

## MCLS Certificates of Library Staff Development

MCLS offers three Certificates of Library Staff Development as follows:

### Basic Cataloging Certificate

### Advanced Cataloging Certificate

### Basic Essential Workplace Skills Certificate

Our **Basic Essential Workplace Skills Certificate** requires completion of any five of our EWS tutorials. The **Basic Cataloging Certificate** includes MARC: An Introduction plus four additional cataloging workshops of your choice. Our **Advanced Cataloging Certificate** is earned once you've completed the Basic Cataloging Certificate plus four additional cataloging workshops from MCLS. Upon completion of the courses, the appropriate application is submitted by you and once verified, you will receive your printed certificate in a sleeve mailed to you at the address you specify. Completing these certificates will improve your knowledge and skills, help you learn new technologies, and help you demonstrate overall competence in the library field. They are also excellent to include on your resume.

The Essential Workplace Skills self-paced tutorials are free for all staff from MCLS member libraries. For non-members, these are \$120 each. Staff of member libraries receive a 50% discount for most cataloging workshops as well.

To learn more and access the certificate application links, please visit [mcls.org/training-events/certification/](https://mcls.org/training-events/certification/). To see all cataloging, Essential Workplace Skills, and other workshops from MCLS, visit [store.mcls.org](https://store.mcls.org).

Questions? Contact Gwen at [training@mcls.org](mailto:training@mcls.org) or 517-220-9950.

MCLS membership opens the door to discounted training for library staff and eLicensing and collection resources services that can be customized to benefit any member library in Indiana or Michigan. MCLS is a trusted source that keeps you abreast of the latest trends in libraries, negotiates with vendors for your benefit, and provides excellent support whenever needed. With additional benefits including discounts for library supplies such as Brodart, The Library Store, and more, membership pays for itself.

For more information about membership with MCLS or to become a member visit [mcls.org/membership](https://mcls.org/membership)

For more information about our workshops or to register visit [store.mcls.org](https://store.mcls.org)

Subscribe to the MCLS newsletter at [mcls.org/news/listservs](https://mcls.org/news/listservs)

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The MeL project was made possible in part by the [Institute of Museum and Library Services](https://www.instituteforlibraries.org) through the [Library of Michigan](https://www.libraryofmichigan.org)



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# MCLS TRAINING CALENDAR JAN-JUN 2025



**January 14-16**

MARC: An Introduction

**January 21-23**

Assigning Library of Congress Call Numbers: Basic

**January 28-30**

Serials Cataloging

**January 30**

Supervisor Series: Motivating Employees to be Their Best

**February 11-13**

Assigning Library of Congress Call Numbers: Intermediate

**February 25-27**

Object Cataloging for a Library of Things

**February 26**

Supervisor Series: Learning to Manage for New Managers

**March 11-13**

Assigning Library of Congress Call Numbers: Advanced

**March 18-20**

MARC: An Introduction

**March 20**

Cataloging Graphic Novels and Formats

**March 25-27**

Rare Book Cataloging: An Introduction

**April 1-3**

Serials Cataloging

**April 3**

Supervisor Series: Effective Communication Strategies for Managers

**April 8-10**

Assigning Library of Congress Subject Headings

**April 10**

Just Enough to be Dangerous: Cataloging for Non-Catalogers

**April 22-24**

Authorities

**April 22-24**

Object Cataloging for a Library of Things

**April 29-May 1**

Original Cataloging of Archival Materials Using RDA

**May 5-6**

Electronic Serials Cataloging

**May 6-8**

Copy Descriptive Cataloging of Monographs Using RDA

**May 8**

Wellbeing for Libraries: Empowering Yourself and Others

**May 8**Integrating Resources Cataloging **NEW****May 13-15**

MARC: An Introduction

**May 15**

Introduction to BIBFRAME

**May 20-22**

Original Descriptive Cataloging of Monographs Using RDA

**May 22**

Cataloging Children's Materials

**May 27-29**

Original Cataloging of Video Materials Using RDA

**May 29**

BIBFRAME Applications

**June 3-4**

The Mystery of MARC Fixed Fields Solved

**June 3-5**

Cataloging OER and Online Resources

**June 23-25**

Advanced Serials Cataloging

**Ongoing**

Essential Workplace Skills: Introduction to Accountability at Work self-paced tutorial

