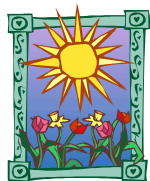


# NEFLIN WORKSHOP SCHEDULE



July - September 2010  
www.neflin.org



## BANDWIDTH MANAGEMENT IN THE LIBRARY

Does your library experience the "3 o'clock slowdown"? Do your patrons use up all available Internet bandwidth, and then some? You are not alone! Many libraries experience similar issues. Bandwidth management techniques can help. Such techniques allow technical staff to define the way network bandwidth is utilized.

Most modern routers, firewalls, and managed switches include bandwidth management features. Through proper activation and configuration of these features, network traffic related to library business can receive high priority access to available bandwidth. Public access patrons can be allocated Internet bandwidth in a fair way that does not compromise critical library services. Public wireless access can also be managed and controlled using these techniques. Establishing good bandwidth management within a library network is an important step toward the adoption of other advanced network technologies, such as VOIP and streaming media.

This workshop is intended to be useful and informative for both technical staff and their supervisors, and particularly for library staff members responsible for calling in outside sources of IT to solve problems.

Trainer: Mickey Boyd, MRBCNC, Inc.

Date: Friday, July 30

Time: 9:30 am - 4:00 pm

Location: NEFLIN

## PUBLIC RECORDS INFORMATION: FLORIDA'S BEST AT YOUR FINGERTIPS

Explore the most useful online public information resources in Florida. From the county circuit court clerk's office to the governor's office, you'll connect with resources that can help info seekers research property, criminal backgrounds, licensed professionals, health facilities, schools and much more. This hands-on session also will look at some of the better federal resources online that can be very useful for researchers.

Trainer: Joe Adams, Florida Times-Union

Date: Monday, September 13

Time: 9:30 am - 12:30 pm

Location: Millhopper Library, Gainesville

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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.

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### VALUING SCHOOL LIBRARIES

**Monday, July 12, 2:00 - 3:30 pm**

Often school media specialists and their libraries are the most vulnerable when school budgets get slashed. What can you do? First, you must be able to measure the value of your library and second, to be able to communicate that value and demonstrate your library's impact on the school and community. This webinar, developed in New Jersey and using WebJunction "Demonstrating Impact" documents, utilizes the "Valuing Libraries Toolkit" at <http://www.hrlc.org/funding/valuinglibs.htm>. It's a simple method to quickly calculate a library's return on investment and demonstrate its value.

After the webinar, participants will be able to:

- Describe what is valuable to customers, funders and stakeholders
- Execute a seven part strategic process
- Identify and quantify the library's value

Virtual Trainer: Joanne Roukens, Highlands Regional Library Cooperative, Denville, NJ

### KOHA OPEN SOURCE ILS SERIES WITH NICOLE ENGARD

**Attendees should have a basic knowledge of what Koha is, even if you have never used it.**  
See <http://koha-community.org/documentation/other-docs/> for tutorials and videos

**Tuesday, July 20, 10:00 am - 12:00 noon - *New Date***

#### **Koha Circulation and Patron Management**

In this two-hour live online session attendees will learn how to use the Koha ILS to manage both patrons and circulation. Topics include: adding and editing patrons; searching the catalog via the staff client and the OPAC; checking books in and out; placing and managing holds; and running circulation reports.

Virtual Trainer: Nicole C. Engard, Director of Open Source Education at ByWater Solutions

**Tuesday, August 10, 10:00 am - 12:00 noon**

#### **Koha Technical Services Management**

In this two-hour live online session attendees will learn how to Use the Koha ILS to perform technical services actions such as Cataloging and system administration. Topics include: setting general system preferences; managing basic system setup; both copy and original cataloging; and Koha tools.

Virtual Trainer: Nicole C. Engard, Director of Open Source Education at ByWater Solutions

**Tuesday, September 7, 10:00 am - 12:00 noon**

#### **Koha Advanced Functions**

In this two-hour live online session attendees will learn how to Use the Koha ILS to manage serials, acquisitions and reporting functionality. Topics include: adding vendors and budgets for acquisitions; adding serial subscriptions; placing and managing orders; and advanced reporting options.

