

July 27-29, 2008

University of Toledo

OLSSI 2008



*The Hidden Treasures of
Libraries... Support Staff*

Ohio Library Support Staff Institute

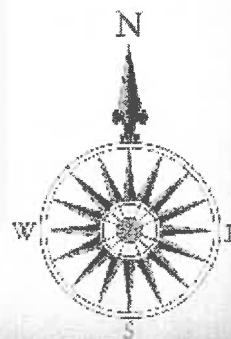
Chair's Welcome

Ahoy Mates!

Welcome aboard the U.S.S. O.L.S.S.I. setting sail from the tranquil shores of the University of Toledo. Our swarthy crew has planned activities to help you navigate your way in the library world. During this voyage you are our precious cargo and as such we are pleased to offer you classes that will facilitate your journey to a successful career.

As for my boisterous crew I would like to thank the officers, Karen Merten, Vice Chair of Programs, Michael P. Bradshaw, Vice Chair of Site Coordination, and Tanya Ellenburg-Kimmet, Secretary/Treasurer. Much gratitude to members-at-large Linda Dobb and David Sharp. Without each of these individuals our ship would be sailing with no destination. Additionally, I would like to thank our conference liaison, Matthew Heller, as well as our camp counselors, Mary Ayres, Bobbi Bishop, Kathy Burns, Cathy Fitch, Sheryl Gannon, Rachel Mathie, David Sharp, and Bill Stoddard. Without this crew we would never have undertaken this journey.

Should you need assistance please see our camp counselors at the Information Desk located on the second floor of The Crossings. They will be delighted to help you enjoy the trip!



Chair's Welcome

As you embark on this voyage keep a watchful eye for opportunities to capture a hearty bounty. With your attendance at classes and activities you will be rewarded with coins. These may be used as additional chances at our drawing. Trade them for raffle tickets and return to the treasure chest at the Information Desk by noon on Tuesday.

I would encourage each of you to consider getting involved with the Ohio Library Support Staff Institute. We meet several times a year in Columbus at the State Library of Ohio. Our steering committee is full of dynamic individuals who enjoy each others' company while having fun planning the next adventure. If you are interested, speak with any officer or leave your name at the Information Desk.

Next year's Ohio Library Support Staff Institute will be held at the beautiful campus of Denison University in Granville. Please check our website www.olssi.org for updated information.

Once again, welcome aboard! May your skies be sunny and the waters smooth!

Sincerely,

*Connie Brooks
2008 Chair
The Ohio Library Support Staff Institute
cbrooks@jcu.edu*

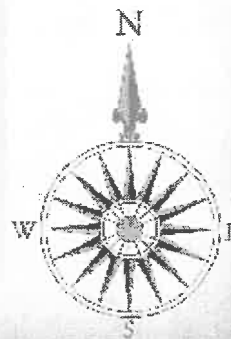


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Scholarship Recipients

Congratulations to this year's OLSIJ Scholarship Recipients!

Valerie Brown	University of Toledo Carlson Library
Kappy Chermak	Copley-Fairlawn Middle School
Christopher Whiteman	The Ohio State University Libraries
Beth Zunk	Toledo Lucas County Public Library



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Participants

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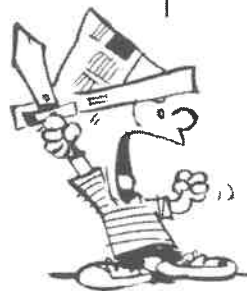
George Squirek
Beth Stanze
Kim Taylor
Sarah Thomas
Dominic Tortelli
Shona Wainwright
Destry Weaver
Christopher Whiteman
Sarah Witherspoon
Jessica Woodruff
Beth Zunk

John Carroll University
Wright State University
Miami University
Ashland Theological Seminary
Cleveland State University
Columbus State Community Coll.
Terra Community College
The Ohio State University
Columbus Metropolitan Library
Columbus Metropolitan Library
Toledo Lucas County Public Lib.

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OF COURSE NOT, DUMMY! WE'RE A MURDEROUS BUNCH OF PIRATES, REMEMBER?!



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UT Campus Information

Accommodations

Our suites are in The Crossings residence hall. All rooms are air-conditioned and ADA-compliant. Please also enjoy the snacks and beverages provided by OLSSI in the Hospitality Room. In addition to restrooms in each suite, public restrooms are also available on the first, second, and third floors of The Crossings.

Alcohol

Alcohol is permitted for attendees ages 21+. It must be kept and consumed within suites or activity rooms.

Bookstore

The UT Bookstore is located in the Student Union building in the central north area of campus. During our stay they are open Monday and Tuesday from 9am-4pm.

Class & Meal Locations

Most classes are located in Rocket Hall, across West Campus Drive to the west from The Crossings. Yoga classes are located in the Rec Room in The Crossings, in the middle of the third floor. The library snapshot class and some other activities are in the MultiPurpose Room, also in the middle of the third floor of The Crossings. Meals are in Horton International House on the lower level. Refer to the campus map on the back of this binder for building locations. Stop by the OLSSI Information Desk if you would like help finding things!

Computer Access

A computer lab with ten computers is available for personal use in room 2000 of The Crossings. UT is still implementing their wireless access; it is available in the bedroom suites but may not work well in other parts of the building and campus.

