



# WINTER CLASS SCHEDULE 2010

The LYRASIS Winter Class Schedule lists classes covering various areas of librarianship as well as other topics. Great opportunities for learning await you. Take a look!

# NEW CLASSES

## Advanced Digital Stewardship (Live Online)

A step-by-step approach to tackling digital preservation. We will begin with an overview of best practices for creating preservation-worthy digital content. Participants will then learn how to do an assessment of their own institutional organization and material, and begin development of an institutional preservation policy. Lastly, we will review the PREMIS metadata model with an eye towards developing collection-level metadata.

## Digital Workflow Management & Tools (Live Online)

Keeping digitization projects within scope requires a well-managed workflow. This course offers strategies and tools for digital lab managers, project coordinators, and scanning technicians to maintain their workflow and stay on track. We will examine the entire digitization process (including implementation of a color managed workflow), and explore ways to optimize the process. Also included will be an overview of available project management tools and post-processing software.

## Sustainability for Digitization Projects & Programs (Live Online)

One of the biggest challenges facing libraries today is the long-term sustainability of a digital library project or program. This course will examine what constitutes a “sustainable” model-- what preservation practices need to be instituted, and how best to achieve them. We will explore various business models, from cost-recovery operations to inter-institutional collaborations, to support and sustain digital programs over the long-haul.

## LibraryThing (Live Online)

In this two-hour course, learn about LibraryThing, a social cataloging and social networking Web site, that is available to use as a cataloging tool. LibraryThing can be a short-term solution for libraries who do not have local systems or for those who are interested in adding a “social” aspect to their catalogs.

## Open Access Scholarly Publications: An Overview (Live Online)

Open access resources create access points for scholarly articles and other research materials offered free online.

Some scholarly resources that have traditionally been available as published print scholarly journals are now available online for free!

The success of the World Wide Web as a low cost way for scholars to share their work has also fueled the creation of many online only open access publications. Groups of scholars also work to create other shared collections of scholarly materials and research in open access depositories.

In this two hour online class, we will explore major aspects of open access, including collection types, document types, contribution of content, scholarly review and acceptance of open access titles and the use of open access tools for research and reference.

### **After this class, students will be able to:**

- Define open access scholarly publishing
- Identify the major players providing access to open access scholarly materials, including traditional publishers, universities and colleges, online only journals, government agencies and more
- Use open access materials for reference and research
- Understand peer review, quality control and other environmental factors effecting the acceptance of open access material
- Contribute to open access publications in the field of library and information science

Creating your Next Generation Web Site Using Open Source Software etc.etc. is RENAMED and REWRITTEN—essentially it's a new class; please replace it with the following:

## Open Source For Your Library's Web Site (Live Online)

Description: As the Open Source and Free Software movements gain ground, more and more open-source options are becoming available to libraries. In this two-day online class, will discuss what Open Source does and doesn't mean, and will introduce a variety of different types of library applications (with an emphasis on web site tools) for which there are open-source versions available.

### **Learning Outcomes: After taking this class, you will be able to:**

- Understand and discuss the principles of Open Source systems
- Consider and evaluate the use of Open Source tools for your library's web site
- Name and recognize several types of Open Source systems and specific tools
- Consult support groups and resources promoting the use of Open Source tools in libraries

## Introduction To Reference Skills (Live Online)

Description: This two-day online class will provide a basic background for library staff working with the public. Although it focuses on the needs of a reference librarian, anyone in the library who interacts with patrons can learn from the topics covered.

Topics to be discussed include the reference interview, dealing with patrons, phone/e-mail/in-person etiquette, and an overview of basic reference resources.

**Learning outcomes: After taking this class, you will be able to:**

- Meet the basic demands of reference work
- Understand the role of reference service
- Conduct a successful reference interview
- Choose and use appropriate reference tools

## Green Your Operations 15 Ways (Live Online)

Description: Going green is all the rage. It results in good PR, good feelings, and economic savings. But how to do it? In this two-hour online class, we will discuss a variety of feasible, concrete steps you can take to green up your library operations without renovating your building or systems.

