

OCT. 18, 2019 • READS FALL
CONFERENCE

Digital Literacy

Training Fundamentals for Library Staff

A Recipe for Success



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**“The Internet is not
a luxury, it is a
necessity”**

- President Obama

TC

What is "digital literacy?"

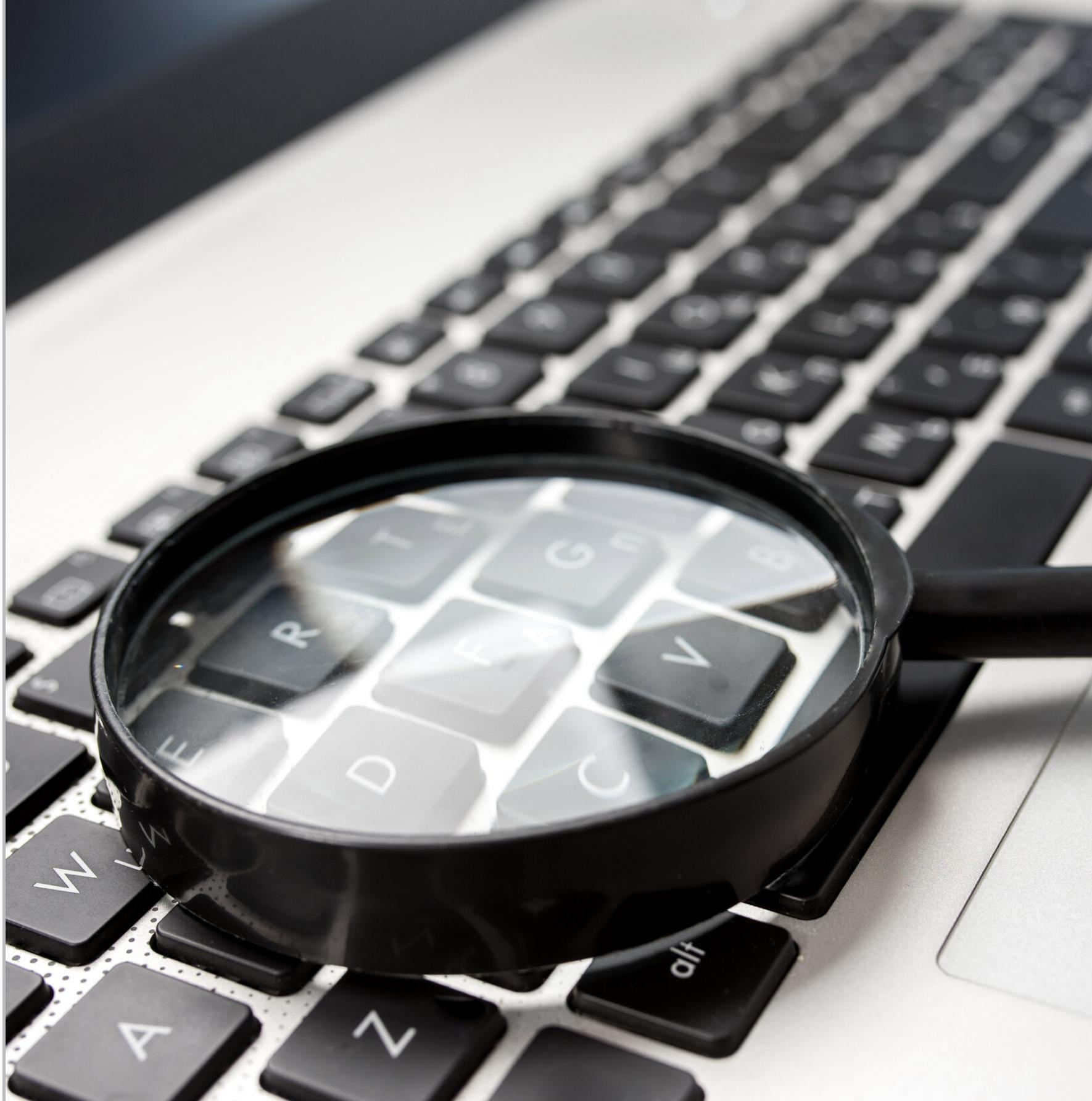
Digital Literacy is "the ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills."-- ALA's Digital Literacy Task Force





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"information and communication technologies" - ?



