

ACRL Continuing Education Offerings at Los Angeles

The Association of College and Research Libraries will sponsor seven continuing education courses at the ALA Annual Conference in Los Angeles this summer. The courses will range in length from one to two days and will deal with the following areas: 1) management; 2) library skills; and 3) professional development. Continuing education units (CEU's) will be awarded to course participants (10 contact hours = 1 CEU).

Advance registration by May 31 will be required. A late registration fee of \$10 will be charged. Details of the courses follow:

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; to examine individual approaches to supervision in response to the needs and demands of particular situations.

Instructor: H. Lea Wells, Library Consultant.

Date: Friday, June 24, 9:00 a.m.-5:00 p.m.

Fee: ACRL members \$75, non-members \$100.

CEU: 6.5 contact hours = .6 CEU.

ESTABLISHING THE COLLEGE BIBLIOGRAPHIC INSTRUCTION PROGRAM

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 and 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: Thomas Kirk, College Librarian, Berea College.

Date: Friday, June 24, 9:00 a.m.-5:00 p.m.

Fee: ACRL members \$75, non-members \$100.

CEU: 6.5 contact hours = .6 CEU.

CONDUCTING EFFECTIVE MEETINGS AND OTHER TIME MANAGEMENT TECHNIQUES

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

Instructor: Sheila Creth, Head of Personnel Services, University of Michigan Libraries.

Date: Friday, June 24, 9:00 a.m.-5:00 p.m.

Fee: ACRL members \$75, non-members \$100.

CEU: 6.5 contact hours = .6 CEU.

PERFORMANCE EVALUATION: A RESULTS-ORIENTED APPROACH

CE 106 will introduce participants to the concept of performance evaluation based on performance goals and result-oriented evaluation. This includes explanation of different approaches and purposes for evaluation; review of how a goals-based performance system works; practice writing performance goals; discussion of how to improve a poor evaluation system; meeting conflict in evaluation interviews; and how to make evaluation a developmental experience for the supervisor and the employee.

Instructor: Sheila Creth, Head of Personnel Services, University of Michigan Libraries.

Date: Thursday, June 23, 9:00 a.m.-5:00 p.m.

Fee: ACRL members \$75, non-members \$100.

CEU: 6.5 contact hours = .6 CEU.

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, Head, Walter Reference Service, University of Minnesota.

Date: Thursday, June 23, 9:00 a.m.-5:00 p.m.;

Friday, June 24, 9:00 a.m.-5:00 p.m.

Fee: ACRL members \$150, non-members \$200.

CEU: 13 contact hours = 1.3 CEU.

WRITING THE JOURNAL ARTICLE AND GETTING IT PUBLISHED

CE 501 will supply participants with an overview of the publishing process and help them devise an effective strategy for publishing their work. Topics will include selection of a publishing me-

dium, 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 former acting editor of *Choice*).

Date: Friday, June 24, 9:00 a.m.–5:00 p.m.

Fee: ACRL members \$75, non-members \$100.

CEU: 6.5 contact hours = .6 CEU.

SURVEY RESEARCH METHODS

CE 503 seeks to acquaint participants with the methodology involved in conducting survey re-

search, 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 the library literature.

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

Date: Thursday, June 23, 9:00 a.m.–5:00 p.m.; Fri., June 24, 9:00 a.m.–5:00 p.m.

Fee: ACRL members \$150, non-members \$200.

CEU: 13 contact hours = 1.3 CEU.

For further information regarding fees, times, and registration forms, please contact Barbara Makikas, ACRL/ALA, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780. ■■

RBMS POSTCONFERENCE

The Twenty-Fourth ACRL Rare Books and Manuscripts Postconference, "The Enemies of Books Revisited: Rare-Book Librarians and Their Public," will be held June 29–July 2, 1983, at the University of California, Los Angeles.

The conference will deal with the relation of modern rare book librarians and their various publics—research scholars, bookdealers, book collectors, architects, administrators, publishers, and politicians. The seminar/workshops will consider practical aspects of matters discussed on a more theoretical level in the plenary sessions.

An outdoor reception hosted by the Southern California Chapter of the Antiquarian Booksellers Association of America will be held on June 29 at UCLA's Sunset Canyon Recreation Center, followed by a barbeque and a bookfair.

Plenary sessions will be conducted on a number of topics including conservation, librarian-bookdealer relations, librarian-book collector relations, the publisher as enemy of books, librarians as enemies of books, librarian-architect relations, and librarian-scholar relations.

A variety of seminars are also planned as part of the postconference program. Seminar topics include: library publications as public relations; legal aspects of librarian-book collector relations; librarian-support group relations; transfer of material from general to special collections; thieves and vandals; and exhibitions as enemies of books.

