

REGISTRATION TIPS

This schedule contains information about HRLC classes planned at the Somerset Technical Training Center (STTC) at Somerset County Library in Bridgewater, the training lab at Morris County Library (MOCOLIBLAB) in Whippany, and the program room at the Hasbrouck Heights Public Library (HASBR).

DIRECTIONS are available online for:

Somerset County Library <http://www.somerset.lib.nj.us/bridgewater.htm>

Morris County Library <http://www.gti.net/mocolib1/compass.html>

Hasbrouck Heights Public Library <http://hasbrouckheights.bccls.org/directions.htm>

Registration and payment are required in advance.

REGISTRATION: Register either **online** at <http://www.peopleware.net/2909> or **by telephone** at 1-800-638-4752. Classes cost \$55 per one full-day session (2-day classes cost \$110) and half-day classes cost \$30. These fees are payable **in advance** by check made out to **Highlands Regional Library Cooperative**. The costs of programming are highly subsidized by the HRLC and our aim is to have all classes filled to capacity! IF YOU MUST CANCEL AFTER YOU HAVE REGISTERED, please call us as soon as possible so we can try to fill your place from our waiting list. ***DON'T BE A "NO-SHOW!"***

CANCELLATION POLICY: You may cancel up to ten days before a scheduled class without penalty and receive a credit for another class. If you cancel less than ten days before, **you will be responsible for payment**. Class payments are **NON-REFUNDABLE**. HRLC reserves the right to cancel any class that is less than 60% full within four business days of the class. If HRLC cancels a class, you will receive a credit toward another class.

WAITING LISTS: If a class is full, we will be happy to put your name on a waiting list. We will contact you if an opening becomes available. Waiting lists expire at the end of every quarter. Classes are often repeated, so watch for the next class schedule and sign up again!

FOOD AND BEVERAGES: During full-day classes there will be a one-hour "on your own" lunch break as well as short morning and afternoon breaks. No refreshments or meals will be provided. At the Somerset County Library and Morris County Library, **no food or beverage is allowed** in the Training Center and Lab. At Somerset County Library, participants are not permitted in the staff lounge and do not have access to staff vending machines. There are some restaurants a short drive away. The Morris County Library is a short drive from the Morris County Mall. At the Hasbrouck Heights Public Library, there are plenty of local eateries within walking distance. You are allowed to bring your own lunch and stay in the program room.

PARKING:

Somerset TTC – Please park in the library's "upper lot." To reach this lot, take the second entrance to the parking lot, which is actually in front of the Somerset Vocational Technical School area. *Please do not use the staff entrance into the building.* Use the library's front, public entrance. The TTC is on the left side of the lobby.

Morris County Library - Parking is available in the library's parking lot.

Hasbrouck Heights Public Library – Parking is available in the library's parking lot in the back or across the street from the library. There is also on-the-street parking.

INCLEMENT WEATHER: In the event of inclement weather on the day of a workshop, call the Regional Office at 1-800-NET-HRLC (1-800-638-4752) after 7:30 a.m. for a message on the status of the workshop.

***Please remember to mark your check or purchase order with the names of all students and the classes for which you are paying!
Please do not include payments for other services on the same check.***



PLEASE NOTE: To download a copy of this brochure or to check for the latest information on course descriptions or classes, visit the “Continuing Education” section of the HRLC home page at <http://www.hrlc.org/ce/classes.htm>. As classes fill up, this information is added to the Calendar, after the name of the course. There is a link to the Calendar from the home page (and most other pages) at <http://www.hrlc.org> and...**Why not join our email list?**

- Late Breaking News will be e-mailed to members of the HRLC Listserv
- Share information with your colleagues
- Keep up with events in the Region

To subscribe to the Listserv, go to <http://www.hrlc.org/maillinglist.htm> and enter your name, library, phone number and e-mail address.



Please bring a flash drive with you to class to save your work and take it with you!

TECH TRAINING HOUSE CALLS

Technical training comes to you, with computer classes taught in your library!

We provide:

- Hands-on training for your staff taught at your library—no need to travel.
- Training scheduled at your convenience—you pick the date and time.
- The same high-quality, professional classes, provided by the same instructors that you receive at our technical training centers.
- No extra cost—pay \$30 per student per half-day class, \$55 per full-day class, \$110 per two-day class.

You provide:

- 6 or more students
- **Seats for at least 1-2 students from other regional libraries**
- Computers and area for training
- At least 3-4 weeks' notice

If you don't see the class you need, ask! We are happy to customize classes to meet your needs! To arrange your Tech Training House Calls class, please download the request form at <http://www.hrlc.org/ce/housecalls-request.pdf> or call our office at 1-800-638-4752 if you have any questions.