**Learning outcomes: After taking this class, you will be able to:**

- Understand the impact of operations on environmental footprint
- Assess and modify your library operations for environmental benefit
- Consult groups and resources supporting sustainable operations

## Oh, the Places You'll Go: Creating Streams of Information for Research Pathfinders 2.0 (Live Online)

How can librarians, whether you work in a public, academic, or school library setting, create research pathfinders (also known as subject guides) that are dynamic and organic?

This two hour class will show you how to incorporate free web 2.0 tools that will bring your research pathfinders to life by incorporating free resources such as widgets, RSS feeds, mashups, cloud computing, videos, and social bookmarking to create streams of quality information to your library patrons. We will also examine the concept of social scholarship and how to incorporate non-traditional social media sources of information, such as blogs, Twitter streams, podcasts, and YouTube into your subject guides. In addition, we will look at free tools you can use to host these information portals.

**At the end of this class, participants will be able to:**

- Identify Web 2.0 tools that can be used to embed and stream information
- Explore the concept of social scholarship and how to incorporate social media as authoritative information into research pathfinders
- Identify free resources for creating information portals on specific topics.
- Identify free tools for hosting research pathfinders

## Introduction to Drupal for Libraries (Live Online)

Drupal is an opensource CMS (Content Management System) that can not only manage the content of the website, but can make changing the overall design and structure of a website easier. This two-hour distance education class will introduce Drupal, provide an overview of the fundamental differences between traditional web design and CMS driven websites, and explore what libraries (and others!) are doing with Drupal. This introductory online class will focus on the basics of Drupal and Content Management Systems, share many Drupal and CMS resources, and suggestions for getting started.

### **You will learn:**

- The basic features of a Content Management System website
- Drupal structure, terminology, and features
- Pros and cons of Drupal
- How to get started
- Best practices
- Inspirational Drupal websites

This class will include some hands-on activities.

### **Intended Audience:**

Library staff or IT staff interested in exploring Drupal. No experience with Drupal is needed.

## Introduction to Metadata for Cultural Heritage Organizations (Live Online)

Cultural heritage organizations such as libraries, archives, and museums use metadata to help describe, provide discovery services on, and preserve the physical resources and digital objects under their purview. This class will introduce the basic concepts underlying metadata applications in cultural heritage institutions such as the distinctions between structure standards, content standards, and controlled vocabularies; and metadata standards by function such as descriptive, technical, and structural metadata. It will then extend these concepts to provide advice on choosing among the many metadata standards available, implementing these standards, and sharing metadata beyond the local institution.

## Introduction to PREMIS (Live Online)

This two hour live online class will introduce you to the concepts and data model of the PREMIS Data Dictionary for Preservation Metadata.

Determining metadata needs is one of the most vexing processes in the implementation of a digital preservation strategy. How much information do you need to store about the preservation of each digital object? How will you store that information in your archiving system? How do you make your needs a reality given the tools and resources at your disposal? The PREMIS (Preservation Metadata: Implementation Strategies) Data Dictionary describes a core set of preservation metadata elements and guidelines for implementing those elements. This two hour live online class will introduce you to the concepts and data model of the PREMIS Data Dictionary for Preservation Metadata.

### **As a participant in this class, you will:**

- Learn the history of the PREMIS standard and how it is being implemented today.
- Gain a working knowledge of the PREMIS Data Dictionary elements and model.
- Explore how PREMIS may fit into your institution's preservation strategy.

## New On-Demand Classes

Available Feb 1, 2010:

### Preventative Preservation (On Demand)

When materials are released to the stacks, we process those materials to be shelf ready. Do you ever wonder if there are preventative steps we can take when we process these items to help preserve them? There are some steps we can take in technical services and even circulation to help preserve materials.

In this class, we'll review the 8 major formats of materials and investigate the preventative preservation measures we can take from acquisitions to technical processing through check-out.

There are no prerequisites for this class. This is a self-paced course.

