

OHIO LIBRARY SUPPORT
STAFF INSTITUTE

OLSSI 2007

**SHAWNEE STATE
UNIVERSITY**



“A DIVERSE RIVER RUNS THROUGH IT”

AUGUST 05–07, 2007

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WELCOME FROM THE CHAIR

Greetings, and welcome to OLSSI 2007, held this year on the beautiful campus of Shawnee State University in Scioto County. We hope you will take home as much knowledge, camaraderie, and fun as we had planning and organizing it all for you!

Pulling together an event as involved and detailed as OLSSI every year is no easy task, and would be impossible without the hard work of a versatile and talented group of committed individuals. When I was elected Chair of the Ohio Library Support Staff Institute last summer, I thanked the group for their confidence in me, and stated that the job of being Chair of OLSSI was a little like being the captain of a ship. My job as Chair would be to get us safely to our destination in August 2007, providing guidance and leadership along the way. The two Vice Chairs, the Secretary/Treasurer, and the Past Chair would serve as the ship's officers and develop plans and classes, offer advice, and generally make things happen. The steering committee is the crew who provides the manpower and enthusiasm to get us from our starting point to our destination. Even our library directors have a part, for they finance the expedition by allowing their staff to become involved in the planning process. And you, gentle reader, are among the waiting throngs at the harbor, cheering us to shore and anticipating our precious cargo of interesting classes, experienced instructors, networking opportunities, and a relaxed and fun environment away from the stresses of your everyday jobs in a variety of libraries.

So, as this OLSSI ship sails into the Portsmouth harbor and settles into its dock at Shawnee State University, I'd like to take this opportunity to express my sincere appreciation to my crew: Vice Chair of Programs Connie Brooks, Vice Chair of Site Coordination Jeff Fulk, Secretary/Treasurer Terry Butterworth, and Past Chair Michael Bradshaw. Another thank you goes out to my first mate, conference liaison Sheryl Gannon and the camp counselors that are such an integral part of the success of our venture. Be sure to look for Sheryl and her peeps, whose specific goal is to ensure that your OLSSI 2007 experience is the best ever. With this crew, how can it not be?

Thank you for coming - and we'll see you next year at OLSSI 2008 in Toledo! Won't you consider coming along on the voyage and help get us there? See me about getting active on the steering committee and become a part of our team.

Susan C. Burt
OLSSI Chair, 2007

INFO FOR YOU!

PARKING

We are staying at the Campus View Apartments across the street from Shawnee's campus. There is ample parking for all of us behind apartments 4 - 7. Please do not park behind apartments 1 and 2. This is a tow-away zone.

APARTMENTS

The apartments include central air-conditioning and on-site laundry services. (ADA compliant facilities are available if previously requested.) Please enjoy the snacks and beverages provided by OLSSI. (While alcohol is not permitted on campus, you may enjoy a beverage within your apartment.)



EMERGENCIES

The emergency phone number for Campus Security is (740) 351-3232. For non-emergencies please call them at (740) 351-3243. The police department can be reached for emergencies at **911**. Non-emergency calls to the police department should go to (740) 353-4101.

UNIVERSITY CENTER

The University Center will be a hub of activities for the 2007 Ohio Library Support Staff Institute. Check-in and check-out will be handled here. For your convenience the staff of OLSSI will man an information table Sunday 2 - 10 PM, Monday 6:30 AM—10 PM, and Tuesday 6:30 AM - 4 PM.. If you have a question or need something, please stop and ask. The University Center also houses the cafeteria, banquet room, vending machines, and game room.

CLARK PLANETARIUM — MOVIES

Movies (we'll surprise you!) will be shown in the Clark Planetarium. The Clark Planetarium uses one of the world's most advanced systems—the Digistar II Projection System. It is a state of the art calligraphic planetarium projection system. Please see the schedule of events for times Sunday and Monday evenings. Food and drink are not permitted inside the planetarium.

CLASS LOCATIONS

For your convenience, all classes are held in the Clark Memorial Library with the exception of the computer and yoga classes. Those are just a short distance from the University Center in the Kricker Hall and the Verne Riffe Center.

EARLY CHECK- OUT

If you must leave the institute before 3:45 PM on Tuesday, please visit the OLSSI Information Desk by Noon on Tuesday for instructions on checking out and returning your key and linens.

CONFERENCE STAFF

OFFICERS

Susan Burt, 2007 CHAIR

Connie Brooks, VICE-CHAIR of PROGRAMS

Jeffrey Fulk, VICE-CHAIR of SITE COORDINATION

Terry Butterworth, SECRETARY and TREASURER

P. M. Bradshaw, PAST CHAIR; ARCHIVIST and HISTORIAN

CONFERENCE LIAISON

Sheryl Gannon

CAMP COUNSELORS

Bobbi Bishop

Tanya Ellenburg-Kimmet

Matt Heller

Rachel Mathie

Karen Merten

Kathy Moreno

Bill Stoddard

Leon Swindler

SCHOLARSHIP RECIPIENTS

CONGRATULATIONS TO THIS YEAR'S OLSSI SCHOLARSHIP RECIPIENTS...

- **Susan Hall** **Xenia Community Library**
- **Stacey King** **Greene County Public Library - Beaver Creek Branch**
- **Destry Weaver** **Terra Community College**
- **Catherine Fitch** **Host Campus Scholarship Winner, Clark Memorial Library**
- **P. M. Bradshaw** **Recipient of ALA's 2006 Award of Excellence, has been awarded a scholarship to OLSSI 2008.**



SCHEDULE OF EVENTS

SUNDAY, AUGUST 5

- 3–5 PM Check– In (University Center)
- 5–6 PM Meet and Greet (University Center – 2nd Floor)
- 6 PM Dinner (University Center – 2nd Floor Micklethwaite Banquet Room)
- 7:30 PM–Midnight Movies, Games, Fun! (University Center – meet here for movie in the Clark Planetarium; show begins at 8 PM. We’re playing bingo too!)

MONDAY, AUGUST 6

- 7:30–8:30 AM Breakfast (University Center – 2nd Floor Micklethwaite Banquet Room)
“Multiculturalism and Respect” – Keynote Address by Neal Semel
- 9–10:00 AM **Session 1**
“Assault Prevention and Self-Defense” by Neal Semel
“Basic Animation Techniques in PowerPoint Presentations” by George Leggiero
“Creating Original Records in WorldCat” by Roman S. Panchyshyn
- 10:15–11:15 AM **Session 2**
“Creating Your Own Blog...Hands-on Training” by George Leggiero
“Etiquette and Greetings Around the World” by Neal Semel
“The Elixir of Librarianship...Maps” by John Crissinger
- 11:45–12:45 PM Lunch (University Center – Cafeteria)

SCHEDULE OF EVENTS**MONDAY, AUGUST 6**

- 1:15–2:15 PM **Session 3**
 “Book Repair” by Sue Dunlap
 “Multicultural Communications and Holidays in a Diverse World” by Neal Semel
 “Three-Dimensional Picture Book Art: Movable & Pop-Up Books”
 by Brenda Dales
- 2:30–3:30 PM **LIBRARY SNAPSHOT**
 Carolyn Cottrell – Portsmouth Public Library Historical Division
 (see Page 25 for more information and a map to the library or meet at
 the Information Desk in the Welcome Center.)
- 2:30–3:30 PM “Yoga for Stressed Library Staff” by Terry Butterworth (Verne Riffe – Howland
 Recital Hall 3rd Floor) Bring a towel or mat. Do not eat for at least one hour
 prior to class.
- 4–5 PM Open Swim (James A. Rhodes Athletic Center) Bring your suit and towel for heat
 relief! There’s even a Jacuzzi!
- 4:15–5:00 PM Clark Memorial Library Tour with Director Tess Midkiff
- 5:30–7:00 PM Dinner on Your Own (see the Walking Map in your packet from Portsmouth –
 Scioto County Visitors Bureau for dining ideas.)
- 7:15–8:30 PM Portsmouth Floodwall Murals Tour – 342 Second St. Portsmouth (along the
 river—see the Walking Map in the Scioto County - Portsmouth Visitors Bureau
 packet or meet at our Information Desk in the Welcome Center.)
- 8 PM–Midnight Movies, Games, Fun! (University Center – meet here for “The Sky Tonight”
 movie in the Clark Planetarium; show begins at 8 PM. For those going to the
 Flood Mural Tour, we will show “Adam’s Rib” and begin Jeopardy at 9 PM.)