"find, evaluate" _?

"...part of digital literacy is learning to search for content in an online space. Students [Staff] have to query a search engine using keywords and navigate those results, including assessing the reliability of particular authors and websites."

Heitin, L. (2016). Digital Literacy: Forging Agreement on a Definition. Education Week, 36(12), 5-6.

"create" _?

"Digital literacy also refers to content creation. That includes writing in digital formats such as email, blogs, and Tweets, as well as creating other forms of media, such as videos and podcasts."

Heitin, L. (2016). Digital Literacy: Forging Agreement on a Definition. Education Week, 36(12), 5–6.



"communicate" _?

"...digital writing is generally intended to be communicated with others. And digital-writing tools are designed to make that easy to do.

Heitin, L. (2016). Digital Literacy: Forging Agreement on a Definition. *Education Week*, 36(12), 5–6.



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"requiring
cognitive &
technical
skills" _?

Hence--the need for TRAINING!!!



The Value (& Necessity) of Training

Value (& Necessity) of Staff Training...

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EMPOWERMENT

PROFESSIONAL
DEVELOPMENT

PROFESSIONALISM

Value (& Necessity) of Staff Training...

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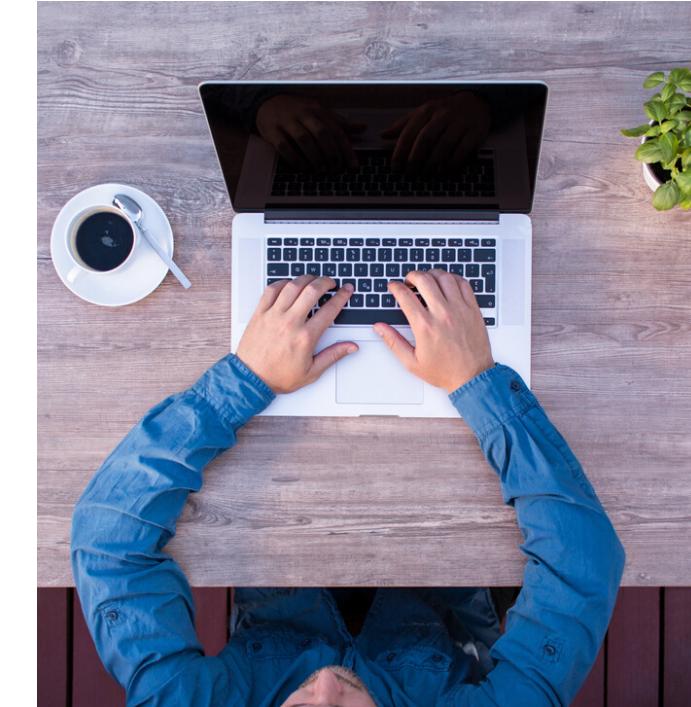
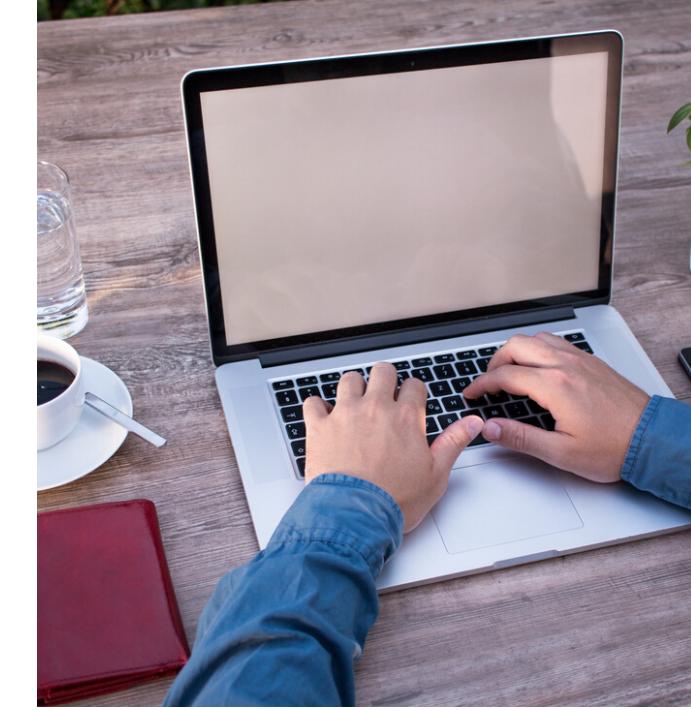
A TRAINED STAFF

EQUALS

A RETAINED STAFF

Value (& Necessity) of Staff Training...

