Tips on Writing a Persuasive Letter

By Susan Akers, ILF Executive Director

English author and poet Robert Graves said, “There is no such thing as good writing, only good rewriting.” When you write a letter, especially of a persuasive nature: write it, step away from it and then edit. This article can be useful when writing to your legislator on a funding issue.

Who is your reader? Gear your words, tone and (even) argument toward your audience. Of course, you want to write from the heart and use your “voice,” but typically the more official your intended reader, the more formal you need to be.

Remember the power of the word “because” or “so that…” - These words are powerful because they give the reader a reason why an action is necessary. Psychological studies have shown that people are more likely to comply with a request if they have a reason why they should care and the premise is backed up with evidence. Stating your concern and supporting points on an issue should be one of the earlier paragraphs.

Consistency is associated with integrity and rational behavior. Use consistency and clear thinking in your writing. State your case, provide plenty of supporting evidence then end the letter circling back to your main point. Another persuasion theme involves providing your reader with a glimpse into the future. If you can find a way to convincingly present current events into likely future outcomes, this can be a successful tactic.

Storytelling is a successful technique—you can and should use it in combination with other strategies. Be careful to not write lengthy situations that involve yourself as a key focus. Stay away from “I” this and “I” that when you are storytelling; rather focus on the outcome of the situation or how when x happened due to y, the impact was z.

State how you believe that voting a certain way will affect people/the community, etc. It’s important to use facts, figures and good data to illustrate your point.

How can you make your letter stand out from the others they receive? Outline what is at stake for your reader’s community or the public he/she serves. Outline why your request for him/her to vote a certain way is important and include bullet points for the reader to scan. Put action in your letter wherever is possible. The easiest way is to use action verbs and the active voice rather than passive.

Address potential objections if possible. This is fairly tough to do when writing about funding. Everyone knows there are a myriad of requests for a set amount of finances, but the key in persuasive writing is to provide several rational, well-written examples that clearly support your point.

Convince and urge, but do not demand. “I urge you to support x..” or “Hoosiers need your attention on this issue because….”

Remain professional and watch your grammar! Be sure to proofread all letters you send. When you have finished composing the letter, read it aloud. If your key point is not clear, start over. It's better to invest some time in re-writing and get a response, than to write it fast and have your letter discarded.

Close with an interesting detail that supports your main point. Thank the person for reading.

Digital Learning Day - March 13, 2015
http://www.digitallearningday.org

Digital Learning Day, presented by the Alliance for Excellent Education and other national educational associations and organizations, with ALA's American Association of School Librarians (AASL) as a core partner, calls on teachers, schools, principals, community leaders, parents and students. The event celebrates innovative teaching practices that make learning more personalized and engaging and encourages exploration of how digital learning can provide more students with more opportunities to get the skills they need to succeed in college, career and life.
With this year’s session of the Indiana General Assembly well under way, now is the time for all of us to put on our advocate’s hat and tell our story.

By now I am sure that you know that the Governor’s budget, presented to the General Assembly in early January, actually reduced the current appropriation for connectivity for public libraries and eliminated funding for INSPIRE altogether.

This is not an acceptable situation and if not changed, would have a significant impact on all our patrons regardless of your library affiliation - public school libraries, public libraries and academic libraries.

The loss of funding for INSPIRE would be devastating as an educational tool for Indiana students of all ages. In 2014 there were over 125 million searches through INSPIRE. The proposed cuts will impact $3 million in LSTA Federal funds. Also, a reduction in funding will affect total amount of federal grant funding available for Indiana in the future. This resource is heavily used by educators, researchers, K-12 students and post-secondary students.

$825,000 was appropriated for each year of the current biennium to assist with funding for connectivity for public libraries. Approximately 165 of Indiana’s 238 public libraries received grants from this appropriation to help offset the cost of connectivity each year. The appropriation is made to the Indiana State Library and they award and administer the grants.

The grants were awarded as a percentage of the non-e-rate portion of the libraries’ bills. That was determined by how far the $825,000 would go each year. Last year it covered 59 percent of the non-e-rate portion of the libraries’ bills. The libraries had to pay the remaining balance of their bills.