SCHEDULE OF EVENTS

TUESDAY, AUGUST 7

- 7:30—8:30 AM Breakfast (University Center — Cafeteria)
- 9—10:00 AM **Session 1**
“Basic Animation Techniques in PowerPoint Presentations” by George Leggiero
“Book Repair” by Sue Dunlap
“Sexual Harassment: Working With Respect — Part 1” by Sheila Freyof
- 10:15—11:15 AM **Session 2**
“Creating Your Own Blog...Hands-on Training” by George Leggiero
“Sexual Harassment: Working With Respect — Part 2” by Sheila Freyof
“What A Difference A Generation Makes” by Georgene Johnson
- 11:45—12:45 PM Lunch (University Center — 2nd Floor Micklethwaite Banquet Room)
- 1:00—2:00 PM “The Library Degree: Is It For Me?” by Michael Bradshaw and Doug Morrison
(Clark Memorial Library — 207)
- 2:15—3:15 PM Closing Ceremony (Clark Memorial Library)
“The Diversity Link” by Linda Dobb
(Clark Memorial Library — 204)
- 3:30—4:45 PM Check out and return of keys (University Center)

CLASSROOM ASSIGNMENTS**MONDAY, AUGUST 6**

| | |
|--|---------------------------------|
| Assault Prevention and Self-Defense | Clark Memorial Library 204 |
| Basic Animation Techniques in PowerPoint Presentations | Kricker Hall 252 |
| Book Repair | Clark Memorial Library 108 |
| Creating Original Records in WorldCat | Clark Memorial Library 207 |
| Creating Your Own Blog | Kricker Hall 252 |
| Etiquette, Greetings and Celebrations Around the World | Clark Memorial Library 204 |
| LIBRARY SNAPSHOT – Portsmouth Public Library | Portsmouth Public Library |
| Multicultural Communications in a Diverse World | Clark Memorial Library 207 |
| The Elixir of Librarianship...Maps | Clark Memorial Library 108 |
| Yoga for Stressed Library Staff | Howland Recital Hall 3rd Floor* |
| Three-Dimensional Picture Book Art: Movable & Pop-Up Books | Clark Memorial Library 204 |

TUESDAY, AUGUST 7

| | |
|--|----------------------------|
| Basic Animation Techniques in PowerPoint Presentations | Kricker Hall 252 |
| Book Repair | Clark Memorial Library 108 |
| Creating Your Own Blog | Kricker Hall 252 |
| Humor in the Workplace | Clark Memorial Hall 204 |
| Sexual Harassment: Working With Respect Part 1 | Clark Memorial Library 207 |
| Sexual Harassment: Working With Respect Part 2 | Clark Memorial Library 207 |
| The Library Degree: Is it for Me? | Clark Memorial Library 207 |
| What A Difference A Generation Makes | Clark Memorial Library 204 |

*** Located in the Verne Riffe Center for the Arts**

BIOS AND SESSION DESCRIPTIONS



P.M. BRADSHAW

Supreme Court of Ohio Law Library, Columbus, OH

P.M. Bradshaw is a writer of poetry and fiction, and a two-time judge of the Young Adult Poetry Coffeehouse Contest at the Mount Vernon Public Library, where he also teaches a poetry workshop for adults. When not working at the Supreme Court of Ohio Law Library, he coordinates blood drives with the American Red Cross, and reads to the blind at VoiceCorps, a radio station that provides readings of daily newspapers, books, and the like for the visually impaired and elderly. He is the Immediate Past Chairperson of the Ohio Library Support Staff Institute.

Despite what Johnny Cash may have said, Mr. Bradshaw DID NOT shoot a man in Reno once, just to watch him die.

The Library Degree: Is It For Me?

P.M. Bradshaw, Past-Chair of OLSSI (a library assistant), and Doug Morrison, Founder of OLSSI (a librarian), hold a discussion of the pros and cons of obtaining the library degree - based on their own experiences and career choices.

BIOS AND SESSION DESCRIPTIONS

**TERRY BUTTERWORTH**

OCLC Library, Dublin, OH

Terry Butterworth is the Electronic Resources Librarian for the OCLC Library where she has worked for the last 12 years. She began her yoga practice over 10 years ago and has studied with a wonderful variety of instructors learning Hatha, Ashtanga, and Restorative asanas. She has recently begun the process of teacher training and certification. She lives in Columbus with her triathlon-racing husband and her pup, Goliath.

Yoga for Stressed Library Staff

Terry will teach a Hatha Yoga program of stretches, positions and relaxation techniques designed to increase flexibility and strength, as well as reduce stress and tension. Bring a yoga/sticky mat (nothing padded or fluffy) or a blanket, empty stomach (do not eat for 1 hour prior to class), comfortable clothes, and bare feet. Anyone from beginners to advanced students welcome. If you have always wanted to try yoga, here is your chance.

BIOS AND SESSION DESCRIPTIONS

JOHN D. CRISSINGER

Ohio State University Newark and Central Ohio Technical College



Since 1998, John D. Crissinger has been Head Librarian at Ohio State University Newark and Central Ohio Technical College in Newark, Ohio. He has served as director at Central Carolina Technical College and at Ambassador University. He has also been Geology and Map Librarian at Virginia Tech. His move to Ohio is a return to the place of his birth. He has been an active member of OLSSI almost since its beginning having served as Secretary/Treasurer, site coordinator, and most importantly, “snack king.” His professional interests are maps and collection development. He has an MSLS from the University of Illinois and an MA in Geography from Ohio University. He has taught courses in World Geography, Ohio Geography, and North American Geography. His outside interests include travel, volunteer work such as library coordinator for Giving & Sharing, and a closet CIA interest (County Idiots Association) wherein he is attempting to visit every county in the United States. John can be reached at Crissinger.5@osu.edu or 740-366-9306.

The Elixir of Librarianship...MAPS!

This class will introduce attendees to maps: their use, abuse and misuse. During the discussion ideas on what to do with maps in your library, where to acquire maps, who to contact to learn more about maps and why have maps in the first place will all be explored. Attendees will leave the class with a better understanding of where maps fit within the context of any library, which maps are especially useful, and how to promote map use. This will be a hands-on presentation with the opportunity to look at a number of maps.

BIOS AND SESSION DESCRIPTIONS

**BRENDA DALES, PH.D.**

Miami University – Oxford, OH

Children’s literature has been a focus of Brenda’s life since she was 17 years old and worked in a public library after school. Now she teaches graduate and undergraduate courses and workshops in children’s/young adult literature, is a children’s book reviewer, directs a children’s literature conference and maintains her own children’s literature website, among other professional activities—basically she’s “all books, all the time.” Particularly captivated by movable and pop-up books, Brenda has presented and written about this uniquely engaging format. Brenda’s undergraduate degree is in English education. She additionally earned an M.L.S. and has school library experience, most recently as a district coordinator. She has a Ph.D. in educational leadership and currently teaches in the Department of Teacher Education at Miami University in Ohio.

Three-Dimensional Picture Book Art: Movable and Pop-Up Books

Movable and pop-up books provide ways of seeing and experiencing meaning that extends beyond an 8 1/2” x 11” sheet of paper, enhancing the reader’s ability to make meaning from words and images. In this session you will see examples of successful combinations of text, illustration and paper engineering in published books created by well-known paper engineers such as Robert Sabuda, David Carter and others. You will learn how text and illustration work together in unique ways to create quality pop-up books, you will learn how to evaluate pop-up and movable books, you will receive a bibliography of pop-up and movable books including “how-to” books, and you will experiment—hands-on—with two basic pop-up constructions.

BIOS AND SESSION DESCRIPTIONS



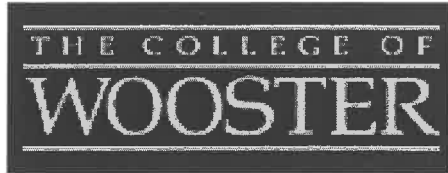
LINDA S. DOBB

Linda S. Dobb is the Executive Vice President of Bowling Green State University. She is a co-founder and frequent visitor to the Ohio Library Support Staff Institute and believes the present and future of library work depend on strong and vibrant support staff.

The Diversity Link

The Diversity Link will be an interactive lecture and quiz to test the knowledge of Institute participants on diversity matters. The aim is to challenge all staff to be leaders in hiring, working with, and serving individuals from different backgrounds with a welcoming and humorous spirit!

BIOS AND SESSION DESCRIPTIONS

**SUSAN DUNLAP**

College of Wooster — Wooster, OH

Sue Dunlap has worked at the College of Wooster since 1987. Her book repair training came from attending two week-long book repair workshops at Johns Hopkins University, as well as numerous other shorter workshops. She has also visited other library preservation departments for one on one training in more advanced techniques. Sue has been a member of the Ohio Preservation Council since 1993, and is currently the vice-chair. She has taught numerous day long repair workshops for various library groups such as MOLO and the State Library of Ohio.

Book Repair

This one hour book repair class will cover tip-ins, hinge tightening, and pockets. There will be demonstrations by the instruction, with a chance for hands-on practice if time allows. A brief discussion of book handling to avoid damage will top off the session.

BIOS AND SESSION DESCRIPTIONS



THE
PUBLIC
LIBRARY
of Cincinnati
and
Hamilton County

SHEILA FREYOF

Cincinnati Library

Sheila Freyhof is the Staff Training Coordinator and Volunteer Coordinator for The Public Library of Cincinnati and Hamilton County. While her current position is to develop and implement training courses that keep the 811 employees of the Library's organization current in their skill set, her background is elementary education (Bachelor of Science from the University of Cincinnati) and Children's Librarianship (Master of Library Science from Indiana University). Sheila has worked with the Library for 15 years.

Sexual Harassment: Working with Respect - Part I

Sexual harassment is a very real and costly work-related issue that can lower the morale and productivity of not only the individuals involved, but also the entire workforce of an organization. Part I of this workshop will help participants understand sexual harassment terminology and identify behaviors that are appropriate, inappropriate, and down right illegal.

Sexual Harassment: Working with Respect - Part II

Loaded with the knowledge of sexual harassment legal terms and behavioral identification from Part I, participants will look at court cases and fictional scenarios applying terms to situations and making decisions about "what is" and "what isn't" sexual harassment in a library setting.

BIOS AND SESSION DESCRIPTIONS

**GEORGENE JOHNSON**

Washington State Community College — Marietta, OH

Georgene Johnson has been in libraries for 36 years. She began her library career at Cleveland State University as a serials order clerk. At Marietta College, she was Head of Technical Services. Seeking the challenge of automating a library, Georgene was Director of Technical Services at Northeastern Oklahoma State University in Tahlequah. As Library Director at Northwest Missouri State University, Maryville, she assisted the library staff in migrating to their second automated system and focused on team management. She has been Director of Library Services at Washington State Community College since 1998.

What a Difference a Generation Makes

Four generations have now come together in the workplace. How do they work together when values as well as vocabulary can be barriers? Are there really a distinct group of Veterans, Boomers, Gen Xers, and Nexters? Realizing the differences and how they came to be is the major focus of the presentation.

