LibraryLinkNJ - The New Jersey Library Cooperative Presents:

www.librarylinknj.org

with Joanne Roukens, Assistant Director &
Mi-Sun Lyu, IT/Online Project Manager

Guidelines and Instructions on How to Use our New Website

A complete set of Guidelines and Instructions
can be found on the website at:

http://librarylinknj.org/sites/default/files/pdfs/Guidelines%20and%20FAQs%20for%20Using%20the%20LibraryLinkNJ%20Website.pdf

First Thing You Need To Do:

Create a User Account in the New Website!

More about that in a few moments.

Overview of Topics

1. Introduction
2. Create/register for user account
3. Register for an event
4. Report delivery statistics
5. Participate in the forums
6. Stay connected and get announcements
7. Update library information

Introduction:

- www.librarylinknj.org launched April 2011
- Based on Drupal – open source content management system (http://drupal.org/)
- Uses a civiCRM module – open source constituent relationship management solution (http://civicrm.org/)
- These two integrate the event management system and member updates

Users of the website…

are assigned roles depending on their user account status and their responsibilities in their libraries

1. **Anonymous** – No user account
2. **Authenticated** – Users with an account
3. **Primary Contact** – Users with an account and listed on website as their library's primary contact

1. Anonymous – no user account

General public or anyone not a member nor affiliated with a LibraryLinkNJ library

- Can only view content that is marked for public viewing
- Discussion forums content is not visible

2. Authenticated – users *with* an account

Staff members or affiliated persons (trustee, commissioner) of a LibraryLinkNJ library

- Update own information/reset password
- Register for events (all types, including CE)
- View, participate, comment in the forums
- Use online forms

3. Primary Contact

Users with an account and listed by their library as their library's Primary Contact

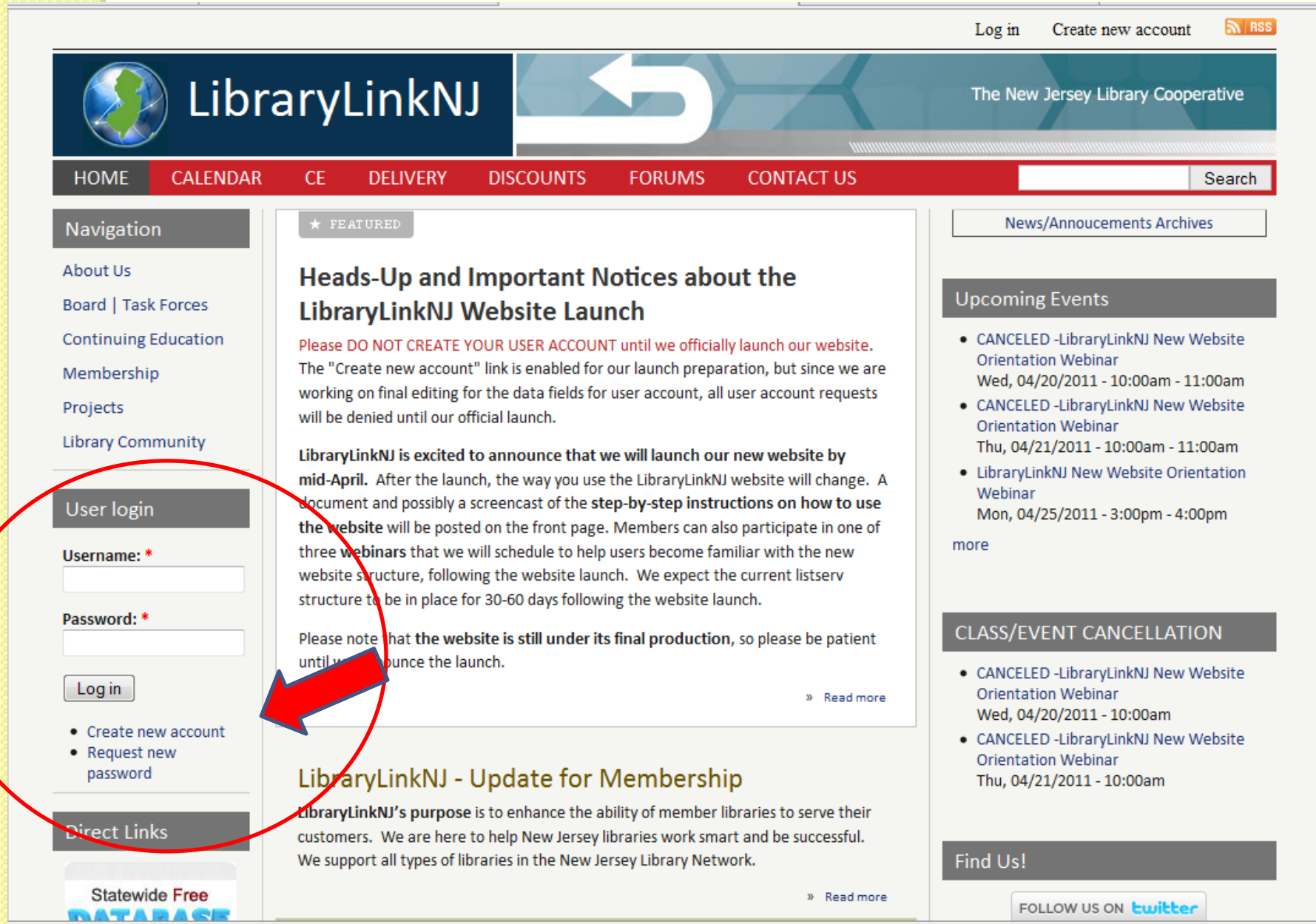
(Each library can have 2 primary contacts)

- All accessible tasks for authenticated users, plus…
  - Update their library's info – with exceptions
  - Report monthly delivery statistics via website online form

Create a User Account

Individual library staff need to register for an account to participate fully in the website

- Go to http://www.librarylinknj.org
- Click "Create new account"
- Create unique username – publically displayed
- Supply ***work*** email address
- Complete the rest of the form and submit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Heads-Up and Important Notices about the LibraryLinkNJ Website Launch
Please DO NOT CREATE YOUR USER ACCOUNT until we officially launch our website.
The "Create new account" link is enabled for our launch preparation, but since we are working on final editing for the data fields for user account, all user account requests will be denied until our official launch.
LibraryLinkNJ is excited to announce that we will launch our new website by mid-April. After the launch, the way you use the LibraryLinkNJ website will change. A document and possibly a screencast of the step-by-step instructions on how to use the website will be posted on the front page. Members can also participate in one of three webinars that we will schedule to help users become familiar with the new website structure, following the website launch. We expect the current listserv structure to be in place for 30-60 days following the website launch.
Please note that the website is still under its final production, so please be patient until we announce the launch.
» Read more
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User account

- **Any staff member** or **affiliated person** (such as a trustee or a commissioner) from a **LibraryLinkNJ member** library can create a user account.
- **Username:** You can set your username to be anything as long as it is unique. Please keep in mind that your username will be displayed to others when you post forum topics, leave comments, or participate in other ways online.
- **Email address: You MUST use your work email address** to create your account in order to authenticate your identity. **If you want to use your personal email address,** you can edit your email address once your account registration is completed.

Account information

Username: *
demo1
Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *
demo1@infolink.org
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Name and Work Information

Library Affiliation *

Your Library's Name; this is an autocomplete field, so you need to type in your library's name as it is listed on our Member Search page. As you type in your library's name, possible library names will automatically be suggested. Select your library from the list.

Work Phone *

Name and Work Information

Library Affiliation * libra

- Libraries of Middlesex Automation Consortium (LMxAC)
- Library Company of Burlington
- LibraryLinkNJ

eld, so you need to type in your library's name as it is listed on our Member
, possible library names will automatically be suggested. Select your library

Work Phone *

First Name *

Last Name *

First and last name will be shared with other visitors to the site.

Job Title * - select -

Job Responsibilities *

- Administration
- Reference
- Adult Services
- Teen Services
- Children's Services

Please check your primary job responsibilities/areas only. You can select more than one responsibility by pressing the Ctrl key and clicking another responsibilities.

Are you the voting rep for your library? * Yes No

Are you the Primary Contact for your library? * Yes No

A Primary Contact is a library staff member assigned by their library director or administrator. Primary Contacts are listed on their libraries' information pages, which are found via the Member Search page. A Primary Contact can update their library's' information in the LibraryLinkNJ website. He/she is also the staff person responsible for submitting their library's monthly delivery statistics online, if the library receives delivery service from LibraryLinkNJ.

Create new account

Name and Work Information

Library Affiliation * LibraryLinkNJ

Your Library's Name; this is an autocomplete field, so you need to type in your library's name as it is listed on our Member Search page. As you type in your library's name, possible library names will automatically be suggested. Select your library from the list.

Work Phone * 732-752-7720

First Name * demo

Last Name * one

First and last name will be shared with other visitors to the site.

Job Title * Librarian

Job Responsibilities *

- Instruction/Teaching
- Interlibrary Loan
- PR/Marketing
- Archive
- IT/Web

Please check your primary job responsibilities/areas only. You can select more than one responsibility by pressing the Ctrl key and clicking another responsibilities.