The state subsidy for connectivity has remained the same since 2009-2010. An appropriation of $6 million would cover approximately all of the non-e-rate costs of all consortium and non-consortium libraries according to recent calculations. An increase of that magnitude is highly unlikely in this fiscal climate but going backwards is not an option either if we are to continue meeting the increasing demands of patrons.

Indiana’s public libraries are making substantial annual investments in electronic databases, e-books, periodicals, any number of other electronic publications, public access computers, and increased bandwidth, just to name some of the investments. Some subscription services such as “Tudor” are available only through a library. Our databases are used constantly by small business owners, students and our patrons. Because one-third of Hoosier households do not own a computer, citizens count on libraries and librarians for their access to the Web and to a wide range of content. None of the dollars that we are requesting will go for staff support.

Now is the time to talk to your state legislators. Personalize your message to reflect the demographics of your library and the patrons it serves. Working together we can do this.

Sincerely,

Beverly Gard, 2015 ILF President
Updates to ILF Survey’s Suggestions for Improvement

We received several good suggestions from the survey as to how ILF can be improved. The suggestions are in bold where the answer or update is in regular font. Thank you for your input and we are committed to making the ILF the best it can be.

“Make people more aware of what you already do. I hear from academic libraries that you need to do more legislative advocacy...but I know that you do this, so you just need to communicate that better.” Often we do not receive advance notice of what the issue(s) will be. For example, the governor’s proposal to cut INSPIRE funding was a huge concern for schools, public libraries and university/college libraries and this came with no advance discussion. Immediately, we began working with Dean Lewis at IUPUI Library and ALI (Academic Libraries of Indiana) to raise awareness about INSPIRE to elected officials, along with requesting communication from AISLE and IALA to their House representatives. Sometimes work is done behind the scenes, but your point is taken!

Advocate for all associations not just public libraries. With four associations under the umbrella of ILF [70% of members being connected to public libraries], we monitor and tackle a myriad of issues for a range of constituents. Budget cuts at school and/or academic libraries, for example, fall under budgeting decisions with the school corporation or university budget which is outside of our control. A recent example of the ILF’s advocacy efforts dealing with “INSPIRE” funding is a prime example of how we are stronger when we work together for a common cause. The recent concern in a particular House bill is also an example of advocate Carolyn Elliott discovering detrimental wording and she immediately went to work on this.

Offer/use edweb communities, offer monthly or quarterly webinars that focus on skills & content related to our specific associations. For example, for AISLE members, maybe one webinar on the AISLE rubric w/ Q&A and other months offer information on YHBA, then Rosies, Read Alouds, etc. For the past several years, we’ve offer monthly webinars that focus on a variety of topics, but you are right there have not been webinars designed specifically for AISLE members. We have limited equipment in the office to develop high quality webinars, but we can look into this!

More sessions for school librarians. After the 2012 Annual Conference, we received many comments about both the quality and quantity of AISLE sessions. Thereafter, AISLE sessions were increased by 14% with positive feedback. During the following year, AISLE specific sessions were increased by another 25%. This resulted in an overall increase in AISLE sessions of 30% in a two-year period. Recently, even more involvement and advice from the AISLE representative(s) was given on the Conference Committee. ILF is proud of the progress we have made since 2012, yet we recognize that there is more progress to be made at district conferences.

More support of the LTA program through scholarships and other means. Libraries are not going to be able to afford MLS degrees in all areas especially small libraries, but trained staff are essential. Beginning this year, LTA students will be able to apply for ILF’s scholarship monies.

Publicizing association needs such as appointments and other openings. We will work closely with the association chairs to improve this. Thank you.

Have more virtual conferencing, web conferencing or SKYPE. Travel remains a problem for members outside of the ring counties. We will look into this as part of our strategic plan.

As a new member, I really have no idea where to turn or how to get involved. In December, we added a button on the homepage to send new members to the volunteer form and to learn how to get more involved. We also have worked with our association chairs to create a message to members on how to get more involved. We are encouraging division chairs to meet at least twice per year and to set goals for the divisions.

