

Professional Development Opportunities

Compiled by Anna Appleman

ACQUISITIONS/COLLECTIONS

[Introduction to Library Acquisitions](#) (Amigos)

Are you responsible for acquisitions at your library, but feeling like you don't know where to start? Or just looking to learn more about this area of library work? Acquisitions work, which involves ordering, receiving, and paying for library materials, is a very important factor in getting library patrons access to the resources they need. Topics covered include goals and methods of acquisitions, budget management, and relationship building with vendors and publishers.

May 2

\$90.00 (Amigos Member) / \$180.00 (Non-member)

[Fundamentals of Acquisitions 2024 - Session 3.0](#) (ALA Core)

Six-week online course that is a basic primer for library acquisitions concepts common to all library material formats. It covers:

- goals and methods of acquiring monographs and serials in all formats
- theoretical foundations and workflows of basic acquisitions functions
- financial management of library collections budgets
- relationships among acquisitions librarians, library booksellers, subscription agents, and publishers.

This course provides a broad overview of the operations involved in acquiring materials after the selection decision is made.

May 6 – June 14

\$224.10 (ALA member)/\$249 (Non-member)

[Weeding the Library Collection](#) (Library Juice Academy)

Weeding is a vital part of collection management. Too often it is overlooked until space becomes an issue. A well-managed collection requires constant maintenance, not just regular additions of new material. During the 4-week course you will learn how collection and circulation data, coupled with patron interest and space allocation, influence weeding. The course manager will share their weeding experience across adult and youth collections and show how effective weeding can increase circulation and ease of use. Example collection information will be given to illustrate how to organize and use data to review material, including the decision on what to remove

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and what to maintain. At the completion of the course you will have the confidence and ability to effectively weed a collection as part of quality collection management.

May 6 – June 2

\$200.00

[*Fundamentals of Collection Development and Management 2024 - Session 3.0 \(ALA Core\)*](#)

This four-week online course addresses the basic components of collection development and management (CDM) in libraries. Complete definition of collection development and collection management:

- Collections policies and budgets as part of library planning
- Collection development (selecting for and building collections)
- Collection management (evaluating and making decisions about existing collections, including decisions about withdrawal, transfer, preservation)
- Collection analysis—why and how to do it
- Outreach, liaison, and marketing
- Trends and some suggestions about the future for collection development and management

May 13 – June 7

\$188.10 (ALA member)/\$209 (Non-member)

[*Fundamentals of Collection Assessment 2024 - Session 4.0 \(ALA Core\)*](#)

This six-week online course introduces the fundamental aspects of collection assessment in libraries. The course is designed for those who are responsible for or interested in collection assessment in all types and sizes of libraries. The course will introduce key concepts in collection assessment including:

- The definition of collection assessment
- Techniques and tools
- Assessment of print and electronic collections
- Project design and management

August 5 – September 15

\$224.10 (ALA member)/\$249 (Non-member)

CATALOGING/METADATA

[*Library of Congress Classification \(Library Juice Academy\)*](#)

This course focuses on learning the structure and notational system of the Library of Congress Classification (LCC) system, using the free PDFs of LCC via the Library of Congress. LCC is an

enumerative system that uses an alphanumeric notation system to express the subject content of information resources. The call numbers created are a combination of class numbers and cutter numbers, thus an integral part of building numbers involves understanding the role of cutter numbers and how they are constructed using the LC Cutter Number Generating Table.

Students will become familiar with the structure of LCC and how numbers are devised through basic subject analysis technique. The notational system will be explored, including its expressiveness and hospitality and how notational elements are used. Call number building devices will be practiced, including basic cutter number construction, reserved cutter numbers, and successive cutter numbers, etc. Another integral part of LCC is its in-schedule instructions such as “Divide like” and “Under each” and the use of category lists and auxiliary Tables.