Virtual Trainer: Nicole C. Engard, Director of Open Source Education at ByWater Solutions



# VIRTUAL TRAINING

## 20 QUESTIONS: EMPOWERING CONSUMERS

**Thursday, July 15, 10:00 am - 12:00 noon**

Tough economic times require that consumers educate themselves on the best deals and take measures to avoid being taken advantage of. In this two-hour online class, students will explore 20 of the best consumer action/protection/help resources that librarians use to find answers to questions like "I think my car has been recalled -- where do I find information on how to get repairs?" and "I'm considering a new dishwasher -- where can I find reviews and information on the most energy efficient models?" Students will then have the opportunity to explore consumer reference resources further in an after-class exercise. By the end of this class, students will be able to:

- Identify the best consumer reference tools online
- Use consumer reference resources to answer specific questions
- Assist patrons with consumer assistance reference questions more effectively

Virtual Trainer: Russell Palmer, Lyrasis

## BECOMING A LIBRARY AND INFORMATION PROFESSIONAL: ALL ABOUT GRADUATE SCHOOL

*Four sessions scheduled, register for one:*

- **Tuesday, July 20, 10:00 - 11:00 am OR 2:00 - 3:00 pm**
- **Thursday, July 22, 10:00 - 11:00 am OR 2:00 - 3:00 pm**

**Free to all**

Are you considering getting your Master's in Library and Information Studies? If you are working in a library or an organization that requires the expertise of an information professional and wondering what it would take to get a Master's Degree to become a Librarian, Information Professional or School Media Specialist then this informative workshop is for you. The presenters will cover the degree programs at Florida State University and University of South Florida and admission requirements, distance learning options, costs and financial aid availability.

Virtual Trainers: Dr. Christie Koontz, Florida State University, and Jessica Voss, University of South Florida

## 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.

Virtual Trainer: Linda Bruno, Library Consultant

## 20 QUESTIONS: TRAVEL REFERENCE

**Tuesday, July 27, 10:00 am - 12:00 noon**

Travel web pages are now widespread, but which travel resources will best point your library users in the right direction as they plan personal and business travel? In this two-hour online class, students will explore 20 of the best travel resources librarians (and Lyrasis traveling trainers!) use to answer questions like, "this hotel is really reasonable -- should I stay here?" and "I'm staying overnight in a really small town -- is there a gem of a local restaurant here?" Students will then have the opportunity to explore travel reference resources further in an after-class exercise.

Virtual Trainer: Russell Palmer, Lyrasis

# VIRTUAL TRAINING



More people than ever are using mobile devices for a wide variety of purposes including communication, internet access, text messaging, and entertainment. It is important that libraries provide services on these devices as use increases.

The Handheld Librarian III is a 2-day online conference - see the conference schedule at <http://www.handheldlibrarian.org/> and decide what sessions you want to watch, or plan to attend both days.

NEFLIN is sponsoring broadcast of the conference at several locations in our region:

- Jacksonville Public Library, Main Library Conference Level, 303 N. Laurel Street, Jacksonville
- St. Johns County Public Library, Ponte Vedra Branch Library, 101 Library Blvd., Ponte Vedra Beach
- Suwannee River Regional Library System, 1848 Ohio Avenue, Live Oak
- University of Florida, Smathers Library West, University Avenue, Gainesville
- University of North Florida, Thomas G. Carpenter Library, Jacksonville

## 20 QUESTIONS: GENEALOGY BASICS

**Tuesday, August 3, 2:00 - 4:00 pm**

Every day, more people become interested in knowing more about their family history. In this two-hour online class, students will explore 20 of the most commonly used genealogy web sites where librarians find answers to questions like, "I think my great, great uncle was a civil war soldier --where can I find out more?" and "I think my great, great grandmother Alice died in a fire in Chicago --where can I find her obituary?" Students will then have the opportunity to explore genealogy reference resources further in an after-class exercise.

Virtual Trainer: Russell Palmer, Lyrasis

## GET MORE DONE! TIME MANAGEMENT FOR LIBRARY STAFF

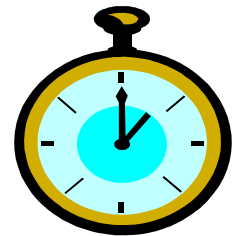
**Thursday, August 5, 2:00 - 3:30 pm**

Do any of these sound like you?

