

Professional Development Opportunities

Compiled by Anna Appleman

ACQUISITIONS/COLLECTIONS

[*Introduction to Technical Services in Special Collections*](#) (Library Juice Academy)

Are you new to a special collections environment, or are you interested in moving in that direction? Learn why repositories collect what they do, and how to best steward rare and unique holdings.

This course offers students a broad overview of some of the back-end functions of special collections librarianship:

- collection development
- collection management
- cataloging and processing
- digitization

Students who successfully complete the course will:

- understand and respect established professional best practices, legal responsibilities, and ethical considerations in a special collections environment;
- creatively re-imagine the role and potential of special collections libraries;
- be able to exercise professional judgement and balance these impulses when evaluating existing libraries or proposing new initiatives.

September 2 – 29
\$250.00

[*Fundamentals of Acquisitions 2024 - Session 5.0*](#) (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.

Anna Appleman is Cataloging Librarian at Columbia Theological Seminary.

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

September 30 – November 8
\$224.10 (ALA member)/\$249 (Non-member)

[*Fundamentals of Collection Development and Management 2024 - Session 5.0 \(ALA Core\)*](#)

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

October 14 – November 7
\$188.10 (ALA member)/\$209 (Non-member)

CATALOGING/METADATA

[*Authority Control \(Library Juice Academy\)*](#)

Authority control is a process that ensures all access points in a record are consistent across a library's database, but it is a process that many librarians find mysterious. In this course we will demystify authority control and explore the value it adds to library catalogs through a comprehensive overview of authority control work.

In this four-week course, participants will:

- Learn what authority control is, why it is important, and how it works.
- Understand different types of authority records and practice using them to provide consistency in library databases.
- Discuss the pros, cons, and options for automated authority control processing.
- Learn about cooperative authority control projects and how to get involved.
- Discuss how to evaluate what kinds of authority work is appropriate for different libraries' needs.

September 2 – 29
\$250.00

[Serials Cataloging \(Library Juice Academy\)](#)

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.

September 2 – 29

\$250.00

[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.

September 10 – 12

\$100.00 (MCLS member) / \$200.00 (Non-member)

[Fundamentals of Metadata 2024 - Session 5.0 \(ALA Core\)](#)

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

September 23 – November 1

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

[Cataloging OER and Online Resources \(NEW!\) \(MCLS\)](#)

The Open Education movement brings the need to organize open educational resources (OER) for many libraries, both public and academic. In addition, current library management systems (LMS) provide acceptable metadata for published eBooks, streaming audio, and streaming video, allowing catalogers to focus more on providing access to electronic resources supplied by non-governmental organizations (NGO). This workshop teaches participants how to assess OER and other online resources for cataloging purposes. The focus will be for original cataloging following Original RDA

guidelines using MARC 21 Bibliographic encoding, which can also be applied to the construction of a data dictionary for use in institutional repositories.

September 24 – 26

\$100.00 (MCLS member) / \$200.00 (Non-member)

[*Real World Objects: Linked Data in Library Metadata & Cataloging*](#) (Library Juice Academy)

This course focuses on learning how to enrich and expand library metadata and cataloging data, adding data from established authoritative sources and at-large, general web resources, following guidelines of the Programme for Cooperative Cataloging. This class will cover basic principles of RWOs (Real World Objects) and linked data through the lens of MARC and Dublin Core records. Students will become familiar with the fundamental principles of RWOs and linked data, understanding the types and formatting of data that have been identified as applicable to library data. Additionally, students will gain insights into the future of cataloging and metadata work – the intersection of library data with the larger web, interoperability, and cataloging/metadata work as preparation for the future.

Course Objectives and Goals

By the end of the course students will:

- Develop a firm understanding of the basic principles of Real World Objects (RWOs), as established by PCC.
- Understand the challenges and opportunities of expanding library metadata beyond traditional authoritative resources.
- Be able to properly format a RWO as linked data in both MARC and Dublin Core data.
- Understand the goals of RWOs and linked data in the larger landscape of library metadata, cataloging, and web work.

