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Association of College and Research Libraries
Executive Secretary
Continuing Education Course Material, 1977-

Box 1:

Continuing Education correspondence, 1983-84
Mid-winter (1984) Washington D.C. courses, 1983-84
Prospective Instructors, 1981-84
Continuing Education syllabi sales, 1984-85
Course Development correspondence, 1985

Los Angeles Conference, 1983 Registration Information

- CE 101 - Librarians as supervisors
- CE 103 - Establishing the Bibliographic Instruction (BI) Program
- CE 105 - Conducting effective meetings & other management techniques
- CE 106 - Performance evaluations: a results oriented approach
- CE 202 - Teaching methods for BI librarians
- CE 501 - Writing the journal article getting it published
- CE 503 - Survey research methods

San Antonio, CE 101 - Librarians as supervisors, 1983

- CE 104 - Strategies & tactics for enhancing the role of the library at colleges and universities, 1983
- CE 501 - Writing the journal article & getting it published

Seattle, Conference Correspondence, 1983-84

- Course evaluation (5 folders), 1983-84

Continuing Education, Local Presentation, 1984-85

- Omaha, CE 101 - Librarians as supervisors, 1984-85
- University of Wyoming, May 1985

Continuing Education Regional Institute, 1984-85

Continuing Education Courses, Dallas, Participant Master List, 1984

- Annual Conference (Dallas) Correspondence, 1983-84
- Correspondence
- CE 107 - Managing student workers (2 folders)
- CE 108 - Establishing & marketing fee-based services (2 folders)
- CE 109 - Interviewing skills, course design, 1983-84
- CE 110 - Job training, 1983-84
- CE 111 - Principles of strategic planning for libraries (2 folders)
- CE 112 - Improving job performance (2 folders)
- CE 202 - Teaching methods for B.I. librarians (2 folders)

- CE 205 - Teaching how to teach science reference materials
Suggested course topics, 1983-84
- Mid-Winter 1984, Washington D.C., Registration Information, 1984
 - CE 101 - Librarians as supervisors
 - CE 106 - Performance evaluation
 - CE 107 - Managing student workers
 - CE 501 - Writing the journal article & getting it published
- Mid-Winter 1985, Washington D.C., CE Courses correspondence
 - CE Participants master list
 - Requests for information
 - CE 110 - Job training developments
 - CE 112 - Improving job performance
 - CE 205 - Teaching how to teach science reference materials
 - CE 501 - Writing the journal article & getting it published
- Chicago 1985 Annual Conference Continuing Education (2 folders), 1984-85
 - CE 101 - Librarians as supervisors, 1984-85
 - CE 107 - Managing student workers, 1984-85
 - CE 110 - Job training, 1984-85
 - CE 111 - Strategic planning, 1984-85
 - CE 112 - Improving job performance/strategies, 1985
 - CE 201 - Maps in libraries, 1985
 - CE 202 - Teaching methods for B.I. Librarians
 - CE 205 - How to teach science reference materials, 1984-85
 - CE 206 - Using video for bibliographic instruction, 1984-85
 - CE 501 - Writing the journal article & getting it published, 1984-85

Box 2:

- Midwinter 1986, Chicago CE Courses, 1985-86
 - CE 106 - Performance evaluation, 1985-86
 - CE 108 - Operating & marketing fee based services, 1985-86
 - CE 112 - Improving job performance, 1985-86
 - CE 206 - Creative approaches to video
- Baltimore Conference
 - Correspondence, 1984-85
 - CE 101 - Librarians as supervisors, 1985-86
 - CE 103 - Establishing collection's B.I. program, Oct. 1985
 - CE 107 - Managing student workers, 1985-86
 - CE 108a - Operating & marketing fee based services, April, 1986
 - CE 113 - Public service under pressure, 1986
 - CE 114 - Planning for security in academic libraries, 1986
 - CE 202 - Teaching methods, April, 1986
 - CE 206 - Creative approaches, April, 1986

- CE 301 - Preparing for technological change, 1985-86
- CE 503 - Survey research methods, 1985-86
- CE 504 - Written communication in libraries, 1985-86
- CE 505 - An Introduction to Libraries

Box 3:

Continuing Education

Brochures, 1983-2001

ALA is Continuing Education, 1983-2001

Career Planning Literature, 1980-2000

Selected Bibliography on Career Change, prepared by Marcia R. Fox, 1980

Career Planning for the Academic Librarian, conducted by Keith W. Russell, 1981

Career Planning and Assessment for Librarians, Margaret Trask & Jan Wood, 1984

Dual-Career Couples: A Selected Bibliography, compiled by Margaret Myers, 1985

Career Planning - SIGI+ System, 1991-1992

Continuing Professional Education Round Table UPDATE Newsletter/CLEN Exchange
Newsletter, 1990-1994

Correspondence, 1992-1995

Papers/Publications, 1977-1998

*Cost Considerations in Continuing Education and Staff Development: A
Bibliography*, 1977

*Planning Coordinated Systems of Continuing Library Education: A Workbook and
Discussion Guide*, Kathleen Weibel, 1982

Step One: An AASL First Needs Assessment for Continuing Education, submitted by
Jacqueline C. Mancall, 1987

Continuing Education Forum, 1980-1982 (3 folders)

Continuing Education Units

Correspondence, 1990

Box 3 is full.