

# FINDING THE RIGHT PERSON

If you want to make some enquiries, or have a problem to solve, the following table will help you to find the right person to talk to.

## Membership Section / Clerks

Change of address  
Membership records enquiries  
LAA vouchers – sales, queries on use  
*ALJ/InCite* – missing issues, subscriptions  
Orders for division labels/lists  
Lists of courses available for librarians, library technicians  
What's on and where

## Publications Officer

LAA monograph and serial publication enquiries  
Division monograph and serial publication enquiries  
Queries about publishing manuscripts  
Articles for *ALJ/InCite*  
LAA publishing policy  
LAA publicity

## Assistant Publications Officer

Happenings notices  
News for *ALJ/InCite*  
Advertisements for *ALJ/InCite* – bookings, advice/queries  
Book reviews – *ALJ/InCite*

## Bookkeeper

Payment of accounts (other than membership)

## Secretary

Travel/accommodation bookings (officers, divisions)  
Stationery (officers, divisions)  
Statements of Registration Examination results

## Industrial Officer

Advice on awards, conditions  
LAA Recommended salary scales for special libraries  
Career advice

## Continuing Education Officer

All aspects of CE for members and divisions  
Conference planning  
Career development enquiries

## Assistant Executive Director

Qualifications – local and overseas  
Eligibility for Associateship  
Fellowships  
Board of Education queries  
Division finance  
LAA elections  
Division officers – queries

## Executive Director

LAA policies  
LAA public/press statements  
Honorary awards  
Executive Committee and General Council queries  
Suggestions re LAA services

# POSITIONS VACANT

## SANTOS LIMITED

### THE AUSTRALIAN ENERGY COMPANY

A vacancy exists within our Administrative Services Department for the position of

## Librarian

Duties are varied and interesting and include reference work, cataloging, planning the development of a new library and other general library work. The day to day operations of the existing library service, encompassing branches of exploration, petroleum engineering, development geology and engineering and technical services departments, will enable a librarian to exercise his or her professional expertise and to have substantial input at the development stage, particularly in the review and implementation of modern methods of collection control.

The successful applicant will hold an appropriate degree and be eligible for associate membership of the Library Association of Australia. In addition, practical experience as a librarian will be highly regarded, as will an awareness of current trends in information management.

Written applications, including a detailed resume marked "Confidential", should be addressed to:

The Personnel Manager

### SANTOS LTD

G.P.O. Box 2319  
Adelaide S.A. 5001



SANTOS

## DEPARTMENT OF DEFENCE DEFENCE SCIENCE AND TECHNOLOGY ORGANISATION DEFENCE RESEARCH CENTRE SALISBURY ADMINISTRATION BRANCH

### LIBRARIAN CLASS 3

(Pos No627)

**Salary:** \$23,599–\$26,500.

**Duties:** Librarian-in-charge. Ensure provision of efficient and economical library and technical information services for the laboratories at the Defence Research Centre Salisbury. Direct and co-ordinate the Defence Regional Library activities in South Australia.

**Qualifications:** An appropriate degree or diploma together with training in librarianship which qualifies for admission to Associateship of the Library Association of Australia; or a recognised course of integrated study in librarianship and academic subjects; or other appropriate qualifications.

**Note:** Persons who have not completed degree or diploma studies as described above, but who are qualified for admission to Associate Membership of the Library Association of Australia under the conditions applying to 31 December 1980 and who are able to produce evidence of experience, additional study or personal aptitude may apply.

**Applications:** To be submitted in writing, stating position number applied for and detailing qualifications, experience, personal particulars, etc to: Chief Administrative Officer, Defence Research Centre Salisbury, Administration Branch, GPO Box 2151, Adelaide SA 5001.

**Closing date:** 26 March 1982.

Small miscellaneous advertisements are accepted at the rate of \$8 per line, \$24 minimum.

To place an advertisement in this column contact Assistant Publications Officer, LAA, 473 Elizabeth Street, Surry Hills NSW 2010. Phone (02) 698 4100.