

CONTINUING EDUCATION REGISTRATION FORM

MCRML Group Meeting

October 7, 1976

Ramada Inn Central, Omaha, Nebraska

NAME _____

INSTITUTION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

() MLA MEMBER

() NON-MEMBER

I. Mark your first (1st) and second (2nd) choices for the following courses:

CE 13 Grant Applications and Management _____

CE 22 Planning Hospital Library Facilities _____

CE 24 MeSH and NLM Classification _____

CE 29 Hospital Library Management _____

II. Make check payable to MEDICAL LIBRARY ASSOCIATION for C.E. registration fee: \$30 for MLA members, \$45 for non-members.

III. Enclose check and this form with your preregistration form for the annual meeting.

IV. Return by August 20, 1976 to Ms. Sandra Arnesen
Creighton University Health Sciences Library
2500 California Street
Omaha, Nebraska 68178

(Course descriptions are enclosed.)

DESCRIPTIONS OF CONTINUING EDUCATION COURSES

- CE 13: GRANT APPLICATIONS AND MANAGEMENT
This introductory course, intended for those individuals responsible for providing library services in health-related institutions, presents basic information about grants and grant management. Topics include: the evaluation of grant support, federal and non-federal grants, requesting funds, contracts and grants management. (.7 CEU)
- CE 22: PLANNING HOSPITAL LIBRARY FACILITIES
The purpose of this course is to start the hospital librarian on a course of self-education to gain the skills necessary for planning a new or remodeled library. Acquiring self-confidence and finding a power base are emphasized. Methods of gathering and organizing the data and writing a building program are discussed, and each element of the library plan considered. An exercise in reconciling all requirements for space available is done by small groups at the end of the class. (.7 CEU)
- CE 24: MeSH AND NLM CLASSIFICATION
The course is intended to sharpen skills in assigning NLM Classification and MeSH subject headings for cataloging health sciences materials including peripheral areas such as biology, anthropology, and psychology. NLM's MeSH list will be emphasized, but problems in assigning "non-MeSH" subjects in conjunction with MeSH, conversion of LC subjects to MeSH, and other problems of special collections will be discussed. The course will also include an exercise on distinctions between NLM and LC classification numbers in overlapping areas, work on use of MeSH Tree Structures, Annotated Alphabetic MeSH, and use of other applicable tools for cataloging. There will be a practicum in handling MeSH sub-headings and a sharing session treating problems with special kinds of materials (AV, Theses, Ephemera), plus a seminar with sharing of experiences with subject catalog arrangement and updating, and subject authority development. Emphasis will also be placed on problems encountered by smaller institutions in original cataloging or by persons with collections in specialized subject areas. All of the most helpful sources of information available to catalogers will be explored. At the end of the course, participants will be able to assign subject headings and classification numbers, and derive basic cataloging copy for a variety of materials. (.7 CEU)
- CE 29: HOSPITAL LIBRARY MANAGEMENT
This course is designed for hospital librarians to increase their awareness of basic management principles and to apply these principles in common work situations. Topics will include: developing objectives, personnel (hiring, firing and performance evaluation), budget preparation, reporting, relationships with hospital administrators and library committees. Preference will be given to librarians who are currently employed in hospital or clinic libraries. If space permits, individuals from other libraries will be enrolled. (.7 CEU)