October 7 – November 3

\$250.00

[*Using and Understanding Library of Congress Classification*](#) (ALA e-Learning)

After participating in this eCourse, you will

- Understand the basic structure of LCC
- Know how to assign numbers and shelflist materials using Library of Congress Classification Web (LC ClassWeb) and the LCC print schedules
- Understand the types of number-building tables in LCC and how to apply them
- Have experience with specific LCC classes that deal with more complex shelisting issues

October 7 – November 17

\$260.10 (ALA member)/\$289 (Non-member)

[*Fundamentals of Cataloging 2024 - Session 6.0 \(ALA Core\)*](#)

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

October 21 – December 6

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

DIGITAL COLLECTIONS

[*Digital Repository Fundamentals and Design \(Library Juice Academy\)*](#)

Digital repositories allow libraries, archives and museums to disseminate and create access to unique digital collections related to institutional academic output or digital special collections. Digital repository options vary widely, from proprietary to open source; and platforms specialized for specific use cases, such as institutional academic production, audiovisual materials, cultural heritage collections, and community and tribal collections. This course is designed to give the student the fundamentals of selecting, designing and implementing the digital repository solution that is right for their particular institutional, academic or personal project.

Course goals:

- Learn what a digital repository is (and, just as importantly, is not!)
- Understand the options available for digital repository platforms, whether open source, proprietary, or hybrid
- Understand what skills and knowledge are needed to work on a team implementing, migrating or rehauling an institutional or digital repository

- Identification and analysis of viability of a current or proposed digital repository

September 2 – 29
\$250.00

[*Fundamentals of Digital Library Projects 2024 - Session 5.0 \(ALA Core\)*](#)

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, metadata, 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.

September 23 – November 1
\$224.10 (ALA member)/\$249 (Non-member)

ELECTRONIC RESOURCE MANAGEMENT

[*Fundamentals of Electronic Resources Acquisitions 2024 - Session 5.0 \(ALA Core\)*](#)

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.

October 14 – November 8
\$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.

November 4 – December 1
\$250.00

LEADERSHIP/MANAGEMENT

[*Fundamentals of Management 2024 - Session 6.0 \(ALA Core\)*](#)

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

September 16 – October 11
\$188.10 (ALA member)/\$209 (Non-member)

[*Equity-Centered Library Leadership \(Library Journal\)*](#)

The last few years have proven that leadership in the workplace must adapt and create work cultures with shared values in order to attract and retain top talent. In this course, you will learn to develop whole-person, healing-centered leadership skills to help you assess your current leadership style and organization, plan and prepare for organizational change, and foster and maintain an inclusive work environment through well-being, evaluation, and accountability practices. All of these topics will be taught with an equity lens that prioritizes radical empathy, vulnerability, and justice in your leadership practices.

This course has something for every level of leader, and will teach you how to lead up, down, and sideways. Whether you are an aspiring leader, a branch manager, a seasoned director, or somewhere in between, you will have the opportunity to participate in peer workshop groups to refine your skills with others in similar roles. Join us and learn tangible leadership practices that transform lives.

September 24 – October 8
\$239 – \$284

[*Management of Tech \(ALA eLearning\)*](#)

This course puts the full power of information technology into the hands of library managers and leaders. You'll start with a clear vision and an understanding of technology policy. Next, you'll consider the nuts and bolts of managing technology. Technology planning is next followed by technology

implementation, and finally, evaluation. The course is presented in plain language with many concrete examples and exercises.

Learning Objectives

- Develops a basic understanding of the concepts and terminology of state of the art computer and communications technologies and their rapidly changing nature.
- Develops an awareness of the appropriate computer/communications hardware and software applications to achieve library objectives.
- Develops an understanding of how to evaluate electronic products and services to make cost-effective selection and implementation decisions.
- Enhances understanding of the Internet and emerging digital technologies.
- Develops knowledge of technological policy and its use in libraries.
- Develops basic skills for effective technological change planning: design for technological change, hiring and training of staffing, costs for technologies building/space requirements for hosting technologies, and ongoing maintenance.
- Develops an awareness of possible regional or state plans or resources that could be incorporated in a collaborative endeavor with the library.
- Incorporates expectation of regular review of privacy issues and laws, as they relate to information access through technology.

