FEATURED WEBINARS AND WORKSHOPS

Service Animals in the Library

Date: January 07, 2020   10:00 AM - 11:00 AM EASTERN   Location: Online

Get the facts about service animals from a service dog handler and her dog who both work in a public library. Myths, scams, and conflicts surrounding service animals are on the rise. It is important for managers, public services staff, and patrons to know the distinctions between service, companion, and therapy animals, and why the difference can matter.

All libraries may have patrons or staff with service dogs or miniature horses (yes, horses!), so Academic, Public, School, and Special Libraries' staff need to know the laws and how to interact with service animals and their handlers. Library staff also need to understand policies and requirements when a coworker has a service animal. This class will review the laws and best practices for talking with patrons or students who bring any kind of animal into the library.

Cataloging Electronic Resources

Date: January 08, 2020   10:00 AM - 11:30 AM EASTERN   Location: Online

Electronic resources include eBooks, eJournals, electronic devices such as tablets and eBook readers, streaming and downloadable video and audio, as well as integrating resources. The focus of this workshop is on the RDA instructions specific to electronic resources. All examples are provided using the MARC 21 Format for Bibliographic Data (MFBD).

Participants will be able to apply the RDA instructions specific to the various types of electronic resources including content, carrier, media vocabulary, digital file characteristics, and equipment and system requirements.

Microsoft® Office PowerPoint® 2016: Level 1

Date: January 09, 2020   9:00 AM - 4:00 PM EASTERN   Location: SWFLN Office
13120 Westlinks Terrace, Unit 3
Fort Myers, FL 33913

It's hard to imagine a day going by without people passing along large amounts of information. Messages are everywhere, and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft® Office PowerPoint® 2016 can help you do.

Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2016, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft PowerPoint 2016.

Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations. This course is designed for students who wish to gain a foundational understanding of Microsoft PowerPoint 2016 that is necessary to create and develop engaging multimedia presentations.

EI, EI, OHHH! How Emotional Intelligence Makes You Smarter

Date: January 16, 2020   9:00 AM - 4:00 PM EASTERN   Location: SWFLN Office
13120 Westlinks Terrace, Unit 3
Fort Myers, FL 33913

Ever watched a colleague greet someone with a big hug and see the person stiffen and pull away? Or completely misjudged a patron's attitude based on their facial expression or body language? What's going on?!

Handling these situations requires a combination of "Emotional Intelligence" (EI) and "Cultural Intelligence" (CI"). Being aware of, and managing, your own emotions, and responding to the cues provided by others – especially people from different backgrounds – are must-have abilities in today's library environment. Every day, library staff need to successfully navigate multiple "cultures" – not only race, ethnicity, and nationality, but also gender and age, as well as differences of ability, education, and socio-economic background.

This practical, hands-on workshop will teach you how you can combine EI and CI to work more effectively with colleagues and better serve your library users. Plus, it will give you skills you can use in every aspect of your life to build stronger relationships and avoid unnecessary misunderstandings and conflicts. We're sure you'll leave thinking, "OHHH! Now I get it!"
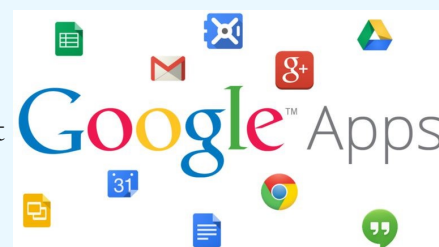

Getting to Know Google Products, Services, and Tools: Part 2

Date: January 17, 2020   10:00 AM - 11:00 AM EASTERN   Location: Online

Google's suite of tools offers solutions for email, word processing, spreadsheets, presentation decks, calendars, cloud storage, and so much more. Google has approximately 250 products, services, and tools, many you may not know about. In this series, we will examine several of these products, tools, and services.

In part 2 we will focus on how you can use Google's Dashboard, Alerts, Translate, Mail, Calendar, Sites, and Hangouts to help you work smarter.

Cataloging Audio Resources

Date: January 22, 2020   10:00 AM - 11:30 AM EASTERN   Location: Online

This instruction session provides basic cataloging instruction for the RDA instructions relevant to non-musical audio recordings, including streaming and downloadable audio files. Additional basic treatment of musical audio recordings can be included upon request. All examples are provided using the MARC 21 Format for Bibliographic Data (MFBD). Participants will be introduced to the concept of aggregates. Participants will be able to apply the RDA instructions specific to audio recordings, including electronic audio forms and Playaways.

Additional learning outcomes for musical audio recordings include the application of form of work vocabulary and identification of principal creators for the 1XX field of the MFBD.

FLYP Children/Young Adult Summer Reading Workshop

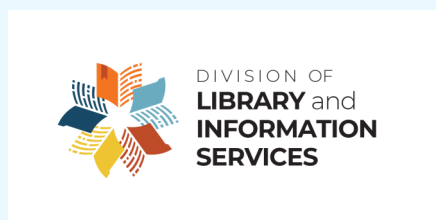Dates: January 23, 2020   9:00 AM - 4:30 PM EASTERN   Location: SWFLN Office
        or   13120 Westlinks Terrace, Unit 3
January 24, 2020   9:00 AM - 4:30 PM EASTERN   Fort Myers, FL 33913

The Division of Library and Information Services is presenting its annual CSLP/FLYP workshop focusing on Children and Young Adult programming for the 2020 Summer Library Program, with the theme, "Imagine Your Story". Youth services staff and media specialists are invited to join Sally Mason for this free, all-day workshop. Dress casually and plan to participate in activities. Bring a camera and any ideas to share. These programs are funded under the provisions of the Library Services and Technology Act, from the Institute of Museum and Library Services, administered by the Florida Department of State's Division of Library and Information Services.

Be sure to register for the correct date!

Value-Packed Programming

Date: January 29, 2020   9:00 AM - 4:00 PM EASTERN

Location: SWFLN Office
13120 Westlinks Terrace, Unit 3
Fort Myers, FL 33913

   In need of book-related, story-based, literature-rich children's library programming ideas that pack a lot of fun and learning into a short amount of time? This fast-paced, highly interactive workshop is for you! We'll explore quick, value-packed programming concepts that combine stories with meaningful and relevant crafts, STEM activities and more.

Readers' Advisory Meets Collection Development

Date: January 30, 2020   10:00 AM - 11:00 AM EASTERN

Location: Online

   Patrons want to find items that meet their needs at whatever point of service they choose to access. Library holdings driven by patron requests are directly meeting the needs of their local community, often through Readers Advisory. How can you use readers' advisory and lead your library to develop its collection?

In this webinar you will learn the answers to these questions:

•   What is collection development?
•   What is Readers' Advisory?
•   How can the reference interview be used to produce successful Readers' Advisory encounters?
•   How can Readers' Advisory lead to collection development?
•   What are traditional and non-traditional Readers' Advisory methods that can aid the development of your collection?