

MEET THE LAA STAFF



**JENNY
ADAMS**
EXECUTIVE
DIRECTOR

The aim of this section is to introduce you, our members, to the LAA staff and to outline their major job functions. We are at your service and hope this sheet will make contact with us easier (it's always better to have a face with a name) and save your time by helping you make contact with the most appropriate staff member immediately. Keep this in a safe place so you can refer to it regularly.

As Executive Director I am responsible through the Executive Committee to the General Council for the administration and management of the affairs of the Association. This involves me in a large range of duties which can be divided into two areas.

Firstly there is the LAA office — making sure the work of the office runs smoothly; deadlines are met; finances are in order; members' queries are handled; staff morale is high; the building is maintained; correspondence and phone calls are dealt with. Fortunately I have an excellent staff to carry out specific duties and the role is one of overseer although still time-consuming.

Secondly there is the public side of the job. Attending LAA meetings; talking to members; preparing submissions; implementing the decisions of the Executive Committee, General Council, the Publications Board, and various other committees in which I participate; writing for *InCite*; acting as spokesperson for the LAA; identifying areas for policy formulation and LAA involvement; communicating with outside bodies; visiting politicians; outlining the benefits of LAA membership; preparing agendas; liaison with divisions; planning for the future of the LAA.

In 1985 there are two important priorities for me. These are the major review being carried out and the subsequent preparation of a corporate plan and the campaign on federal funding for public libraries. I expect my involvement in these two activities to take up a great deal of my time and have rearranged my schedule accordingly.



**SUE
PHILLIPS**
ASSISTANT
EXECUTIVE
DIRECTOR

Generally I'm responsible for things educational, and for membership admission and services. As Secretary of the Board of Education I am involved in recognition of courses (assessments, liaison with schools of librarianship), in advising members, institutions and other interested parties on the status of Australian and overseas qualifications, in implementing the decisions of the Board and keeping everybody informed on the Association's education policies and programs.

This year I am secretary of the AACOBS/LAA Joint Committee on Information Technology and am hoping to fill in some of the gaps in my knowledge in this area. I am also minute secretary for the General Council.

Supporting the divisions of the Association is one of the major roles of the office, and one of the most interesting. It includes helping office bearers to unravel the complexities of the LAA structure and its financial system, and keeping them advised of matters arising from the Board, Council and other bodies. It gives plenty of opportunity to keep in touch with what is going on in the Association around the country.

Enquiries about obscure publications and organisations, requests to explain the mysteries of the LAA database, or queries about studying library science in Alice Springs or Aberystwyth seem to find their way to me. Life in the LAA is never dull — or quiet.



**LOUISE
LANSLEY**
INDUSTRIAL
INFORMATION
AND RESEARCH
OFFICER

My primary function is to provide information about industrial matters affecting library staff. As librarians and library technicians are represented by well over 60 unions around Australia, this is a complex task.

The LAA is not a registered industrial organisation and its Industrial Information and Research Officer does not have the same authority as a trade union official. I can however advise members about the best course of action to take if they have an industrial problem and provide unions with a wide range of comparative information which is of great assistance to them when they are preparing cases for improved wages and conditions for their librarians and library technician members.

I am responsible for compiling the annual comparative salary scale guide, answering enquiries about salaries (particularly from special librarians working in award-free areas), providing information about occupational health and safety matters, assisting with the NSW Branch employment service, liaising with trade unions which represent library staff, providing advice about the employment situation for library staff in various states and information about careers in librarianship, following up misleading employment advertisements for library positions, providing advice for industrial matters to General Council and numerous other related tasks. I also produce a regular column of items about industrial matters in *InCite*.

I attend meetings of the working party on work level standards, the library workforce standing committee and the co-ordinating committee for the public library funding campaign as well as speaking to groups of LAA members around Australia as required.



**LYNNE
RITCHIE**
BOOKKEEPER

I am the bookkeeper of the LAA. This entails paying the bills, keeping the accounts straight and, most important, paying the staff — and myself of course. I answer the phone and try to answer members' queries. I also look after the voucher system, sending out the voucher orders and keeping in order the vast number of pieces of paper that this system makes.



**JENNY
ANGUS**
RECEPTIONIST

As receptionist I deal with the daily enquiries from members and the public concerning membership fees, courses in librarianship and general enquiries about the Association itself.

I also handle the orders for LAA publications and their dispatch, including maintaining the stock and the monthly stocktake.

The front desk is probably one of the busiest parts of LAA House with incoming and outgoing mail, couriers in and out many times each day and phones going constantly.