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A TRAINED STAFF

EQUALS

A PRODUCTIVE &
EFFICIENT STAFF

Value (& Necessity) of Staff Training...

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A TRAINED STAFF

EQUALS

A RETAINED &
INCREASED PATRON-
BASE

Value (& Necessity) of Staff Training...

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A TRAINED STAFF

EQUALS

A HAPPY STAFF



Types of Training

INFORMAL TRAINING



Spontaneous, On-The-Fly, No
Follow-Up, Evaluation-Free, No
Tracking Mechanism, Casual,
Non-Thematic, Reactive, Other?--
Examples...

FORMAL TRAINING



Programmed, Goal-Oriented,
Evaluated, Tracked, Thematic,
Timed, Certifiable, Proactive,
Other?--Examples...

Informal Training Resources...

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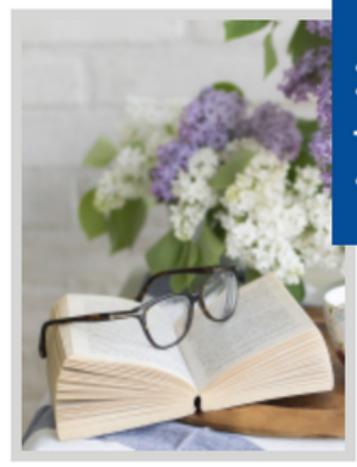
BLOGS/NEWS FEEDS



DID YOU KNOW...?

Did you know...? You Can Get Automatic Updates on the Newest Books, Movies, Music & Magazines?

The Library acquires thousands of new books, movies, and music each year. Let us do the hard work for you by keeping you informed about the newest popular titles featuring the



Ask Us

FAQS & MEETING ATTENDANCE FORM



Professional Meeting Response Form

* Required

TIPS & TRICKS



Formal Training Resources...

