New York State Library Assistants' Association

33rd Annual Conference
June 8-10, 2011

2011
NYSLAA
Conference

State University
of New York

Geneseo

Library Assistants...
an Enduring Beacon of Light

Workshop Choices Thursday - June 9, 2011

Workshop Session I 10:15 - 12:00   Please see insert for speaker information.

1. **Create Forms and Templates Using MS Word**
   Steve Dresbach

   Hands-on. Templates are a great way to save time and create consistent documents. They are valuable for frequently used documents. Forms allow user input utilizing drop-down lists, check boxes, text boxes and date pickers. Learn to create both using MS Word's Content Controls, Tabs, Indents, Styles and Autotext.

2. **Desktop Security**
   Mark Sullivan

   Are you running anti-virus, anti-malware and a firewall on your computer? Good! Think you are completely safe? Not necessarily... Learn some of the options available for software and hardware and discuss many of the associated vulnerabilities.

3. **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.

4. **Living History: Surviving the Holocaust**
   Eva Abrams

   Eva Abrams was born in Oradea, Romania in 1926. Ethnically Hungarian, her family rejoiced when Oradea was returned to Hungary, but conditions for Jews worsened. Come hear how this brave woman survived this unthinkable ordeal.

5. **Personal Health: How it Effects Your Job Performance**
   Joan Ellison/Lisa Beardsley

   Learn how your physical health, what you eat and your physical activity can effect how you perform on the job.

6. **Sustainable Living**
   NYSERDA

   Learn how to measure your energy use and make informed, energy-wise decisions. Hands-on activities. Receive a tool kit you can use to explore sustainability practices in energy, water, transportation, food, and the consumption of goods.

7. **Free Full-Text Galore**
   Cyril Oberlander

   Looking for free full-text books? Interested in adding over two million free books but no shelving? Google Books, Hathi Trust, and Internet Archive are three important mass digitization projects - what do these mean to your users, libraries, and the future?

8. **Future of Libraries**
   Panel

   Where are libraries heading? Hear the interesting perspectives of three different academic library directors on what may be coming down the pike and how we could be affected by these new ideas and changes.

Workshop Session II 2:15 - 4:00

9. **Brochures and Newsletters Using MS Publisher 2010**
   Steve Dresbach

   Hands-on. Brochures and newsletters are a great way to increase awareness, interest and knowledge. Use them to promote your next event, advertise a product or location, or publicize a topic of interest. Learn to work with columns, create text layouts, insert and format graphics around text, and prepare your document for printing.

10. **Stories in Your Pocket**
    Kim Weitkamp

    This workshop teaches how to use story when communicating with patrons, volunteers, employees and donors. Learn how to make criticism, vision casting, regulations and other tough topics, easier to swallow!

11. **Basic Book Repair**
    Leah Hamilton

    Learn basic skills for keeping your collection in good repair. Understand the types of repairs and how to do them. Assess damage that needs to be addressed by other means. Through discussion and presentation, become familiar with the simple tools needed and receive a step-by-step instruction packet.

12. **Diigo Bookmarking Tool: Organizing Digital Info**
    Tracy Paradis

    Learn how to annotate and tag the web while creating your own personal archive. Diigo is a collaborative research tool that integrates tags and folders, highlighting, sticky notes, and group-based collaboration. Use it to write comments and group materials directly on the web without downloading, uploading, or printing.

13. **Sustainable Living**

    Repeat. See number 6 for description.

14. **Single Service Point: The Future of Library Service?**
    Panel

    Many institutions are switching to or considering a single service point model. Questions arise regarding the roles of both librarians and service staff. This panel discussion offers the opportunity for participants to discuss the benefits and challenges of various single service desk options.

15. **Outreach...Friends**
    Heidi Jensen

    Come discover ideas, tips and tricks for organizing and hosting a successful event at your library. It's easy and anyone can do it! This workshop will give you the incentive to host workshops in your library for support staff and for other groups as well.

16. **Leadership at Every Level**
    Panel

    There is no disputing that libraries are changing at a rapid pace as technology, staffing and work environments undergo major adjustments. Gone are the days of separated work forces within the library. Every voice counts and emerging leaders must stand up to ensure that we create a new 21st century library. Join us in exploring five key practices of leadership skills. Identify the skills that you already possess and improve upon those that can add to the strength and future of your library.

Workshop Choices Friday - June 10, 2011

Workshop Session III 8:45 - 10:30   Please see insert for speaker information.

17. GIST: Gift Manager
  Kate Pitcher
  Mark Sullivan

SUNY Geneseo's Milne Library created a free open-source and innovative tool called the GIST Gift & Deselection Manager, designed to manage a new work-flow for the time-consuming gifts and weeding process. The presenters will demonstrate GIST, provide documentation and encourage audience feedback and questions.

18. Geneseo: The Town the Wadsworths Built
  Elizabeth Argentieri

Geneseo's settled history dates back to the 1790s, when the Wadsworth brothers arrived and became instrumental in creating the vibrant and important community it is today. This visual presentation will showcase the historical and continuing influence of the Wadsworths in Geneseo's natural, architectural and cultural landscape.

19. Introduction to Wikis
  Corey Ha

Participants will learn what a wiki is and how it can be used to promote collaboration and provide a space for documentation. An overview of features of the Milne Library wiki will be presented.

20. Better World Books
  Emily Duncan

Learn the history of Better World Books and their book collection programs. Where do the books go? How does it benefit its non-profit literacy partners? Discover the positive environmental impact of having your unwanted books recycled.

21. Google - More than Just an Internet Search Engine
  Rich Dreifus

Hands-on. Google products extend web searching to include full text books, news sources, and scholarly publications. Use Google applications that enable you to work collaboratively, use alternatives to Word, Excel, and PowerPoint. Enter the world of cloud computing and access your work from anywhere.

