
May 2019

Collection Development: Summer Reading Edition (Webinar)
How to Host a Successful Board Meeting (Webinar)
Tech Academy: Computer Troubleshooting–MLC
Libraries and Privacy–MLC

June 2019

Canva 101 Workshop–MLC
Tech Academy: WordPress–MLC

**Please note that the fall Patent and Trademark workshop, fall E-Rate filing workshop, and the spring E-Rate roundtable dates will be announced at a later time and therefore are not included in this listing.*



WEBINARS

American Sign Language for Librarians

When: July 2018

Presenter: Carrie Leach, ASL Instructor

Description: This webinar provides interactive instruction for basic American Sign Language for librarians.

Collection Development Series

When: July 2018 ~ September 2018 ~ November 2018–Holiday Edition ~ March 2019 ~ May 2019–Summer Library Edition

Presenter: Ally Watkins, MLC

Description: This webinar series will include book talks on a selection of current titles ranging from picture books to young adult. Watch these short webinars to hear about books that your young patrons will want to read!

Spanish for Librarians

When: July 2018

Presenter: Caleb Stephens, American Language Center

Description: This recorded webinar provides introductory instruction for basic Spanish for librarians to utilize for communication with Spanish speaking patrons.

Programming for Underserved Communities

When: August 2018

Presenter: Lacy Ellinwood, MLC

Description: The heart of the public library mission is to provide service to the entire community and serve the underserved. This short discussion will focus on three potentially underserved populations in your community: the incarcerated and formerly incarcerated, those living in poverty or homelessness, and those with disabilities.

Office 365 Tips and Tricks

When: August 2018

Presenter: Tracy Sias-Sampson, MLC

Description: This webinar covers helpful tips and tricks for maneuvering through Office 365.

Statistics

When: September 2018

Presenter: Mac Buntin, MLC

Description: This webinar is for public library directors and staff who are responsible for submitting the annual statistical report. Participants will view the Bibliostat reporting platform.

Contact Hours/CEUs:1/.1



Makerspaces

When: October 2018

Presenter: Charlie Simpkins, MLC

Description: This short webinar will demystify the meaning of makerspace/hacker space/fab lab and will show how any library can create a maker space for their patrons. Library staff looking to learn the basics of what a makerspace is will want to check this out.

ESL Series

When: November 2018 ~ December 2018 ~ January 2019

Presenter: Natalie Dunaway, MLC

Description: This webinar is an introductory look at hosting English as a Second Language courses at your local library. The ESL Series discusses how to achieve efficient communication in scenarios of communication breakdown, cross-cultural understanding, and key components for an effective ESL course.

Contact Hours/CEUs: 1.5/.15

Summer Library Program for Adults: "A Universe of Stories"

When: February 2019

Presenter: MLC Staff

Description: Learn how to host a successful summer library program for adults inspired by this summer's theme, "A Universe of Stories."

Contact Hours/CEUs: .5/.05

Talking Book Services: BARD

When: April 2019

Presenter: Mary Rodgers Beal, MLC

Description: Mary Rodgers Beal, of MLC's Talking Book Services, discusses BARD: Braille and Audio Reading Download. BARD is a web-based service provided by the National Library Service for the Blind and Physically Handicapped. BARD provides access to over 70,000 titles and is accessible from mobile devices such as phones and tablets.

How to Host a Successful Board Meeting

When: May 2019

Presenter: MLC Staff

Description: MLC staff demonstrate how to structure and plan a successful board meeting.

CEUs are not available for webinars, unless otherwise noted.



WORKSHOPS

Fall Patent & Trademark Workshop for Library Staff

When: Dates TBD

Where: Mississippi Library Commission

Trainer: Patent and Trademark Resource Center Program Staff

Description: This workshop will cover the difference between patents, trademarks, and copyrights to train you to be of greater assistance to your patrons who need these services.

Class Size: 40

Contact Hours/CEUs: 3/.3

Fall E-Rate Workshop

When: Dates TBD

Where: Mississippi Library Commission

Presenters: MLC Technology Services Staff

Description: This workshop is an annual step-by-step walk through filing E-Rate. The event is two days, with the first for those new to E-Rate. For attendees who are familiar with E-Rate, only second day attendance is recommended.