Postconference registration is limited to the first 225 applicants and should be sent in by May 15. The registration fee of \$95 for ACRL members and \$140 for non-members covers entry to all the plenary sessions, the seminars, the UCLA reception, and tours of the Huntingdon and Clark libraries. Late registrations will be accepted on a space-available basis with an additional fee of \$20.

All conference activities will take place on the UCLA campus in an effort to hold the expenses to a reasonable level. Accommodations will be provided for 225 registrants in residential suites. The fee is \$55 a night for double occupancy and \$36 a night for quadruple occupancy, breakfast and lunch included.

Additional information and registration forms for the postconference may be obtained from: RBMS Postconference, ACRL/ALA, 50 E. Huron St., Chicago, IL 60611. ■■

BIS Postconference

The BIS Postconference, "Bibliographic Instruction for the Non-traditional Student," will consist of a three-day workshop, June 29–July 1, 1983, on the UCLA campus. Topics include library instruction for handicapped, non-native English-speaking, and continuing education students. Low-cost optional housing and meals will be available in the UCLA dormitories.

For details contact: Patricia L. Bril, Chair, Readers' Services Department, Library, California State University, Fullerton, P.O. Box 4150, Fullerton, CA 92631; (714) 773-3852.

Registration is \$105 for ACRL members and \$130 for non-members and should be sent in by May 15. Forms are available from the ACRL Office.

RARE BOOKS SCHOOL: 1983

Columbia University
School of Library Service
New York, NY 10027

In July and August, 1983, the Columbia University School of Library Service will offer eight five-day non-credit courses on topics concerning rare books and special collections. Each of these intensive courses, which will be limited in size to about 16 students, will have two instructors. Each course will consist of about 24 classroom hours, and students are expected to commit their full time to each course they attend, during its Monday-Friday duration. Thus it will not be possible to attend more than one course per week, though applications for two or more different courses running through two or more successive weeks are encouraged.

Applications received by April 15, 1983, will be given preferential treatment. Successful applicants will be notified of their acceptance beginning on May 1, 1983.

Educational and professional prerequisites for these courses vary. Some are primarily directed toward working rare book and special collections librarians and archivists; others are intended to attract persons working in the antiquarian book trade, students of the history of books and printing, and those generally interested in rare books and manuscripts.

Tuition per course will be \$325. Low-cost air-conditioned housing will be offered on campus for about \$20/night. Courses will run from Monday morning through Friday noon during the weeks of July 11th, July 18th, July 25th, and August 1st.

The Rare Books School is coordinated by Terry Belanger, Assistant Dean of the School of Library Service. The following courses will be offered:

1a. Interpreting Rare Book and Manuscript Libraries to their Community, taught by John Parker (Curator, James Ford Bell Library, University of Minnesota/Twin Cities), and Daniel Traister (Assistant Curator of Special Collections, Van Pelt Library, University of Pennsylvania). (July 11-15)

1b. The 19th-Century Book, taught by Michael L. Turner (Head, Conservation, Bodleian Library, Oxford University) and Michael Winship (Editor, *Bibliography of American Literature*, Houghton Library, Harvard University). (July 11-15)

2a. The Study of Incunabula, taught by Felix de Marez Oyens (Lathrop C. Harper, Inc.) and Paul Needham (Keeper of Printed Books, The Pierpont Morgan Library). (July 18-22)

2b. Comparative Historical Bookbindings and their Preservation, taught by Sue Allen (the well-known historian of 19th-century trade bindings), Christopher Clarkson (Conservator, Bodleian Library, Oxford University), and Gary Frost (Assistant Professor, Columbia University School of Library Service). (July 18-22)

3a. The 16th-Century Book, taught by Nicolas Barker (Head, Conservation, British Library Reference Division) and Ruth Mortimer (Curator of Rare Books, Smith College Library). (July 25-29)

3b. Rare Book Cataloging, taught by John Lancaster (Special Collections Librarian, Amherst College), and Earl Taylor (Head, Cataloging, John Carter Brown Library, Brown University). (July 25-29)

4a. Preservation for Rare Book Librarians and Archivists, taught by Pamela W. Darling (Consultant, National Preservation Program, Library of Congress) and Carolyn Harris (Head, Preservation Department, Columbia University Libraries). (August 1-5)

4b. Book Illustration to 1860: Techniques in Context, taught by Terry Belanger (Assistant Dean, School of Library Service), and Joan M. Friedman (Curator of Rare Books, Yale Center for British Art). (August 1-5)

For further information and application forms write or call:

Rare Book School
School of Library Service
Columbia University
516 Butler Library
New York, NY 10027
(212) 280-2292