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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
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