22. Gardening for the Times
  Julie Brocklehurst-Woods
  Linda Phillips

The objective of this session is to introduce attendees to electronic and print resources available on sustainable gardening practices. Topics will include reducing use of chemical fertilizers and pesticides, reducing and conserving water, and composting.

23. Sustainable Living

Repeat. See number 6 for description.

24. Gamers: Exploring Library Gaming Services
  Craig Harris

Gamers are a demographic group larger than the boomers. What is your library doing to provide services to this growing population? We will map out library gaming programs, integrating it into programs and services, and explore game circulation.

Workshop Session IV 10:45 - 12:30

25. An eReader vs. Tablet vs. Netbook Comparison
  Steve Praino

If you like to read and are technologically savvy then you are probably thinking of getting an eReader.... or a tablet.... or maybe a netbook. Discuss the pros and cons of each, their ideal usage scenarios, and where your hard-earned money should go.

26. Getting to Know You
  Patty Hamilton-Rogers
  Liz Seager

(Just like the song from "The King and I"). Whether it is a conference or a cocktail party, starting a conversation with a stranger can be downright intimidating. This session will provide you with an overview of networking, how to prepare an elevator speech, and a little fun. Please note, you will be required to talk to a stranger!

27. An Introduction to the Reference Interview
  Tom Ottaviano
  Justina Elmore

This interactive workshop offers staff the opportunity to hone their reference interview skills.   Learn the components of a successful reference interview and practice answering reference questions which will help to identify and fulfill any patron's true research needs.

28. Adapting to Change: A Library Assistant's View
  Panel

Change is inevitable in today's libraries. It is easy to feel overwhelmed or powerless. It's important to learn how to effectively embrace and deal with change in your professional life. Hear how other library assistants have adapted. Engage the panelists for advice and strategies that you can use to adapt to changes in your own library.

29. Internet Shopping for Your Library
  Linette Koren

Hands-on. Do you want to do more online shopping to have a greater selection of merchandise, get better deals, and shop at your convenience? Do you hesitate due to your concerns about security and identity theft? Hesitate no longer! This workshop will look at the some popular online shopping and price comparison sites.

30. Sustainable Living

Repeat. See number 6 for description.

31. Retirement Planning
  Craig Warner
  Steve Barber

Within the last couple of years the economic & investment climate has changed. Join us as we discuss the factors that have a significant impact on your retirement, i.e. Health Care, SSI, increasing income taxes, people living longer, and more.

32. Handling Unruly Children in the Library
  Tonia Burton

This session is a round table discussion on different techniques to work with disorderly young patrons in your library. Come share your thoughts and ideas.

NYSLAA Program - June 8-10, 2011

Wednesday, June 8, 2011

11:00 – 5:00 p.m.	**Conference Registration open -** Milne Library, SUNY Geneseo
	Tours: (See Tour/Speaker Information insert for details)
12:00 – 2:30 p.m.	♦ **The Mt. Morris Dam** $3.00
1:00 – 3:30 p.m.	♦ **The Abbey of the Genesee** $5.00
5:30 – 10:00 p.m.	**Mixer - Walking Tour of Geneseo** $18.00

Stop at seven different historical sites and at each one, sample period cuisine (heavy hors d'oevures) and hear the site's history from the host.
The eighth stop will be at The Big Tree Inn for dessert, a cash bar and a short tale of the Inn's history as it celebrates its 125th Anniversary.

Thursday, June 9, 2011

7:00 – 8:00 a.m.	**Conference Registration -** MacVittie College Union Ballroom Lobby
7:00 – 8:30 a.m.	**Hot Breakfast Buffet -** MacVittie College Union Ballroom
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 –** a map and list of restaurants will be provided
2:15 – 4:00 p.m.	**Workshop Session II**
5:00 – 11:00 p.m.	**Dinner at The Genesee Country Museum.** Includes walking tours of the museum, a buffet dinner and comedic entertainment.

Friday, June 10, 2011

7:00 – 8:00 a.m.	**Conference Registration -** Mary Jemison Dining Hall Lobby
7:00 – 8:30 a.m.	**Hot Breakfast (Cafeteria Style) -** Mary Jemison Dining 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**
12:45 – 3:00 p.m.	**Luncheon -** MacVittie College Union Ballroom

- ♦ **Keynote - Kim Weitkamp**
- ♦ **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.

Lodging information:
Conference Lodging will be the Erie dorm suites at SUNY Geneseo.
Reserve your room and pick your roommates on the registration form.
Rate is $30 per person per night (including linens) for a single bedroom.
Each suite has 4 bedrooms, a sitting room and a bathroom. (No AC, bring a fan.)
Every 4 suites share a common area with a kitchen (microwave, no refrigerator)
(Pictures on nyslaa.org/conference.html)

See nyslaa.org for a list of area hotels and/or bed and breakfasts.
There is a block of rooms at both the Quality Inn in Geneseo and the Country Inn and Suites in Mt. Morris. Ask for the NYSLAA rate if you choose to stay there.
Transportation will be on your own wherever you choose to stay.

Maps & Directions:
See nyslaa.org or www.geneseo.edu/about/directions

Area Things to do:
Abbey of the Genesee
Livingston County Historical Society
1941 Historical Aircraft Group Museum
Genesee Valley Farm Discovery Center
Clara Barton Chapter #1 American Red Cross
Mount Morris Dam/William B. Hoyt II Visitor Center-U.S. Army Corps of Engineers
Letchworth State Park
Roemer Arboretums
Genesee Valley Greenway
Finger Lakes Arts Trail

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 - available by appointment only
Make an appointment with Michele Matthews (518-276-8330 or prendm@rpi.edu)

Questions? Contact:
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