



# **MLNC**

# **Workshop Catalog**

MLNC offers a variety of training and continuing education opportunities through our workshop program. MLNC trainers teach classes in person across the state as well as online via GoToMeeting, a Web-based e-conferencing service. We also contract with other organizations and subject experts to offer additional classes beyond what is taught by our own trainers. MLNC updates our training calendar three times a year — spring, summer and fall — at <http://www.mlnc.org/workshops>.

Many of the classes in this catalog can be customized to meet your library's needs and can be taught at your library, online via GoToMeeting, or at the MLNC office. These options provide a cost-effective, flexible solution for staff development or in-service days.

Contact MLNC Support ([support@mlnc.org](mailto:support@mlnc.org)) if you would like to suggest a future workshop topic or if you'd like to discuss how MLNC might meet your library's training needs.

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25 October 2010

### ***Advanced WorldCat Resource Sharing***

Have you checked your ILL policies on OCLC lately? How about your constant data? Would you like to be more efficient or become a better searcher? In this hands-on workshop, we will use WorldCat Resource Sharing to:

- Review effective searching techniques
- Streamline ILL workflow with batch updating, constant data, and custom holdings
- Explore ILL settings in the FirstSearch Administrative Module
- Update your library's interlibrary loan policies including deflection policies
- Access and download statistical reports

### ***Book Repair***

*(Taught by a guest trainer)*

Basic book repair techniques are demonstrated including choosing what to mend and how to complete the repair. Also covers basic book protection through binders, book jacket covers, and paperback reinforcement.

### ***Cataloging 101: Monographs***

Basic concepts used in cataloging will be covered in this workshop, including MARC tagging and coding. Attendees will learn the purpose and functions of the catalog record, as well as the rules and practices for the bibliographic description of books in an automated cataloging system including:

- Title and statement of responsibility
- Publication and physical description
- Where to look in AACR2 to find rules to use for guidance in making decisions about difficult cataloging problems
- How to determine main and additional access points for a work being cataloged

Each attendee will take away lists outlining the basic tags, indicators, and subfield codes, and a handout on the anatomy of a MARC record.

### ***Cataloging Bootcamp: back to the basics in non-print formats***

Libraries today provide more than books, offering sound recordings, films, kits, and more. Learn how to use MARC tagging and coding, and AACR2 to describe "special" materials so you can represent these important resources in your online catalog. Basic workforms and examples will be provided for each material type. Topics include:

- Identifying the material type being cataloged
- Finding the key sections of AACR2 that apply to describing special materials
- Recognizing MARC fields that are specific to non-print materials

This class will teach attendees the purpose and functions of the catalog record, as well as the rules and practices for bibliographic description of non-book materials.

### ***Cataloging Internet Resources***

Libraries offer a world of online resources to their patrons. Including Internet resources in your library catalog will help patrons discover quality resources that will help in their research. This hands-on workshop is a general introduction to the cataloging process for Internet resources. Topics include:

- Using print records to create records for online monographs
- Recognizing differences between Web sites, updating databases, and online serials

- Using OCLC Connexion to extract metadata for starter records
- Discussion of OCLC-MARC coding guidelines and implementation for electronic resources

### ***Cataloging Sound Recordings***

Catalog sound recordings, both music and non-music, by examining the appropriate AACR2 and MARC rules and procedures.

### ***Cataloging Video Recordings***

Catalog video recordings by examining the current cataloging practices, the MARC fields, and the appropriate AACR2 rules.

### ***Computer Basics***

Although MLNC doesn't frequently offer basic computer workshops on our calendar, we do have the expertise on staff to teach these classes at your library. If you are interested in contracting with MLNC for a staff development day, we can teach how to:

- Identify the major parts of the computer
- Start the computer and login
- Navigate the desktop
- Use a keyboard and mouse
- Work with Windows and manipulate programs
- End a computer session and shut down

### ***Copy Cataloging with CatExpress***

CatExpress is OCLC's Web-based copy cataloging service designed specifically for small libraries. Topics covered in this interactive, live demonstration include searching, choosing the proper record, setting and deleting holdings, entering information in optional data fields, printing labels, retrieving MARC records for loading into your local system, and using the Monthly Transaction Reports to monitor your usage.

### ***Dewey Decimal Classification: An Introduction***

*(Taught by a guest trainer)*

Learn the principles of Dewey Decimal Classification and how to build Dewey numbers through examples and exercises.

### ***Digitization Workshops***

MLNC frequently contracts with experts in the field to offer digitization workshops in support of the Missouri Digital Heritage Initiative (<http://www.sos.mo.gov/mdh>). Topics include:

- Developing digital projects
- Metadata
- Grant writing
- Digitizing audio
- Scanning and quality control
- Preservation
- Copyright for digital materials

## ***Disaster Planning, Response and Recovery***

*(Taught by a guest trainer)*

Planning for and responding to disasters is a vital part of a cultural institution's work. This one-day session includes information on how to plan before a disaster strikes; how to assess risk and prevent disasters from occurring; and demonstrations of recovery activities to mitigate damage from disasters.

