

# ACRL's Continuing Education Courses—Dallas

**CE 103, Establishing the College Bibliographic Instruction Program**, provides an overall review of managerial considerations essential in establishing the successful BI program. Program components examined will include political aspects, staff needs, budgetary support, and faculty and administration support.

*Instructor:* Dennis Robison, University Librarian, University of Richmond.

*Date:* Friday, June 22, 9:00 a.m.–5:00 p.m.

*CEU credit:* .7

*What past participants have said about CE 103:* “(The course was a) good experience—and very helpful to me in trying to set up a BI program.”

**CE 107, Managing Student Workers in Academic Libraries**, will help participants to develop strategies for better management of student workers. In addition to providing an opportunity for participant interaction, the course seeks to clarify the nature of the student worker's role in academic libraries and the role of the supervisor of student workers; to identify management theories appropriate to student workers; to recognize the importance of selection, training, and supervision of student workers; to identify dilemmas or problems which occur in the management of student workers; and to become familiar with the various ways in which policies and procedures can be communicated to student workers. The course is intended for librarians who have had at least one year of experience managing student workers or who have had at least one year of experience managing supervisors of student workers.

*Instructors:* Michael D. Kathman, Director of Libraries & Media Services, St. John's University, and Jane Kathman, Assistant Professor of Economics & Business Administration, College of St. Benedict.

*Date:* Friday, June 22, 8:30 a.m.–5:00 p.m.

*CEU credit:* .8

*What past participants have said about CE 107:* “This course exceeded my expectations: it was informative, compact, encouraging and even entertaining.”

**CE 202, Teaching Methods for the Bibliographic Instruction Librarian**, provides an introduction to basic learning theory and alternate instructional methods used in library instruction. Participants will work on designing and modeling an instructional session.

*Instructor:* Marilla Svinicki, Assistant Director, Center for Teaching Effectiveness, University of Texas at Austin.

*Dates:* Thursday and Friday, June 21 & 22, 9:00 a.m.–5:00 p.m.

*CEU credit:* 1.4

*What past participants have said about CE 202:* “I have hopes of becoming a good instructor and feel much more prepared for the task as a result of this course.”

## New Courses!

**CE 108, Considerations for Establishing and Marketing Fee-Based Services in Academic Libraries**, considers key aspects to be anticipated and evaluated prior to or in the initial phases of developing and offering fee-based information services. Specifically, the course will enable participants to: identify the conditions necessary for establishment of a fee-based service; optimize existing conditions within their individual university settings to influence the success of such services; develop a plan of action for proposing and establishing appropriate services for the individual library setting; identify critical aspects of the operation of a fee-based service center; and review marketing principles, promotional techniques, and public relations as applied to a fee-based service in academic libraries.

*Instructor:* Elizabeth Lunden, Director, Regional Information & Communication Exchange, Rice University.

*Date:* Friday, June 22, 9:00 a.m.–5:00 p.m.

*CEU credit:* .7

**CE 111, Principles of Strategic Planning in the Library Environment**, provides a theoretical background and practical experience in applying strategic planning processes to library planning. The specific objectives of the course are: to provide background information on strategic planning as a process; to identify problems encountered with past long-range planning efforts; to describe several strategic planning models including the “desired futures” model; to provide participants with an opportunity to practice the use of the desired futures model cooperatively and applied to their own environment; and to receive feedback on that experience. The material covered in this course is applicable to strategic planning for all types of libraries.

*Instructor:* Julie A.C. Virgo, Executive Director, Association of College & Research Libraries.

*Date:* Thursday, June 21, 9:00 a.m.–5:00 p.m.

*CEU credit:* .7

**CE 112, Improving Job Performance: Strategies for Supervisors**, will help librarian-supervisors: create a climate for motivation, define job competencies, set performance standards, address performance problems and improve work effectiveness of

their staffs. This course is intended for librarians who are first-line supervisors or middle managers. *Past participants to CE 101 note:* the material presented in this course will build upon the knowledge and skills developed in ACRL CE 101 (Librarians as Supervisors).

*Instructor:* Maureen Sullivan, Head of Personnel, Yale University Library.

*Date:* Friday, June 22, 9:00 a.m.–5:00 p.m.

*CEU credit:* .7

**CE 205, Teaching How to Teach Science Reference Materials: A Workshop for Librarians Who Serve the Undergraduate**, examines the search strategies and reference tools (especially such science periodical indexes as the H. W. Wilson indexes, *Biological Abstracts*, *Chemical Abstracts*, and *Science Citation Index*) that are particularly useful to undergraduate science majors. Equal emphasis is given to methods of teaching these search strategies and the use of these reference tools. Methods of learning how to use new science reference materials are also covered.

*Instructor:* Thomas Kirk, College Librarian, Berea College.

*Date:* Friday, June 22, 8:30 a.m.–5:00 p.m.

*CEU credit:* .8



## About the courses

The courses are designed to provide librarians with knowledge and skills in the areas of management, bibliographic instruction, library skills, technology update, the environment and professional development. The ACRL Continuing Education Courses are taught by library practitioners well known for their expertise in these topical areas.

