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Association of College and Research Libraries
Executive Secretary
Continuing Education Course Material, 1983-86

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

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CE 504 - Written communication in libraries, 1985-86

CE 505 - An Introduction to Libraries