

LEO Guidelines

LEO Library Education Opportunities for Colorado Libraries will provide a compilation of upcoming library-related training events that can be reviewed by library staff and used by training providers and event sponsors as a planning and scheduling tool.

Update LEO: <http://leo.clicweb.org/staff>

What can/cannot be posted on LEO:

1. Training events that should be posted on the calendar:
 - a. Library-related training events that attract a regional or statewide audience or those of national appeal that need to be acknowledged: Colorado Association of Libraries conference and workshops, Colorado State Library workshops, BCR training held in Colorado, CASL workshops, College of DuPage teleconferences, Mountain Plains Library Association leadership institute, ALA annual and mid-winter events, CLiC workshops, library system workshops open to staff outside the hosting library, etc.
2. Training events that should not be posted on the calendar:
 - a. Library-related training events open only to those staff in a single library.
 - b. Notices of availability of library-related commercial products or services.
3. CLiC will monitor statewide listservs for training opportunities that should be added to LEO and will contact the organization to coordinate the addition of the event if it is not already listed.

How to Post to LEO:

4. Sponsoring organizations may obtain a username/password to add library-related events to the calendar. If the organization would prefer, CLiC will post events on a request basis. CLiC will routinely review entries and will notify an organization if an entry does not meet posting criteria and will remove the entry from the calendar.
5. The sponsoring organization is responsible for providing details to interested participants about its events and for developing application/registration procedures. CLiC is not responsible for

answering questions concerning specific calendar entries other than those it sponsors.

Posting Requirements and Changes to a Posting:

6. Each posting must include at a minimum the following information (LEO will let you know if you have not provided all required information):
 - a. Title of Event
 - b. Full Description
 - c. Contact Information
 - d. Cost
 - e. Location/Date/Time
 - f. Instructor
 - g. Sponsoring Organization

7. If an event is filled, cancelled, rescheduled, or relocated for any reason, the sponsoring organization must immediately update the event entry.

Assistance in Using LEO:

8. Consult LEO's extensive Help files first.

9. If you should need assistance in accessing or updating LEO, please contact Lisa Priebe at CLiC, lpriebe@clicweb.org or 303.422.1150 or 888.206.9752.