UT Campus Information

Emergency Contacts & Safety

In case of emergency, call 911. Blue emergency phones are also located outdoors around campus. The UT Night Watch safety escort service is available at (419) 530-4292. For UT campus police call (419) 530-2600. For Toledo police in a non-emergency, call (419) 245-3340.

Information & Registration Desk

Come see us if you have questions or need help! The OLSSI Information and Registration Desk is located just inside the main entrance of The Crossings on the second floor. We have a first aid kit and some basic amenities. OLSSI staff will be at this desk from 7am-7pm. A UT information desk is next to the OLSSI desk and will be staffed until midnight. They can direct you to OLSSI activities and staff from 7pm-midnight. Their phone number is (419) 530-1700.

Parking

Parking is in Area 25 (marked Lot 25 on the campus map). This lot is by Rocket Hall, across the street to the north from The Crossings. Please make sure you do not park in spots marked as reserved for staff only, or in handicap spots if you do not have a permit.

Taxi Service

Yellow Cab of Toledo: (419) 243-9900; Checker Cab Company: (419) 243-7645

Schedule of Events

Sunday, July 27

- 3:00-5:00 PM Check In at The Crossings
- 5:00-6:00 PM Meet and Greet at The Crossings, first floor
- 6:00-7:00 PM Dinner at Horton International House
- 7:30-Midnight Movies and Games at The Crossings

Monday, July 28

- 7:00-8:45 AM Breakfast at Horton International House
- 8:00-8:45 Welcome by the Chair, Opening Address by Linda Dobb
- 9:00-10:00 AM *Bill Dobb*
- Rocket Hall 1558 "Discovering the Treasures of Different Generations"
by Georgene Johnson
- Rocket Hall 1550 "Charting the Frontier of the Internet: Web 2.0" by George Leggiero
- Rocket Hall 1555 "Sailing Your Ship On Through the Night: Operating a 24/5 Library"
by Marcia Suter
- 10:15-11:15 AM
- Rocket Hall 1558 "Stop Being a Hidden Treasure: Reveal Yer True Self to the Captain
and Crew!" by Diana Riemenschneider
- Rocket Hall 1550 "No Need to Draw Yer Cutlass! How Facebook Can Work for
Libraries" by George Leggiero
- Rocket Hall 1555 "Shiver Me Letters! (And Shapes, Too!): Die Cuts in Libraries"
by Gaynelle Predmore

Schedule of Events

Monday, July 28, continued

11:15 AM - 1:00 PM Lunch at Horton International House

1:15-2:15 PM

Rocket Hall 1555 "It's OK to Have Fun: Engaging Your Users and Promoting Your Library with Contests" by Candi Clevenger and Allen Reichert

Rocket Hall 1558 "Audiobooks, eBooks, Music, & Video: Digital Downloads Without Pirating!" by Kate Porter

Rocket Hall 1550 "Sail Ho! WorldCat Local and Resource Discovery" by Rebekah Kilzer

2:30-3:30 PM

Crossings MPR* Library Snapshot: Toledo Museum of Art Reference Library by Anne Morris

Crossings Rec Rm* "Getting Your Sea Legs: Introduction to Yoga for Library Staff" by Terry Butterworth

3:45-4:45 PM

Crossings Rec Rm* "Smooth Sailing Through Rough Waters: Intermediate Yoga for Library Staff" by Terry Butterworth

Crossings University of Toledo Carlson Library Tour, meet at OLSSI Info Desk

5:00-7:00 PM Dinner on your own

7 PM-Midnight Movies and Games at The Crossings

*The Crossings MultiPurpose Room (MPR) and Rec Room are in the middle on the third floor.

Continues...

Schedule of Events

Tuesday, July 29

7:00-8:45 AM Breakfast at Horton International House

9:00-10:00 AM

Rocket Hall 1555 "Chair's Choice: Transforming Gems Into Treasures: Hiring and Supervising Student Employees" by Beverly Stearns

Rocket Hall 1558 "Now, Where Am I Again?" by John Crissinger

Rocket Hall 1550 "Get Hooked on Social Bookmarking" by George Leggiero

10:15-11:15 AM

Rocket Hall 1555 "Chair's Choice: Transforming Gems Into Treasures: Hiring and Supervising Student Employees" by Beverly Stearns

Rocket Hall 1558 "Team Work: How to Work with Other Swabbies and Still Maintain an Even Keel" by Mary Ayres & Kathy Burns

Rocket Hall 1550 "Putting the Rrrrrr in PublisheR: Making a Brochure from a Template" by Peggy Rector

11:15 AM - 1:00 PM Lunch at Horton International House

12:00-1:00 "Bon Voyage" by Linda Dobb

Safe passage to yer home ports, me hearties!

Opening Address & Bon Voyage

Linda Dobb

Executive Vice President

Bowling Green State University - Bowling Green, OH

and

OLSSS Founder

Linda S. Dobb is the Executive Vice President and Secretary to the Board of Bowling Green State University. In September she will become the University Librarian of the California State University East Bay. Always active in the American Library Association and with Support Staff issues, Linda worked with Doug Morrison to establish the Ohio Library Support Staff Institute in 2002. She is writes and speaks about libraries, copyright, and the future of information wherever she is asked!



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Discovering the Treasures of Different Generations

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.

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.

Charting the Frontier of the Internet: Web 2.0

Sail through the latest trends in Internet technology in this introduction to social networking, podcasting, instant messaging, and more.

George Leggiere

John Carroll University - University Heights, OH

George Leggiere 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.

