

law (current as of November 1989). The manual costs \$56 and is available from the Penn Institute, P.O. Box 41016, Cleveland, OH 44141. ISBN 0-944606-05-9.

• ***Special Collections at the University of Texas at Arlington Libraries: A Guide***, edited by Gerald D. Saxon (386 pages, December 1989), is a guide to more than 500 of UTA's manuscript, archives, and oral history holdings. The library is especially strong in the following areas: Texana, especially labor and political history; the Mexican War; Mexicana, 1810-1920; and the history of the university. Copies may be ordered for \$21.50 from the Special Collections Division, UTA Libraries, P.O. Box 19497, Arlington, TX 76019.

• ***State Data and Database Finder***, by Matthew Lesko (536 pages, 1989), is a subject-arranged list of state offices and agencies that may be useful to businesses or information centers. The author's informal, knowledgeable introductions add value to the directory, as do some of the annotations for the listings. Thirty-seven subject areas (among them business financing, expert databases, freedom of information, small-business incubators, and unclaimed property) list all relevant organizations arranged by state. The cost is \$145, from Information USA, Inc., P.O. Box 15700, Chevy Chase, MD 20815.

• ***Third World Libraries*** (vol. 1, 1990-) is a

new scholarly journal published by the Rosary College Graduate School of Library and Information Science that will focus on the impact of libraries on socio-economic development in non-industrialized regions. The managing editor is Guy A. Marco, an international consultant and educator. Contributing editors are Tze-Chung Li and William V. Jackson. For more information, contact *Third World Libraries*, 7900 W. Division St., River Forest, IL 60305.

• ***Vietnam on Film and Television: Documentaries in the Library of Congress***, compiled by Victoria E. Johnson (77 pages, July 1989), lists more than 400 items ranging from a 1941 Nippon News segment relating to the Japanese occupation of Indochina to a PBS documentary on refugees building new lives in America. The majority of entries are documentaries made by television networks in the 1960s, 1970s, and 1980s and are listed alphabetically by title. Cross references are made from episode titles to series titles. Each entry includes titles, collection, production company, year of release, minimal production credits, telecast date, copyright information, physical description, shelf location number, and a brief summary. Copies are available free while the supply lasts from the Motion Picture, Broadcasting and Recorded Sound Division, Library of Congress, Washington, DC 20540. ■■



February

13-16—Resource management: the first *Resource Management Institute* in Washington. The institute will be conducted by Gerry Munoff, deputy director of the University of Chicago Library, and Susan Jurow, OMS associate director. The Schedule for this 3½-day institute will be devoted to the topics of Organization and Use of Financial Data, Monitoring and Analysis of Expenditures, Forecasting, and Budget Development. The institute format will emphasize participant involvement and discussion, along with lectures and presentations. We expect to develop a climate where colleagues can exchange views and learn from others who share common organizational experiences. The

cost of the institute is \$450 for ARL members (\$500 for non-members), plus travel and room and board. The institute will be held at the Savoy Suites Hotel. Room rates are \$77 (single) or \$87 (double). Contact: Office of Management Services, 1527 New Hampshire Avenue, N.W., Washington, DC 20036; (202) 232-8656.

15-16—Space planning: An introduction to the library space planning and construction process with an emphasis on the needs assessment and program planning stages. The School of Library and Information Studies at the University of Wisconsin-Madison/Extension presents an opportunity for continuing education with a series of workshops and classes. Contact: Darlene E. Weingand, University of Wisconsin-Madison School of Library and Information

Studies, 600 North Park Street, Madison, WI 53706; (608) 262-8952.

22-23—Management: The structure of an organization should provide a system that allows the organization's personnel to perform activities that accomplish the goals, objectives, and programs of the library or information agency. The School of Library and Information Studies at the University of Wisconsin-Madison/Extension presents an opportunity for continuing education with a series of workshops and classes. Contact: (See February: Space planning.)

March

1-2—Financial management: Financial management for libraries and other information agencies is a process that is grounded in a range of activities encompassing the environment of accounting practice and costing concepts and within the framework of creative budgeting and the political process. This course examines the challenge and complexity of effective financial management. The School of Library and Information Studies at the University of Wisconsin-Madison/Extension presents an opportunity for continuing education with a series of workshops and classes. Contact: (See February: Space planning.)

6-9—Library management: The Office of Management Services of the Association of Research Libraries will be presenting a *Basic Library Skills Management Institute* in Provo, Utah, to be sponsored by Brigham Young University. The institute will be open to all librarians, however, a limited number of spaces are available. The *Basic Library Management Skills Institute* is geared for librarians and paraprofessionals who have some managerial, administrative, or supervisory responsibilities. Focusing on the specific concerns of librarianship, the institute is devoted to advancing the supervisory and managerial skills of library staff and the overall performance of the library organization. Participants will develop specific skills such as problem-solving, motivation of staff, decision making, effective use of groups, supervisory leadership, performance appraisal and communication. The institute is scheduled to run from 9:00 a.m. to 4:00 p.m. Tuesday through Thursday, and from 9:00 a.m. to 4:00 p.m. on Friday. The fee, which includes a study guide and all materials, is \$325. Interested librarians contact: (See February: Resource management.)

