

2018 Library Management Skills Institute

FAQs

**Library Management
Skills Institute I: The
Manager**

**Library Management
Skills Institute II: The
Organization**

Library Management Skills Institute FAQs

FREQUENTLY ASKED QUESTIONS (LMSI Workshops)

Have questions? We've put together a list of some common questions we're asked about our Library Management Skills Institute (LMSI) workshops. If you still have questions after reading below, please contact us – we're more than happy to help. Email client services at info@DeEttaJones.com

[Host Logistics/ Responsibilities Overview](#)

Logistics

Q: Where are Library Management Skills Institute workshops held?

- LMSI's can be conducted on-site at your library or a venue of your choosing. Please specify details of location in your inquiry/request.

Q: Can DJA deliver LMSI workshops internationally?

- Absolutely. We can also conduct in-person training at your organization's offices around the world. We've delivered programs worldwide, from New York and San Francisco to Saudi Arabia and China.

Q: Can more than one institution attend and/or host a workshop together?

- Institutes may collaborate to host a workshop and may share workshop fees across institutions. This must be coordinated within your organization and one Memorandum of Understanding will be signed with the host institution only. The host institution will work directly with other institutions for payment/ repayment methods. For example, if you wish to fill your 40 person capacity by inviting attendees from institutions, you are encouraged to do so. All registration will be managed by the host organization and communicated in a timely manner (as outlined in the Institute Host overview) to DJA.

Q: How many participants can attend?

- The ideal group size is 15-40 people. At this size, a group can maintain a strong instructor-to-participant ratio while engaging in lively interactions and group discussions. For groups over 40 persons, please contact us.

Q: What are my responsibilities as the Institute host?

- Please see the [Institute Host Overview](#) for detail responsibilities as the host institution.

Q: Is *Library Management Skills Institute I: The Manager* a prerequisite for participation in *Library Management Skills Institute II: The Organization*?

- No, the two Institutes are designed to be independent. Leaders, in any position in your organization, can benefit from either or both.

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Facilitation

Q: Who are the facilitators for the Library Management Skills Institutes?

- LMSI facilitators are trained facilitators and seasoned practitioners. Their experiences include working in libraries, management, and senior leadership roles. All DJA facilitators go through a rigorous training process. A facilitator will be assigned to your Institute based on availability, organizational fit, and your scheduling needs.

Q: Will DeEtta be present at every LMSI offering?

- No, given the number of offerings DeEtta cannot personally facilitate every event. However, the DJA faculty are incredibly talented, and all personally trained by and with DeEtta. So the same level of professionalism and perspective can be expected from any member of the DJA team.

Registration

Q: Who is responsible for Institute registration?

- The host institution is responsible for identifying and registering participants for the workshop. A participant list will be shared with DJA Consulting in a timely manner as outlined in the Institute host overview.

Q: When should I schedule an LMSI for my organization?

- As soon as possible! We receive requests up to a year in advance so don't hesitate to reserve your date of interest.

Q: How do I schedule an LMSI for my organization?

- To schedule an LMSI, please use the contact form ([link](#)) on our site or email us at info@DeEttaJones.com and include the following information. One of our friendly team members will follow-up to answer questions and schedule your requested workshop.
 - Full Name (Primary Contact)
 - Email
 - Contact number
 - Your Institution/ Organization
 - Workshop interest (LMSI I and/or II)
 - Dates of interest
 - Number of attendees
 - Details of request

Q: After the Institute has been scheduled, what happens if someone is added or is unable to attend the course?

- Up to 40 participants are able to attend. The final count and participant list is provided to DJA team.

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Cost/ Fees

Q: How much does it cost per person?

- Institutes are not priced per person. We charge a flat fee up to 40 people which includes all Institute materials and facilitators' travel. **Please see our pricing list for more detail.**

Q: Does the price change with fewer participants?

- No. The Institute fees remain the same, so you are encouraged to enroll the full upper limit.

Q: Is there a down payment fee for the Institute?

- Yes, upon signature of a Memo of Understanding for your workshop date, a non-refundable) down payment of \$7,500 USD is required for all institutions/ organization to secure your date.

Q: What forms of payment are acceptable?

- DJA accepts checks and online account transfers/ deposits.

Begin Your Journey in Leadership and Organizational Development Today!



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We would be honored to work with you.