HELLO, COUNTY LIBRARY?
YES, DO YOU HAVE ANY
BOOKS ON WHY GIRLS
ARE SO WEIRD?



THAT'S WHAT I SAID. OR
YOU MIGHT ALSO TRY
LOOKING UNDER "OBNOXIOUS."



ARE YOU SERIOUS?? YOU
MEAN THERE'S NO RESEARCH
ON THIS AT ALL??



I'LL BET THE LIBRARY
JUST DOESN'T WANT
ANYONE TO KNOW.



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*Sailing Your Ship On Through the Night:
Operating a 24/5 Library*

In this session you will hear how The University of Toledo Carlson Library transformed from a very traditional 1970's building and atmosphere into a 21st century 24 hour operation.

You will learn about staffing issues (who wants to work all night?), marketing (spread the word loud and clear), coordination with others on campus (does security know we're open at 3 am?), and the impact on the campus (everyone wants our space).

After all is said and done, students and faculty love the changes. We have weathered some rough seas, but the view toward the horizon and beyond looks bright and sunny.

Marcia Krautter Suter

University of Toledo, Toledo, OH

Marcia Suter is the Director of Library Services for the Main Campus of the University of Toledo University Libraries. She has her library degree from Bowling Green State University, a Master's of Science in Educational Media from the University of Toledo, and a Ph.D. in Higher Education from the University of Toledo. Marcia is currently Chair of the Ohio Council of Library and Information Services, a consultant for the North Central Association Commission on Higher Learning, and Chair of the Chair, Measurement, Assessment & Evaluation Section of the American Library Association.

Author of numerous professional articles and books, Marcia is also a member of the international honor and professional association in education Pi Lambda Theta. In 2003 she was awarded the Library Administration and Management Association Cultural Diversity Grant.

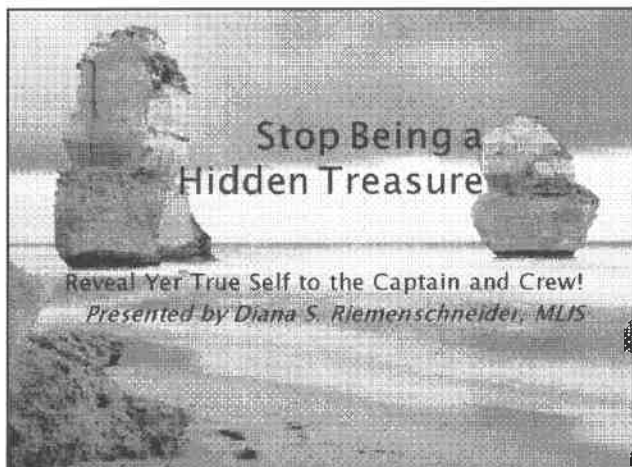
*Stop Being a Hidden Treasure:
Reveal Your True Self to the Captain and Crew!*

You know you do good work and are a fun person, but do others? Some people make interacting with strangers seem so easy. How do you do this when you are shy, unsure of yourself, in a new situation, etc.

Learn some tips and tricks to getting known by others. Learn to interact in social situations with people you do not know or in a job situation where you may feel a bit intimidated. Tools described will include identifying personality traits, strengths and weaknesses.; using those strengths and compensating for those weaknesses in social situations; and most importantly how to reward and take care of yourself in the process.

Diana S. Riemenschneider, MLIS

Diana S. Riemenschneider, MLIS worked as a Director of MIS Services in social service organizations for over thirteen years, has taught introductory computer classes for twelve years, and served as a Visiting Librarian in an academic library for two years.



Why are you not known?

- ▶ Are you shy?
- ▶ Are you busy?
- ▶ Are you in a job with low interaction with others?
- ▶ Do you avoid people you do not know?
- ▶ Do you avoid people others say are difficult?
- ▶ Is it some combination of the above, or something not listed?

How to get yourself known

- ▶ **Communication** is the number one key!
- ▶ Report what you are doing, but not in a “bragging” way
- ▶ Be sure to walk outside of your area occasionally and say “hi”
- ▶ Smile at someone you do not know, but see regularly
- ▶ At organization events, do not sit with the same people all the time, or where you know everyone

Do not try to do it all at once

- ▶ **Start internally**
 - Who do you not know, or not know well?
 - Do you interact outside of your department or work group?
- ▶ **Get to know them and their jobs; show an interest in them and they will show an interest in you**
- ▶ **Slowly branch out to other departments and areas**




Some Tips

- ▶ Think about the people you know who are good at interacting with others
 - Observe them
 - Tag along with them
 - Start incorporating some of the things they do into what you do
 - Have them introduce you to people
- ▶ Look for others like yourself who are not real comfortable with people they do not know

More Tips

- ▶ Get to know who you are, so you can let others know
 - Personality profiles: Meyer-Briggs; Keirsey; etc.
 - Learn your strengths and recognize the strengths of others (<http://www.viastrengths.org/>)
- ▶ When you understand yourself it is easier to understand and communicate with others
- ▶ Be open to learning what they do and the challenges they face

Most important tip of all

- ▶ Be KIND to yourself!!!
 - If you are not use to, or do not like interacting with others it will be EXHAUSTING
 - Do NOT beat yourself up because it is hard for you and so easy for someone else
 - DO reward yourself for your efforts 
 - Take your time, set goals and slowly increase your interactions



Conclusion

- ▶ You CAN get yourself known
- ▶ You CAN get to know other people
- ▶ You CAN be kind to yourself in the process

- ▶ Please remember to complete the session/conference evaluations

- ▶ Questions?

