

Subject Area > Course	Vendor	Course #	Description
Library Services > Children			
Accompanying the Young Reader: Helping the Reader Choose Appropriate Books	LibraryU	LU_YSR001	This course is designed for teachers, librarians, and parents who are helping beginning readers choose books to read. As professionals we can fine tune this process before it begins, eliminate much of the frustration, and offer the learner appropriate choices that will get them into actually READING books while they still want to, and not after they're too tired to even care anymore! It is based on the Reading Recovery Teacher training in which teachers learn how an appropriate book choice for each daily lesson encourages successful reading. Reading Recovery is a program for early intervention for 1st graders who are at-risk in the area of literacy. This course will help you: Identify the interests and curiosities of a young reader by topics, authors and favorites Assess the reader's reading level for appropriate choices Choose books by looking at format, structure and language Introduce a book to a reader to help ensure reading success Become aware of different types of reading for varying difficulties and fluencies
Planning Story Times for Children	LibraryU	LU_CUS014	This course is intended for anyone who works or volunteers in a library and is responsible for planning, developing and delivering story time programs. The course will help you develop successful library story time programs for children of different developmental age groups and covers planning and preparation, presentation tips and techniques, and sample story time programs.
Creating Collaborative Lessons for the Elementary School Library	UNT	UNT_ElemLessons	School librarians cannot afford to be considered on the periphery in education, nor can they be considered support staff. There are tremendous benefits for schools from successful collaboration efforts between classroom teachers and the school librarian. Collaborative lessons with classroom teachers can support the development of vibrant, curriculum centered school library programming that effectively meets students' development and learning needs. Effective collaboration requires commitment from the school librarian to building and maintaining relationships with teachers and integrating classroom needs with administrative curriculum goals, library programming activities, and collection development efforts.
Creating Compelling Programming in Your School Library	UNT	UNT_SchoolProg	School libraries present special opportunities for developing successful programs. This course discusses programming in the school environment, and provides support for programs that meet the needs and goals of the school library. Thematic programming can be the basis for an energized, dynamic school library. Effective programming is more than an occasional "add on" activity, it is the key to accomplishing the disparate roles and goals of a school librarian. Well designed programming can strengthen curriculum and provide a means of communication with students, parents, teachers and administrators. Themes can be large or small, simple or complex. They can be tailored to your preferences and strengths as a librarian, or determined by the age level of your school or the needs of your curriculum. Planning an effective program is a matter of matching themes and activities to needs and goals. Whether highlighting the collection to encourage circulation, collaborating with classroom teachers, or jump starting information literacy skills, programming can provide a connection to the larger school community.
Multicultural Literature for Children and Young Adults	UNT	UNT_MultiCultLit	Many cultures, traditions and backgrounds come together in the United States to create an increasingly diverse society. Families are culturally and racially blended; they can be geographically dispersed or emotionally isolated. Additionally, technological advances have created a 24/7 climate in which news and information from around the globe is shared broadly almost instantaneously. The world young people live and grow in continues to change. They can come to understand and appreciate the diversity or can be divided by it. These issues are reflected in schools and libraries throughout the country. Literature is a constant that remains powerful enough to break down barriers between people, develop understanding among them, introduce people who would otherwise remain anonymous, and create forums to discuss ideas and issues that have impact on all. An understanding of how to define multicultural literature and evaluate words and images presented in this literature for children and young people is critical. Adults who know how to do so are able to introduce readers to books that have the power to introduce experiences reinforce an understanding of a complex society, develop empathy, and pr
Reaching Reluctant Readers	UNT	UNT_RelReaders	This tutorial focuses on: Recognizing reluctant readers. Enhancing the library environment so that it welcomes the reluctant reader. Designing programs that engage the reluctant reader, or those who may become reluctant readers. Knowing resources that appeal to reluctant readers and professional resources that will offer further suggestions
Trends in Children's Literature	UNT	UNT_TrendsChLit	The best way to get kids to read is by surrounding them with books that are relevant to their interests and that entice them to read. More than 7,000 new juvenile books are published annually. While many older titles remain relevant and popular, teachers, librarians, and reading specialists frequently find it difficult to keep up with new titles and 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 for students in kindergarten through fifth grade. Primary emphasis will be placed on books published since 2000 and strategies for keeping current on new titles published each year.