- Too much to do and not enough time?
- Out of balance?
- Stressed out?
- Procrastinating on important projects?
- Need a solution?

Sign up for this time management webinar! In this 90-minute session you will learn to identify time wasters and what you can do about them, examine strategies to defeat procrastination, learn tips and tools to improve time management. You will leave this session with a plan in place to immediately increase your own personal productivity!

Virtual Trainer: Lori Reed, Library Learning Consultant



# VIRTUAL TRAINING

## CLASSROOM MANAGEMENT TECHNIQUES FOR LIBRARIANS (2 DAYS)

**Wednesday - Thursday, August 11 - 12, 2:00 - 4:00 pm**

Librarians are teachers, too; however, library school students are not exposed to the wide-ranging “toolbox” of classroom management strategies teachers learned and apply every day. This four-hour class, which will be offered online in two-hour increments for two successive days, introduces a range of classroom management, teaching, and presentation techniques that librarians will apply in a variety of settings to keep classes motivated and on task.

By the end of this class students will be able to:

- Develop a teaching plan for a class
- Manage classroom discipline and control
- Implement a variety of teaching strategies to improve interaction
- Effectively integrate technology into teaching

Virtual Trainer: Russell Palmer, Lyrasis

## OCLC WEB SERVICES IN ACTION

**Tuesday, August 17, 11:00 am - 12:00 noon**

Have you wondered just what a web service is, and what it would mean to use one? Are you thinking of investing effort into building new systems that rely on web services, or enhancing an existing service with API-provided data? OCLC offers a variety of web services which can be used to extend library interfaces and improve user experiences. This session will provide an overview of the web services offered by OCLC and demonstrate real world applications of these web services in libraries. Come learn about services such as the WorldCat Search API, xISBN, WorldCat Registry and Identities.

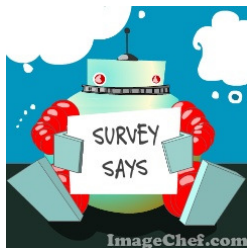
Virtual Trainer: Karen Coombs, OCLC

*See also “Web Services Bootcamp: Adding Value to Library Apps and Services”, p. 6*



## BASIC SURVEYS FOR LIBRARIANS

**Thursday, August 26, 2:00 - 4:00 pm**



In this two-hour live online class, students will learn the basics of survey design. Libraries need to continuously take the pulse of their user population. Librarians also conduct surveys for professional research. In this class, students will explore survey design basics, and learn a variety of ways in which surveys can be distributed for completion, including the use of Web 2.0 tools. By the end of this class students will be able to:

- Write effective survey questions
- Use online survey tools like Zoomerang to create surveys and manage survey results
- Distribute surveys to the user population effectively in a variety of formats

Virtual Trainer: Russell Palmer, Lyrasis

## 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 Trainer: Linda Bruno, Library Consultant

# VIRTUAL TRAINING

## 20 QUESTIONS: NEW IN TOWN

**Wednesday, September 8, 10:00 am - 12:00 noon**

Accurate answers for new patrons or those new in town questions can be difficult to find. In this two-hour online class, students will explore 20 web pages librarians use to find answers to questions like, "Where can I find a new doctor?" and, "How can I find out if my house is on the historical register?" Students will then have the opportunity to explore reference resources further in an after-class exercise. Virtual Trainer: Russell Palmer, Lyrasis

## WEB SERVICES BOOTCAMP: ADDING VALUE TO LIBRARY APPS AND SERVICES

**Monday, September 20, 1:00 - 2:30 pm**

Are you a solo web developer with an interest in learning basic web scripting? A newbie thrown into your library web programming role because nobody else raised their hand? Somebody with a little more experience, but always looking to improve your knowledge of web services? This webinar is for you. We'll work through the basics of web services, simple to use embed code, and highlight resources to continue learning. Our emphasis will be on mashups and web services as a means to practice these skills. Come learn how to incorporate the "web of data" into your library applications and services. Topics covered include:

