

**Nevada Statewide
Continuing Education Plan
for
Libraries and Archives
2009–2012**

June 2009

**Nevada State Library and Archives
100 North Stewart Street
Carson City, NV 89701**

Introduction

In the mid-1980's a Nevada Library Needs Assessment was conducted by David Smith, a nationally recognized library consultant. As a result of that study, the Nevada Libraries Continuing Education Committee (NLCEAC) was created by State Librarian Joan Kerschner in 1987 in response to the need for statewide library-related educational programming. The Committee strived to maintain a high level of visibility through the state's library community, soliciting proposals, providing consulting and guidance on CE activities, and actively developing training programs on a broad spectrum of library-related issues.

Training events were widely publicized to all types of libraries. Among the most popular programs supported by the Committee were:

- the "Know Show" developed by LV-CCLD featuring cutting edge technology;
- a series of annual Intellectual Freedom Institutes preparing library employees to deal with censorship issues;
- workshops targeted to staff working with children and young adults; and
- continuous training for library trustees.

Trainers and speakers have included nationally known authors and library personalities, i.e., Carolyn Corbin, Deborah Jacobs, Martha Gould, and Jim Fleck, to mention a few.

Beginning in 1988, the NLCEAC met regularly to review and support dozens of proposals resulting in quality statewide training events for library trustees and library employees working at all levels. The Committee developed a Nevada Libraries Criteria for Quality Education in 1994 to ensure that training was focused on serving the needs of Nevada's diverse library users. The Committee also supported planning toward development of a Certification Program for Public Librarians spearheaded by the State Librarian and passed into law by the Nevada Legislature in 1995. Library Development staff worked closely with the University of Nevada Reno Division of Continuing Education and University Library administrators to build a viable curriculum designed to impart knowledge and skills which have resulted in improved services in even the most remote rural libraries.

Membership on the NLCEAC was comprised of: one representative each from Las Vegas/Clark County Library District, Washoe County Library, UNLV library, UNR library, NLA Personnel Development Committee Chair, NSLA Library Development Division, the community colleges, CLAN/public library representative at large, the school library media consultant from the State Department of Education, and the State Librarian as ex-officio member. This diverse mix of people from varied libraries resulted in a valuable cross-over of ideas and greatly strengthened communication among key academic public and school librarians.

The NLCEAC served as a scholarship committee screening applications from Nevada library personnel wishing to pursue certification or higher degrees in library education. These awards are known as the James McPhee Scholarships in memory of one of the earliest members of the Committee. Among successful recipients of the scholarships is Sara Jones, who graduated from Syracuse University and later became Administrator of the Nevada State Library and Archives.

The NLCEAC developed a series of statewide continuing education plans including 1997 and 2002. During the fall of 2004, a statewide advisory task force was convened to review and respond to continuing education in the state and the 2002 continuing education planning document was developed which focuses on the library community. The State's *Five Year Master Plan (2003-2007)* incorporates continuing education for both the library and archive communities. A review of these two plans resulted in this document which will serve as a statewide working CE plan through 2012. It will be updated as appropriate to reflect current practice as part of an annual CE evaluation process and changes to the statewide masterplan.

Vision

In an ever changing social and technological environment, the Nevada library community recognizes the need for continuing education. An active program of library education positions those associated with every public, school, academic and special library to provide effective library services to all Nevadans.

Because libraries are a cultural and lifelong learning center of the community, every library should be staffed with personnel who demonstrate the core competencies necessary to deliver effective library service, including an awareness of both print and technological resources. Highly trained personnel demonstrate abilities in the following areas: Foundations of Library Service, Library Administration, Services to the Public, Collections, Technical Services and Technology.

Continuing education is relevant and enables library staff and trustees to meet the needs of the communities they serve. Opportunities for education will be available in a variety of delivery formats and will be accessible and affordable to all library staff and trustees. Collaboration among educational providers will deliver the wide range of opportunities required to meet the needs at all levels, both basic and professional.

Draft: January 2005

Mission

Advances in information technology and expanding library user expectations require continuous education. Nevada libraries are committed to addressing the need for continuous library education through planned, coordinated and varied statewide continuing education programs to hone staff expertise, foster professional development, empower library trustees, broaden public awareness and ultimately improve library services.

