

New York State Library Assistants' Association

36th Annual Conference
June 4-6, 2014



Library Assistants: *Racing into the Future*

Hosted by
The Library Assistants of Northeastern New York
Held at the Holiday Inn Saratoga Springs

Workshop Choices Thursday - June 5, 2014

Workshop Session I 10:15 - 11:45

Please see insert for speaker information.

- 1. Ask Us 24/7**
Carrie Buff
Ask Us 24/7 is an online library chat service that connects your patrons with answers any time of night or day. Who staffs this service? How does it work? How can other librarians effectively answer MY patrons' questions? Attend this session to learn more. This workshop will include a presentation and a Q&A session.
- 2. Introduction to RDA**
Brian Dobreski
Ideal for catalogers preparing to make the switch to RDA or for anyone who would like to understand more about RDA cataloging. This workshop will cover best practices for copy cataloging with RDA, AACR2, or hybrid records, as well as an overview of original cataloging of print monographs with RDA.
- 3. Future Trends in Libraries**
Geoff Kirkpatrick
Learn how technologies are transforming libraries and how these changes will impact the future of your organizations and careers.
- 4. Ergonomics for the Library Worker**
Annette Chism
This session will provide a general understanding of safe ergonomics in the library and office environment that library assistants can relate to. Learn about the best safety practices when handling library material, working behind the service desk, and sitting at a computer that will help minimize injuries.
- 5. Geocaching: Geeky Challenge or an Excuse to Get Out of the House?**
Scott Birge
Geocaching is a real-world, outdoor treasure hunting game using GPS-enabled devices. Participants navigate to a specific set of GPS coordinates and then attempt to find the geocache (container) hidden at that location. Find out what it is, how to get involved, and what you might find snooping around your neighborhood or anywhere you might travel.
- 6. Everyday Money Management Made Simple**
Gladys Valentine
Have you ever stopped to consider how much money people make over the course of a working career? You may not realize it, but you could receive a fortune during your lifetime from earned income alone! Why is it then that so many people struggle financially? Achieving financial well-being is a learned skill. Yet, it can be acquired by most anyone. This workshop will assist you in learning effective money management skills or help you improve the skills you already have!

Workshop Session II 2:00 - 3:30

- 7. Effective Meetings**
Evelyn (Butrico) Neale
In the busy atmosphere in which we work, effective meetings are essential. No more droning on or meeting just to meet. Whether you are a participant or the meeting leader, come learn how to create more productive, valuable and engaging meetings.
- 8. NYCOURTS.GOV and Other Legal Reference Resources**
Laura Barber
This session will introduce legal research for primary/secondary law, explain how to develop research strategies for free legal databases, and discover how to retrieve legislation, statutes, and other legal material online. It will acquaint library staff with the resources and services available at the NYS Supreme Court libraries and Unified Court System, including Do-it-Yourself forms. Questions will be welcomed.
- 9. Getting the Most Value Out of LinkedIn**
Tom Whalen
LinkedIn's membership is over 259 million, growing at a rate of two new members per second. It is the leader in professional social networking with over 3 million company pages and more than 1.5 million unique publishers using the LinkedIn Share button on their sites. This workshop will help you get the most out of this activity and build a profile that promotes both yourself and your employer.
- 10. Your Library on the Go: Catching Up With Your Mobile Patrons**
Karrie McLellan
Patrons are relying more and more on their mobile devices as a means to access information quickly. In this presentation, you will be introduced to tools and complementary technologies that will help you and your staff to create a professional, functional mobile site at little to no cost that can easily be maintained by staff without advanced web building skills.
- 11. Patron Driven Acquisitions: Collection Development and Economic Advantages**
Regina Vertone
Jason Kibby
Patron Driven Acquisitions (PDA) are used by libraries as a way to utilize interlibrary loan requests as a collection development tool. Many items held in libraries that were purchased through traditional methods never circulate. This presentation will discuss the overall structure of a patron-driven acquisition program, the use of various levels of technology, ways to track your statistics, and the PDA models from various institutions.
- 12. Everyday Money Management Made Simple**
Gladys Valentine
REPEAT. See number 6 for description.