# OVERVIEW: Class Schedule

## **20 Questions: Art Resources (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 2 (10AM to 12PM)

## **20 Questions: Business Resources (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, January 27 (2PM to 4PM)

- Tuesday, February 9 (2PM to 4PM)

## **20 Questions: Consumer Health Resources (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, February 18 (2PM to 4PM)

## **20 Questions: Empowering Consumers (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

Tuesday, March 16

2PM to 4PM

## **20 Questions: History Resources (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, February 4 (2PM to 4PM)

## **20 Questions: Music Resources (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 9 (10AM to 12PM)

## **20 Questions: Ready Reference (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, January 21 (2PM to 4PM)

## **20 Questions: Reference Resources for Kids (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, March 9 (10AM to 12PM)

## **20 Questions: Science Resources (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, February 25 (10AM to 12PM)

## **20 Questions: Successful Strategies for JobSearchers (Live Online)**

Instructor: Julie LaDell-Thomas

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, March 23 (2PM to 4PM)

## **20 Questions: U.S. Government Information (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, January 26 (2PM to 4PM)

- Wednesday, March 17 (2PM to 4PM)

## **Accidental Original Cataloger Practicum**

Instructor: Margaret Lourie

\$220(Member)

\$270(Non-member)

Bowdoin College Library

Brunswick, ME

- Tuesday, March 23 (9:30AM to 3:30PM)

## **Advanced Digital Stewardship (Live Online)**

Instructor: Danielle Mericle

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, February 24 (10AM to 12PM)

**Please Note:** All live online classes are advertised in Eastern time.

**Advanced Local Holdings Maintenance (Live Online)**

Instructor: David Greenebaum

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, March 23 to Wednesday, March 24 (2PM to 4PM)

**Advocacy: Community (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, February 11 (10AM to 12PM)

**Advocacy: Public Officials (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, January 21 (10AM to 12PM)

**Advocacy: The Media (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, January 28 (10AM to 12PM)

**Advocacy: What is it? (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, January 12 (10AM to 12PM)

**Alphabet Soup: Metadata Overview**

Instructor: Margaret Lourie

\$220 (Member)

\$270 (Non-member)

LYRASIS-New England Office

Southborough, MA

- Wednesday, March 17 (9:30AM to 3:30PM)

**ArchivalWare Guided Tour (Live Online)**

Instructor: David Greenebaum

\$0(Member)

\$0(Non-member)

Distance Education

- Thursday, January 14 (10AM to 11AM)

**Archives Preservation (Live Online)**

Instructor: Alix Bentrud

\$220(Member)

\$220(Non-member)

Distance Education

- Thursday, February 4 with mandatory follow-up sessions on Thursday, February 11 and 18 (2PM to 4PM)

**Basic Digital Stewardship (Live Online)**

Instructor: Alix Bentrud

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, March 31 (2PM to 4PM)

**Basic MARC Tagging for Books (Live Online)**

Instructor: Jenny Liberatore

\$170(Member)

\$220(Non-member)

Distance Education

- Wednesday, March 3 to Thursday, March 4 (10AM to 12PM)

**Basic MARC Tagging for Serials (Live Online)**

Instructor: Jenny Liberatore

\$170(Member)

\$220(Non-member)

Distance Education

- Wednesday, February 3 to Thursday, February 4 (2PM to 4PM)

**Basic Surveys for Librarians (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 16 to Wednesday, February 17 (2PM to 4PM)

**Before You Begin: Becoming a Public Library Director (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, February 17 to Thursday, February 18 (2PM to 4PM)

**Caring for Originals During Scanning Projects (Live Online)**

Instructor: Alix Bentrud

\$120(Member)

\$120(Non-member)

Distance Education

- Wednesday, January 27 (10AM to 12PM)

**Caring for Scrapbooks (Live Online)**

Instructor: Jessica Leming

\$120(Member)

\$120(Non-member)

Distance Education

- Tuesday, February 16 (10AM to 12PM)

**CatExpress (Live Online)**

Instructor: Jennifer Bielewski

\$120(Member)

\$170(Nonmember)

Distance Education

- Wednesday, January 13 (2PM to 4PM)

**Cataloging: Core and Minimal-Level Records (Live Online)**

Instructor: Jennifer Bielewski

\$100(Member)

\$140(Non-Member)

Distance Education

- Tuesday, February 2 (2PM to 3PM)

**Cataloging Basics: Description (Live Online)**

Instructor: Jennifer Bielewski

\$170(Member)

\$220(Non-Member)

Distance Education

- Wednesday, March 24 to Thursday, March 25 (10AM to 12PM)

