STAFF INSERVICE DAY AGENDA

Friday, September 9, 2005

8:30 a.m. - 9:15 a.m. Registration & Breakfast Treats (45 min.) OL Rotary Room
   **PLEASE NOTE:** The official workday begins at 9:00 a.m.

9:15 a.m. - 9:25 a.m. Staff Self-Introductions (10 min.) Meeting Room B

9:25 a.m. - 9:30 a.m. Opening Remarks & Review Agenda (5 min.) Meeting Room B

9:30 a.m. - 10:30 a.m. Training Session #1 (1 hr.)
   * GREEN GROUP - Basic First Aid Meeting Room B
   * YELLOW GROUP - Computer Training Computer Center

10:30 a.m. - 10:45 a.m. Break (15 min.)

10:45 a.m. - 11:45 p.m. Training Session #2 (1 hr.)
   * YELLOW GROUP - Basic First Aid Meeting Room B
   * GREEN GROUP - Computer Training Computer Center

11:45 p.m. - 12:30 p.m. Lunch (45 min.) Pick up food in OL Rotary Room

12:30 p.m. - 12:45 p.m. Staff Association Meeting (15 min.) Meeting Room B

12:45 p.m. - 2:00 p.m. Departmental Meetings & Projects Assigned by Dept. Heads
   Librarian-In-Charge Meeting Mary Nelson Room
   (1 hr. 15 min.)

2:00 p.m. - 2:15 p.m. Break (15 min.)

2:15 p.m. - 3:15 p.m. Staff Enrichment Session (1 hr.) **See back of page for locations**

3:15 p.m. - 4:00 p.m. State of the Library Meeting (45 min.) Meeting Room B

4:00 p.m. Staff Inservice Day Evaluations & Adjournment
# STAFF ENRICHMENT SESSIONS

Friday, September 9, 2005  
2:15 p.m. - 3:15 p.m.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Dancing</td>
<td>Jenny DeVivo</td>
<td>First Floor Lobby, in front of Circulation</td>
</tr>
<tr>
<td>Sign Language</td>
<td>Michéle Freese</td>
<td>Staff Lounge, new lower level</td>
</tr>
<tr>
<td>Drawing Basics</td>
<td>Jessica Miller</td>
<td>Periodicals Reading Area, second floor</td>
</tr>
<tr>
<td>Basic Car Care</td>
<td>Joanne Neff (&amp; her husband)</td>
<td>Meeting Room B, original lower level</td>
</tr>
<tr>
<td>Macramé Plant Hangers</td>
<td>Harriet O’Malley</td>
<td>Meeting Room C, original lower level</td>
</tr>
<tr>
<td>Stained Glass Creations</td>
<td>Janet Orzech</td>
<td>Mary Nelson Room, original lower level</td>
</tr>
<tr>
<td>Public Copier Troubleshooting</td>
<td>Louise Pfeiffer</td>
<td>Periodicals Copier Area, second floor</td>
</tr>
</tbody>
</table>
Web Pac Search

At the Oak Lawn Public Library Homepage
Click on Online Catalogs
Click on Oak Lawn Online Catalog
This will open SWAN [System Wide Automated Network]

To conduct a search:
To list the different search types - click on the down arrow to the right of **Keyword**
Click on the desired search type [e.g. **Title**]
Click in the white space to the right of the search type
Type in the desired search term(s) [e.g. **Titanic** or **titanic**]
SWAN is not case sensitive
Either click on **Go** or hit the **Enter** key to start the search

To limit a search to one location:
Click on the down arrow to the right of **ALL SWAN Libraries**
Scroll down to the desired location
Highlight the desired location and click on it [e.g. **Oak Lawn**]

To limit the search results:
Click on **Modify search**
Choose the components you wish to limit
Click on **Submit**
My Account

At the Oak Lawn Public Library Homepage
Click on Online Catalogs
Click on Oak Lawn Online Catalog
This will open SWAN [System Wide Automated Network]

To open My Account:
At the opening page of SWAN click on My Account
The My Account Login page will open [illus. E]