Definitions

Staff of Nevada libraries and archives represent administration, staff and trustees of the libraries and archives, herein referred to as library and archive staff.

Nevada Statewide Continuing Education Plan

Initiative 1: Representative organizations of the Nevada library and archive community will provide organized continuing education programs that meet community needs.

Goal A: An up-to-date statewide continuing education plan endorsed by the State Council on Libraries and Literacy (SCLL) and the Nevada Library Association (NLA) Board is always available.

Action Steps:

1. Prepare, publish, and distribute a three year continuing education plan. (NSLA, CE Advisory Committee, 2009)
2. Evaluate the statewide continuing education program on an annual basis including activities provided by NSLA. (NSLA, CE Advisory Committee, Annual)
3. Seek funding to implement all aspects of this plan. (NSLA, NLA, Continuous)
4. Develop an incentive for participation in CE programs through grant funding with requirements for Continuing Education. (NSLA, Continuous)
5. Increase coordination among Nevada State Library and Archives, Nevada Department of Education, Nevada Library Association, Nevada System of Higher Education, the Nevada Education Association and all libraries to ensure shared responsibility for continuing education. (Identified Entities, CE Advisory Committee, Continuous)
6. Provide a forum for the Nevada library community to submit ideas for continuing education programs on an annual basis and just in time. (NSLA, CE Advisory Committee, NLA, Continuous)

Goal B: A statewide continuing education program is effectively administered and promoted.

Action Steps:

1. Identify and utilize remote training facilities including computer labs and videoconferencing facilities. (NSLA, Continuous)
2. Publish a CE Calendar on the NSLA website with information on local, state and national library CE opportunities with the ability to register for NSLA sponsored CE events. (NSLA, NLA, Continuous)
3. Provide accurate, timely information at least 8 weeks prior to the event through every available form of media. (NSLA, Continuous)
4. Provide continuing education grants to individuals or groups that support the goals outlined in the continuing education plan and which meet the funding priorities of granting agencies. (NSLA, NLA, Continuous)
5. Establish a pool of in-state experts on relevant CE topics and bridge with other groups. (NSLA, NLA, Continuous)

6. Develop and maintain shared instructional resources (in multi-media formats) e.g. online tutorials and in the State Library professional collection. (NSLA, Continuous)

Goal C: High quality training events that meet the needs and the identified priorities of the Nevada library and archive community are provided in a timely manner.

Action Steps:

1. Implement the Nevada Libraries Criteria for Quality Continuing Education. (NSLA, NLA, Continuous)
2. Implement a biannual statewide institute on an identified topic. (NSLA, 2010 and 2012)
3. Target training to identified participant needs and expectations via systematic, yearly needs assessment and evaluation. (NSLA, CE Advisory Committee, NLA, Continuous)
4. Identify and prioritize a series of training events. (NSLA, Continuous)
5. Determine the effectiveness and appropriateness of every CE program through an easy to use evaluation instrument. (NSLA, Continuous)
6. Encourage mentorships, internships, staff exchange, on-site visitations and electronic networking. (NSLA, NLA, Continuous)
7. Recognize achievements of individuals and institutions through events at NLA Conference and publications. (NLA, Continuous)

Initiative 2: Library and archive staff and public library trustees obtain the job and political skills necessary to manage and advocate for libraries and archives in the 21st century.

Goal A: Directors, senior managers, and trustees of libraries and archives statewide effectively manage Nevada's libraries and archives.

Action Steps:

1. Identify, prioritize, and implement a series of training events in the following areas:
 - statewide long range/strategic planning workshops. (NSLA, CE Advisory Committee, NLA 2010)
 - evaluation workshops. (NSLA, CE Advisory Committee, NLA 2010)
 - grant writing and fund-raising. (NSLA, CE Advisory Committee, NLA 2009)
 - techniques for improving meeting management. (NSLA, CE Advisory Committee, NLA 2011)
2. Provide training for library directors and public library trustees on:
 - techniques for improved public library board management. (NSLA, CE Advisory Committee, NLA 2010-2012)

- public library trustees, their roles and responsibilities. (NSLA, CE Advisory Committee, NLA 2010-2012)
3. Review and revise the public library trustees manual and publish to the NSLA website. (NSLA, 2010)
 4. Provide up-date library law and information policy issues to public libraries and trustees. (NSLA, Continuous)

Goal B: Library and archive staff have the knowledge, skills, and abilities necessary to provide high-quality services or programs to an increasingly diverse population.