- ▶ Thank you!



*No Need to Draw Yer Cutlass!
How Facebook Can Work for Libraries*

Social networking sites aren't just for scoundrels. Learn how Facebook serves responsible users and can even promote your library.

George Leggiere

John Carroll University - University Heights, OH

George Leggiere 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.

Shiver Me Letters! (And Shapes, Too!): Die Cuts in Libraries

Ideas, ideas & more ideas are the "treasures" you'll uncover in Shiver Me Letters! Gaynelle plans to share a "treasure chest" full of ideas on: 1. How die cuts found their way into BGSU's Jerome Library and challenge you to think of ways to get into your library if not already there—or at least to find ways to sail around the "barrier reefs" if you can't get them into your library. 2. How to utilize die cuts & different techniques for use with library patrons and staff – may be able to make the most "dastardly pirate" smile. 3. How to incorporate the use of die cuts into your work life and into your personal life—"charting your course for fun and adventure." Be prepared to share your own thoughts & ideas with others; to learn something new; and, maybe, to win a "valuable prize" (or two). It is my hope that you'll come away with a bit of the "treasure" that has been buried far too long. This will not be a typical sit in your seat and watch a power point presentation and if it is, feel free to make your instructor "walk the plank"!

Gaynelle Predmore

Bowling Green State University - Bowling Green, OH

Gaynelle Predmore's motto is: "You have to create your own fun" and she tries to do this in her current role as a Library Associate 2 in the Curriculum Resource Center (CRC) at Bowling Green State University's Jerome Library. Prior to working in the CRC she had earned a BS in Education at BGSU and after graduation taught 3rd grade. In 1980 she returned to BGSU to work at the CRC and claims that the 3 best things about her job are the great people she works with, the terrific students that she gets to interact with, and the die cut machines (and not necessarily in that order!). Teaching about die cuts and their uses is both a pleasure and possibly a passion for Gaynelle. In 2006 she was named as a "person to watch" in Library Journal's Paraprofessional of the Year Award competition. Gaynelle has been involved with both OLSSI and the Academic Library Association of Ohio (ALAO) Support Staff Interest Group (SSIG) for eons.

<p>L</p> <p>What did you learn?</p>	
<p>W</p> <p>What do you want to learn about die cuts?</p>	
<p>K</p> <p>What do you know about die cuts?</p>	

Die Cut Systems Sites:

AccuCut

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

"AccuCut manufactures hand-operated machines that cut out letters and shapes in an instant. The company's award-winning roller die-cutting machines are found throughout the world, inspiring teachers, engaging learners and providing profit for retail craft stores." [Information from AccuCut site]

Cricut

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

Cricut is an electronic die cut system developed by Provo Craft. It utilizes cartridges that have multiple designs within them. "The Cricut Expression machine is intended to satisfy the needs of the crafter by offering a larger scale result as well as production level tools that assist in a classroom or workroom setting." [Information from Cricut site]

Ellison

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

"Since 1977, Ellison has been the leader in die-cutting innovation and related product development. Ellison manufactures and distributes the Prestige line of professional die-cutting machines and over 10,000 dies. Ellison is also the manufacturer, distributor and retailer of Sizzix consumer die-cutting equipment and ancillary products. Ellison has empowered the individual to express his or her personal and professional creativity through innovative products and a commitment to quality and innovation for generations to come." [Information from Ellison site]

Xyron

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

"New digital cutting tools, like the PC-connected Xyron® Wishblade® Personal Media Cutter or portable Xyron® Personal Cutting System can store hundreds of shapes, embellishments and alphabets on a collection of very small memory devices. This digital technology from a creative industry leader makes the tools much less expensive to own and to use and much less cumbersome to store and transport." [Information from Xyron site]

Other Sites of Potential Interest:

"Die Cut Machines Unplugged: Ellison, Accucut, Pazzle, Scrap Savy" by Mary Welling-Bonney

http://crafts.suite101.com/article.cfm/die_cut_machines_unplugged

This article discusses the differences between some of the machines that are currently available. A subscription to the Suite 101 site is available there.

DIY Design It Yourself Network

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

If you search for die cuts, it will bring up over 431 hits. You'll find numerous ideas especially for doing scrapbooks.

Scrapbooks Etc.

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

Companion site to the magazine by the same name. Do a search for die cuts to get information and ideas at this site. From the name the main focus of this site is scrapbooks.

SEO (Serving Every Ohioan) Library Center

<http://seoweb.seo.lib.oh.us/Medianet/medianet.htm>

All Ohio public libraries on US Cargo, state agencies and state parks can access these materials. "SEO Library Center circulates a collection of over 750 Ellison and Accucut Die-Cuts. The Die-Cutting Machine is available for your convenience." [Information from November 2007 *Noteworthy* newsletter of State Library of Ohio]

Walla Walla University

<http://www.wallawalla.edu/academics/libraries/curriculum-library/die-cut-ideas/>

"The die cut ideas listed at the may be used for educational purposes. If you copy any game idea, please give credit to Walla Walla University Curriculum Library. Games and ideas may not be sold or published electronically or in print." [Information from Walla Walla site]

The Die Cut Machines are a service provided to the users of the Curriculum Resource Center/University Libraries. Abuse of this service [misuse of machines, dies or facilities] could result in revocation of privileges to use and billing for damages.