If you have NOT established an account in SWAN
Fill in the requested information
For Your Name type in your name as it appears on your library card [e.g. Jane Doe]
For Barcode type in the bar code on your library card [e.g. 21186000000000]
For Pin type in a pin/password you will remember [e.g. your birth date 1234]
[For privacy purposes asterisks will appear for the bar code and password - illus. F]
Either click on Submit or hit the Enter key
You must reenter the requested information; entering your pin/password twice [illus. C]
Either click on Submit or hit the Enter key
Your account will open [illus. G]

If you have already established an account in SWAN
Fill in the requested information
For Your Name type in your name as it appears on your library card [e.g. Jane Doe]
For Barcode type in the bar code that is on your library card [e.g. 21186000000000]
For Pin type in the password you have established [e.g. 12345]
[For privacy purposes asterisks will appear for the bar code and password - illus. F]
Either click on Submit or hit the Enter key
Your account will open [illus. G]

You will be offered multiple choices:
You may logout, modify your pin, or search the catalog
You may view holds to your account, view fines are attached to your account, view materials you currently have checked out, or view a previously saved search.

If you choose to view which materials you currently have checked out you may then choose to renew some or all of the materials.
My Millennium

To open My Millennium:
At the opening page of SWAN click on My Account
The My Account Login page will open [illus. E]

Fill in the requested information
For Your Name type in SWAN Oak Lawn
For Barcode type in the library’s bar code 21186000000614
For Pin type in the library’s password verso
[For privacy purposes asterisks will appear for the bar code and password - illus. F]

You will be offered multiple choices:
You may logout, modify your pin, or search the catalog [illus. G]
[The pin would only be modified by the Technical Services Department]
You should not be given the option to view holds, fines, or currently checked out materials since this account is not used for those functions.

Choose Search Catalog
The search screen will appear [illus. H], conduct the desired search.
When the results appear you may view the item information by scrolling down the screen and clicking on the item you wish to view.

All of the item’s pertinent information will be available:
ISTAT, price, due date or last check-in date, check out/check-in location codes, total number of circulations, number of circulations in Innovative, number of renewals, item location, item status, bar code, call number, volume number/date, imessages.

Three types of views are available in My Millennium:
Public View – what a patron sees when using a Web Pac [uncluttered, straight forward view].
Staff View – the record information is labeled [e.g. Alt. Author] and the item information is available.
Staff Display – which shows the MARC record and field numbers.
Request Verification

Requesting My dad

Please enter the following information:

For example, type "jane smith" and press the TAB key.

Your Name: 

For example, type "21140..." and press the TAB key.

Barcode: 

Enter your PIN and click on the Submit button or press the Enter key.

Enter your PIN: 

Submit  What is my PIN?  Name help  Barcode help

Start Over
Request Verification

Requesting My dad

Please enter a personal Identification Number (PIN)

Please enter the following information:

Your Name: 
michele freese

Barcode: 

Please enter a personal Identification Number (PIN)

Enter Your PIN

Enter Your PIN Again

Submit What is my PIN? Name help Barcode help

Start Over

Your request for My dad was successful.

Your request will be delivered to Oak Lawn Public when it is available.
My Account Login
Please enter the following information:

Your Name: [Your Name]
For example, type "jane smith" and press the TAB key.

Barcode:
For example, type "21140..." and press the TAB key.

Enter your PIN:
Enter your PIN and click on the Submit button or press the Enter key.

Submit
What is my PIN? Name help Barcode help

Start Over
### Fun and Interesting Web Sites

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alta Vista Translations</td>
<td><a href="http://babelfish.altavista.com/translate.dyn">http://babelfish.altavista.com/translate.dyn</a></td>
</tr>
<tr>
<td>Hurricane Katrina</td>
<td><a href="http://lii.org/search/file/hurricanekatrina">http://lii.org/search/file/hurricanekatrina</a></td>
</tr>
<tr>
<td>How Far Is It</td>
<td><a href="http://www.indo.com/cgi-bin/dist">http://www.indo.com/cgi-bin/dist</a></td>
</tr>
<tr>
<td>University of Illinois Extension Services</td>
<td><a href="http://www.urbanext.uiuc.edu/">http://www.urbanext.uiuc.edu/</a></td>
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</tbody>
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FIRST AID TIPS

Introduction – What is first aid?
Immediate and temporary care

What do I do? ----Stay calm
1. Check
2. Call
   a. When to call 911
   b. What if I am alone – (cardiac, infant – call first)
3. Care

How do I know if someone needs my help?
Scenarios:

1. ladder, person on the floor
2. staff lounge, person choking
3. car on fire, people inside

First Aid Fast – quick reference handbook (can buy a copy for $5)

(consent if possible, within trained skills)

Preventing Disease Transmission – blood, saliva, etc.