Action Steps:

1. Identify, prioritize, and implement a series of training events in the following areas:
 - emerging trends in library services for the underserved. (NSLA, CE Advisory Committee, NLA, Continuous)
 - how to work with diverse populations. (NSLA, CE Advisory Committee, NLA, Continuous)
 - statewide resources. (NSLA, CE Advisory Committee, NLA 2010)
 - family literacy. (NSLA, CE Advisory Committee, NLA, Continuous)
 - statewide summer reading program. (NSLA, CE Advisory Committee, NLA, Annual)
 - archival methods. (NSLA, CE Advisory Committee, NLA, Annual)
 - skills and techniques project planning. (NSLA, CE Advisory Committee, NLA 2006)
 - preserving and sharing unique local historic documents. (NSLA, CE Advisory Committee, NLA 2011)
 - digitization efforts and the implementation of “best practices” in record keeping. (NSLA, CE Advisory Committee, NLA 2010)
 - collections of historic documents in emergency preparedness and disaster recovery. (NSLA, CE Advisory Committee, NLA, 2008-2009)
 - mentor training classes. (NSLA, CE Advisory Committee, NLA 2010)
2. Develop a library sourcebook for new Nevada library directors accessible from the NSLA website. (NSLA 2009)

Goal C: Library and archives staff and public library trustees have the knowledge, skills and abilities necessary to become effective leaders within their communities and at the state and national level.

Action Steps:

1. Identify, prioritize, and implement a series of training events in the following areas:
 - how to talk to local, state, and national legislators, politicians and government officials about library services. (NLA, CE Advisory Committee, NLA, Annual)

- identifying potential strategic partners, building and evaluating partnerships, and managing collaborative relationships. (NSLA, CE Advisory Committee, NLA 2009)
- offer workshops on advocacy. (NSLA, CE Advisory Committee, NLA, 2011)
- the funding situation and potential solutions. (NSLA, CE Advisory Committee, NLA 2009)

Goal D: CE credit programs and sequential basic library science curriculum for non-MLS degree personnel in public libraries are provided as outlined in NRS 379.010-050.

Action Steps:

1. Coordinate CE credit programs through UNR and UNLV Continuing Education as well as Nevada Department of Education. (NSLA, Continuous)
2. Continue to recruit quality instructors to teach in the State Certification of Librarians series. (NSLA, UNR, UNLV, Continuous)
3. Integrate the Western Council of State Librarians core competencies for library practitioners into the courses required by the State Certification of Librarians series. (NSLA, UNR, UNLV, Continuous)
4. Revise and disseminate a web page and brochure describing courses and requirements for the Certification of Librarians program. (NSLA, 2009)

Goal E: Nevadans obtain graduate-level education at accredited library schools.

Action Steps:

1. Provide and promote information on graduate-level education available to Nevadans at accredited graduate library schools. (NSLA, NLA, Annual)
2. Encourage students to apply for Nevada Library Association scholarships and participate in review process. (NLA, Continuous)
3. Disseminate information on graduate opportunities, scholarships and financial support aid. (NSLA, NLA, Continuous)

Initiative 3: School library personnel will have the knowledge, skills and abilities to improve services within their communities.

Goal A: School library personnel have the skills necessary to implement the AASL Standards for the 21st Century Learner and Information Power effectively.

Action Steps:

1. Provide a school library track of workshops programs at the annual library conference of specific interest to school library staff. (NLA, Annual)
2. Provide statewide licensed database training in the school districts. (NSLA, Annual)

3. Provide a venue for public, special and academic libraries to collaborate with school libraries in information literacy training. (NSLA, SDE, Annual)

Goal B: School library personnel actively promote libraries statewide.