**Cataloging for Non-Catalogers (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, January 12 (2PM to 4PM)
- Tuesday, March 30 (10AM to 12PM)

**Changes Ahead with AACR2, RDA, and FRBR (Live Online)**

Instructor: Glen Wiley

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, January 19 (10AM to 12PM)
- Thursday, February 4 (2PM to 4PM)
- Thursday, March 18 (10AM to 12PM)

**Classroom Management for Librarians (Live Online)**

Instructor: Russell Palmer

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, March 2 to Wednesday, March 3 (10AM to 12PM)

**Demonstrating Value Evaluating Library Services (Live Online)**

Instructor: David Greenebaum

\$220(Member)

\$270(Non-member)

Distance Education

- Wednesday, January 20 to Friday, January 22 (2PM to 4PM)

**Developing a Disaster Plan (Live Online)**

Instructor: Jessica Leming

\$220(Member)

\$220(Non-member)

Distance Education

- Wednesday, February 17 to Wednesday, March 3 (2PM to 4PM)

**Digital Collections: Where to Begin? (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, February 4 (10AM to 12PM)

**Digital Library Program Development (Live Online)**

Instructor: Emily Gore

\$220(Member)

\$220(Non-member)

Distance Education

- Wednesday, February 10 to Friday, February 12 (2PM to 4PM)

All preservation classes have been subsidized, thanks to support from the National Endowment for the Humanities (NEH) Division of Preservation and Access.

**Digital Workflow Management & Tools (Live Online)**

Instructor: Danielle Mericle

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, January 26  
(10AM to 12PM)

**E-Resource Licensing: Overview and How-to for the Non-Lawyer (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, February 18  
(2PM to 4PM)

**E-Resource Wrangling: An Introduction to ERMS (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, February 18  
(10AM to 12PM)

**Emergency 911: Decision Making for Managers (Live Online)**

Instructor: Alix Bentrud

\$120(Member)

\$120(Non-member)

Distance Education

- Wednesday, January 27  
(2PM to 4PM)

**Emerging Technologies for Library Managers (Live Online)**

Instructor: Jenny Liberatore

\$170(Member)

\$220(Non-member)

Distance Education

- Wednesday, February 17 to Thursday, February 18  
(10AM to 12PM)

**Establishing Emergency Response Networks for Cultural Collections (Live Online)**

Instructor: Alix Bentrud

\$120(Member)

\$120(Non-member)

Distance Education

- Tuesday, February 23  
(10AM to 12PM)

**Evergreen Administration and Statistics Module (Live Online)**

Instructor: Jennifer Bielewski

\$200 (Member)

\$200 (Non-Member)

Distance Education

- Wednesday, March 10 (10AM to 12PM)

**Evergreen Cataloging Module (Live Online)**

Instructor: Jenny Liberatore

\$250(Member)

Distance Education

- Wednesday, March 3 to Thursday, March 4  
(2PM to 4PM)

**Evergreen Circulation Module (Live Online)**

Instructor: Jenny Liberatore

\$200(Member)

Distance Education

- Thursday, February 4  
(10AM to 12PM)

**Foundations of Reference Service for Non-librarians (Live Online)**

Instructor: Jennifer Bielewski

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, January 19 to Wednesday, January 20  
(10AM to 12PM)
- Tuesday, March 23 to Wednesday, March 24  
(2PM to 4PM)

**FRBR FRAD and RDA: An Overview and Update (Live Online)**

Instructor: Margaret Lourie

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, March 16  
(1PM to 4PM)

**Fundamentals of Book Repair**

Instructor: Jessica Leming

\$220(Member)

\$270(Non-Member)

Indiana State University-Terry Haute, LA

- Tuesday, March 23 to Wednesday, March 24  
(9AM to 4PM)

\* Although the registration system requires that we list a time of 9-4, on demand classes can be accessed at any point during the three weeks following the date listed on the registration form.