Workshop Choices Friday - June 6, 2014

Workshop Session III 8:45 - 10:15

Please see insert for speaker information.

- 13. Advocacy Boot Camp**
Rebekkah Smith Aldrich

This workshop is designed to help library assistants feel more comfortable and confident in their role as advocates for their library and libraries in general. Topics covered include the basics of library funding at the local and state level, basic techniques for educating the public about the value of the library, and developing skills to help transform users into supporters and supporters into library advocates.
- 14. Working with the Cloud**
Mike Sweeney

Cloud computing is a service and its purpose varies for each user. Learn how it works and how it is used to save money, improve productivity, and have fun. This session will help you identify some common mistakes made when dealing with a cloud based service and provide guidance on how to successfully work *in* the cloud.
- 15. Motivating Student and Volunteer Workers**
Nancy Davis

This class is designed to encourage workers from all backgrounds, and ages, to be self-motivated and to be able to work unsupervised. This can be accomplished by instilling a personalized sense of ownership and appreciation for the redundant and often physically demanding tasks required to maintain a library's collection.
- 16. Three Free Alternatives to Photoshop**
Roger Lipera

Availability and the expense of Photoshop have caused many users to look for an alternative. This session will focus on three free programs that offer viable solutions to this dilemma. These options can edit photos, draw shapes, apply effects, and do nearly all the same things that Photoshop can do with less expense and aggravation.
- 17. eAudiobooks and eBooks**
Barbara Madonna

This session will cover eAudiobooks and eBooks for your computer, eBooks reader, mp3 player and other compatible devices. Learn about lending policies, what you need, and if your device is compatible? You will learn three basic methods of downloading eBooks and eAudios to your device.
- 18. From High Rock to Congress Spring and Beyond**
Mary Ann Fitzgerald

Come along with me in my time machine to explore the places and meet the people who are part of the story of our fair city. Images from the Saratoga Springs History Museum, and documents from the City Historian's office and archive will be blended together to bring you into the heart of this place we love so well.

Workshop Session IV 10:30 - 12:00

- 19. Digitization**
Jeanne Keefe

Learn about the process of digitizing and organizing various materials from paper to visual and get an overview of the various long term storage methods for these materials.
- 20. Preparedness Matters: Are You Prepared With Disaster Plans?**
Fred Stoss

Can your community survive a hurricane, wildfire, blizzard, or chemical spill? This program highlights library services, programs, and resources that can help prepare local officials, emergency responders, and members of the community at-large to survive and minimize property damages from natural and human caused disasters.
- 21. Computer Security 101**
Kelly Turek

A brief look at several topics related to computer security including creating good passwords, backing up data, spam and phishing, and viruses.
- 22. RFID – Real Fears, Infinite Dismay – Unfounded**
Kathy Naftaly

Crandall Public Library was the first public library in the North Country to migrate to an RFID self-check system. Staff doubts surrounded the change. "Are we being replaced?" "We won't be customer friendly now." The focus will be on how staff perceived the new technology before, during, and after the process. Learn how we quickly became a better, more *patron-centered* library with new tools at our disposal.
- 23. Certificate of Achievement**
Michele Matthews

Learn more about the NYSLAA Certificate of Achievement Program that has piqued the interest of library assistants and administrators in many states and regions. See how the program works, what the benefits can be and how to get started.
- 24. Web-scale Discovery Services: Searching in the Era of Google**
Katie Dunn

Library users expect to find library materials as easy as searching Google or shopping on Amazon. Web-scale discovery services like Serials Solutions Summon, EBSCO Discovery Service and WorldCat Local aim to make a library's collection – books, articles, and more – accessible from a single search box. Learn the advantages and limitations of discovery services, and guidelines for selecting and maintaining a service.

