

**Nevada Statewide
Continuing Education Plan
for
Libraries and Archives
2015-2018**

June 2015

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

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 and archival 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 and archival services, including an awareness of both print and technological resources. Highly trained personnel demonstrate abilities in the following areas: Foundations of Library and Archival Services, Library and Archives Administration, Services to the Public, Collections, Preservation, 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.

Mission

Advances in information technology and expanding library user expectations require continuous education. Nevada libraries are committed to addressing the need for continuous library and archives 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.

Committee

The Statewide Continuing Education Advisory Committee, SCEAC, formerly the Nevada Libraries Continuing Education Advisory Committee (NLCEAC), participates in the assessment of the continuing education (CE) needs of library staff within Nevada, collaborate in the planning and evaluation for library staff including those that provide archival services and trustees, and contribute to effective communication among key library continuing education stakeholders.

The NSLA provides administrative support to the SCEAC which is currently comprised of members from the following areas of the library community of Nevada.

- Public Libraries (3)
- School Libraries (1)
- Academic Libraries (2)
- Special Libraries (1)
- Tribal Libraries (1)
- Nevada Library Association, Personnel Development Chairperson (1, standing position)
- Department of Education, School Library Consultant (1, standing position)
- Library staff that provide archival services (1)

Member terms are staggered to ensure continuity. The committee is comprised of 9 termed positions, with 2 standing positions. Three terms of service will be available: 4 year, 3 year and 2 year. Each of these termed positions will be allowed one renewal of service for a limited 2 year term. After term limits have been reached, a person can rejoin the committee after a 2 year absence. This ensures continuity, while also allowing for new ideas from incoming members.

A review of previous plans resulted in this document, which serves as a statewide working CE plan. It will be updated, by the committee, as appropriate to reflect current practice as part of an annual CE evaluation process and changes to the statewide master plan.

Strategic Issues and Goals

Initiative 1

Library staff, including those that provide archival services and public library trustees obtain the skills necessary to effectively lead libraries and archives.

Goal A

Library staff, including those that provide archival services will obtain the political skills necessary to communicate the relevance and value of libraries and archives.

Action Steps:

1. Identify, prioritize, and implement a series of training events and activities in the following areas:
 - a. communication techniques with local, state, and national legislators, politicians and government officials about library and archival services.
 - b. skill development to identify potential strategic partners, to build and evaluate partnerships, and manage collaborative relationships.
 - c. workshops on advocacy, emphasizing research based talking points for all library types.
 - d. fiscal management and advocacy

Goal B

Library staff, including those that provide archival services, have the knowledge and skills to effectively utilize data to improve library and archival programs and services.

Action Steps:

1. Identify, prioritize and implement training events and activities in the following areas:
 - a. data mining
 - b. data collection
 - c. data analysis
 - d. outcomes based assessment
 - e. forecasting
 - f. evaluation
 - g. survey design and implementation

Goal C

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

Action Steps:

1. Identify, prioritize, and implement a series of training events and activities in the following areas:
 - a. statewide long range/strategic planning workshops.
 - b. evaluation workshops.
 - c. grant writing and fund-raising.
 - d. techniques for improving meeting management.
 - e. Nevada Public Library Trustee Academy.
 - f. revision of Nevada Public Library Trustee Manual.
 - g. Open Meeting Law [NRS 241](#)
 - h. planning for organizational change.
 - i. implications of organizational change.
 - j. triggers of organizational change.
 - k. adjustment to organizational change.
2. Provide training for library directors and public library trustees on:
 - a. techniques for improved public library board management.
 - b. public library trustees, their roles and responsibilities.

Goal D

Implement and maintain an up-to-date statewide clearinghouse of nationwide education, information, and resources relevant to libraries and archival staff.

Action Steps:

1. Monitor trends that are relevant to libraries and their archival programs.
2. Identify, prioritize and implement communication with stakeholders and other libraries.
 - a. identify stakeholders
 - b. communicate with stakeholders
 - c. collaborate with stakeholders

Initiative 2

Continuing education training will be accessible and relevant to all libraries and levels of staff regardless of geographic locations and library type.

Goal A

Library staff, including those that provide archival services, have an awareness of and competence in the use of information resources and their comparative merits.

Action Steps:

1. Provide access to statewide database training.
2. Provide a clearinghouse of continuing education opportunities via the NSLA CE Calendar.
3. Collaborate with NLA leadership to provide information literacy learning opportunities throughout the state.

Goal B

An infrastructure will be developed to implement a broad framework of training opportunities used to deliver continuing education.

Action Steps:

1. Provide information about the availability of Travel to Training funding for training opportunities in and out of Nevada.
2. Promote continuing education opportunities throughout the state through inclusion in various NLA and NSLA communications.

Goal C

Identify, assess and distribute available learning objects (webinars, videos, or other materials used to teach), in a variety of formats, for libraries and their archival programs.

Action Steps:

1. Collect and distribute database training webinars and videos.
2. Identify, assess and make available human resources to provide training on local and state levels through:
 - a. NLA conferences and training opportunities.
 - b. local library and archive resource sharing.
3. Use appropriate technologies and formats to deliver continuing education to the library and archive community.

Initiative 3

Continuing Education program recognizes & supports competencies associated with the profession.

Goal A

Implement and maintain a clearinghouse of professional standards, core competencies, and fundamental statements for libraries and library staff that provide archival services.

Action Steps:

1. Identify and distribute nationally recognized core competencies and professional standards.
 - a. archives
 - b. academic libraries
 - c. public libraries
 - d. special libraries
 - e. school libraries
 - f. tribal libraries

Goal B

Identify and provide school library staff opportunities to acquire the skills necessary to implement state and nationally recognized standards based curriculum.

Action Steps:

1. Identify, prioritize, and implement a series of training events and activities that support the state mandated standards based curriculum.
2. Provide training and support for Nevada Academic Content Standards and the American Association of School Librarians standards for the 21st Century Learner.
3. Provide training and support for S.T.E.M. and S.T.E.A.M.
4. Provide a venue for public, special and academic libraries to collaborate with school libraries to support the state mandated standards based curriculum.

Appendices I

History

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 Advisory Committee (NLCEAC) was created by State Librarian Joan Kerschner in 1987 in response to the need for statewide library-related educational programming.

Membership on the NLCEAC was originally comprised of: one representative each from Las Vegas/Clark County Library District, Washoe County Library, UNLV library, UNR library, Nevada Library Association, 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.

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.

The NLCEAC, historically, 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. This scholarship is now solely awarded and distributed through NLA.

The NLCEAC, now known as the Statewide Continuing Education Advisory Committee (SCEAC) developed a series of statewide continuing education plans including 1997, 2002, and 2009. The State's *Five Year Master Plan (2003-2007)* incorporated continuing education for the library and archive communities.

Appendices II

Acronym Definitions

CE – Continuing Education

CLAN – Cooperative Libraries Automated Network

NLA – Nevada Library Association

NLCEAC – Nevada Libraries Continuing Education Advisory Committee

NRS – Nevada Revised Statute

NSLA – Nevada State Library & Archive

SCEAC – Statewide Continuing Education Advisory Committee

S.T.E.A.M. – Science. Technology. Engineering. Arts. Math.

S.T.E.M. – Science. Technology. Engineering. Math.

UNLV – University of Nevada, Las Vegas

UNR – University of Nevada, Reno