



*The Voice of the Library Community*

**New York Library Association**

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## **Bringing the NYLA Library Services Academy to Your System**

NYLA seeks to partner with public library systems to deliver the LSA in different regions of the state on a periodic basis. The NYLA accredited, non-degree certificate program takes place over three weeks (typically on the same day of each week) for six hours each week, for a total of 18 hours. Each week the program runs from 9:00 AM – 4:00 PM, with a one-hour break for lunch. The three weeks are divided into:

- Introduction (Day 1, morning)
- Reference Services (Day 1, afternoon)
- Public Services (Day 2)
- Technical Services (Day 3)

Upon entering into a partnership agreement to host the LSA:

NYLA agrees to:

- a. Provide curriculum for Library Services Academy,
- b. Arrange and schedule instructors for courses,
- c. Issue payments to all instructors,
- d. Process participant registration and collect tuition (\$215 for NYLA members, \$255 for non-members)
- e. Produce and distribute certificates of attendance co-branded with the Host System and New York Library Association logos,
- f. Aid in promotion of the Library Services Academy to area libraries.

The Host System agrees to:

- a. Provide classroom space, with all necessary A/V equipment, that can comfortably accommodate 30 participants,
- b. Manage onsite logistics to include:
  1. Provide staff support to welcome participants and the speaker,
  2. Administer (NYLA provided) sign-in sheets, and program evaluation forms,
  3. Arrange for, receive, set-up and clear lunch delivery each day,
  4. Invoice NYLA for lunch expenses following the completion of the program,
- c. Aid in promotion of the Library Services Academy to area libraries.

In exchange for the above mentioned services, the New York Library Association will provide the Host System a space rental fee of \$300 (\$100 for each day); and two complete program registration seats that may be assigned to anyone of the Host System's choosing. The two complimentary registrations will be entitled to all rights and privileges of regular program registrants and will receive certificates of completion.

To begin the planning process to bring the NYLA LSA to your system, please contact:

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