Class Size: First Day: 20; Second Day: 60

Contact Hours/CEUs: First Day: 3/.3; Second Day: 6/.6

Spanish for Librarians Workshop

When: July 10, 2018

Where: Mississippi Library Commission

Trainer: Caleb Stephens, American Language Center

Description: This workshop provides introductory instruction for basic Spanish for librarians to utilize for communication with Spanish speaking patrons.

Class Size: 40

Contact Hours/CEUs: 3/.3

Inform-Nation: Fighting Fake News

When: September 6, 2018

Where: Mississippi Library Commission

Trainer: Cindy Flowers Sanders, Mississippi University for Women

Description: This in-person “train the trainer” workshop will cover evaluating print and online sources and understanding the role of the media for representatives. Attendees will be trained on how to administer a similar program in their libraries for the public.

Class Size: 40

Contact Hours/CEUs: 6/.6

Librarianship 101

When: September 18-20, 2018

Where: Mississippi Library Commission

Trainer: MLC Staff

Description: The 15th 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, grant writing, customer service, diversity, and more. Participation is through a competitive application process. Meals and shared lodging will be provided.

Intended audience: Paraprofessional public library personnel

Maximum class size: 16

Contact Hours/CEUs: 16.5/1.65

LSTA Workshop

When: October 10, 2018

Where: Mississippi Library Commission

Trainers: MLC Staff

Description: This workshop will cover basic grant writing; determining the right outcomes and how to report them on your project; inputs vs. outputs; and the scoring process.

Class size: 55

Contact Hours/CEUs: 6/6

Public Library Directors' Symposium

When: November 8-9, 2018

Where: Mississippi Library Commission

Description: This 1.5-day interactive workshop will include a regular public library directors' meeting with presentations provided by MLC staff and outside presenters.

Class Size: 50

Contact Hours/CEUs: 8/8

Preservation and Digitization

When: December 4, 2018

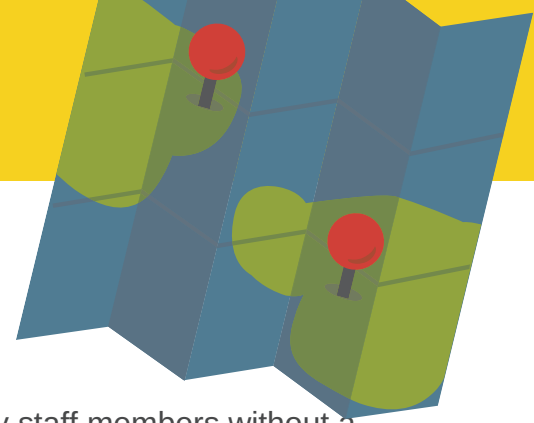
Where: Mississippi Library Commission

Trainer: Mississippi Department of Archives and History Staff

Description: In this workshop, learn the basics of repair, preservation, and digitization of your library collection. Library staff who are looking to advance their knowledge of material assessment, the stabilizing process, as well as the digitization process are encouraged to attend this workshop.

Class Size: 40

Contact Hours/CEUs: 3.5/.35





WORKSHOPS

Youth Services 101

When: December 6-7, 2018

Where: Mississippi Library Commission

Trainer: MLC Staff

Description: Modeled after Librarianship 101, this program is tailored especially for youth services staff across the state. Participants will be trained in topics such as program planning, collection development, reader's advisory, diversity, and more. This two-day workshop will be focused on how to apply these topics to working with kids and teens.

Class Size: 30

Contact Hours/CEUs: 12.0/1.2

Spring E-Rate Roundtables

When: Dates TBD

Where: TBD

Trainers: MLC Staff; ITS Staff

Description: These three annual roundtable sessions aid in maneuvering the E-Rate filing process. Any library staff interested in learning the E-Rate process is encouraged to attend any one of these sessions.

Class Size: 20 Per Session

Contact Hours/CEUs: N/A

Summer Library Program for Early Literacy "A Universe of Stories"

When: January 9, 2019

Where: Mississippi Library Commission

Trainer: Dee Hare, Northeast Regional Library System

Description: 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.

Class Size: 35

Contact Hours/CEUs: 3.5/35

Summer Library Program for Children: "A Universe of Stories"

When & Where: January 22: Mississippi Library Commission; February 7: Orange Grove Library, Gulfport; March 12: Robinson-Carpenter Memorial Library, Cleveland

Trainers: Ally Watkins and Mac Buntin, MLC

Description: Explore programming possibilities related to the 2019 summer library program theme, "A Universe of Stories," at one of three half-day workshops held across the state. 2019 celebrates the 50th anniversary of the first man on the moon, and this summer is all about space. Come explore the final frontier with us through books, games, crafts, and other activities. Participants will be asked to share their own ideas for activities and programs.