- Learn the structure of this long standing library classification system through an examination of the overall 40+ schedules and targeted use of select schedules.
- Develop a firm grasp of number building techniques and the use of cutter numbers
- Develop a firm understanding of Martel’s Seven Points and the use of Tables when building class numbers
- Build/construct LCC numbers for a range of information resources and for different library environments

May 6 – June 2
\$200.00

[Assigning Library of Congress Subject Headings \(MCLS\)](#)

This workshop provides practical experience in assigning Library of Congress Subject Headings as part of the cataloging process. Participants will learn how to perform a technical reading of an item and how to choose appropriate subject headings based on the principles of subject heading assignment put forth by the Library of Congress. Participants will also learn how to verify headings they have assigned against the Library of Congress subject headings. The structure and interpretation of online LC subject authority records in the OCLC subject authority file will be covered as well as the structure of bibliographic tools such as the Library of Congress Subject Headings (LCSH) and Library of Congress Subject Cataloging Manual: Subject Headings. Participants will perform a number of exercises in assigning subject headings to bibliographic works.

May 7 – May 9
\$100.00 (MCLS member) / \$200.00 (Non-member)

[Subject Analysis and Subject Representation \(Library Juice Academy\)](#)

This course focuses on the analysis of the intellectual content of information resources/objects and the representation of content in information retrieval systems, specifically library systems. The analysis of intellectual content has long been a traditional mechanization for retrieval of and access to information resources in libraries. Representing the content of information resources involves a number of critical ideas and distinctions that the cataloger must contend with if the process of resource subject representation is to be done with any efficiency and wisdom. This course will explore the core of that process. This involves exploring the idea of content, including

the idea of a subject, and the corresponding possibilities of how to indicate or express that content. We can call the overall process subject analysis but simply saying that it centers on determining the “subject” (or “subjects”) of a resource has to be expanded. As a widely accepted activity, it has gained a variety of names—for example, subject indexing, document analysis, and subject heading determination.

June 3 – June 30

\$200.00

[*Electronic Serials Cataloging \(MCLS\)*](#)

The Electronic Serials Cataloging Workshop will introduce attendees to current standards and practices, elements and terminology used in the cataloging of electronic serials. This course is based on Resource Description and Access (RDA) as interpreted by current CONSER policy and practice with special attention paid to the differences in the cataloging of print and electronic serials. Attendees will work through examples which will include the use of current tools and documentation.

June 11 – 12

\$80.00 (MCLS member) / \$160.00 (Non-member)

[*Fundamentals of Cataloging 2024 - Session 4.0 \(ALA Core\)*](#)

The Fundamentals of Cataloging (FOC) is a six-week online course that provides an introduction to the principles, policies and practices of cataloging in libraries. It is designed for librarians and library support staff new to cataloging; librarians and library support staff from other units who want to know more about cataloging; LSSC candidates pursuing certification in the Cataloging and Classification competency set; and experienced cataloging librarians and support staff seeking continuing education and networking opportunities.

- Introduction to catalogs and cataloging, including an exploration into the principles behind the development and evolution of cataloging codes and rules
- Introduction to descriptive cataloging, including bibliographic description and descriptive access points with AACR2 and RDA
- Introduction to subject analysis and classification, with a focus on Library of Congress Subject Headings (LCSH), Library of Congress Classification (LCC) and Dewey Decimal Classification (DDC)
- Introduction to reading and understanding MARC 21 formats for bibliographic and authority data
- Exploration of the history of cooperative cataloging, current trends and some suggestions about the future for cataloging and bibliographic management

July 8 – August 16

\$224.10 (ALA member)/\$249 (Non-member)

[Fundamentals of Metadata 2024 - Session 4.0 \(ALA Core\)](#)

This six-week course is an introduction to fundamental concepts of metadata, including:

- Similarities and differences between cataloging and metadata
- Descriptive, technical, and administrative metadata schema
- Content standards and controlled vocabularies
- Approaches to metadata creation and transformation
- Metadata project design

July 22 – September 27

\$224.10 (ALA member)/\$249 (Non-member)

DIGITAL COLLECTIONS[Institutional Repository Management and Outreach \(Library Juice Academy\)](#)

University-based institutional repositories (IRs) provide collections and services to campus communities and the public. Their purpose is to disseminate the digital products of research and scholarship on the web and offer a long-term preservation solution for the academy. This class is an introduction to IRs both practically and conceptually. It covers the role of IRs in higher education and libraries and dives into the nuts and bolts of IR administrative responsibilities, including policy writing, online content management, editorial workflows, permissions and access restrictions, and outreach strategies. Most critically, this course provides a foundational knowledge base for IR managers navigating the complicated world of open access publishing. The main objective of the course is to prepare and equip IR managers with the skills needed in their ongoing digital stewardship work.

