

JOBLINE 0055-25021 is almost ready to go...

ALIA's new service for job-seekers and employers

The Association will launch ALIA *Jobline* on 1 March 1993, as a service to all members of the Association, both personal and Institutional. This is in addition to the *ALIAppointments* published in *inCite*.

Jobline will run on a dedicated 0055 telephone number, 0055-25021, into a pre-recorded user information service available 24 hours a day, 7 days a week, updated weekly.

The job information gets onto the 0055 number from the employers, who will complete ALIA *Jobline* advertisement forms. One of these forms must be completed for each position and mailed or faxed to the National Office. Each Friday we will update the list of positions available. Positions will be left on the list until the closing date, and then removed. The time required for job-seekers to obtain relevant information about each position will be kept to under 60 seconds.

Employers who are full Institutional Members of ALIA will not incur charges for inclusion on *Jobline*. Other organisations and employment agencies who wish to use the service will be charged at the rate of \$25 per position.

So, from 1 March, if you're looking for a job just ring 0055-25021. When you ring *Jobline* you will be asked to dial an additional number to hear recorded information on positions available in a particular state. After listening to the information and hanging up, the cost of the call will be charged to your telephone number.

The service will cover any job within the Library and Information Industry, so the position title may include terms such as Professional Officer 1, Library Technician 3, Systems Librarian, Senior Cataloguer, Serials Officer, Loans Assistant. The title could also be more specific for example Librarian 2, Information Services. It is envisaged that the positions could be permanent, part-time, job-share, or short-term. We would like to encourage the advertising of short-term and contract work for employers who need a quick response to cover a particular emergency.

Benefits all round...

Job-seekers will find the service easy to use, with immediate access to current job information across Australia through a single phone call. In fact, this new service will help both job-seekers and employers. But clearly, *Jobline's* ultimate success will depend on good institutional participation. Institutional Members will receive their initial *Jobline* forms with their renewal receipts. Otherwise, make sure your personnel section know that they should contact the ALIA National Office immediately if they need *Jobline* forms or further information. Help us get *Jobline* off the ground! ■

Automating those small libraries

Nora Stewart reports on the first graduates of the ALIA T & D assessment package

Congratulations to Deidre Matthews and Lindsay Harris who are the first to complete the *Automating a Small Library* assessment package.

Deidre who works part-time at the Gib Gate Primary School in Mittagong, has planned a staged automation for her library. With twenty years experience in libraries, she felt that the assessment was not difficult and that it had given her confidence in the area, particularly when making enquiries of suppliers. 'The hands-on approach of the package made it very worthwhile,' she said.

Lindsay Harris, from the Calvary Hospital special library in the ACT, found the package very useful while preparing a submission for automation of his library. The sections on needs analysis and the functional requirements of the library were most helpful for his report. Lindsay is looking forward to receiving his certificate. ■

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