Essential Workplace Skills: Introduction to Critical Thinking Skills self-paced tutorial

Essential Workplace Skills: Introduction to Emotional Intelligence self-paced tutorial

Essential Workplace Skills: Introduction to Resilience in the Workplace self-paced tutorial

Essential Workplace Skills: Introduction to Thriving in the Midst of Change self-paced tutorial

Essential Workplace Skills: Introduction to Workplace Etiquette self-paced tutorial

Essential Workplace Skills: Introduction to Writing Skills for Librarians self-paced tutorial **NEW***New MCLS and MeL workshops*

We are adding **Integrating Resources Cataloging** as a new MCLS workshop this semester. This workshop will address cataloging online databases and websites and the differences in a MARC record for loose-leaf print titles compared to ordinary print serials and includes cataloging a website from scratch. It will be taught by **Dana Kemp** who also teaches **Just Enough to be Dangerous: Cataloging for Non-Catalogers** and **Original Cataloging of Archival Materials Using RDA** for MCLS. Dana received her MLS from Indiana University and has worked in school, public, special, and academic libraries, cataloging all sorts of materials. She enjoys being able to combine her varied library experience with her teaching skills to help others in the library field enhance their knowledge of the wonderful world of cataloging.

We also added another **Essential Workplace Skills self-paced tutorial** entitled **Introduction to Writing Skills for Librarians**. This is taught by Jenny Kobiela-Mondor, Library Strategist for MCLS, and is one of seven Essential Workplace Skills self-paced tutorials that we offer.

**Laura Warren-Gross**, MeL Engagement Specialist, Public Libraries, will be teaching two new MeL workshops this semester. **Business and Legal eResources from MeL** will help you learn more about the specialized business and legal eResources from MeL that you can share with your patrons. **Color Our World: MeL eResources and Summer Reading 2025** will teach about locating and utilizing MeL eResources to create a colorful summer reading program for your patrons based on the 2025 Collaborative Summer Library Program theme of Color Our World.

To register for these and other workshops from MCLS, please access our Training Store at [store.mcls.org](https://store.mcls.org).

*The MeL project was made possible in part by the [Institute of Museum and Library Services](#) through the [Library of Michigan](#).*

**January 9**

MeLCat Processing, Policies, and Procedures

**January 22**

RIDES: Packaging Best Practices

**January 23**

Everything You Need to be Doing as a DCB MeLCat Library

**January 27**

The MeLCat Overdue Process

**February 6**

MeLCat Basics

**February 12**

RIDES: What Happens at the Warehouse?

**February 13**

MeLCat Reports

**February 18-20**

MeLCat Cataloging

**February 19**

MeLCat: The Other Stuff

**February 20**Color Our World: MeL eResources and Summer Reading 2025 **NEW****March 6**

MeLCat Processing, Policies, and Procedures

**March 13**

The MeLCat Visiting Patron Service

**March 19**

Everything You Need to be Doing as a DCB MeLCat Library

**March 20**

MeLCat Refresher Training for DCB Libraries (Lansing, MI)

**March 27**

MeLCat Mythbusters

**April 3**

Dude, Where's My Data?

**April 8**

MeLCat Basics

**April 9**

RIDES: Lost and Damaged Procedures

**April 14**

MeLCat Reports

**April 15-17**

Advanced MeLCat Cataloging

**April 21**

The MeLCat Overdue Process

**April 24**

MeLCat Refresher Training for DCB Libraries (Lansing, MI)

**April 30**Business and Legal eResources from MeL **NEW****May 7**

MeLCat Processing, Policies, and Procedures

**May 12**

MeLCat: The Other Stuff

**May 19**

Everything You Need to be Doing as a DCB MeLCat Library

**May 29**

MeLCat Refresher Training for DCB Libraries (Lansing, MI)

**June 2**

MeLCat Basics

**June 5**

Readers' Advisory with NoveList Plus from MeL

**June 9**

MeLCat Reports

**June 17**

MeLCat Mythbusters

**June 18**

RIDES: When Things Go Wrong

**June 19**

MeLCat Help! Finding the Answers to Your MeLCat Questions

**June 26**

MeLCat Refresher Training for DCB Libraries (Lansing, MI)

*All workshops are virtual unless a location is listed.*

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