

Christchurch City Libraries

Learning Centres

Pūtahi Akoranga

Community Connections for Adults



AUTUMN
April to
September 2010

**life long
learning programmes**

**Christchurch
City Council**



Community Connections Technology Programmes for Adults

Providing individuals and groups with hands on skills in using Information and Communication Technologies to support life long learning and to encourage community connectedness.

We can design specific programmes to help up skill your community group in a particular area of interest. A tour of your local community library can also be arranged. For enquiries regarding specially tailored programmes please phone (03) 941 5140.

Booking Procedure

All programmes require bookings.

To book a place on one of our courses please phone (03) 941 7923 or email: learningcentre@ccc.govt.nz

Our Locations

South Learning Centre
in South Christchurch Library
66 Colombo Street

Upper Riccarton Learning Centre
in Upper Riccarton Library
71 Main South Road

Central Library
91 Gloucester St

Other Library Services

Free Central library tours for groups or individuals
Phone (03) 941 7923 for more information or check our website christchurchcitylibraries.com for details.

“Book a Librarian”

Want to know how to make the most of the resources at Central Library? Book a one on one session with one of our knowledgeable and friendly librarians. Phone (03) 941 7923 or book online at christchurchcitylibraries.com

LiveOnline

Get answers to questions or get help using our databases and other parts of the library website. LiveOnline is an interactive session with a librarian live over the internet. Phone (03) 941 7923 for details.

Library book groups

Ask about these by phoning (03) 941 7923 for details or talk to your local librarian.

Free internet in the library

Come and explore the internet for free at your local library. If you are unsure join a class to find out more or ask a librarian.

If you have other programmes which you would like us to offer or topics you are interested in please let us know. Phone (03) 941 5140.

Contents

Getting comfortable	Page 1
» Confidence with Computers	Page 1
» Computers and Coffee	Page 1
» Digital Photography Basics	Page 2
Keeping Up with the World	Page 2
» Technology Tasters	Page 2
» Technology Tasters on Wednesdays	Page 2
» Technology Tasters on Fridays	Page 2
» Technology Tasters in Central	Page 2
Social Networks and new ways of Communicating	Page 3
» Music and the Internet	Page 3
» Book Groups and more online	Page 3
Being Creative	Page 4
» Digital Story Telling	Page 4
» Digital Creation @ Elevate	Page 4
» Digital Scrapbooking	Page 4
» Making or renewing recipe books	Page 5
» Family Story	Page 5
» Adding Music to a story	Page 5
» Writing a memoir	Page 5
» Heritage photos	Page 6
» Family history	Page 6
» Ancestry introduction	Page 6
» The Family History Series	Page 7
Learning More	Page 7
» Health Online	Page 7

Community Programmes for Adults

Suitable for adults of any age and teenagers.

GETTING COMFORTABLE

A range of programmes to help you become more comfortable with technology and to make better use of some of your own tools.

Confidence with Computers

A one session introduction to computers for complete beginners. Conquer the real basics – learn to use a mouse, type a simple message, start using the internet and possibly set up an email address.

This introduction will help complete beginners feel more confident attending Coffee and Computer sessions or other Learning Centre programmes.

WHERE: South LC

WHEN:

Group A Monday 19 April or Monday 19 July

9am - 10.30am

Group B Wednesday 21 April or Wednesday 21 July

9am - 10.30am

COST: FREE

Computers and Coffee

A programme for “beginners and beyond” to improve their confidence in the use of computers. The first three sessions will introduce and develop basic computer skills in areas such as email, Word and clever use of the internet.

In the following sessions you will learn how to make the most of the online library catalogue and website and we can help answer some of your technology queries. For example: How do I download pictures from my camera? How do I attach a document to an email? Can I see the house my son lives in Amsterdam? What is Skype? Improve your skills and move onto your own projects with help from the group and tutor. Coffee and tea provided.

WHERE: South LC

WHEN: Monday (Group A) or Wednesday (Group B).

Not on during school holidays.

COST: \$10 per series

APRIL – JUNE

Group A Mondays 26 April to 28 June

9am - 10.30am

(Not on 7 June)

Group B Wednesdays 28 April to 30 June

9am - 10.30am

(Not on 9 June)

JULY – SEPTEMBER

Group A Mondays 26 July to 27 September

9am - 10.30am

Group B Wednesdays 28 July to 29 September

9am - 10.30am

Digital Photography Basics

A session suitable for beginners.

Learn how to compose a good photograph using basic composition techniques and how to download photographs onto the computer*.

A basic introduction in managing your photographs and exploring some basic editing tools using standard computer software available on most PC's*.

*Please ensure that you bring your camera, spare batteries, camera booklet and USB download cables.

