

Name of Class	Date(s)	Location	Number of contact/credit hours	Description	Wildapricot link
Preparing Your Paralibrarian Certification Application	Friday, May 06, 2016	Hooksett Public Library	No Points - Info Only	Join Lee Ann Chase (Paralibrarian Section Secretary and Certified Paralibrarian II) and Julie Spokane (Paralibrarian Section Treasurer and Certified Paralibrarian II) for a free information session Wednesday, October 12, 2016 at the Rye Public Library starting at 10 am. We will go through Certification Guidelines and Application and then answer your specific questions on what would qualify and which form to fill out until everyone's questions have been answered. Feel free to bring your specific paperwork and questions and we will address them as a group. The more you go through the thought process, the easier it gets to see where it goes. Lee Ann and Julie will both bring their completed portfolios from their applications for you to see. Although this is a free information session, please register by completing the following form. We want to make sure there are sufficient handouts for all attendees.	no wildapricot
Children's Readers' Advisory	Monday, May 23, 2016	Kingston Community Library	3	Presented by Michel Sullivan, author of "The Fundamentals of Children's Serves" and "Serving Boys Through Readers Advisory." Readers Advisory is more than handing someone a good book to read; it is about understanding a person's needs and building a relationship to fill those needs, it is reaching people where and when they need your expertise, and building your expertise to be most effective when that time comes. All of that gets much harder when the person you are serving is a child or a teen. Participants in this class will explore how best to be a resource that helps youth become the best readers they can be.	no wildapricot
Basic Cataloging	Wednesday, September 14, 2016 & Wednesday, September 28, 2016	Peterborough Town Library	6	Linda Kepner, Technical Services Librarian at the Peterborough Town Library, will present a two-part class on basic cataloging. The class will include familiarizing yourself with cataloging vocabulary and the Dewey classification Schedules, use of the Sears List of Subject Headings, identifying where to get the pertinent information from materials to properly catalog and a brief introduction to MARC records. *This class will be limited to 20 students* Two Three Hour Sessions	no wildapricot
Preparing Your Paralibrarian Certification Application	Wednesday, October 12, 2016	Rye Public Library	No Points - Info Only	Join Lee Ann Chase (Paralibrarian Section Secretary and Certified Paralibrarian II) and Julie Spokane (Paralibrarian Section Treasurer and Certified Paralibrarian II) for a free information session Wednesday, October 12, 2016 at the Rye Public Library starting at 10 am. We will go through Certification Guidelines and Application and then answer your specific questions on what would qualify and which form to fill out until everyone's questions have been answered. Feel free to bring your specific paperwork and questions and we will address them as a group. The more you go through the thought process, the easier it gets to see where it goes. Lee Ann and Julie will both bring their completed portfolios from their applications for you to see. Although this is a free information session, please register by completing the following form. We want to make sure there are sufficient handouts for all attendees.	no wildapricot
Introduction to Copy Cataloging & Technical Service Functions	Monday, October 24, 2016	Portsmouth Public Library	3	Sarah Cornell, Supervisor of Technical Services at the Portsmouth Public Library will share information about current vendor, ordering, and processing options. Participants will learn how to select and acquire the best cataloging records for their local catalog and will reflect on their home library's Technical Services workflows. *This class will be limited to 16 students to best utilize the 8 computers in the Library's Training Room* Time: 9:30-12:30	no wildapricot
Computer Networking Basics	Friday, November 18, 2016	Kilton Public Library, Lebanon	4	Learn basic knowledge that is required to understand how network communication and computer networks in general function. By knowing how a network normally behaves, it is also much easier to figure out why things sometimes aren't working the way they should. This class will include lecture, discussion and some hands-on exercises with plenty of time for questions. Before the class, students should read "Your Guide to the Home Network" which can be found at <a href="http://www.homenethowto.com">http://www.homenethowto.com</a> This covers everything that will be covered in class but please come with your questions! The cost for the license to use this material for the class is \$5.90, which includes a PDF of the material. Each student will be responsible for the cost of their license (an additional \$5.90)	no wildapricot
