



## Fall 2017 ODL Computer Lab & Apps Training

[odlcomputerlabtraining.eventbrite.com](http://odlcomputerlabtraining.eventbrite.com) —for *up-to-date* class listing

### Just What the Doctor Ordered:

#### Consumer Health Information @ Your Library

(One-day workshop for library and literacy staff and volunteers)

Thu, Sep 14

This interactive, hands-on class will introduce participants to a variety of free, authoritative consumer health resources, and provide time for guided practice. The impact of health literacy and resource evaluation will be explored. Participants will also discuss reference interview tips, disclaimers, and collection development in the context of consumer health information.

#### Class objectives:

- Identify practical tips for providing consumer health information services
- Locate authoritative health literacy resources
- Examine collection development
- Examine evaluation principles for consumer health resources
- Use health information resources to answer consumer health questions

There is **no prerequisite** for this class.

**Shari Clifton**, MHLIS, AHIP, will teach this class. Shari is Associate Director and Head of Reference and Instructional Services at the Robert M. Bird Health Sciences Library, University of Oklahoma Health Sciences Center.

### Make a Positive Impact on Your Community:

#### A Needs Assessment How-To

(One-day workshop for library and literacy staff and volunteers)

Thu, Sep 21 OR Thu, Nov 2

To properly plan services, libraries need to know their local population's needs. By the end of class, participants will have completed a basic needs assessment for their community.

The instructor will lead participants in discovering community information that can help with strategic decision-making, programming ideas, grant applications, and obtaining community support. Find existing demographic data from federal, state, and local sources. Use your library's past ODL



annual report data to create graphs and charts of your library statistics. Explore existing research about the roles and services of today's libraries. Examine the steps to create a more comprehensive assessment by:

- Assembling a team
- Generating your own data through surveys and focus groups
- Creating reports for community presentations

Although participation in the *Edge* program is not a requirement to attend, participants will learn practices that will help address *Edge* benchmark 4: "Libraries make strategic decisions based on community priorities for digital inclusion and innovation."

There is **no prerequisite** for this class.

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**Amy Brandley**, ODL trainer, *Edge* consultant, photographer, business owner, and former library director, will teach the class.

## Social Media 101: A Librarian's Guide to Hashtags, Stories, and Filters

(One-day workshop for library and literacy staff and volunteers) **Mon, Sep 25 OR Tue, Nov 28**

Let's face it—social media is here to stay. Guess what? That's great news for librarians! Take advantage of these free tools to connect with patrons of all ages, including the millennials and young adults.

This hands-on introductory level class will help you discover everything you need to know to get started with social media. We will be using *Twitter*, *Instagram*, and *Facebook Live* apps. During the day, participants will sign up for accounts and have fun using these social media platforms. We will cover how to entice patrons in 140 characters, take eye-catching photos, make live videos, and see how filters can be a fun way to showcase a program! See how other libraries are using social media to get people excited about reading, library programs, and events. By the end of the day, participants should leave the class with the confidence to start using these apps to connect with their patrons.

We will have ten (10) iPads available in class for hands-on use, though you may also Bring Your Own Device: smartphone and/or tablet, any brand.

**Class Prerequisites:** 1) Attendees must have web browser access to an email account (such as *Gmail*, *Yahoo*, etc.) and bring the login and password to that email with them to class. 2) If attendees already have *Twitter*, *Instagram*, *Snapchat*, or *Facebook* accounts, they should bring the logins and passwords with them, even if they are bringing the device where these logins and password are saved.

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**Taylor Meriwether**, Hinton Public Library director, local photographer, and avid social media user, will teach the class.

## Combating Information Fatigue: Health Information Resources for Veterans

(One-day workshop for library and literacy staff and volunteers)

**Mon, Oct 2**

Veterans and their families need reliable health information resources and training to locate health information that is sensitive and pertinent to their needs. This course will cover

resources for finding information on general health conditions, mental health resources, including those for post-traumatic stress disorder (PTSD), family issues, substance abuse, amputations, support groups, and more. Additionally, this class will prepare participants to find and assess other veterans' health resources.