October 28 – December 6

\$360 (ALA member)/\$ (Non-member)

TECHNOLOGY/CODING

[*XSLT Fundamentals*](#) (*Library Juice Academy*)

This hands-on course will introduce students to the fundamentals of the XSL Transformation language (XSLT) for manipulating and transforming XML documents and data. At its core, a transformation expressed in XSLT describes rules for transforming input data into output data.

September 2 – 29

\$250.00

[*Introduction to RDF*](#) (*Library Juice Academy*)

This course will focus on the the basic concepts of the RDF framework, including URIs, Subjects, Predicates, and Objects, and how to use vocabularies as RDF Properties. We will work with an XML representation (serialization) of RDF and other representations as well (e.g. Turtle, N-Triples), and create some simple RDF resource descriptions (triples) to demonstrate how these descriptions can be used to link/share information about resources.

This course will also introduce the following concepts: graph data and its relationship to RDF, fundamental concepts of Property Graphs and Knowledge Graphs, semantic vocabularies, ontologies, and knowledge organization systems.

The Introduction to RDF will lay the foundation for future study in semantic vocabularies, Linked Data, and semantic search and discovery in subsequent courses in the LJA RDF series.

October 7 – November 3
\$250.00

MISCELLANEOUS

[Examining Institutional Racism in Libraries](#) (*Library Juice Academy*)

Critical approaches to librarianship call on us to recognize the inherently political nature of information and to center social justice within our practice. However, we don't always have time to read and discuss the literature on a focused area of social justice in our field. In order to do better, we need to know better.

This course will provide a structured space to read and discuss some foundational as well as current scholarly literature related to racial justice issues in libraries. Each week will feature assigned journal articles to read and reflect on, and then discuss on the forums. We will explore basic concepts of Critical Race Theory and journal articles applying this approach to specific aspects of librarianship, and we will discuss ways to extend this critical lens to additional aspects of librarianship and ways to work toward greater justice in libraries.

The content level will assume that participants signed up because they see racial justice as a valid and important concern, but participants do not need special background beyond that. Those with more background knowledge of this area may also benefit from the structure a course provides to (re)read these articles and participate in discussions of their content.

By the end of the course, students will have:

- Read some foundational and current articles that analyze structural or institutional forms of racism in libraries
- Examined the ways unquestioned structures and patterns can lead to racist outcomes, regardless of intent
- Discussed examples of how patterns discussed in articles can also be found in many of our institutions
- Discussed ideas and strategies to challenge and hopefully change these problematic structures

September 2 – 29
\$250.00

[Emergency Preparedness: Disaster Recovery and Response](#) (*Library Juice Academy*)

Libraries, archives, and museums must be prepared to protect staff, users, collections, and facilities in the event of emergencies ranging from minor crises to community-wide disasters. This course helps participants prepare for and limit various types of damage through risk assessment, disaster planning, and recovery procedures.

Course Objectives:

- Describe the basic elements of disaster planning.
- Assess risks based upon geography and building issues.
- Create a plan for recovery after a disaster.
- Determine appropriate disaster supplies and sources.

October 7 – November 3

\$250.00

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

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

October 7 – November 1

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

[*Practical Applications to Improve the Accessibility of Your Website \(NISO\)*](#)

Websites can pose a particular challenge to individuals with disabilities, especially if they require a variety of actions to explore or access information. Library websites require navigation through a variety of imagery, text, search functions, and authentication portals. Inaccessible web design, images without descriptive alternative text, or complex features can impede user success. This program explores the core principles of web accessibility and offers participants with insights to identify common barriers to usability, as well as some practical solutions to improve user experience.

October 9