Basic Cataloging	Friday, April 07, 2017 & Friday, April 21, 2017	Baker Free Library, Bow	6	Linda Kepner, Technical Services Librarian at the Peterborough Town Library, will present a two-part class on basic cataloging. The class will include familiarizing yourself with cataloging vocabulary and the Dewey classification Schedules, use of the Sears List of Subject Headings, identifying where to get the pertinent information from materials to properly catalog and a brief introduction to MARC records. *This class will be limited to 20 students*	no wildapricot

The Reference Interview and Patron Privacy	Friday, April 21, 2017		Derry Public Library	3	Susan Brown, Head of the Reference Department at the Derry Public Library, will cover the Reference Interview and Patron Privacy.	no wildapricot
Because It's All About the Book!	Friday, June 09, 2017		Hooksett Public Library	2	Join presenter Mary Danko at the Hooksett Public Library on Tuesday, April 12, 2016 from 10 AM - Noon. Mary will share information about book groups including: starting a book group, facilitating the discussion, choosing a book and creating displays. Participants will also learn how to "book talk" a book and how to give a "rapid review".	no wildapricot
Internet Self Defense	Friday, June 09, 2017		Hooksett Public Library	6	Instructors: Mark Glisson, Information & Technology Specialist, Hooksett Public Library and Chuck McAndrews, IT Librarian, Lebanon Public Libraries This "Internet Self-Defense for Librarians" workshop is designed to teach best practices for online security which encompasses the essential, recommended and the suggested range of tools and practices for everyday employment. The workshop will follow the general subject framework of "First Things First - The Threat Landscape", "Must do's - Things that every library should be doing right now. No excuses", "Should do's - Things that every library should work towards implementing", "Nice to do's - Things you should consider implementing at your library", "Could do's - Optional things that may or may not make sense for your library". Participants are encouraged to bring mobile devices with them for hands-on demos and will leave the workshop with very practical know-how about the subject-matter.	no wildapricot
Introduction to Excel	Monday, September 11, 2017		Portsmouth Public Library	2	Subjects covered: Entering data, filling down (and when it doesn't work), beginning formulas, sorting, what is a .csv file) *This class will be limited to 20 students*	no wildapricot
Programming for Children	Thursday, September 14, 2017 & Thursday, September 21, 2017		Weare Public Library	8	In this class, students will... Consider and discuss all aspects of children's programming including justification, execution, and evaluation; learn techniques for continued growth and improvement including self-study, collegiality, and coaching. Presented by Michel Sullivan, author of "The Fundamentals of Children's Serves" and "Serving Boys Through Readers Advisory." Two Parts - 4 Hours each	no wildapricot
Weeding Workshop	Monday, September 18, 2017		Bethlehem Public Library	3	The basics of collection development as informed by the CREW manual, presented by Ann Hoey of the NH State Library	no wildapricot
Basic Cataloging	Friday, October 06, 2017 & Friday, October 20, 2017		Local Government Center, Concord	6	Linda Kepner, Technical Services Librarian at the Peterborough Town Library, will present a two-part class on basic cataloging. The class will include familiarizing yourself with cataloging vocabulary and the Dewey classification Schedules, use of the Sears List of Subject Headings, identifying where to get the pertinent information from materials to properly catalog and a brief introduction to MARC records. *This class will be limited to 20 students*	no wildapricot
Intermediate Excel	Monday, November 06, 2017		Portsmouth Public Library	2	Subjects covered: In depth functions and formulas (includes nested if functions, charts)*This class will be limited to 20 students*	no wildapricot
Advanced Cataloging	Friday, May 18, 2018		Merrimack public library	2	You've tackled the basics, now come learn how to catalog more than simple monograph records. We will focus on cataloging with RDA guidelines. This class will cover creating original MARC records for items from the normal DVDs that you might see more often, to the unique local collections you might want to add like novelty cake pans. You will learn about small scale systems used for cataloging like LibraryThing and Libib. Come ready with your thinking caps on as this class will be part lecture and part workshop. The Paralibrarian basic cataloging class is a prerequisite. Teacher: Britney Bergholm	<a href="https://nhla38.wildapricot.org/event-2842570">https://nhla38.wildapricot.org/event-2842570</a>
Internet Self-Defense for Librarians	Friday, May 25, 2018		Hooksett Public Library	6	This "Internet Self-Defense for Librarians" workshop is designed to teach best practices for online security which encompasses the essential, recommended and the suggested range of tools and practices for everyday employment. The workshop will follow the general subject framework of "First Things First > The Threat Landscape", "Must do's > Things that every library should be doing right now. No excuses", "Should do's > Things that every library should work towards implementing", "Nice to do's > Things you should consider implementing at your library". Participants are encouraged to bring mobile devices with them for hands-on demos and will leave the workshop with practical know-how and knowledge about best practices for internet security. Teachers: Mark Glisson and Chuck McAndrews	<a href="https://nhla38.wildapricot.org/event-2847022">https://nhla38.wildapricot.org/event-2847022</a>