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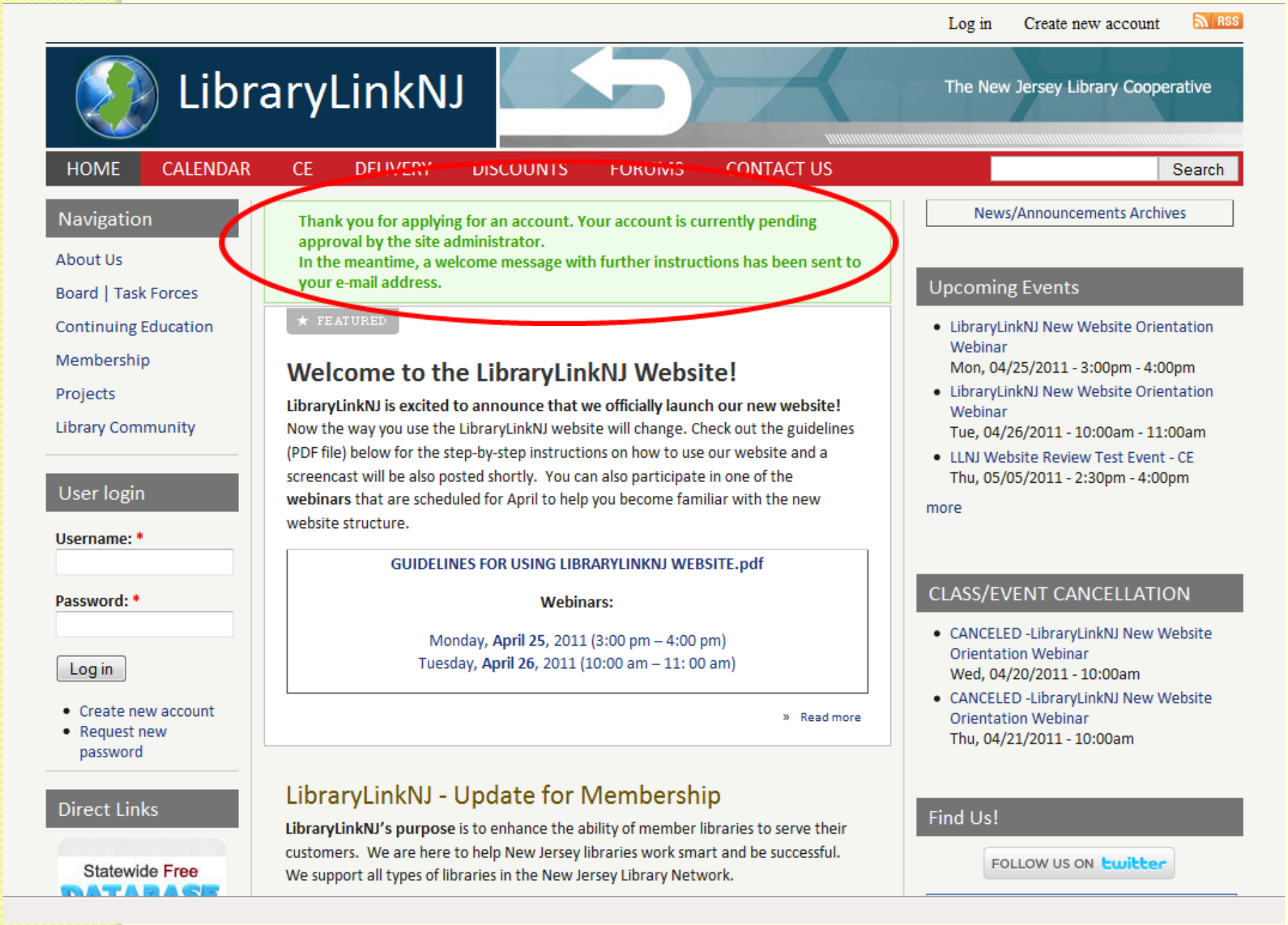
Create new account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Thank you for applying for an account. Your account is currently pending approval by the site administrator.
In the meantime, a welcome message with further instructions has been sent to your e-mail address.
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Now the way you use the LibraryLinkNJ website will change. Check out the guidelines (PDF file) below for the step-by-step instructions on how to use our website and a screencast will be also posted shortly. You can also participate in one of the webinars that are scheduled for April to help you become familiar with the new website structure.
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Monday, April 25, 2011 (3:00 pm – 4:00 pm)
Tuesday, April 26, 2011 (10:00 am – 11: 00 am)
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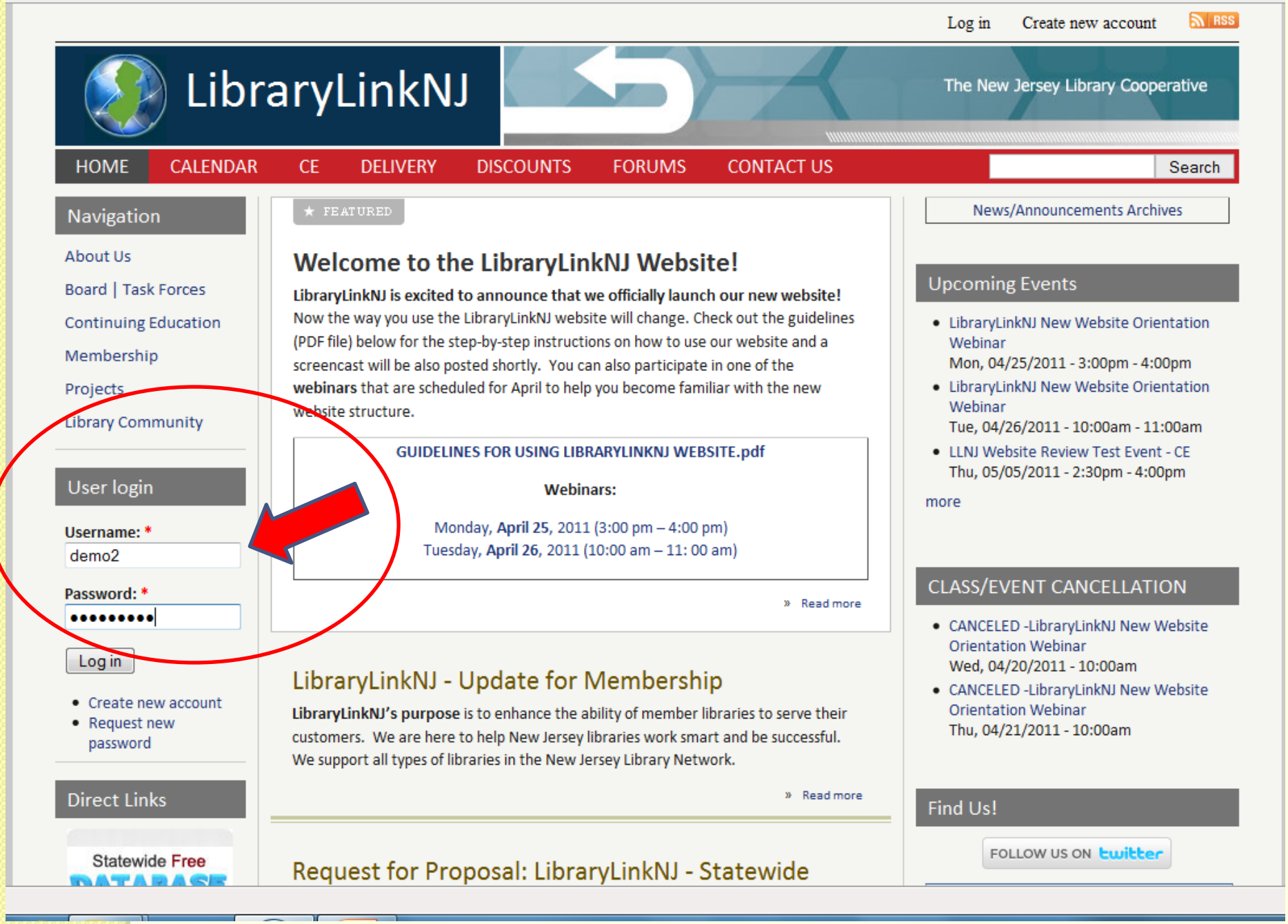
Create a User Account

- Site administrator approves & activates
- Notification email sent to user
- Click link in email
- Create password
- Registration is complete

If you have a problem creating your account, contact Mi-Sun Lyu at lyu@librarylinknj.org

Register for a Class, Meeting, etc.

