



Southern Maryland
Regional Library Association, Inc.
ADVANCING LIBRARY EXCELLENCE

PRESENTERS' GUIDE

About Us

The Southern Maryland Regional Library Association (SMRLA) is a state-funded regional resource center for the public libraries in Calvert, Charles and St. Mary's counties

We provide the services libraries use to keep communities connected, from the interlibrary loan system to a host of online resources for information, training and digital materials downloads. We also provide library staff training so they can best meet the community's needs.

Our services are free to Southern Maryland's nearly 370,000 residents. SMRLA, Inc., is part of a statewide information network that includes libraries and many other information agencies such as schools and local and state governments.

We work to ensure our community has equal access to information through the efficient, economic and effective sharing of resources among public libraries and all types of information agencies.

Our Vision: Advancing Library Excellence

Our Mission: The citizens of Calvert, Charles, and St. Mary's Counties will have equal access to information through the efficient, economic, and effective sharing of resources among public libraries and all types of information agencies.



Mailing address

P.O. Box 459, Charlotte Hall, MD 20622



Hours

Monday-Friday, 8:30 a.m.-4:30 p.m. (entrance before 8:30 a.m. can be arranged)



Phone

301-884-0436 Fax: 301-884-0438



Web

smrla.org



Getting Here

Location

SMRLA is located at **37600 New Market Road, Charlotte Hall, MD 20622** at the corner of Route 5 and Route 6 (New Market Road). A map and directions are available on our website. We are centrally located to the 10 library branches we serve.

SMRLA shares a building with the Charlotte Hall Branch of the St. Mary's County Library. The main entrance to SMRLA is a door in the center of the building lobby. Ring the doorbell for entrance. The Staff Development Center is located to the right as you enter the lobby. The doors are normally kept locked but are propped open about a half hour before training begins.

Transportation

The closest major airports are Ronald Reagan Washington National, Washington Dulles International, and Baltimore/Washington International Thurgood Marshall Airport. Charlotte Hall is a rural area with limited public transportation. A rental car will be required if you are coming to the region via air or rail transportation.

Parking

Parking is free. Please park in the front lot; the side lot is reserved for staff only.

Hotels

While Charlotte Hall has no hotels, lodging can be found in the adjacent towns of La Plata or Waldorf. Other presenters have recommended:

Country Inn & Suites By Carlson

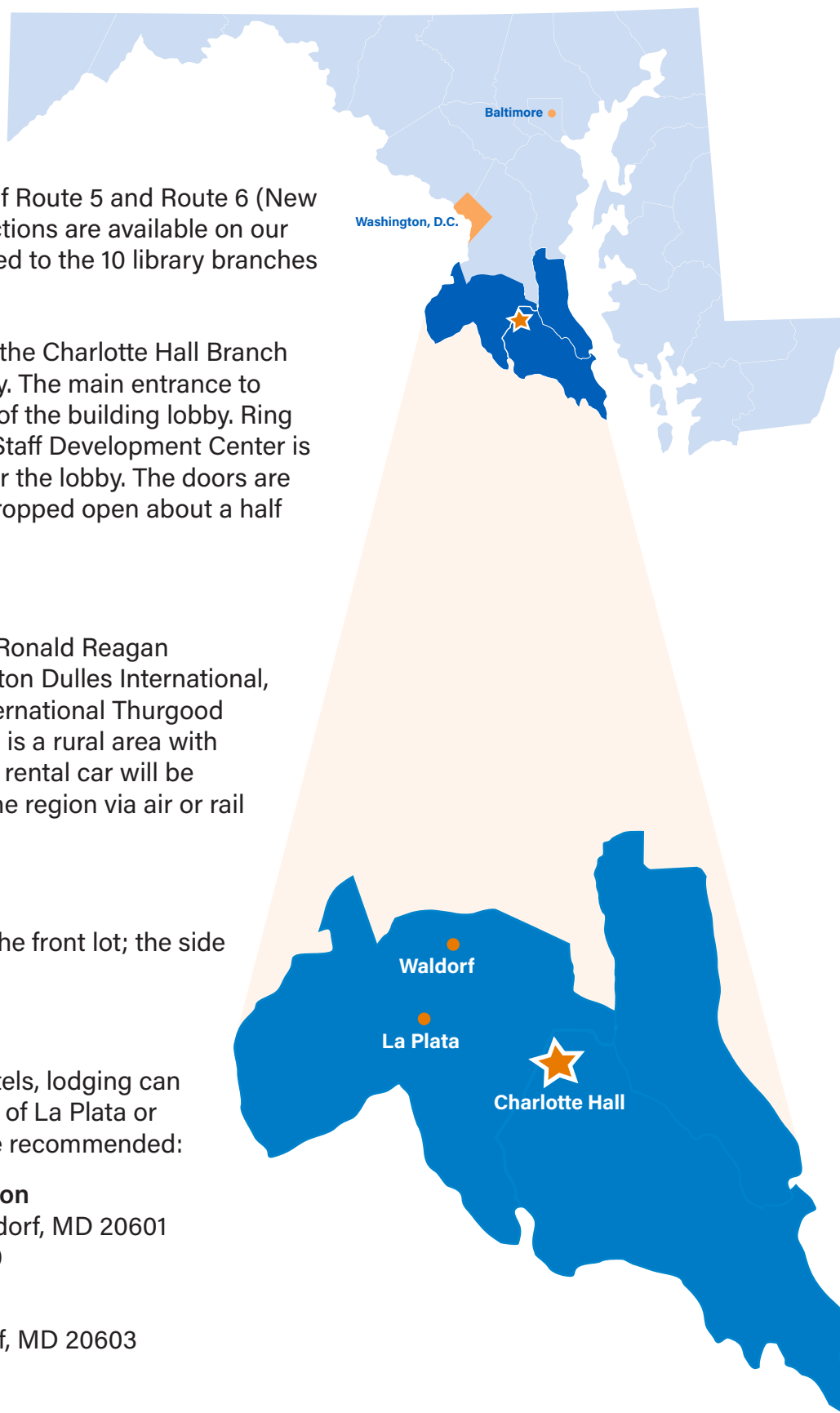
2555 Business Park Drive, Waldorf, MD 20601
301-645-6595; 1-800-456-4000