8-9—Community analysis: This course examines the use of community analysis to gather information for libraries to use in planning and evaluating library services. It offers an overview

of methods of community analysis and assists participants in designing a community study. The School of Library and Information Studies at the University of Wisconsin-Madison/Extension presents an opportunity for continuing education with a series of workshops and classes. Contact: (See February: Space planning.)

12-13—North Carolina: The 1990 Conference of the Librarians' Association at the University of North Carolina at Chapel Hill (LAUNC-CH) will be a day-and-a-half conference in Chapel Hill. The program is "Information Partners for the 1990s: Libraries and Technology." Conference participants will explore the demands and rewards facing library personnel as a result of the explosion of information technology. Registration fee: \$30 for non-LAUNC-CH members, \$20 for members, and \$15 for students or retirees. After February 21, a \$5 late registration fee will be added. Contact: Martha Barefoot, Law Library, CB #3385 Van Hecke-Wettach, University of North Carolina at Chapel Hill, Chapel Hill, NC 27599-3385; (919) 962-2295.

15-16—Interlibrary loan: This workshop examines traditional interlibrary loan practice and the impact of networks and new technologies in expanding and supplementing libraries' resources for materials. The School of Library and Information Studies at the University of Wisconsin-Madison/Extension presents an opportunity for continuing education with a series of workshops and classes. Contact: (See February: Space planning.)

21, 23—CD-ROM: "Implementing CD-ROM in Your Library" is the topic of a one-day workshop to be given by the University of Iowa School of Library and Information Science. The workshop will be given at the following locations on these dates: March 21 9:00 a.m.-3:30 p.m., Highlander Inn, Iowa City, Iowa; March 23, 9:00 a.m.-3:30 p.m., Holiday Inn Gateway Center, Ames, Iowa. The workshops are designed for library administrators and managers who make decisions for establishing and managing CD-ROM services. Topics will include: an introduction to CD-ROM; databases available on CD-ROM; considerations for implementing CD-ROM; and managing CD-ROM. The workshop will be taught by Jim Hensinger, Manager, MicroSystems and Services for the Bibliographical Center for Research (BCR), Denver. The program has been approved for UI continuing education awards; 0.5 CEU credit will be given. Program approval has also been sought from the State Library of Iowa for five contact hours to apply toward renewal of state certification for public librarians. The

registration fee of \$45 includes the sessions, handouts, continuing education certificate, and refreshments. Enrollment will be limited to 80 at each site. For more information contact: Ethel Bloesch, School of Library and Information Science, The University of Iowa, 3087 Library, Iowa City, IA 52242; (319) 335-5707.

22-23—Academic and special librarians:

“Harmony in a time of Change: Finding Common Ground” is the name of the first conference for academic and special librarians. The conference is to be held in Syracuse, New York and will offer eight diverse programs, exhibits, a special dinner with entertainment, and an end note speaker. Registrations should be received by February 20. Special rates at the Hotel Syracuse are available to conference attendees. For further information contact: Jean Currie, Conference Chair, South Central Library Council, Dewitt Building, 215 North Cayuga Street, Ithaca, NY 13850; (607) 273-9106.

29—Exhibitions:

“Exhibits and Conservation: A Delicate Balance,” the Fifth Annual Preservation Conference, National Archives and Records Administration, National Archives Building Theatre (5th floor), Washington, D.C. The conference will address practical and philosophical issues pertaining to the creation and installation of exhibits using archival materials. Speakers include Susan Saidenberg (New York Public Library), Kitty Nicholson (National Archives), David Erhardt (Smithsonian Institution), Nancy Malan (National Archives), and Nathan Stolow (consultant). Preregistration fee: \$40.00, payable to the National Archives Trust Fund. Contact: Conference Coordinator (Room 14N), Archival Research and Evaluation Staff (NSZ), National Archives and Records Administration, Washington, DC 20408; (202) 523-1546.

29-30—Humanities:

California State University Library is sponsoring a symposium, “Humanities in the '90s: Scholarship, Communication and Libraries” at Sheraton Sunrise Hotel and Towers, Sacramento. Speakers and panelists include David Crawford, University of Michigan; Theodore Brunner, University of California, Irvine; Jocelyn Penny Small, Rutgers; Kevin Roddy, University of California, Davis; Stephen Wiberley, University of Illinois, Chicago; Marcia Pankake, University of Minnesota; Michael Gorman, California State University, Fresno; David Fenske, Indiana University; David Farrell, University of California, Berkeley; and others. The program emphasizes the effects of computers on scholarship in music, art, literature and other humanities. Additional focus is the impact of these trends on libraries. Registration fee for the two-day sym-

posium is \$125. For more information contact: Fred Batt or Charles Martell, Humanities in the '90s, Library Office, California State University, Sacramento, 2000 Jed Smith Drive, Sacramento, CA 95819; (916) 278-6466.