- Log in to site with username and password
- Find event:
  - Calendar
  - CE tab on top or side menu
  - Upcoming event block on right side
- Click on class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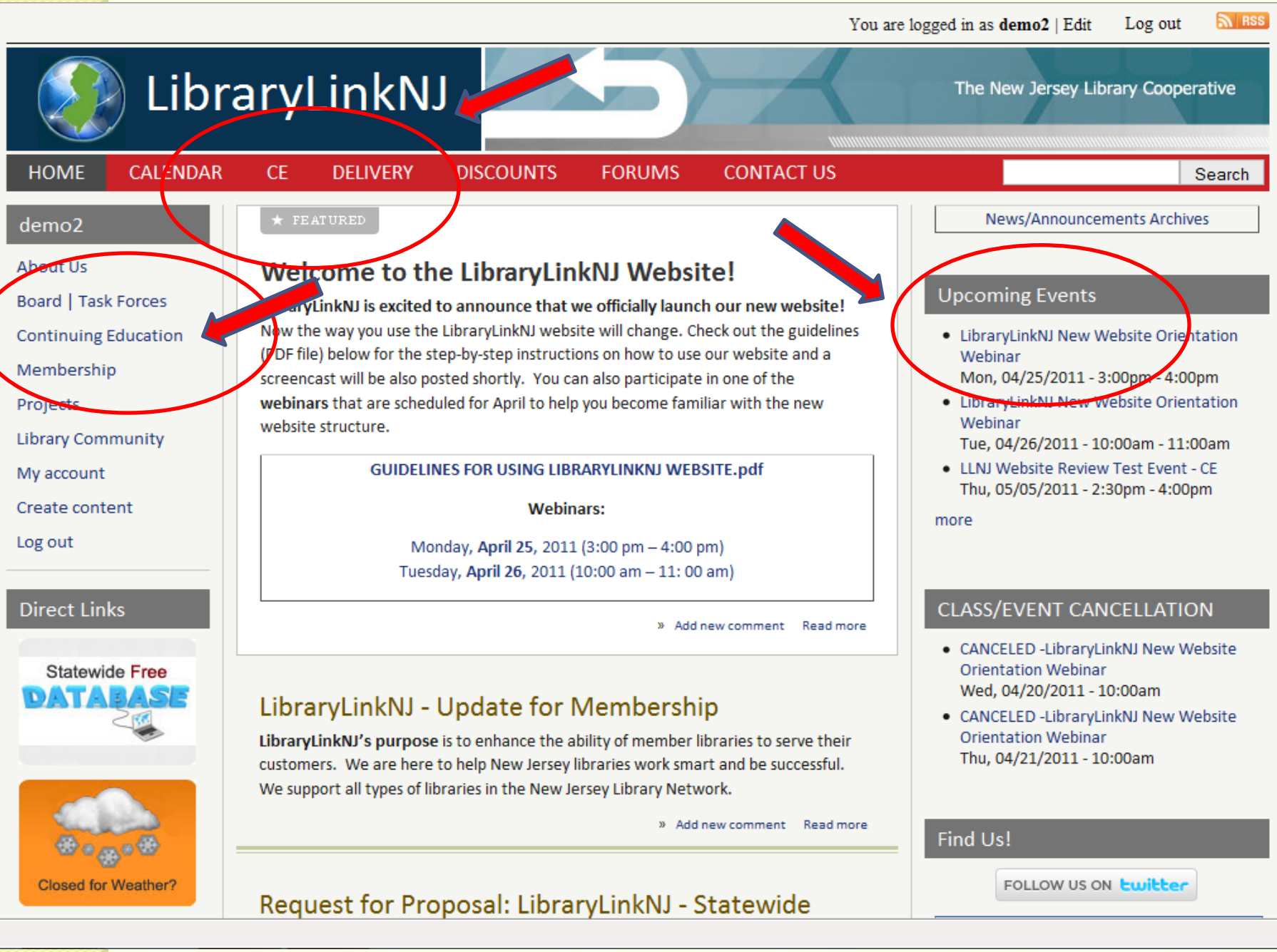
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CONTINUING EDUCATION

- Class Listing
- CE Certificates
- Webinar Information
- Registration Information
- On-site, On-Demand Continuing Education Program for School Librarians
- On-site, On-Demand Staff Development – FY2011 Offer

From hands-on classes to excellent lectures and webinars to training subsidies, LibraryLinkNJ strives to create training opportunities that make your job easier and more productive.

LibraryLinkNJ offers workshops on a wide variety of current library topics and in areas of professional development, both in-person and online via webinars.

CE Certificates

School Librarians/Media Specialists: We will provide or send you a certificate after your attendance is confirmed for any of our classes/webinars.

All Other Members: If you need a certificate for a class/webinar you have attended and did not receive one, please contact Carol Fishwick (732-752-7720 or carol[a]librarylinknj.org).

Please contact Carol for any continuing education certificate related questions.

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CONTINUING EDUCATION CLASS LISTING

Click the class titles to see more information.

Title	Date	Time	Event Type	Cost	Instructor/Presenter(s)
BEYOND COPYRIGHT 101: Everyday & Advanced Copyright Issues in Libraries	March 9, 2011	3:00 pm - 4:30 pm	Continuing Education - Webinar	No Charge	Carrie Russell
GET THE WORD OUT: Using Facebook and Twitter for Outreach and Community Building	April 12, 2011	10:00 am - 11:30 am	Continuing Education - Webinar	No Charge	Cliff Landis
Researching Library Funders and Grant Opportunities	April 13, 2011	2:00 pm - 3:30 pm	Continuing Education - Webinar	No Charge	Stephanie Gerding
CANCELED -LibraryLinkNJ New Website Orientation Webinar	April 20, 2011	10:00 am - 11:00 am	Continuing Education - Webinar	No Charge	
CANCELED -LibraryLinkNJ New Website Orientation Webinar	April 21, 2011	10:00 am - 11:00 am	Continuing Education - Webinar	No Charge	
LibraryLinkNJ New Website Orientation Webinar	April 25, 2011	3:00 pm - 4:00 pm	Continuing Education - Webinar	No Charge	
LibraryLinkNJ New Website Orientation Webinar	April 26, 2011	10:00 am - 11:00 am	Continuing Education - Webinar	No Charge	
LLNJ Website Review Test Event - CE	May 5, 2011	2:30 pm - 4:00 pm	Continuing Education - Face-to-Face Presentation	$25	
GET THE WORD OUT: Using Facebook and Twitter for Outreach and Community Building - FREE WEBINAR -BACK BY POPULAR DEMAND!	May 12, 2011	10:00 am - 11:30 am	Continuing Education - Webinar	No Charge	Cliff Landis
Black Belt Librarians: Creating a Safer Workplace	June 8, 2011	9:30 am - 3:30 pm	Continuing Education - Face-to-Face Presentation	$50.00	Warren Graham

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Black Belt Librarians: Creating a Safer Workplace

Event Information

Date: Wednesday, June 8, 2011 - 9:30am - 3:30pm
Event Type: Continuing Education - Face-to-Face Presentation
Event Category: Administration
Customer Service
Professional/Personal Development
CEU Hours: 6.0
Location: Monroe Twp. Public Library, 4 Municipal Plaza, Monroe Twp., NJ 08831
Directions: Directions to Monroe Twp. Public Library
Cost: $50.00
Payment:
Payment (purchase order or check) payable to LibraryLinkNJ should be sent to:
LibraryLinkNJ, 44 Stelton Rd, Suite 330, Piscataway, NJ 08854
If you have any questions about payment, please contact us at 732-752-7720.

Instructor/Presenter(s): Warren Graham

Event Flyer

Black Belt Librarian flyer.doc

Target Audience

For all types of libraries.

Descriptions

A "real-world" approach and strategy to developing a practical, workable library security program.

Descriptions

A "real-world" approach and strategy to developing a practical, workable library security program.

We are all well aware of the problems front-line library staff experience on a daily basis. Learn techniques for handling difficult situations and patrons from a library security expert. Discover what works and what simply does not.

After this program, you will be able to:

- Define ten maxims of security - no matter the size of your library
- Apply elements of a real-world library security program to your facility
- Recognize and properly respond to different levels of patron emotion
- Inform patrons of rules in a way that will best ensure compliance
- Document your security and safety matters

Notes

Registration Deadline: Wednesday, June 1, 2011

9:00 am – 9:30 am - Registration and Refreshments

Registration Information

Registration Deadline: Wednesday, June 1, 2011

Register online by using the link below.

