iSkills Winter 2016 workshop listings

A) CAREER WORKSHOPS

❖ Career Networking
Instructor: Isidora Petrovic, Careers Officer

Are you reluctant about networking? Do you just want to check to see you are doing all you can? This is the opportunity to learn and practice networking.

Registration link: http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1928

❖ Career Options for MI Students
Instructor: Isidora Petrovic, Careers Officer

What are your career options with MI degree? What skills and competencies do you need? Come to find out what you can do with your graduate degree and how to prepare for your dream job.

Registration link: http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1929

❖ Cover Letter
Instructor: Isidora Petrovic, Careers Officer

Why do you need a cover letter? What is the difference between a cover letter and a resume? How do you tailor it for each position? See examples of successful cover letters and learn how to write them effectively.

Registration link: http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1931

❖ Job Interviews
Instructor: Isidora Petrovic, Careers Officer

How do you prepare for a job interview? What are the typical questions? Come to learn how to answer interview questions effectively.

Registration link: http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1927
 LinkedIn
Instructor: Isidora Petrov, Careers Officer

Do you need a LinkedIn profile? How do you create one and what do you do with it? What is your professional online presence? Come investigate the importance of these tools for your career.

Registration link: 
http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1932

 Professional Communication
Instructor: Isidora Petrovic, Careers Officer

Do you know how to respond efficiently to tough questions, emails, or phone calls? How do you deal with everyday or uncommon issues in a professional manner? Come and learn how to communicate successfully to achieve your professional goals.

Registration link: 
http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1926

 Resume & CV
Instructor: Isidora Petrovic, Careers Officer

Learn about various formats, strong vs. weak content, and the difference between a resume and a CV. Get tips on how to tailor your resume quickly and effectively for each position. See examples of successful resumes and learn the tools that you can use throughout your entire career.

Registration link: 
http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1930

B) ALL OTHER WORKSHOPS

 A Day in the Life of an Archivist
Instructors: Rachel E. Beattie, Natalya Rattan, Karen Suurtamm

Come hear about the day-to-day work of archivists in 3 repositories at the University of Toronto: The U of T Archives & Records Management Services (UTARMS), The Thomas Fisher Rare Book Library, and The Media Commons.
Learn more about:

- The daily tasks of archivists at U of T
- How we apply archival concepts to acquiring, processing, and providing access to archival material
- Challenges presented by the unique materials held in our repositories (literary papers, sound and moving image collections, professors papers, university records)
- Tips for success: advice on choosing your courses and advancing your career opportunities.

There will also be time to interact with highlights from our holdings, ask us questions about our daily routines, and discuss how archivists work with collections in various contexts (for example, in arrangement and description, exhibitions, reference, and outreach).

Registration link:
http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1949

AODA

Instructors: Stephen Spong (Centennial College), Katya Pereyaslavska (Scholars Portal, OCUL), Bobby Glushko (University of Toronto),

Designed for students and staff, this workshop is intended to be a crash course to introduce participants to the nitty gritty of Canadian law when it comes to its legislative framework, touching on the Copyright Act and the Accessibility for Ontarians with Disabilities Act (AODA). The second half of this workshop will be comprised of a breakout session where participants can take part in a hands on exercise to learn how much they know (or don’t know) about what accessibility means, engage in a discussion about current accessibility initiatives across Ontario institutions, as well as to review the upcoming AODA compliance deadlines. As the professional market continues to evolve and librarianship competencies are constantly redefined, accessibility expertise is quickly becoming a core competency for many employers so a discussion about who the “accessibility librarian” is and what their role should be in the context of academic libraries will take place.

Aside from our regular speakers, Stephen Spong (Centennial College) and Katya Pereyaslavska (Scholars Portal, OCUL), this workshop will include a guest speaker appearance – Bobby Glushko (University of Toronto), who will walk the attendees through the American legislation, talking about how AODA compares to ADA and how the two copyright legislations contrast and compare. This presentation will conclude the workshop.

Please help us ensure that this event is accessible to you. To arrange an accessible format of the workshop presentation in your preferred format please contact katya@scholarsportal.info. For all other event accessibility questions please contact lari.langford@utoronto.ca.

Registration link:
http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1956
**Cataloguing with SIRSI**  
Instructor: Elisa Sze, Librarian, Collections & Public Services Coordinator

Using SirsiDynix Workflows, participants will: search and modify bibliographic records; see examples of copy/derived/original cataloguing; understand the relationship between bibliographic, volume and item records; understand the relationship between records in the staff client versus records in the online publicly accessible catalogue. Some previous exposure to cataloguing concepts and standards is recommended. This workshop will appeal to students interested in metadata use in libraries.

Registration link:  
[http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1945](http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1945)

**Framing & Matting**  
Instructor: Mitch Robertson, Owner, Superframe

This hands-on workshop instructs students on how to best matt and frame 2-dimensional works in preparation for exhibition. Essential framing “do’s and don’ts” are also discussed.

*This workshop was made possible by the combined efforts of Tech Fund and Information Services.*

Registration link:  
[http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1952](http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1952)

**GIS Librarianship**  
Instructor: Marcel Fortin, UTL Geographic Information Systems (GIS) & Map Librarian

This workshop will provide a brief introduction to GIS librarianship from both a theoretical and practical perspective. It will provide an introduction to geospatial data (definitions, sources of data, licensing issues, open data initiatives, and other considerations) as well as GIS software (commercial & open source options). It will include a hands-on workshop using both commercial and open source software, and a discussion of core competencies for GIS librarians.