At the end of this workshop you will be able to:

- Understand the importance of institutional disaster response and recovery planning
- Identify the steps to take in developing disaster plans and risk assessment
- Plan disaster recovery activities

## ***Electronic Reference Database Webinars***

MLNC frequently schedules free online sessions to demonstrate various online databases that we broker to members at a discount from vendors such as:

- Oxford University Press
- Greenwood Publishing
- Alexander Street Press
- Cambridge University Press
- Britannica
- Congressional Quarterly
- Credo Reference
- Taylor & Francis
- McGraw-Hill
- Thieme
- Value Line
- LexisNexis
- Facts on File

These webinars can also be scheduled through MLNC and customized to your library's needs.

## ***Expose Your Library on Google***

With the launch of Open WorldCat in 2005, WorldCat.org in 2006, and WorldCat Local in 2007 OCLC's efforts to weave libraries into the web are more exciting than ever! If you'd like to hear more about WorldCat's move to the open Web over the past few years, join us for this session. We'll focus on:

- Interfaces for searching the WorldCat database
- Benefits for your library, your patrons, and all Web users
- Maximizing your library's investment in WorldCat
- What is WorldCat Local

## ***Internet Basics***

Although MLNC doesn't frequently offer Internet workshops on our calendar, we do have the expertise on staff to teach these classes at your library. If you are interested in contracting with MLNC for a staff development day, we can teach internet topics such as:

- Search engines
- Finding content for kids, homework help, senior citizens, parents, health consumers, etc.
- Ready reference web resources
- Evaluating internet content
- Free web email such as Hotmail, Yahoo, GMail

### ***Introduction to Authority Control***

Online catalogs use authority records to point patrons in the right direction when they get off track, so are yours in order? Topics for this workshop include an introduction to MARC authority records and searching the Library of Congress authority files.

### ***Introduction to CONTENTdm***

Learn how to manage your digital collections using the CONTENTdm Acquisition Station, the digital collection management tool for the Missouri Digital Heritage Initiative. This hands-on workshop will cover the complete workflow from importing and describing digital objects to uploading files to the server. Course participants will have an opportunity to add images to a temporary collection, create metadata, and view and search the collection on the Web. Topics will include:

- Start a new project
- Brand a project and set user permissions
- Import items singly and in batch
- Import metadata from a tab-delimited file
- Build a compound object (e.g. linked pages in a document or book)

### ***Introduction to WebDewey***

Find and build Dewey numbers with OCLC WebDewey, a Web-based service that provides access to an enhanced version of the full DDC database.

### ***Introduction to WorldCat Resource Sharing***

Join us for an introduction to OCLC's interlibrary loan service, WorldCat Resource Sharing. Borrowing and lending activities will be discussed and practiced including:

- Searching WorldCat, OCLC's union catalog
- Choosing a good bibliographic record for ILL
- Displaying holding libraries
- Sending your ILL request to appropriate lenders
- Using the Request Manager to:
  - Receive and process ILL materials when they arrive at your library
  - Respond to requests from other libraries that want to borrow your materials
  - Track and process your ILL activities

### ***LAMA Regional Institutes***

MLNC occasionally sponsors one-day workshops from the Library Administration and Management Association (LAMA), a division of the American Library Association. From building design to diversity training to libraries in the digital age, LAMA Institutes offer stimulating, informative regional institutes on topics that primarily benefit managers, administrators, and trustees, including those who may not be able to travel to national conferences and seminars.

### ***Library of Congress Classification***

*(Taught by a guest trainer)*

Apply the principles of Library of Congress Classification to create complete LC call numbers and cutter numbers.

## ***Library of Congress Subject Headings***

*(Taught by a guest trainer)*

Do you at times have difficulty building Library of Congress subject headings? Attend this workshop and explore LC practices in constructing and assigning subject headings in your catalog. Know what you can assign and how you can assign it, when you can subdivide and how to do it correctly. Understand how to interpret LC records and how that interpretation will affect library patrons' reading of your catalog. This workshop will discuss both print and online resources available for LC subject headings and how these sources are best used. MLNC's guest instructor will also help you to better:

- Identify MARC tag groups, subfield codes and geographic divisions for subject headings.
- Search and interpret information in the LC online authority file.
- Use the Subject Cataloging Manual: Subject Headings to construct subject headings not found in the LC authority file.
- Construct geographic headings and subdivisions.

## ***LITA Regional Institutes***

MLNC occasionally sponsors one-day workshops from the Library Information and Technology Association (LITA), a division of the American Library Association. LITA institutes are technology seminars presented by experts and presented throughout the country.

## ***Map Cataloging: The Basics***

Discover the basic principles of cataloging cartographic materials.

## ***MARC Tagging and Coding***

An understanding of the MARC record can benefit all librarians working with automated library catalogs. This workshop will teach attendees how to interpret the coding found in bibliographic records and how to apply it in original and copy cataloging situations.

## ***OCLC Authority File***

Effective use of the OCLC authority file can improve the accuracy of catalog records and ultimately enhance access for your library users. Topics in this hands-on workshop will include:

- Analyzing name, title, and subject MARC authority records
- Searching the OCLC authority file in Connexion client
- Linking name and subject headings in bibliographic records to authority records

Examples and exercises will be based on the OCLC Connexion client interface, but they are also applicable to the Connexion browser interface.