## Where & When

In Dallas, Texas, June 21–22, 1984, immediately before the ALA Annual Conference. Upon registration for a course you will receive course materials and location information. (See *American Libraries*, January 1984, for conference housing information.)

## How much?

Course fees are \$95/day for ACRL members and \$135/day for non-members. The advance registration deadline is May 15. A \$15 late registration fee will be charged to registrations received after that date. Written notice of cancellation received by May 31 will be honored subject to a \$15 cancellation charge. No refunds for cancellations after May 31. Remember, a tax deduction is allowed for educational expenses (including registration fees, travel, meals, lodging) if courses are undertaken to maintain and improve professional skills (see Treasury Reg. 1.162-5, and *Coughlin v. Commissioner*, 203 F.2d 307).

## CEU's

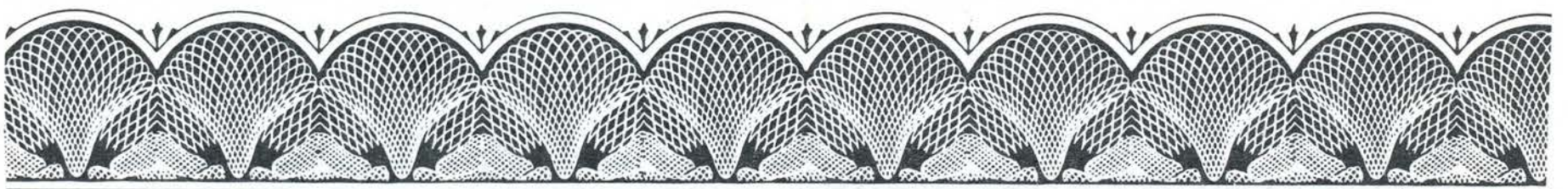
A certificate of completion for each course will be issued. Every successful completion of 10 hours of continuing education is equal to one Continuing Education Unit (CEU). ACRL maintains a CEU record for each participant. The ACRL CE courses are approved for MLA re-certification credit.

## Questions?

Contact Barbara Macikas, ACRL/ALA, 50 E. Huron St., Chicago, IL 60611; or call (312) 944-6780.

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("Washington Hotline," cont'd from p. 242)

Commission decisions postpone the access charge of \$6 per line per month for multiline business customers, including many libraries, from April 3 to June 13. The new tariff for AT&T's interstate private line service (used by OCLC, RLIN and WLN for library data communications) has been suspended until June 1. Estimates of new rates must await further actions by carriers and the FCC, which has repeatedly cited the effect of private line increases on libraries in its recent opinions and orders.



# REGISTRATION FORM

## CONTINUING EDUCATION COURSES

PLEASE PRINT

NAME \_\_\_\_\_ AFFILIATION \_\_\_\_\_

STREET \_\_\_\_\_  
(indicate home or work)

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME PHONE (\_\_\_\_) \_\_\_\_\_ ALA/ACRL MEMBERSHIP # \_\_\_\_\_

PLEASE CIRCLE THE APPROPRIATE DOLLAR AMOUNT FOR THE COURSE OF YOUR CHOICE, AND INDICATE YOUR PREFERENCES IN THE MARGIN (1st, 2nd, and 3rd).

Course		ACRL Member	Non-member
CE 103	Considerations for Establishing a College BI Program	\$95	\$135
CE 107	Managing Student Workers in Academic Libraries	\$95	\$135
CE 108	Considerations for Establishing and Marketing-Fee Based Services on Academic Libraries	\$95	\$135
CE 111	Principles of Strategic Planning in the Library Environment	\$95	\$135
CE 112	Improving Job Performance: Strategies for Supervisors	\$95	\$135
CE 202	Teaching Methods for the BI Librarian	\$190	\$270
CE 205	Teaching How to Teach Science Reference Materials: A Workshop for Librarians Who Serve the Undergraduate	\$95	\$135
	*Late registration fee	\$15	\$15

ENTER TOTAL AMOUNT ENCLOSED \_\_\_\_\_

\*Fee for registration after May 15.

CONFIRMATION: Written confirmations will be made.

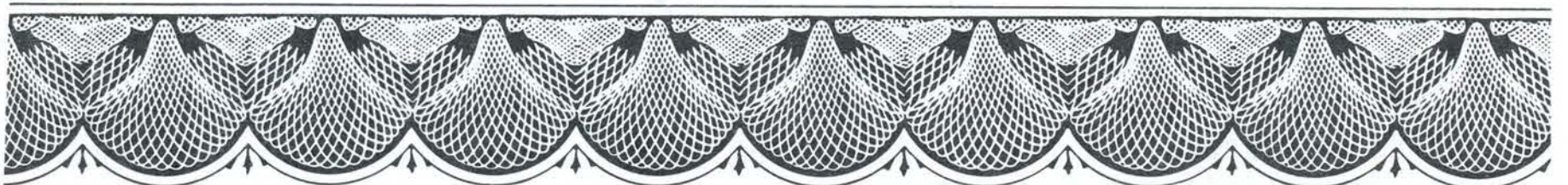
CANCELLATIONS: Written notice of cancellations received by May 31 will be honored subject to a \$15 cancellation charge. No refunds for cancellations after May 31.