Hilton Garden Inn

10385 O'Donnell Place, Waldorf, MD 20603
240-222-0000

Best Western La Plata Inn

6900 Crain Highway, La Plata, MD 20646
301-934-4900





Staff Development Center

SMRLA's Staff Development Center is a flexible space that includes a PC training lab and areas for meetings or workshops. Trainers can connect their laptops to ceiling-mounted projectors and speakers via a wall plate or use our Barco Clickshare Wireless Presentation System via USB port. A VGA cable and extension cords are provided. Mac users must bring their own VGA converter. Wired and wireless internet access is available.

PC Lab

The PC lab is equipped with 10 All-in-One Touchscreen PCs with Windows 10, the latest versions of Internet Explorer, Microsoft Edge, Google Chrome and Firefox, as well as the Microsoft Office 2016 suite. The PCs have full administrative privileges but have disk protection turned on. This means that any changes made are wiped clean every night. The PCs are configured identically to ensure a common computing experience for attendees. A networked laser printer is located in the PC lab as well. A trainer's station is located in the upper corner.



Meeting Area

The meeting area has tables and chairs that can be configured into several setups, including classroom style, auditorium style, U-shaped, and small groups.



Breakout Lounge Area and Professional Collection

The lounge/meeting area consists of small couches and chairs for intimate team discussions or breaks.

The Professional Development Lab hosts a variety of books and media related to staff training and development. Items from this collection related to training topics may be pulled for display at trainings. Items are available for checkout by staff or patrons. See a SMRLA staff member for details.



Refreshment Area

This area consists of amenities for refreshment breaks such as coffee and lunches. The space includes Keurig coffee makers, a minifridge with bottled water and a refreshment counter.



Staff Development Center Equipment

The following equipment is available upon request:

- Laptop
- DVD player
- Turning Point audience response system (including 35 clickers)
- Barco Clickshare wireless presentation system
- Promethean ActivPanel
- Apple TV
- Flip chart easel
- Flip chart pads and/or 3M sticky flip chart pads
- Table-top flip chart pads
- Wireless lapel microphone or handheld microphone
- Tossable microphone case for wireless lapel mic
- Podium and stationary microphone
- Wireless presenter mouse/pointer
- Extension cords
- Ethernet cable
- Table manipulatives and fidgets
- Post-Its
- Whiteboard markers
- Flipchart markers
- Whiteboard easels (approx. 6)
- Whiteboard clipboards (approx. 30)
- Innovation station cart with various crafting and brainstorming supplies
- Thumball icebreaker collection

