



# LE@D Course Listings

Lifelong Education @ Desktop has many classes available now and is continuing to develop other courses. The available courses are linked to course and registration/payment information.

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## Business

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### LEAD3700: Marketing and Money 2010 - 2011

The main objective of this course is to develop a basic, yet good understanding of and an appreciation for the money implications and impact of marketing decisions. The teaching method is intensively hands-on analysis and makes use of mini-cases and worksheet exercises.

Facilitator: **Gopala Ganesh**  
Begins: **10/01/2010**  
Cost: **\$200**

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## Certified Public Library Administrator

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### Budget and Finance

This eight-week online course will introduce the library manager to budgets and financial management as applied to the library and information center environment.

Facilitator: **Arlita Harris**  
Begins: **10/01/2010**  
Cost: **\$300**

### Fundraising and Grantsmanship

This eight-week online course will introduce the library manager to fundraising and grantwriting for librarians.

Facilitator: **Arlita Harris**  
Begins: **10/01/2010**  
Cost: **\$300**

### Planning and Management of Buildings

This eight-week online course will introduce the library manager to facility management and maintenance as applied to the library and information center environment.

Facilitator: **Arlita Harris**  
Begins: **10/01/2010**  
Cost: **\$300**

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## Library Courses

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### Basic Budgeting

The budget is one of the library's most important planning tools. This course will help you to better understand the budget process and the components that make up a library's budget.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

### Become an Effective Trustee

One of the main targets for this course is the new trustee or board member — someone ready to begin their new trustee responsibilities but searching for more detailed information on what this job entails.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Capturing History: Digitization Projects

This tutorial covers the basics of scanning and will improve your understanding of the issues involved with digitization projects, including copyright issues, equipment, terms, funding.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Change Management and Leadership

Change is a given in 21st century libraries. Being an effective change agent and coping with change partly depends on your sense of perspective.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Copyright Basics for Libraries

Knowing what copyright entails and how to deal with the most basic copyright situations in a library can help a library avoid the more common copyright risks.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Copyright Issues in the Classroom and School Library

Knowing what copyright entails and how to deal with the most basic copyright situations in a school library can help a library avoid the more common copyright risks.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Creating and Maintaining an Engaging School Library Website

Web page design can be a daunting challenge, but you can begin taking the first steps today. This tutorial is a basic introduction to designing a web page for your school library or media center.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Creating Collaborative Lessons in the Elementary School Library

There are tremendous benefits for schools from successful collaboration efforts between classroom teachers and the school librarian.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Creating Collaborative Lessons in the Secondary School Library

Building partnerships can greatly enhance the learning process. In this course, you will discover what teacher-librarian collaboration is and whom it benefits.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Creating Compelling Programming in Your School Library

This course discusses programming in the school environment and provides support for programs that meet the needs and goals of the school library.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Ethical Standards for Library Leadership

This course is designed to present the basics of ethical behavior for library leadership and covers topics such as Everyday Ethical Standards, the Rule of Law, Transparency and Fairness, and other ethical concerns.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Ethics in the Real World: Library Case Studies

This course uses case studies to provide an opportunity to think, write, and talk about ethics. These simple case studies can help to anticipate complex issues.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## EZ-Packs

Facilitator: **0**  
Dates: **Open**  
Cost: **\$0**

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## Financial Management

There is a temptation to celebrate on the first day of the fiscal year. The budgeting cycle may have ended, but the budget process has not finished. This course addresses the handling of budgeted funds throughout the fiscal year.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Financial Management in Tough Times

It is possible to improve library service to the community while cutting the budget. As this course explains, budget cuts can be beneficial — providing an opportunity to examine service effectiveness and efficiency.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Gifts for Libraries: Be Careful What You Wish For

Of the many donations received, only a small percentage will likely be what the library really wants or needs. This course covers the elements of a complete gift policy and discusses the political and public relations implications.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Grant Writing Basics

Applying for a library grant can seem like a daunting task. Certainly, there is work involved, but with the help of this course, you will know the steps that are necessary and find that success is not as hard to attain as you might think.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Harnessing the Internet

This tutorial is a basic introduction to the Internet as a reference resource for individuals who work in libraries.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Improving Co-Worker Relations

This course will give you some fresh perspectives on strengthening communication weaknesses in your library, along with some practical tools to tackle specific co-worker problems you may be worrying about today.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Improving Your Communications Skills: Presentation Skills for Librarians

This course strives to help librarians improve their presentation skills by demonstrating how their organization and presentation of information, as well as their presentation of themselves, affects the audience's receptiveness.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Influence: Even When You Don't Have Power or Authority

Influence can be taught and practiced. This course is for 21st century library people who choose to become influential.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Keeping Your Library Looking Good

In an ideal world, your library would be designed for easy maintenance. Your custodial staff would know which products clean which surfaces. And you would have staff and a

Facilitator: **Self-paced**  
Dates: **Open**

mean when someone finds you would have staff and a clientele that appreciated the library and took really good care of it. In the real world...