We have all worked with people who “just don’t get it.” Why can’t they change faster or adapt to new technology? Why can’t they get to work on time? What motivates them? How do you manage such a diverse age spread? The focus of the presentation is to make us aware of the differences between Veterans, Boomers, Gen Xers, and Nexters and how to maximize performance as well as job satisfaction for all generations.

BIOS AND SESSION DESCRIPTIONS



GEORGE LEGGIERO

John Carroll University – University Heights, OH

George Leggiro is the Unit Leader for Systems Administration at The Grasselli Library and Breen Learning Center at John Carroll University. As an adjunct professor at Ursuline College he teaches Introduction to Computers, Business Applications for Microcomputers, and American Music. He is also on the music staff of The Church of the Covenant in Cleveland.

Basic Animation Techniques in PowerPoint Presentations

Static PowerPoint presentation slides can be fine, but adding some animation can be a fun addition to your lecture. Learn how to animate text, graphics and other objects. Previous PowerPoint experience is assumed.

Creating Your Own Blog

Learn about creating, posting and reading blog entries. Experienced web users can easily create and update blogs for personal or professional use. Participants will create a blog using the free web service *Blogger*.

BIOS AND SESSION DESCRIPTIONS

**DOUGLAS MORRISON**

American Library Association of Ohio (ALAO)

Douglas Morrison formerly worked as the Reference/Serials Librarian for the Ohio State University/Agricultural Technical Institute. He has contributed to library support staff activities within Ohio since 1996 and served as Co-Chair and Chairman of the Support Staff Interest Group, a part of the Academic Library Association of Ohio. Douglas started his career as a Library Assistant for the University of Akron/Wayne College library. He received an A.A.S degree in AV Communications/Library Science from Cuyahoga Community College, a B.S. in Technical Education from the University of Akron in 1997 and received his M.L.S. in 2000 from Kent State University.

In April 2001 Mr. Morrison and Linda Dobb from Bowling Green State University co-founded the grassroots effort that has turned into the Ohio Support Staff Institute Statewide Initiative. He now serves as the current President of the Academic Library Association of Ohio (ALAO) and Chair of its Annual Conference Planning Committee.

The Library Degree: Is It For Me?

P.M. Bradshaw, Past-Chair of OLSSI (a library assistant), and Doug Morrison, Founder of OLSSI (a librarian), hold a discussion of the pros and cons of obtaining the library degree - based on their own experiences and career choices.

BIOS AND SESSION DESCRIPTIONS



ROMAN S. PANCHYSHYN

OHIONET, Columbus, OH

Roman S. Panchyshyn is a librarian Member Services Coordinator for OHIONET. He completed his BA in East European History and his MLIS at McGill University, in Montréal, Québec, as well as a Graduate Diploma in Library Studies from Concordia University in Montréal. His former positions include product management at OCLC, as well as Slavic Languages Specialist at McGill University. He is a member of ALA, ALCTS, ALAO T SIG, and Beta Phi Mu. He resides in Dublin OH with his wife and two children.

Creating Original Records in WorldCat

Mr. Panchyshyn will provide an overview of how libraries can contribute original records in several formats on OCLC Connexion. We will discuss guidelines for when it is appropriate to create new records, how to access various OCLC help files, tutorials, and OCLC Bibliographic Formats and Standards. Participants will leave with a basic understanding of the workflow processes involved with cataloging original materials on OCLC.

BIOS AND COURSE DESCRIPTIONS**NEAL SEMEL**

Keynote speaker and class instructor, Neal Semel, is a consultant and trainer with Diversity Matters, a consulting firm specializing in diversity/inclusion, global culture, HR management, organizational development, and customer relations. Neal has been providing diversity training in the public, private, and education industry sectors for more than 15 years. His focus has been in the areas of diversity, sexual harassment, assault prevention, workplace violence, conflict resolution, and crisis intervention. He is a Certified Mediator in Dispute Resolution, a Certified Ohio Peace Officers Training Academy (OPOTA) Trainer, and is an instructor at the Ohio State University Graduate School of Public Policy and Management. Neal has a B.A. degree in English from The Ohio State University.

Assault Prevention and Self-Defense-

Too often people think in order to keep themselves safe, they need to possess martial arts skills. This workshop will look at AWARENESS,ASSESSMENT and CHOICE how they can increase your safety in an assault. We will also practice several skills that can help you to be a SURVIVOR and not a VICTIM.

BIOS AND COURSE DESCRIPTIONS



NEAL SEMEL

Etiquette and Greetings Around the World

Many have been taught that by offering a firm handshake, a smile and direct eye contact will serve you in any situation. In today's climate of changing demographics, this advice may not always work. This session will look at "the golden rule" and how it needs to be amended to be amended to meet the challenges of operating in a Global Community.

Multicultural Communications and Holidays in a Diverse World

Respect and clear communication are key in managing cultural challenges in our Diverse communities. This session will explore simple and realistic techniques for increasing multicultural communication and being sensitive to religious and cultural observances and practices.

LIBRARY SNAPSHOT



Portsmouth Public Library

"Your Resource for a Lifetime of Learning"

February 1, 1906

The Portsmouth Public Library is one of the remaining Carnegie buildings still used for its original purpose.

The beautiful architecture remains a focal point, while within this splendid structure one will find services that meet the needs and exceed the expectations of our community.

Welcome Tour

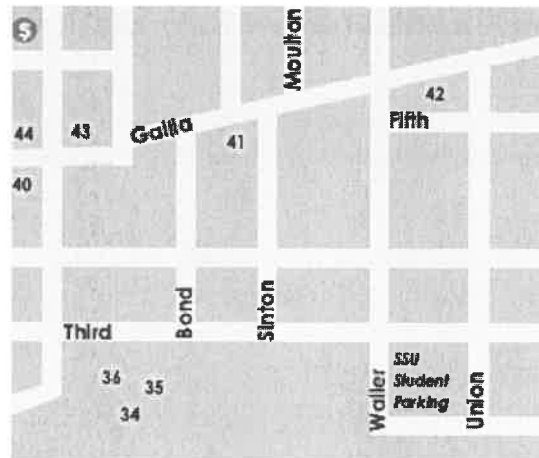
August 6, 2007
2:30-3:30 p.m.

Annual Circulation - 219,300
Collection Count - 85,836
Renovation Dates - May 21, 1971 and March 14, 1995
Square Footage - 33,400
Branch libraries -5 plus bookmobile

Directions from Shawnee State University

#34-#36 Shawnee State University
#42 Portsmouth Public Library

Leave SSU- from Third Street proceed East (right) to Waller Street then turn North (left). Proceed to Gallia Street, turn East (right). Portsmouth Public Library faces Gallia Street. Enter front entrance or East entrance.



SESSION HANDOUTS

- **Basic Animation Techniques in PowerPoint Presentations** Page 27
- **Book Repair** Page 29
- **Creating Your Own Blog** Page 37
- **Etiquette and Greetings Around the World** Page 39
- **Multicultural Communications and Holidays in a Diverse World** Page 42
- **Sexual Harassment: Working With Respect** Page 44
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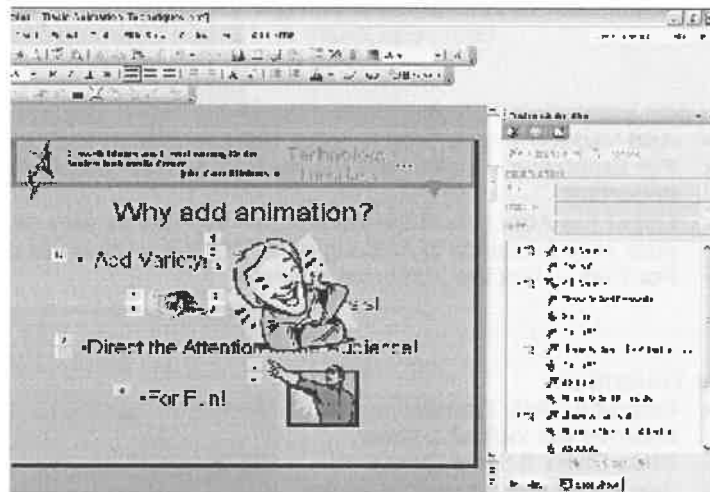
BASIC ANIMATION TECHNIQUES IN POWERPOINT PRESENTATIONS

Use Multiple Effects

- Add second or third effects to an object
 - Emphasis
 - Exit
 - To Move something around the screen

Add Animation to Graphics

- Add Animation Effect to any Clip Art or Graphic



Tips

- Keep the Excitement to a Minimum
- Too much of a good thing is too much!
 - Be Consistent
 - Decide on formal or casual tone
- Test your presentation on the big screen!