**Gaming in Libraries (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 16 to Wednesday, February 17 (10AM to 12PM)

**Getting Graphic: Sequential Art (Live Online)**

Instructor: David Greenebaum

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, March 30 to Wednesday, March 31 (10AM to 12PM)

**Government Resources on the Web and Beyond (Live Online)**

Instructor: Jenny Liberatore

\$170(Member)

\$220(Non-member)

Distance Education

- Wednesday, January 20 to Thursday, January 21 (2PM to 4PM)
- Tuesday, March 23 to Wednesday, March 24 (2PM to 4PM)

**Green Your Operations 15 Ways (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, March 25 (10AM to 12PM)

**Hidden Treasures: Rare Books in Your Library? (Live Online)**

Instructor: David Greenebaum

\$170(Member)

\$220(Non-member)

Distance Education

- Wednesday, January 27 to Thursday, January 28 (10AM to 12PM)

**Historical and Inspirational Fiction Reader's Advisory: More than Wagon Trains (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 23 (2PM to 4PM)

**Horror and Fantasy Reader's Advisory: More than a Skeleton Crew (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, March 16 (2PM to 4PM)

**Instant Messaging for Communication, Reference, and Outreach in Libraries (Live Online)**

Instructor: Jennifer Bielewski

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, March 17 (10AM to 12PM)

**Interactive Information Literacy Teaching Methods (Live Online)**

Instructor: Russell Palmer

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, March 2 to Wednesday, March 3 (2PM to 4PM)

**Intermediate Book Repair**

Instructor: Jessica Leming

\$320(Member)

\$320(Non-Member)

University of New Orleans

- Tuesday, February 9 to Wednesday, February 10 (9AM to 4PM)

**Introduction to Archon (Live Online)**

Instructor: John Lyles

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 23 (10AM to 12PM)
- Tuesday, March 30 (2PM to 4PM)

**Introduction to Drupal for Libraries (Live Online)**

Instructor: Robin Fay

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, February 10 (10AM to 12PM)

**Introduction to Grants for Preservation (Live Online)**

Instructor: Jessica Leming

\$120(Member)

\$120(Non-member)

Distance Education

- Wednesday, February 3 (2PM to 4PM)

**Introduction to Metadata for Cultural Heritage Organizations (Live Online)**

Instructor: Jenn Riley

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, February 3 (10AM to 12PM)
- Wednesday, March 31 (2PM to 4PM)

**Introduction to PREMIS (Live Online)**

Instructor: Preston Cabe

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, January 12 (2PM to 4PM)
- Tuesday, February 9 (10AM to 12PM)

**Introduction to Reference Skills (LiveOnline)**

Instructor: David Greenebaum

\$220(Member)

\$270(Non-member)

Distance Education

- Tuesday, March 16 to Wednesday, March 17 (10AM to 12PM)

**Library of Congress Subject Headings**

Instructor: Margaret Lourie

\$220(Member)

\$270(Non-member)

Bowdoin College Library

Brunswick, ME

- Wednesday, March 24 (9:30AM to 3:30PM)

**Library Thing (Live Online)**

Instructor: Jennifer Bielewski

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, March 18 (10AM to 12PM)

**Literary Awards and African American Fiction (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, March 9 (2PM to 4PM)

**Local Holdings Maintenance Basics (Live Online)**

Instructor: David Greenebaum

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, February 9 to Wednesday, February 10 (10AM to 12PM)

**MARC For Everyone (Live Online)**

Instructor: Margaret Lourie

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, January 21 (10AM to 12PM)

**MARC Format for Holdings Data (MFHD) for OCLC Local Holdings Maintenance (Live Online)**

Instructor: Margaret Lourie

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, February 11 (1PM to 3PM)

**Making the Most of Social Bookmarking in Your Library (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, March 23 (2PM to 4PM)

**Management 101: Budgeting and Policy Making (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 16 (2PM to 4PM)

**Management 101: Human Resources (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, March 9 (2PM to 4PM)

**Management 101: Project Management (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, March 2 (2PM to 4PM)

**Management 101: What is Management? (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 2 (2PM to 4PM)

**Managing Student Assistants in Academic Libraries (Live Online)**

Instructor: Russell Palmer

\$220(Member)

\$270(Non-member)

Distance Education

- Tuesday, February 16 to Thursday, February 18 (10AM to 12PM)

**Marketing Your Library Services Using Social Networking Tools (Live Online)**

Instructor: Jennifer Bielewski

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, February 25 (10AM to 12PM)

**Mass Digitization Collaborative Information Session (Live Online)**

Instructor: Laurie Gemmill

\$0(Member)

