

## Workshops from the Oklahoma Department of Libraries, U.S. Government Information Division, Spring 2010 edition

The Oklahoma Department of Libraries (ODL) is making a variety of workshops available for free presentation at public, academic and special libraries. Workshop participants will learn about the useful information that's available from selected federal government websites, including information that's often "buried" within them. These workshops are available for the season running from January through May, 2010.

What follows is a description of the different workshops librarians can bring to their facilities, along with additional information for host libraries. While reading the descriptions, keep in mind these workshops can be for in-house training or for public presentations to the community.

### ***NEW WORKSHOPS FOR SPRING, 2010***

#### **Websites about American Indians from Federal Government Agencies**

Learn how to use these federal websites that contain information about American Indians: Indian Education Office, Bureau of Indian Affairs, Indian Health Service, National Indian Gambling Commission, HUD-Office of Native Programs, the "Collection Search" search engine of the National Museum of the American Indian, and others. This is a three-hour workshop.

#### **Federal and State of Oklahoma Websites for Tribal Librarians and Tribal Government Staff**

Designed for tribal librarians and the staff of tribal governments, this workshop includes the federal websites taught in the workshop above. In addition, instructors will share information on Grants.gov and other sources of grants, and will also address such basic reference works as the *Federal Register*, *Congressional Record*, and the *Statistical Abstract of United States*, databases that are freely available online. This is a four-hour workshop.

#### **U.S. Bureau of Economic Analysis – Regional Economic Accounts, and U.S. Bureau of Labor Statistics – Databases, Tables, and Calculators**

[www.bea.gov/regional/index.htm](http://www.bea.gov/regional/index.htm)

[www.bls.gov/data](http://www.bls.gov/data)

Learn how to use these online data, map, and graph tools from the Bureau of Economic Analysis: Gross Domestic Product by state and metropolitan areas; Personal Income for states and local areas within states; and Employment for states and local areas within states. Also learn about online data tools from the Bureau of Labor Statistics: Consumer Price Index, Producer Price Index, Current Employment Statistics, Current Population Survey, Quarterly Census of Employment and Wages, Business Employment Dynamics, Consumer Expenditure Survey, the Census of Fatal Occupational Injuries, and more. This is a 3-hour workshop.

## **THREE-HOUR WORKSHOPS**

### **Get ready for the 2010 Census**

[www.census.gov](http://www.census.gov)

This is a basic Census workshop on accessing and using the new 2006-2008 “multiyear estimates” data from the *American Community Survey*. This product has already replaced the long-form data of the Decennial Census, and after 2010 it will give users data for every year and every geographic area (such as place or county) of 50 or more people. You will also learn how to access 2000 Census data, the 2010 Census homepage, and other online Census resources, including the *American Fact Finder* search engine. The focus will be on data and maps that feature Oklahoma or the host state. This workshop is presented by Steve Beleu, ODL, and Steve Barker, Oklahoma State Data Center.

### **Using the Census for Economic Development**

<http://lehd.did.census.gov/led/> and other Census websites

Learn how to use the suite of online tools known as “Local Employment Dynamics”. These include *QWI Online* (Quality Workforce Indicators), *Industry Focus*, *Older Worker Profiles*, *CED HotReports* (CED = Community Economic Development), and *OnTheMap*, an Internet GIS tool. These are all Census tools and databases that are used for economic development and basic business research. The workshop will also include the 2007 Economic Census and features from the Census homepage. The focus will be on data and maps that feature Oklahoma or the host state. This workshop is taught by Steve Beleu, ODL, and Steve Barker, Oklahoma State Data Center.

### **American Memory for Oklahomans**

<http://memory.loc.gov/ammem/index.html>

Participants will learn how to find the 10 million+ items in the 137+ collections that the Library of Congress provides through their *American Memory* website. Included in these collections are books, manuscripts, sheet music, maps, early motion pictures, photos, and sound recordings. The workshop will focus on resources that feature Oklahoma or the host state. Oklahoma libraries also have the option of receiving 20 minutes of instruction in accessing the ODL’s *Oklahoma Crossroads* website that features historic materials about Oklahoma.