Introduction to G-Suite for Libraries	Friday, September 14, 2018		Hooksett Public Library	6	The Google App Suite (now known as G Suite) was created "to help people everywhere work and innovate together, so organizations can move faster and achieve more." In this course we'll explore how to get started with a Google domain for free and to harness the power of G Suite, which includes Mail, Docs, Sheets, Slides, Groups and Drive. We'll delve into specific applications to demonstrate how these productivity tools can be leveraged into an effective and collaborative workflow for library communication (Mail and Groups), data tracking (Sheets), reporting and instruction (Sheets and Docs), promoting (Slides), and even sharing and archiving (Drive). Teacher: Mark Glisson	<a href="https://nhla38.wildapricot.org/event-3015166">https://nhla38.wildapricot.org/event-3015166</a>
Introduction to Excel	Tuesday, September 18, 2018		Dover Public Library	1.75	Excel is a powerful spreadsheet program. Learn how to get started with this class. You will learn how to enter data into Excel manually, how to format your data, simple formulas, how to sort and process your data, and how to use .csv files to import and export your data. Prerequisites for this class: Familiarity with basic computer functions such as copy and paste, saving documents, right clicking to bring up menus. Teacher: Peggy Thrasher	<a href="https://nhla38.wildapricot.org/event-3015806">https://nhla38.wildapricot.org/event-3015806</a>
Social Media Workshop and Discussion	Monday, September 24, 2018		Portsmouth Public Library	3	Which social media platforms should you focus on? How and when do you moderate your page or posts? How do you develop a regular staff schedule for posting? How do you encourage other staff to express their personality and passions? How do you work within your limitations and cope with staffing or administrative changes? What kinds of content does your audience want to see? Laura Horwood-Benton, Public Programming and Community Relations Librarian at Portsmouth Public Library, will share tips, strategies, and rules of thumb for social media, and will host a group discussion so you can share your success stories and struggles with other paraprofessionals. Livestreaming is an option. Please contact <a href="mailto:director@belmontpubliclibrary.org">director@belmontpubliclibrary.org</a> for details.	<a href="https://nhla38.wildapricot.org/event-3015851">https://nhla38.wildapricot.org/event-3015851</a>
Intermediate Excel	Tuesday, October 02, 2018		Dover Public Library	1.75	Take your Excel skills to the next level. Learn about conditional, text, date and numeric functions. Learn how to create charts and graphs, and how to make them look the way you want. Create formulas that refer to values on other worksheets. Learn to use filters. Prerequisites for this class: Introduction to Excel or equivalent knowledge	<a href="https://nhla38.wildapricot.org/event-3015813">https://nhla38.wildapricot.org/event-3015813</a>
Weeding Workshop	Friday, October 05, 2018		Pease Public Library, Plymouth	3	Christine Friese is the Assistant Director and Head of Adult Services at the Portsmouth Public Library. As part of her role she oversees Collection Development throughout the library, though thankfully does not weed it all! The 3-hour class will be divided into 2 parts, the first an overview of weeding best practices and how it fits into collection development, the second a discussion program including the homework assignment you will bring to class. A homework assignment will be sent to you 2 weeks before the class. Please bring a copy of CREW : A Weeding Manual for Modern Libraries (2012 edition) with you, whether in paper or electronic format. It can be found and downloaded at: <a href="https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crwmmethod12.pdf">https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crwmmethod12.pdf</a> Most importantly: bring your experience and curiosity	<a href="https://nhla38.wildapricot.org/event-3015862">https://nhla38.wildapricot.org/event-3015862</a>
Cataloging & Classification I, Short Course	Monday, October 15, 2018 & Monday, October 29, 2018		Kilton Library, Lebanon	6	Description: Cataloging and classification can be daunting to those unfamiliar with its conventions and terminology. The purpose of this course is to make the user more comfortable with both. The student will learn the concepts behind cataloging, so day-to-day operations make sense. Common cataloging vocabulary will be explained. Basic history, concepts, and rules of thumb will be described and illustrated. Students will gain familiarity with tools and authorities necessary for cataloging, particularly the Sears List of Subject Headings and the Dewey Decimal Classification schedule. (This will include State Library recommendations and guidelines.) Classes are in a part lecture, part workshop format. Students should bring any subject heading and Dewey classification tools they use in daily work, or that they can borrow.	
