Training Programs

Library Best Practices for technology Training

These libraries and organizations have developed noteworthy Technology Training programs for the public and have made their materials available to other libraries and nonprofts through their websites.

# Akron-Summit County Public Library - Akron, Ohio

## [Resources](http://ascpl.lib.oh.us/training/handouts.html) Link

Akron-Summit library has materials in .pdf format for over 60 classes in the categories of Computer Basics, Microsoft Word (2003 and 2007 in multi-part sessions), Microsoft PowerPoint, Microsoft Publisher, Mail Merge, Internet, E-mail, and Special Topics (including Computer Maintenance, Website Creation, Ebay, and Windows Accessibility Features).

# AlLiance Library System (ALS) - Illinois

## [Resources Link](technologytrainingwheels.pbworks.com)

Technology Training Wheels (TTW) is a wiki that allows library staff to explore technology. Staff created modules monthly from January 2009-May 2010, and presently there are 17 modules completed, many focus on new and emerging technologies such as skype, wikis, social bookmarking, podcasting, etc. One of the modules—[teaching technology in libraries](http://technologytrainingwheels.pbworks.com/Teaching-Technology)—contains scripts and outlines for library trainers as well as links additional training resources.

# Connect Your Community (CYC) program

## [Resources Link](http://www.connectcommunity.org/curriculum-center/)

The Connect Your Community (CYC) program provides broadband training, equipment and support for low-income households in seven separate communities – Cleveland; Akron; Appalachian Ohio; Detroit, MI; Lexington, KY; Manatee County, FL; and Winston-Salem/Forsyth County, NC. CYC is funded through a grant from the U.S. Department of Commerce’s [Broadband Technology Opportunities Program](http://www2.ntia.doc.gov/). The CYC has created and adapted community technology training materials and administrative documents which are publicly available with a Creative Commons License in formats easily edited. Categories include [Computer Literacy](http://www.connectcommunity.org/curriculum-center/cyc-curriculum-computer-literacy/), [Digital Literacy](http://www.connectcommunity.org/curriculum-center/cyc-curriculum-digital-literacy/). [Electives](http://www.connectcommunity.org/curriculum-center/cyc-curriculum-electives-2/), and [HomeConnect](http://www.connectcommunity.org/cyc-curriculum-homeconnect/) (getting and setting up a home computer). There are also modules available in Spanish.

# Hennepin County Library - Hennepin County, Minnesota

[Resources](http://www.hclib.org/extranet/) Link (Scroll down to: Public Training - Computer Course Outlines and Handouts)

Hennepin County Library has shared their public training materials through their extranet. Class materials for many essential classes are available for download, including Computer Basics, E-mail, Microsoft Word, Excel, PowerPoint, OpenOffice, and Social Networking.

# HibbinG Public Library - Hibbing, Minnesota

## [Resources](http://www.hibbing.mn.us/index.asp?Type=B_BASIC&SEC=%7b61849E76-E592-4734-900E-B7AE1C453B89%7d) Link

This curriculum project was funded by the Iron Range Resources and Rehabilitation Agency - Do I.T. Community Technology Awareness Program. All lesson plans include instructor information and student handouts with additional resources including glossaries and lists of books and websites.

There are over 40 technology lessons plans, with topics ranging from using digital cameras, computer basics, email, as well as subject specific classes on topics such as scrapbooking, researching stocks, resuming writing, woodcarving, flyfishing, using ebay and air travel.

# InfoPeople

## [Resources Link](http://www.infopeople.org)

This website includes archived webcasts, podcasts, training materials such as handouts and PowerPoints, as well as other resources for training. InfoPeople is a statewide LSTA project that functions as the training arm of the California State Library.

# Milwaukee Public Library – MilWaukee, Wisconsin

## [Resources Link](http://www.mpl.org/file/computer_curriculums.htm)

DESCRIPTION: Milwaukee Public Library’s Computer Class Curriculum website includes English and Spanish versions of their public computer training materials. Topics include: Computer Basics, Internet Basics, Internet Search Tools, Email Basics, Word Processing, Spreadsheets, PowerPoint, and the Invisible Web.

PRIMO: Peer-Reviewed Instructional Materials Online

## [Resources Link](http://www.ala.org/CFApps/Primo/public/search.cfm)

PRIMO is hosted by ALA’s Association of College and Research Libraries to share peer-reviewed instructional materials created by librarians to teach people about discovering, accessing and evaluating information in networked environments. Currently includes over 145 projects.

# Tenderloin Technology Lab

## [Resources Link](https://sites.google.com/a/sfnetworkministries.org/ttlclassroom/)

This website provides resources for teachers at a community computer lab, and provides all curriculum for outside organizations. The lessons are available as one-time classes, multi-session classes, and basic overviews, and the topics include Email, File Management, Word, Excel, PowerPoint, Internet Safety, Facebook, Lynda.com, Internet job searching, and Basic Computer Skills.

# WebJunction.org

## [Resources Link](http://www.webjunction.org/technology-training)

This nonprofit serves the library community and has a repository of technology training materials contributed from libraries around the world.