

**New York State
Library Assistants' Association
31st Annual Conference
June 10-12, 2009**



**Library Assistants:
Libraries Need You!**

Hosted by
The Capital Area Library Assistants

Held at
Russell Sage College and Rensselaer Polytechnic Institute

Workshop Choices Thursday - June 11, 2009

Workshop Session I 10:15 - 12:00

Please see insert for speaker information.

- 1. Spam, Spyware and Viruses: Dealing with Email Malware**
Mike Sofka
It is estimated that spam accounts for 95% of email. Most is sent from compromised home machines. Learn simple steps to: reduce the spam you receive, prevent your machine from sending spam, and keep malevolent software off machines.
- 2. Leadership and Management Skills**
Evelyn Butrico
In order to have an effective and healthy workplace, it is important to have both leaders and managers. Which are you? In this presentation we will discuss the differences between leaders and managers and the skills required to make good ones.
- 3. Build Better Access Reports!**
Lisa H. Ryan
Held off-site. Learn tips to effectively query data and build powerful reports in Access 2007. Topics include understanding relationships, creating *select* and *calculated* queries, refining query results, creating and modifying reports, and more.
- 4. Feature Writing**
Angela McNERney
Held off-site. Focus will be on writing a captivating and cleanly written feature story to publish. Become adept at writing strong leads to hook readers along with gaining a working knowledge of the elements necessary to create an article worthy of publication.
- 5. Artists' Books**
Fran Scott
Held off-site. What are "artists' books" and what role can they play in educational and cultural situations? A talk on the history of artists' books and how to promote them as exhibit material and lecture and teaching opportunities in libraries.
- 6. Introduction to Photoshop**
Arlen Johnson
Hands-on. Held off-site. Adobe Photoshop is the industry standard image editor for graphics professionals. Learn the basics of image manipulation, photo retouching, compositing, and output with an emphasis on producing images for the web.
- 7. How to Create a Website in 90 Minutes with HTML**
Matt Benzing
Hands-on. Held off-site. A beginner's course in writing web pages from scratch. This course will cover basic HTML markup, testing and validating web sites and web design principles.

Workshop Session II 2:15 - 4:00

- 8. Fighting for the Soul of Libraries**
R. David Lankes
Libraries are changing - transforming from quiet buildings with loud rooms to loud buildings with quiet rooms - from places for things to places for knowledge & learning. This change is too big and important. Every one from librarian to assistant to patron must help shape the future of our libraries. Come start the conversation.
- 9. The New York State Library and You**
Sheldon Wein
Learn about the services and resources the NYS Library has with over 20,000,000 items including rare and unique pieces. An orientation to the library's web page, how to access online resources, digital collections and more will be provided.
- 10. Dealing with Difficult People and Mastering Conflict**
Evelyn Butrico
It's easy to work with those who are easy to get along with. But how do you treat the difficult person, the ones you really don't understand, can't relate to, and don't care about? Learn strategies to deal with them and to make conflict productive.
- 11. Early Development of Landscape Painting in America**
Fran Scott
Held off-site. Learn about the early development of landscape painting (pre-dating the 19th century--Hudson River School) and some of the work done by regional American Colonial era painters and artists represented in the Albany Institute.
- 12. Copyright & Intellectual Property Laws: Libraries in the Digital Age**
Irving Stephens
Held off-site. Libraries are concentrations of intellectual property. Overseeing its use entails more than being familiar with sections of copyright law. The *digital age* means that libraries must be aware of how patent requirements, licensing agreements, and Open Access affect library services.
- 13. Making PubMed Work for You**
Arpita Bose
Hands-on. Held off-site. This class will help you find journal article citations in PubMed, a product of the U.S. National Library of Medicine. You will learn about the MEDLINE database and using Medical Subject Headings to research biomedical topics.
- 14. Social Networking Sites and Libraries**
Kathryn M. Dunn
Hands-on. Held off-site. Social networking sites (MySpace/Facebook) are hugely popular with high school/college students and older users. How are libraries using them to connect with their users? We'll look at these along with Twitter, Livejournal, Flickr and LibraryThing.
- 15. Résumé Writing**
Barbara Lewis
Hands-on. Held off-site. Receive an introduction to the various elements important to résumés and curriculum vitae (CV), and some sample model documents in different styles. Participants are encouraged to bring a draft of their own résumé or one they wish to update. Tips for writing cover letters will be discussed.
- 16. Mastering PowerPoint 2007**
Arlen Johnson
Hands-on. Held off-site. Microsoft PowerPoint makes it easy to create presentations and slideshows. This workshop will provide a solid foundation while focusing on best practices in design. Topics include: selection of fonts and colors; how to work with themes, masters, and layouts; and when to use graphics and animation.