Registration link:  
[http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1946](http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1946)

**Introduction to Creating Online Tutorials with Screencasts**  
Instructor: Heather Buchansky, Student Engagement Librarian, UTL

A screencast is a video recording of one’s activity on a computer screen. This process is utilized by libraries, archives, and museums to create informative tutorials on how to utilize their...
websites, repositories, catalogues, databases, etc. Screencasts vary between quick and simple task demonstrations with no audio, to flashy high production videos. Through hands-on activities, this workshop will show you:

- How to implement screencasting best practices
- How the Web Accessibility Guidelines shape your screencasts
- The pros and cons of a few different screen casting platforms
- How to create a short and simple screencast with a free online platform

Registration link:
http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1950

Introduction to LibGuide Creation
Instructor: Michelle Spence, Reference and Instructional Librarian, Engineering Library

This workshop will be a hands-on exploration of LibGuides – an online tool for the creation of multimedia subject and resource guides. Think of LibGuides as the 21st century version of the subject bibliography, with the capability to include video, audio, RSS feeds, comment boxes, images, widgets, and more. Wildly popular in the academic library environment, and also used in public libraries, LibGuides are a highly useful tool. Come play!

Workshop participants will be creating their own sandbox LibGuide, and will learn how to:

- Create pages/tabs of content
- Work with content boxes of various kinds
- Follow best practices

This workshop will require you to have an iSchool libguide account. In order to facilitate this, please:

1) Sign up for this workshop using your official mail.utoronto.ca email address
2) Check your mail.utoronto.ca email after 1pm on Monday January 11
3) You will have received a system-generated email containing your Libguide login information
4) Please bring this information to the workshop.

Here are some samples of what LibGuides can do:

- Scholarly Communication
- Japan Earthquake, Tsunami, & Nuclear Crisis
- Readers’ Advisory Guide on Mysteries

Registration link *** please use your official mail.utoronto.ca address***
http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1944
Library Freedom Project
Instructor: Alison Macrina, Director, Library Freedom Project

Learn the best ways to protect your patrons from online threats to privacy! Join us for this special event with the Library Freedom Project where we'll take a deep dive into surveillance threats, privacy rights and responsibilities in and out of the library, and technical tools you can teach to patrons or install on library computers to help take back digital privacy. The technology tools offer practical solutions for a variety of digital surveillance threats, and are appropriate for folks across a range of technical ability.

Registration link: http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1954

Mountmaking
Instructor: Devorah Romanek, Curator of Exhibits at the Maxwell Museum of Anthropology, University of New Mexico

The overall aim of this course is to provide practical hands on training as well as theoretical interrogation of the practice of mountmaking for museum objects. The course is designed for students who work with museum collections, or hope to work with museum collections.

Over the course of two days, students will learn about designing, fabricating and installing object mounts, working with a variety of object types and collection types. Students will work through the entire process of making mounts in collections, both for stabilization in storage or during transport, and for exhibition.

Areas covered will include:
• Safe handling of various objects - including the handling of hazardous materials
• Designing a mount for objects
• Selecting the best materials for the designed mount
• Fabricating the mount
• Finishing the mount,
• Installing the mount and object in storage or on exhibit.
Session One focuses on the building of support mounts for storage and transport.
Session Two focuses on making mounts for objects for exhibition.

All registrants are required to attend BOTH the Saturday and Sunday sessions.

*This workshop was made possible by Tech Fund and Information Services

Registration link: http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1955
Omeka
Instructor: Leslie Barnes, Digital Scholarship Librarian, University of Toronto

This workshop will introduce students to Omeka, a content management system that enables users to easily create online exhibits and collections. Omeka is open source software developed by the Roy Rosenzweig Center for History and New Media to support the creation of collections and exhibits in smaller cultural and academic institutions, but has since been adopted by a broad user-base. We will introduce students to the Omeka platform and selected plugins through workshop activities and discuss process by which we evaluate platforms and develop user services

Registration link: http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1951

Press Release Writing
Instructor: Kathleen O’Brien, Communications & Development Officer

This workshop provides students with a guideline for effective media relations and also how to write, draft and publish press releases for public institutions. Beginning with a 30-minute instructional lecture, the remaining workshop involves producing individual press releases and gaining feedback.

Registration link: http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1947

Subject Discovery in Library Catalogues
Instructor: Nalini Singh, Reference Librarian

Knowing how to use a library catalogue to find items on a particular subject is a skill that useful to:

- Graduate students searching for books on their research topics
- Librarians who must help users find books on THEIR topics of interest even when the librarian may not be familiar with those topics!

This workshop will help participants to:

- Understand some basics of subject metadata* used by most library catalogues
- Find valid subject headings
- Practice in an academic library catalogue, and a public library catalogue
- Use subject headings to discover special types of resources, such as conference proceedings or journals on a particular topic
- Find books on their own topics of interest. Bring a few topics to test drive!
This workshop will be of special interest to students who wish be more efficient in finding research material, and to students who wish to work on a reference desk someday.

*Library of Congress Subject Headings* is the most common system used by public and academic libraries world-wide

Registration link:
http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1948

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Writing Business Reports & Executive Summaries  
Instructor: Holly Inglis, Public Services Librarian Business Information Centre at Rotman School of Management, University of Toronto

One of the most common ways to communicate ideas and proposals is through business reports. However, in a world where everyone suffers from information overload, only reports that are concise and compelling will get the attention they deserve. Through hands on activities, participants will learn the key ingredients to writing business reports stakeholders will read, as well as how to create attention grabbing executive summaries.

Registration link:
http://resource.library.utoronto.ca/course_registration/course.cfm?affiliation=ischool&course_id=1953