I sense that we are making progress in providing increasingly quality programming and advocacy. We continue to have a need for a little higher leadership profile and a more substantive presence among other similar associations in nearby states. From mid-2009 through 2012, the executive director (ED) worked with a dedicated board to assess the ILF’s political climate, finances, policies, personnel, use of technology, membership, advocacy, quality of programming, etc. Following that, the ILF ED presented a session during midwinter ALA to the country’s library associations, and ALA Councillor Terry Rheinheimer worked with the ED and the Montana Library Association to develop a Joint Statement on E-Content in 2013. Almost every library association in the U.S. signed on to this statement which then went to ALA’s Working Group on Digital Content in Libraries. The statement was used to strongly oppose the actions by publishers and distributors who set unfair conditions for the sale of e-content to libraries. The ILF annually sends 4-5 delegates to Legislative Day in D.C., and the board and ED continue to engage in activities that strengthen and increase membership and will continue to assess new opportunities and partnerships for ILF. We also have partnered with the State Library and MCLS on successful continuing education activities.
Why does the ILF have to ask members to be the collective memory of the organization when attempting to recognize members for longevity of membership. A good question. Here’s what has transpired. Hard copy directories from the mid’1980s are missing and there is no print-out of members’ names from several of those years. Our member directories from the ‘90s through 2008 are useful, and we began using membership service tracking systems which improved efficiency and accuracy, as well as provided a financial savings. The problem lies in no directories as mentioned above, and no print-out of members’ names at the end of a few membership years.

Thank you, everyone!

Spotlight ILF Board Member

Emily Ellis is a new director-at-large on the 2015 ILF board. Emily is the Head of Reference and Teen Services Librarian at the Greenwood Public Library. She has been in her current position for seven years. She manages three full-time and five part-time reference librarians and prior to that served at Perry Meridian High School as a media aid. For several years she served Indianapolis Public Library as a library page and helped in circulation. She received her MLS from IUPUI and was awarded the 2012 “Library Journal Mover & Shaker” award for community building. She is serving on the Eliot Rosewater Selection Committee and the Children and Young Persons Division (CYPD) Committee. Emily has presented several times at ILF events and conferences.

Top 11 State Library Associations by Membership

<table>
<thead>
<tr>
<th>Name</th>
<th>Total Members</th>
<th>From 2013 to 2014</th>
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<tbody>
<tr>
<td>Texas</td>
<td>6423</td>
<td>Grew</td>
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<tr>
<td>Ohio</td>
<td>4283</td>
<td>Grew</td>
</tr>
<tr>
<td>New York</td>
<td>3829</td>
<td>Same</td>
</tr>
<tr>
<td>Illinois</td>
<td>3092</td>
<td>Declined</td>
</tr>
<tr>
<td>Indiana</td>
<td>1760</td>
<td>Grew</td>
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<tr>
<td>California</td>
<td>1679</td>
<td>Same</td>
</tr>
<tr>
<td>New Jersey</td>
<td>1675</td>
<td>Grew</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>1639</td>
<td>Declined</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>1417</td>
<td>Grew</td>
</tr>
<tr>
<td>Iowa</td>
<td>1412</td>
<td>Grew</td>
</tr>
<tr>
<td>Michigan</td>
<td>1323</td>
<td>Declined</td>
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Save the Date

• District 1 Conference - May 12, Blue Chip Casino, Michigan City
• District 2 Conference - April 17, Williamsport-Washington Township Public Library, Williamsport
• District 3 Conference - April 23, Kendallville Public Library, Kendallville
• District 4 Conference - May 15, Carmel-Clay Public Library, Carmel
• District 5/7 Conference - May 1, New Harmony Inn & Conference Center, New Harmony
• District 6 Conference - April 10, Bartholomew County Public Library, Columbus
• District 8 Conference - April 7, Morrison-Reeves Public Library, Richmond

For more information go to: www.ilfonline.org and click on “Events.”
AASL Recognizes Two Indiana Programs

By: Ben Moore, AASL Affiliate Assembly Representative, Churubusco High School

Recently, the American Association of School Librarians (AASL) recognized two Indiana programs with commendations as outstanding programs deserving of recognition at the national level. These programs were nominated for commendation by the Association of Indiana School Library Educators (AISLE), the K-12 division of the ILF, at the ALA Annual Conference in Las Vegas and were subsequently approved by AASL’s Board.