Class objectives:

- Understand the unique information needs of veterans and their families
- Utilize resources presented to locate reliable, authoritative health information specific to veterans
- Acquire skills and knowledge to effectively identify and assess resources not covered in the class

There is no prerequisite for this class.

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**Shari Clifton**, MHLIS, AHIP, will teach this class. Shari is Associate Director and Head of Reference and Instructional Services at the Robert M. Bird Health Sciences Library, University of Oklahoma Health Sciences Center.

## Make Your Photos Pop!

### *Photoshop Elements* Basics for Librarians, parts 1 & 2

(two-day workshop for library and literacy staff and volunteers)

Part 1: Tue, Oct 3

Part 2: Wed, Oct 4

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Learn to use *Photoshop Elements*, the gold-standard for digital camera picture editing.

Topics include:

- Download photos from a digital camera
- Crop and straighten
- Correct red eye
- Heal areas of photos
- Use basic histograms
- Clone
- Make simple color adjustments
- Use the Organizer portal to help locate, manage, tag, share and backup your photos

**Class Prerequisites:** 1) Attendees need to be well-versed and comfortable using computers in general. 2) Attendees must sign up for both parts 1 and 2, or go on a paper waitlist with [Doris.Dixon@libraries.ok.gov](mailto:Doris.Dixon@libraries.ok.gov) or (405) 522-3217.

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**Kathy Blick O'Donnell**, ODL's Computer and App Lab coordinator, trainer, and *Photoshop Elements* enthusiast, will teach the class.

## Branching Out: Providing Quality Genealogy Services

### @ Your Library, parts 1 & 2

(two-day workshop for library and literacy staff and volunteers)

Part 1: Mon, Oct 16

Part 2: Tue, Oct 17

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Have costs and expertise kept you from providing genealogy services at your library? Learn how to tackle those problems and discover some effective ways to offer this specialized service to your patrons. Using online databases, popular reference materials, and support from state agencies, participants will discover useful resources that will assist them in helping family history researchers. Hands-on opportunities to explore online databases will give

participants a chance to learn how to locate information, and gain the confidence they need to answer genealogy questions. A class field trip to the Oklahoma History Center will also be included.

In this class you will:

- Navigate popular genealogy websites
- Search the Dawes Roll Index
- Locate someone in the Federal Census
- Locate online primary documents
- Find historical Oklahoma maps and newspapers
- Learn how to order historical photographs
- Locate Oklahoma places that no longer exist
- Print documents in *Ancestry Library Edition*
- Print documents in *Fold3.com*

**Class Prerequisites:** 1) Attendees must be well-versed and comfortable using computers in general. 2) Attendees must sign up for both parts 1 and 2, or go on a paper waitlist with [Doris.Dixon@libraries.ok.gov](mailto:Doris.Dixon@libraries.ok.gov) or (405) 522-3217.

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**Kathy Huber**, nationally known genealogy expert and author, based at the Tulsa City County Library, will teach the class.

## Help! The Facebook Train Left the Station Without Me! Facebook 101

(one-day workshop for library and literacy staff and volunteers) **Thu, Oct 19 OR Fri, Nov 17**

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This class is for the beginner with little to no experience using *Facebook*. We will take it slow and start from scratch. *Facebook* is an important tool that helps libraries keep community members engaged while promoting library events and services. You will learn how to create a *Facebook* account and a page, interact with *Facebook* friends through likes and shares, create event notices, upload photos and create albums, and stay safe with simple privacy settings. Discover why two billion people use this social media app every month!

Students taking this class may enroll in the *Fresh Look at Facebook* intermediate level class on October 26 or December 5.

**Class Prerequisites:** 1) Attendees must have web browser access to an email account (such as *Gmail*, *Yahoo*, etc.) and bring the login and password to that email with them to class so they can create a *Facebook* account. 2) If attendees already have a *Facebook* account, they should bring the logins and passwords with them.

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**Amy Brandley**, ODL trainer, *Edge* consultant, photographer, business owner, and former library director, will teach the class.