Limit: 100
Link to Online Registration: CLICK HERE TO REGISTER

Cancellation: Scheduled

» Add new comment Calendar

My Contact Dashboard

Recent Items

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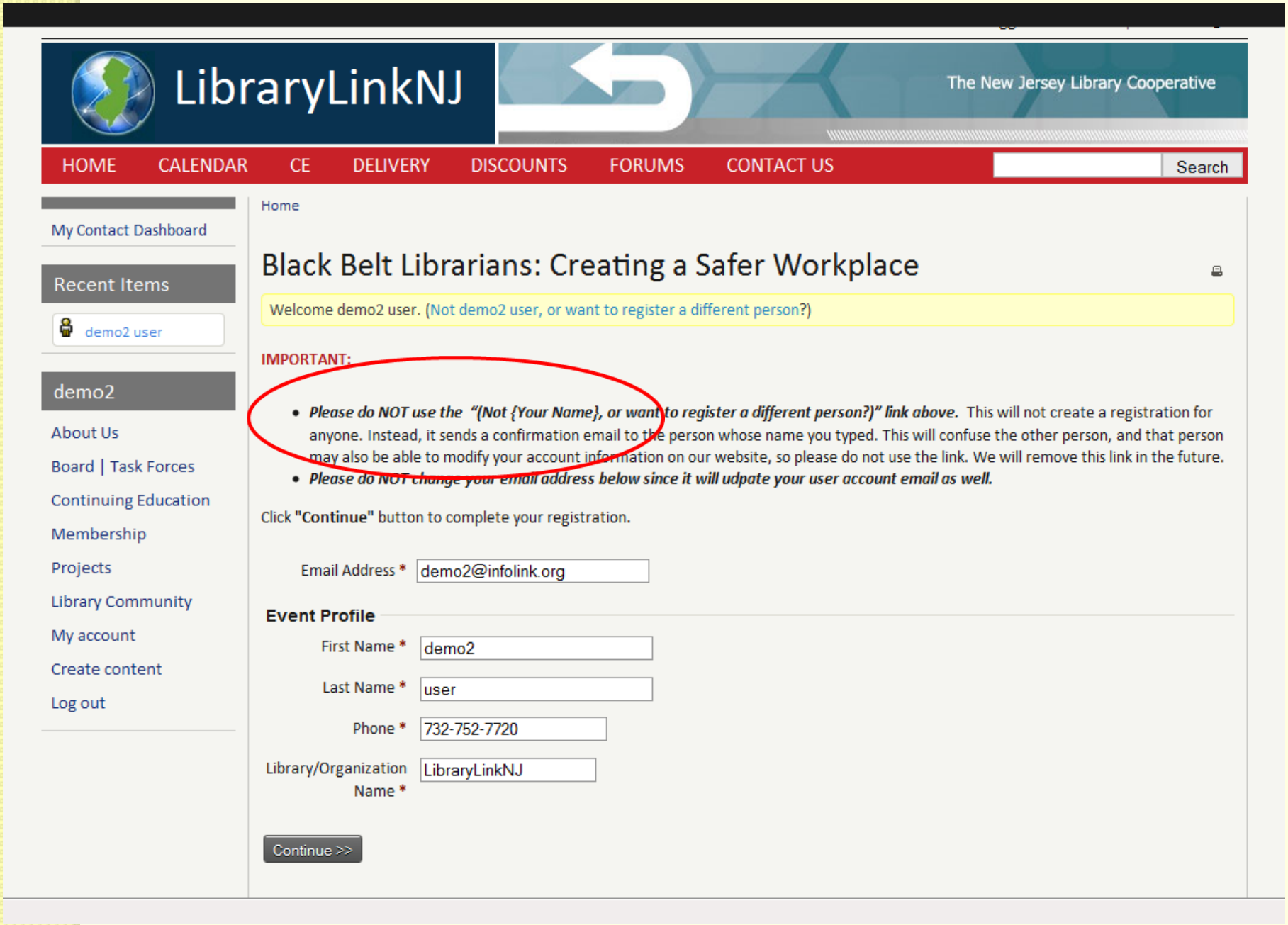
When June 8th, 2011 9:30 AM through 3:30 PM

Location Monroe Twp. Public Library
4 Municipal Plaza
Monroe Twp., NJ 08831
United States

Register Now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Black Belt Librarians: Creating a Safer Workplace
Welcome demo2 user. (Not demo2 user, or want to register a different person?)
IMPORTANT:
Please do NOT use the "(Not {Your Name}, or want to register a different person?)" link above. This will not create a registration for anyone. Instead, it sends a confirmation email to the person whose name you typed. This will confuse the other person, and that person may also be able to modify your account information on our website, so please do not use the link. We will remove this link in the future.
Please do NOT change your email address below since it will udpate your user account email as well.
Click "Continue" button to complete your registration.
Email Address * demo2@infolink.org
Event Profile
First Name * demo2
Last Name * user
Phone * 732-752-7720
Library/Organization Name * LibraryLinkNJ
Continue >>

Register for a Class, Meeting, etc.

- Click on ”CLICK HERE TO REGISTER”
- Click on “Register Now” button
- Confirm your information
- Click “Continue” to complete

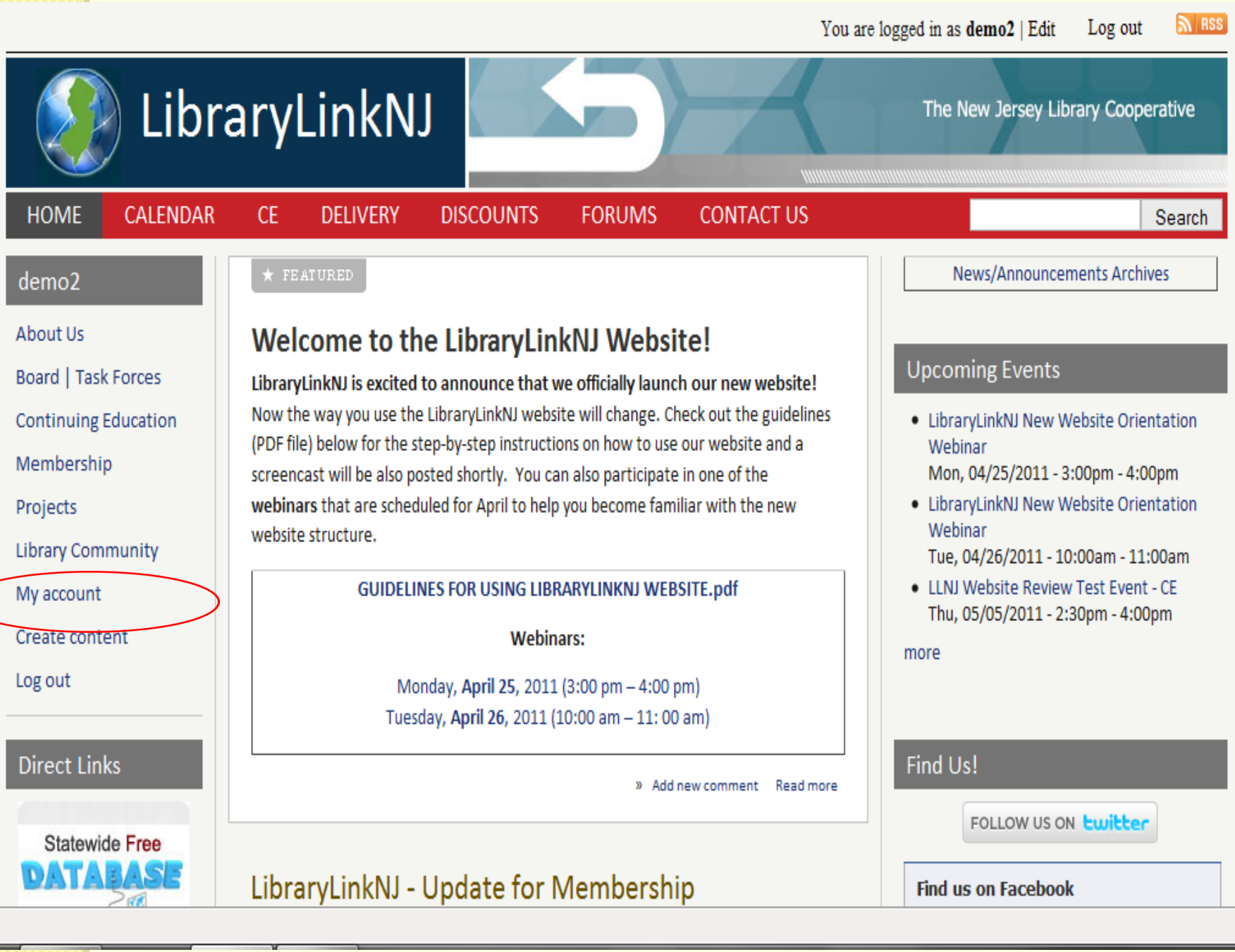
If you have a problem registering for an class, contact Mi-Sun Lyu at lyu@librarylinknj.org

Report Delivery Statistics

- Must be designated Primary Contact
- Log in to website with that account
- Click on “My Account”
- Click on “View Contact Dashboard”