The Indiana Pacers Foundation has been recognized for working to promote reading, student achievement, and education by providing programs and services to students and schools. Through the Pacers Cares community service program, Pacers players, coaches, cheerleaders, and others associated with the team regularly visit schools and libraries to promote reading. Whether making appearances for Read Across America, visiting schools for “Pacers Read Like a Pro Reading TimeOuts,” or supporting Indianapolis-area programs, including New Beginnings, a literacy program for children on Indianapolis’ west side, the School on Wheels, which provides services for homeless youth, or the Indianapolis Public Library’s summer reading program, the Pacers have demonstrated a commitment to helping youth develop literacy skills and a love of reading.

The Hoosier Family of Readers initiative, sponsored by the Indiana Department of Education, was recognized for its work to create a culture of readers throughout the state. The Hoosier Family of Readers encourages caring Indiana adults to form “reading families” with young Hoosiers. These reading families may be formed through community centers, libraries, or among family and friends, but all reading families are encouraged to read together, discussing and sharing what they read. The Hoosier Family of Readers’ Website provided links to digital content, including access to the myOn platform of e-Books, and helpful tips and guidance for adults leading reading families. Helping create positive reading experiences for Indiana children and youth, the Hoosier Family of Readers initiative is an important component in helping Indiana children become life-long learners and readers.

PCI/ILF February Webinars

To register for an upcoming webinar or for more information, please go to: pciwebinars.com.

For February, the line-up of webinars is below (1 LEU credit each). Members who wish to receive the reduced rate are encouraged to e-mail askus@ilfonline.org for the promotional code and to follow up at that same e-mail to obtain their LEU certificate. All live and archived webinars will be $39 for ILF members. Libraries who are ILF members will pay just $99. Click on the links below for more information and to register. All webinars are EST.

**How to Avoid Burnout—Taking Care of Yourself So that You Can Take Care of Others**
Tuesday, February 3 from 10:30 – 11:30 am

**Storytime Tools: From Developing Literacy to Encouraging Motor Skills with Books, Music, and Crafts**
Thursday, February 5 from 2 to 3 p.m.

**10 Ways of Successfully Dealing with Toxic People**
Tuesday, February 10 from 10:30 – 11:30 a.m.

"My Son or Daughter Simply Loved Divergent!" or How to Talk to Teens About Books
Thursday, February 12 from 2 – 3 p.m.

**Tapping In to Your Employees’ Talents**
Tuesday, February 17 from 10:30 – 11:30 a.m.

**Genealogy & Family History Research Simplified: Helping Patrons Find Their Family Heritage & More**
Thursday, February 19 from 2 - 3 p.m.

**Want to Get Your Message or Point Across with Impact?: Tell Them a Story**
Tuesday, February 24 from 10:30 – 11:30 a.m.

**Herding Cats in a Thunderstorm: Three Assessment Tools that Help You Identify and Measure the Functionality and Behaviors of Your Team**
Thursday, February 26 from 2– 3 p.m.
The Indiana State Library (ISL) is excited to invite you to join them at DPLAfest 2015. This conference will take place on April 17-18 in Indianapolis. Hosts include the Indianapolis Public Library (Central), the Indiana State Library, the IUPUI University Library, and the Indiana Historical Society.

DPLAfest brings together the full range of the cultural heritage sector to discuss everything from technology and development, to content, law, and education. DPLAfest 2015 will appeal to librarians, archivists, museum professionals, developers and technologists, publishers and authors, teachers and students, and members of the public alike who are interested in an engaging mix of interactive workshops, hackathons, engaging discussions with community leaders and practitioners, fun events, and so much more.

Registration
Registration for DPLAfest 2015 is now open. To register, go to: http://www.eventbrite.com/e/dplafest-2015-registration-14788888965. All those interested from the general public, the educational community, public and research libraries, cultural organizations, state and local government, the creative community, publishers, and private industry are invited to join ISL for conversation and community building.

