

General Information for 2013 Beginning Workshop Attendees

Who Should Attend

This event is geared for library staffs that have not had the opportunity for formal library coursework. Its aim is to introduce staff to a variety of topics and offer them practical skills that they can use at the desk. Anyone new to the profession or just hired at a library, no matter what their academic credentials, is welcome.

Attendance at the entire Beginning Workshop is obligatory for those seeking an initial Level 3 or Level 4 certificate. (For information on certification levels visit www.michigan.gov/librarycertification.)

Time and Location

The event will be held at [Shanty Creek Resorts](http://www.shantycreek.com) in Bellaire, Michigan, May 14-16, 2013. Library of Michigan staff will be available from 6 - 8 pm on Monday, May 13 to register any attendees arriving on Monday. The conference will begin with registration and breakfast on Tuesday, May 14 at 8:00 am. The workshop will conclude at 3:00 pm on Thursday, May 16.

Attendees will receive 1.7 Library of Michigan CEUs if they attend the entire event.

Directions to Shanty Creek Resorts are available on their website, <http://www.shantycreek.com/directions.php>.

Agenda

Available on the Library of Michigan Beginning Workshop web page and at the end of this document.

Registration

Please register online at <http://www.solutionwhere.com/lom/cw/main.asp>. You will need to create an account to register for the event. If multiple staff members from a library plan to register for the event each person must create their own account to register.

Registration deadline: April 13, 2013

The conference registration cost is **\$125** and includes meals and materials. This does **not** include lodging at Shanty Creek Resorts. More information about lodging can be found below.

After registering online you may pay online by credit card here:

<https://www.thepayplace.com/mi/education/libofmich> The name you have registered online must match the name of the attendee you list with your payment information.

If you are paying by check or money order, please make it payable to: State of Michigan/Library of Michigan. To pay by check, print out your registration confirmation and send with a check/money order to:

Workshop Registration - Department of Education
Attn: Kerri Hamilton
P.O. Box 30106
Lansing, MI 48909

Cancellations with a full refund for workshops will be accepted until May 1. Questions regarding a cancellation? Please contact Deb Fuller at fullerd2@michigan.gov or 517-373-8960.

Lodging

Lodging reservations can only be made online directly with Shanty Creek Resorts using the link provided on both the registration confirmation screen and confirmation email. Shanty Creek Resorts has offered attendees the state negotiated rate of \$65 per night single, \$80 per night double, \$95 per night triple and \$110 per night quad.

Reservations must be made by April 12 to qualify for state rates.

Currently, a 9% resort fee and a 5% CVB assessment are applicable to the room rate. Such tax and assessment fees are subject to change without notice.

The charge for an extra person is \$15.00 per person, per night. Children under 17 years of age may stay free in their parent's room using existing bedding. Subject to availability, the rates above are also available to attendees two days prior and two days after the peak room block dates.

A deposit equal to one night's stay is required to hold each individual's reservation. Such deposit serves to confirm the reservation for the date(s) indicated, and upon check in, will be applied to the last night of the reserved stay. A personal check, money order or a valid American Express, Visa, Master Card, Diner's Club or Carte Blanche card number and expiration date are acceptable. Should a guest cancel a reservation, the deposit is refundable less a \$10.00 handling fee if notice is received at least five days prior to arrival and a cancellation number is obtained.

Check-in time begins at 6:00pm. Check-out time is 12:00pm. Individuals must present a valid credit card upon check-in for incidentals.

Meals

The event registration covers meals, including a breakfast buffet, lunch and dinner on Tuesday and Wednesday as well as breakfast buffet and lunch on Thursday. Breaks and refreshments will also be provided to workshop participants. If you have any dietary restrictions, please note this on the online

registration form and we will do our best to work with the hotel staff to accommodate your request. Vegetarian options are provided as a choice on the online registration. If you do not plan to join the group for a meal, please mark that choice on the online registration. Attendees will receive meal tickets in their packets at on-site registration.

Additional information

Based on feedback from previous years' participants we have made changes to the schedule and type of sessions offered during the event. This year will feature three sessions with time for group work and collaboration. Attendees will also receive related pre-event reading materials to go along with the expanded sessions.

This year two optional evening activities are scheduled. On Tuesday evening attendees may join their colleagues for a scrumptious **Book Tasting Party**, where librarians from Kent District Library will whet your appetite for some of the tasty adult, youth, and teen titles in the literary world. You will also have a chance to share the latest and greatest confections that have given you food for thought.

