

To: Library Support Services

All sessions run from 1:30 to 4:00 p.m. in the LSS Library Resource Centre

Session 1:

Introducing Libraries and Library Support Services

**Date: Wednesday
October 10, 2007**

Session 2:

MARC Records: What Do You Do With Them?

**Date: Monday
November 5, 2007**

Session 3:

United Library Services: How to Order, Receive and Submit Invoices

**Date: Wednesday
November 28, 2007**

Session 4:

Why We're Here: Learning & Literacy in the School Library

**Date: Wednesday
December 12, 2007**

Session 5:

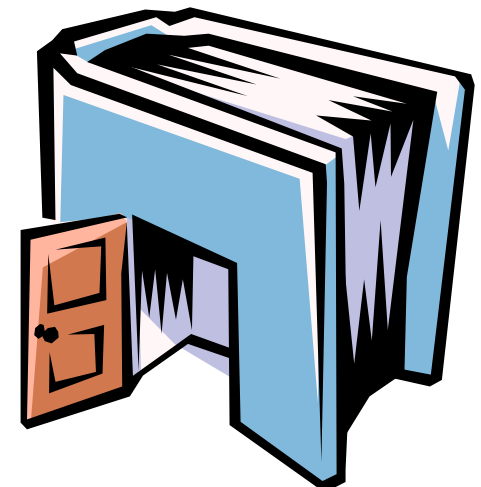
Online Resources: How to Use Global Books in Print and More

**Date: Thursday
February 21, 2008**

Library Support Services

2007/08

Learning Sessions for New School Library Staff



2007/08 Learning Sessions for New School Library Staff

Overview

New library staff are encouraged to attend these practical workshops designed to introduce the basic elements of providing school library service. Staff with more experience are also welcome to come to refresh their skills.

All workshops will be held at the LSS Library Resource Centre at Prince Charles ERC, 1075 Wellington Avenue.

Session 1: *Introducing Libraries and Library Support Services*

In the first part of the workshop, we'll look at the world of school libraries. Who do they serve? How are they organized? What do phrases like "MARC record" or "shelfreading" mean? What is the Dewey Decimal system? Secondly, we'll find out about Library Support Services, a great Division resource for school teachers and school library staff.

Session 2: *MARC Records: What Do You Do With Them?*

Cecile Lemoine, LSS Cataloguing Technician, will walk through how to download new MARC records to school catalogues, how to send requests for cataloguing to LSS, how to process new materials for your library, and how to delete or add items.

Session 3: *United Library Services: How to Order, Receive, and Submit Invoices*

Jody Erlandson, LSS Secretary, will lead this detailed session on how to order through ULS online and how to manage Division paperwork when receiving ULS material. All school staff are welcome to join library staff for this session.

Session 4: *Why We're Here: Learning and Literacy in the School Library*

We can get so wrapped up in paperwork that we forget one of the main reasons our libraries exist: to bring great reads to young people. Some of the topics we'll look at include fun books to share with kids, how to read aloud effectively, organizing Book Clubs, and promoting MYRCA books.

Session 5: *Online Resources: How to Use Global Books in Print and More*

Find out how to use this valuable resource through a hands-on session with GBIP trainer Donna Boecker. Research subjects to develop your library collection, and keep up with award-winning books for kids. We will also look at easily available online tools for answering questions for teachers and students. What resources are available through the WSD Union Catalogue, the Library Resource Centre, and the Manitoba Department of Education?

2007/08 Learning Sessions for New School Library Staff



Register me!

Name

Position

School

Telephone

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Fax

E-mail

Principal

Sessions (please circle):

1 2 3 4 5

Please register by courier, fax (783-9628) or by contacting Jody Erlandson, LSS Secretary at jerlandson@wsd1.org or 788-0203, x156.

