Annual Summation Paperwork

What needs to be turned in?

How much information is needed?

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When & Where

Annual Summations should be sent to the CE Consultant's office at KDLA during the 3 month period assigned to the library's region.

ANNUAL SUMMATION SCHEDULE

REGIONS	CALENDER YEAR	DUE DATE
Regions 1 & 2	July 1 – June 30	July
Regions 3 & 4	Oct. 1 – Sept. 30	October
Regions 5 & 6	Jan. 1 – Dec. 31	January
Regions 7 & 8	April 1 – March 31	April

Paperwork

The paperwork required to accompany Annual Summations is used to document attendance or participation in a CE qualifying event.

List of Documentation

- Agenda
- Certificate
- LAR Summary
- Conference Log
- Conference Program
- Transcripts
- Email from Director or Regional
- Copy of Article
- Book Title & ISBN
- Presentation Outline or PowerPoint Slides

Documenting Conference Attendance

Sessions at a conference do not have to be listed individually on the Annual Summation.

Only one Learning Activity Report is needed for the entire conference. Please attach a conference log or program indicating attended sessions.

A brief summary (at least 250 words) of what was learned at the conference needs to be written at the bottom of the Learning Activity Report.

The following page shows examples of the Hard Way and the Easy Way to list conference attendance.

Documenting Conference Attendance

Hard Way

Annual Summation of Learning Activities
State Board for the Certification of Librarians
Kentucky Department for Libraries and Archives

INSTRUCTIONS:
Complete this form annually.
Attach *Learning Activity Reports* with supporting documentation.
Keep copies for your files.
Mail original with original signatures to the Continuing Education Consultant.
The Continuing Education Consultant will validate and return all documentation to you.
The original form will be kept on file with the Continuing Education Consultant.
Do submit form to State Certification Board when renewing your certification.

I hereby certify that the information below, including attachments, are true and correct to the best of my knowledge.

Signature of Applicant

7/1/2011
Date

Signature of Continuing Education Consultant

Date

Name: Smith (Last) Jane (First) Doe (Middle) **E-mail:** janeds@gcpublib.org

Home Address: RR 68 (Street) Gilbertown (City) KY (State) 40000 (Zip)

Library Where Currently Employed: Gilbert County Public Library

P.O. Box 564 (Address) Gilbertown (City) KY (State) 40000 (Zip) Gilbert (County)

Dates of Activities D/M/Y	Names/Title of Professional Activity	Number of CH's Earned	For Regional Use Only
4/14/2010	Management- What Does It Mean?	3	
4/14/2010	Promoting Your Library	3	
4/15/2010	Tweens: Mind the Gap	1	
4/15/2010	There's A Vampire In my Christian Fiction	1	
4/15/2010	A Bell, A Book, And A Child	1	
4/16/2010	Be A Book Cook	1	
4/16/2010	Something Google Can't Do	1	
	Enter Total Contact Hours Earned		

Easy Way

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Dates of Activities D/M/Y	Names/Title of Professional Activity	Number of CH's Earned	For Regional Use Only
4/14-16/10	KPLA 2010 Spring Conference-Holiday Inn University Plaza Bowling Green, KY	11	
	Enter Total Contact Hours Earned		

Contact Hours

The units of measurement used to calculate eligibility for certification renewal are Contact Hours. *Contact Hours* represent an estimate of the actual hours spent in pursuit of continuing education. Lunch and breaks should not be included in this calculation. Therefore a typical 7.5 to 8 hour day of training would equal 5 to 6 contact hours.

Learning Activity Reports

Learning Activity Reports need to be filled out completely. This includes the area at the bottom "**Give a brief description of activity as it relates to your present position and/or career advancement**". This is an excellent space to explain how a training is job related or evaluate what was learned in a training.

The next three pages are examples of how to use this space at the bottom of the Learning Activity Report.

Language Class

Incorrect

Continuing Education Learning Activity Report
State Board for the Certification of Librarians
Kentucky Department for Libraries and Archives

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Date

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Library Where Currently Employed: Gilbert County Public Library

P.O. Box 564 (Address) Gilbertown (City) KY (State) 40000 (Zip) Gilbert (County)

Date of Activity	Fall 2010
Topic/Title	FRE101-Intro French
Presenter	Mme Deborah Gould
Sponsor	KY State University
Location	KY State University - Frankfort Campus
Total Contact Hours Awarded	60

Give a brief description of activity as it relates to your present position and/or career advancement:

Correct

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Sponsor	KY State University
Location	KY State University - Frankfort Campus
Total Contact Hours Awarded	60

Give a brief description of activity as it relates to your present position and/or career advancement:

There is a large population of French speaking Africans in our county. In order to provide better customer service I thought it would be in mine and the libraries best interest to take some class in the French language to better communicate with the growing population.

Webinar

Incorrect

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Library Where Currently Employed: Gilbert County Public Library

P.O. Box 564 (Address) Gilbertown (City) KY (State) 40000 (Zip) Gilbert (County)

Date of Activity	12/15/2010
Topic/Title	New Lessons in Library Leadership
Presenter	Patrick Doyle
Sponsor	Public Library Association
Location	Online Webinar
Total Contact Hours Awarded	1

Give a brief description of activity as it relates to your present position and/or career advancement:

Correct

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Date of Activity	12/15/2010
Topic/Title	New Lessons in Library Leadership
Presenter	Patrick Doyle
Sponsor	Public Library Association
Location	Online Webinar
Total Contact Hours Awarded	1

Give a brief description of activity as it relates to your present position and/or career advancement:

This was a fresh perspective on library leadership. As a new branch head I look forward to hearing lessons learned from library veterans and applying them to my job as a develop the skills needed to run a successful library branch.