NYSLAA Program - June 4-6, 2014

Wednesday, June 4, 2014

11:00 - 5:00 p.m.	Conference Registration open - Holiday Inn Saratoga Springs
12:30 p.m.	Tours: (See Tour/Speaker Information insert for details.)
	♦ Horsin' Around Trolley Tour \$18.00
	♦ Roosevelt Baths and Spa Walking Tour \$12.00
7:00 - 9:00 p.m.	Mixer: The Inn at Saratoga \$20.00
	Hors d'oeuvres and a cash bar on the historic Inn's patio.
	Enjoy meeting old friends and making some new ones.

Thursday, June 5, 2014

7:00 - 8:00 a.m.	Conference Registration - Holiday Inn Saratoga Springs
7:00 - 8:30 a.m.	Hot Breakfast Buffet - Holiday Inn Saratoga Springs
8:30 - 9:45 a.m.	Welcoming Remarks and Town Meeting
10:15 - 11:45 a.m.	Workshop Session I
11:45 - 2:00 p.m.	Lunch - On your own - a list of restaurants will be provided
2:00 - 3:30 p.m.	Workshop Session II
5:30 - 7:30 p.m.	Dinner at The National Museum of Racing. We are renting the museum and can explore at our leisure. Eating times will be staggered to accommodate our group. There will be various dinner stations set-up. The gift shop will be open.

Friday, June 6, 2014

7:00 - 8:00 a.m.	Conference Registration - Holiday Inn Saratoga Springs
7:00 - 8:30 a.m.	Hot Breakfast Buffet - Holiday Inn Saratoga Springs
8:00 - 8:30 a.m.	Welcome and Announcements
8:45 - 10:15 a.m.	Workshop Session III
10:30 - 12:00 p.m.	Workshop Session IV
12:15 - 2:30 p.m.	Luncheon Buffet - Holiday Inn Saratoga Springs
	♦ Presenter - Kathleen Pingelski - President, MicroKnowledge, Inc.
	♦ Ray Murray and Craig Koste Awards presented
	♦ Certificates of Achievement presented
	♦ 5, 10, 15, 20 and 25-year members honored <i>1st time for the 25-year award!</i> <i>New awards for levels 10-25 this year, everyone bring your five-year pin.</i>
	♦ Passing of the Scroll
	♦ Raffle

Name badges will be required for entrance to all conference activities.

Lodging information:	Conference Lodging will be at the Holiday Inn Saratoga Springs. 232 Broadway, Saratoga Springs, NY 12866 Call the hotel directly to reserve your room: 1-518-584-4550 Ask for the NYSLAA block of rooms, \$119 per room per night for the whole week. Or go to nyslaa.org/conference.html and click on the Register link for the group rate. The hotel has indoor and outdoor pools, a fitness room and free WiFi.
Maps & Directions:	See nyslaa.org - or - www.saratogahi.com/directions.php
Area Things to do:	National Museum of Dance and Hall of Fame Saratoga Spa State Park Canfield Casino and Congress Park New York State Military Museum Saratoga Automobile Museum Saratoga Battlefield Saratoga Raceway and Casino Shopping
Conference information:	See nyslaa.org/conference.html to download copies of this brochure and more info. Join NYSLAA-L from nyslaa.org for questions/discussions regarding the conference. Certificate of Achievement Review Board - will be available by appointment Make yours now by contacting Michele Matthews (518-276-8330 or prendm@rpi.edu)
2014 Outreach:	This year our outreach for the community will be for the Shelters of Saratoga . See www.sheltersofsaratoga.com for their wish list under the " Ways to Help " tab. Donated items, cash or checks will be accepted at the NYSLAA registration table.
Questions? Contact:	Donna Hanna at: 585-245-5508 -or- hanna@geneseo.edu Ruth V. Oberg at: 716-645-1336 -or- oberg@buffalo.edu