Online or On-Site

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PROCEDURE
DOCUMENTATION
WEBINARS
CONFERENCES



COURSEWORK WORKSHOPS
PROFESSIONAL
DEVELOPMENT
RESPONSE FORM

Training Categories



OFFICE SKILLS



ILS SKILLS



SPECIALIZED SKILLS

Training (& Certification) Tiers

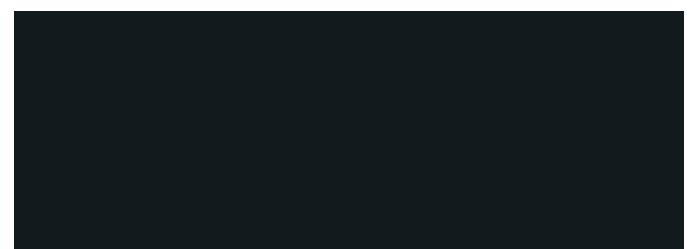


LEVEL I

Basic

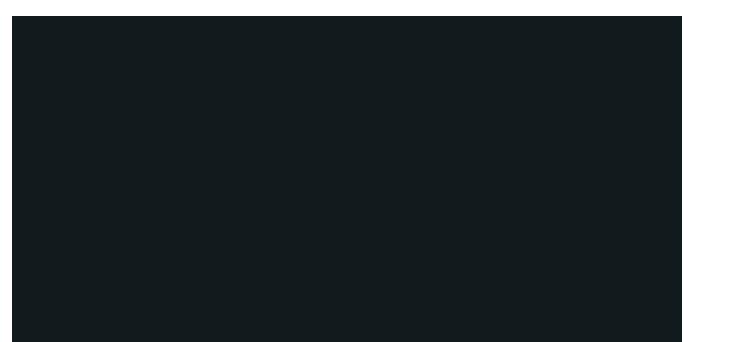
LEVEL II

Intermediate



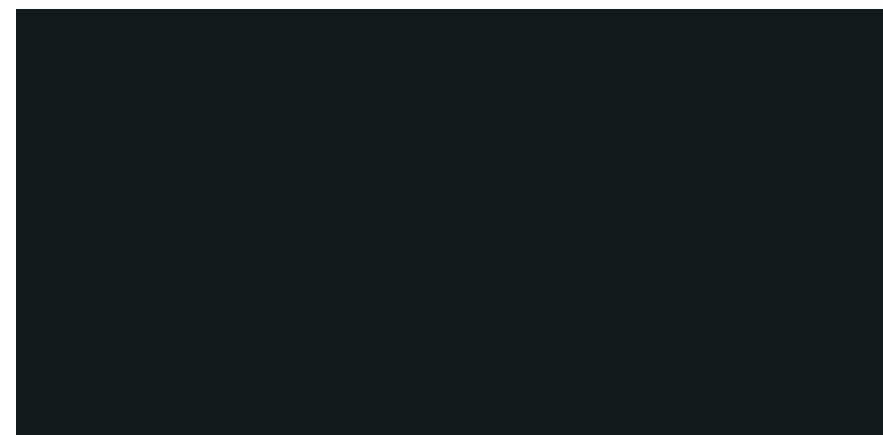
LEVEL III

Advanced



LEVEL IV

Specialized





Resources

Don't reinvent the wheel!

Resources



Search WebJunction

Course Catalog

Webinar Calendar

Topic Areas

Our Projects

About Us

Library Service

- [Access & Equity](#)
- [Children](#)
- [Collections Management](#)
- [Customer Service](#)
- [Health Happens in Libraries](#)
- [Marketing](#)
- [Older Adults & Seniors](#)
- [Outreach](#)
- [Programming](#)
- [Readers' Advisory](#)
- [Reference](#)
- [Social Library](#)
- [Spanish Speakers](#)
- [Teaching Patrons](#)
- [Workforce Services](#)
- [Young Adults & Teens](#)

Management

- [Advocacy](#)
- [Assessment, Evaluation & Planning](#)
- [Budgets & Funding](#)
- [Friends, Trustees & Volunteers](#)
- [Job Descriptions](#)
- [Legal Responsibilities & Ethics](#)
- [Organizational Management](#)
- [Partnerships & Collaboration](#)
- [Policies](#)
- [Space Planning](#)

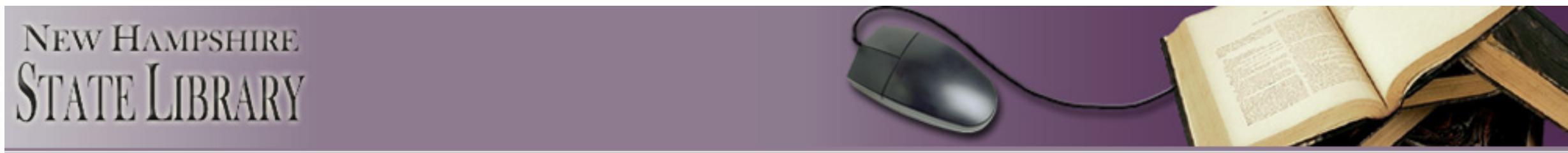
Staff Training & Development

- [Competencies](#)
- [Create & Deliver Training](#)
- [Manage Staff Development](#)
- [Personal Growth & Development](#)

Technology

- [eBooks & Devices](#)
- [Digital Inclusion](#)
- [Managing Public Computers](#)
- [Social Media](#)
- [Technology Planning](#)
- [Website Design](#)

Resources



New Hampshire State Library

Services

For Librarians - Education

Continuing Education in New Hampshire

Library Training Calendar
Monthly listing of educational opportunities--Currently not maintained. For classes and workshops taught by Bobbi Slossar and Ann Hoey, please check the statewide listservs.

NHAIS Services--NHU-PAC training

NH Library Association
Check the Conferences and Education tabs.

Continuing Education Online
The NH State Library provides the links below as a service to our libraries and does not endorse or control the content of sites outside of the State Library's website. Therefore, the State Library cannot be responsible for the information present on any of the sites listed below, and it cannot guarantee any site listed is functional at any given time.

ABLE- Alternative Basic Library Education
From the Idaho Commission for Libraries, a free, online learning platform that provides basic library knowledge and skills for library workers who have no formal education in library science.