NOTE: The following *American Memory* teaching modules are available. ODL can either present the basic *American Memory Workshop*, or any one of the following modules—

- *African Americans in American Memory* (includes the papers of Frederick Douglass, interviews of former slaves, the black church in the south)
- *Federal Government Information in American Memory* (includes Presidential Papers, Continental Congress documents, historic Congressional documents and debates, Presidential inauguration speeches)
- *Hispanics in American Memory* (includes several collections of Hispanic music, U.S.-Mexico border maps, narratives of travel in the southwest)

- *Literature and Drama in American Memory* (includes 19th century books and magazines, New Deal theater plays, plays of Zora Neale Hurston)
- *Maps in American Memory* (includes Civil War maps, railroad maps, panoramic maps, World War II maps, historic maps of national parks)
- *Native Americans in American Memory* (includes Edward Curtis' 20-volume *North American Indian* set, historic photographs)
- *Music in American Memory* (includes Woody Guthrie, historic sheet music, folk music, historic African American music, Civil War band music)
- *New Deal Agencies in American Memory* (includes Works Progress Administration, Federal Writers' Project, Federal Theatre Project, others)
- *Women's History in American Memory* (includes several collections about women's right to vote, life histories of individual women)

### **E-government services in libraries**

<http://www.usa.gov/> and other websites

Public and academic librarians are increasingly being asked to provide e-government services by their library customers. This workshop reviews selected types of E-government services, how to plan for their use in the library, and how to offer them to patrons. Participants will learn how to use the major federal websites that currently provide e-government services. At request, instructors will include 30 minutes about Oklahoma's or the host state's E-government services as part of this workshop. ODL can demonstrate the E-government tools of Oklahoma state government; local instructors would need to volunteer to show the government tools of their states.

### **Introduction to online resources from the Centers for Disease Control and Prevention (CDC)**

<http://www.cdc.gov/>

Learn how to find and use the many online tools and resources available from the Centers for Disease Control and Prevention's homepage, including the major websites on "Diseases and Conditions," "Healthy Living," "Injury, Violence, and Safety" and much more.

## ***TWO-HOUR WORKSHOPS***

### **Introduction to online resources from the National Center for Educational Statistics (NCES)**

<http://nces.ed.gov/>

You'll learn how to access educational data from the National Center for Educational Statistics. We will examine their major surveys of elementary, secondary, postsecondary, and vocational education data; data about libraries; data about adult literacy; tools for finding educational facilities; and four major NCES databases. We will focus on data that features Oklahoma or the host state.

### **Introduction to online resources from the National Center for Health Statistics (NCHS)**

<http://www.cdc.gov/nchs/>

Participants will learn how to access health data from the National Center for Health Statistics. The workshop will examine their 14 major surveys, including the National Vital Statistics System, their "Initiatives" program databases, and their *Tabulated State Data* databases. We will focus on data that features Oklahoma or the host state.

### **Make informed healthcare decisions: Online consumer resources from the Agency for Healthcare Research and Quality (AHRQ)**

<http://www.ahrq.gov/>

Citizens can be more informed about the healthcare choices that they make. The AHRQ is the federal agency that makes information about diseases and health conditions available. Some of the consumer health tools covered in the workshop include the *National Guideline Clearinghouse*, their *Evidence-based Practice* and *Effective Health Care* websites, and the reviews of needed and unneeded tests made by the U.S. Preventative Services Task Force.

### **How to use the 2007 Census of Agriculture and the National Agriculture Statistics Service (NASS)**

<http://www.agcensus.usda.gov/Publications/2007/index.asp> and  
<http://www.nass.usda.gov/>

The online Census of Agriculture is conducted by the U.S. Department of Agriculture rather than by the Census Bureau. NASS information covers data on crops and plants, livestock and animals, as well as agricultural data for counties. The workshop will focus on data that features Oklahoma or the host state.

### **Oklahoma is an Energy State: Data from the Energy Information Administration and the U.S. Department of Energy**

<http://www.eia.doe.gov/> and <http://www.scienceaccelerator.gov/resourcedescriptions>

From the EIA, information seekers can find the latest data about energy costs, such as the price of gas and diesel, the number of producing oil and natural gas wells in the state, and the costs of home energy. The DOE resources provide access to more than 200,000 free, full-text publications about all aspects of energy – oil, natural gas, wind, coal, solar, and nuclear. This workshop is presented by Steve Belev, ODL, and Robbie Sittel, Tulsa City-County Library.

### **Forecast your own weather: National Weather Service and the Oklahoma Mesonet**

<http://www.weather.gov/> and <http://www.mesonet.org/>

Use the Mesonet website to track storms as they cross the state; check maximum wind gusts; measure soil temperatures and moisture; and learn how to read several types of NWS radar. Participants will also learn how to check historic storm damage reports, current river flooding, and tornado data. This workshop is taught by Clif Broadworth, ODL.

### **Geodata.gov and other Federal and State of Oklahoma Internet GIS resources**

<http://gos2.geodata.gov/wps/portal/gos> and other websites

Learn how to use the Internet GIS resources from Federal and State of Oklahoma agencies. This workshop is taught by Clif Broadworth, ODL.

### **CDC Wonder: One-stop shop for health data from the CDC** <http://wonder.cdc.gov/>

A one-stop shop for major health data from various CDC centers and offices, *CDC Wonder* lets you query databases from the statistical divisions of the entire U.S.

