



L2 for You: Library Learning at Your Fingertips

Find continuing education, training, and other events for library staff quickly and easily with the new Library Learning (L2) calendar. You can find and register for events at Alliance Library System, other Illinois library systems, and the Illinois State Library all from one convenient website at <http://www.librarylearning.info>. Get started with our L2 Top Ten List!

L2 TOP TEN LIST

1. L2 replaces CLeO, ALS's former calendar/registration system. If you use the *Library Learning* link from the ALS home page (<http://www.alliancelibrarysystem.com>), you will see an L2 view that focuses on ALS events. You can still see other events by clicking on the *Statewide* tab.
2. Start by creating your L2 account from the *Register* link in the upper right corner. Be sure to indicate your library (or libraries, if you work at several libraries or are a trustee in addition to being a library employee). If you are a school librarian, be sure to indicate whether you collect CPDUs. (Not all ALS events are eligible for CPDUs.) You can register for events immediately, but you won't have full L2 privileges until ALS confirms your library association. We will normally do this within two business days (but often sooner).
3. Connect with colleagues! After you're signed in, click on your name at the top of the screen to edit your profile. Add social networking connections and upload a photo or avatar.
4. When you use L2, sign in first for the best experience. Some functions and events aren't available to you until you sign in.
5. Your registration is immediate if the event is free. If there's a cost, the registration is added to your shopping cart, but you won't be registered until you check out. You can print an online invoice and mail it immediately with your check made payable to Alliance Library System. ALS will soon accept credit card payment, as well. Other event sponsors (systems or ISL) offer different payment options.
6. Need to register other participants (staff or trustees) from your library? Create your L2 user account first. If you need to register people at other buildings within your organization, add your library association for each building. (You can do this when creating your account or by revising your profile after your account is created.) Then, have your director email gbuhr@alliancelibrarysystem.com to request registrar capability for you.
7. Track your professional development with *My Events*. L2 events that you register for through the L2 system are automatically added to the *My Events* tab. You can add other activities through the *Learning Journal*.
8. L2 will email you registration confirmations and reminders. You'll also receive *L2 Announce*, a weekly e-newsletter that lists new and upcoming events. You may choose to unsubscribe after receiving your first *L2 Announce*.
9. Did your plans change? Please cancel your registration at least 48 hours in advance (if possible) through the *My Events* tab. (Please note that some events will have earlier cancellation deadlines.)
10. Need help? You can find the L2 User's Guide in the *Help* section and on the L2 documentation wiki at <http://wiki.librarylearning.info>. The ALS Library Development team will be glad to answer any additional questions you might have. Contact us at 309-694-9200 or through the contact information located at <http://www.alliancelibrarysystem.com/indexce.cfm>.

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