- Why web services for libraries?
- What do we gain in the move to "mashup"?
- Define the major terms of web services
- Resources for learning: wizard and tools (Yahoo Pipes, Google Code Playground)
- Code samples for downloading and practicing

Featured code samples include:

- Image mashups using javascript and the Flickr API
- Simple data visualizations with the Google Chart API
- Video mashups using the YouTube and blip.tv API
- Search suggestions using the Yahoo BOSS API
- Mapping data with the Google Maps API
- Bestsellers and Movie Reviews with the New York Times API
- Movie Reviews with the New York Times API

Virtual Trainer: Jason Clark, Montana State University Libraries

*See also "OCLC Web Services in Action", p. 5*

Google code



## 20 QUESTIONS: CONSUMER HEALTH RESOURCES

**Thursday, September 23, 10:00 am - 12:00 noon**

Health information on the web is plentiful, however, finding the best resources is an intimidating challenge. In this two-hour online class, students will explore answers to 20 consumer health reference questions like, "Can you help me find a resource that evaluates the quality of care at nursing homes in my area?" and "Is there conclusive evidence that Echinacea is an effective immune system stimulator?" Students will have an opportunity to explore consumer health reference resources further in an exercise after class.

Virtual Trainer: Russell Palmer, Lyrasis

## E-GOVERNMENT INTEREST GROUP: GET HELP WITH GOVERNMENT SERVICES @ YOUR PUBLIC LIBRARY

**Friday, September 24, 10:00 am - 12:00 noon**

Florida is leading the nation in providing e-government services to library customers. Join us at this session to learn about e-government services and programs being offered at some of Florida's public libraries. You'll find out how Florida residents are getting the help they need finding jobs and obtaining government services at their local public library. Virtual Presenter: Nancy Fredericks, E-Government Services Manager, Pasco County Public Library Cooperative

**Free to all**

# 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

#### Basic Budgeting

This course will help you to understand the budget process and the components that make up a library's budget. This tutorial and its two companion courses (Understanding Budgets and Financial Management) will take the mystique out of budgeting and put you in control of the budget. By completing this course, you will learn about:

- Budget components (personnel, materials, operations, internal, and capital)
- Forecasting and analysis
- Budget preparation and presentation
- Public hearings and budget adoption
- The budget cycle
- Budget revision (cuts and increases)
- The revision process

Virtual Trainer: Arlita Harris

#### Improving Co-Worker Relations

Do you need some fresh ideas to help resolve library workplace issues? This course is based on proven theories of communication. In just an hour or two, this course will give you some fresh perspective on strengthening communication weaknesses in your library, along with some practical tools to tackle specific co-worker problems you may be worrying about today. After completing this course, you will be able to:

- Understand the different communication techniques of fellow worker
- Evaluate when a problem is a personal issue, versus a personnel issue
- Discover ways to realistically cope with difficult situations
- Criticize one another effectively, in a creative and positive atmosphere
- Disagree and still get along
- Realize that different ideas often lead to positive outcome, even if we don't see it at the time
- Deal with situations where not everyone is doing his/her job
- Reduce stress among busy co-workers
- Succeed in building valuable new relationships with difficult co-workers

Virtual Trainer: Pat Wagner

#### Reaching Reluctant Readers

The term reluctant reader refers to young people who can read with some independence, but choose not to. Reluctant readers do not select books from the library easily. They may start many books, but rarely, if ever, finish one. They are not engaged with reading, they do not choose it as a leisure time activity, and they try to avoid it when it is expected of them in school or at home. There are a variety of reasons these students have a negative attitude towards reading and with some form of motivation it is possible to get the student to re-engage with the process of reading. After this class, you will be able to:

- Recognize reluctant readers
- Enhance the library environment so that it welcomes the reluctant reader
- Design programs that engage the reluctant reader, or those who may become reluctant readers
- Design programs that tap teachers' knowledge about reluctant readers
- Know resources that appeal to reluctant readers and professional resources that will offer further suggestions

Virtual Trainers: June Locke and Martha Morrill

# JULY WORKSHOPS

## LIBRARY TOUR: PROCTOR LIBRARY AND FLAGLER COLLEGE

Join us for a tour of this academic jewel that includes both the Proctor Library and highlights of the distinctive Flagler College campus. Open in 1996 and designed to model the architectural elements of the historic campus, the 60,000 square foot library offers both an elegant and aesthetic environment to all users while at the same time providing the latest and most current information services and technology.