\$0(Non-member)

Distance Education

- Wednesday, January 13 (10AM to 11AM)
- Thursday, January 28 (2PM to 3PM)
- Tuesday, February 9 (10AM to 11AM)
- Wednesday, February 24 (2PM to 3PM)
- Wednesday, March 10 (10AM to 11AM)
- Tuesday, March 23 (2PM-3PM)

**Metadata for Digitization and Preservation (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, March 4 (10AM to 12PM)

**Mystery, Western and Adventure Fiction Reader's Advisory (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, March 30 (2PM to 4PM)

**OCLC Connexion: Authority Control Features (Live Online)**

Instructor: Margaret Lourie

\$120(Member)

\$170(Non-member)

Distance Education

Thursday, February 11  
10AM to 12PM

## Registration Information



See [www.lyrasis.org/classesandevents](http://www.lyrasis.org/classesandevents) for details about

- How to register
- Paying with a credit card
- The cancellation and refund policy

and other handy information for LYRASILS students.

**OCLC Connexion: Browser Copy Cataloging Skills (Live Online)**

Instructor: Jennifer Bielewski

\$170(Member)

\$220(Non-member)

Distance Education

- Wednesday, February 16 to Thursday, February 17 (10AM to 12PM)

**OCLC Connexion Client: Automating Repetitive Tasks (Live Online)**

Instructor: Margaret Lourie

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, January 13 (1PM to 3PM)

**OCLC Connexion Client: Copy Cataloging Skills (Live Online)**

Instructor: Jennifer Bielewski

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, February 23 to Wednesday, February 24 (2PM to 4PM)

**OCLC Connexion Client: Maximizing Use (Live Online)**

Instructor: Margaret Lourie

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, January 12 (10AM to 12PM)

**OCLC Connexion Client: Searching Skills (Live Online)**

Instructor: Jennifer Bielewski

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, January 26 to Wednesday, January 27 (2PM to 4PM)

**OCLC WorldCat Collection Analysis (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, February 3 (2PM to 4PM)

**OCLC WorldCat Resource Sharing Basics (Live Online)**

Instructor: Russell Palmer

\$220(Member)

\$270(Non-member)

Distance Education

- Tuesday, March 30 to Thursday, April 1 (10AM to 12PM)

**OCLC WorldCat Resource Sharing: Beyond the Basics**

Instructor: Russell Palmer

\$170(Member)

\$220(Non-member)

Distance Education

- Wednesday, January 20 to Thursday, January 21 (10AM to 12PM)

**Oh, the Places You'll Go: Creating Streams of Information**

for Research Pathfinders 2.0 (Live Online)

Instructor: Buffy Hamilton

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, February 18 (10AM to 12PM)

**Online Cataloging Resources and Tools (Live Online)**

Instructor: Jennifer Bielewski

\$120(Member)

\$170(Non-Member)

Distance Education

- Thursday, March 11 (2PM to 4PM)

**Online Learning Toolbox (Live Online)**

Instructor: Julie LaDell-Thomas

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, February 16 to Wednesday, February 17 (10AM to 12PM)

**Open Access Scholarly Publications: An Overview (Live Online)**

Instructor: Russell Palmer

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 2 (2PM to 4PM)

**Open Source For Your Library's Web Site (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, February 10 to Thursday, February 11 (2PM to 4PM)

**Planning for a Service Disruption (Live Online)**

Instructor: Dan Wilson

\$120(Member)

\$120(Non-member)

Distance Education

- Thursday, January 28 (2PM to 4PM)
- Thursday, February 11 (2PM to 4PM)

**Pop Culture: Unlikely Advocacy Tool (Live Online)**

Instructor: Jenny Liberatore

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, February 9 to Wednesday, February 10 (2PM to 4PM)

**Practical Approaches to Information Literacy (Live Online)**

Instructor: Russell Palmer

\$220(Member)

\$270(Non-member)

Distance Education

- Tuesday, February 23 to Wednesday, February 24 (2PM to 4PM)

**Preservation Management (Live Online)**

Instructor: Alix Bentrud

\$220(Member)

\$220(Non-member)

Distance Education

- Tuesday, March 9 with mandatory follow-up sessions on Tuesday, March 16 and 23 (10AM to 12PM)