COURSE DESCRIPTIONS

<p>TITLE:</p> <p>DESCRIPTION:</p> <p>COURSE CODE:</p> <p>LOCATION:</p> <p>DATE:</p> <p>TIME:</p> <p>PREREQUISITE:</p> <p>CREDIT HOURS:</p>	<p>INTERNET SAFETY AND CYBERBULLYING – WHAT COULD BE THE RAMIFICATIONS FOR YOUR LIBRARY?</p> <p>According to a 2007 study by the National Crime Prevention Council, more than 4 in 10 teens experience cyberbullying. With the Internet being the new medium for cyberbullying, institutions and organizations with shared public computers are at risk if their policies are negligent concerning cyberbullying. A number of businesses and organizations are in coalition to provide awareness, protection and recourse for this escalating problem. Some aim to inform and provide measures to avoid as well as effectively terminate cyberbullying and cyber harassment. In this informational program, learn what your institution can do to promote awareness, procedures for bully prevention, and strategies for handling cyberbullying.</p> <p>H100317A Hasbrouck Heights Public Library Wed., March 17, 2010 9:30 – 12:30 None 3 Hours</p>
<p>TITLE:</p> <p>DESCRIPTION:</p> <p>COURSE CODE:</p> <p>LOCATION:</p> <p>DATE:</p> <p>TIME:</p> <p>PREREQUISITE:</p> <p>CREDIT HOURS:</p>	<p>IS A BLOG THE RIGHT TOOL FOR MY LIBRARY?</p> <p>Reaching out to your patrons does not have to cost your library money. Blogs are an easy way to share information, to encourage feedback from patrons, to highlight services or new materials, and more. Blogs can be wonderful as marketing tools, and a fantastic way to become more “real” or “approachable” to your users. Simple to set up and use, blogs are all about inviting opinions and getting input from your users to collaborate on making your library the best it can be. In this hands-on workshop, participants will learn to create, design, market and upload content quickly and with no added cost or stress.</p> <p>M100128B Morris County Library Lab Thurs., January 28, 2010 1:30 – 4:30 None 3 hours</p>
<p>TITLE:</p> <p>DESCRIPTION:</p> <p>COURSE CODE:</p> <p>LOCATION:</p> <p>DATE:</p> <p>TIME:</p> <p>PREREQUISITE:</p> <p>CREDIT HOURS:</p>	<p>LOW COST WEB PAGE DEVELOPING WITHOUT THE HASSLE</p> <p>Is it time for your library’s web site to be updated or simply take on a new look? A web page is an essential element for today’s libraries, and it is only effective when your patrons find it interesting and appealing. Giving your website a few adjustments doesn’t have to be costly, and the benefits of increased information flow to patrons are immeasurable. Learn how to speed up load time, sharpen images and discover easy linking options through CSS and Spry. Learn how to add social media content and find where your patrons are. You won’t want to miss the many tips and tricks offered in this class.</p> <p>S100302 Somerset Technical Training Center Tues., March 2, 2010 9:30 – 4:30 None 6 hours</p>

TITLE: DESCRIPTION: COURSE CODE: LOCATION: DATE: TIME: PREREQUISITE: CREDIT HOURS:	SAFE AND EASY COLLABORATION WITH “GOOGLE DOCS” ONLINE Our world is mobile, making universal access to documents extremely convenient. Learn how to collaborate in real time with co-workers, patrons, and other groups anywhere, anytime. Having your documents, presentations, spreadsheets and forms safely stored online allows access to them from any computer, anywhere and allows for real time collaboration, eliminating the need for emailing documents back and forth. Several group members can even work on documents at the same time! If you ever work on more than one Internet connected computer, you will find that having the files on a web server is really handy. And you won't have the "corrupted disk" problem! S100209A Somerset Technical Training Center Tues., February 9, 2010 9:30 – 12:30 None 3 hours
TITLE: DESCRIPTION: COURSE CODE: LOCATION: DATE: TIME: PREREQUISITE: CREDIT HOURS:	SOCIAL MEDIA – BE WHERE YOUR PATRONS ARE Heard a lot of <i>buzz</i> about Social Media but not really sure what it's all about? There's TONS of information about Social Media on the Internet....too much information in fact. Social media has created an explosion of information online. People are writing on blogs, tweeting, bookmarking, sharing, commenting, etc. You want to learn more to make sure you're reaching out to patrons in every way possible. You even want to add to your library's marketing and public relations plan, but you need some solid advice about what works and what doesn't. We've got some great news! This class will help you get started. It offers practical advice for keeping on top of trends and making the most of these technologies in your library. M100128A Morris County Library Lab Thurs., January 28, 2010 9:30 – 12:30 None 3 hours
TITLE: DESCRIPTION: COURSE CODE: LOCATION: DATE: TIME: PREREQUISITE: CREDIT HOURS:	TECHNOLOGY BUZZ WORDS – WHAT ARE THEY TALKING ABOUT? With terms like “blog”, “wiki”, “podcast”, “RSS”, “dig”, “tweets”, “the cloud”, “apps”, “3G” and the like being tossed around in conversations, it is hard to keep up with technology let alone the terminology. With the expansion of the wireless industry, terminology related to technology continues to grow. Don't “opt out”; you are not in “yoyo” mode! Some of these trends are just starting to emerge, and some are already obsolete. Take a “deep dive” and learn many of the current buzzwords, and where and how to stay “plugged in”. Don't be left behind! H100317B Hasbrouck Heights Public Library Wed., March 17, 2010 1:30 – 4:30 None 3 hours

