ACRL Continuing Education Courses, Minneapolis

**CE 101—Effective Supervisory Skills**

*Date and Time:* Wednesday, September 30, 1:00-5:00 p.m. Thursday, October 1, 9:00 a.m.–12:00 p.m.

*Instructor:* Herbert S. White, dean and professor, Graduate School of Library and Information Science, Indiana University; formerly senior vice president of ISI, executive director of the NASA Scientific and Technical Information Facility, and project manager of the IBM Corporate Technical Center.

*Audience:* For librarians who manage or are managed.

*Purpose:* To provide an introduction to techniques for effective supervision such as evaluating progress, determining and scheduling completion dates, and maintaining an interim report system.

**CE 102—Working Effectively with Groups**

*Date and Time:* Wednesday, September 30, 9:00 a.m.–5:00 p.m.

*Instructor:* Suzanne H. Mahmoodi, Ph.D., continuing education and library research specialist, Office of Public Libraries and Interlibrary Cooperation, St. Paul, Minnesota.

*Audience:* For academic librarians without formal training in group direction and dynamics. Limited to 30 participants.

*Purpose:* To provide a general background in basic principles and research findings in group behavior and enable the participant to identify and practice techniques for effectively working with a problem-solving group and for achieving quality consensus decisions.

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

*Date and Time:* Wednesday, September 30, 9:00 a.m.–5:00 p.m. Thursday, October 1, 9:00 a.m.–12:00 p.m.

*Instructor:* Dennis E. Robison, librarian, University of Richmond.

*Audience:* For administrators of small and medium-size college libraries. Limited to 35 participants.
Purpose: To provide an overall review of managerial considerations essential in establishing the successful bibliographic instruction program. Program components examined include political aspects, staff needs, budgetary support, and faculty and administration support.

CE 201—AN INTRODUCTION TO MAPS IN LIBRARIES: MAPS AS INFORMATION TOOLS

Date and Time: Wednesday, September 30, 9:00 a.m.—5:00 p.m.

Instructors: David A. Cobb, map & geography librarian, University of Illinois-Urbana; Charles A. Seavey, government publications and maps librarian, University of New Mexico.

Audience: For academic librarians without a specialized background in maps. Limited to 35 participants.

Purpose: To explore, for the nonspecialist, the information potential of maps in the library environment. Topics to be discussed include the role of acquisitions and collection development, reference and instructional use, and space and equipment requirements.

CE 202—TEACHING METHODS FOR THE BIBLIOGRAPHIC INSTRUCTION LIBRARIAN

Date and Time: Tuesday, September 29, 1:00—5:00 p.m. Wednesday, September 30, 9:00 a.m.—5:00 p.m. Thursday, October 1, 9:00 a.m.—12:00 p.m.

Instructor: Marilla Svinicki, assistant director, The Center for Teaching Effectiveness, The University of Texas at Austin.

Audience: For academic librarians working with or interested in bibliographic instruction.

Purpose: To provide 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.

CE 203—BASIC ARCHIVES MANAGEMENT FOR LIBRARIES

Date and Time: Tuesday, September 29, 1:00—5:00 p.m. Wednesday, September 30, 9:00 a.m.—5:00 p.m. Thursday, October 1, 9:00 a.m.—12:00 p.m.

Instructors: David Horn, university archivist, DePauw University; Megan Floyd Desnoyers, Kennedy Library, National Archives, Boston.

Audience: For librarians who wish to communicate their research, views, or studies through a journal article or review. Limited to 35 participants.

Purpose: To provide an overview of library and information technology with emphasis on the administrative, economic, political, and other non-technical aspects of selecting, procuring, and using these technologies.

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