

ACRL Continuing Education Courses, Philadelphia

ACRL will be sponsoring eight continuing education courses at the ALA Annual Conference in Philadelphia this July. The courses will range in length from one to two days and will deal with the following areas: 1) management; 2) library skills; 3) technology update; 4) the environment; and 5) professional development.

Advance registration by May 31 will be required since enrollment is limited. A late registration fee of \$15 will be charged. For further information regarding these courses or the ACRL Continuing Education Program in general, contact Barbara Macikas, Program Assistant, ACRL/ALA, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780.

CE 101—Librarians as Supervisors.

CE 103—Establishing the College Bibliographic Instruction Program: The Director's Role.

CE 104—Strategies and Tactics for Enhancing the Role and Position of the Library Within the College or University.

CE 105—Time Management and Conducting Effective Meetings.

CE 201—An Introduction to Maps in Libraries: Maps as Information Tools.

CE 202—Teaching Methods for the Bibliographic Instruction Librarian.

CE 501—Writing the Journal Article and Getting It Published.

CE 503—Survey Research Methods.

LIBRARIANS AS SUPERVISORS

CE 101 seeks to provide participants the opportunity to identify the skills necessary to become effective supervisors in library organizations and to develop an awareness and understanding of current managerial concepts and practices. Specific objectives include: to increase self-awareness of behavior and managerial philosophy; to develop a greater appreciation of the supervisor's role and contribution to improving library performance; to gain an understanding of the skills required for effective supervision; and to examine individual approaches to supervision in response to the needs and demands of particular situations.

Instructor: Maureen Sullivan, Training Program Specialist, Office of Management Studies, Association of Research Libraries.

Date: Friday, July 9, 9:00 a.m.—5:00 p.m.

Fee: ACRL members \$95, non-members \$135.

ESTABLISHING THE COLLEGE BIBLIOGRAPHIC INSTRUCTION PROGRAM: THE DIRECTOR'S ROLE

CE 103 will provide an overall review of managerial considerations essential in establishing the

successful bibliographic instruction program. Program components examined will include political aspects, staff needs, budgetary support, and faculty administration support. The course will assist the college library administrator in recognizing the major areas in which the library director will intervene when establishing a bibliographic instruction program.

Instructor: Dennis E. Robison, University Librarian, University of Richmond, Richmond, Virginia.

Date: Thursday, July 8, 9:00 a.m.—5:00 p.m.; Friday, July 9, 9:00 a.m.—12:00 noon.

Fee: ACRL members, \$145, non-members \$185.

STRATEGIES AND TACTICS FOR ENHANCING ROLE AND POSITION OF THE LIBRARY WITHIN THE COLLEGE OR UNIVERSITY

CE 104 explores the internal and external factors which influence the library's role within the college or university and develops specific strategies and tactics academic library administrators can employ to more effectively advance the library's position within the institution.

Instructor: P. Grady Morein, University Librarian, Clifford Library, University of Evansville, Indiana.

Date: Thursday, July 8, 9:00 a.m.—5:00 p.m.; Friday, July 9, 9:00 a.m.—12 noon.

Fee: ACRL members \$145, non-members \$185.

TIME MANAGEMENT AND CONDUCTING EFFECTIVE MEETINGS

CE 105 will enable participants to: identify the most frequent time problems for themselves and those they work with; establish goals and priorities in relation to their work; identify techniques for managing their time on a daily basis and develop techniques to help others manage time; identify the most frequent and frustrating problems related to committee meetings; determine when a meeting will be the best approach for communicating and problem solving; and identify techniques for creating more effective meetings and how these meetings can be used successfully in different situations.

Instructor: Sheila Creth, Assistant Director, University Library, The University of Connecticut, Storrs.

Date: Thursday, July 8, 9:00 a.m.—5:00 p.m.

Fee: ACRL members \$95, non-members \$135.

AN INTRODUCTION TO MAPS IN LIBRARIES: MAPS AS INFORMATION TOOLS

CE 201 explores for the nonspecialist the in-

formation potential of maps in the academic library environment, as well as acquisitions, collection development, reference and instruction use, and space and equipment requirements.

Instructors: David A. Cobb, Map & Geography Librarian, University of Illinois-Urbana; Charles A. Seavey, Government Publications and Maps Librarian, University of New Mexico, Albuquerque.

Date: Friday, July 9, 9:00 a.m.–5:00 p.m.

Fee: ACRL members \$95, non-members \$135.

TEACHING METHODS FOR THE BIBLIOGRAPHIC INSTRUCTION LIBRARIAN

CE 202 provides participants with basic review and practice in learning theory and instructional methods particularly effective in the bibliographic instruction situation, with emphasis on planning and execution.