George Leggiero

Unit Leader for Systems Administration
Grasselli Library and Breen Learning Center
John Carroll University
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M: AIM, Yahoo!: gleggiero
MSN: gleggiero@hotmail.com
Grasselli Library Browser Toolbar:
<http://GrasselliLibrary.mvllibrarytoolbar.com>
Grasselli Library News Blog:
<http://grassellinewsblog.blogspot.com>

BOOK REPAIR

Agenda
Brief Book Repair Seminar
August 6-7, 2007
OLSSI
Shawnee State University

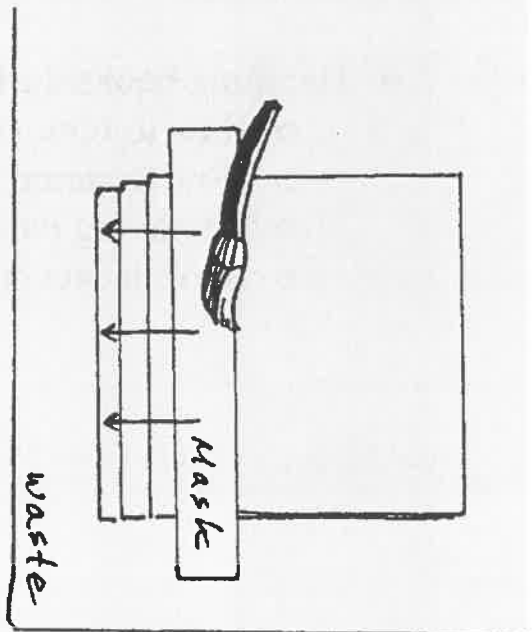
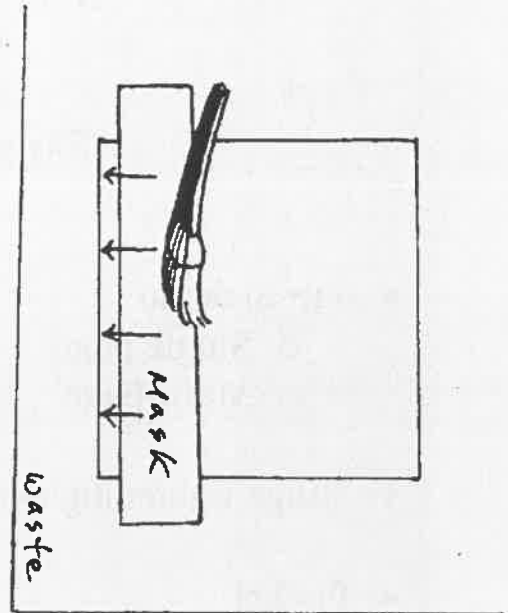
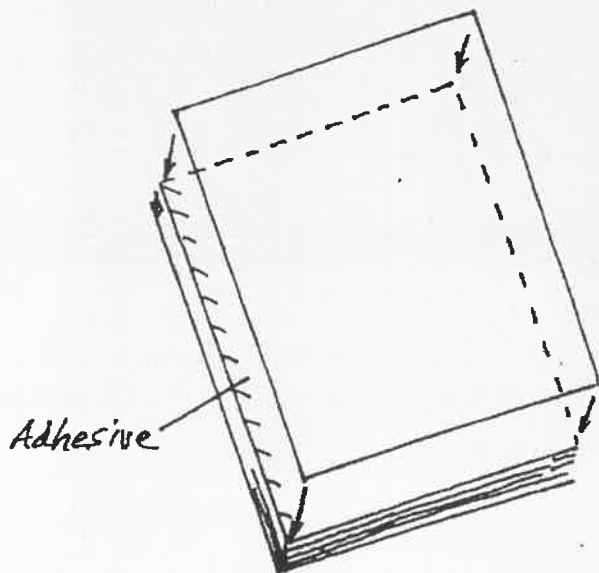
- Tip-in demo
 - Single page
 - Multi-page
- Hinge tightening demo
- Pocket
- Handling books during processing and shelving
 - How to remove from shelf
 - How to stamp date-due
 - Removing paperclips, etc.
 - Book-jacket covers

BOOK REPAIR

TIPPING

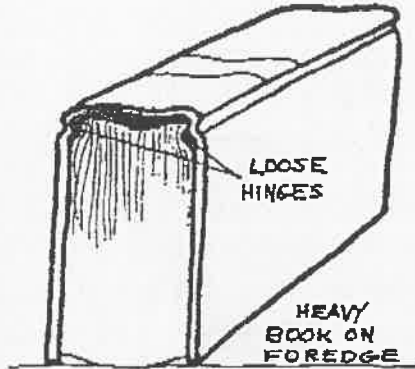
Tipping is a way of inserting a single leaf, an errata slip, a photocopy, etc., as deeply as possible into the gutter of the text. A thin line of mixture no wider than 1/4" is applied to the gutter edge of the leaf. Carefully ease the leaf as far as possible into the gutter making sure it is flush at the head and tail of the text. There is always a problem with tipping when too much adhesive is on the edge of the leaf and it bleeds into the printed text making it unreadable.

Multiple leaves can be inserted into a volume if the binding can accommodate the thickness. Put the top leaf aside and fan the other leaves with 1/8" to 1/4" showing. Mask the top leaf and brush mixture on the fanned leaves. Bring the leaves together with the top leaf placed on top so that they are flush at the foredge. Press. When dry proceed with tipping as described above. The unit can also be hinged and inserted into the text as described in the next section



BOOK REPAIR

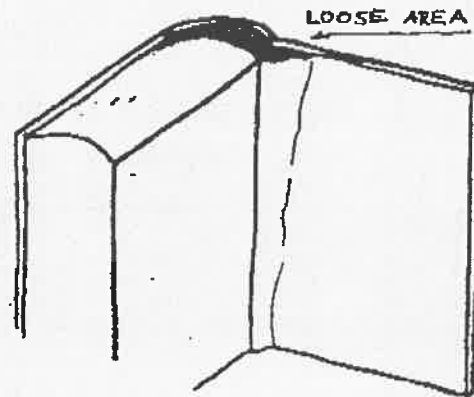
TIGHTENING BOOKS IN THEIR CASES



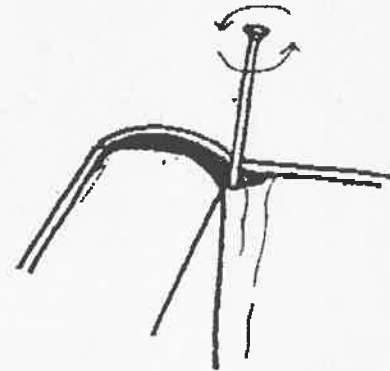
Books can look like this when

- they are heavy and are shelved on their fore edge, or when
- they are deposited in a book drop, or
- from normal wear and tear.

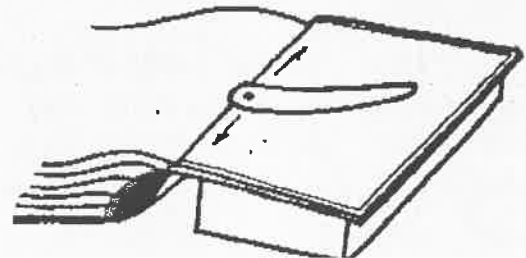
1. Stand the book up and fan the covers back. The area where the pasted down endpaper is loose will be visible.



2. Dip a knitting needle into about 5-6" of PVA. Let the excess drip off. Insert the needle down into the loose area. Turn and move the needle until the entire area is coated. You may have to recoat the needle.



3. Lay the book down with the cover open and supported and smooth the area where you've just applied the PVA. Wipe off any adhesive that might ooze out.

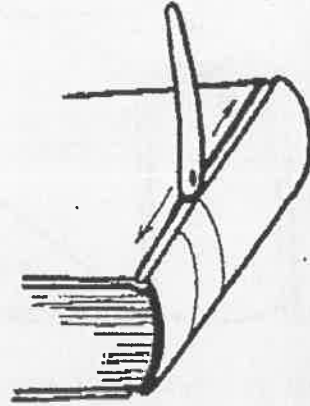


U. of Cincinnati and Ohio State University

BOOK REPAIR

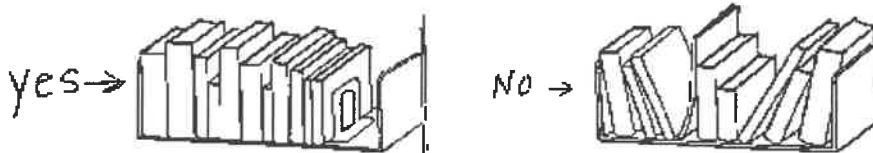
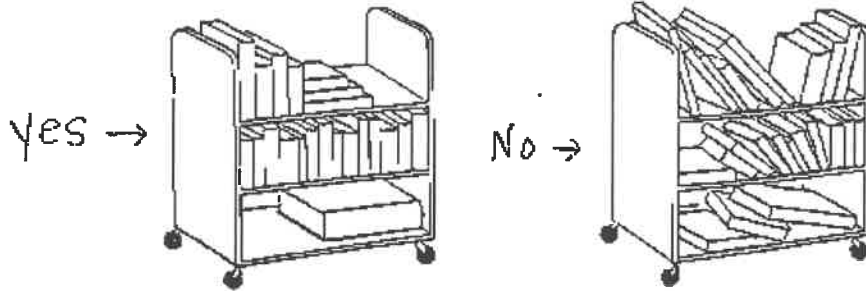
4. Insert wax paper between the bookblock and cover and close the book. Bone the outer joint.

5. Repeat steps 1-4 for the other cover if necessary. Nip book in the press and then leave under a weight over night to dry.

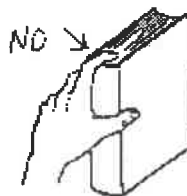
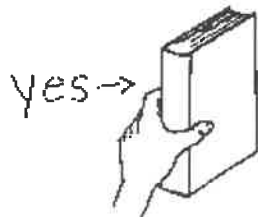
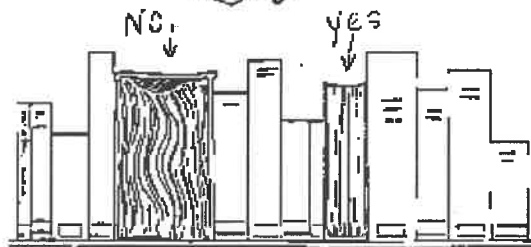
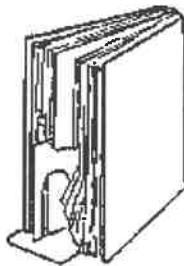


BOOK REPAIR

Book Handling Guidelines



Watch out for this →



BOOK REPAIR

Selected Bibliography

1. Greenfield, Jane. *Books: Their Care and Repair*. NY: H.W. Wilson, 1983.
2. Kyle, Hedi. *Library Materials Preservation Manual: Practical Methods for Preserving Books, Pamphlets and Other Printed Materials*. Bronxville, NY: Nicholas Smith, 1983.
3. Lavender, Kenneth. *Book Repair, A How-To-Do-It Manual*. New York, Neal-Schuman Publishers, Inc., 2001.
4. Morrow, Carolyn Clark and Carole Dyal. *Conservation Treatment Procedures: A Manual of Step-by-Step Procedures for the Maintenance and Repair of Library Materials, 2d edition*. Littleton, CO: Libraries Unlimited, 1986.
5. Ogden, Sherelyn, ed. *Preservation of Library & Archival Materials*. Andover, MA: Northeast Document Conservation Center, 1999.