May 6 – June 16

\$300.00

[Assessing Digital Collections Using DEIA \(Library Juice Academy\)](#)

This course demonstrates how you can create and perform your own Diversity, Equity, Inclusion, and Accessibility (DEIA) assessment of your current digital collections (digitized archives and special collections). Focusing on the overwhelming need to make digital collections in libraries and museums less white, less ableist, less racist, and less bigoted, this course provides methodology and select literature on how you can conduct your own DEIA assessment, and how to actualize change in a post-assessment environment. This course will center on one principle each week, discussing how to improve your: diversity of digital items, representation in subject matter, digital collections' metadata and descriptions, and accessible formatting and presentation, respectfully. Performing a DEIA assessment on a regular basis will directly inform your practice, that of your colleagues, and will improve the field of digital librarianship.

June 3 – June 30

\$200.00

[*Fundamentals of Digital Library Projects 2024 - Session 4.0 \(ALA Core\)*](#)

This six-week online course introduces students to the breadth of considerations, standards and skills needed to successfully launch and manage a digital library program. The course will provide opportunity for hands-on activities to develop critical thinking and decision-making skills within the context of a digital library.

Participants of this course will:

- Gain an understanding of the types of expertise and skills needed to successfully manage a digital library: such as digitization and types of digital objects, meta-data, indexing/search/retrieval/, storage/architecture, user interface & interaction, preservation.
- Learn about the common platforms used by libraries to manage digital objects and make them discoverable.
- Discover the role of planning, documentation, and assessment.

July 22 – August 30

\$224.10 (ALA member)/\$249 (Non-member)

ELECTRONIC RESOURCE MANAGEMENT

[*Fundamentals of Electronic Resources Acquisitions 2024 - Session 3.0 \(ALA Core\)*](#)

This four-week online course provides an overview of acquiring, providing access to, administering, supporting, and monitoring access to electronic resources. The course offers a basic background in electronic resource acquisitions including:

- Product trials
- Licensing
- Purchasing methods
- Pricing models

An overview of the sometimes complex relationships between vendors, publishers, platform providers, and libraries is also provided.

May 6 – May 31

\$188.10 (ALA member)/\$209 (Non-member)

[*Electronic Resources Cataloging \(Library Juice Academy\)*](#)

In this course students will learn how to create original catalog records in RDA for remote access electronic resources such as ebooks, streaming media, websites, databases, and e-journals. Important considerations for e-resource cataloging will be discussed including single vs. multiple records, provider neutral records vs. institution or vendor specific records, and single item cataloging vs. batch or bulk cataloging. Each week will include hands-on practice creating a catalog

record for a different type of electronic resource.

May 6 – June 7
\$200.00

LEADERSHIP/MANAGEMENT

[*Participative Leadership in Decision Making*](#) (ALA Core)

Participative leadership techniques are used in a variety of situations, but one of the ways they can be effective is when major changes are needed in an organization. These techniques lend themselves to collective and inclusive decision-making that can empower employees at all levels. Workplace culture is influenced by leadership styles of the individuals in those roles. Participative leadership techniques develop a level of employee engagement that carries over and continues in the organization. This webinar will describe how participative leadership can be used in decision-making, its impact on employee engagement, inclusiveness, and work culture. In order to illustrate these points, presenters will share an example of how participative leadership techniques were applied during organizational structure planning.

May 8
\$71.10 (ALA member)/\$79 (Non-member)

[*Fundamentals of Management 2024 - Session 4.0*](#) (ALA Core)

The Fundamentals of Management course is designed for new managers to build the skill set they need to successfully lead their department or organization, as well as support existing managers looking to improve their skills.

