

Memorandum:

To: Montana State Library Network Advisory Council

From: Jo Flick, Training & Development Specialist

Date: 2/27/2012

Re: Statewide Training Update

Needs Analysis: An ongoing list of training requests, training underway, and training planned is now guiding the development of upcoming webinars, onsite training activities, and presentations at conferences. MSL staff are eager to hear suggestions and feedback and to capture that information into the MSL training needs analysis document. Information related to training gleaned from survey data and feedback forms is synthesized into the needs analysis so that it serves as a dynamic reference tool for planning and implementation of training. The Needs Analysis is available on GoogleDocs:

https://docs.google.com/spreadsheet/ccc?key=0Agh2HLYwMn_FdFBoOHhISnVCeTVfaXEwOU15ekNVWVE

MSL Statewide Library Resources Training Portal: MSL SLR staff held several meetings during December, January and February to plan for a training portal which will be part of the MSL Web site redesign. The portal will organize resources such as manuals, presentations, and videos that are created by SLR staff or collected from others and provide easy access to information about upcoming onsite training opportunities. The portal's dynamic content and information will be uploaded using a content management system so that it will be accessible by selecting a *CE content category* or by selecting an *audience* (such as Library trustees) or *project* (such as Montana Memory Project or Ready2Read). Librarians and other users will also be able to navigate by date, location and type of training. All existing trainers' blogs will be aggregated on the site.

Summer Institute & Fall Workshop Planning: Site contracts have been secured for the Summer Institute, June 5-8 at Carroll College in Helena and Fall Workshop, September 16 & 17 at the Holiday Inn Grand Montana in Billings. Program planning is underway.

Training Activities:

Webinars abounded in midwinter ...

- Nov 2011 –Feb2012: EBSCO database training – topical resources, reports, and customization
- Nov 2011– Feb 2012: Picture editing, email, online document tools, eRate, laptop circulation policies and the Tame the Wild, Wild, Web campaign; trainings presented by BTOP.

- Dec 2011 – MT Talking Book Library – an overview
- Feb 2012: MT Statewide Library Resources search tool (EBSCO EDS) – introduction, customization, statistics
- Jan – Feb 2012: Montana Shared Catalog – cataloging basics, call number analytics, use of the new help desk support tool, updates to the cataloging guidelines
- Feb 2012: Library Lovers – new campaign materials available from the MSL

Onsite trainings:

Nov 9 & 10, 2011: Touchstone Community Training – Montana Memory Project & best practices for digitization of artifacts; Beaverhead County Museum, Dillon

Nov 16, 2011: Introduction to statewide databases and HomeworkMT – North Lake District Public Library, Polson

Dec 8, 2011: Blackfeet Community College – statewide databases and HomeworkMT overview

Dec 13, 2011: eReaders and audiobooks – East Helena Library

Dec 15, 2011: MT State Agency Librarians Roundtable – overview of new databases and discovery system

January 6, 2011: Montana Memory Project Client training at Darby Public Library

January 9, 2011: Montana Memory Project – training at Lewistown Public Library

February 6, 2011: Technology Petting Zoo – Glacier County Public Library