Report Delivery Statistics

- Click on “Edit Contact Information”
- Click on “Monthly Delivery stats” tab
- Click on “Edit….”
- Enter total monthly number of items shipped
- Click on “Save” button
- Important – read delivery requirements on webpage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LibraryLinkNJ New Website Orientation Webinar
Mon, 04/25/2011 - 3:00pm - 4:00pm
LibraryLinkNJ New Website Orientation Webinar
Tue, 04/26/2011 - 10:00am - 11:00am
LLNJ Website Review Test Event - CE
Thu, 05/05/2011 - 2:30pm - 4:00pm
more
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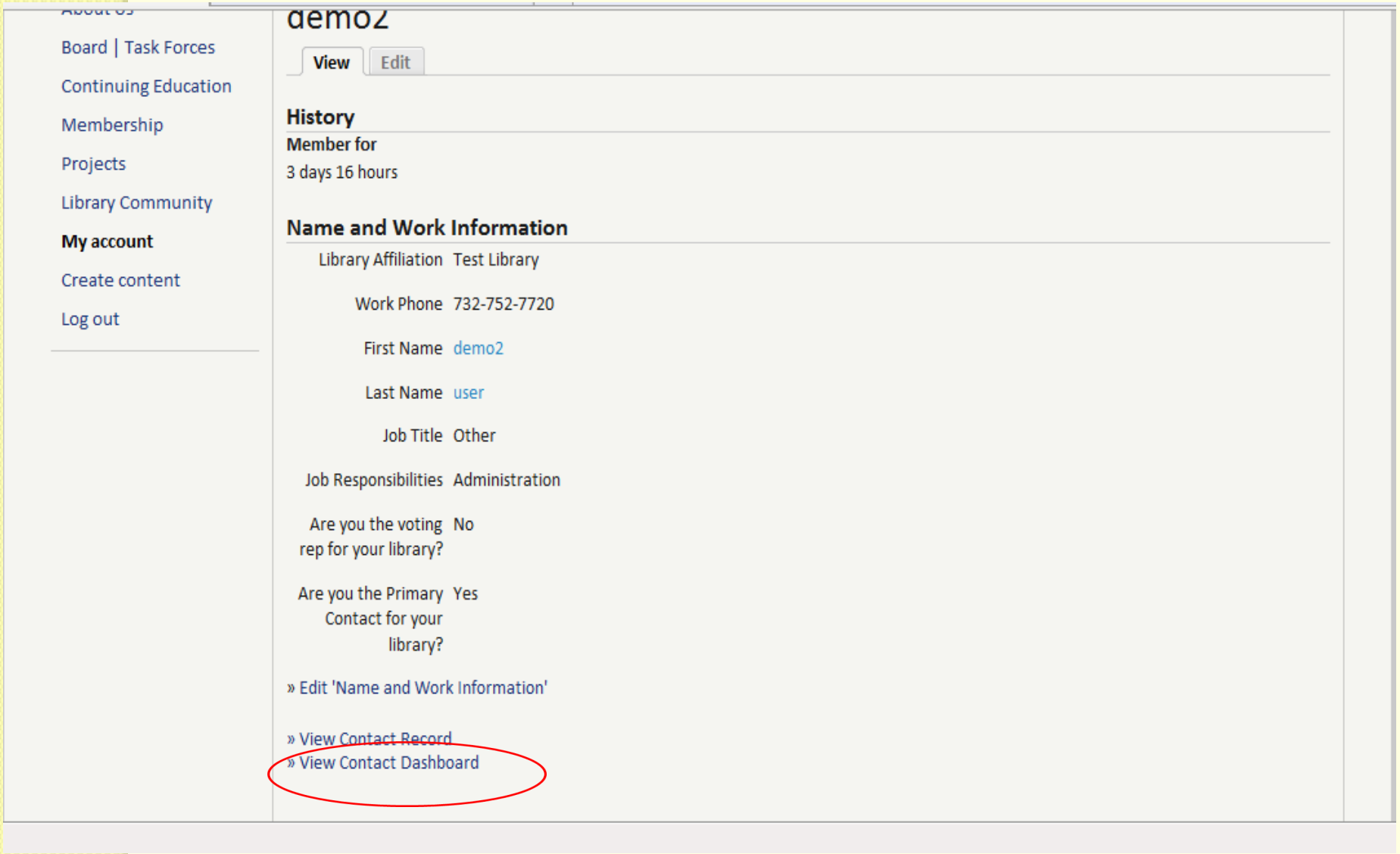
About us
Board | Task Forces
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Membership
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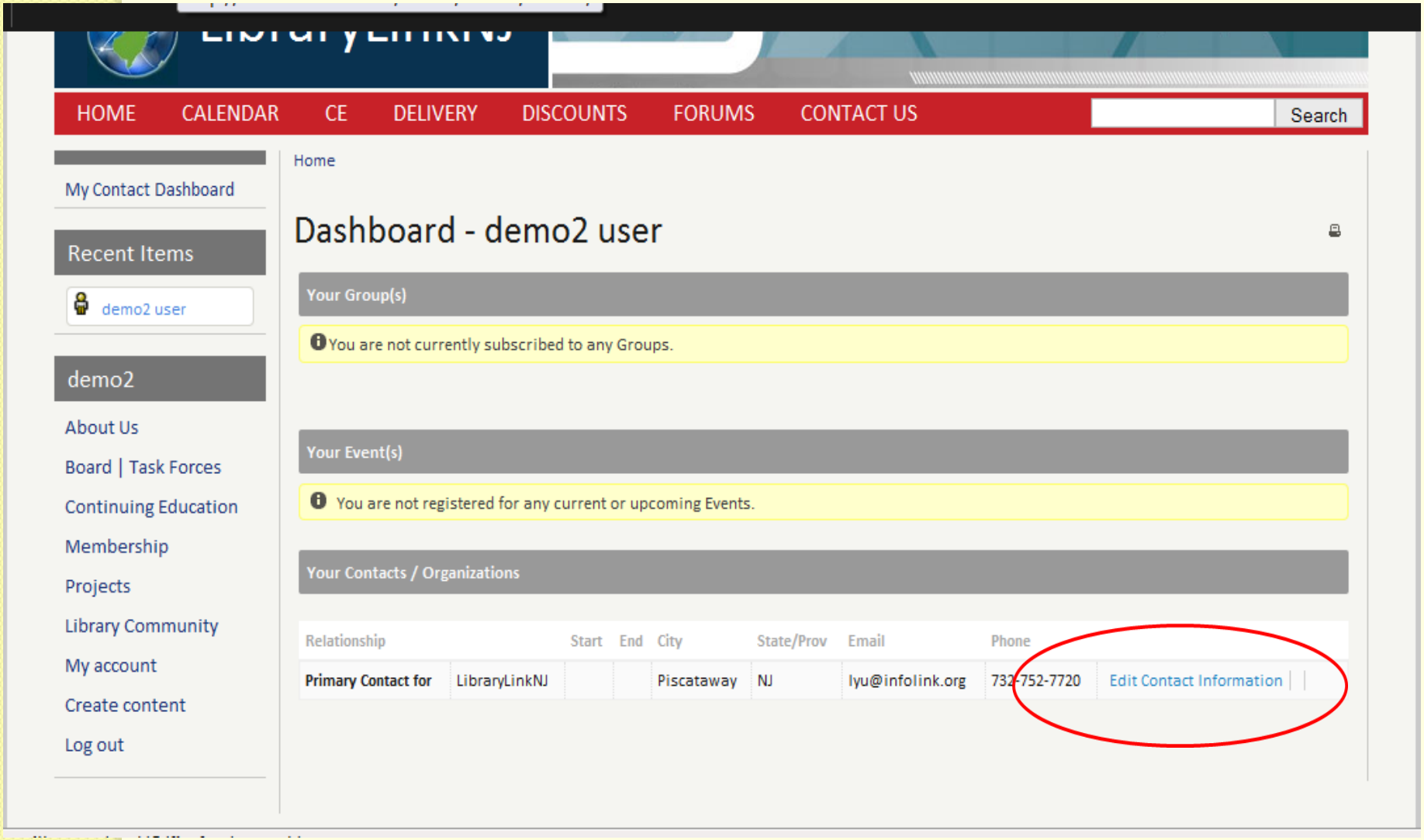
Library Community
My account
Create content
Log out
demo2
View
Edit
History
Member for
3 days 16 hours
Name and Work Information
Library Affiliation Test Library
Work Phone 732-752-7720
First Name demo2
Last Name user
Job Title Other
Job Responsibilities Administration
Are you the voting rep for your library? No
Are you the Primary Contact for your library? Yes
» Edit 'Name and Work Information'
» View Contact Record
» View Contact Dashboard