Second Biennial Government Information Day!
E-Access: The Changing Face of Government Information
Thursday, May 7, 2015
9 a.m. – 4:30 p.m. EDT
Indiana State Library • 315 West Ohio Street • Indianapolis

Librarians & information professionals provide the crucial link between information and the communities we serve as well as a vital role in acquisition, organization, dissemination, and preservation of information, particularly government information. At Government Information Day, librarians and information professionals share their online services and promote public access to government information via Indiana’s libraries and local data centers. It is a unique opportunity to share ideas and network with professionals who serve Hoosiers in hundreds of communities throughout the state.

Featuring Keynote Speaker: Davita Vance-Cooks, 27th Public Printer of the United States and Chief Executive Officer of the U.S. Government Publishing Office (GPO)

Guest speakers include:
Andrew Weber, Law Library of Congress,
Fred Cate, Director, IU Center for Law, Ethics, and Applied Research in Health Information,
Terri Ross, State Supreme Court Library,
Connie Rendfeld, Indiana Memory,
Perry Hammock, Indiana Bicentennial Commission,
Jennifer Morgan & Michelle Botek, IU Bloomington, Maurer Law Library,
Andrea Morrison, Government Documents Librarian, IU Bloomington, Wells Library,
Lou Malcomb, former Government Documents Librarian, IU Bloomington, Wells Library

To register, go to: http://evanced.info/indiana/evanced/eventcalendar.asp?Ln=ALL
This conference will be approved for 5-6 LEUs.
Walters New Dean of Ruth Lilly Library
Carolyn Walters began working for IU Libraries in 1987. After 27 years, she began her role as the new Ruth Lilly Dean of University Libraries on Jan. 8. Carolyn has held the position of executive associate dean of IU Libraries since 2005, and in 2012 became the founding executive director of the Office of Scholarly Publishing. During her time with IU Libraries, she has led many projects for the advancement of libraries and accessible information and worked with the University Information Technology Services to create the Information Commons, setting a precedent for libraries across the nation.

“The many positions I have served in over the years have given me the opportunity to contribute to creating a library that actively, and I think successfully, provides the resources, staff expertise and physical spaces needed to support the research and teaching mission of Indiana University,” Carolyn stated. She also said partnerships are of critical importance to the libraries, and plans to keep current partnerships and expand toward new partnerships if necessary.

New Library Directors Announced
ILF would like to congratulate new and retiring library directors!
North Judson-Wayne Township Public Library – Jane Ellen Felchuk retired at the end of 2014 and Michael Booth became the director on January 1.
Bell Memorial Public Library – Stephen Boggs has officially been named director following Krystal Smith’s retirement.
LaGrange County Public Library – Assistant Director Katie Bir will be serving as interim director following Diane Randall’s retirement.
Jefferson County Public Library - Assistant director Virgie Dowell will be serving as interim director following the retirement of Beverly Martin.
Monroe County Public Library - Marilyn Wood has been named director following the retirement of long-time director, Sara Laughlin. Marilyn spent 17 years working at Harvard libraries before returning to Bloomington.

Knox County Public Library “Turning Outward” to Their Community
In April 2014, Knox County Public Library became part of an initiative called Libraries Transforming Communities (LTC), which was a result of a partnership between the American Library Association and the Harwood Institute for Public Innovation. This initiative focuses on how libraries can “turn outward” to their communities for inspiration and input. Ten libraries chosen out of 80 applicants from around the country were selected to participate in LTC.

The ALA-Harwood partnership was the result of a grant from the Bill & Melinda Gates Foundation. As part of the initiative, cohorts made up of three to six people attended several training sessions performed by the Harwood Institute’s Public Innovators Lab, where they leaned how to ask crucial questions that help them understand what their community members want for their town.

Emily Bunyan, Knox County Library Director and Randy Dykhuis, MCLS Executive Director, will share what they learned and how to use these tools in your own community at five district conferences this spring.