Action Steps:

1. Conduct workshops on how to talk to local, state, and national legislators, politicians and government officials about library services. (NLA, Annual)
2. Offer workshops on advocacy. (NSLA, 2011)
3. Identify potential strategic partners, building and evaluating partnerships, and managing collaborative relationships. (NSLA 2009)

Initiative 4: New technologies are used to deliver continuing education to the library and archive community.

Goal A: New technologies are used appropriately to deliver continuing education to the library and archive community.

Action Steps:

1. Monitor the literature to maintain awareness of new technologies that can be used to deliver continuing education. (NSLA, Continuous)
2. Monitor developments in telecommunications in Nevada that could make new technologies available. (NSLA, Continuous)

Goal B: Remote digital equipment and online course offerings are developed and continually enhanced.

Action Steps:

1. Librarian certification programs are developed and implemented for hybrid and web delivery as appropriate. (NSLA, UNR, UNLV, Continuous)
2. An annual trustees workshop is implemented using statewide videoconferencing capabilities or online Web-based training. (NSLA, 2006)
3. Schedule, implement, and evaluate distance education teleconferences such as College of DuPage and OPAL. (NSLA, Annual)

APPENDICES

Appendix I

Nevada Libraries Criteria for Quality Continuing Education

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| <i>Educational Needs</i> | Determine Specific Educational Needs of Nevada Library Personnel and Trustees through: <ul style="list-style-type: none">– Identification of target groups for specific types of training.– Systematic needs assessments including input from target groups statewide. |
| <i>Learning Objectives</i> | Develop Specific Learning Objectives for Each Educational Event in Relation to: <ul style="list-style-type: none">– Acquisition of new knowledge or revision of outdated knowledge.– Enhancement of services or new approaches to solving problems.– Demonstration and practice of required skills, techniques, and processes. |
| <i>Measurable / Observable Outcomes</i> | Articulate Measurable/Observable Outcomes for Each Educational Event with: <ul style="list-style-type: none">– Description of what will be learned/accomplished in relation to each objective.– Appropriate follow-up activities at discretion of the instructor, i.e. written assignments, teaching others, oral presentation, proof of implementation. |
| <i>Qualified Instructors</i> | Select Qualified Instructors with Knowledge of Content and Skill in Teaching to assure: <ul style="list-style-type: none">– Program content, materials and technology that are current and timely.– Imaginative, systematic design/delivery of instruction in relation to stated objectives.– Optimum educational experiences engaging students directly with experts and library/information science professionals as instructors of record, especially for programs offering formal credit or CEU's. |
| <i>Evaluation</i> | Evaluate Individual Training Events and Overall Program to assure: <ul style="list-style-type: none">– Success of instructional offerings in relation to stated objectives/learning outcomes.– Fulfillment of specific needs of target groups through on-going needs assessments.– Adjustment of programs in response to new needs and changing environments. |
| <i>Promotion</i> | Promote All Educational Offerings through Publicity with Detailed Descriptions including: <ul style="list-style-type: none">– Scope, content and statement of objectives in terms of learning outcomes.– Description of activities, methods and resources.– Names, qualifications and background (education/experience) of presenter(s).– Level of offering and amount, type and cost of credit (if applicable). |

***Certificates /
Permanent
Records***

**Award Certificates/Maintain Permanent Records of Course Offerings
and Attendance for:**

- Recognition and documentation of achievement of specified learning outcomes.
- Verification that appropriate courses have been offered/completed.
- Recertification of library personnel in accordance with stated requirements.

Based on the American Library Association Standing Committee on Library Education (SCOLE) *Guidelines for Quality in Continuing Education* and on *Principles of Good Practice in Continuing Education* issued by the International Association for Continuing Education and Training.