Upon completion of this four-week course, attendees will:

- Recognize the key differences between management and individual contributor roles
- Define your own leadership style
- Effectively build relationships in the workplace
- Identify strategic practices for managing employees and their work
- Understand HR fundamentals and how to implement them in the workplace

June 3 – June 28
\$188.10 (ALA member)/\$209 (Non-member)

[*Becoming an Inclusive and Supportive Supervisor*](#) (Library Juice Academy)

Are you a new manager looking for information on becoming a kind and supportive supervisor? Or an experienced manager looking to refine your skills? Or someone who is looking to move into a supervisor role? This four-week course will cover how to be a kind, supportive, and empathic supervisor to all. We will cover essential elements of ADA, language, and inclusion of disabled employees, incorporating Universal Design for Learning into your everyday supervisory

practices including flexibility, inclusion practices in the workplace, and empathy as a supervisor. This will help you establish a more supportive and empathic workplace for all.

June 3 – June 30

\$200.00

TECHNOLOGY/CODING

[*Introduction to Regular Expressions \(Library Juice Academy\)*](#)

In this introductory course we'll cover common Regular Expression syntax and provide examples that will work in several regular expression implementations. You will learn to write regular expressions that will be usable for a wide variety of tasks in a wide variety of tools and scenarios. We will use a freely available web tool to practice writing expressions, but if you have a specific regular expression needs (e.g. library applications and tools) we will take some time to explore how to write regular expressions for those scenarios as well. This course complements our Certificate in XML and RDF-Based Systems.

July 1 – July 28

\$200.00

MISCELLANEOUS

[*Introduction to Copyright and Open Licensing for Libraries and Archives \(Library Juice Academy\)*](#)

Have you ever wondered if you've violated copyright law in helping a library patron meet their information needs? Does a knowledge gap concerning copyright law impact your ability to serve patrons? This class will help answer some of your questions about U.S. Copyright Law and how it applies to your professional practice. American Library Association's (ALA) Core Competencies for Librarians state that librarians should be able to "understand and apply copyright law in their work." This course will give you foundational knowledge of copyright, including limitations and exceptions. We'll apply copyright law to specific situations to help you make more informed decisions in your librarianship practice. We'll examine and critique the stated purposes of U.S. Copyright Law. Finally, we'll explore how open licenses, in particular Creative Commons licenses, enable sharing, reuse, and collaboration while respecting copyright holders' rights. Our goal is to help you grow more confident about risk management inherent in a librarian's copyright-related duties.

Learning Outcomes:

- Examine and critique the stated purposes of U.S. copyright law.
- Articulate the basics of copyright law, including the rights of copyright holders and the limitations and exceptions to those rights.
- Apply copyright law to specific situations involving fair use, copyright infringement, permissions, and the public domain.

- Explore how open licenses, in particular Creative Commons licenses, enable sharing, reuse, and collaboration while respecting copyright holders' rights.

May 6 – June 2

[*Fundamentals of Preservation 2024 - Session 3.0 \(ALA Core\)*](#)

The Fundamentals of Preservation (FOP) web course is an introduction to the principles, policies and practices of preservation in libraries and archives. It is designed to inform all staff, across divisions and departments and at all levels of responsibility. Provides tools to begin extending the useful life of library collections.

- Preservation as a formal library function, and how it reflects and supports the institutional mission
- The primary role of preventive care, including good storage conditions, emergency planning, and careful handling of collections
- The history and manufacture of physical formats and how this impacts on preservation options
- Standard methods of care and repair, as well as reformatting options
- Challenges in preserving digital content and what the implications are for the future of scholarship

May 13 – June 7

\$188.10 (ALA member)/\$209 (Non-member)

[*Strategic Communication Planning for Libraries \(Amigos\)*](#)

Effective communications are vital for the success of libraries. Since most libraries have limited staff and financial capacity for communications efforts, it is critical to deploy these resources as strategically as possible. The concepts and skills covered in this course will help libraries approach communications in a way that builds commitment to their organization's mission, strategic initiatives and outreach activities.

- Identify and describe the elements of the communication planning process.
- Research, identify and evaluate a library's communications need or opportunity and audience characteristics.
- Develop measurable objectives to provide direction to deliver meaningful communication outcomes and outputs.
- Identify strategies and construct tactics that are consistent with research findings, the library need and audience preferences.

June 4 – June 11

\$180.00 (Amigos Member) / \$360.00 (Non-member)