Any queries regarding publications, requests for membership forms or literature about the LAA can be directed to me.



**BRENDA
PITTARD**
PUBLICATIONS
OFFICER

The position of Publications Officer involves a great variety of tasks. The principal one of course is the production of *InCite*. With relentless regularity, those twenty-one deadline dates come around, each heralding several days of fast and furious activity — selecting material, editing, re-writing, writing original stories, proof reading, positioning the advertisements, doing the paste-up, proof reading yet again and then sending the final artwork to the printer. This all happens in the space of one week, and during the non-deadline week, I attend to ALJ, talk with advertisers, existing and potential, work on other LAA publications ranging in size from leaflets to the *Australian Librarian's Manual*, attend to Publication Board matters and so on.

There are always typesetters and printers to be seen as each new production comes along and all aspects from design to cost have to be considered.

I am a member of the Publications Board and the Editorial Board (for *Australian Library Journal*) and also attend National Book Committee meetings representing the LAA. I am chairing the NSW Committee of the NBC for 1985.



**JENNY
MENZIES**
ASSISTANT
PUBLICATIONS
OFFICER

My main areas of concern are *InCite* and the *Australian Library Journal*. I book and mark up the advertisements and compile the Happenings page in *InCite*. I also help the Publications Officer with the layout and proofreading of *InCite*.

I send out the books received for review to suitable reviewers and mark up the *InCite* reviews as well as doing the layout for the review supplement.

As Secretary to the Editorial Board of *ALJ* I circulate to Board members the articles and reviews submitted and take the minutes at the meeting. I also compile the statistics for the Publications Board and take the minutes at their meetings.

A lot of my time is spent on the telephone to printers, typesetters, and the mailing house obtaining quotes, checking on the production progress of the serial publications as well as the many monographs we publish.



**SUE
LEONARD**
WORD
PROCESSING
OPERATOR

I am the Word Processing Operator for the LAA. I work mainly for Sue Phillips, Assistant Executive Director, and Louise Lansley, Industrial Information and Research Officer.

My work for them includes general correspondence, agendas for Library Workforce Standing Committee and other committees that they are involved in. I also type the minutes for these agendas plus salary scales, office bearers list, office bearers guide, membership lists, attend to photocopying and general office duties. I'm also involved with Louise in demonstrating our new ergonomic computer furniture for interested students and libraries that are thinking of purchasing computer furniture. If you have any enquiries, please don't hesitate to contact me.

I also help with the receptionist duties and answering phone enquiries.



JO-ANNE FULLER MEMBERSHIP CLERK

I spend most of my time in the closet that is affectionately referred to as the computer room, sorting out the membership records and receipting all the \$\$\$ that come into the Association. As membership clerk, my responsibility is to ensure that our records of individual members are as up-to-date and complete as possible. So, when next you change your address or gain an additional qualification, don't forget to let me know! I handle new member applications and application for Associate (professional) and Technician membership, as well as *InCite* and *ALJ* subscriptions. Queries regarding these should be directed to me.

Lists and labels of members are also generated by my trusty computer, so if your regional group or section requires these, you can choose to either phone your order through, or mark your written request to my attention.

Finally, I handle phone queries about membership generally, and about the courses that are available. If you have difficulty contacting us during normal office hours, try phoning when you get home, as I often work later than 'normal'.



ANGELA BROMMANN SECRETARY

As Jenny's secretary I do all the tasks usually associated with such a position, including travel and accommodation bookings for the staff and officers of the Association. I also type, copy and distribute agendas and minutes of the Executive Committee, Board of Education and General Council, and type up lists of members applying for Associate (professional) membership which then go to the Board of Examiners and General Council for approval, after which time I can prepare the Certificates for Associates. I also type up the Library Technicians' Certificates.

I am responsible for the office stationery, and for seeing that stationery requests from divisions are met. I also ensure that our photocopiers and typewriters are kept in working order.

NEWS FROM THE DIVISIONS — contd.

TASMANIAN BRANCH

The Tasmanian Branch Council held its annual Welcome to New Members Night on 5 March. Approximately fifty people enjoyed drinks and dinner, before listening to Eleanor Whelan of Triad Information Management Pty Ltd from Melbourne talk on information consultancy and how Triad operates.

Question time produced a wide ranging discussion as students, librarians and lecturers in library studies raised matters relating to charging for library services, what use, if any, consultants should make of free public library facilities and the training necessary to produce the future library consultant. It was a most stimulating start to 1985 and Eleanor Whelan is to be congratulated on her most informative presentation.