Marion County Libraries Among Top Eight for Most Successful Referenda
“The vote on library referenda determines whether or not libraries can support their operating budgets, make improvements, and stay current with technology resources.” (American Libraries, Jan./Feb. 2105, p.64) According to the article “Referenda Roundup” by Kathy Rosa, Marion County libraries ranks fourth in county systems with the most successful referendas. The Indianapolis City-County Council voted to approve the Indianapolis Public Library in 2014. The $58.5 million cost will be collected in bond issues over the next six years, which will allow the county to add one new library, renovate five branches, and relocate five branches.

Monticello-Union Township Clerk Retires
Joyce Sharp, Circulation Clerk is retiring February 4 after working for the Monticello-Union Township Public Library after 19 years. Joyce was hired August 1, 1995 as a Circulation Clerk. A position she has held for 19 years. She loves genealogy and birding, and her love of genealogy has been an invaluable asset for genealogy reference questions. Joyce has also seen the introduction of automation to the library. When she started in 1995, the library had no computers.
Small Archival Projects Conference: Call for Proposals
Friday, April 17, 2015

If you're looking for an opportunity to share what you’ve digitized in your collection or how you’ve accomplished it, please share your knowledge with others! The Small Archival Projects Conference Committee is seeking proposals for 50 minute presentations (40-45 minutes for the presentation with 5-10 minutes for questions). The presentations can be about any aspect of small archival projects including:

* Equipment selection
* Project management - budget, workflow, etc.
* Project selection - how do you decide what to digitize?
* Best practices
* Freeware, software choices, hosting options, etc.
* Grants
* Publicizing collections once they have been digitized
* People who have worked on a project and would be willing to tell us what went well, what they’d do differently, etc.
* Small, practical, limited projects

Information about the conference including specific information for presenters is available at: [www.dalinc.org/smallarchival/present.html](http://www.dalinc.org/smallarchival/present.html).

Fill out the proposal form at: [https://www.research.net/s/smallarchival](https://www.research.net/s/smallarchival) and submit it by Friday, February 6, 2015 for consideration. The proposals will be blind-peer reviewed and you will be notified of your status by February 13.

For additional information, check out the conference website at [www.dalinc.org/smallarchival/](http://www.dalinc.org/smallarchival/)

InULA Accepting Applications for Scholarship

The Indiana University Librarians Association (InULA) is now accepting applications for the Julieann V. Nilson Scholarship. Any new or continuing full-time or part-time student in the MLS or MIS degree program of the Indiana University School of Library and Information Science (SLIS) at either IUB or IUPUI is eligible to apply. The scholarship is intended to encourage and reward the potential for excellence in the library and information science profession. Two awards of $1000 each will be awarded.

The deadline for submitting an application is March 1, 2015. Further information about the scholarship, including the application form, is available at [www.indiana.edu/~inula/wp_2012/inula-scholarship-guidelines](http://www.indiana.edu/~inula/wp_2012/inula-scholarship-guidelines). Please submit your application form and letter(s) of reference electronically to InULA President Latrice Booker ([lbooker@iun.edu](mailto:lbooker@iun.edu)).

More about InULA: [www.indiana.edu/~inula/wp_2012/](http://www.indiana.edu/~inula/wp_2012/)

Publications & Presentations

If you have a recent publication or presentation you would like to share with the ILF membership please send information to Diane J. Bever, editor of *Focus on Indiana Libraries*, [dbever@iuk.edu](mailto:dbever@iuk.edu).
Thank You!

to Indiana Library Federation members
for encouraging students to apply
for an MLS or MIS degree!

Follow the path to your future.

Department of
Information and
Library Science

SCHOOL OF INFORMATICS AND COMPUTING
Indiana University, Bloomington
ILS.INDIANA.EDU

Indiana Libraries, the open access professional journal
published by the Indiana Library Federation, is available at:

http://www.indianalibrariesjournal.org/

Next Issue:
Spring 2015 - Marketing and Branding in the Library

Want to transfer and earn a bachelor's degree? Ivy Tech's LTA degree transfers to the bachelor program in General Studies at IUPUI and other colleges. Whether your goal is to earn LEUs, acquire a new skill or to earn an associate degree, Ivy Tech Community College is here to help you. Get started today at ivytech.edu/librarytechnicalassistant or by e-mail at smannan@ivytech.edu.