Legacy Tours of Flagler College will highlight the architectural heritage of the former Hotel Ponce de Leon, listed as a National Historic Landmark and considered one of the finest examples of Spanish Renaissance architecture. The tour includes the Rotunda where you'll stare up into an 80-foot domed ceiling supported in part by eight ornately carved oak caryatids, the Dining Hall where 79 of Louis Comfort Tiffany's stained glass windows are displayed, and the Flagler Room, originally the hotel's Grand Parlor, where visitors gaze upon Tiffany Austrian crystal chandeliers, a massive onyx Thomas Edison clock - one of the first ever to be used in a public building - and a historical photo gallery of the Flagler family.

Host: Michael Gallen, Library Director  
Date: Wednesday, July 14  
Time: 1:00 - 3:30 pm  
Location: William L. Proctor Library, Flagler College  
44 Sevilla Street, St. Augustine, FL

*Free to all*

## EXCEL 2007

Is Excel 2007 making you crazy? Register for one or both 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 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**

## EBOOKS AND THE IMPACT ON LIBRARY PROCESSES

Have you ever wondered what would happen if your physical collection were reduced or even eliminated?

Ebooks have become a mainstream media format. What impacts might this have on internal processes and workflows? In this workshop, you will have an opportunity to experience a process improvement project using the Six Sigma methodology, role play the project team and take an in depth look at ebooks, ebook readers, and services designed to support the next evolutionary step in library collection development.

Trainer: Michael Kucsak, University of North Florida  
Date: Thursday, July 22  
Time: 9:00 am - 12:00 noon  
Location: NEFLIN

## FREE LEGAL RESOURCES

What do you do when patrons ask for legal information? This workshop gives you the answers. Course content includes:

- An introduction to fast and easy legal reference for non-law librarians using free online services
- A basic introduction to legal materials patrons may need help with at a public reference desk including cases, statutes and regulations
- An explanation of what the best online free legal resources are and how to effectively use these resources
- An explanation of the unlicensed practice of law and how it effects librarians providing legal reference to public patrons.

Trainers: Patricia Morgan, Lawton Chiles Legal Information center, University of Florida, and Lisa Parisi, Florida Coastal School of Law  
Date: Tuesday, July 27  
Time: 9:00 am - 12:00 noon  
Location: NEFLIN



# AUGUST WORKSHOPS

## EMOTIONAL INTELLIGENCE: WHAT IT IS AND WHY IT MATTERS IN YOUR WORKPLACE

Emotional Intelligence – maybe you've heard the term, but what in the world does it mean? The short answer is simply being intelligent about emotions – yours and others'. The longer – and much more interesting – answer will fascinate you:

- What are emotions anyway?
- Are we even aware of them when they happen?
- Can we control them?
- How do they affect our relationships?
- Why does Emotional Intelligence matter?
- What are the elements of Emotional Intelligence and how do each of those elements affect my life?
- Can we improve our Emotional Intelligence?

Participants will learn and begin to master:

- An understanding of Emotional Intelligence and how it affects our relationships
- What part our emotions play in how we interact with others
- How to identify the elements of Emotional Intelligence
- Specific tips for enhancing Emotional Intelligence
- You'll also receive a helpful resource list for more information on the topic

Trainer: Linda Bruno, Library Consultant

Date: Wednesday, August 18

Time: 9:00 am - 4:00 pm

Location: Marion County Public Library, Ocala

## DRUPAL: BUILDING AND UNDERSTANDING VIEWS

This course covers one of the most popular and useful modules for the Drupal content management system. The Views module allows site administrators to create customized lists of content for use in various places. The Views module can output these content lists as pages, blocks, RSS feeds, slideshows, and numerous other formats.



This workshop will introduce participants to the basics of creating simple views through the creation of complex views involving multiple content types as well as teaching participants how to leverage the power of Views arguments.