The Die Cut Machines will be available for use by those with a valid photo ID and subscription card –this would include BGSU Students, Staff, Faculty, Courtesy Card, & others from the community.

A \$2.00 [plus sales tax] per semester subscription per person will be charged for all individual users. The subscription may be paid by cash transaction, BG1 card transaction or for departments by charging to departmental cost code.

- All University Library Staff may use the Die Cut Machines for library-related business for free.
- University Library Staff and others using the Die Cut Machines for personal use will be charged the \$2.00 [plus sales tax] subscription per semester.
- University Departments outside the Library may purchase a departmental subscription for \$10.00 [no sales tax] for an unlimited number of users or an individual subscription for \$2.00 [no sales tax] for a single user. The Department needs to write a letter on official letterhead that states the department to be charged; what's being charged; the departmental cost code; and the name of person with authorized signature, both printed and signed, along with a list of any users who will be permitted to use the subscription.

Subscriptions are valid for one [1] semester and are renewable.

The last full week of classes of each semester CRC will start sale of new semester subscription.

A list of subscription holders will be kept at the CRC Reference Desk & it will be updated throughout each semester as new subscriptions are purchased.

A card will be issued to each user and needs to be shown, along with photo ID, prior to each use of the machines once subscription is paid each semester. If card is forgotten, user can be confirmed as a subscription holder by checking subscription list.

Die Cut Machines and Dies will be available on a self serve basis. CRC Staff will be available for instruction on how to use.

The Die Cut Machines will be promoted in library instructional sessions, and users will have an opportunity to pay the subscription fee at that time or anytime during the semester prior to their first use.

Money from the sales of subscriptions will be used for the purchase of additional dies. Donations of funds for purchase of additional dies and equipment will also be accepted.

It's OK to Have Fun:

Engaging Your Users and Promoting Your Library with Contests

How can you show your users and potential users that the library is a fun place, promote the library and have fun all at the same time? With contests! While the variety of contests a library can host is only limited by your imagination, this session will focus on the presenters' experiences hosting a video contest, bookmark competitions and READ poster competitions. Join Candi Clevenger, Communications Manager at OhioLINK, and Allen Reichert, Electronic Access Librarian at the Otterbein College Library, to find out what pitfalls to avoid, get unique ideas for promoting your contest, and share your own contest experiences.

Candi Clevenger - OhioLINK - Columbus, OH

Candi Clevenger has over seven years of experience in library communications and public relations. Since joining OhioLINK as Communications Manager in 2003, Candi led the creation of the OhioLINK Marketing Toolkit, created the OhioLINK What's New blog and online newsroom, updated OhioLINK's publications and promotional materials and yes, she's the one who "sends all those e-mails." A lifelong buckeye, Candi graduated from the University of Toledo with a bachelor's degree in communication.

Allen Reichert

Otterbein College - Westerville, OH

After a successful semipro career playing calvinball, Allen Reichert became the impeccably titled "Electronic Access" librarian at Otterbein College in Westerville Ohio in the fall of 1999. In the late dawn of the 21st century, he sought the challenges of marketing and began experimenting with controlled software and learning nefarious terms such as "brand." Frequently a buckeye, Allen graduated with an MLIS from either A) Emporia State, B) Indiana University, or C) Victoria University of Wellington [NZ^]. The first person to guess correctly will win 100 Grand!*

*The candy bar – you didn't really expect money did you??

*Audiobooks, eBooks, Music & Video:
Digital Downloads Without Pirating!*

This class shows how patrons download digital materials step-by-step from a library website that subscribes to the service OverDrive. OverDrive, based in Cleveland, provides digital content to libraries nationwide and beyond. They bridge the gap between publishers and libraries to make the digital formats possible. Patrons can enjoy the materials through their PCs or transfer files to portable devices such as MP3 players and Smartphones. We will examine the Mid-Ohio Library Digital Initiative's site, which was set-up by OverDrive. We will also talk about Digital Rights Management (DRM) and the coming DRM-free files and what that all means to you and your library patrons.

Kate Porter

Upper Arlington Public Library - Columbus, OH

Kate Porter is the Assistant Director at the Upper Arlington Public Library in Columbus, Ohio. Previous positions held at UAPL include Circulation Manager and Media Services Manager. Prior to that she was a Public Services Team Leader at the Washington-Centerville Public Library in Centerville, Ohio. She currently serves at Chair of the VTLIS Users' Group. She got started downloading audiobooks in March 2005 when her library helped found the Mid-Ohio Library Digital Initiative. Kate enjoys travel and film festivals in her spare time.

Sail Ho! WorldCat Local & Resource Discovery

WorldCat Local is an enhanced Online Public Access Catalog (OPAC) search interface from OCLC. The Ohio State University Libraries began a pilot project to use WorldCat Local in February, 2008. You'll learn about the differences between WorldCat Local and an individual library catalog including some of the advantages and disadvantages of each. You'll see how the work you do could be affected by implementing such a catalog, how Web 2.0 intersects with WorldCat Local and learn how it works "behind the scenes."

Rebekah Kilzer

The Ohio State University - Columbus, OH

Rebekah Kilzer is Assistant Professor and Systems Librarian at The Ohio State University Libraries where she works closely with resource discovery tools and new technologies. She is also an adjunct at Drexel University's College of Information Science and Technology, teaching Cataloging and Classification I. She lives in Columbus, Ohio.

