

Institute of Public Librarianship

Basic Certification Classes – Fall 2015

Services for Adults 10:00 a.m. – 5:00 p.m.

Upon completing this class, students will have knowledge of:

- ethical issues involved in reference service, including confidentiality, objectivity and limitations on interpreting information provided to patrons
- effective reference interview skills, including the analysis of requests and the design of search strategies
- the importance of establishing a welcoming atmosphere and actively encouraging patron requests
- the skills needed to fulfill information requests through access to the general collection, digital and community resources, and other libraries and agencies – and more!

[Services for Adults, September 9, Duncan](#)

[Services for Adults, September 10, Poteau](#)

[Services for Adults, September 16, Alva](#)

[Services for Adults, September 17, Perry](#)

Public Library Administration 10:00 a.m. – 5:00 p.m.

Upon completing this class, students will have knowledge of:

- the library's governing structure and its responsibilities
- the roles and responsibilities of the library board and the librarian
- the principal means of funding Oklahoma's public libraries
- the sources of income for their individual library – and more!

[Public Library Administration, September 23, Bartlesville](#)

[Public Library Administration, September 24, Elk City](#)

[Public Library Administration, September 29, Watonga](#)

[Public Library Administration, October 1, McAlester](#)

Collection Development 10:00 a.m. – 5:00 p.m.

Upon completing this class, students will have knowledge of:

- the publication, production and distribution of library materials in order to select, acquire, make available and use these materials
- the factors affecting the selection of materials and will be able to design appropriate selection criteria for their communities
- selection tools for both print and non print materials and how they are used
- the advantages and limitations of various formats and materials – and more!

[Collection Development, October 6, Chickasha](#)

[Collection Development, October 7, Durant](#)

[Collection Development, October 13, Woodward](#)

[Collection Development, October 15, Tulsa](#)

How to Think Like a Librarian 1:00 p.m. – 4:00 p.m.

This is a live video presentation. The presenter will be at ODL and will broadcast to 2 offsite locations.

Upon completing this class, students will have knowledge of:

- history of libraries from ancient times to the 20th century
- the contributions of Dewey, Carnegie and others
- the contributions of Oklahoma library leaders, i.e. Allie Beth Martin, Edmon Low, Leta Dover, Ruth Brown, etc.
- definition of public library – and more!

October 27

[How to Think Like a Librarian, Oklahoma City](#)

[How to Think Like a Librarian, Eufaula](#)

[How to Think Like a Librarian, Altus](#)

October 28

[How to Think Like a Librarian, Oklahoma City](#)

[How to Think Like a Librarian, Stillwater](#)

[How to Think Like a Librarian, Westville](#)

October 29

[How to Think Like a Librarian, Oklahoma City](#)

[How to Think Like a Librarian, Ponca City](#)

[How to Think Like a Librarian, Anadarko](#)

Questions? Contact Sadie Bruce at the Oklahoma Department of Libraries

405-522-3322

sadie.bruce@libraries.ok.gov