Department of Health and Human Services with variables that you select, including race, sex, geography, time period, and other variables.

### **Data about children from federal agencies**

<http://www.cdc.gov/nchs/Default.htm>, <http://nces.ed.gov/> and other websites

Find data on children's health, children with special health care needs, early childhood health, children's early school experiences, the home learning environment of children, their before and after school care, and other topics. Included in this workshop are websites for organizations and associations in addition to governmental websites.

## ***SPECIAL WORKSHOP***

### **STAT-USA**

<http://www.stat-usa.gov/> and other websites

This 5-hour workshop is primarily useful to libraries that are members of the Federal Depository Library Program (FDLP) because it examines the Stat-USA database of the U.S. Department of Commerce, which FDLP libraries access for free. Other libraries may subscribe to the service. Learn how to use Stat-USA's *State of the Nation*, *Globus*, and *USA Trade Online* databases, along with the Stat-USA homepage. Instructors will also cover the *TradeStats Express* and *Waterborne Commerce Statistics Center* websites that are separate from the Stat-USA website.

## ***INFORMATION FOR HOST LIBRARIES***

**NOTE ON MULTIPLE WORKSHOPS:** No more than six (6) hours of workshops on any one day.

**COST TO YOU:** Free statewide in Oklahoma as a service from the Oklahoma Department of Libraries; for other states, instructors must usually be reimbursed for travel and boarding.

**INSTRUCTORS:** Robbie Sittel, TCCL, Clif Broadworth, ODL , Steve Barker, Oklahoma Department of Commerce, and Steve Belev, ODL.

## REQUIREMENTS FOR HOSTING:

### *OPTIMAL WORKSHOP REQUIREMENTS*

- A training lab in library or anywhere in the community or campus in which each attendee will have his or her own computer.
- An instructor's computer and a way to project instructor's computer screen onto a large screen or white wall.
- Access to a computer technical person available during the workshops.
- The American Memory workshop may require you to install some special media viewers on your computers for at least the duration of the workshop. No other workshop has this requirement.

### *MINIMAL WORKSHOP REQUIREMENTS*

You must have a computer for each attendee. You don't need to have a training lab, computer technical person, or instructor's computer.

NOTE: We have given successful workshops in libraries that could meet only these minimal requirements. Not having a dedicated Internet lab in your library doesn't mean that we can't have a good workshop there.

**HOW ODL DEVELOPED THESE WORKSHOPS:** To prepare for most of the workshops, ODL Regional Depository Librarian Steve Beleu has worked with staff in each federal agency to make sure that information and training covers what the agencies want citizens to know about their online services. ODL reports attendance to the federal agency contacts, and consults with them on a regular basis to keep the workshops up-to-date.

**SCHEDULING OF THESE WORKSHOPS:** They're first-come, first-served. ODL will normally schedule only two workshops per month from September through July. No workshops are scheduled in August.

**OPTIONS:** Host libraries will make the decision whether to present these workshops just for library staff or to the general public, city and county government employees, or organizations in the community. Host libraries may market the workshop in such terms as these (fictional examples):

- Southwestern State University and the Oklahoma Department of Libraries Present a Workshop about American Indian Resources in American Memory
- The Lawton Public Library and the Oklahoma Department of Libraries Present a Community-Wide Workshop about the 2007 Economic Census
- Rogers State University Presents a Workshop about Data on Children and How You Can Use It

Host libraries have a free hand in publicizing these workshops. ODL can also help libraries market the event. Remember, the workshops must be free to all attendees.

CE CREDITS: Participation in each workshop will earn library attendees ODL CE credits. ODL does not offer other types of CE credits.

CONTACT: Ready to schedule any of these workshops, or have questions about them? Contact Steve Beleu at 800-522-8116, or locally at 405-521-2502, or via e-mail at [sbeleu@oltn.odl.state.ok.us](mailto:sbeleu@oltn.odl.state.ok.us)

Steve Beleu, Regional Depository Librarian, Oklahoma Department of Libraries, U.S. Government Information Division, on his trainer qualifications: for NCES, I became a Fellow of the NCES in 2002 and received 40 hours of training at NCES in Washington, D.C.; for *American Memory*, we became a test site library for the *American Memory* Program in 1992 and I received 40 hours of training at the American Memory office of the Library of Congress; for Census we have been the "Coordinating Agency" of the Oklahoma Census Data Center for the Census Bureau since 1979 and I have attended and given many Census workshops since then, and attended the National State Data Center Training Conference in 2008; for the National Center for Health Statistics I received 60 hours of NCHS training and instruction in 2004 and 2006; I received three days of training in 2005 at the National Center for Biotechnology Information; during 2007 I received two days of instruction about how to teach the Stat-USA workshop at the Stat-USA office of the U.S. Department of Commerce in Washington, D.C.

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