Views can also be used as powerful tools for site administration, custom search interfaces, and dynamic displays. As time permits, the workshop will also introduce modules related to Views that can provide different style outputs and bulk operations.

Suggested Prerequisites: The ability to add/edit/delete content/comments/users from a Drupal site.

**Optional: Bring your laptop with Drupal already installed to follow along and make it hands-on.**

Trainers: Mike Anello and Ryan Price, DrupalEasy

Date: Thursday, August 19

Time: 9:00 am - 4:00 pm

Location: NEFLIN

## MAP CATALOGING

Map cataloging provides all kinds of spatial information to describe maps: scale, projection, source, place names, etc. in addition to the usual non-spatial information: title, author, subject (non-geographic) terms, type, situation date, etc. Cataloging and the creation of metadata are



very detail-oriented, we hope to provide an understanding of the work that is involved in cataloging cartographic materials. Cartographic materials are cataloged according to the latest national standards for descriptive content and punctuation, including: *Anglo-American Cataloguing Rules* and *Cartographic Materials: a Manual of Interpretation for AACR2*. To demonstrate what is involved in cataloging maps, one must understand the need for providing spatial data as the basis for geographic information retrieval.

Attendees will learn:

- Format differences between books and maps
- Basic descriptive information
- Coordinates information
- Importance of 500 field notes for maps
- Assigning map call numbers
- Sources for consulting

Trainers: Jorge Gonzalez, Jimmie Lundgren and Susan Constantine, University of Florida

Date: Friday, August 20

Time: 9:00 am - 12:00 noon

Location: Santa Fe College, Lawrence W. Tyree Library, Gainesville

# AUGUST - SEPTEMBER WORKSHOPS

## EXCELLENCE IN CUSTOMER SERVICE

Is it time for a customer service refresher at your library? Join motivating trainer Andrea Giggetts for a workshop that focuses on the library service issues you need most.

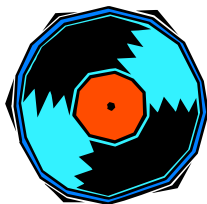
In the morning we'll look at "Solving Customer Problems." You will learn how to quickly identify the style of the customer so you can speak their language," customer friendly language that keeps the customer from becoming upset, and how to effectively solve problems and even benefit from complaints.

In the afternoon, the focus is on "Creating an Exceptional Service Environment." Here we'll look at creating the necessary foundation for customer service, including service vision statements, the processes and systems necessary to support exceptional customer service, and how to be a role model for everyone in your organization.

Trainer: Andrea Giggetts, Giggetts & Associates  
Date: Tuesday, August 24  
Time: 9:30 am - 4:30 pm  
Location: Millhopper Library, Gainesville

## ZINES, RECORDS AND ROCK N' ROLL: ALTERNATIVE MEDIA IN LIBRARIES

Zines are independently self-published pamphlets covering a large number of topics and formats. Readers love the personal quirkiness of zines and the idiosyncrasies of the medium encourage involvement and an open-minded approach to life. Last year, the Jacksonville Public Library began a circulating collection of zines and they will present a hands-on seminar about how to create and promote a zine collection in your library. Special emphasis will be given to utilizing zines for outreach and programming for children and 20 – 40 year old adults.



Trainers: Andrew Coulon, Joshua Jubinsky, Matthew Moyer and Jessica Whittington, Jacksonville Public Library  
Date: Wednesday, August 25  
Time: 9:00 am - 12:00 noon  
Location: NEFLIN

## HANDS-ON ART FOR LIBRARIANS

Are you asked to host arts and crafts at your library and you're not "artsy"? This hands-on workshop for both youth and adult services librarians will help you come up with creative art programs and gain confidence in facilitating them. We will learn different art techniques and make projects that are successful with kids and their parents. Everyone will leave with a portfolio full of projects, lesson plans and list of resources.



Trainer: Marie Myers, Jacksonville Public Library  
Date: Tuesday, August 31  
Time: 9:00 am - 4:00 pm  
Location: Jacksonville Main Library, Jacksonville

## POPULAR TRENDS IN READING: READER'S ADVISORY FOR AUDIOBOOKS, HORROR AND WOMEN'S FICTION

Libraries are seeing a surge in leisure reading and listening during these difficult economic times. Learn the different appeal elements for audiobooks and some of fiction's most requested genres. Participants will learn the characteristics and appeals of the genres and how to discuss and suggest titles with readers.

