

1987 CONTINUING EDUCATION ACTIVITIES — TENDERS & APPROVED ACTIVITIES

Tenders are now being called for nationally funded continuing education activities to be held in 1987. These are activities which branches, Sections and Regional Groups have indicated they do not have sufficient human and financial resources to mount themselves. This year 'approved activity' status may also be requested for courses where funds are not sought but the provider wishes to offer the course with the LAA's approval. The CE activities requested by divisions this year where tenders or 'approved activity' status is sought are as follows:

Australian Capital Territory

1. Quantitative analysis for library managers.
2. Collective evaluation and management in special libraries.
3. AACRII and ABN — a catch-up course.
4. Information services using government publications.
5. Workshop on user needs studies methodologies.

Queensland

1. Computer applications and technicians.

South Australia

1. Management techniques for small libraries.
2. Time management.

Tasmania

1. Communication in libraries — Launceston.
2. Marketing library and information services — Hobart.
3. Children's literature — Hobart.
4. Selecting software for libraries — Hobart.

Victoria

1. Microcomputers as library management tools.
2. Marketing library and information services.
3. Audiovisual equipment and materials — update.
4. Role of children's librarians and library services.

Western Australia

1. Information technology planning: libraries, the community and information.
2. Performance measures for public libraries.

National

1. Conservation and restoration of library materials.

The Association has forwarded submission forms to a wide range of potential tenderers and CE providers, including schools of library and information science, LAA divisions, management consultants and training organisations or individuals, associations and business and CE bodies in tertiary institutions. Tenderers may choose to quote for an activity or activities in one geographic area only or in some combination of areas selected from the priorities listed. Tenders which include quotes for making activities to less populous areas or for packaging of activities to members at a distance from larger centres will be favourably considered. Where an activity has a high initial development cost, the Association may seek to

have that activity made available in a number of locations.

Information to be provided by tenderers

Tenderers and providers are asked to submit information on such items as times, dates and places for activities, expected objectives and outcomes, the qualifications and experience of the personnel to be involved, resources to be used, and those available, how activities are to be promoted and evaluated, suggested fees and funds or financial return sought.

Funding of activities

Funds provided to tenderers are meant to cover the development, implementation and evaluation of activities and should cover such items as administration (handling registrations, postage, printing, etc.), marketing and promotion and any profit margin sought or required by the tenderer. Tenderers and providers are asked to indicate a suggested fee, which should be in accordance with the Association's differential fees schedule. The actual fee will, however, be set by the Association, and fees are to be remitted by the tenderer at the conclusion of the activity. The Association carries the financial risk if a course is developed and does not attract sufficient participants.

LAA 'approved activities'

Some organisations may wish to provide activities for library and information services personnel, with the LAA's approval and encouragement, but do not need or wish to seek LAA funds to assist in that activity. 'Approved activity' status can be sought for these programs, or for others being planned and developed.

Information to be provided for such activities is largely the same as that for tenders, including the proposed fee. In this instance the Association will assess whether the fee is considered appropriate for the activity. In exchange for inclusion in the 'approved' program and use of the LAA's name, providers are normally required to contribute 5% of the gross fees for the activity to the Association.

Closing date for tenders

Tenders and submissions for approved activities are to be forwarded to the Executive Director, LAA, 376 Jones Street, Ultimo NSW 2007 by 5 pm on 3 October 1986.

Submission forms, further information and copies of *Guidelines for tenders and approved activities* are available from Sue Phillips at the LAA office (008 22 1481)

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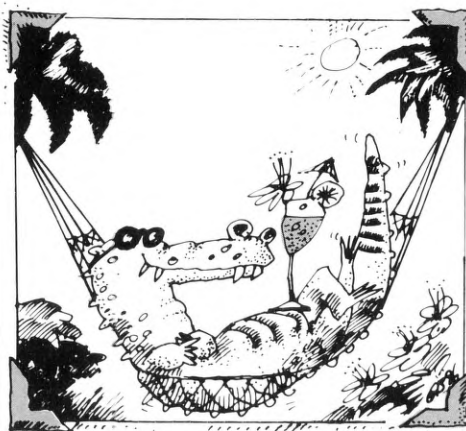
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