Workshop Choices Friday - June 12, 2009

Workshop Session III 8:45 - 10:30

Please see insert for speaker information.

17. **Business Information on the Web & in the Public Domain**
Colette Holmes
Business information sources in electronic format are often licensed which can mean limited access for users. The web serves as a home for many business resources in the public domain. Some "best bets" for free business information will be featured.
18. **Blogs, Wikis, and RSS**
Geoff Kirkpatrick
These technologies are becoming the glue that pieces the web together. Come for a look at how these technologies are changing the way libraries do business.
19. **Preserving Photographs and Documents**
Amy Rupert
Preserving documents and photographs takes a bit of planning, proper storage materials, and good environmental conditions. Learn about products and techniques which can prolong the life of your valuable materials.
20. **Searching for Your Family History on the Internet**
Gordon Noble
This workshop will explore and focus on several major genealogical Internet sites, including ones that are free via the web and subscription databases that are accessible via libraries. For advanced and beginning searchers alike.
21. **Technology - Past, Present, and (Mostly) Future**
Gary Schwartz
Learn how pagers, cell phones, iPods, and the latest hand-held gadgets can make a difference in your library.
22. **Identity Theft**
Marshall Cox
Identity theft is an ever changing, evolving animal. This presentation will provide definitions of the types of identity theft, how to try to protect yourself, and what you should do if you do become the victim and some of the trends we are seeing.
23. **Certificate of Achievement**
Scott Goodman and the Review Board
Held off-site. 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. **Managing Projects and Priorities**
Martha McCormick
Held off-site. Learn techniques for successfully completing projects on time and within budget. The Project Management approach is useful whether you are planning an event, reorganizing a department, or cleaning a closet. PM is regarded as a valuable skill set that will help you or your team effectively complete simple or complex projects.

Workshop Session IV 10:45 - 12:30

25. **The First Time Digitizer**
Susan D'Entremont
Patrons want it all on the web. How does it get there? How to plan a digitization project, from selecting material to project management. What needs to be considered before a document lands on the scanning bed? (i.e. copyright, researcher access, costs)
26. **There's \$\$ Out There for You: Personal Grants for Professional Development**
Carol Anne Germain
Gerald Burke
Do you shy away from submitting grants? Delete email messages that promote grants? Personal grants are available from a wide variety of sources. You can use this money to fund training, attend a conference or conduct research. This will address where to apply for a grant, how to write a proposal, and creative strategies for the process.
27. **More Than Stories**
Ann-Marie Ciccinnelli
Elizabeth Bomba
Enhance your storytimes with engaging flannelboards, fingerplays, action plays and musical activities. Discover why preschool programs have such a positive influence on your young audiences. Join us for an interactive session and let the rumpus begin!
28. **Web Trends in Libraries**
Geoff Kirkpatrick
New technologies are changing customer expectations. Along with these changes come challenges and opportunities for libraries. This session will be an overview of some of these new technologies and how libraries are using them to improve service.
29. **Empire State College: the SUNY Solution for Adult Learners**
Kate Reis
Get an overview of the associate and bachelors programs available from SUNY Empire State College. Focused on adult learners, it fits into your busy schedule. Receive college credit from work and life experiences. Learn how to apply and get started.
30. **Library Services and Community Outreach**
Ginny La Juene
Using examples from the Bethlehem Public Library, we will focus on underserved populations in the community, including teens, busy adults, and senior citizens in adult living situations. We'll review ways to reach out to them by identifying resources and strategies for increasing library visibility in the community.
31. **Finding Your Personal Power to Influence Outcomes**
Martha McCormick
Held off-site. You may be the point person on a project requiring participation from different levels. Specific skills help you harness the power and creativity of groups and help you work effectively with others. Learn the dynamics of work relationships and how skilled communication practices can strengthen them and improve performance.