HOME
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DISCOUNTS
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My Contact Dashboard
Recent Items
demo2 user
demo2
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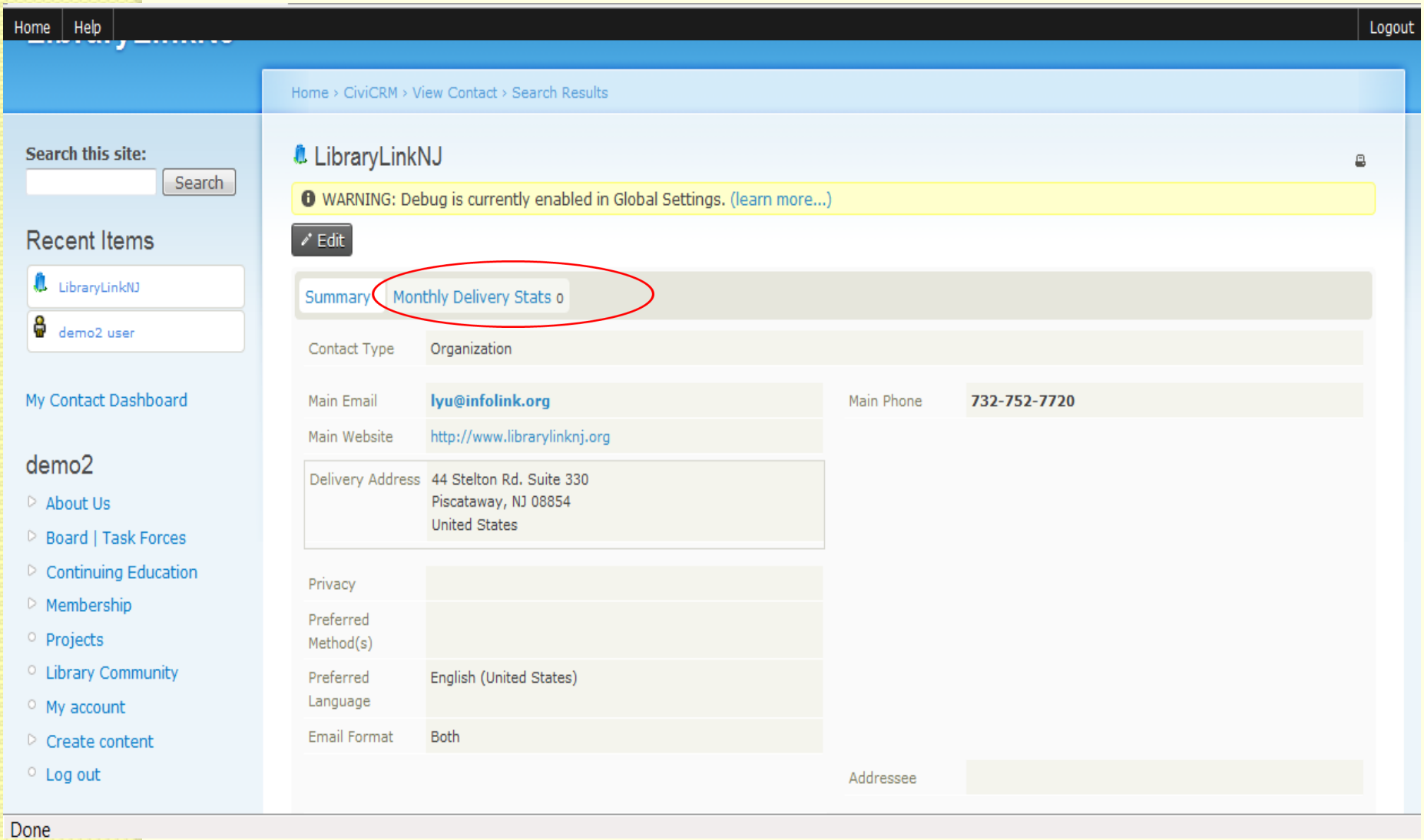
Dashboard - demo2 user
Your Group(s)
You are not currently subscribed to any Groups.
Your Event(s)
You are not registered for any current or upcoming Events.
Your Contacts / Organizations
Relationship
Start
End
City
State/Prov
Email
Phone
Primary Contact for
LibraryLinkNJ
Piscataway
NJ
lyu@infolink.org
732-752-7720
Edit Contact Information


Home
Help
Logout
Home › CiviCRM › View Contact › Search Results
Search this site:
Search
Recent Items
LibraryLinkNJ
demo2 user
My Contact Dashboard
demo2
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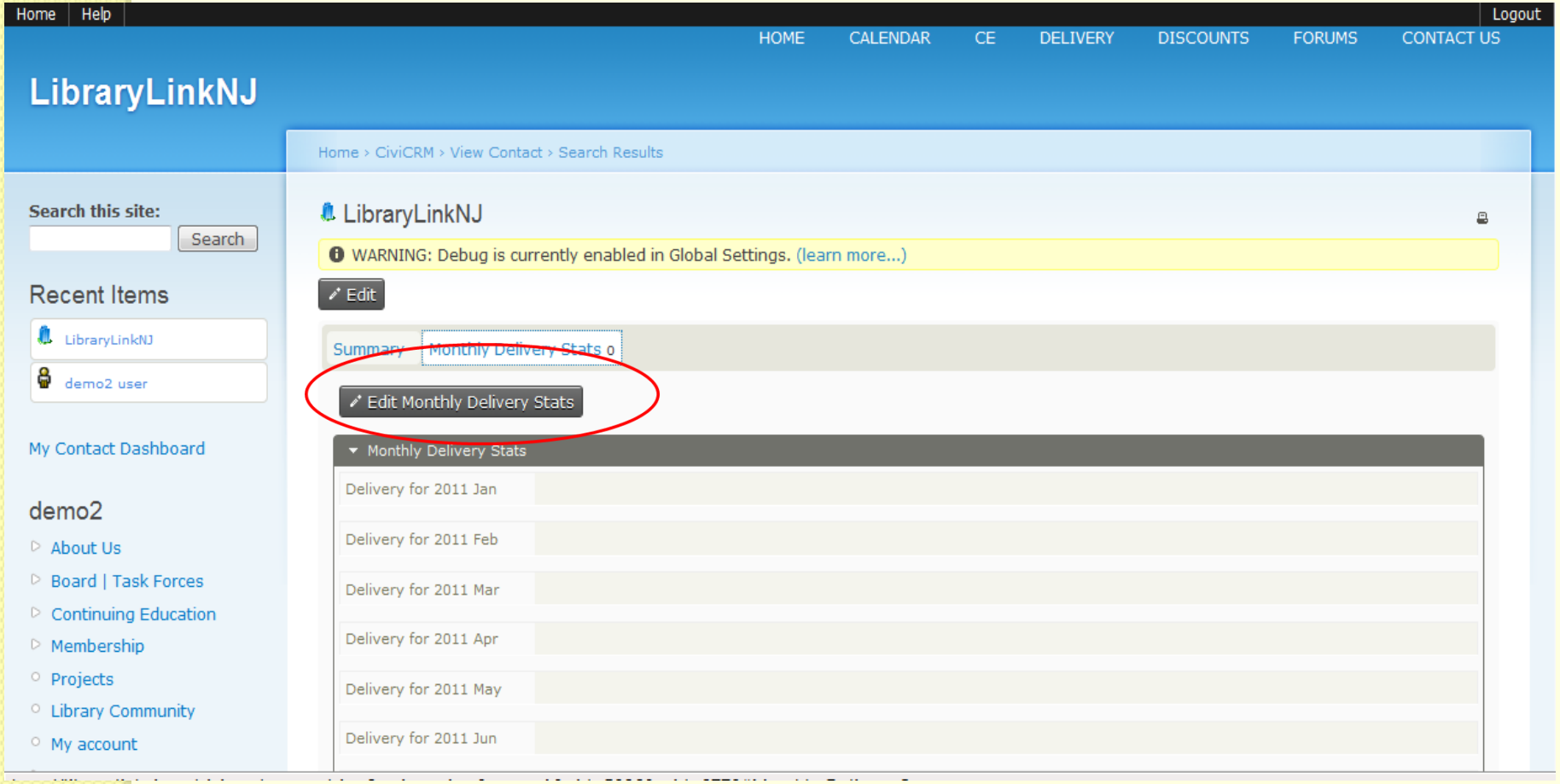
LibraryLinkNJ
WARNING: Debug is currently enabled in Global Settings. (learn more...)
Edit
Summary
Monthly Delivery Stats 0
Contact Type
Organization
Main Email
lyu@infolink.org
Main Phone
732-752-7720
Main Website
http://www.librarylinknj.org
Delivery Address
44 Stelton Rd. Suite 330
Piscataway, NJ 08854
United States
Privacy
Preferred Method(s)
Preferred Language
English (United States)
Email Format
Both
Addressee
Done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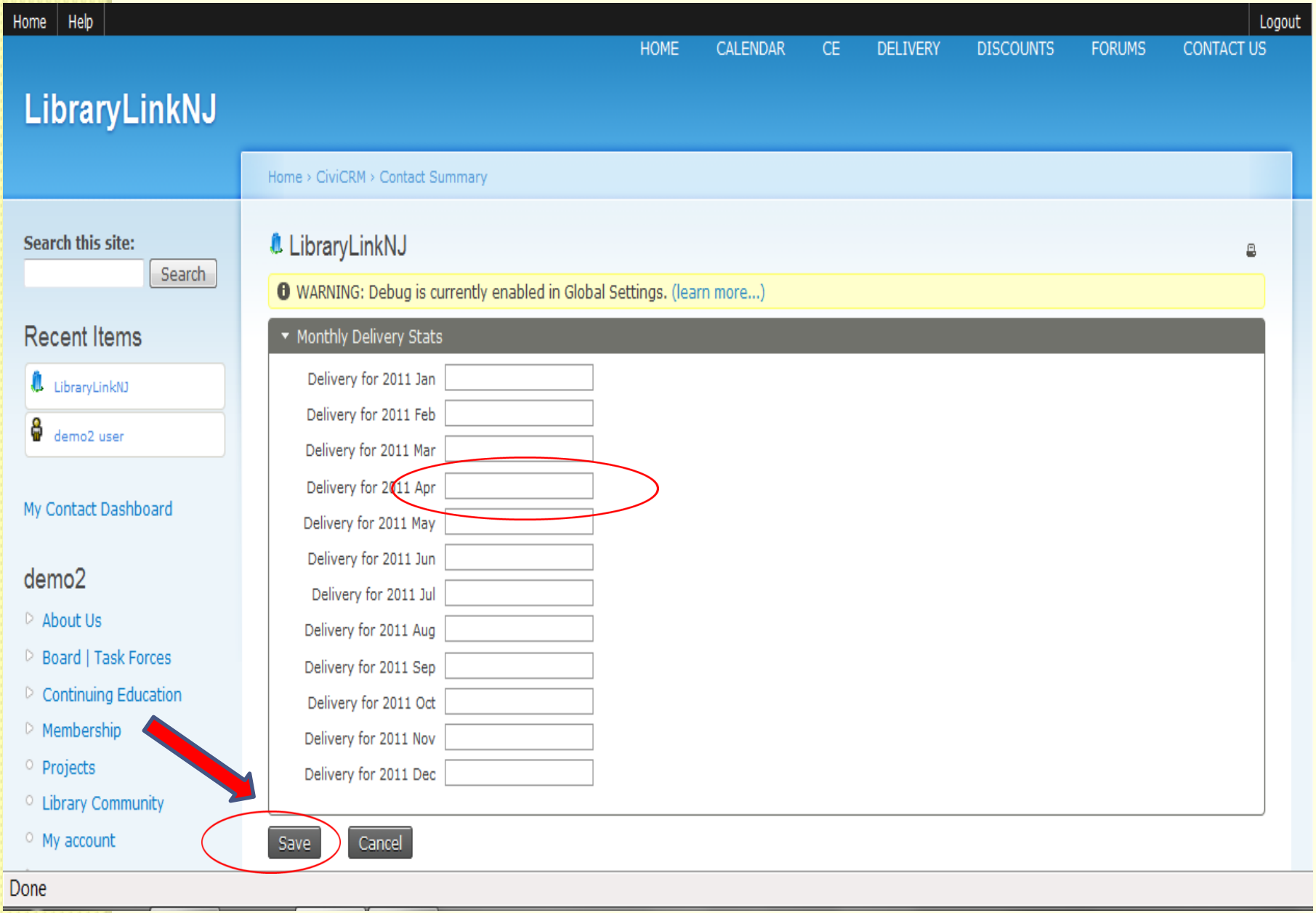
WARNING: Debug is currently enabled in Global Settings. (learn more...)
Edit
Summary
Monthly Delivery Stats
Edit Monthly Delivery Stats
Monthly Delivery Stats
Delivery for 2011 Jan
Delivery for 2011 Feb
Delivery for 2011 Mar
Delivery for 2011 Apr
Delivery for 2011 May
Delivery for 2011 Jun