Fall Course Offerings
LIBR 101: Intro to Libraries & Library Services
LIBR 103: Intro to Library Access Services
LIBR 104: Intro to Library Technical Services
LIBR 105: Library Technology
LIBR 200: Intro to Reference Sources & Services*
LIBR 201: Cataloging & Classification*
LIBR 202: Electronic Resources & Online Searching
LIBR 203: Library Services for Children*
LIBR 207: Supervision & Management in Public Libraries*
LIBR 208: Development & Management of Library Collections*

For updated registration dates visit: ivytech.edu/register

Spring Course Offerings
LIBR 101: Intro to Libraries & Library Services
LIBR 103: Intro to Library Access Services
LIBR 104: Intro to Library Technical Services
LIBR 105: Library Technology
LIBR 200: Intro to Reference Sources & Services*
LIBR 201: Cataloging & Classification*
LIBR 202: Electronic Resources & Online Searching
LIBR 203: Library Services for Children*
LIBR 207: Supervision & Management in Public Libraries*
LIBR 208: Selection of Materials & Coll’n Development in Public Libraries*

Summer Course Offerings
LIBR 101: Intro to Libraries & Library Services
LIBR 103: Intro to Library Access Services
### CALENDAR

#### February 2015

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>2</td>
<td>Articles due for March issue of <em>Focus</em>.</td>
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<tr>
<td>3</td>
<td>Legislative Mtg., 2 p.m. IPL Services Center, Indianapolis</td>
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<tr>
<td>4</td>
<td>Digital Learning Day</td>
</tr>
<tr>
<td>10</td>
<td>ILF Board Mtg., 12:30 p.m.</td>
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#### March 2015

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<td>Articles due for April issue of <em>Focus</em>.</td>
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<td>8-14</td>
<td>Teen Tech Week</td>
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<td>Digital Learning Day</td>
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<td>Freedom of Information Day</td>
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<td>25</td>
<td>IPLA Mtg., 1 p.m.</td>
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#### April 2015

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<td>7</td>
<td>District 8 Conference, Morrison-Reeves Public Library, Richmond</td>
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<td>District 6 Conference, Bartholomew County Public Library, Columbus</td>
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<td>11</td>
<td>Society of Indiana Archivists annual meeting, Purdue University</td>
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<td>12-18</td>
<td>National Library Week</td>
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<td>District 2 Conference, Williamsport-Washington Twp. Public Library, Williamsport</td>
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<td>17-18</td>
<td>2015 DPLAfest Indianapolis</td>
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<td>18-25</td>
<td>Money Smart Week</td>
</tr>
<tr>
<td>22</td>
<td>12th Annual Copyright Conference, Ball State University, Muncie</td>
</tr>
<tr>
<td>23</td>
<td>District 3 Conference Kendallville Public Library</td>
</tr>
<tr>
<td>26-28</td>
<td>Preservation Week</td>
</tr>
</tbody>
</table>

#### May 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>District 5/7 Conference, New Harmony Inn and Conference Center, New Harmony</td>
</tr>
<tr>
<td>2</td>
<td>Articles due for June issue of <em>Focus</em>.</td>
</tr>
<tr>
<td>4</td>
<td>National Library Legislative Day, Washington, D.C.</td>
</tr>
<tr>
<td>5</td>
<td>Legislative Mtg., 2 p.m. IPL Services Center, Indianapolis</td>
</tr>
<tr>
<td>7</td>
<td>Government Information Day Indiana State Library, Indianapolis</td>
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<tr>
<td>12</td>
<td>District 1 Conference, Blue Chip Casino, Michigan City</td>
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<tr>
<td>15</td>
<td>District 4 Conference Carmel-Clay Public Library, Carmel</td>
</tr>
<tr>
<td>27</td>
<td>IPLA Mtg., 1 p.m.</td>
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#### June 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2</td>
<td>Articles due for July issue of <em>Focus</em>.</td>
</tr>
<tr>
<td>9</td>
<td>ILF Board Mtg., 12:30 p.m.</td>
</tr>
<tr>
<td>25-30</td>
<td>ALA Annual Conference San Francisco, CA</td>
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<tr>
<td>26-30</td>
<td>Preservation Week</td>
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