On Wednesday evening we will offer an optional **Technology Petting Zoo**. Attendees are encouraged to bring pieces of technology they would like to share as well as any handouts or information from you have used at your library. Items may include e-readers, iPads, tablets or other devices you are using or offering to staff and patrons at your library.

All attendees will receive a flash drive with the workshop presentations and resources when they arrive and register on-site.

Attendees will receive reminders and pre-reading materials via email prior to the event.

We look forward to seeing you in May!

Questions? Call us at (877) 479-0021

Workshop content - Shannon White whites29@michigan.gov

Certification - Joe Hamlin hamlinj2@michigan.gov

Registration – Deb Fuller fullerd2@michigan.gov or Kelley Holcomb holcombk@michigan.gov

2013 Beginning Workshop Schedule

Monday, May 13

On-site Registration
6pm – 8pm

*Shanty Creek Resorts
Bellaire, MI*

TIME	Tuesday, May 14
8:00 – 9:00	REGISTRATION/BREAKFAST
Library of Michigan: 9:00 – 9:15	Welcome and introductions
Session 1: 9:15 – 10:00	Reference Interview – Angela Semifero, Marshall District Library
Session 2a: 10:00 – 10:45	Intellectual Freedom Part I – Metta Lansdale, Traverse Area District Library
10:45-11:00	BREAK
Session 2b: 11:00 – 11:45	Intellectual Freedom Part II Group work
Session 3: 11:45 – 12:30	Library Law – Richard Butler, Bloom Sluggett Morgan
12:30-1:30	LUNCH
Session 4: 1:30 – 2:15	Customer Service – Pam Christensen, Peter White Public Library
Session 5: 2:15-3:00	MeL.org, MeL Databases – Randy Riley, Library of Michigan
3:00 – 3:15	BREAK
Session 6: 3:15 – 4:00	Reader’s Advisory – Vanessa Walstra, Trish Reid & Heather Wood-Gramza, Kent District Library
Session 7: 4:00 – 4:45	Library of Michigan: Library types, librarian certification and Statewide Library Services
4:45 – 5:30	FREE TIME
5:30 – 6:30	DINNER
7:00 – 8:00	Optional - Book Tasting Party

TIME	Wednesday, May 15
8:00 – 9:00	BREAKFAST
Session 1: 9:00 – 9:45	Collection Management: Weeding - Holly Hibner, Plymouth District Library
Session 2: 9:45 – 10:30	Community and the Library Part I – Lise Mitchell, Grand Ledge Area District Library
10:30-10:45	BREAK
Session 2a: 10:45 – 11:30	Community and the Library Part II Group work
Session 3: 11:30 – 12:15	Collection Development: Selection - Holly Hibner, Plymouth District Library

12:15-1:15	LUNCH
Session 4: 1:15 – 2:00	Management & Supervision: SBI (Situation, Behavior, Impact) Model – Asante Cain, Grand Rapids Public Library
Session 5: 2:00 – 2:45	Technology: Tech Tonics: Patron Expectations for Computer and Internet Use in the Library - Monica Fox, Chippewa River District Library
2:45 – 3:00	BREAK
Session 6: 3:00 – 3:45	Technology: Digital Literacy Training – Barbara Sanford, Chippewa River District Library
Session 7: 3:45 – 4:30	Library of Michigan: Resources available from the Library of Michigan
Session 8: 4:30 - 5:00	MeL.org, MeLCat for Everyone – Randy Riley, Library of Michigan & MeLCat Team, MCLS
5:00 – 5:30	FREE TIME
5:30 - 6:30	DINNER
7:00 - 8:00	Optional - Technology Petting Zoo

TIME	Thursday, May 16
8:00 – 9:00	BREAKFAST
Library of Michigan: 9:00 – 9:30	Library of Michigan: MLA & Library Legislative Day
Session 1: 9:30 – 10:15	Communications Part I: Community relations, advocacy and marketing Christine Lind-Hage, Rochester Hills Public Library
Session 2: 10:15 – 10:30	BREAK
Session 3: 10:30 – 11:15	Communications Part II: Community relations, advocacy and marketing Group work
Session 4: 11:15 – 12:00	Teen Services – Tracy Logan, Cadillac Wexford Public Library
12:00 – 1:00	LUNCH
Session 5: 1:00 – 1:45	Children and Youth Services: Literacy Foundation and Elements of Story Time - Anne Heidemann
Session 6: 1:45 – 2:30	Programming: Programs on a Shoestring – Shauna Swantek, Putnam District Library
2:30 – 3:00	Wrap up: Evaluation and certification