Trainer: Kaite Stover, Kansas City Public Library  
Date: Friday, September 10  
Time: 9:00 am - 4:00 pm  
Location: NEFLIN

# NEFLIN

Annual Meeting  
Friday, September 17  
Watch for more details  
coming soon!



# SEPTEMBER WORKSHOPS

## UNDERSTANDING AND MAPPING FLORIDA COMMUNITIES

Using new tricks and tools available from the US Census Bureau, learn to easily and quickly compile detailed demographic profiles of Florida communities including compelling maps showing insightful demographic trends and patterns.

The US Census Bureau recently released new data from the American Community Survey – learn how to understand and use the latest demographic information available.

### American Community Survey (ACS)



You'll learn to create a compelling demographic profile of the Florida community of your choice, including:

- In-depth demographic studies using current census data
- Valuable data for each census tract / block group in the specific area of interest
- What information is available on new surveys and how to easily extract data

Included is instruction on the power of using GIS (Geographic Information System) mapping to overlay data from your organization's internal databases with detailed local demographic maps. GIS is a powerful tool – allowing you and patrons to graphically display insightful trends and patterns not visible in any other way. Workshop participants will receive:

- A workbook and resource CD with step-by-step guides on creating a compelling, detailed demographic study specific to your community/target population
- Sample Florida data showing detailed demographic trends
- Sample GIS (computer) maps for Florida Counties and a free GIS map browser – ArcExplorer and ArcReader

Trainer: Richard Miller, Calm River Demographics

Date: Wednesday, September 22

Time: 9:00 am - 4:00 pm

Location: NEFLIN

## IT'S A TWEEN THING

Not sure what to do with your "tween" customers? Their too old for the kids stuff and too young for teens. Well, join us to learn cool and creative art programs that will sure catch their attention! From Duct Tape creations to fused plastic bags and much more!

Trainer: Marie Myers, Jacksonville Public Library

Date: Tuesday, September 28

Time: 9:00 am - 12:00 noon

Location: NEFLIN



## YOUNG ADULT INTEREST GROUP: SERVING TEENS IN LIBRARIES

How do libraries provide outstanding services to Teens? How do you? Using the DVD "Serving Teens in Libraries" as a reference, this discussion based Interest Group will cover key factors in providing successful services, including:

- Attitude and Respect
- Programming
- Making Teen Spaces
- Hiring: A Different Approach
- PR and Marketing
- Security
- Help from Partnerships and Grants
- Getting Staff on Board

Facilitator: Diane Colson, Alachua County Library District

Date: Tuesday, September 28

Time: 1:00 - 4:00 pm

Location: NEFLIN

# 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 waiting list. To register more than two staff for a workshop, email [register@neflin.org](mailto: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](mailto: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 reminder 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](mailto:register@neflin.org)) or phone (904-278-5620).

No-show penalties are charged for all workshops, including those that are free to attend. Each NEFLIN member library, regardless of membership level, receives 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 following 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](mailto: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