Dorothy Shea
Publicity Officer

WESTERN REGIONAL CHAPTER Librarians at Sea In the Western Suburbs?

Is this so? Are librarians floundering in the Western suburbs, isolated from those in 'Down Town' Sydney?

No! No longer will librarians in the west have to travel long distances in order to attend meetings, guest speakers or other functions, for there now exists the WESTERN REGIONAL CHAPTER (Sydney) of the NSW Branch of the LAA. The chapter's function is

OPAC Meeting

In accordance with the wishes of the School Libraries Section Annual General Meeting, a meeting was held in February to discuss *Orana*.

In attendance were Robyn Collins, President Children's Libraries Section; Irene Meeuwissen, President School Libraries Section; Val Watson, Editor of *Orana*; Gloria Kelley, Business Manager of *Orana*; Brenda Pittard, Publications Officer of the LAA with Jenny Adams, Executive Director of the LAA chairing the meeting.

All aspects of the management, production and marketing of *Orana* were discussed at length. Agreement was reached on:

- Orana Policy Advisory Committee to comprise Presidents of both Children's Libraries and School Libraries Sections, Editor of *Orana*, Business Manager of *Orana* and the LAA Publications Officer.
- Responsibility for the journal is vested jointly in both Sections.
- A job specification is to be compiled for the position of Production Manager with a view to relieving the Editor to concentrate on the content and editorials.
- Layout, type-face and the image generally are to be further investigated.
- Mailing, an increasing burden on the dwindling availability of a team of volunteers, is to be considered as a commercial proposition.

to organise library functions in the Western Region of Sydney, to encourage participation in LAA activities, to increase awareness, to create a *network* of contacts and friends, all with the aim of improving communications and understanding of libraries and the LAA.

Talking of networks, one of the first and major functions organized by the Chapter is:

Networks in Western Sydney: an Information Forum

- Do YOU know what networks operate in Western Sydney?
- Do YOU know the purpose/function of these networks?
- Do/can YOU have access to the facilities of these networks?
- What significance could they have on your libraries/organisations operations?
- Is there possibility for future co-operation between these networks?
- CLANN, GRATIS, LOSE, ACCESS. What do they mean?

Content came under close scrutiny and it was agreed to continue a similar policy to previous issues in seeking articles from a wide variety of persons interested in and working for children educationally and culturally. Special mention was made of the link the journal provides between public and school libraries and of its worthwhile contribution to children's library services.

Promotion, advertising and book reviews were also discussed. Representatives to be involved in promotion are to be canvassed in all States. Any member concerned about the viability and the vitality of *Orana* and who is prepared to actively promote it should offer their services to either Section or to the Editor of *Orana*.

The Editor and Business Manager were thanked for the many hours of work and the effort put into publishing *Orana*.

It was noted that whilst the journal had been in a precarious position it was financial. There is however a need for all LAA members to renew and for further subscribers to be sought to ensure that *Orana* will flourish as a worthwhile contribution to children's librarianship.

Both Presidents thanked the LAA for its support and advice, particularly during the past year. The willingness of the LAA Staff to work generally cooperatively with OPAC is most sincerely appreciated and acknowledged in full.

Irene Meeuwissen

President, LAA School Libraries Section

These questions and more will be answered at the forum.

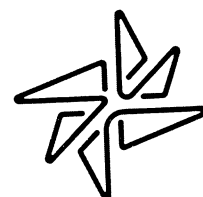
There will be a number of speakers with specialist knowledge of the particular networks in which they are associated, plus time for questions and discussion.

The forum is to be held at H.M.A.S. Nimba, Instructional Cinema, Saturday 25th May, 9.30 (for 10.00) till 5.00 pm(?). There will be a charge of \$10.00 (LAA Members) and \$12.00 (Non Members) which will include a delicious lunch plus morning and afternoon tea.

Please contact Jenny Hill (02) 600 3509 by 15 May for a registration form!

News items for publication in *InCite* should be 100-200 words long and should reach the office by the closing date listed on our deadline dates sheet.

NATIONAL INTERLENDING CONFERENCE



Proceedings of the conference held from 31 August-2 September 1983. ISBN 0 86804 011 8.

Among the the many contributors to this conference were Maurice Line, Michael Hill, Margaret Cameron, Peter Dawe, Melvin Weinstock and Jenny Adams. They explored many aspects of interlending, raising possibilities and expectations which are being explored.

A publication from the NSW Branch of the LAA.

Cost: \$25 (non-members) or \$18 (LAA members). Order from LAA, 376 Jones Street, Ultimo NSW 2007.