Appendix II

Timeline

| Continuous |
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| 1.A.3. Seek funding to implement all aspects of this plan. (NSLA, NLA) |
| 1.A.4. Develop an incentive for participation in CE programs through grant funding with requirements for Continuing Education. (NSLA) |
| 1.A.5. Increase coordination among Nevada State Library and Archives, Nevada Department of Education, Nevada Library Association, Nevada System of Higher Education, the Nevada Education Association and all libraries to ensure shared responsibility for continuing education. (Identified Entities, CE Advisory Committee) |
| 1.A.6. Provide a forum for the Nevada library community to submit ideas for continuing education programs on an annual basis and just in time. (NSLA, CE Advisory Committee, NLA) |
| 1.B.1. Identify and utilize remote training facilities including computer labs and videoconferencing facilities. (NSLA) |
| 1.B.2. Publish a CE Calendar on the NSLA website with information on local, state and national library CE opportunities with the ability to register for NSLA sponsored CE events. (NSLA, NLA) |
| 1.B.3. Provide accurate, timely information at least 8 weeks prior to the event through every available form of media. (NSLA) |
| 1.B.4. Provide continuing education grants to individuals or groups that support the goals outlined in the continuing education plan and which meet the funding priorities of granting agencies. (NSLA, NLA) |
| 1.B.5. Establish a pool of in-state experts on relevant CE topics and bridge with other groups. (NSLA, NLA) |
| 1.B.6. Develop and maintain shared instructional resources (in multi-media formats) e.g. online tutorials and in the State Library professional collection. (NSLA, Continuous) |
| 1.C.1. Implement the Nevada Libraries Criteria for Quality Continuing Education. (NSLA, NLA) |
| 1.C.3. Target training to identified participant needs and expectations via systematic, yearly needs assessment and evaluation. (NSLA, CE Advisory Committee, NLA) |
| 1.C.4. Identify and prioritize a series of training events. (NSLA) |
| 1.C.5. Determine the effectiveness and appropriateness of every CE program through an easy to use evaluation instrument. (NSLA) |
| 1.C.6. Encourage mentorships, internships, staff exchange, on-site visitations and electronic networking. (NSLA, NLA) |
| 1.C.7. Recognize achievements of individuals and institutions through events at NLA Conference and publications. (NLA) |
| 2.A.4. Provide up-date library law and information policy issues to public libraries and trustees. (NSLA) |
| 2.B.1. Identify, prioritize, and implement a series of training events in the following areas: emerging trends in library services for the underserved. (NSLA) |

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| 2.B.1. Identify, prioritize, and implement a series of training events in the following areas: how to work with diverse populations. (NSLA) |
| 2.B.1. Identify, prioritize, and implement a series of training events in the following areas: family literacy. (NSLA) |
| 2.D.1. Coordinate CE credit programs through UNR and UNLV Continuing Education as well as Nevada Department of Education. (NSLA) |
| 2.D.2. Continue to recruit quality instructors to teach in the State Certification of Librarians series. (NSLA, UNR, UNLV) |
| 2.D.3. Integrate the Western Council of State Librarians core competencies for library practitioners into the courses required by the State Certification of Librarians series. (NSLA, UNR, UNLV) |
| 2.E.2. Encourage students to apply for Nevada Library Association scholarships and participate in review process. (NLA) |
| 2.E.3. Disseminate information on graduate opportunities, scholarships and financial support aid. (NSLA, NLA) |
| 4.A.1. Monitor the literature to maintain awareness of new technologies that can be used to deliver continuing education. (NSLA) |
| 4.A.2. Monitor developments in telecommunications in Nevada that could make new technologies available. (NSLA) |
| 4.B.1. Librarian certification programs are developed and implemented for hybrid and web delivery as appropriate. (NSLA, UNR, UNLV) |
| Annual |
| 1.A.2. Evaluate the statewide continuing education program on an annual basis including activities provided by NSLA. (NSLA, CE Advisory Committee) |
| 2.B.1. Identify, prioritize, and implement a series of training events in the following areas: archival methods. (NSLA) |
| 2.B.1. Identify, prioritize, and implement a series of training events in the following areas: statewide summer reading program. (NSLA) |
| 2.C.1. Identify, prioritize, and implement a series of training events in the following areas: how to talk to local, state, and national legislators, politicians and government officials about library services. (NLA) |
| 2.E.1. Provide and promote information on graduate-level education available to Nevadans at accredited graduate library schools. (NSLA, NLA) |
| 3.A.1. Provide a school library track of workshops programs at the annual library conference of specific interest to school library staff. (NLA) |
| 3.A.2. Provide statewide licensed database training in the school districts. (NSLA) |
| 3.A.3. Provide a venue for public, special and academic libraries to collaborate with school libraries in information literacy training. (NSLA, SDE) |
| 3.B.1. Conduct workshops on how to talk to local, state, and national legislators, politicians and government officials about library services. (NLA) |
| 4.B.2. An annual trustees workshop is implemented using statewide videoconferencing capabilities or online Web-based training. (NSLA) |
| 4.B.3. Schedule, implement, and evaluate distance education teleconferences such as College of DuPage and OPAL. (NSLA) |