Cost: **\$25**

## Leadership in Libraries: Becoming an Everyday Leader

Today, leadership skills are required at every level to ensure libraries can respond effectively to the new worlds we live in. Everybody needs to be able to think and act like a leader.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Library Privacy and Confidentiality: Law and Policy

Librarians have fought to protect the privacy of library users. Now, a precarious balance exists between privacy rights and laws relating to public information. This course will help prepare you in the event that you must some day decide between individual privacy and law enforcement.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Managing Difficult Patrons with Confidence!

Dealing with difficult patrons is a never-ending topic among library staff. This course is intended to provide each participant with a basic tool-kit that can be applied to manage a variety of difficult patron situations.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Meetings for Results

Whether you are the organizer or an attendee, there are certain expectations regarding your work within any meeting. This course will provide you with new tools and practical ideas to implement in your library meetings.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Mentors and Protégés: Creating Successful Workplace Programs

Today's mentor programs are shaping the future of librarianship. Throughout this course, we will be exploring how to create the best interchanges between mentors and protégés, with an eye toward positive results for all involved.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Microsoft Office 2003: Excel

Microsoft Excel is probably one of the most versatile and powerful programs you can have on your desktop. Having a basic understanding of the software can save you hours of time and make record-keeping a much simpler process.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Microsoft Office 2003: PowerPoint

Designed to help librarians make effective presentations to governing boards, conferences, and community groups, this tutorial walks the novice through choosing the best slide designs and perfecting presentation skills.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Microsoft Office 2003: Word and Publisher

The purpose of this short course is to provide some basic templates for common library applications using Microsoft Word and Publisher 2003.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Microsoft Office: Using Templates in Word and Publisher 2007

The purpose of this short course is to provide some basic templates for common library applications using the latest release of Microsoft Word and Publisher.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Multicultural Literature for Children and Young Adults

An understanding of how to define and evaluate multicultural literature for children is critical. This short course will introduce tenets of evaluation of different genres of literature in terms of both literary and extra-literary concerns.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Online Research Strategies for Librarians

This course is designed to help you become a better searcher, and therefore a more successful *finder!*

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Providing Excellent Customer Service in a Multi-Cultural Environment

Serving diverse and multicultural customers is an exciting and challenging part of working in libraries today. But it also presents situations that may be new and unsettling.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

## Reaching Reluctant Readers

The term reluctant reader refers to young people who can read with some independence, but choose not to. There are a variety of reasons, but with some motivation it is possible to get these students to re-engage with the process of reading.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Reaching Teenagers

Libraries are in a unique position to reach the needs of today's young adults. This tutorial will give you specific ways you can reach out to teens and provide asset building programs in your library.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Retailing Methods and Techniques in Libraries

Successful retailers realize what their product is and they maximize sales as a result. Libraries need to realize that the same principles hold true with the products we provide.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## RFID Technology

This course will offer you exciting information concerning Radio Frequency Identification. RFID systems are changing security and tracking procedures in many libraries, but is it the right option for you?

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Saturate Your Knowledge, Not Your Fat Intake

This course will give you a brief overview on how saturated fat intake can lead to an increased risk of certain chronic diseases, the differences between certain types of fats, resources you can provide your patrons on reducing saturated fat intake, and program planning ideas.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Strategic Planning: Quick, Cheap, and Decent

What happens if you don't have time to research and write an A+ strategic plan? What if you have an impossible deadline, no budget, no experience, and no staff? Something has to give.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Strategic Planning: The Five-Minute Introduction

Strategic planning is about inventing a new future and creating a written plan for coordinating the steps and resources to get there. Five minutes is all it takes to explain the main steps of a more reasonable, beneficial planning process for your library.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Supervision without Micromanagement

Why is effective library supervision so hard, even for the smart, nice, and experienced library employee? This course will illustrate the supervisory techniques necessary for improving your library's productivity and workplace relations.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Technical Services: What they do, Why they do it, How it's changing

From their day-to-day work processes to their contributions to the library's mission, this course is designed to give you an overview of what typically constitutes technical services work in a library.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Trends in Children's Literature

In addition to providing a brief review of the basics of children's literature, this course will examine contemporary books and trends. Primary emphasis will be placed on books published since 2000 and strategies for keeping current on new titles published each year.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Understanding Budgets

Budgeting is an intimidating process for most of us. This course explores the definition of a budget and seeks to introduce different budgetary sources and budget types commonly found in libraries.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Using Databases

The ability to utilize database services is an increasingly vital skill for reference and research. This in-depth course will concentrate on addressing the needs of library professionals using electronic databases.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Volunteers: Recruitment, Development, and Supervision

Libraries can benefit tremendously from the work of volunteers. This course is designed to provide library staff the tools to create and effectively manage a successful volunteer program.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Weeding: It's Not Optional

Weeding, de-selection, culling, or inventory control is an important aspect of successful collection management. This course will discuss the reasons for weeding, the criteria for

Facilitator: **Self-paced**  
Dates: **Open**

course will discuss the reasons for weeding, the criteria for weeding, the steps in the weeding process, and then help you design a weeding project.