**Preservation and Salvage of Audiovisual Materials (Live Online)**

Instructor: Jessica Leming

\$120(Member)

\$120(Non-member)

Distance Education

- Thursday, February 25 (10AM to 12PM)

**Preserving Oral Histories (Live Online)**

Instructor: Alix Bentrud

\$120(Member)

\$120(Non-member)

Distance Education

- Tuesday, March 30 (2PM to 4PM)

**Preserving Our Video Heritage Overcoming the Challenges of Analog Video Preservation (Live Online)**

Instructor: Jimi Jones

\$120(Member)

\$120(Non-member)

Distance Education

- Friday, January 15 (10AM to 12PM)

**Protective Enclosures for Collections**

Instructor: Jessica Leming

\$320(Member)

\$320(Non-Member)

Florida State University -Tallahassee

- Wednesday, March 10 to Thursday, March 11 (9AM to 4PM)

**RSS for Libraries (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, March 11 (10AM to 12PM)

**Romance and Women's Fiction Reader's Advisory: More than Love Stories & Chick-Lit (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 9 (10AM to 12PM)

**Status Discarded: The Who,What, When, Where and How of Weeding (Live Online)**

Instructor: Jennifer Bielewski

\$120(Member)

\$170(Non-member)

Distance Education

- Thursday, January 14 (10AM to 12PM)
- Thursday, February 11 (10AM to 12PM)
- Tuesday, March 16 (10AM to 12PM)

**Sustainability for Digital Projects & Programs (Live Online)**

Instructor: Danielle Mericle

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, March 24 (10AM to 12PM)

**Technical Services Efficiency: Beyond one-by-one OCLC Online Cataloging (Live Online)**

Instructor: Margaret Lourie

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, January 20 (10AM to 12PM)

- Thursday, March 4 (1PM to 3PM)

**Technology Planning for Library Managers (Live Online)**

Instructor: Jenny Liberatore

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, March 23 to Wednesday, March 24 (10AM to 12PM)

**The Green(er) Library (Live Online)**

Instructor: David Greenebaum

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, February 16 to Wednesday, February 17 (2PM to 4PM)

**The Library As Place (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, January 26 (2PM to 4PM)

**The Preservation of Recorded Sound Media, Digital and Analog (Live Online)**

Instructor: Jimi Jones

\$120(Member)

\$170(Non-member)

Distance Education

- Friday, February 5 (10AM to 12PM)

**The Resource Sharing Detective (Live Online)**

Instructor: Russell Palmer

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, January 12 to Wednesday, January 13 (2PM to 4PM)

**Time Management for Librarians (Live Online)**

Instructor: David Greenebaum

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, March 17 to Thursday, March 18 (2PM to 4PM)

**Turning Community Partnerships into Dollars (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, January 26 (10AM to 12PM)

**Twitter Basics (Live Online)**

Instructor: Jennifer Bielewski

\$120(Member)

\$170(Non-member)

Distance Education

- Wednesday, February 24 (10AM to 12PM)

**Understanding Digital Photographs (Live Online)**

Instructor: Jessica Leming

\$120(Member)

\$120(Non-member)

Distance Education

- Thursday, February 18 (10AM to 12PM)

**Using Batch Processing in Connexion Client (Live Online)**

Instructor: Jennifer Bielewski

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, January 26 (10AM to 12PM)

- Wednesday, March 10 (2PM to 4PM)

**Using Technology in Information Literacy Programs (Live Online)**

Instructor: Russell Palmer

\$170(Member)

\$220(Non-member)

Distance Education

- Tuesday, January 19 to Wednesday, January 20 (2PM to 4PM)

**Volunteer Management: Delegating, Retaining and Rewarding (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, March 2 (10AM to 12PM)

**Volunteer Management: Selecting, Screening and Training (Live Online)**

Instructor: Jenny Liberatore

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 2 (2PM to 4PM)

**Web Tools for Reference Librarians (Live Online)**

Instructor: Jennifer Bielewski

\$170(Member)

\$220(Non-Member)

Distance Education

- Tuesday, February 9 to Wednesday, February 10 (2PM to 4PM)

**YA Lit 2.0 (Live Online)**

Instructor: Buffy Hamilton

\$120(Member)

