


COLLEGE & RESEARCH LIBRARIES NEWS

Association of College & Research Libraries

October 1982

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ACRL Continuing Education Courses at Midwinter Conference

The Association of College and Research Libraries will sponsor four continuing education courses at ALA's 1983 Midwinter Meeting in San Antonio. The courses will range in length from one to one and a half days and will deal with the following topics: 1) management, 2) the environment, and 3) professional development.

Advance registration by November 30, 1982, will be required since enrollment is limited. A late registration fee of \$10 will be charged. For further information about these courses or the ACRL Continuing Education Program in general, contact Barbara Macikas, Program Assistant, ACRL/ALA, 50 E. Huron Street, Chicago, IL 60611; (312) 944-6780. Details of the courses follow:

LIBRARIANS AS SUPERVISORS

CE 101 provides participants with the skills necessary to become effective supervisors in library organizations. It helps participants 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: To be announced.

Date: January 7, 1983, 9:00 a.m.-5:00 p.m.

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

STRATEGIES AND TACTICS FOR ENHANCING ROLE AND POSITION OF THE LIBRARY

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

Instructor: To be announced.

Date: January 6, 1983, 1:30-5:00 p.m., and January 7, 9:00 a.m.-5:00 p.m.

Fee: ACRL members \$115, non-members \$150.

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CE 105 will enable participants to: identify 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, Head of Personnel Services, University Libraries, University of Michigan.

Date: January 7, 1983, 9:00 a.m.-5:00 p.m.

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

WRITING THE JOURNAL ARTICLE AND
GETTING IT PUBLISHED

CE 501 provides participants with an overview of the publishing process and helps them devise 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*).

Date: January 7, 1983, 9:00 a.m. 5:00 p.m.

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

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Editor: George M. Eberhart, ACRL/ALA, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780. President ACRL: Carla J. Stoffle, Executive Director, ACRL: Julie Carroll Virgo.

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To the postmaster: Please send undeliverable copies to ACRL, 50 E. Huron St., Chicago, IL 60611.

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Discussion Leaders Needed

Volunteers are needed to moderate breakout sessions focusing on various aspects of libraries and librarianship during the Modern Language Association Conference in New York in December, 1983. Examples of sessions, which would follow a large forum presentation on academic library concerns, are: database searching; cooperative acquisitions and collection development; storage and retrieval; library instruction—novice research papers; library instruction—papers on language and literature; bibliographic control; standards for creation and purchase of bibliographies. Many other sessions are possible. Discussion leaders must be personal members of MLA. Please contact: William Miller, Chair, BIS Cooperation Committee, Head, Reference Library, Michigan State University, East Lansing, MI 48824.



REGISTRATION FORM

CONTINUING EDUCATION COURSES

PLEASE PRINT

NAME _____ AFFILIATION _____

STREET _____

CITY _____ STATE _____ ZIP _____

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PLEASE CIRCLE THE APPROPRIATE DOLLAR AMOUNT

Course	ACRL Member	Non-member
CE 101 Librarians as Supervisors January 7, 1983, 9:00 a.m. - 5:00 p.m.	\$ 75	\$100
CE 104 Strategies & Tactics for Enhancing the Role and Position of the Library Within the College or University January 6, 1983, 1:30 - 5:00 p.m., and January 7, 9:00 a.m. - 5:00 p.m.	\$115	\$150
CE 105 Conducting Effective Meetings and Time Management January 7, 1983, 9:00 a.m. - 5:00 p.m.	\$ 75	\$100
CE 501 Writing the Journal Article & Getting it Published January 7, 1983, 9:00 a.m. - 5:00 p.m.	\$ 75	\$100
	*Late Registration fee	\$ 10 \$ 10

ENTER TOTAL AMOUNT ENCLOSED

*Fee for registration after November 30.


CONFIRMATION: Checks must accompany the form for registration to be confirmed.

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

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

**ACRL—Continuing Education
American Library Association
50 E. Huron Street
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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