ALA Online Learning
E-forums, webinars, courses, or recorded webcasts from the American Library Association. Most of these have a fee .

Booklist Webinars
From ALA, free webinars (live and archived) on a variety of topics, especially collection development.

Collection Development Training
Sponsored by the Arizona State Library, Archives and Public Records, a practical training in how to perform collection development activities in public libraries.

EBSCO Support Tutorials
EBSCO tutorials available in video and powerpoint and covering a variety of databases.

Resources

The image shows the homepage of the Demco Ideas & Inspiration website. The header features the Demco logo with a sun icon, followed by "IDEAS & INSPIRATION" with a speech bubble icon. Below the header is a dark navigation bar with links: Blog, Idea Gallery, Webinars, Programming Calendars, Activity Guides, Topics (with a dropdown arrow), Grants, and Shop. To the right is a search bar with placeholder text "Type and hit enter..." and a magnifying glass icon. Below the navigation is a row of social media icons for Pinterest, Facebook, Twitter, and LinkedIn. The main content area has a wooden background. On the left, large text reads "All About Makerspaces!" with a subtext "Get ideas, advice, and programming from the experts all in one place." A red button labeled "Get Ideas" is at the bottom left. On the right, there are five Polaroid-style images showing children in various makerspace activities: Technology (a girl at a computer), Construction (two boys working on a wooden structure), STEM (children with a Rube Goldberg-style machine), Creation (two children at a table), and Coding (two boys with a tablet). Labels "Technology", "Construction", "STEM", "Creation", and "Coding" are written below their respective images.

demco
IDEAS & INSPIRATION

Blog Idea Gallery Webinars Programming Calendars Activity Guides Topics Grants Shop

Type and hit enter...

All About Makerspaces!

Get ideas, advice, and programming from the experts all in one place.

Get Ideas

Technology

Construction

STEM

Creation

Coding

Resources

[See a Demo](#)[Request Info](#)[Idea Center ▶](#)[Our Products ▶](#)[About NoveList ▶](#)[The Latest](#)[Support & Training](#)[Newsletters](#)[Connect »](#)[Educate »](#)[Evaluate »](#)[Inspire »](#)[Learn »](#)[Promote »](#)[IDEA CENTER HOME](#)

learn

Get Better at Helping Readers

A reader walks into the library... and what do you do next? Here are some practical ways to learn how to do readers' advisory (RA) better.

The basics of readers' advisory

[Using NoveList's Story Elements](#)

Resources

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SLJ School Library Journal

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News & Features Reviews+ Technology School Libraries Public Libraries Age Level Diversity Blogs More+

Classroom

All Back to School Booklists Books & Media Classroom & Curricula Collections Computer Science Ed Tech Elementary More

FEATURED STORIES



ReadABILITY| Great Books
Centering Disability
Narratives

Resources

NH LIBRARY ASSOCIATION

New Hampshire Library Association is committed to networking, professional growth, and advocating for the future of New Hampshire Libraries.

ABOUT NHLA

SECTIONS & COMMITTEES

CALENDAR

ADVOCACY

RESOURCES

MEMBERSHIP

EDUCATION

CONFERENCES

AWARDS

Paralibrarian Section

The Paralibrarian Certification is a voluntary program designed to recognize the involvement and contributions of paralibrarians in New Hampshire. Paralibrarians (non-MLS staff) support the missions of school, public, academic, and special libraries throughout the state by providing important services, being involved in professional development activities, and demonstrating commitment to their work. The certification is not a substitute for a Master of Library Science degree or any other degree or certificate.

Search this website ...

Contact NHLA

Christine Friese, NHLA President 2019

Board & Committee Contacts

Email the Board

Resources



[COURSES](#) [INSTRUCTORS](#) [FAQ](#) [TESTIMONIALS](#) [DISCOUNTS](#) [BLOG](#) [MAILING LIST](#) [LOGIN](#) [DEMO](#) [LJP](#)

Certificate in Cataloging and Technical Services

This certificate program is designed to help you develop a command of a set of skills in cataloging and technical services, with the opportunity to tailor the program to your needs by providing a range of courses to choose from.