Home
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FORUMS
CONTACT US
LibraryLinkNJ
Home › CiviCRM › Contact Summary
Search this site:
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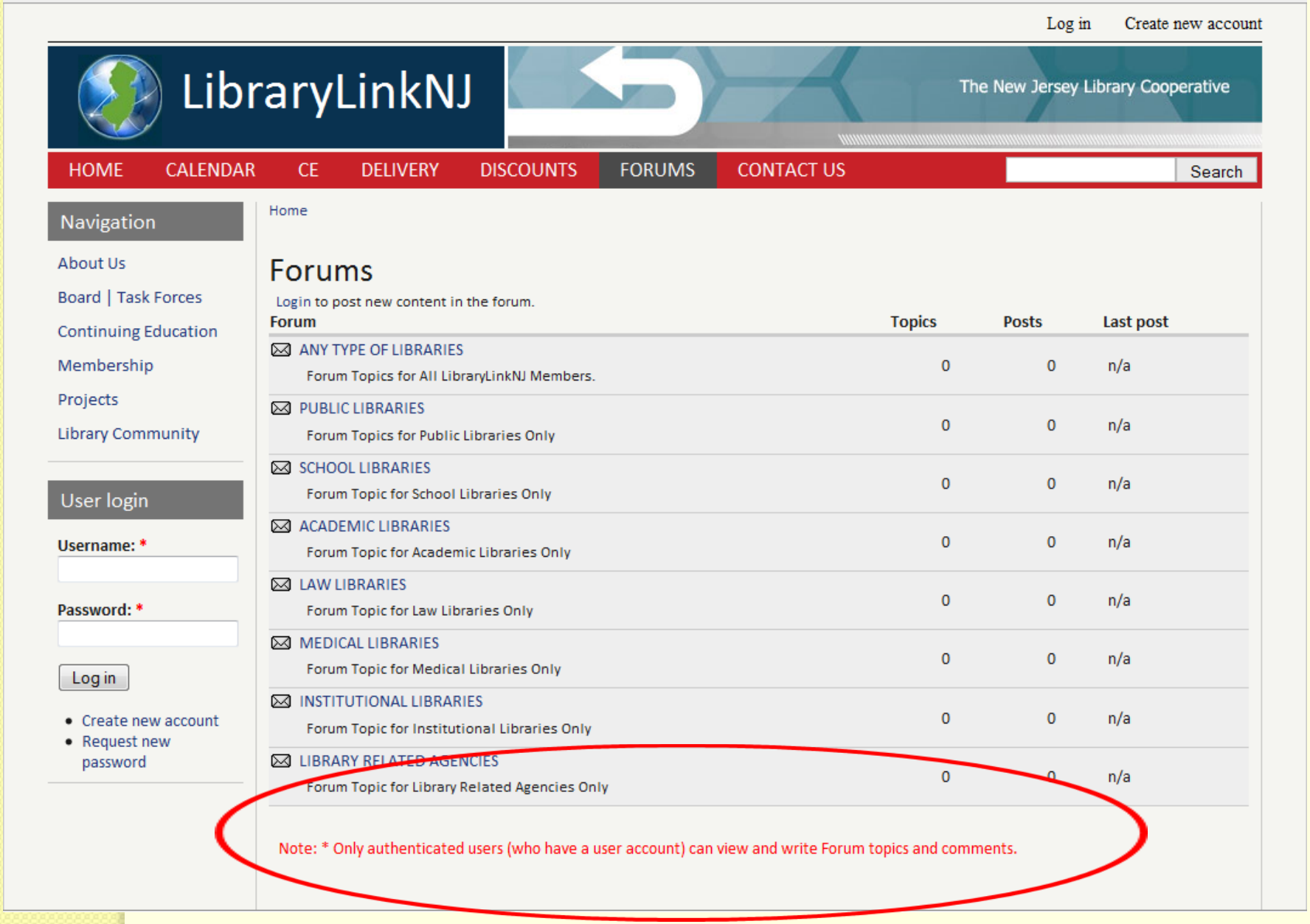
WARNING: Debug is currently enabled in Global Settings. (learn more...)
Monthly Delivery Stats
Delivery for 2011 Jan
Delivery for 2011 Feb
Delivery for 2011 Mar
Delivery for 2011 Apr
Delivery for 2011 May
Delivery for 2011 Jun
Delivery for 2011 Jul
Delivery for 2011 Aug
Delivery for 2011 Sep
Delivery for 2011 Oct
Delivery for 2011 Nov
Delivery for 2011 Dec
Save
Cancel
Done

Participate in the Forums

- Posting to the listservs will stop at the end of June
- Click on “Forums”
- Click on “Post new Forum topic”
- Type subject in the box
- Chose forum from dropdown menu

Participate in the Forums

- Provide contact information
- Select Forum Type and Categories
- Type your posting
- Click on "Preview"
- Click on "Save" to post
- You can make comments on postings
- ***PLEASE*** **add your contact information to your comments.**


Log in
Create new account
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Username: *
Password: *
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Request new password
Home
Forums
Login to post new content in the forum.
Forum
Topics
Posts
Last post
ANY TYPE OF LIBRARIES
Forum Topics for All LibraryLinkNJ Members.
0
0
n/a
PUBLIC LIBRARIES
Forum Topics for Public Libraries Only
0
0
n/a
SCHOOL LIBRARIES
Forum Topic for School Libraries Only
0
0
n/a
ACADEMIC LIBRARIES
Forum Topic for Academic Libraries Only
0
0
n/a
LAW LIBRARIES
Forum Topic for Law Libraries Only
0
0
n/a
MEDICAL LIBRARIES
Forum Topic for Medical Libraries Only
0
0
n/a
INSTITUTIONAL LIBRARIES
Forum Topic for Institutional Libraries Only
0
0
n/a
LIBRARY RELATED AGENCIES
Forum Topic for Library Related Agencies Only
0
0
n/a
Note: * Only authenticated users (who have a user account) can view and write Forum topics and comments.

You are logged in as **joanne** | Edit Log out

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The New Jersey Library Cooperative

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Forums

Post new Forum topic

Forum	Topics	Posts	Last post
ANY TYPE OF LIBRARIES Forum Topics for All LibraryLinkNJ Members.	6 2 new	10	22 hours 56 min ago by doug
PUBLIC LIBRARIES Forum Topics for Public Libraries Only	0	0	n/a
SCHOOL LIBRARIES Forum Topic for School Libraries Only	0	0	n/a
ACADEMIC LIBRARIES Forum Topic for Academic Libraries Only	1	5	4 days 21 hours ago by joanne
LAW LIBRARIES Forum Topic for Law Libraries Only	0	0	n/a
MEDICAL LIBRARIES Forum Topic for Medical Libraries Only	0	0	n/a
INSTITUTIONAL LIBRARIES Forum Topic for Institutional Libraries Only	0	0	n/a
LIBRARY RELATED AGENCIES Forum Topic for Library Related Agencies Only	0	0	n/a

All Forum Topics

Subject	Type	Topic Category	Replies	Created Date

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civiCRM

joanne

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- Event
- Executive Board Members
- Executive Board Packet
- Forum topic
- Image
- Instructor/Presenter
- LNRB Members
- Staff

Home » Create content

Create Forum topic

Subject: *

Forums: *
- Please choose -

Your Contact Information

This information is only for user identification for forum postings and is NOT visible to the public.