## Easily Track Library Funds!

*Excel* Financial Features, parts 1 and 2

**Part 1: Wed, Oct 25**

(two-day workshop for library and literacy staff and volunteers)

**Part 2: Wed, Nov 1**

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Learn to use *Excel* to create and manage library budgets and other financial data. Part 1 topics include getting familiar with the *Excel* environment, entering and editing data, and

modifying a workbook. The majority of the day will focus on basic formula creation. Part 2 will cover workbook formatting, printing, working with multiple sheets, and more in-depth training on formulas.

**Class Prerequisites:** 1) The attendee is well-versed and comfortable using computers in general. 2) Attendees must sign up for both parts 1 and 2, or go on a paper waitlist with [Doris.Dixon@libraries.ok.gov](mailto:Doris.Dixon@libraries.ok.gov) or (405) 522-3217.

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**Kathy Blick O'Donnell**, trainer and Computer & App Lab coordinator at ODL, will teach the class.

## A Fresh Look @ Facebook: Tips, Tricks, and New Features

(One-day workshop for library and literacy staff and volunteers) **Thu, Oct 26 OR Tue, Dec 5**

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So, you are already fairly comfortable using *Facebook* to stay connected with your patrons and/or friends and family. How can you tweak your library's *Facebook* page to put your organization's best foot forward? *Facebook* is constantly adding new features, making it sometimes difficult to keep up with the changes.

In this class you will learn new ways to manage a page, master the live video, and navigate through this powerful, ever-expanding, global platform. We will dive into the settings and privacy for *Facebook*, as well as events, boosting, job publishing, and other tools that make running a page simple.

The goal of this class is to have you walk away with a little pep in your step knowing more about the ins and outs of your group's *Facebook* page.

We will have ten (10) iPads available in class for hands-on use, though you may also Bring Your Own Device: smartphone and/or tablet, any brand.

**Class Prerequisites:** 1) Attendees should already have some basic knowledge of *Facebook*. 2) Attendees should bring their *Facebook* logins and passwords with them.

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**Taylor Meriwether**, Hinton Public Library director, local photographer, and avid social media user, will teach the class.

## Create and Caption Screen Casts and Other Videos

(One-day workshop for library and literacy staff and volunteers)

**Mon, Nov 6 OR Tue, Nov 7 OR Wed, Nov 8**

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Video is a great way to increase your library's reach in the community and beyond. Whether it is an interview with an author, a library tour, or a demonstration of a new library service, videos can help inform, entertain and engage your patrons. Anyone with a smart phone can create and post a video online but while video creators concentrate on lighting, storyline and music, they often neglect one important thing from their videos: captioning. Video captioning is not only required by law, it ensures your videos are more accessible to a wider audience. This class will cover the basics of video captioning including technology, formatting and best practices.

There is **no prerequisite** for this class.

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**Michelle Catalano**, Independent Program Planning and Grant Writing Consultant, will teach the class.

## American Indian Health Information Resources for Librarians

(One-day workshop for library and literacy staff and volunteers)

**Thu, Nov 9**

According to the 2010 US Census, approximately 5.2 million people stated that they were American Indian or Alaskan Native. A recent study shows that American Indian use of the Internet to find health information is lower in comparison with the total adult U.S. population. This five-hour program will introduce a variety of governmental and non-governmental Internet resources that have health information for American Indian populations. Students attending will be able to practice their skills in finding health information using web resources in this hands-on program.

Class objectives:

- Identify and describe the National Library of Medicine's American Indian health databases
- Compare strengths and weaknesses of American Indian health websites
- Utilize websites to obtain health information resources for American Indian populations

There is **no prerequisite** for this class.

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**Tara Malone**, MLIS, will teach this class. Tara is Reference and Instructional Services Librarian at the Robert M. Bird Health Sciences Library, University of Oklahoma Health Sciences Center.

## Crash Course in *Photoshop Elements*:

### Get Your *Historypin* Pics Ready to Go Online

(One-day workshop for *Images of Oklahoma* participants or library and literacy staff and volunteers)

**Mon, Nov 13 OR Wed, Dec 6**

In preparation for *Historypin* training on November 14 or December 7, the Oklahoma Department of Libraries is offering a special one-day crash course in *Photoshop Elements*, the gold-standard in digital photograph editing software. This training is provided to ensure the photos you share in *Historypin* will look their absolute best. Learn how to successfully navigate around the different editors and portals in the program. Explore basic features such as version sets, straightening photos, and cropping to pixel sizes recommended by the *Historypin* tool. Delve into extremely powerful tools using Histograms and Levels, which are excellent ways to enhance photos and really make them pop. Discover how to properly prepare photos to go online. Leave the class with your own *Photoshop Elements for Dummies* book to use as a resource for your photo editing.