\$170(Non-member)

Distance Education

- Tuesday, February 16 (2PM to 4PM)



# Class Registration Form

## PLEASE CHECK ALL BOXES THAT

- LYRASIS Member  Non-member  
 Library Science Student (Please attach photocopy of Student ID to this form)

## REGISTRANT INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution: \_\_\_\_\_ Symbol: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you require ADA accommodations? \_\_\_\_\_

Class Name: \_\_\_\_\_ Class Date: \_\_\_\_\_

To Be Held at: \_\_\_\_\_ Class Fee: \_\_\_\_\_

Method of Payment:  Bill Institution  Institutional Check  Subscription

Personal Check  Host Site

PALINET Legacy Members Only:  Bill My Deposit Account  Separate Invoice Required

## MAIL OR FAX YOUR REGISTRATION TO

LYRASIS  
1438 W. Peachtree Street NW  
Suite 200  
Atlanta, GA 30309-2955  
Attn: Educational Services

FAX registrations 404.892.7879 are acceptable when fees are to be deducted from subscription accounts or if member organizations are to be billed. Please make checks payable to: LYRASIS.

CREDIT CARDS: To ensure the security of your credit card number and other personal information, LYRASIS can accept credit card payments only through its secure online registration system: [www.lyrasis.org](http://www.lyrasis.org).

Registration should be received at least two (2) weeks prior to class date. Those received after the deadline will be accepted only as space permits and must be confirmed by calling 800.999.8558 ex.t 4918. Late registrations will be assessed a \$25 late processing charge. To qualify for the early bird discount (\$10 off), registration must be postmarked or faxed no later than three (3) weeks prior to class date. If you haven't received a confirmation letter a week before the class date, please call us at 800.999.8558 ext. 4918, 4896, or 4826! Your registration may not have made it to our Registration Department.

# REGISTRATION Information

## To Register Online

The fastest and most convenient way to register for a class is through our online registration system. Just go to [www.lyrasis.org](http://www.lyrasis.org). Find the session for the date and location of your choice and click on the “Register” button to access the registration form.

## To Register Offline

- Mail the attached registration form with payment to LYRASIS, 1438 W. Peachtree Street NW, Suite 200, Atlanta, GA 30309-2955, ATTN: Educational Services. Make checks payable to LYRASIS. To ensure the security of your credit card account, LYRASIS only accepts credit card payments through its secure, online registration system.
- If registration fees are to be deducted from a prepayment account or billed to a member organization, faxed registrations are encouraged (fax 404.892.7879).
- Registrations may be emailed to [alexis.johnson@lyrasis.org](mailto:alexis.johnson@lyrasis.org). Please include all information requested on the form.
- For a printable class registration form, visit our website. No telephone registrations, please.
- Please indicate if Americans with Disabilities Act accommodations are required.

You should receive a letter confirming your enrollment approximately one week after your registration form has been received. If you haven't received a confirmation letter a week before the class date, please call us at 800-999-8558, ext. 4896 or ext. 4918. Your registration may not have made it to our Registration Department.

*Refreshments will be provided at the classes, but students are on their own for lunch. All classes, except for web-based, are 9:00 a.m. to 4:00 p.m., unless otherwise noted. **Please Note: All times listed are Eastern time.***

## Cancellation/Refund Policy

Classes with too few students may be cancelled. In such an event, registrants will be notified and fees refunded. Otherwise, registration fees are non-refundable.

Please call us at 800-999-8558, ext. 4918 or ext. 4896 to find out the status of a class before booking your air travel.

## Early Bird Discount

You can save money on class registration by registering three weeks in advance. To qualify for the \$10 Early Bird discount, registrations must be postmarked no later than three weeks prior to the class. Online and fax registrations must be received no later than 5:00 p.m. three weeks prior to the class.

## Contracting Classes

Did you know that you can contract with LYRASIS to bring any of our classes to your area? You can determine the topic, date, and location that's best suited to your specific needs. Best of all, contract classes usually offer considerable savings on the “per person” cost of training.

For more information on contract classes, or to request a price quote, please contact Alexis Johnson at extension 4824 or [alexis.johnson@lyrasis.org](mailto:alexis.johnson@lyrasis.org).