Library Services > Readers Advisory

READERS ADVISORY SERVICES	LibraryU	LU_CUS013	Patrons are overwhelmed by the hundreds of new titles every year added to the thousands already on the shelves. Browsing the shelves is a frustrating exercise. Readers advisory services provides patrons with the help they need to find books they will enjoy, and helps the library retain active patrons. This introduction to public library readers' advisory services to adults includes the readers' advisory interview, marketing readers' advisory services, promoting fiction, and finding aids. In this course you will learn how to identify what it is in genre fiction that appeals to a reader, how best to get them to articulate that appeal, what books to suggest to the reader, and how to promote the different kinds of genre fiction in a public library. A chapter titled "Difficult Aspects of a Readers' Advisory Interview" provides tricks of the trade for keeping up with the rapidly changing world of genre fiction. This course provides an excellent opportunity for increasing skills in this vital area of public library service.
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Library Services > Reference & Information Resources

BASIC WEB-BASED REFERENCE	LibraryU	LU_INF016	Web-based, or virtual reference has rapidly become a standard patron service offered by many public libraries. It uses the tools of the internet to extend traditional reference service to the point of need, bringing the service to patron rather than requiring the patron to come in to the library. Basic Web-based Reference will help the learner to provide basic web-based reference service involving e-mail and chat. The course addresses the advantages and disadvantages of online reference, gives step-by-step guidance, and provides tips and resources.
Harnessing the Internet	UNT	UNT_HarnessingInt	Anyone who has ever used the Internet knows how vast and confusing this electronic resource can be. Working in a public library, you most likely use the Internet daily, or you have customers who may ask you questions about the Internet. Sometimes you find the Internet very helpful and sometimes not so useful. This tutorial is a basic introduction to the Internet as a reference resource for individuals who work in public libraries. When you have completed this class your Internet searching skills will improve and you will use the Internet more often as a reference resource.
Saturate Your Knowledge, Not Your Fat Intake	UNT	UNT_SatKnowledge	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.
Using Databases	UNT	UNT_Dbases	This in-depth course will concentrate on addressing the needs of library professionals using electronic databases. As you progress through the course you will gain a general knowledge of the terminology used in online searching and develop the skills needed to analyze various types of search requests. This foundation will enable you to identify the best method and tools for performing an online search. You will be given exercises to reinforce your learning experience. At the completion of the course, you will have gained the tools and techniques necessary for developing your online searching skills.

Library Services > Technical Services

INTRODUCTION TO CATALOGING FOR NON-CATALOGERS	LibraryU	LU_CAT001	This course, aimed at library staff new to cataloging, provides an introduction to the purpose, importance and varieties catalogs. It also provides the learner with a basic orientation to standard cataloging activities. Topics covered include: <ul style="list-style-type: none"> * The underlying concepts of cataloging * A brief history of cataloging * An explanation of why cataloging is important * An overview of the characteristics and varieties of library cataloging. <ul style="list-style-type: none"> o Descriptive cataloging o Classification o Subject analysis * And introduction to MARC * The varieties of OPAC displays * The three different types of cataloging activity
Shelving with Dewey (LibraryU)	LibraryU	LU_CUS009	This course provides a great introduction for any library staff, assistants or volunteer needing to learn how to shelve items by the Dewey Decimal Classification (DDC) system. One of the most time-consuming tasks for library staff is training assistants and volunteers about classification systems and how to properly shelve materials. Few tasks are more vital for shelf maintenance and patron access. This lesson provides online training that will help new staff members and volunteers become productive as quickly as possible with a minimum of time investment by the professional librarian. After completing this training, the learners will be able to accurately read shelves and properly file materials according to the Dewey Decimal System in a school or public library.