If you have previous *Photoshop Elements* training and feel that you already know what will be covered in class, you will need permission from the instructor to skip this day of training before attending the *Hands On Historypin* class.

**Class prerequisites:** 1) Attendees need to be well-versed and comfortable using computers in general. 2) Attendees need to enroll in the *Hands-On Historypin* class section that meets the day after their chosen date for this training.

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**Kathy Blick O'Donnell**, ODL's Computer & App lab coordinator, trainer, and *Photoshop Elements* enthusiast, will teach the class.

## Hands-On *Historypin*: Digital Time Machine for Your Library, Community, and Family Archives

(One-day workshop for *Images of Oklahoma* participants or  
library and literacy staff and volunteers)

**Tue, Nov 14 OR Thurs, Dec 7**

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Looking for an easy, inexpensive (free!) way to share photographs from your local history collection online? Explore *Historypin*, a free website that lets you upload historical photographs, videos, and sound clips that can engage your patrons and build connections. *Historypin* is a digital, user-generated archive where the location and date of the content is entered to “pin” it to Google Maps. *Historypin* lets you create online digital tours from your content. You can superimpose your historical photos over their present day locations. You can even choose to embed a *Historypin* collection on your website or blog. You will often see buildings, street scenes, parades, and other outdoor activities featured on the site.

In this class, we will look at *Historypin* in action, explore the key features, and create a small collection using up to 20 photographs.

Students can choose one of three options: 1) Bring a flash drive containing 10–20 photograph files or, 2) Bring 10–20 photographs for ODL to scan while you participate in class or, 3) Use historical photos provided by ODL.

**Class Prerequisites:** 1) Attendees need to enroll in the *Crash Course in Photoshop Elements* meeting the day before their *Hands-On Historypin* class section. If you have previous *Photoshop Elements* training and feel that you already know what will be covered in class, you will need permission from the *Photoshop Elements* instructor to skip the *Crash Course in Photoshop Elements* training. 2) Attendees must have web browser access to an email account (such as *Gmail*, *Yahoo*, etc.) and bring the login and password to that email with them to class. 3) Attendees must choose from one of the three options in the above paragraph to use as photos during class.

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**Marie Reist**, adult services and social media librarian at the Thomas J. Harrison Pryor Public Library, will teach the class.

## A Librarian's Hands-On Guide to Grant and Proposal Writing

(One-day workshop for library and literacy staff and volunteers)

**Thu. Nov 30**

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Designed for beginning grant proposal writers, this class presents a general overview of the grant and funding processes as well as the level of detail required in a successful proposal. Each component of the grant writing process will be addressed, including: finding funding

opportunities, becoming familiar with internal grant office structures, documenting the need, identifying the target population, writing measurable objectives, developing a work plan, developing a basic budget, and creating an evaluation plan.

Grant and proposal writing skills are crucial to professionals in the modern funding environment. Institutional budgets are increasingly tight and obtaining external funding is very competitive. Learning basic grant writing skills can be crucial for obtaining funding for projects. This session will be a blend of interactive lectures and hands-on exercises. These exercises will cover basic proposal development and budgeting.

Participants will be able to:

- Identify necessary institutional partners
- Identify online resources to search for funding
- Describe the basic components of a proposal
- Understand how to craft program components into a cohesive proposal
- Understand basic budget terminology
- Create a basic budget
- Avoid common proposal writing mistakes

[There is no prerequisite for this class.](#)

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**Bethany Livingston** and **Debbie Montenegro** will teach the class. Both instructors work for the National Network of Libraries of Medicine, South Central Region. Bethany serves as their research administrator and works in all aspects of grant management. Debbie serves as their Consumer Health Coordinator.