TITLE: DESCRIPTION: COURSE CODE: LOCATION: DATE: TIME: PREREQUISITE: CREDIT HOURS:	WEB 2.0 APPLICATIONS TO ENHANCE COMMUNICATIONS AND COLLABORATION – WIKIS AND PODCASTS How can we engage our students and patrons in a more meaningful and personal way? Two cost free technologies that can be used to accomplish this are Wikis and podcasts. Podcasts reach into your community and offer you the ability to create internet broadcasts of subject material relevant to your audience while maintaining the “human” voice connection. Wikis are a free self publication tool that encourages teamwork and collaboration. Both methods offer a way of communicating and sharing information, vital to 21 st Century learning. Learn how your classroom or institution can use either tool to engage your audience. M100211 Morris County Library Lab Thurs., February 11, 2010 9:30 – 4:30 None 6 hours
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TITLE: DESCRIPTION: COURSE CODE: LOCATION: DATE: TIME: PREREQUISITE: CREDIT HOURS:	WHICH CITATION MANAGER IS FOR YOU? What can a citation manager do for you, the librarian? A citation manager can gather references automatically from databases while you research. It is an organizational tool, allowing you to organize references, images and PDFs in any language. Duplication of effort among staff members is eliminated, and your databases are available to share with colleagues and students. Choosing the right software manager can be difficult with so many to choose from. Knowing what each one can do is half the battle. Considerations such as web based or hard drive storage, whether records will be imported directly or manually entered, cost concerns, and who will access your database need to be evaluated when choosing. This course is designed for information professionals who have little or no experience using citation tracking software, and will explore Endnote as well as an open source option, Zotero. S100209B Somerset Technical Training Center Tues., February 9, 2010 1:30 – 4:30 None 3 hours
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Highlands Regional Library Cooperative



Course Confirmation January 1 – March 31, 2010



- Telephone the Regional Office at 1-800-638-4752 to register for the course(s) of your choice or Register Online at www.peopleware.net/2909.
- Put a **R** in the last column next to the course(s) for which you are successfully registered.
- Complete the Course Confirmation/Payment Form and send it along with a check or library Purchase order. (Keep a copy for yourself!)
- Registering for a class means you agree to the Terms and Conditions of our Cancellation Policy.

COURSE NO.	LOCATION	DATE	DAY	TIME	COURSE NAME	CE	COST	TO CONFIRM
M100128A	MOCOLIBLAB	01/28/10	Thurs.	9:30 – 12:30	Social Media – Be Where Your Patrons Are	3	\$30.00	
M100128B	MOCOLIBLAB	01/28/10	Thurs.	1:30 – 4:30	Is a Blog the Right Tool for My Library?	3	\$30.00	
S100209A	STTC	02/09/10	Tues.	9:30 – 12:30	Safe and Easy Collaboration with “Google Docs” Online	3	\$30.00	
S100209B	STTC	02/09/10	Tues.	1:30 – 4:30	Which Citation Manager is for You?	3	\$30.00	
M100211	MOCOLIBLAB	02/11/10	Thurs.	9:30 – 4:30	Web 2.0 Applications to Enhance Communications and Collaboration – Wikis and Podcasts	6	\$55.00	
S100302	STTC	03/02/10	Tues.	9:30 – 4:30	Low Cost Web Page Developing without the Hassle	6	\$55.00	
H100317A	HASBR	03/17/10	Wed.	9:30 – 12:30	Internet Safety and Cyberbullying – What Could Be the Ramifications for Your Library?	3	\$30.00	
H100317B	HASBR	03/17/10	Wed.	1:30 – 4:30	Technology Buzz Words – What are They Talking About?	3	\$30.00	

Sign-in time is ½ hour prior to the start of classes.

Please call 800-638-4752 if you cannot attend!

Please fill out the information on the following Payment Form page and return both pages to HRLC with payment or purchase order.



Payment Form

Please print clearly and return with Course Confirmation Form.

YES! I REGISTERED FIRST BY PHONE OR ONLINE FOR THE CLASSES INDICATED ABOVE AND I AGREE TO THE TERMS AND CONDITIONS OF YOUR CANCELLATION POLICY.

Name _____

Library _____

Telephone (WORK) _____ (HOME) _____

E-mail _____

Total amount enclosed \$ _____ Check or PO# _____

Check payable to "Highlands Regional Library Cooperative" OR Purchase Order

Please return course confirmation and payment form along with check or purchase order to:

**Highlands Regional Library Cooperative
400 Morris Avenue, Suite 202, Denville, NJ 07834
(Our delivery ID # is 1146.)**

TEL: 973-664-1776 or 800-638-4752, FAX: 973-664-1780, <http://www.hrlc.org>

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PLEASE DO NOT SEND IN THIS FORM WITHOUT REGISTERING BY PHONE OR ONLINE FIRST!