Your Library/Organization Name: *

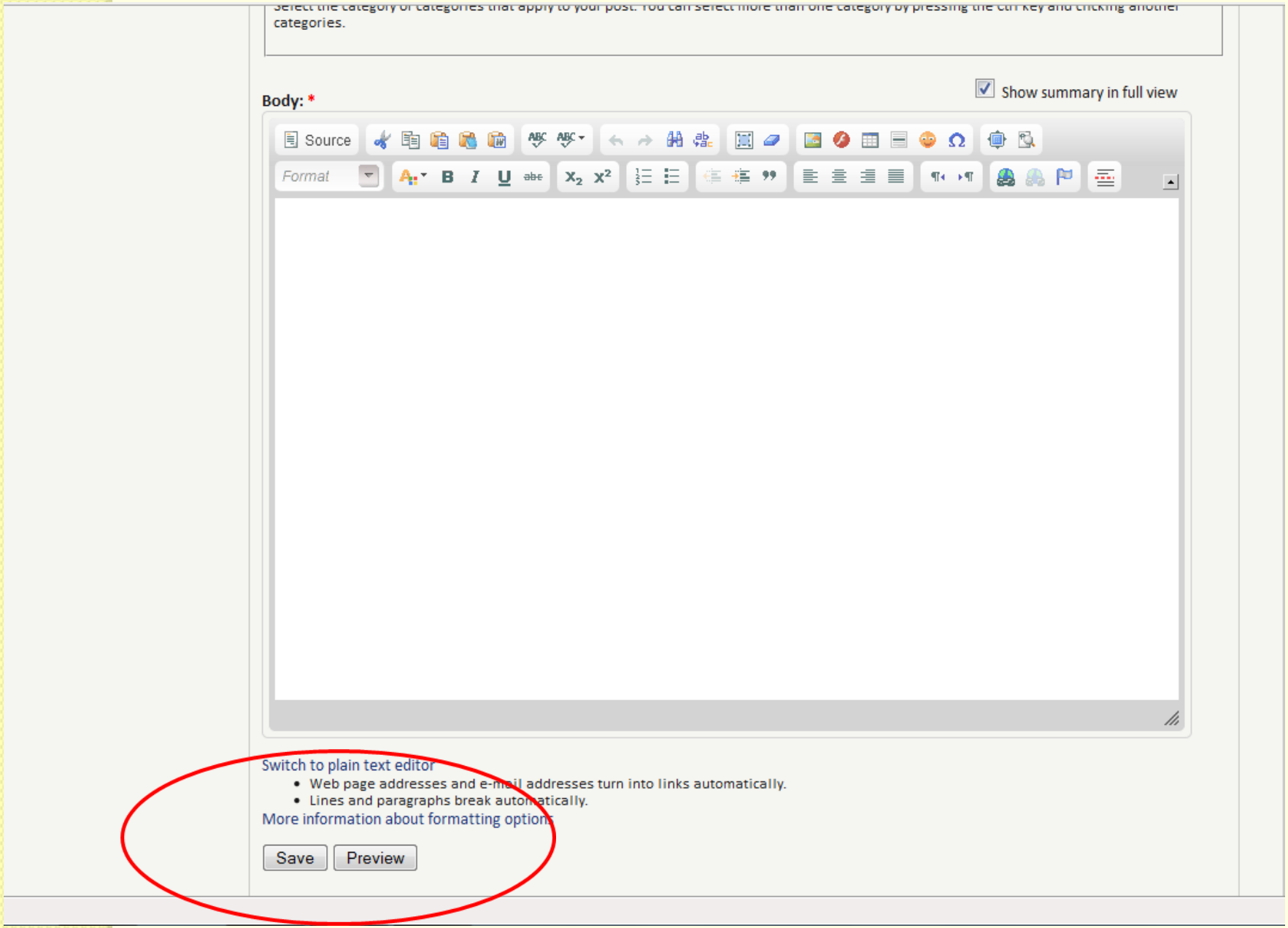
Email: *

Phone Number:

Forum Topic Category

Forum Topic Category: *

- [ ] Administration
- [ ] Advocacy
- [ ] Announcements/News


Select the category or categories that apply to your post. You can select more than one category by pressing the ctrl key and clicking another categories.
Show summary in full view
Body: *
Source
Format
Switch to plain text editor
Web page addresses and e-mail addresses turn into links automatically.
Lines and paragraphs break automatically.
More information about formatting options
Save
Preview

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- Click the RSS feed icon, subscribe
- Become a fan of our Facebook Page
- Follow us on Twitter
- Electronic newsletters
- Participate in forums
- Receive targeted email blasts

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Heads-Up and Important Notices about the LibraryLinkNJ Website Launch

Please DO NOT CREATE YOUR USER ACCOUNT until we officially launch our website. The "Create new account" link is enabled for our launch preparation, but since we are working on final editing for the data fields for user account, all user account requests will be denied until our official launch.

LibraryLinkNJ is excited to announce that we will launch our new website by mid-April. After the launch, the way you use the LibraryLinkNJ website will change. A document and possibly a screencast of the **step-by-step instructions on how to use the website** will be posted on the front page. Members can also participate in one of three **webinars** that we will schedule to help users become familiar with the new website structure, following the website launch. We expect the current listserv structure to be in place for 30-60 days following the website launch.

Please note that **the website is still under its final production**, so please be patient until we announce the launch.

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LibraryLinkNJ - Update for Membership

LibraryLinkNJ's purpose is to enhance the ability of member libraries to serve their customers. We are here to help New Jersey libraries work smart and be successful. We support all types of libraries in the New Jersey Library Network.

» Add new comment Read more

News/Annoucements Archives

Upcoming Events

- CANCELED -LibraryLinkNJ New Website Orientation Webinar
  Wed, 04/20/2011 - 10:00am - 11:00am
- CANCELED -LibraryLinkNJ New Website Orientation Webinar
  Thu, 04/21/2011 - 10:00am - 11:00am
- LibraryLinkNJ New Website Orientation Webinar
  Mon, 04/25/2011 - 3:00pm - 4:00pm

more

CLASS/EVENT CANCELLATION

- CANCELED -LibraryLinkNJ New Website Orientation Webinar
  Wed, 04/20/2011 - 10:00am
- CANCELED -LibraryLinkNJ New Website Orientation Webinar
  Thu, 04/21/2011 - 10:00am

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Statewide Free DATABASE

Closed for Weather?

JerseyCat

QandANJ.org

JerseyClicks
New Jersey's One Stop Library Gateway to Quality Information

LibraryLinkNJ's purpose is to enhance the ability of member libraries to serve their customers. We are here to help New Jersey libraries work smart and be successful. We support all types of libraries in the New Jersey Library Network.

» Add new comment Read more

Request for Proposal: LibraryLinkNJ - Statewide Delivery System

The purpose of this Request for Proposal is to solicit proposals from qualified firms and organizations to provide delivery of library materials for public, school, academic, special and institutional libraries that are members of LibraryLinkNJ – The New Jersey Library Cooperative, hereafter referred to as "the Cooperative." The Cooperative is part of the New Jersey Library Network and serves every County in the State of New Jersey. Bidders must meet the requirements as described within these specifications.

» Add new comment Read more

The On-site, On-Demand Continuing Education Program for School Librarians

LibraryLinkNJ will subsidize program costs for school library groups!

Let us Help You Make a Difference!

In these tough economic times, LibraryLinkNJ is here for you. We know that ongoing professional education is essential, and we want to make it as efficient and cost-effective as possible. We will subsidize the program cost of the workshop you select! The continuing education consultants we are working with have developed high-interest, proven continuing education programs which address the specific needs of school librarians.

» Add new comment Read more

On-site, On-Demand Staff Development

FY11 Offer for Members of LibraryLinkNJ, the New Jersey Library Cooperative.

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Find us on Facebook

LibraryLinkNJ, The New Jersey Library Cooperative

Like You like this.

Facebook social plugin

LibraryLinkNJ on Flickr

LibraryLinkNJ Membership Meeting
December, 2010

Staying Connected

- RSS - see a basic explanation at http://commoncraft.com/rss_plain_english
- Facebook – http://www.facebook.com/LibraryLinkNJ
- Twitter - @librarylinknj

Update Library Information

- Only the Primary Contact person
- See the "Guidelines" for detailed instructions
- Log into account
- Click on "My Account"

Update library information

- Click on “View Contact Dashboard”
- Click on “Edit Contact Information”
- Click on “Edit” button
- IMPORTANT - Follow instructions in “Guidelines…” document

Archived Recording

Available soon at LibraryLinkNJ Webinar Wiki:
http://slcwebinars.pbworks.com/w/page/32444070/Recordings-and-Handouts

Continuing Education from LibraryLinkNJ

Joanne P. Roukens, Assistant Director

jroukens@librarylinknj.org

Jessica Adler, (on leave)
Program Coordinator

jadler@librarylinknj.org

Sophie Brookover,
Program Coordinator

sbrookover@librarylinknj.org

Mi-Sun Lyu, IT/Online Project Manager

lyu@librarylinknj.org

LibraryLinkNJ
44 Stelton Road, Suite 330
Piscataway, NJ 08854
732.752.7720
www.librarylinknj.org