Cost: \$25

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## Library Support Staff Certification

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### Communication and Teamwork

Good communication skills are the very core of good customer service. It is essential for you as part of the library support staff to communicate effectively in your work.

Facilitator: **Cheryl Bryan**  
Begins: **10/20/2010**  
Cost: **\$300**

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## Medical Library Association

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### Change Management and Leadership for Medical Librarians

Change is a given in 21st century medical libraries and information centers. Being an effective change agent and coping with change partly depends on your sense of perspective.

Facilitator: **Pat Wagner**  
Begins: **10/06/2010**  
Cost: **\$150**

### Everyday Leadership for Medical Librarians

Learn how to identify and improve your leadership skills, no matter what your current role is in your medical library or institution.

Facilitator: **Pat Wagner**  
Begins: **10/06/2010**  
Cost: **\$150**

### Influence for Medical Librarians

Learn how to use the positive concepts of influence, including empathy, gratitude, and commonality, to succeed in your library and your career.

Facilitator: **Pat Wagner**  
Begins: **10/06/2010**  
Cost: **\$150**

### Strategic Planning: The Five-Minute Introduction for Medical Librarians

Strategic planning is about inventing a new future for your medical library and creating a written plan for coordinating the people and the resources to get there.

Facilitator: **Pat Wagner**  
Begins: **09/13/2010**  
Cost: **\$150**

### Supervision Without Micromanagement for Medical Librarians

Supervision is about eliciting the best from the people who work for you and with you, while achieving the goals of your medical library's strategic plan.

Facilitator: **Pat Wagner**  
Begins: **10/06/2010**  
Cost: **\$150**

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## Rehabilitation

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### Diversity and Rehabilitation Service Delivery

This course explores diversity as it relates to the provision of rehabilitation services. It includes resources for additional information and invites the student to look at themselves and at their customers in a new light.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$60**

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## School Library Courses

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### Copyright Issues in the Classroom and School Library

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Dates: **Open**  
Cost: **\$25**

### Creating and Maintaining an Engaging School Library Website

Web page design can be a daunting challenge, but you can begin taking the first steps today. This tutorial is a basic introduction to designing a web page for your school library or media center.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

### Creating Collaborative Lessons in the Elementary School Library

There are tremendous benefits for schools from successful collaboration efforts between classroom teachers and the school librarian.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

### Creating Collaborative Lessons in the Secondary School Library

Building partnerships can greatly enhance the learning process. In this course, you will discover what teacher-librarian collaboration is and whom it benefits.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

### Creating Compelling Programming in Your School Library

This course discusses programming in the school environment and provides support for programs that meet the needs and goals of the school library.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## EZ-Packs

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Facilitator: 0  
Dates: Open  
Cost: \$0

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## Multicultural Literature for Children and Young Adults

An understanding of how to define and evaluate multicultural literature for children is critical. This short course will introduce tenets of evaluation of different genres of literature in terms of both literary and extra-literary concerns.

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Dates: **Open**  
Cost: **\$25**

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## Reaching Reluctant Readers

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Dates: **Open**  
Cost: **\$25**

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Dates: **Open**  
Cost: **\$25**

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## Trends in Children's Literature

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Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Volunteer Management

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### Are You REALLY Ready for Volunteers?

This course will help your nonprofit organization avoid the pitfalls of volunteer programs by helping you be sure you are REALLY ready for volunteers.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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### Seven Steps to a Successful Volunteer Recruitment Program

Recruitment is a process that enables the selection of the right people for the right task. This course explores the considerations involved in recruiting the right volunteers.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Volunteer Recognition for High Impact

Every volunteer manager has stumbled when searching for that perfect way to tell volunteers how much they mean to us. This course will explore ways to weave recognition into our everyday routines.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Volunteer Screening and Placement

Volunteer management is an action-packed job, and by structuring programs to increase the likelihood of finding appropriate volunteers, we can better meet the challenges.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Volunteer-Staff Good Relations: Navigating the Divide

Challenges dealing with conflicts between staff and volunteers are often the thorniest. Within this course, we will develop strategies for keeping the work of managing volunteers as pleasant and trouble-free as possible.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**

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## Volunteers: Policy & Procedure Development

If you're knee-deep in recruiting, placing, training, and recognizing volunteers, you may feel that you simply don't have time to step back and write Policies and Procedures. This course will help you think through your processes.

Facilitator: **Self-paced**  
Dates: **Open**  
Cost: **\$25**



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