Library Snapshot: Toledo Museum of Art Reference Library

The presentation will include history of the Library, general information on funding, and the needs of the variety of clientele regularly served. Types of materials acquired will be discussed, focusing on unusual collections and the processing that goes into maintaining them. Examples of some of these will be displayed.

Anne Morris

Toledo Museum of Art, Toledo, OH

Education

BA in Art History, University of Michigan - 1964

MALS, University of Michigan - 1965

Work Experience

Gale Research Company (publisher), Editorial Assistant - Summer 1963

Campbell-Ewald Advertising Co., Library Assistant - Summer 1964

Toledo Museum of Art, Head Librarian - July 1965 to the present

Member - ARLIS/NA (Art Libraries Society of North America) and SLA (Special Libraries Association)

Honors - George W. Stevens Employee of the Year (TMA), 1999

Hobbies - Gardening, Singing (in a 40-voice semi-professional chorale), Reading, Needlework

Getting Your Sea Legs: Introduction to Yoga for Library Staff

Come join us for a Hatha Yoga class that will focus on poses that address the aches and pains associated with daily work activities in the library. Each participant will need to bring their own yoga mat. No previous experience needed.

Smooth Sailing Through Rough Waters:

Intermediate Yoga for Library Staff

This class is open to all that have previous experience with Yoga. We will be working on balance poses, deep twists, and other more vigorous asanas. Each participant will need to bring their own yoga mat. It will also be helpful to have a block and strap, but not required.

Terry Butterworth

Online Computer Library Center - Dublin, OH

*Chair's Choice: Transforming Gems into Treasures:
Hiring and Supervising Student Employees*

Class Goals: Learn strategies for (1) successful hiring, (2) effective coaching and supervision, (3) rewarding and recognizing excellence. This class presentation will identify strategies for successful hiring, which include the job description, recruitment, interviewing, and selection. Secondly, strategies for effective coaching and supervision will include orientation and training, performance expectations, and coaching to improve performance. Lastly, strategies for rewarding and recognizing excellence will include examples of successful performance reward systems and ways to recognize and honor student employees.

Beverly Stearns

Bowling Green State University - Bowling Green, OH

Beverly Stearns joined the University Libraries at Bowling Green State University in January 1984 as Library Media Technical Assistant 2 in the Music Library & Sound Recordings Archives. She accepted the position of Assistant to the Dean in March 1990, and was promoted to Director of Administrative Programs & Services in April 2000. She earned a Bachelor of Arts Degree from the State University of New York College at Cortland, New York, and a Master of Arts Degree in English with a specialization in Scientific and Technical Communication from Bowling Green State University. Her current research interests are in human resource management and organizational communication as related to academic libraries. Stearns has co-authored articles, including "Quality Management for Today's Academic Library" with Rush G. Miller in *College & Research Libraries News*, "Student Employees and the Academic Library's Multicultural Mission" with C. Martin Rosen, Mary Wrighten, and R. Susan Goldstein in *The Reference Librarian*, and has presented papers at state and national conferences. In 1999, she was inducted into the national leadership honorary society Omicron Delta Kappa in recognition of her accomplishments and service to the university community, and currently serves as co-chair of the BGSU Administrative Staff Council.

Now, Where Am I Again?

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.

John Crissinger

The Ohio State University - Newark, OH

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.

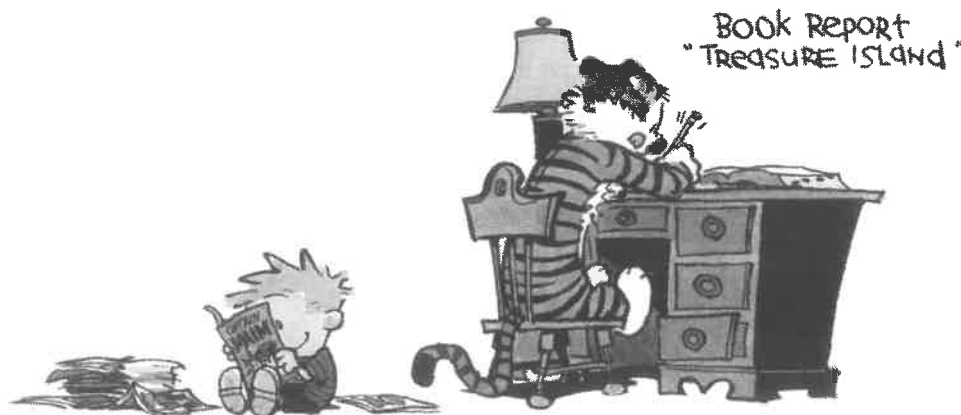
Get Hooked on Social Bookmarking

Explore how social bookmarking can promote your library and enhance your reference services. It has fun personal applications, too!

George Leggiere

John Carroll University - University Heights, OH

George Leggiere 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.



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*Team Work: How to Work with Other Swabbies
and Still Maintain an Even Keel*

Have you ever wondered how to have a good working relationship with those you work with? We want to show you how to be team players and how to get those that work with you to be team players. It does make life so much more fun. There will be a fun hand-on activity in this workshop. So come and relax and have some fun. If you have anything that has worked for you with working as a team player, please bring those ideas with you.