Selected Web Sites

6. Conservation Online (CoOL): <http://palimpsest.stanford.edu/>
7. Introduction to Preservation Education: <http://gort.ucsd.edu/preseduc/intro.htm>
8. Northeast Document Conservation Center: www.nedcc.org
9. Ohio Preservation Council: <http://opc.ohionet.org/>

BOOK REPAIR

SUPPLY LIST**ADHESIVES/PASTE**

PVA (polyvinyl acetate)- Brodart,
Gaylord, Light Impressions, Talas(Jade),
University Products

Methyl Cellulose-Talas

Wheat Paste-Talas

BOARD

Bristol-Talas, University Products

Corrugated Board-Gaylord, University
Products

Folder Stock-Gaylord, University
Products

Pressboard (pamphlet binders)-
Gaylord, Talas, University Products

BONE FOLDERS-Brodart, Demco,
Gaylord, Talas, University Products

BOOK CLOTH- Cover Materials,
Gaylord, Talas, University Products

BOOK JACKET COVERS-Brodart,
Demco, Gaylord, Kapco, University
Products

BOXES (for archival storage) Hollinger,
Light Impressions, Talas, University
Products

BRUSHES-Brodart, Demco, Gaylord,
Talas, University Products, or any
hardware/department store

CUTTING MATS- Demco, Gaylord,
University Products

DATE DUE SLIPS-Brodart, Demco,
Gaylord, University Products

ENVELOPES-Gaylord, University
Products

ERASERS-Brodart, Demco, Gaylord,
University Products

HUMIDITY/TEMPERATURE

INDICATORS- Gaylord, Light
Impressions, University Products

LABEL PROTECTORS-Brodart,
Demco, Gaylord, University Products

PAPER

Acid-free- Gaylord, Light Impressions
Talas, University Products

Japanese (Sekishu)-Gaylord, Talas,
University Products

POLYESTER FILM-Demco, Light
Impressions, Talas, University Products

TAPE

Archival (Document) Repair-Brodart,
Demco, Gaylord, Light Impressions,
Talas, University Products

Book Repair-Demco

Double-sided-Brodart, Demco, Gaylord,
Light Impressions, Talas, University
Products

THREAD (Binders)-Brodart, Gaylord,
Talas, University Products

BOOK REPAIR

LIST OF SUPPLIERS

BRODART

www.shopbrodart.com

888-820-4377

DEMCO

www.demco.com

800-356-1200

COVER MATERIALS

www.covermaterial.com

800-225-7132

GAYLORD AND GAYLORD ARCHIVAL

www.gaylord.com

800-448-6160

HOLLINGER

www.hollingercorp.com

800-634-0491

KAPCO

www.kapcolibrary.com

800-791-8965

LIGHT IMPRESSIONS

www.LightImpressionsDirect.com

800-828-6216

TALAS

www.talasonline.com

212-219-0770

UNIVERSITY PRODUCTS AND UNIVERSITY PRODUCTS ARCHIVAL

www.universityproducts.com

800-628-1912

5/07 sdd

CREATING YOUR OWN BLOG

Creating Your Own Blog

George Leggiero

Grasselli Library and Breen Learning Center
John Carroll University

What is a blog?

A blog (a portmanteau of web log) is a website where entries are written in chronological order and displayed in reverse chronological order. "Blog" can also be used as a verb, meaning to maintain or add content to a blog.

Blogs provide commentary or news on a particular subject such as food, politics, or local news; some function as more personal online diaries. A typical blog combines text, images, and links to other blogs, web pages, and other media related to its topic. The ability for readers to leave comments in an interactive format is an important part of many blogs. Most blogs are primarily textual, although some focus on art (artlog), photographs (photoblog), sketchblog, videos (vlog), music (MP3 blog), or audio (podcasting), and are part of a wider network of social media.

In May 2007, blog search engine Technorati was tracking more than 71 million blogs. (Wikipedia... <http://en.wikipedia.org/wiki/Blog>)

A few examples of some library related blogs

Library and Information Science News: <http://lisnews.org/>

Library Stuff: <http://www.librarystuff.net/>

Pimp My Library: <http://pimp-my-library.blogspot.com/>

Library Marketing—Thinking outside the book: <http://librarymarketing.blogspot.com/>

Westerville(OH) Public Library Blogs: <http://www.wpl.lib.oh.us/>

Berkeley Heights (NJ) Public Library Book Blog: [http://bho\[n\]bookgroup.blogspot.com/](http://bho[n]bookgroup.blogspot.com/)

Grasselli Library (JCU) New: <http://grassellinewsblog.blogspot.com>

Keep up with Blog Postings



Bloglines: <http://bloglines.com>

Set up an account for yourself and subscribe to some blogs and other RSS feeds and collect new postings all in one place. Includes a feature to search for blogs and posting within blogs.

Google Reader: <http://www.google.com/reader>

Google's answer to a blog and news reader. Some prefer this type of layout.

Google Blogsearch: <http://blogsearch.google.com>

CREATING YOUR OWN BLOG

Create your own blog through Blogger

Blogger Web site: <http://www.blogger.com>



Create a free google account or, if you already have one, use it. Once a Google account is set up and a free Blogger account is set up, you'll have access to your Blogger dashboard.

To start a new blog:

1. Click on "Create a Blog"
2. Give your Blog a Name
3. Give your Blog a web address.
 - a. With this service you'll create an address like <http://<your address>.blogspot.com>
4. Choose a design template from the Blogger library
5. Start Posting

You can host many blogs with the same Blogger account and manage them all from the same switchboard. Explore the "Settings" area to customize the settings for your blog.

You can password protect your blog and make it only available to others you choose. They will all need a Google account and will use it to get access to the blog. This could be useful in a blog closed to only library staff or your friends or family.

Share your Blogging Experience

This class has a blog at <http://olssiblogclass.blogspot.com/>


If you haven't given it to me in class, email me your Google account name and I'll give you access to make postings on the class blog.

Log in if you need to ask me a question after the class, leave a comment, or share some information on your blog experiences. No need to have the class end when you walk out the door!


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Grasselli Library Browser Toolbar:
<http://GrasselliLibrary.mylibrarytoolbar.com>
Grasselli Library News Blog:
<http://grassellinewsblog.blogspot.com>

ETIQUETTE AND GREETINGS AROUND THE WORLD


Diversity
matters.

Welcomes you to
Etiquette and Greetings Around the World



Presented by Neal Semel
For Ohio Library
Support Staff Institute

Why Is This Important

The more we understand
the influence of
culture...
the more effectively we
can communicate...
and, ultimately, do our
jobs.

Understanding Culture

Culture - the behavior and beliefs that are characteristic
of a particular age, ethnic or social group

Questions to ask ourselves:

- What are our biases and assumptions about different cultures?
- Where do they come from?
- How do they affect us as we work with others?
- What actions will we take to set them aside when working with others?

ETIQUETTE AND GREETINGS AROUND THE WORLD

Where Do Your Perceptions Come From?

- Repetition
- Significant emotional events
- Your interests
- When & where you grew up

What is "Normal" – U.S. and the World

If we could shrink the world's population to a village of 100 people, and maintain the existing demographic ratios:

57 Asian ' 21 European ' 14 West Hemisphere ' 8 African
52 Female ' 48 Male
70 Non-White ' 30 White
70 Non-Christian ' 30 Christian
89 heterosexual ' 11 homosexual
80 live in substandard housing
50 suffer from malnutrition
1 would be near death ... 1 would be near birth
70 are unable to read
1 is a college graduate
1 owns a computer
6 people possess 59% of the world's wealth ... all live in the U.S.

Managing Diversity Increases Communication and Respect

The more we understand
the influence of
culture...
the more effectively we
can communicate...
and, ultimately, do our
jobs.

ETIQUETTE AND GREETINGS AROUND THE WORLD

**Does What We've Been Taught
About Respect Still Work?**

**The Golden Rule...
Needs to be Modified**

**The Aretha (or Otis) Principle:
R*E*S*P*E*C*T...Find out what it
means to me**


Analyzing Culture

External


Internal



MULTICULTURAL COMMUNICATIONS AND HOLIDAYS IN A DIVERSE WORLD


Diversity
matters.

*Welcomes you to
Multi-cultural Communications and Holidays
in a Diverse World*



Presented by Neal Semel
For Ohio Library
Support Staff Institute

What is Cultural Competence?

It's a Continuum...

- ? I don't know anything and I don't know what to ask.
- ✓ I know my own story; my history and my culture.
- ✓ I know what to ask and where to get information about others' stories.
- ✓ I know their stories of their history, background and values.
- ✓ I can tell their stories to others.
- Now, I automatically and unconsciously integrate my knowledge into my thoughts, values and actions.

2

Where Do Your Perceptions Come From?

- Repetition
- Significant emotional events
- Your interests
- When & where you grew up

3

MULTICULTURAL COMMUNICATIONS AND HOLIDAYS IN A DIVERSE WORLD

Respect in Different Cultures

- Saying hello and good-bye
- Paying attention
- Time
- Attire
- Using clear language (vs. colloquial, slang)
- Physical arrangements (seating)
- Holidays and rituals
- Food

4

Apply Respect in Different Cultures
How will you do this on your job?