WHERE: South LC

WHEN: Tuesday 15 June 7pm - 9pm

COST: \$5.00

KEEPING UP WITH THE WORLD

Methods of communicating with others and the tools of technology are constantly changing. They can be overwhelming, or exciting, fun and possibly really useful. We have developed a range of programmes to extend the way you use the library and all of the resources available through it and to help you use other technology more effectively.

Technology Tasters

A chance to be introduced to some current technology topics in short focussed sessions with a tutor to help you try them out and answer questions.

Details of the topics of the day are available from the library website or by phoning the library.

COST: Most programmes are free, some may have a small charge

Technology Tasters on Wednesdays

WHERE: South LC

WHEN: A 3 week cycle starting on 21 April to 29 September
3.30pm - 4.45pm

Week 1: Taught session on a current technology topic

Week 2: Open lab to practice or ask questions

Week 3: No programme

Not on during school holidays

Technology Tasters on Fridays

WHERE: South LC

WHEN: Every second Friday starting on 23 April to 17 September
1pm - 2.15pm

Not on during school holidays

Technology Tasters in Central

WHERE: Central Library - Computer Room Level 2

WHEN: Most Tuesdays starting on 6 April to 28 September

The time of the sessions vary, either 10am - 12noon or 1pm - 3pm.

For precise details of time and topic please check christchurchcitylibraries.com or phone the library on (03) 941 7923.

Examples of Technology Taster Topics

For details of programme content, time and place please check christchurchcitylibraries.com or phone the library on (03) 941 7923.

- » Skype and tweeting
- » Beyond talking books - Overdrive
- » Library free internet
- » Press Display and News Research
- » Finding and playing NZ music
- » Using Email and Word
- » Online Book Clubs
- » Buying and Selling online
- » Digital Camera Basics
- » Social Networks eg. facebook
- » Blogging
- » Beyond Google
- » Searching for music
- » Event Planning
- » Finding people
- » Heritage photos

OTHER KEEPING UP WITH THE WORLD PROGRAMMES

Social Networks and new ways of Communicating

What is Blogging? How to Facebook. What is Skype and how do you use it? What is Ning? How to tweet. Should I google?

Learn some of the whats and whys and find out how to be involved in some of these forms of social communication.

WHERE: South LC

WHEN: Tuesday 20 April 7pm - 9pm

COST: \$5.00

Music and the Internet

How to find it and use it legally? There are many sources of music available for legal downloads. We will explore different options and help you save music to listen to later.

If you have an i-pod, MP3 player or similar, bring it and any necessary cords to the session.

WHERE: South LC

WHEN: Tuesday 11 May 7pm - 9pm

COST: \$5.00

Book groups and more online

Find out about Shelfari, Library Thing and Bookcrossing

You can become part of a bookclub with people all around the world or just down the road.

WHERE: South LC

WHEN: Tuesday 17 August 7pm - 9pm

COST: Free

Also see above: Technology Taster topic, online book clubs Friday 4 and 18 June 1pm - 2.15pm. For details phone (03) 941 5140

BEING CREATIVE

Programmes which use our software to help you use technology to be creative in many ways.

Digital Story Telling - Create your own digital story of a special event or series of events.

Use old photos or new digital ones to create a simple digital story. A simple programme helps you add music and words to the pictures to create a movie like story which is easy to pass on to anyone. We will help you transform old pictures so they can be included or you can add pictures from your digital camera or a CD. A two part programme.

WHERE: Upper Riccarton LC

WHEN: Saturday 1 May 1pm - 3pm
Saturday 8 May 1pm - 3pm

COST: \$10.00

Digital Creation @ Elevate Bar and Function Centre

Come to Elevate for a special creative evening. Relax and experiment with technology to create some special items such as cards, photo frames, gift tags, and collages.

Make up a group or just come along and join our group.

For more details phone (03) 941 5140

WHERE: Elevate Bar and Function Centre

WHEN: Thursday 3 June 7pm - 9pm

COST: \$5.00

Elevate food and beverages will be available for you to purchase.

Digital Scrapbooking

Part 1: This is an introductory programme which is still suitable for beginners but will allow you to create something more complex if you wish. Learn how to start a digital scrapbook and find some interesting and useful tools to help you. For the first session you should bring some photographs in a digital form. If you need help scanning items to a digital form please contact us and we can suggest ways to help you.

Part 2: Complete the first pages of your book and save them in a digital format to take home.

WHERE: Upper Riccarton LC

WHEN: Tuesday 22 June 7pm - 9pm
Tuesday 29 June 7pm - 9pm

COST: \$10.00

This programme is repeated.