## ***OCLC Local Holdings Maintenance***

The online updating of local and summary holdings for serials has been migrated to the OCLC Local Holdings Maintenance system in the Connexion browser interface. Topics in this live, interactive workshop include the searching, retrieval, and interpretation of OCLC bibliographic records. We will also discuss creating, editing, and deleting Local Holdings Records (LHRs) in the MARC Format for Holdings Data. OCLC is now using LHRs to filter and screen ILL requests by item, so it is more important than ever for libraries to keep their LHRs up-to-date on OCLC. We will also discuss display and retrieval of LHRs in the FirstSearch reference interface and the impact of batchloading on your holdings maintenance program.

### ***OCLC Product Webinars***

MLNC frequently schedules free online sessions led by OCLC staff to demonstrate various OCLC products and services such as:

- WorldCat Collection Analysis
- ILLiad
- Digitization services such as CONTENTdm and Digital Archive
- CAMIO and ArchiveGrid
- WorldCat Language Sets
- WorldCat Cataloging Partners
- NetLibrary eBooks and eAudiobooks
- WebDewey
- WorldCat Selection
- QuestionPoint
- WorldCat Local
- OCLC Research projects

These webinars can also be scheduled through MLNC and customized to your library's needs.

### ***OCLC Public Services Update***

Review the latest changes and announcements from OCLC, focusing on public services. Topics include interlibrary loan, reference services, collection development, and collection management.

### ***OCLC Technical Services Update***

Review the latest changes and announcements from OCLC, focusing on technical services. Topics include cataloging services such as Connexion, Dewey, and Local Holdings Maintenance.

### ***SCCTP Cataloging Workshops***

MLNC occasionally sponsors one-day workshops from Serials Cataloging Cooperative Training Program (SCCTP), a cooperative program that provides standardized workshop materials and skilled trainers in the field of serials cataloging.

### ***Searching WorldCat***

There are several interfaces to WorldCat, OCLC's union catalog. This workshop will show you how to search WorldCat via:

- FirstSearch (<http://firstsearch.oclc.org>)
- WorldCat.org (<http://www.worldcat.org>)
- Connexion browser also used by CatExpress subscribers (<http://connexion.oclc.org>)
- Connexion client (software installed on your computer, not a website)

### ***Serials Cataloging: The Basics***

This workshop provides the basic principles of serials cataloging for original and copy cataloging for print and electronic serials using AACR2 and CONSER guidelines. Topics include:

- Definition of a serial
- Descriptive cataloging and MARC tagging of print and electronic serials
- Copy cataloging workflows

### ***Show-Me the World Update***

Public libraries participating in the Missouri State Library's Show-Me the World project will want to attend this session for a review of the project and its components. Topics will include:

- Changes to the FirstSearch interface
- Setting up FirstSearch for use by patrons
- Recent changes to OCLC's ILL service, WorldCat Resource Sharing
- Overview of options for contributing holdings to OCLC's union catalog, WorldCat
- Use of the Missouri Group Catalog on FirstSearch

### ***Simple Solutions for Library 2.0***

Are you looking for new ways to serve your patrons on the Web, but you're short on technical skills or money? Join us for an online, interactive workshop about implementing low cost, low technology services at your library. We'll discuss blogging, instant messaging, photo sharing, RSS feeds and newsreaders, tagging, wikis, and eaudiobooks. Learn how to leverage free sites and services to move your library forward in the age of Web 2.0.

### ***Using the FirstSearch Administrative Module***

Learn how to customize FirstSearch for your library and your patrons. Take advantage of the options available in the WorldCat Services Administrative module, including database settings, interlibrary loan customization, and design elements of the patron interface.

### ***Using the Missouri Group Catalog***

The Missouri Group Catalog is an extension of the Show-Me the World project that provides public libraries with a subset of OCLC's WorldCat database to search just the holdings of other Missouri public libraries. This session demonstrates the uses of the group catalog including "scopes" to search for Missouri public libraries by geographical region.

### ***Using the OCLC Connexion Browser***

The OCLC Connexion browser is a Web-based cataloging service that allows OCLC members to carry out online cataloging activities via Internet Explorer or Netscape. Topics covered will include: searching, creating, and editing records; screen displays and navigation; linked authority records; performing record actions; automated harvesting of metadata for electronic resources; and customizing the browser.

### ***Using the OCLC Connexion Client***

This workshop will introduce users to the latest version of the OCLC Connexion client cataloging interface. Topics covered will include: in-depth searching of bibliographic and authority records; creating and editing bibliographic records; creating and maintaining local save files; controlling headings and linking authorities; performing record actions; batch functionality; and customizing the client.

### ***WorldCat Collection Analysis***

To make the most of your acquisitions budget, your library needs data that reveals your collection's strengths, gaps, and overlaps in subject-matter coverage. See how WorldCat Collection Analysis can help you analyze your library's collection and compare your holdings with other OCLC member libraries.