- Hello and good-bye
- Attention
- Time
- Attire
- Clear language (vs. colloquial, slang)
- Physical arrangements (seating)
- Holidays and rituals
- Food

5

**Does What We've Been Taught
About Respect Still Work?**

**The Golden Rule...
Needs to be Modified**

**The Aretha (or Otis) Principle:
R*E*S*P*E*C*T...Find out what it
means to me**

6

SEXUAL HARASSMENT:

WORKING WITH RESPECT



Sheila M. Freyhof
Presenter

THE PUBLIC LIBRARY OF CINCINNATI
AND HAMILTON COUNTY

SEXUAL HARASSMENT: WORKING WITH RESPECT**IS IT SEXUAL HARASSMENT?**
*Working with Respect***AWARENESS EXERCISE**

- | | | | |
|---|-----|----|----------|
| 1. A manager asking a subordinate in his or her organization for a date | Yes | No | Possibly |
| 2. Prolonged looking at another person | Yes | No | Possibly |
| 3. Repeatedly asking a co-worker to go out for a drink when the person has indicated a preference not to go | Yes | No | Possibly |
| 4. Touching someone on the shoulder | Yes | No | Possibly |
| 5. Telling jokes with a sexual meaning or tone | Yes | No | Possibly |
| 6. Dressing and/or behaving seductively | Yes | No | Possibly |
| 7. Being physically attracted to another person in the same department | Yes | No | Possibly |
| 8. Continually making comments to an employee about his or her physical attractiveness | Yes | No | Possibly |
| 9. Walking a particular female employee to her car every time she works late | Yes | No | Possibly |
| 10. Posting sexually oriented cartoons/pictures in a public or semi-public place | Yes | No | Possibly |

SEXUAL HARASSMENT: WORKING WITH RESPECT

UNDERSTANDING THE LAW

Title VII of the Civil Rights Act of 1964, 1991

Each and every working person has the right to work in an environment free from harassment on the basis of race, color, national origin, religion, and sex.

- Protects against discrimination based on race, color, national origin, religion, and sex.
- Title VII applies to matters of employment such as hiring, firing, pay, promotion, etc.
- Provides for compensatory and punitive damages, reinstatement, promotion, back pay, and attorney's fees.
- Employees have the right to work in an environment free from discrimination, intimidation, ridicule, and insult.
- The employer is liable if it fails to remedy a hostile or offensive work environment.

Equal Employment Opportunities Commission defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including:

- Submission to such conduct by an individual is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision.
- And such conduct has the purpose or effect to interfere with an individual's work performance or creates a hostile or intimidating environment.

SEXUAL HARASSMENT: WORKING WITH RESPECT

Glossary for Sexual Harassment Terms

(in order of discussion)

Title VII of the Civil Rights Act of 1964: the law, which makes harassment of any type unlawful.

Third Party Harassment: harassment of an individual by someone outside the organization, e.g. a patron, vendor, or consultant.

Sexual Harassment: unwelcome sexual conduct such as comments, gestures, or physical contact.

Quid Pro Quo: submission to such conduct by an individual is made explicitly or implicitly a term or condition of employment.

Hostile Environment: such conduct has the purpose or effect to interfere with an individual's work performance or creates a hostile or intimidating environment.

Physical Harassment: unwelcome touching, fondling, patting, pinching, or kissing of another individual.

Verbal Harassment: questions about a person's sexual behavior, sexually oriented jokes, comments about a person's body and/or conversations filled with sexual innuendoes.

Non-verbal Harassment: conduct which involves eye contact such as staring at a person's body parts, or maintaining flirtatious eye contact, licking of the lips, winking, etc.

Environmental Harassment: sexually suggestive pictures or objects displayed in a work area; decorations presenting men or women as sexual objects versus people capable of accomplishing work-related tasks.

Reasonable Person Standard: measurement used to evaluate whether alleged conduct would be offensive to a person with average sensitivities. This measurement was set by the court of law.

Inappropriate Behavior: when an employee uses poor judgment, realizes the error and vows not to repeat the action. This is usually an isolated incident.

On Notice: an investigative action taken by an organization when the management of the organization is made aware of an allegation of sexual harassment.

Retaliation: punishment of any party in the investigation by another party involved in an investigation. The punishment may involve hostility, rude behavior, poor reviews, demotions, etc.

SEXUAL HARASSMENT: WORKING WITH RESPECT

Which is it?

Choose the best answer for each question. Some questions are open to interpretation, so be ready to discuss.

1. Sexual harassment is

- a. against the law
- b. not recommended by the Library
- c. should be ignored
- d. is allowed provided it is done properly

2. What is quid pro quo?

- a. an employee continually uses foul language on the floor
- b. your manager insists you terminate an employee and you don't agree
- c. a manager places an employee on a written warning after the employee has refused the manager's advances
- d. an assistant supervisor has a sexually oriented poster hanging in the office

3. What is hostile environment?

- a. you receive a nasty phone call from a patron
- b. a co-worker comments on her sex life
- c. your manager spends the day in your department
- d. a co-worker comments on how round and firm your breasts look in that tight sweater

4. Sexual harassment can only occur between

- a. a manager and a subordinate
- b. a worker and a customer
- c. 2 co-workers
- d. all of the above

5. Displaying sexual objects in the workplace is

- a. non-verbal harassment
- b. environmental harassment
- c. hostile environment
- d. both b and c

SEXUAL HARASSMENT: WORKING WITH RESPECT

6.. The Human Resource Department must investigate allegations of

- a. inappropriate behavior
- b. non-verbal harassment
- c. quid pro quo
- d. all of the above

7. If a patron verbally harasses a staff member

- a. the patron should be asked to leave
- b. another staff member should be asked to take over the transaction
- c. remember that the Library belongs to the patron and the staff member needs to toughen up
- d. the police should be called immediately

8. When management receives a complaint of sexual harassment, it is called

- a. inappropriate behavior
- b. on notice
- c. hostile environment
- d. an illegal offense

9. If an average woman with average sensitivities is offended by a comment, the term used to describe the situation is

- a. prude
- b. reasonable person standard
- c. unreasonable person standard
- d. inappropriate behavior

10. Any employee, supervisor or manager who engages in harassment of another employee, depending upon the circumstances, could be subject to

- a. termination
- b. disciplinary action
- c. name is printed in Friend's of the Library Magazine
- d. both a and b

SEXUAL HARASSMENT: WORKING WITH RESPECT

UNDERSTANDING THE LAW

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SEXUAL HARASSMENT: WORKING WITH RESPECT

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SEXUAL HARASSMENT: WORKING WITH RESPECT

DANGER ZONES

| SEXUAL ADVANCES | REQUESTS FOR SEXUAL FAVOR | OTHER SEXUAL BEHAVIORS |
|--|---|--|
| <p>Make unwelcome sexual advances toward a fellow employee. "Let's spend the night at my house."</p> | <p>Offer rewards in return for sexual favors. "If you sleep with me, I'll give you a raise."</p> | <p>Share or discuss your sexual experiences or fantasies at the office.</p> |
| <p>Touch someone intimately or in a sexually suggestive manner.</p> | <p>Threaten negative employment action if sexual favors are not given. "If you don't kiss me, I may have to give that important project to someone else."</p> | <p>Pressure co-worker for information about his or her personal life.</p> |
| <p>Speak or write to someone in a sexually explicit manner. "You have beautiful breasts."</p> | <p>Use the implicit power of your position to gain sexual favors.</p> | <p>Pester someone repeatedly with requests for a date or "time to get to know you better."</p> |
| <p>Grab or hold someone forcibly.</p> | <p>Use of a Manager's implicit power over a subordinate's position to make the subordinate "available" to the Manager.</p> | <p>Give undue attention to someone- pay compliments, purchase gifts, write poems- to the extent that they become uncomfortable.</p> |
| <p>Commit sexual assault or rape.</p> | <p>Sexual intimidation by a Manager toward a subordinate.</p> | <p>Touch someone in a manner that might be perceived as sexual (like running your hands through someone's hair or holding on to a shoulder for an extra moment.)</p> |
| <p>Exposure of intimate body parts.</p> | <p>A Manager reserves a single hotel room for he and his assistant while attending an out-of-town conference.</p> | <p>Use conduct of a sexual nature to create a working environment that offends or intimidates a co-worker. For example, telling dirty jokes, displaying sexually suggestive items, vulgar language, invading someone's personal space.</p> |

SEXUAL HARASSMENT: WORKING WITH RESPECT

| Safe Behaviors | Gray Areas | Harassing Behaviors |
|---|--|--|
| Tapping shoulder to get attention | Allowing hand to linger on shoulder as you talk to co-worker. | Caressing shoulder in a sexual manner |
| Photo of your spouse in a bathing suit. | Asking a co-worker if he saw the picture of your wife in a bathing suit. | Asking co-workers to "check out the great body" on your spouse. |
| "How was your weekend" | "So... what interesting things did you and your boyfriend do this weekend?" | "Did you and your boyfriend 'get it on' this weekend? Tell me all about it." |
| Feeling soft sweater after asking permission | Asking to touch a soft sweater on a co-worker and saying, "Now this is nice!" and winking. | Feeling soft sweater and "accidentally" touching an intimate area. |
| Accidentally brushing against someone in the hall | Brushing against a specific person on occasion when you pass and rubbing her shoulders as you do so. | Brushing against a specific person every time you pass. |
| Gift of flowers on a special day | Leaving little gifts on a co-worker's desk on a regular basis. | Gift of flowers daily, with love notes, after you've been asked to stop. |
| Thanking your boyfriend over the staff workroom phone for a great weekend. | Thanking your boyfriend over the staff workroom phone for a romantic weekend. | Thanking your boyfriend over the staff workroom phone for specific sexual favors. |
| Invite your subordinate to dinner while at a conference in an out-of-town hotel. | Invite your subordinate for a working dinner in your hotel room. | Invite your subordinate for an intimate dinner in your hotel room and "let's see what happens." |
| You raise your eyebrows at a co-worker to non-verbally acknowledge his entrance to a meeting. | You raise your eyebrows and wink at your co-worker to non-verbally acknowledge his entrance to a meeting. | You raise your eyebrows and lick your lips at a co-worker to non-verbally acknowledge his entrance to a meeting. |
| A manager is attracted to her Children's Librarian, but does not act on it. | The manager dates her Children's Librarian and gives his vacation requests priority by granting him Thanksgiving week off. | The manager tells her Children's Librarian that his vacation requests will be honored if he "makes some quality time" for her. |

SEXUAL HARASSMENT: WORKING WITH RESPECT

What is it?