Class Size: 35

Contact Hours/CEUs: 3.5/.35



Autism Resources for Librarians

When: February 1, 2019

Where: Mississippi Library Commission

Presenters: Boswell Regional Center Staff; Madison County Library System Staff; Columbus-Lowndes Library System Staff

Description: A library of any size can build resources and modify programs to meet the needs of patrons with autism in their local community. This panel of medical and library professionals will provide resources, programming techniques, and other helpful information to assist librarians with building their knowledge and resources for serving individuals on the autism spectrum.

Maximum class size: 40

Contact Hours/CEUs: 3.5/.35

Summer Library Program for Young Adults: "A Universe of Stories"

When: March 7, 2019

Where: Mississippi Library Commission

Trainers: Ally Watkins, MLC, and Kayla Martin-Gant, Brandon Public Library

Description: 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, "A Universe of Stories."

Class Size: 40

Contact Hours/CEUs: 3.5/.35

Youth Services Mixer: Summer Library Programming

When: March 7, 2019

Where: Mississippi Library Commission

Facilitator: MLC Staff

Description: Youth Services staff are invited to gather for a 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 help them to plan for the summer months.

Class Size: 40

Contact Hours/CEUs: N/A

iPhone/iPad Filmmaking Workshop

When: April 18, 2019

Where: Mississippi Library Commission

Trainer: Susan Liles, MLC

Description: Short films are a fun, expressive, and free way to promote the things going on in your library. Bring your iPhone or iPad and be ready to learn the basics of filmmaking.

Class Size: 15

Contact Hours/CEUs: 3.5/.35



WORKSHOPS

Libraries and Privacy Workshop

When: May 3, 2019

Where: Mississippi Library Commission

Trainer: Ally Mellon, MLC

Description: In this workshop, learn how to secure your library! MLC's Ally Mellon discusses the latest tips and tricks on how to make your library as safe as possible and give your patrons as much privacy as you can.

Class Size: 40

Contact Hours/CEUs: 6/.06

Canva 101 Workshop

When: June 5, 2019

Where: Mississippi Library Commission

Trainer: Susan Liles, MLC

Description: Learn the basics to design your own publications with the free program, Canva! During this hands-on class, you will create your own piece to use to promote your library.

Class Size: 15

Contact Hours/CEUs: 3.5/.35

TECHNOLOGY ACADEMY

Technology Academy–Intermediate Excel

When: October 30, 2018

Where: Mississippi Library Commission

Trainer: Jamie Varner, MSU Extension Services

Description: An intermediate Microsoft Excel software class that is developed for individuals to learn about the fundamentals of an Excel worksheet (create, edit, format and print). The training class will be a lab environment with hands on creation, editing, and use of Excel sheets.

Class Size: 20

Contact Hours/CEUs: 2/.2

Technology Academy–Intermediate PowerPoint

When: February 5, 2019

Where: Mississippi Library Commission

Trainer: Jamie Varner, MSU Extension Services

An intermediate Microsoft PowerPoint class that is developed for individuals to learn the fundamentals of the PowerPoint software (presentations, graphics, slide shows), as well as to achieve more advanced PowerPoint skills. This training class will be a lab environment giving hands on experience developing a PowerPoint presentation.

Class Size: 20

Contact Hours/CEUs: 2/.2

Technology Academy–Computer Troubleshooting

When: March 15, 2019 ~ May 15, 2019

Where: Mississippi Library Commission

Trainer: Eahmon Jamison and Stephon Swilley, MLC

This class will focus on basic personal computer problem solving techniques for an unresponsive PC (startup), monitor, keyboard, mouse, sound, printer and hard drive. The training class will be presentation style with one on one follow-up discussion.

Class Size: 20

Contact Hours/CEUs: 2/.2

Technology Academy–WordPress

When: April 11, 2019 ~ June 12, 2019

Where: Mississippi Library Commission

Trainer: Alex Gant, Website Developer

Description: This Tech Academy session explores the world of WordPress. Basic website development and troubleshooting are the focus of this hands-on workshop.

Class Size: 20

Contact Hours/CEUs: 2/.2

WebJunction

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This publication is made possible in part by the Institute of Museum and Library Services under the provisions of the Grant to States Program as administered by the Mississippi Library Commission.