NYSLAA Program - June 10-12, 2009

Wednesday, June 10, 2009

- Noon - 6:00 p.m. Conference Registration open - Kellas Formal, Kellas Hall
Tours: (See Tour/Speaker Information Insert for details)
- ♦ Historic Oakwood Cemetery and Second Street in Troy \$10.00
 - ♦ Troy Saving Bank Music Hall \$5.00
- 1:00 - 3:30
4:00 - 5:00
4:00 - 5:30 p.m. Certificate of Achievement Review Board - available by appointment
Make an appointment with Scott Goodman (607-334-4034 or no.scott@4cls.org) for some one-on-one time with the Review Board (other times may be available)
- 6:00 - 9:00 p.m. Mixer/Dinner - Pizza Party at the Red Front Restaurant and Tavern \$13.00
Pizza, wings, salad and soda included. Cash bar. Walkable from Sage.

Thursday, June 11, 2009

- 7:00 - 8:00 a.m. Conference Registration - Kellas Formal, Kellas Hall
7:00 - 8:30 a.m. Hot Breakfast Buffet - The Aggie, McKinstry Hall
8:30 - 9:45 a.m. Welcoming Remarks and Town Meeting
10:15 - 12:00 noon Workshop Session I
12:00 - 2:00 p.m. Lunch - On your own
2:15 - 4:00 p.m. Workshop Session II
5:45 - 10:30 p.m. Dinner cruise w/musical entertainment on board the Captain JP. Walkable from Sage.

Friday, June 12, 2009

- 7:00 - 8:00 a.m. Conference Registration - The Aggie, McKinstry Hall
7:00 - 8:30 a.m. Hot Breakfast Buffet - The Aggie, McKinstry Hall
8:00 - 8:30 a.m. Welcome
8:45 - 10:30 a.m. Workshop Session III
10:45 - 12:30 p.m. Workshop Session IV
1:00 - 3:00 p.m. Luncheon - The Aggie, McKinstry Hall
- ♦ Keynote - Sister Anne Bryan Smollin
 - ♦ Ray Murray and Craig Koste Awards presented
 - ♦ Certificates of Achievement presented
 - ♦ 5, 10, 15 and 20-year members honored
 - ♦ Passing of the Scroll
 - ♦ Raffle

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

Russell Sage College
51 1st St
Troy, NY 12180
Phone: 518-244-2000

Campus lodging is available in older style dorms with bathrooms located down the hall. No AC, windows open. You may bring small fans. Available for 2 nights 6/10 & 6/11 *only*. See the Conference Registration Form for pricing and reservation information.

There is a small block of rooms reserved under **NYSLAA** at the **Franklin Square** in Troy for \$114 per night. To reserve a room call 518-274-8800 (Walking distance to Sage.)

Many other chain hotels are located within a 10-15 minute drive in Latham, NY. Use the Internet to find other hotels if you choose not to stay in the dorms or Franklin Square.

Transportation will be on your own wherever you choose to stay.

Maps & Directions:
Area Things to do:

See nyslaa.org or www.sage.edu/aboutsage/contact (2nd map on page)

Troy's RiverSpark Visitor Center
www.troyvisitorcenter.org

The Arts Center
www.artscenteronline.org

Albany Institute of History and Art
www.albanyinstitute.org

Peebles Island State Park
nysparks.state.ny.us/parks/info.asp?parkID=120

Measured Walking Trails (Downtown area)
www.troyny.gov/recreation/measuredwalkingtrails.html

Rensselaer County Historical Soc.
www.rchsonline.org

Oakwood Cemetery
www.oakwoodcemetery.org

New York State Museum
www.nysm.nysed.gov

Troy Night Out
www.troynightout.org

The Antique District (Shopping)
Along River St near 1st St

Conference information:

See nyslaa.org/conference.html to download copies of this brochure or for updated info. Join NYSLAA-L from nyslaa.org for questions/discussions regarding the conference.

Questions? Contact:

Donna Hanna at: 585-245-5508 -or- hanna@geneseo.edu
Ruth V. Oberg at: 716-645-2947 x227 -or- oberg@buffalo.edu