Decide if **sexual harassment** is occurring and whether it is **quid pro quo** or **hostile environment**. If sexual harassment is not occurring, decide if it is possibly **inappropriate behavior**.

Joe, a Supervisor, had a brief affair with Mary, who is another Supervisor. After a few dates, she tells him she's really not interested and breaks it off. Joe is so uncomfortable that he quits.

Fred, a Manager, asks his computer operator, Sally, to come to his office to help him figure out departmental staffing. Once Sally is in his office, Fred closes the door and grabs her and forcibly kisses her. She pushes him off and runs out of the room.

The next day, Fred is very cool toward Sally. He barks orders at her, picks on everything she does, and threatens to write her up if her performance doesn't improve.

Mark, an Assistant Manager, has recently been spending a lot of time with Craig, an LSA. Occasionally, Mark has rubbed Craig's shoulders in the workroom and made comments such as, "You seem like the type who like it rough," and "What can you do for me, Big Boy?"

Jane, a Manager, and Sarah, her Reference Librarian, are both interested in a very cute Shelver/Page named Ben, who works in their department. Each invited Ben out for drinks on numerous occasions. Ben finds the invitations from Jane to be unwelcome and does not accept them even though she hints she may have to reduce his shelving hours if he doesn't reconsider her offer. On the other hand, Ben finds Sarah very attractive and accepts her invitation. Sarah and Ben begin dating and no one knows about it.

Carol, an LSA at a branch, is the recipient of sexual comments made by a patron who comes into the branch every week. The patron always requests Carol to help him with his reader's advisory requests. He prefers sexually graphic novels where, "The women are hot like you." Often he tells Carol about the plot (who is sleeping with whom). Carol feels embarrassed by the situation, but does not wish to offend a patron who uses the branch and accounts for a large circulation.

SEXUAL HARASSMENT: WORKING WITH RESPECT

COURT CASES

ROBINSON VS. JACKSONVILLE SHIPYARDS (1991)

The 6th Circuit Court of Appeals ruled that nude pin-ups in the workplace could constitute sexual harassment. In this case a female shipyard welder accused her employer of sexual harassment and won with the court ruling that posting pictures of nude or partly nude persons is a form of harassment.

ELLISON VS. BRADY (1991)

This case has serious implications with regard to investigating and resolving complaints. In its ruling, the 9th Circuit Court established a new legal standard called the "reasonable person" standard. This case is especially important to employers, not only because the expanded definition of sexual harassment, but also because the court indicated that it expects swift and decisive actions in response to harassment in the workplace.

JENKINS VS. ORKIN EXTERMINATING COMPANY (1986)

Co-workers of sexually harassed employees may report the harassment without fear of retaliatory firing. Under the 1964 Civil Rights Act, workers are protected from retaliation for opposing unlawful employment practices.

COLEMAN VS. ABC

Coleman was awarded an undisclosed amount out-of-court cash settlement in her \$15 million dollar sexual harassment action. Ms. Coleman claimed that the ABC's top executives knew about the harassment and did nothing to discourage it.

WEEKS VS. BAKER & MACKENZIE

A San Francisco Superior Court jury awarded \$7.1 million dollars to a secretary after finding that the woman's former employer, a law firm, failed to stop a partner from harassing her.

PLAINTIFFS VS. WILLIAM MITCHELL COLLEGE OF LAW

Four former employees settled out-of-court for \$300,000 when they alleged sexual harassment. Even though the college was made aware of the harassment, they did nothing to stop it.

PLAINTIFFS VS. UNION PACIFIC RAILROAD

Two former female employees were awarded \$150,000 in their sexual harassment case. The jury found that the railroad was negligent in hiring the accused trainman and for failing to promptly investigate the allegations of misconduct.

THREE-DIMENSIONAL PICTURE BOOK ART: MOVABLE AND POP-UP BOOKS

Three-Dimensional Picture Book Art: Movable and Pop-Up Books

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WHY POP-UP AND MOVABLE BOOKS?

- Three-dimensional books present ideas in unique ways for readers.
- Three-dimensional constructions assist writers and illustrators of all ages in making meaning.

For more information, criteria for evaluating pop-up books, and a bibliography of recently published pop-up books, see:

Dales, B. (2007). Pop-up books that make the cut. *Book Links*, 16(6), 29-32.

SELECTED WEBSITES

Library collections and related sites:

Pop-Up and Movable Books. University of North Texas.

<http://www.library.unt.edu/rarebooks/exhibits/popup2/default.htm>

The Wonderful World of Pop-Up & Animated Books. Includes a searchable database.

<http://www.popupbooks.net/>

The Pop-Up World of Ann Montanaro.

<http://www.libraries.rutgers.edu/rul/libs/scua/montanar/p-ex.htm>

Pop Goes the Page: Movable and Mechanical Books from the Brenda Forman Collection.

<http://www.lib.virginia.edu/small/exhibits/popup/theme.html>

Pop-Up, Peek, Push Pull. Broward County Library.

<http://www.broward.org/library/bienes/lii13900.htm>

THREE-DIMENSIONAL PICTURE BOOK ART: MOVABLE AND POP-UP BOOKS

Pop-up Artists, Paper Engineers, "how-to" and other websites:

David Carter – See movies of book projects and print pdf dies at:

<http://www.popupbooks.com/>

Expanded Books. View a Windows Media or Quicktime video, or listen to a Podcast, of *Mommy?* by Maurice Sendak, Arthur Yorinks and Matthew Reinhart.

<http://www.expandedbooks.com/booksbygenre.php?genreid=29>

Mark Hiner – Interested in learning how pop-up books are produced? Check it out.

<http://www.markhiner.co.uk/>

Joan Irvine – The “Pop-Up Lady” provides an excerpt from her book, *How to Make Pop-ups*.

<http://www.makersgallery.com/joanirvine/index.html>

Jan Pienkowski - Find out how to make pop-ups in his “Fun & Games” section.

<http://www.janpienkowski.com/links/links.htm>

Robert Sabuda – The pop-up master . . . what else is there to say?

<http://www.robertsabuda.com/>

Lee Terry. Pop Up Book Directions.

<http://projects.edtech.sandi.net/pershing/explorers/popup.htm>

Write on Reader. See how to make a tab pop-up here:

http://library.thinkquest.org/J001156/makingbooks/em_popup.htm

THREE-DIMENSIONAL PICTURE BOOK ART: MOVABLE AND POP-UP BOOKS

SELECTED BIBLIOGRAPHY for MAKING POP-UPS

Easy-to-Make Pop-Ups.

Joan Irvine. Illustrated by Barbara Reid. Dover, 2005.

The Pop-Up Book: Step-by-Step Instructions for Creating Over 100 Original Paper Projects. Paul Jackson. Owl Books, 1994.

SELECTED BIBLIOGRAPHY of POP-UP BOOKS

(Some may be out of print; check your collections)

Alfred Hitchcock: The Master of Suspense: A Pop-up Book.

Kees Moerbeek. Little Simon, 2006.

Animal Poppsites: A Pop-Up Book of Opposites.

Matthew Reinhart. Little Simon, 2002.

Animals Showing Off.

John Strejan and James Roger Diaz, paper engineers. Tony Chen, illustrator. National Geographic Society, 1988.

The Blue Whale (Flip Out and Learn Series).

Christine Corning Malloy. Illustrated by Aaron Leighton. Chronicle Books, 2003.

The Country Music Pop-Up Book.

Country Music Hall of Fame. Rizzoli Universe Promotional Books, 2005.

THREE-DIMENSIONAL PICTURE BOOK ART: MOVABLE AND POP-UP BOOKS

Earthquake.

Bill Haduch. Dutton, 1999.

Egg, Tadpole, Frog.

Arthur John L'Hommedieu. Child's Play, 2006.

The First Noël: A Christmas Carousel.

Jan Pienkowski. Candlewick, 2004.

Graceland: An Interactive Pop-Up Tour.

Chuck Murphy and Priscilla Presley. Quirk Books, 2006.

A Piece of Cake.

David Pelham. Handprint, 2000.

Pop-Up Book of Phobias

Gary Greenberg. HarperEntertainment, 1999.

Who's Been Walking On My Floor?!

Sally Symes and Steve Lavis. Paper engineering by Corina Fletcher. Barron's, 2005.

Winter's Tale: An Original Pop-up Journey.

Robert Sabuda. Little Simon, 2005.