Extreme Excel	Tuesday, October 16, 2018		Dover Public Library	1.75	Sometimes you need to split the data in a cell into multiple columns - learn how with Text-to-Columns. Find out how to use VLookup and Index Match lets you merge data. You've heard of Pivot Tables - find out how to use them to summarize your data. Prerequisites for this class: Intermediate Excel or solid experience with functions Teacher: Peggy Thrasher	<a href="https://nhla38.wildapricot.org/event-3015819">https://nhla38.wildapricot.org/event-3015819</a>
I've Weeded! Now What? Weare Public Library	Thursday, April 11, 2019		Weare Public Library	4	So you've followed through with CREW and weeded the collection. Now it's time to consider how to build a collection that really serves your community. Join us to discuss practical considerations like resources and vendors, catalogs and community input, and space limitations. Instructor: Mike Sullivan	<a href="https://nhla38.wildapricot.org/event-3286900">https://nhla38.wildapricot.org/event-3286900</a>

Growing Youth Collections: Collection Development in Children's Services	Wednesday, May 22, 2019		Keene Public Library	3	Gail Zachariah will explore the range building library collections for young people with an emphasis on nonfiction collections. Nonfiction books for young people are an increasingly important part of publishing. Learn how to develop a well-rounded collection based on what's popular, what's appropriate, and what's fun so that you can meet the homework and leisure reading interests of your patrons. Gail will discuss how to evaluate and select books and how different books may appeal to different audiences. She'll suggest tools for librarians to keep current with upcoming releases. Finally, she'll discuss ways to create buzz around these books. Attendees will leave with a booklist of not-to-miss new titles.	<a href="https://nhla38.wildapricot.org/event-3286955">https://nhla38.wildapricot.org/event-3286955</a>
Social Media Refresh	Friday, August 16, 2019		Portsmouth Public Library	2	Laura Horwood-Benton, Public Programming and Community Relations Librarian at Portsmouth Public Library, will lead an interactive, discussion-based session to help you refresh your library's social media presence. Learn tips, strategies, and some rules of thumb, and share your success stories and struggles with other paralibrarians.	<a href="https://nhla38.wildapricot.org/event-3460129">https://nhla38.wildapricot.org/event-3460129</a>
Canva for Paralibrarians	Friday, September 20, 2019		Hall Memorial Library	1.5	Canva is a graphic-design tool website, founded in 2012. It uses a drag-and-drop format and provides access to over a million photographs, graphics, and fonts. It is used by non-designers as well as professionals. The tools can be used for both web and print media design and graphics. Please bring your own laptop. Before class begins, register for a free Canva account. Teacher: Brittany Shanahan	<a href="https://nhla38.wildapricot.org/event-3397040">https://nhla38.wildapricot.org/event-3397040</a>
Cataloging and Classification I, Short Course	Monday, September 23, 2019		Peterborough Town Library	6	Description: Cataloging and classification can be daunting to those unfamiliar with its conventions and terminology. The purpose of this course is to make the user more comfortable with both. The student will learn the concepts behind cataloging, so day-to-day operations make sense. Common cataloging vocabulary will be explained. Basic history, concepts, and rules of thumb will be described and illustrated. Students will gain familiarity with tools and authorities necessary for cataloging, particularly the Sears List of Subject Headings and the Dewey Decimal Classification schedule. (This will include State Library recommendations and guidelines.) Classes are in a part lecture, part workshop format. Students should bring any subject heading and Dewey classification tools they use in daily work, or that they can borrow.	<a href="https://nhla38.wildapricot.org/event-3501429">https://nhla38.wildapricot.org/event-3501429</a>