The courses in the certificate grouping work as standalone courses as well, and need not be taken towards a certificate. For the certificate, the courses may be taken in any order; none have prerequisites. If you have previously taken any of the courses below and want them to count towards the certificate, [let us know](#) and we will maintain a record for you.

To earn the certificate, you must complete eight of the following courses.

Course	Instructor	Credits	Cost
Introduction to Cataloging	Natalie Hall	1.5 CEUs	\$175
Dewey Decimal Classification	Robin Fay	1.5 CEUs	\$175
Library of Congress Classification	Robin Fay	1.5 CEUs	\$175

Resources

"Training Programs and Resources", American Library Association, November 1, 2018.<http://www.ala.org/advocacy/advleg/federallegislation/govinfo/egovovernment/egovtoolkit/training> (Accessed October 16, 2019) Document ID: bf2551db-7811-2604-2943-9faf6f5e6aca

"Digital Literacy", American Library Association, June 13, 2016.<http://www.ala.org/pla/resources/tools/programming-instruction/digital-literacy> (Accessed October 16, 2019) Document ID: f2271ff4-6cd0-59f4-b57f-204b204f1ff9

"Digital Literacy", American Library Association, August 2, 2016.<http://www.ala.org/pla/initiatives/digitalliteracy> (Accessed October 16, 2019) Document ID: 9f9c68ca-b4b6-22e4-1945-6c7ff10523af

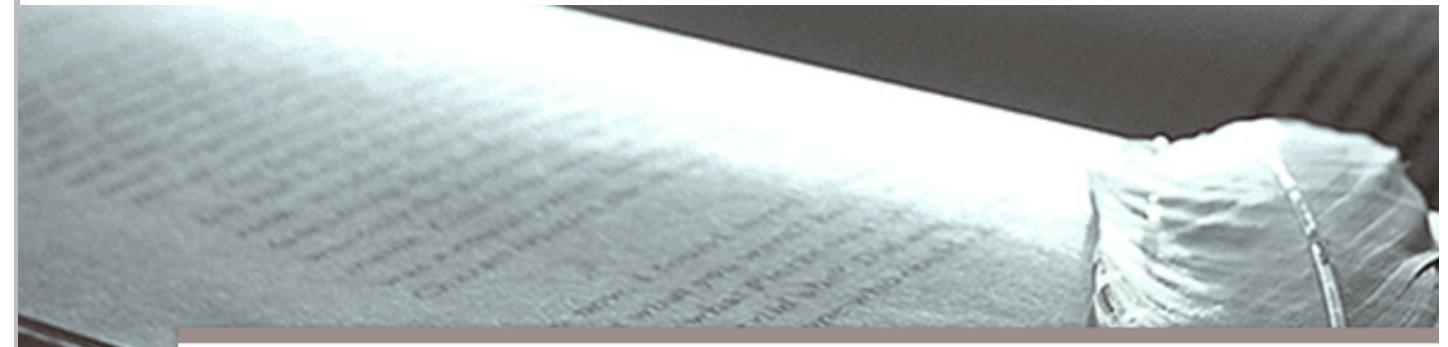


Tracking...

- TELLS US WHERE WE STARTED
- TELLS US WHERE WE'RE GOING
- KEEPS US ON TRACK
- REWARDS US ALONG THE WAY

Tools

Tracking



Staff Training Log

* Required

* Date
mm/dd/yyyy

Trainer: *

Choose ▾

Education Opportunity	Credit Hours	Adult Services Librarian	Library Director	Patron Services Supervisor	Technology Librarian	Youth Services Librarian
CHILIS Fall	6		5		2	6
CHLIS Spring	3				16	3
Merrihill Rock/mtg	1	2	8	2	2	
NELA	16	16	16	16	16	16
NELA ITS	6	6	6		6	6
NHLA Fall	6	6	6	6	6	6
NHLA Spring	12	12	12	12	12	12
NHLTA Conference	6		6		0	
Paralibrarian workshops	2			6	0	
READS Fall	6	6	6	6	6	
READS Spring Roundtables	2	2	2	2	2	
RefNet Meeting	1	3			0	
Staff meeting webinars	1	4	4	4	4	4
TechNet Meeting	1				3	
Webinar	1	6	6	6	6	12
		51	65	48	51	41

QUESTIONS

|

???



Contact...

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mglisson@hooksettlibrary.org