

Workshops from the Oklahoma Department of Libraries, U.S.
Government Information Division Available January to June, 2012

We will present these workshops free at your library. You will learn about the useful information that's available from these websites, including information that's "buried" within them.

CURRENT WORKSHOPS

How to Offer E-government Services in Libraries 3-hour workshop

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

The public expects to access e-government services in your libraries. This workshop will enable you to answer the basic question of "What are E-government services?" and show you how to offer them to your library customers. This workshop focuses on teaching you how to work with these websites: websites about how to get a job and how to get unemployment benefits such as USAJOBS and CareerOneStop; USA.gov, "the U.S. government's official web portal"; and the websites of the IRS, FEMA, FAFSA, Medicare, the Social Security Administration, the VA, and others. We will also examine decisions you will need to make when offering E-government services, such as the amount of computer time you allot to customers, how they can save and continue their work later, whether you let them conduct business transactions online, etc.

How to Use the Census Website

3-hour workshop www.census.gov

This is our basic Census workshop that is designed for everyone. We will teach you how to access new data from the 2010 Decennial Census, one-year and multiyear-estimates data from the *American Community Survey*, and features from the Census homepage. Our focus will be on learning how to use the newly updated and redesigned *American Fact Finder* search engine. We will use data and maps that feature Oklahoma or your state.

Librarian's Guide to the Census Website

3-hour workshop www.census.gov

This is a Census workshop designed just for librarians and library staff. In addition to learning how to use the new *American FactFinder* search engine and *American Community Survey*, you will learn how to use a wide variety of the online tools and databases from the Census website, including population estimates and projections, County Business Patterns and Zip Code Business Patterns, poverty data, health insurance data, economic indicators, population data for other countries, and more.

Websites About Native Americans from Federal Government Agencies

3-hour workshop; multiple websites

Learn how to use these websites that contain information for or about American Indians: Indian Education Office, Bureau of Indian Affairs, Indian Health Service, National Indian Gaming Commission, HUD's Office of Native Programs, the CDC's Office of Minority Health, the National Museum of the American Indian, and the Indian Arts and Crafts Board. *Because of their complexity we spend a major amount of time on the BIA and IHS websites.*

Federal and State of Oklahoma Websites for Tribal Librarians and Tribal Government Staff 4-hour workshop; multiple websites

Designed for tribal librarians and the staff of tribal governments, but open to everyone, this workshop includes all of the features of the workshop listed above, but also includes one hour of instruction about Grants.gov and other sources of grants and benefits.

Explore Oklahoma's History With the American Memory Website

3-hour workshop <http://memory.loc.gov/ammem/index.html>

Learn how to use the 9 million+ items in the 137+ collections that the Library of Congress has in their *American Memory* website. Included in these collections are books, manuscripts, sheet music, maps, early motion pictures, photos, and sound recordings. We will focus on resources that feature Oklahoma or your state. We can teach this workshop using our basic workshop module or use any *one* of the following modules of your choice—

- *African Americans in American Memory* - includes the papers of Frederick Douglass, interviews of former slaves, the black church in the south
Recommended for African American History Month in February
- *Hispanics in American Memory* - includes several collections of Hispanic music, U.S.-Mexico border maps, narratives of travel in the southwest
Recommended for National Hispanic Heritage Month in September
- *Literature and Drama in American Memory* - includes 19th century books and magazines, New Deal theater plays, unpublished plays of Zora Neale Hurston
- *Native Americans in American Memory* - includes Edward Curtis' 20-volume *North American Indian* set, historic photographs
Recommended for Native American Heritage Month in November
- *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
Recommended for Women's History Month in March

How Libraries Can Use the Online Resources of the Centers for Disease Control and Prevention (CDC) 3-hour workshop <http://www.cdc.gov/>

Learn how to find and use the many resources available from the Centers for Disease Control and Prevention's homepage, all of them good for answering health questions: their A – Z descriptions of diseases and adverse health conditions; how to prepare for and cope with the types of emergencies we have in Oklahoma, such as tornadoes, extreme heat, extreme cold, and wildfires; protecting yourself from such environmental health problems as carbon monoxide, mold, toxic substances and hazardous materials; staying healthy by eating right and exercising, taking calcium supplements to ensure bone health, controlling your blood pressure; and more.

Using Federal Data for Economic Development 4-hour workshop

www.census.gov www.bea.gov www.bls.gov and others

Learn how to use data from federal government agencies that publish economic data, such as the Census Bureau, the Bureau of Economic Analysis, the Bureau of Labor Statistics, the Small

Business Administration, and others. This workshop is designed for people who work in economic development, owners of small or medium size businesses, business librarians, and other librarians who work with economic data. Because of their importance we spend a major amount of time on the 2007 Economic Census website, the Census Bureau's *Local Employment Dynamics* website, the Bureau of Economic Analysis' *Regional Economic Accounts* website, and the Bureau of Labor Statistics' *Databases, Tables, and Calculators* website.

Measuring Our Nation's Economy: Data From the U.S. Bureau of Economic Analysis and U.S. Bureau of Labor Statistics

www.bea.gov/regional/index.htm, www.bls.gov/data 3-hour workshop

Learn to use these online data, map, and graph tools from the BEA: *Gross Domestic Product* by state and metropolitan areas; *Personal Income* for state and local areas within states; and *Employment* for states and local areas within states. Learn to use these online data tools from the BLS: *Consumer Price Index*, *Producer Price Index*, *Current Employment Statistics*, *Current Population Survey*, *Quarterly Census of Employment and Wages*, *Business Employment Dynamics*, and more.

GENERAL WORKSHOP NOTES

NO COST TO YOU: Free statewide in Oklahoma as a service from the Oklahoma Department of Libraries. For other states we must normally be reimbursed for mileage, motels, and meals.

INSTRUCTORS: Robbie Sittel, TCCL; Susan Woitte, Northeastern State University; Steve Barker, Oklahoma Department of Commerce; Clif Broadworth and Steve Beleu, ODL.

WHAT WE NEED FROM YOUR LIBRARY: These are hands-on workshops, therefore you need to provide—

- A training lab in which each attendee will have their own computer
- We need an instructor's computer and a way to project our computer screen onto a large screen or white wall.
- You should have a computer technical person available during the workshops or be this person yourself.
- The *American Memory* workshop may require you to install some special media viewers on your computers for at least the duration of the workshop. This is the only workshop that has this requirement.

SCHEDULING OF THESE WORKSHOPS: First-come, first-serve.

OPTIONS: As our host library you will make the decision whether we present these workshops just to your library staff, or to your library customers, city and county government employees, or organizations in your community. You have a free hand in how you publicize these workshops. We can also help you market them if you want. But they must be free to all attendees.

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

To schedule a workshop or ask about them, contact me at 1-800-522-8116, or locally at 522-3327, or e-mail me at sbeleu@oltn.odl.state.ok.us

Steve Beleu, November 21, 2011