WHERE: South LC

WHEN: Tuesday 21 September 7pm - 9pm
Tuesday 28 September 7pm - 9pm

COST: \$10.00

Making or renewing recipe books

Create a family recipe book to treasure. You can save it as a digital book or print it off and have as a traditional hard copy. Transform the special recipes from your old favourite books or those of your grandmothers and make them accessible to another generation.

Part 1: Organise the recipes either by digitising old copies or typing them out using Word or Publisher.

Part 2: Complete the first pages of your book and save them in a digital format or printed form to take home.

Printing will incur an extra cost.

For details of what to bring please phone (03) 941 5140

WHERE: Upper Riccarton LC

WHEN: **Part 1:** Tuesday 6 July 7pm - 9pm

Part 2: Tuesday 13 July 7pm - 9pm

COST: \$10.00

Family Story

Tell your family story in a different way. Use your photos and special music or your voice to create a story about your family. It could be the current generation or previous ones. We will help you digitise the pictures so they can be added to your project which can then be saved to a CD or similar for sharing with others. A two part programme.

WHERE: South LC

WHEN: **Part 1:** Tuesday 3 August 7pm - 9pm

Part 2: Tuesday 10 August 7pm - 9pm

COST: \$10.00

Adding Music to a story

Do you have a story and some music you want to join together? Bring your photos in a digital format and we will help you build them into a story and then you can add relevant music to complete the package. Music must be legally downloaded and for your own use. A two part programme.

WHERE: Central Library - Computer Room Level 2

WHEN: **Part 1:** Tuesday 11 May 10am - 12noon

Part 2: Tuesday 18 May 10am - 12noon

COST: \$10.00

Writing a memoir - Telling Family Stories

Need some help to get started? This is not a creative writing programme, but intends to help people start writing family stories they feel are worth telling. We will introduce you to some excellent resources both in the library and online, give you a chance to learn from others who are writing and give you encouragement to get organised and get started. The rest is up to you. A series of four sessions.

WHERE: To be confirmed, please enquire when booking

WHEN: This programme is proposed for April and August but please contact the library for details.

COST: To be confirmed

Heritage photos

They may look old and not worth doing anything with but future generations may be very interested in them. The library is also interested in helping you keep your images of old Christchurch and Canterbury accessible for future generations.

We will be running a series of sessions in August focussing on digitising some of these images. If you are interested in this and feel you have some photographs which may be of interest, or which you would like to do something more with, please contact us and book in for one of the sessions.

WHERE: South LC

WHEN: Wednesday 4 August 3.30pm - 5pm
Wednesday 11 August 3.30pm - 5pm
Friday 20 August 1pm - 2.15pm

COST: FREE

Family history

Christchurch City Libraries has a large collection of resources, both hardcopy and online to support your Family History research. The majority of this material is maintained in the Aotearoa New Zealand Centre on level two of the Central Library. The staff in this area are highly skilled and are willing to help individuals make better use of the resources. If you have a group who wish to learn more please contact the library and discuss a tour or special session. For details of the online resources please check the library website christchurchcitylibraries.com/Heritage/

Ancestry introduction

Ancestry.com is a family history database which contains a huge amount of international information. Come to these free sessions and be introduced to it. If you are currently using it and have some queries about particular aspects come and ask your questions. We cannot locate your ancestors for you but can help you enjoy the hunt yourself.

WHERE: Central Library

WHEN: Thursday 22 April 1pm - 3pm
Wednesday 19 May 10am - 12noon
Thursday 24 June 1pm - 3pm
Thursday 22 July 10am - 12noon
Thursday 12 August 1pm - 3pm
Wednesday 22 September 1pm - 3pm

COST: FREE

The Family History Series

A three part programme which helps you explore national and international resources and learn useful ways to record your family history information. This series involves a field trip to the Aotearoa New Zealand Centre at Central Library where staff will introduce you to the Birth, Deaths and Marriages Indexes, Church Registers, Wises Directories and other valuable research materials.

WHERE: Upper Riccarton LC

WHEN: Tuesday 14 September 7pm - 9pm

Tuesday 21 September 7pm - 9pm

Tuesday 28 September 7pm - 9pm

COST: \$15.00

LEARNING MORE

Libraries have always been involved in helping people learn more and explore topics for work or for recreation. This is still very relevant but some of the methods of finding that information have changed. The programmes listed here are designed to help you make the most of new ways of gathering information.

Health Online

Make the most of Health resources online. What can you rely on and how do you know what you can rely on? What is good information? The internet can be a very useful tool when you are researching health issues but it can also be very confusing and there are many traps.

WHERE: South LC

WHEN: Tuesday 6 April 7pm - 9pm

COST: Free

Technology Tasters

Some of the tasters in this series are focussed specifically on searching more skillfully, making better use of the library databases, finding people and things. Also see the series of Writing for NCEA, Information literacy skills for NCEA and related study programmes in the families part of this leaflet.