Instructor: Cerise Oberman-Soroka, Robert Scott Small Library, College of Charleston, South Carolina.

Date: Thursday, July 8, 9:00 a.m.–5:00 p.m.;
Friday, July 9, 9:00–5:00 p.m.

Fee: ACRL members \$195, non-members \$235.

WRITING THE JOURNAL ARTICLE AND GETTING IT PUBLISHED

CE 501 will supply participants with an overview of the publishing process and help them de-

velop an effective strategy for publishing their work. Topics will include selection of a publishing medium, preparation of the manuscript, submission of the manuscript, and pre- and post-publication matters.

Instructor: Richard D. Johnson, Director of Libraries, State University College, Oneonta, New York (formerly editor of *College & Research Libraries*, and co-editor of *New Horizons for Academic Librarians*, and currently acting editor of *Choice*).

Date: Friday, July 9, 9:00 a.m.–5:00 p.m.

Fee: ACRL members \$95, non-members \$135.

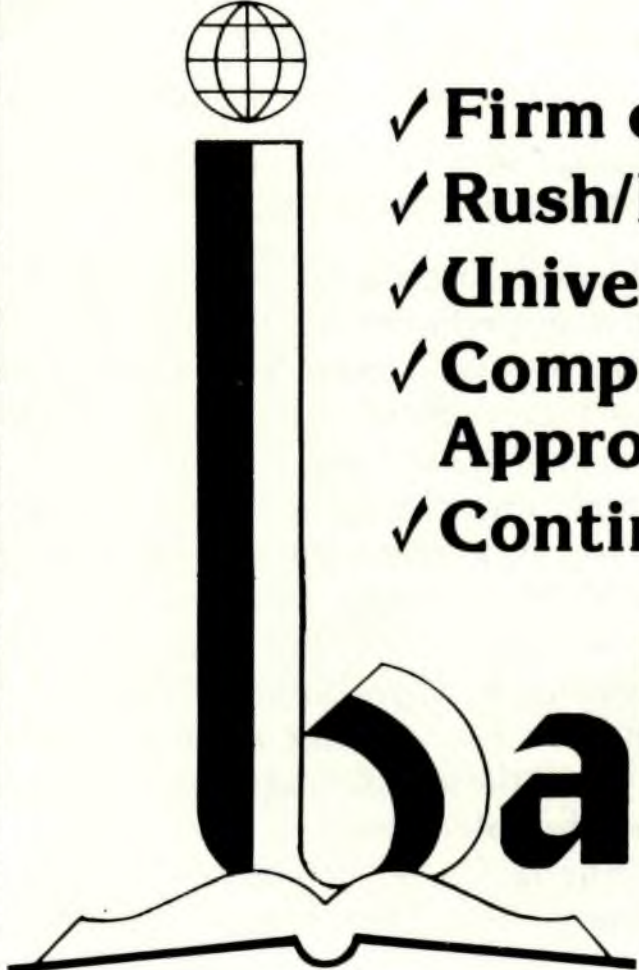
SURVEY RESEARCH METHODS

CE 503 seeks to acquaint participants with the methodology involved in conducting survey research, including: sampling techniques, questionnaire design, data reduction and analysis, points to be included in proposals and written reports, and the critical evaluation of surveys found in library literature.

Instructor: Gary A. Golden, Documents Librarian, University Library, University of Illinois-Urbana.

Date: Thursday, July 8, 9:00 a.m.–5:00 p.m.;
Friday, July 9, 9:00 a.m.–5:00 p.m.

Fee: ACRL members \$195, non-members \$235. ■■



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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 101 Librarians as Supervisors	\$95	\$135
CE 103 Establishing the College Bibliographic Program: The Director's Role	145	185
CE 104 Strategies & Tactics for Enhancing the Role and Position of the Library Within the College or University	145	185
CE 105 Time Management and Conducting Effective Meetings	95	135
CE 201 An Introduction to Maps in Libraries: Maps as Information Tools	95	135
CE 202 Teaching Methods for the Bibliographic Instruction Librarian	195	235
CE 501 Writing the Journal Article & Getting it Published	95	135
CE 503 Survey Research Methods	195	235
	*Late Registration fee	15

ENTER TOTAL AMOUNT ENCLOSED _____

*Fee for registration after May 31.

CONFIRMATION: Written confirmations will be made.

CANCELLATIONS: Written notice of cancellations received by June 15 will be honored subject to a \$20 cancellation charge. No refunds for cancellations received after June 15.

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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