Shelving with Library of Congress (LibraryU)	LibraryU	LU_CUS008	<p>This course provides a great introduction for any library staff, assistants or volunteer needing to learn how to shelve items by the classification system used by the Library of Congress (LC).</p> <p>One of the most time-consuming tasks for library staff is training assistants and volunteers about classification systems and how to properly shelve materials. Few tasks are more vital for shelf maintenance and patron access. This lesson provides online training that will help new staff members and volunteers become productive as quickly as possible with a minimum of time investment by the professional librarian. After completing this training, the learner will be able to accurately read shelves and properly file materials according to Library of Congress (LC) standards</p>
Shelving with NLM	LibraryU	LU_CUS007	<p>One of the most time-consuming tasks for library staff is training assistants and volunteers about classification systems and how to properly shelve materials. Few tasks are more vital for shelf maintenance and patron access. This series of Shelving modules is designed to provide online training that will help new staff members and volunteers become productive as quickly as possible with a minimum of time investment by the professional librarian.</p> <p>The module explains the classification system used with NLM.</p> <p>After completing this training, the learners will be able to accurately read shelves and properly file materials according to the National Library of Medicine (NLM) standards.</p>
Weeding the Library Collection	LibraryU	LU_CUS001	<p>Mention collection development and most librarians think of the selection of new materials for the library. Weeding - removing library materials from your collection - is an often forgotten, yet integral part of collection development. In this course you will first discover why that is true, and then learn the techniques of weeding, develop policies and avoid common pitfalls. The information is relevant to all types of libraries and addresses the weeding of all types of library materials, including adult and children's collections, as well as print and non-print materials.</p> <p>Learning Objectives</p> <p>State the reasons for weeding the library collection.</p> <p>Identify print and online resources to aid in planning an effective weeding program.</p> <p>Adapt published weeding guidelines to develop criteria for weeding their collection.</p> <p>Develop a weeding plan for the library which includes a schedule, criteria for specific subject areas and material types, and procedures.</p> <p>Explain positive solutions to avoid common pitfalls and problems with weeding such as "unweeable" gifts, "sacred" memorial donations, the "recommended collection size" trap, fear of admitting a selection error, and others.</p> <p>Incorporate weeding in the library's collection management policy. Identify tools associated with automated library catalogs that can assist</p>
Capturing History: Digitization Projects	UNT	UNT_DigProjects	<p>Computers have been around for a generation, now, and a lot of material is available through digital media. However, there is still a lot of valuable information left to be digitized. 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. So, before breaking out the scanners, spend a couple of hours reviewing what you need to know in order to make your digitization project a success.</p>
RFID Technology	UNT	UNT_RFID	<p>One of your primary job duties could be to assist your patrons while staying within budgetary and staffing constraints. One of the ways to meet this objective is to incorporate the correct technology for effective materials flow management. Radio Frequency Identification is one of the latest technologies that you may be considering or already have adopted within your library. Moving beyond a security system for libraries, RFID allows more efficient tracking of materials throughout a library while ensuring easier and faster check-in and -out, inventory control, and material handling. However, is RFID the right option at the right time? How does it really work? What job functions are changed due to a RFID system implementation? Answer these questions and more as you complete the RFID: Are You Ready For It? Is It Ready for You?</p>
Technical Services: What they do, Why they do it, How it's changing (LE@D)	UNT	UNT_TSV	<p>In recent years, many libraries have felt the need to re-engineer the technical services operations in their libraries to provide more timely materials to customers, and to enable the library to shift more human resources towards public services. At the same time it has been essential to continue viable T.S. operations. Whether you already know a great deal about technical services or you're new to the topic, this course is designed to give you an overview of what typically constitutes technical services in a library. We will outline the types of processes usually handled in a technical services work unit, identify a few of the current issues of interest in technical services, and address the ways in which technical services interfaces with other library operations. Objectives: By completing this course, you will learn about: Identify the work processes and issues that are of importance in technical services ; See how technical services operations contribute to the mission of the library ; Understand why those individuals with responsibilities for technical processes need to be detail oriented in order to be successful ; Appreciate the way in which each technical services operation or process builds upon and is connected</p>
Weeding: It's Not an Option	UNT	UNT_Weeding	<p>During the early history of libraries, it was not anticipated that, at some future point in time, libraries would actually willingly wish to divest themselves of acquired items. However, with the information explosion, it became increasingly obvious to all types of libraries that a new philosophy concerning the management of information and literature in all formats was essential. This 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.</p>

Creating Collaborative Lessons for the Secondary School Library	UNT	UNT_SecLessons	<p>Since the publication of Information Power: Building Partnerships for Learning in 1998, school library media specialists have been under a mandate to "collaborate" with teachers. But what does that collaboration look like? In this course, you will discover what teacher-librarian collaboration is and whom it benefits. You will also learn ways to build the partnerships that will enhance learning. Many library media specialists struggle to understand what is meant by collaboration. Once it is understood, how can it be implemented in their schools? Two levels of partnership have been identified - cooperation and coordination. These are considered to be the precursors of true collaboration. Identify the 10 levels of connection between the teacher and the library media specialist and use this knowledge to evaluate your own library environment. Discuss with others where your program is and where you want it to be. Includes sections on where to begin, some special considerations you might want to take into account, how to plan the collaborative unit, and how to find avenues and opportunities for collaboration.</p>
Reaching Teenagers	UNT	UNT_Teens	<p>This course instructs on the basics of understanding teenagers, their culture and attitudes as they affect interaction with the library e.g., understanding what's popular with teenagers and why?</p>