Reaching and moving victims – when do you want to move someone

1. Walking assist (1 or 2 person)
2. Clothes drag
3. 2 person carry
Emergency situations:

Breathing problems

Cardiac arrest (CPR)
   (AED – Automated External Defibrillator)

Choking

Sudden Illness

Wounds

Injuries (muscles, bones and joints)

Poisoning (and allergic reactions)

Bites and Stings

Burns

Cold (Hypothermia, frostbite)

Heat

Hand-outs

Notes:  ______________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
EMERGENCY ACTION STEPS

CHECK CALL CARE

CHECK THE SCENE

1. Is it safe to approach?
2. What happened?
3. How many people are hurt?
4. Is there someone nearby who can help?
RESCUE BREATHING

1. CHECK THE SCENE.
2. CHECK THE PERSON.
3. CALL FOR HELP.
4. GIVE CARE.

If the person is not breathing-

1. Maintain an open airway.
2. Pinch the nose shut.
3. Give 1 slow breath.

Count:
- ADULT - 1 breath every 5 seconds
- CHILD - 1 breath every 3 seconds
- INFANT - 1 breath every 3 seconds
CHOKING:

1. CHECK THE SCENE.
   CHECK THE PERSON.
2. CALL FOR HELP.
3. GIVE CARE.

If the person can't
Cough, Speak, or
Breathe,
GIVE THRUSTS UNTIL
THE AIRWAY IS CLEAR.
Oak Lawn Library First Aid Titles

TITLE Lifeguarding today / American Red Cross.
AUTHOR American Red Cross.
797.200289 LIFEGUARDING

TITLE Community water safety / American Red Cross.
AUTHOR American Red Cross.
797.028 COMMUNITY

TITLE Infant & child CPR / American Red Cross.
AUTHOR American Red Cross.
618.921025 INFANT

TITLE Standard first aid / American Red Cross.
AUTHOR American Red Cross.
616.025 STANDARD

TITLE The American Red Cross first aid and safety handbook / [prepared by] the American Red Cross and Kathleen A. Handal.
AUTHOR Handal, Kathleen A.; American Red Cross.
616.0252 AMERICAN

TITLE CPR, the way to save lives [videorecording] : for the general public / produced by Main Street Video, in conjunction with J.D. Heade Company, Inc.
AUTHOR Bearden, William; Halligan, Dan; Hardaway, Cris; J.D. Heade Company; Main Street Video.
VIDEO VHS 3041

TITLE First aid [videorecording / cassette VHS] : the video kit.
VIDEO VHS 1635
# STAFF INSERVICE DAY EVALUATION

**Friday, September 9, 2005**

<table>
<thead>
<tr>
<th>PLEASE BE SURE TO RATE ONLY THE PROGRAMS THAT YOU ATTENDED!</th>
</tr>
</thead>
</table>

## Basic First Aid
1. Please rate the presentation and material covered.
   - _____ Excellent   _____ Very Good   _____ Good   _____ Fair   _____ Poor
2. Comments:
3. What was the best part of the presentation?

## Computer Training
1. Please rate the presentation and material covered.
   - _____ Excellent   _____ Very Good   _____ Good   _____ Fair   _____ Poor
2. Comments:
3. What was the best part of the presentation?

## Staff Enrichment Session
1. Which Staff Enrichment Session did you attend?
2. Please rate the presentation and material covered.
   - _____ Excellent   _____ Very Good   _____ Good   _____ Fair   _____ Poor
3. Comments:
4. Would you attend future Staff Enrichment Sessions?  _____ Yes  _____ No

## State of the Library Meeting
1. Please rate the presentation and material covered.
   - _____ Excellent   _____ Very Good   _____ Good   _____ Fair   _____ Poor
2. Comments:
3. What topics would you like to see covered at future State of the Library meetings?

Return this form to Linda Olsen in Public Relations by **Friday, September 16**.