

Institute of Public Librarianship

Basic Certification Classes – Spring 2015

Computers and Electronic Resources 10:00 a.m. – 5:00 p.m.

Upon completing this class, students will have knowledge of:

- standard components of a technology plan and internet use policies
- computer terminology and the latest in library technology
- techniques for effective file management and retrieval of computer-based data
- basic searching skills to find information on the world wide web and the statewide databases
- resources available to libraries through the statewide databases
- social networking

[Computers & Electronic Resources, March 24th, Woodward](#)

[Computers & Electronic Resources, March 26th, Altus](#)

[Computers & Electronic Resources, March 31st, Tulsa \(Hardesty Regional\)](#)

[Computers & Electronic Resources, April 1st, Ardmore Public Library](#)

Current Trends and Legislation 10:00 a.m. – 5:00 p.m.

Upon completing this class, students will have knowledge of:

- the development of Oklahoma libraries
- legislation
- State Aid Rules, Levels of Library Development, Oklahoma Department of Libraries
- application of local, state and federal legal requirements that affect libraries -- e.g. State Aid Rules, LSTA, open meetings, confidentiality, copyright, Americans with Disabilities Act, workplace safety and universal service
- standard performance measures used in Oklahoma public libraries and their significance in marketing and planning
- the programs, services and value of professional library associations
- state/national issues, laws/trends currently affecting Oklahoma's public libraries

[Current Trends & Legislation, April 7th, Miami](#)

[Current Trends & Legislation, April 8th, Anadarko](#)

[Current Trends & Legislation, April 9th, McAlester](#)

[Current Trends & Legislation, April 14th, Fairview](#)

Services for Youth 10:00 a.m. – 5:00 p.m.

Upon completing this class, students will have knowledge of:

- the stages of childhood and adolescent development
- ethical issues involved in reference service, including confidentiality, objectivity and limitations on interpreting information provided to youth
- effective reference interview skills, including the analysis of requests and the design of search strategies
- techniques to establish a welcoming atmosphere and actively encourage children's and young adults' participation in library programs and resources
- the skills needed to fulfill information requests through access to the general collection, digital and community resources, and other libraries and agencies
- the characteristics of basic types of reference tools

[Services for Youth, April 21st, Elk City](#)

[Services for Youth, April 22nd, Antlers](#)

[Services for Youth, April 23rd, Pawhuska](#)

[Services for Youth, April 28th, Enid](#)

Interpersonal Skills 10:00 a.m. – 5:00 p.m.

Upon completing this class, students will have knowledge of:

- the importance of good interpersonal communication skills and how those skills are practiced in libraries
- leadership skills of use to librarians
- concepts of effective customer service (using Oklahoma examples)
- practical techniques for dealing with problem customers

[Interpersonal Skills, May 6th, Sapulpa](#)

[Interpersonal Skills, May 7th, Marlow](#)

[Interpersonal Skills, May 12th, Yukon](#)

[Interpersonal Skills, May 13th, Heavener](#)