Kathy Burns

Southern State Community College - Hillsboro, OH

I am Kathy Burns from Southern State Community College. I am currently secretary of SSIG and I am on OLSSI's steering committee. I worked for Clermont County Board of MRDD for 12 years before leaving to go to school. I have worked for Southern State Community College on and off for the last 8 years. I currently am working to start up the DRC program for Southern State Community College.

Mary Ayres

Southern State Community College - Hillsboro, OH

Mary Ayres is a library manager at Southern State Community College. She has been with Southern State since 1979. Mary is a supervisor of work-study and 2 part-time employees. Mary tries very hard to get everyone that works with and for her to be a team player. Mary resides at West Union Ohio, which is in the southern party of the state. Mary enjoys her life with her husband (Virgil), 2 dogs (Paco and Heidi) and 1 cat (Dell).

*Putting the Rrrrr in PublisheR:
Making a Brochure from a Template*

Intimidated by a blank page? Missing the creative gene? MS Publisher includes predesigned templates to make your work easier. In this hour you will become familiar with Publisher's powerful yet simple design features.

Peggy Rector

Denison University - Granville, OH

B.S. in Education (specializations in English & American History), Glenville State College, 1979

Presentations: "Successful Library Relationships: Panel presentation"; ALAO SSIG 2007 Spring Workshop May 7, 2007 at Ohio Wesleyan University, Louis Mays, Professor/Librarian, Southern State Community College, & Brian Hickam, Librarian for the College of Health Science and Human Service, U of Toledo .

Library Experience: Assistant to the Director of Libraries, 2000 – present, Denison University; Catalog Specialist, July 1986 –January 2000, Denison University; Library Director, August 1981 – June 1986, Centerburg Public Library, Centerburg, OH.

Professional Memberships: American Library Association, New Members Round Table, Library Support Staff Interests Round Table, Association of College and Research Libraries, Academic Library Association of Ohio (Public Relations Coordinator 2007-2009), Support Staff Interest Group (Chair 1994-1995), International Association of Administrative Professionals.

Hobbies: Avid Scrapbooker, Mother of an 8 year old daughter and custodial grandparent of an 8 year old granddaughter.

Donors

*The Ohio Library Support Staff Institute is grateful to the following organizations
and individuals for their generous donations to the 2008 Institute!*

10 Ten Speed Press
Appalachian Resource Center - Mary Ayres
Barnes and Nobel Shawnee State University Campus Bookstore - Melissa Rucker
The Book House, Inc.
The Cleveland Browns, Cleveland OH
Cooperative Services for Childrens Literature
Creative Outlet - Vikki Reinhard
DK Publishing - New York, New York
Friends of the Library - Loudonville Public Library
Gaynelle Predmore - Bowling Green University
Heidelberg College's Instructional Media Center - Sheryl Gannon
Insight Media Inc. - Janet Olshansky, Executive Vice President
JanWay Company - Jamie Foster
John Carroll University's Grasselli Library and Breen Learning Center
Learning Zone Xpress - Landa Arnfelt
The Library Store, Inc.
Lingenfelter Jewelers - Ann Bitner
Midwest Tape - Minnie Adkins
P. Michael Bradshaw
Rhoads Jeweler, Loudonville, Ohio
Universal Press Syndicate - Raegan Carmona, Permissions Coordinator
Xenia Community Library - Susan Hall
Wal-Mart, Ashland, Ohio

We thank our donors for their kind and gracious support!

OLSSI 2009

**Please join us next year as we bring OLSSI
back to central Ohio at Denison University!**



August 2-4, 2009

**Bookmark the OLSSI website for updated details on OLSSI 2009!
<http://www.olssi.org>**

**To see the beautiful Denison University campus visit:
<http://www.denison.edu>**

OLSSI Steering Committee

Did you like what you saw and experienced at OLSSI?



Join us in planning next year's Institute!

Sign up for the OLSSI Steering Committee by either stopping by the Registration/Information Desk or sending an e-mail to Michael Bradshaw at bradshaP@sconet.state.oh.us.

We meet every other month at the State Library in Columbus. The first meeting of the planning season is September 26th at 10:30 AM in Conference Room D.

**State Library of Ohio
274 East 1st Avenue
Columbus, OH 43201
(800) 686-1532**

See you there!



HELLO. COUNTY LIBRARY?
REFERENCE DESK, PLEASE.
THANK YOU.



HELLO? YES, I NEED A
BOOK ON PAINTING THEORY
AND TECHNIQUE.



SPECIFICALLY, I'M INTERESTED
IN GRAFFITI. IS THERE A
BOOK THAT EXPLAINS THE
PROPER USE OF MATERIALS
AND LISTS POPULAR DIRTY
WORDS AND SLOGANS?