Valuing School Libraries: Live Online	<input type="checkbox"/> July 12, 2:00 - 3:30 pm on your DESKTOP
Koha Circulation and Patron Management: Live Online	<input type="checkbox"/> <b>July 20</b> , 10:00 am - 12:00 noon on your DESKTOP
Library Tour: Flagler College	<input type="checkbox"/> July 14, 1:00 - 3:30 pm at Flagler College
20 Questions: Empowering Consumers: Live Online	<input type="checkbox"/> July 15, 10:00 am - 12:00 noon on your DESKTOP
Excel 2007: Level 2	<input type="checkbox"/> July 19, 10:00 am - 5:00 pm at Clay County Headquarters Library, Fleming Island
Becoming a Library and Information Professional: All About Graduate School: Live Online (offered 4 times)	<input type="checkbox"/> July 20, 10:00 - 11:00 am on your DESKTOP <input type="checkbox"/> July 20, 2:00 - 3:00 pm on your DESKTOP <input type="checkbox"/> July 22, 10:00 - 11:00 am on your DESKTOP <input type="checkbox"/> July 22, 2:00 - 3:00 pm on your DESKTOP
Ebooks and the Impact on Library Processes	<input type="checkbox"/> July 22, 9:00 am - 12:00 noon @ 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
20 Questions: Travel Reference: Live Online	<input type="checkbox"/> July 27, 10:00 am - 12:00 noon on your DESKTOP
Free Legal Resources	<input type="checkbox"/> July 27, 9:00 am - 12:00 noon @ NEFLIN
Handheld Librarian: Online Conference	<input type="checkbox"/> July 28-29, times tba, various locations
Bandwidth Management in the Library	<input type="checkbox"/> July 30, 9:30 am - 4:00 pm @ NEFLIN
20 Questions: Genealogy Basics: Live Online	<input type="checkbox"/> August 3, 2:00 - 4:00 pm on your DESKTOP
Get More Done! Time Management for Library Staff: Live Online	<input type="checkbox"/> August 5, 2:00 - 3:30 pm on your DESKTOP
Koha Technical Services Management: Live Online	<input type="checkbox"/> August 10, 10:00 am - 12:00 noon on your DESKTOP
Classroom Techniques for Libraries: Live Online	<input type="checkbox"/> August 11-12, 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

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

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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

OCLC Web Services in Action: Live Online	<input type="checkbox"/> August 17, 11:00 am - 12:00 noon on your DESKTOP
Emotional Intelligence: What It Is and Why It Matters in Your Workplace	<input type="checkbox"/> August 18, 9:00 am - 4:00 pm @ Marion County Public Library, Ocala
Drupal: Building and Understanding Views	<input type="checkbox"/> August 19, 9:00 am - 4:00 pm @ NEFLIN
Map Cataloging	<input type="checkbox"/> August 20, 9:00 am - 12:00 noon @ Santa Fe College, Gainesville
Excellence in Customer Service	<input type="checkbox"/> August 24, 9:30 am - 4:30 pm @ Millhopper Library, Gainesville
Zines, Records and Rock n Roll: Alternative Media in Libraries	<input type="checkbox"/> August 25, 9:00 am - 12:00 noon @ NEFLIN
Basic Surveys for Librarians: Live Online	<input type="checkbox"/> August 26, 2:00 - 4:00 pm on your DESKTOP
Supervisory Skills: Who's Leading and Who's Following?: Live Online	<input type="checkbox"/> August 30, 2:00 - 4:00 pm on your DESKTOP
Hands-on Art for Librarians	<input type="checkbox"/> August 31, 9:00 am - 4:00 pm at Jacksonville Main Library
Koha Advanced Functions: Live Online	<input type="checkbox"/> September 7, 10:00 am - 12:00 noon on your DESKTOP
20 Questions: New in Town: Live Online	<input type="checkbox"/> September 8, 10:00 am - 12:00 noon on your DESKTOP
Popular Trends in Reading: Readers' Advisory for Audiobooks, Horror and Women's Fiction	<input type="checkbox"/> September 10, 9:00 am - 4:00 pm @ NEFLIN
Public Records Information: Florida's Best at Your Fingertips	<input type="checkbox"/> September 13, 9:30 am - 12:30 pm @ Millhopper Library, Gainesville
Web Services Bootcamp: Adding Value to Library Apps and Services: Live Online	<input type="checkbox"/> September 20, 1:00 - 2:30 pm on your DESKTOP
Understanding and Mapping Florida Communities	<input type="checkbox"/> September 22, 9:00 am - 4:00 pm @ NEFLIN
20 Questions: Consumer Health Resources: Live Online	<input type="checkbox"/> September 23, 10:00 am - 12:00 noon on your DESKTOP
E-Government Interest Group: Get Help with Government Services @ Your Library: Live Online	<input type="checkbox"/> September 24, 10:00 am - 12:00 noon on your DESKTOP
It's a Tween Thing	<input type="checkbox"/> September 28, 9:00 am - 12:00 noon @ NEFLIN
Young Adult Interest Group: Serving Teens in Libraries	<input type="checkbox"/> September 28, 1:00 - 4:00 pm @ NEFLIN

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