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LIST

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Library Association of Ohio

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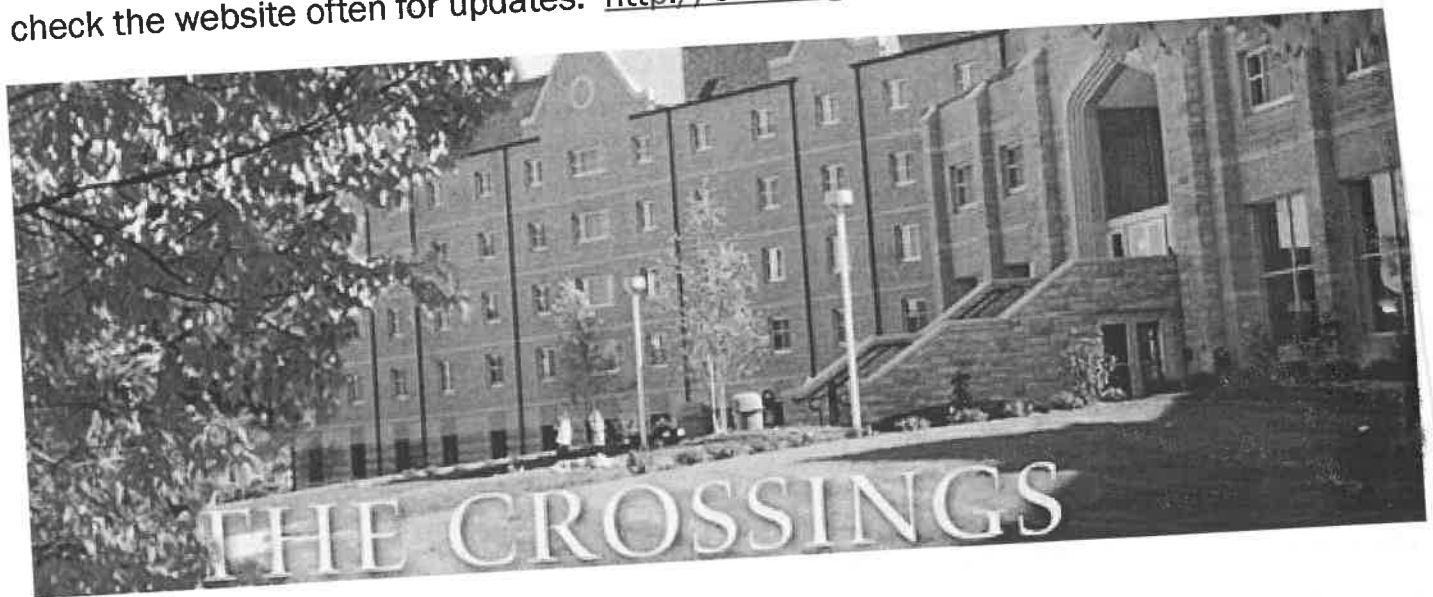
Vernon Library Supplies, Judy Robkin

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We thank these generous donors for their kind and gracious support!

OLSSI 2008

The planning is already underway and you're invited to next year's Ohio Library Support Staff Institute being held at the University of Toledo. We will be staying in one of their newest suite-style apartment buildings, The Crossings, which will also house our classes. Talk about convenient! A fully air-conditioned facility with plenty of meeting space, places to relax, and a beautifully appointed dining room await us! Be sure to check the website often for updates: <http://olssi.org>



If you'd like to help make 2008 great, please join our steering committee. For further details see any steering committee member. We would love to have you!

OLSSI 2007 Classes

The Library Degree: Is It For Me? - *P.M. Bradshaw, Supreme Court of Ohio Law Library and Doug Morrison, American Library Association of Ohio and OLSSI Founder*: P.M. Bradshaw, Past-Chair of OLSSI (a library assistant), and Doug Morrison, Founder of OLSSI (a librarian), hold a discussion of the pros and cons of obtaining the library degree - based on their own experiences and career choices.

Yoga for Stressed Library Staff - *Terry Butterworth, OCLC Library*: Terry will teach a Hatha Yoga program of stretches, positions and relaxation techniques designed to increase flexibility and strength, as well as reduce stress and tension. Bring a yoga/sticky mat (nothing padded or fluffy) or a blanket, empty stomach (do not eat for 1 hour prior to class), comfortable clothes, and bare feet. Anyone from beginners to advanced students welcome. If you have always wanted to try yoga, here is your chance.

The Elixir of Librarianship...MAPS! - *John D. Crissinger, Ohio State University Newark and Central Ohio Technical College*: This class will introduce attendees to maps: their use, abuse and misuse. During the discussion ideas on what to do with maps in your library, where to acquire maps, who to contact to learn more about maps and why have maps in the first place will all be explored. Attendees will leave the class with a better understanding of where maps fit within the context of any library, which maps are especially useful, and how to promote map use. This will be a hands-on presentation with the opportunity to look at a number of maps.

Three-Dimensional Picture Book Art: Movable and Pop-Up Books - *Brenda Dales, Ph.D., Miami University, Oxford*: Movable and pop-up books provide ways of seeing and experiencing meaning that extends beyond an 8 1/2" x 11" sheet of paper, enhancing the reader's ability to make meaning from words and images. In this session you will see examples of successful combinations of text, illustration and paper engineering in published books created by well-known paper engineers such as Robert Sabuda, David Carter and others. You will learn how text and illustration work together in unique ways to create quality pop-up books, you will learn how to evaluate pop-up and movable books, you will receive a bibliography of pop-up and movable books including "how-to" books, and you will experiment-- hands-on-- with two basic pop-up constructions.

The Diversity Link - *Linda S. Dobb, Executive Vice President, Bowling Green State University*: The Diversity Link will be an interactive lecture and quiz to test the knowledge of Institute participants on diversity matters. The aim is to challenge all staff to be leaders in hiring, working with, and serving individuals from different backgrounds with a welcoming and humorous spirit!

Book Repair - *Susan Dunlap, College of Wooster*: This one hour book repair class will cover tips, hinge tightening, and pockets. There will be demonstrations by the instruction, with a chance for hands-on practice if time allows. A brief discussion of book handling to avoid damage will top off the session.

Sexual Harassment: Working with Respect - Part 1 - *Sheila Freyof, Cincinnati Library*: Sexual harassment is a very real and costly work-related issue that can lower the morale and productivity of not only the individuals involved, but also the entire workforce of an organization. Part I of this workshop will help participants understand sexual harassment terminology and identify behaviors that are appropriate, inappropriate, and down right illegal.

Sexual Harassment: Working with Respect - Part 2 - *Sheila Freyof, Cincinnati Library*: Loaded with the knowledge of sexual harassment legal terms and behavioral identification from Part I, participants will look at court cases and fictional scenarios applying terms to situations and making decisions about “what is” and “what isn’t” sexual harassment in a library setting.

What a Difference a Generation Makes - *Georgene Johnson, Washington State Community College*: Four generations have now come together in the workplace. How do they work together when values as well as vocabulary can be barriers? Are there really a distinct group of Veterans, Boomers, Gen Xers, and Nexters? Realizing the differences and how they came to be is the major focus of the presentation. We have all worked with people who “just don’t get it.” Why can’t they change faster or adapt to new technology? Why can’t they get to work on time? What motivates them? How do you manage such a diverse age spread? The focus of the presentation is to make us aware of the differences between Veterans, Boomers, Gen Xers, and Nexters and how to maximize performance as well as job satisfaction for all generations.

Basic Animation Techniques in PowerPoint Presentations - *George Leggiro, John Carroll University*: Static PowerPoint presentation slides can be fine, but adding some animation can be a fun addition to your lecture. Learn how to animate text, graphics and other objects. Previous PowerPoint experience is assumed.

Creating Your Own Blog - *George Leggiro, John Carroll University*: Learn about creating, posting and reading blog entries. Experienced web users can easily create and update blogs for personal or professional use. Participants will create a blog using the free web service Blogger.

Creating Original Records in WorldCat - *Roman S. Panchyshyn, OHIONET*: Mr. Panchyshyn will provide an overview of how libraries can contribute original records in several formats on OCLC Connexion. We will discuss guidelines for when it is appropriate to create new records, how to access various OCLC help files, tutorials, and OCLC Bibliographic Formats and Standards. Participants will leave with a basic understanding of the workflow processes involved with cataloging original materials on OCLC.

Assault Prevention and Self-Defense - *Neal Semel, Diversity Matters*: Too often people think in order to keep themselves safe, they need to possess martial arts skills. This workshop will look at AWARENESS, ASSESSMENT and CHOICE how they can increase your safety in an assault. We will also practice several skills that can help you to be a SURVIVOR and not a VICTIM.

Etiquette and Greetings Around the World - *Neal Semel, Diversity Matters*: Many have been taught that by offering a firm handshake, a smile and direct eye contact will serve you in any situation. In today's climate of changing demographics, this advice may not always work. This session will look at "the golden rule" and how it needs to be amended to be amended to meet the challenges of operating in a Global Community.

Multicultural Communications and Holidays in a Diverse World - *Neal Semel, Diversity Matters*: Respect and clear communication are key in managing cultural challenges in our Diverse communities. This session will explore simple and realistic techniques for increasing multicultural communication and being sensitive to religious and cultural observances and practices.

Ohio Library Support Staff Institute 2007

Activities Evaluation Form

**Rate these by how much you enjoyed the activity and/or entertainment.
Write any additional comments in the spaces provided or continue on back of sheet.**

| Name of Entertainment or Activity | Rate each session | | | | | |
|-----------------------------------|---------------------------|---|---|---|---|---|
| | 1 = lowest 5 = highest | | | | | |
| Registration Process | Did not attend | 1 | 2 | 3 | 4 | 5 |
| Meet and Greet Reception | Did not attend | 1 | 2 | 3 | 4 | 5 |
| Floodwater Murals Tour | Did not attend | 1 | 2 | 3 | 4 | 5 |
| Planetarium: Movies | Did not attend | 1 | 2 | 3 | 4 | 5 |
| Games | Did not attend | 1 | 2 | 3 | 4 | 5 |

Thank you for taking the time to complete this evaluation. You've now earned another chance to win our super GRAND PRIZE package at The Inn at Honey Run!

**We hope you had a great time at OLSSI 2007,
and we hope to see you next year at University of Toledo for OLSSI 2008!**

2007 OLSSI binder created by: Connie Brooks
Binder format by: P.M. (Michael) Bradshaw