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| 2009 |
| 1.A.1. Prepare, publish, and distribute a three year continuing education plan. (NSLA, CE Advisory Committee) |
| 2.A.1. Identify, prioritize, and implement a series of training events in the following areas: grant writing and fund-raising. (NSLA) |
| 2.B.1. Identify, prioritize, and implement a series of training events in the following areas: collections of historic documents in emergency preparedness and disaster recovery. (NSLA) |
| 2.B.2. Develop a library sourcebook for new Nevada library directors accessible from the NSLA website. (NSLA) |
| 2.C.1. Identify, prioritize, and implement a series of training events in the following areas: identifying potential strategic partners, building and evaluating partnerships, and managing collaborative relationships. (NSLA) |
| 2.C.1. Identify, prioritize, and implement a series of training events in the following areas: the funding situation and potential solutions. (NSLA) |
| 2.D.4. Revise and disseminate a web page and brochure describing courses and requirements for the Certification of Librarians program. (NSLA) |
| 3.B.3. Identify potential strategic partners, building and evaluating partnerships, and managing collaborative relationships. (NSLA) |
| 2010 |
| 1.C.2. Implement a biannual statewide institute on an identified topic. (NSLA) |
| 2.A.1. Identify, prioritize, and implement a series of training events in the following areas: statewide long range/strategic planning workshops. (NSLA) |
| 2.A.1. Identify, prioritize, and implement a series of training events in the following areas: evaluation workshops. (NSLA) |
| 2.A.2. Provide training for library directors and public library trustees on: techniques for improved public library board management. (NSLA) |
| 2.A.2. Provide training for library directors and public library trustees on: public library trustees, their roles and responsibilities. (NSLA) |
| 2.A.3. Review and revise the public library trustees manual and publish to the NSLA website. (NSLA) |
| 2.B.1. Identify, prioritize, and implement a series of training events in the following areas: statewide resources. (NSLA) |
| 2.B.1. Identify, prioritize, and implement a series of training events in the following areas: digitization efforts and the implementation of “best practices” in record keeping. (NSLA) |
| 2.B.1. Identify, prioritize, and implement a series of training events in the following areas: mentor training classes. (NSLA) |
| 2011 |
| 2.A.1. Identify, prioritize, and implement a series of training events in the following areas: techniques for improving meeting management. (NSLA) |
| 2.A.2. Provide training for library directors and public library trustees on: techniques for improved public library board management. (NSLA) |
| 2.A.2. Provide training for library directors and public library trustees on: public library trustees, their roles and responsibilities. (NSLA) |

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| 2.B.1. Identify, prioritize, and implement a series of training events in the following areas: skills and techniques project planning. (NSLA) |
| 2.B.1. Identify, prioritize, and implement a series of training events in the following areas: preserving and sharing unique local historic documents. (NSLA) |
| 2.C.1. Identify, prioritize, and implement a series of training events in the following areas: offer workshops on advocacy. (NSLA) |
| 3.B.2. Offer workshops on advocacy. (NSLA) |
| 2012 |
| 1.C.2. Implement a biannual statewide institute on an identified topic. (NSLA) |
| 2.A.2. Provide training for library directors and public library trustees on: techniques for improved public library board management. (NSLA) |
| 2.A.2. Provide training for library directors and public library trustees on: public library trustees, their roles and responsibilities. (NSLA) |