Training on a Job Related Topic

Incorrect

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P.O. Box 564 (Address) Gilbertown (City) KY (State) 40000 (Zip) Gilbert (County)

Date of Activity	10/31/2010
Topic/Title	Social Security Website Taining
Presenter	Albus Dumbledore
Sponsor	Social Security Website
Location	Online Webinar
Total Contact Hours Awarded	1

Give a brief description of activity as it relates to your present position and/or career advancement:

Correct

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P.O. Box 564 (Address) Gilbertown (City) KY (State) 40000 (Zip) Gilbert (County)

Date of Activity	10/31/2010
Topic/Title	Social Security Death Index Website Training
Presenter	Albus Dumbledore
Sponsor	Social Security Website
Location	Online Webinar
Total Contact Hours Awarded	1

Give a brief description of activity as it relates to your present position and/or career advancement:

As I take on the new challenge of the Genealogy Librarian, this training will help me to navigate the website so that I may provide better service to our patrons.

Documentation for Writing Books, Articles, Reviews, etc.

The documentation for a published book, chapter, article, or review could be one of several things.

- a citation
- a photocopy of the printed article or review
- a photocopy of the title page and verso
- a photocopy of the title page, verso, and table of contents (chapter)

Reminder:

- Writing reviews of library materials or library-related books, articles, or chapters that are published in statewide, regional, or national publications and selected through an editorial process
- Writing or editing an article for a library publication with statewide, regional, or national distribution and selected through an editorial process
- Writing a book on a library-related topic selected for publication by a publishing company and published following an editorial process

Book Review

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State Board for the Certification of Librarians
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Signature of Applicant

Date

Name: Gibbons (Last) Judith (First) (Middle)

Library Where Currently Employed: Woodford County Public Library

115 North Main Street (Address) Versailles (City) KY (State) 40383 (Zip) Woodford (County)

Date of Activity	4/1/2010
Topic/Title	The Accidental Library Marketer - book review
Presenter	Judith Gibbons
Sponsor	Information Today
Location	
Total Contact Hours Awarded	2

Give a brief description of activity as it relates to your present position and/or career advancement:

This is a book that I wish I had when I was a director. I believe that this is a book that will help many directors of small libraries who do not have the resource to hire out their marketing needs.

Record: 1

Title: The Accidental Library Marketer.

Authors: Gibbons, Judith

Source: Information Today; Apr2010, Vol. 27 Issue 4, p34-34, 1/6p, 1 Color Photograph

Document Type: Book Review

Subject Terms: *BOOKS -- Reviews
*LIBRARIES
*NONFICTION

Reviews & Products: ACCIDENTAL Library Marketer, The (Book)

People: DEMPSEY, Kathy
GIBBONS, Judith

Abstract: The article reviews the book "The Accidental Library Marketer," by Kathy Dempsey with a foreword by Judith Gibbons.

Full Text Word Count: 141

ISSN: 87556286

Accession Number: 48905685

Database: Library, Information Science & Technology Abstracts

Article

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Signature of Applicant

Date

Name: Gibbons (Last) Judith (First) (Middle)

Library Where Currently Employed: Woodford County Public Library

115 North Main Street (Address) Versailles (City) KY (State) 40383 (Zip) Woodford (County)

Date of Activity	1/2/2010
Topic/Title	Ringing Out For Literacy - article
Presenter	Judith Gibbons
Sponsor	American Libraries
Location	
Total Contact Hours Awarded	10

Give a brief description of activity as it relates to your present position and/or career advancement:

The article discusses a literacy program in Kentucky that celebrates new readers. As an advocate of libraries, I wanted to share a positive story of a young reader and promote how library's can help children learn how to read.

Record: 1

Title: RINGING OUT FOR LITERACY.

Authors: Gibbons, Judith

Source: American Libraries; Jan/Feb2010, Vol. 41 Issue 1/2, p56-58, 3p, 3 Black and White Photographs

Document Type: Article

Subject Terms: *LITERACY programs

Geographic Terms: KENTUCKY

People: WILDS, Olivia
BUTHOD, Craig
BURDINE, Judith

Abstract: The article discusses the bellwether program that is aimed at celebrating the emergence of new readers. It cites as example the case of five-year-old Olivia Wilds of the children's department of the Pulaski County Public Library in Somerset, Kentucky, who celebrated being an independent reader by ringing the Literacy Bell. Former library director Judith Burdine cites Craig Buthod, director at Louisville Free Public Library in Kentucky, as the main proponent of the program.

Full Text Word Count: 1575

ISSN: 00029769

Accession Number: 47587041

Database: Library, Information Science & Technology Abstracts

Who to Contact with Questions

This is only a sample of questions that have been asked to the CE Consultant's office. Feel free to contact the office for more clarification. The Certification Manual may have the answer as well.

Beth Milburn
502-564-8325
beth.milburn@ky.gov

Alicia McGrath
502-564-1727
alicia.mcgrath@ky.gov

Charly Taylor
502-564-8371
charly.taylor@ky.gov