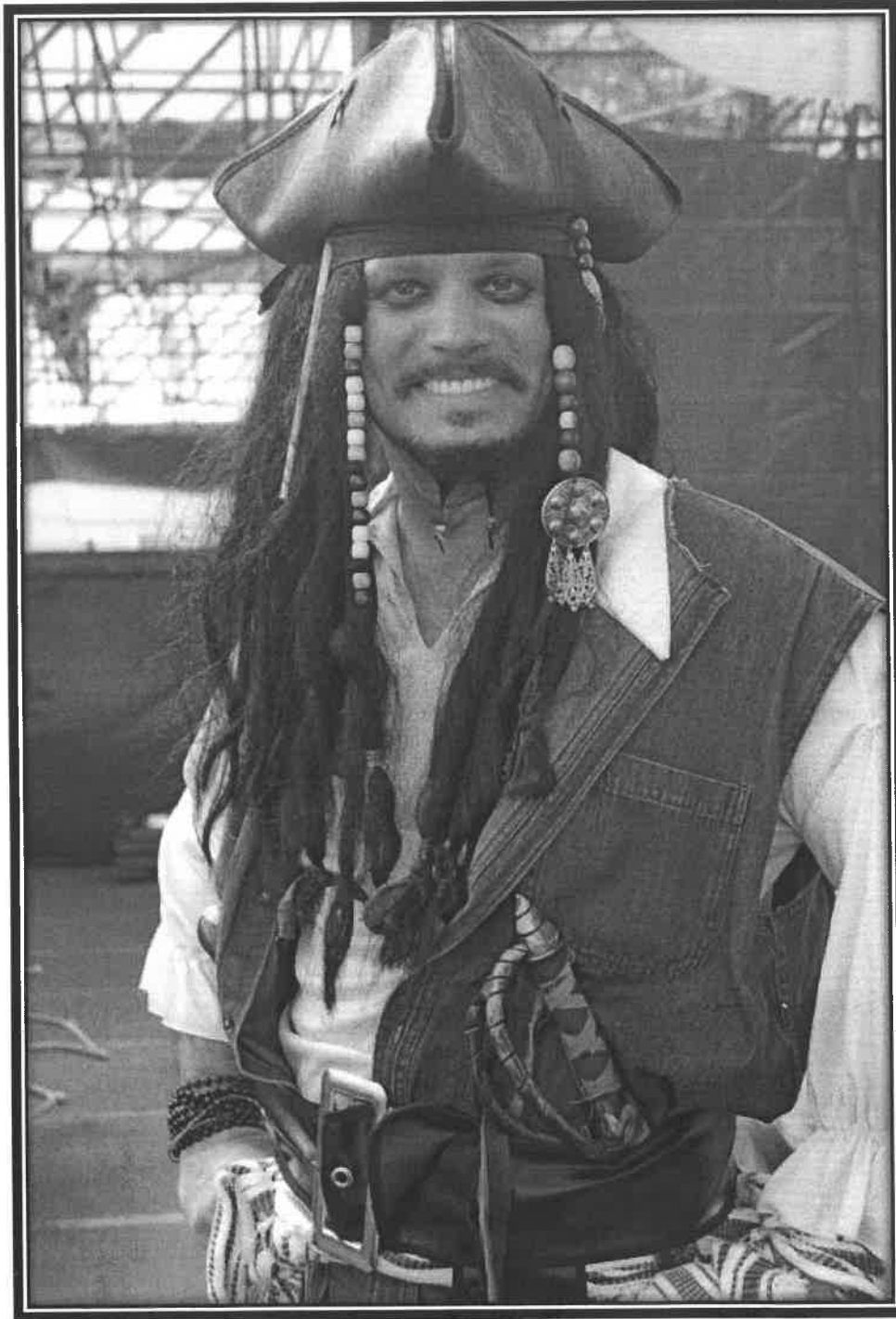


WHAT ON EARTH DO THEY
SPEND THEIR MONEY ON
OVER THERE?



AVAST, ME HEARTIES! DON'T BE MISSIN' YER CHANCE T'
MEET CAPT'N JACK!

BE GETTIN' YERSELF TO TH' FIRST FLOOR OF THE CROSSINGS FROM 5-6 ON SUNDAY!
LAST ONE THAR'S A SCURVY BILGE RAT!



YOU TOO CAN BE HIRIN' PIRATICAL SERVICES FER ABOARD YER FRIGATE!
CALL (216) 212-6151 AND ASK FOR CAPTAIN JACK!
(OR IF YOU'D LIKE TO BE RID OF SUCH MISCREANTS, ASK FOR THE CAPED CRUSADER BATMAN!)

1. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$



Overall Evaluation Form

Please rate the following where 1=lowest and 5=highest.

Institute Overall		1	2	3	4	5
Helpfulness of OLSSI Staff		1	2	3	4	5
Registration Process		1	2	3	4	5
Classroom Facilities		1	2	3	4	5
Dining Facilities & Meals		1	2	3	4	5
Lodging Accomodations	Did not use	1	2	3	4	5
Meet & Greet	Did not attend	1	2	3	4	5
U. T. Carlson Library Tour	Did not attend	1	2	3	4	5
Movies & Games	Did not attend	1	2	3	4	5
Have you attended OLSSI before this year?	Yes		No			
Would you attend OLSSI again?	Yes		No			

What classes would you like to see next year?

We highlighted the treasure that support staff are as our theme this year. What themes would you like to see in future years?

Please see other side for more...

Ohio Library Support Staff Institute 2008

How did you hear about OLSSI?

How could we better spread the word about OLSSI?

Please share any other comments you have about OLSSI 2008 and how we can improve OLSSI in the future:

If not turned in at the 2008 Institute, please mail completed form to:

*Tanya Ellenburg-Kimmett
Digital Services
Wright State University
3640 Col Glenn Hwy
Dayton, OH 45435*

Thank you for joining us for OLSSI 2008!
We hope to see you next year at Denison University for OLSSI 2009!

2008 OLSSI binder created by: Karen Merten Douglas
Binder format by: P.M. (Michael) Bradshaw