You may make checks payable to ACRL and return them with this form to:

**ACRL—Continuing Education  
American Library Association  
50 E. Huron St.  
Chicago, IL 60611**

In order to help CE instructors prepare for their courses, please answer the following questions:

1. What do you hope to gain by taking this course?
2. What experience or education have you had in this area prior to enrollment in this CE course?



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# ACRL requests proposals for a new edition of *Books for College Libraries*

The Association of College & Research Libraries is planning to undertake a third edition of *Books for College Libraries* (BCL III). According to the chair of the BCL III Committee, Richard D. Johnson, library director of the State University College of New York at Oneonta, the new edition will list 50,000 titles which can constitute a core collection in a library serving undergraduate students.

The third edition will not include serials but will be expanded to include non-print materials. Titles will be selected by subject specialists, both teaching faculty and librarians. Full bibliographic data will be provided for each title. The work will be published in six volumes; the fifth volume, covering psychology, science, technology, and bibliography, will be given priority and published first.

ACRL plans to contract with an outside organization for the completion of *Books for College Li-*

*braries* III. This organization should be prepared to compile and edit BCL III on their own premises. Access to MARC records in machine-readable form will be required. An ACRL advisory board will oversee the work of the contracting organization. The contractor should prepare to begin work in September 1984. Machine-readable records in a form ready for printing of the final pages should be prepared as individual volumes are completed. All pages should be submitted to the publisher by September 1986.

Individuals or organizations wishing to submit proposals for all or part of this project should request an RFP from Sandy Whiteley, ACRL/ALA, 50 East Huron St., Chicago, IL 60611; (312) 944-6780. The deadline for submission is June 8, 1984. ■ ■

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## The ACRL standing order plan

This plan guarantees that you will be automatically sent all new ACRL publications costing less than \$30. You will eliminate problems with prepayment, shipping labels, or missing publications that soon go out of print. Institutions and individ-

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50 East Huron Street  
Chicago, IL 60611

# Your Search Strategy Begins Here—

## with ACRL's Bibliographic Instruction Library

### Evaluating Bibliographic Instruction: A Handbook

1983, 122p. ISBN 0-8389-6608-X.

Chapters on research design, data gathering instruments, statistical analysis, a glossary, and a bibliography.

ACRL members, \$13; non-members, \$17.

### Bibliographic Instruction Handbook

1979, 68p.

ACRL members, \$7; non-members, \$10.

### Back to the Books: BI and the Theory of Information Sources

1983, 76p. ISBN 0-8389-6587-3.

Papers presented at the 1982  
ALA annual conference.

ACRL members, \$12; non-members, \$15.

### Petals Around a Rose: Abstract Reasoning and Bibliographic Instruction

By Cerise Oberman.

1981, 23p.

ACRL members, \$4; non-members, \$5.

### Organizing and Managing a Library Instruction Program: Checklists

1979, 32p.

ACRL members, \$3; non-members, \$4.

### Library Instruction Clearinghouses: A Directory

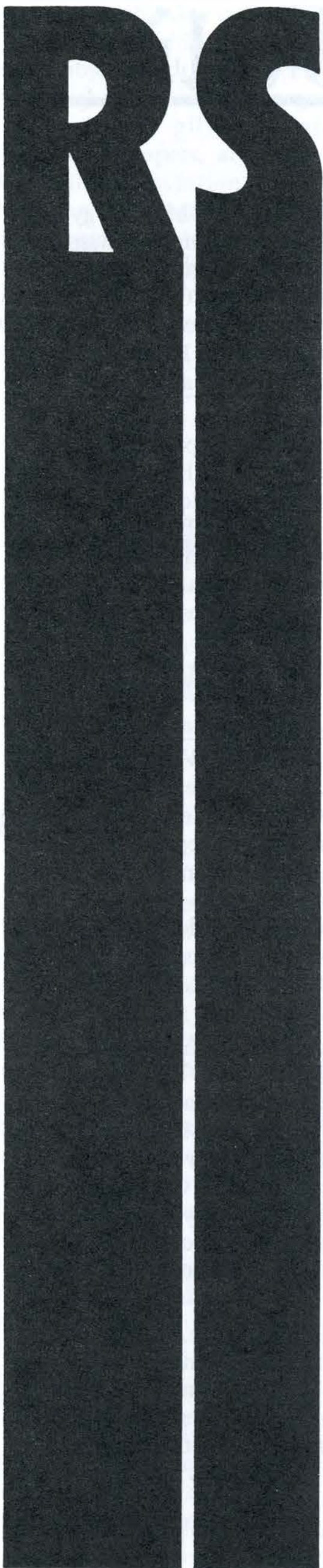
1983 ed. Updated annually.

ACRL members, \$4; non-members, \$5.

Send for our complete list of publications.



Association of College & Research Libraries  
50 East Huron Street  
Chicago, IL 60611  
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The Journal for the  
Library Instruction Librarian

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# Research Strategies

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