First-Ever Paralibrarian Section Mini-Conference	Friday, October 04, 2019		Audubon Center, Concord		Key Note Speaker Karen Horn Karen Horn is the Assistant Director at the Sturgis Library in Barnstable, MA and Chair for the Career Development Committee and PARA Review Board for Massachusetts Library Association (MLA) Paralibrarian Section. Professional Development for paralibrarians, aka library support staff, is an often neglected aspect of our profession, whether because of a misunderstanding of its value or a lack of time and funding. The nature of the work we do every day in our libraries requires us to learn, among other things, new skills, new technologies, and new ways of finding the information our patrons are looking for. The skillset required to be effective in our work is vast and varied. Karen will share ideas and proven steps to implement a self-directed learning program at your library, explaining why planning and establishing a vision and goals is essential to creating "buy-in" with supervisors, staff and trustees. She will discuss the role of the facilitator and how to encourage and promote a culture of life-long learning and advocate for ongoing staff development and continuing education opportunities.	<a href="https://nhla38.wildapricot.org/event-3533531">https://nhla38.wildapricot.org/event-3533531</a>
Library Management: the Nuts and Bolts	Thursday, October 10, 2019		Lane Memorial Library, Hampton	3	Covering areas such as reporting to the board of trustees, budgeting, staff evaluations, and more.	<a href="https://nhla38.wildapricot.org/event-3480889">https://nhla38.wildapricot.org/event-3480889</a>
Local History for Paralibrarians	Monday, October 28, 2019		Portsmouth Public Library	3.5	Nicole Luongo Cloutier, Reference and Special Collections Supervisor, will give a brief overview of the ins and outs of creating and/or maintaining a local history collection for your community. She will discuss Portsmouth's creation of well attended local history and genealogy workshops, the importance of developing community collaboration where possible, as well as the importance of primary materials to make real connections to the past. Nicole has been at the Portsmouth Public library for 19 years. Prior to her current supervisory position, she was the Special Collections Librarian. Previously, she was the Visual Archives Manager at the Museum of Fine Arts. MLIS from Simmons College.	<a href="https://nhla38.wildapricot.org/event-3474541">https://nhla38.wildapricot.org/event-3474541</a>

Preparing Your Paralibrarian Certification Application	Friday, November 08, 2019		Laconia Public Library	No Points - Info Only	Please join Lee Ann Chase, Amanda Alwyn and Julie Spokane to gain confidence in applying for your Certification under the new guidelines. Lee Ann Chase is a Level IV Certificate holder and has been serving on the Application Review Board since its inception. Amanda Alwyn is a Level III Certificate holder and is currently serving on the Paralibrarian Section Board as its Secretary. Julie Spokane is a Level IV Certificate Holder and is the Section Treasurer. Lee Ann and Julie have conducted information sessions in the past. The Guidelines have been updated and the changes will be reviewed. Attendees will also be provided with a sample application to take with them as a guide with real examples of write-ups. This session is not eligible for Paralibrarian Certification credit.	<a href="https://nhla38.wildapricot.org/event-3487779">https://nhla38.wildapricot.org/event-3487779</a>
Volunteers in Public Libraries	Monday, November 04, 2019		Hooksett Public Library	2	The NH Volunteers in Public Libraries Best Practices document has been revised and updated! The new document includes expanded information on youth volunteers, a new section on background checks, expanded information on volunteers and privacy, and an additional resources section that includes policy and form examples. This workshop will review best practices regarding volunteers, and includes an interactive segment with small group discussion/scenarios. Bring your volunteer questions!	<a href="https://nhla38.wildapricot.org/event-3530031">https://nhla38.wildapricot.org/event-3530031</a>