29-30—Bibliographic education:

“Teaching Methods, Learning Theory and Bibliographic Education.” This course draws from major learning theories, student development theories, and teaching literature and applies these concepts to bibliographic education. It surveys how these concepts have been used in the field of bibliographic education. The School of Library and Information Studies at the University of Wisconsin-Madison/Extension presents an opportunity for continuing education with a series of workshops and classes. Contact: (See February: Space planning.)

April

18-20—Book publishing:

The first International Book Publishing Conference and Services Expo, also known as Book Pub World, will be held at the Jacob K. Javits Convention Center, 655 West 34th St., New York City, Exhibit Halls 1D & 1E. More than 125 exhibitors, including some of the country's largest book manufacturing companies, vendors and suppliers of the \$14 billion book publishing industry, will display the latest products, services and technologies in various areas of book publishing. Book Pub World is produced by Cahners Exposition Group (CEG), the world's largest trade show organizer, and sponsored by *Publishers Weekly*. For further information contact: Amy Riemer, Cahners Exposition Group (203) 352-8292.

May

13-15—Archives:

The Midwest Archives Conference will hold its annual Spring meeting in Chicago, Illinois. Archivists, historians, librarians, museum curators, manuscript curators, records managers, oral historians, and anyone having an interest in the preservation and use of historical materials is invited to attend the meeting. Also, the American Association of Museums will hold its annual meeting in Chicago, May 9-13, 1990. For further information and registration materials for the Midwest Archives Conference meeting please contact: Katherine Hamilton-Smith, Lake County Museum, Lakewood Forest Preserve, Wauconda, IL 60084; (312) 526-8638.

16-18—Library use:

The 19th Annual Workshop on Instruction in Library Use will be held this year at Brock University in St. Catharines, Ontario. Brock University is readily accessible

from both Toronto and Buffalo, New York. The workshop theme is The Challenge of the 90s. The keynote speaker will be Constance Mellon from East Carolina University. Schedule sessions include using library instruction to humanize technology, desktop publishing, teaching critical thinking skills, the reference interview, use of hypertext in library instruction, lessons from OPACs for teaching CD-ROM use, in-house staff training. Social activities will include the opportunity to see a Shaw Festival production or to tour a local winery and spend the evening in picturesque Niagara-on-the-Lake. For further information contact: Dee Dickman, Helgi Kernaghan, or Carol Gaspari, Brock University Library, St. Catherines, Ontario L2S 3A1; (416) 688-5550, x3809.

June

19-20—RBMS: "The Next Decade: Issues Strategies, and Opportunities for Special Collections in the 1990s" is the theme of the 31st Preconference of the ACRL Rare Books and Manuscripts Section to be held in Minneapolis. The papers will focus on such topics as ethics, collection development, copyright issues, preservation, strategic partnership, and institutional relationships. Both philosophical and practical concerns will be addressed by seven outstanding speakers in a series of seminars. The seminars will for the most part deal with procedural and technical issues such as revision to Bibliographic Description of Rare Books, writing a formal collection development policy for a special collection, the implications for special collections of preservation reformatting, and new developments in security products. There will also be sessions on controversial ethical issues facing special collections librarians, research uses that transform the nature of collections, and the reorganizing of existing space in response to changing needs. Registration is limited to the first 250 applicants. The registration fee of \$125 for ACRL members and \$175 for non-members must be included with the registration form. This fee includes entry to the preconference receptions and to all preconference papers and seminars. It also includes lunches at the hotel on Wednesday and Friday, the bus trip and lunch at St. John's University, and the dinner at the Campus Club on Thursday evening. A brochure describing the Preconference will be sent to all RBMS members by mid-March. Others who are interested in attending should contact: Mary Ellen Davis, American Library Association, ACRL, 50 East Huron Street, Chicago, IL 60611; (800) 545-2433.

August

5-17—Archives: The 4th annual Western Archives Institute an intensive, two-week program will be held at UCLA. The Institute is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival knowledge, and those who wish to explore the possibility of an archival career. The principal faculty member will be Richard Cox, from the University of Pittsburgh's Department of Library Science. Sessions will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, conservation administration, preservation, reference and access, automation, outreach programs, managing archival programs and institutions, and several practical. In addition, the program will include site visits to two major historical records repositories in the area and tours of Special Collections and University Archives at UCLA. Tuition for the program is \$400 and includes a selection of archival publications. Housing and meal plans are available at UCLA for additional charges. The application deadline is June 1, 1990. For additional information and an application form contact: Laren Metzger, Administrator, Western Archives Institute, 1020 "O" Street, Room 130, Sacramento, CA 95814; (916) 445-4294. ■■

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