

# Meeting Registration Form

MCRML GROUP - 12th ANNUAL MEETING  
October 25 - 27, 1979  
Wichita, Kansas

(Deadline - September 25, 1979)

## I. Badge Information (Please print or type)

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Phone \_\_\_\_\_

## II. Please fill in the appropriate blanks and total cost.

<u>No.</u>		<u>Cost</u>
___	General Registration: Members, \$20.00; Non-members, \$25.00	\$ _____
___	C E Courses: Members, \$50.00; Non-members, \$75.00 1st Choice _____ 2nd Choice _____	\$ _____
___	Thursday Buffet Luncheon, \$7.00	\$ _____
___	Friday Lunch, \$7.00	\$ _____
___	All-American Indian Center Dinner and Entertainment, \$10.00 (Friday evening)	\$ _____
___	Interested in a Morning Run? If so, how far: _____	\$ <u>0</u>
	TOTAL	\$ _____

## III. Hotel Reservations

Mail card directly to Holiday Inn Plaza, 250 West Douglas, Wichita, Kansas 67202.

Reservations must be made at least two weeks in advance. Motel requires payment or charge to a major credit card at time of registration.

## IV. MAKE CHECK PAYABLE TO:

*Wichita Health Science Libraries*

## MAIL TO:

Betty Wood, Secretary-Treasurer  
Wichita Health Science Libraries  
St. Francis Hospital Library  
929 S. St. Francis  
Wichita, Kansas 67214

# Continuing Education Registration Form

MCRML GROUP – ANNUAL MEETING  
October 25, 1979  
Wichita, Kansas

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_  
(MLA requires this for CE credit)

Institution \_\_\_\_\_

Address \_\_\_\_\_

( ) MLA member

( ) Non-member

City/State/Zip \_\_\_\_\_

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

\_\_\_\_\_ CE 5: *HUMAN FACTORS IN LIBRARY ADMINISTRATION*

\_\_\_\_\_ CE 24: *MeSH AND NLM CLASSIFICATION*

\_\_\_\_\_ CE 28: *MANAGEMENT OF REFERENCE SERVICES*

\_\_\_\_\_ CE 33: *LITERATURE OF HEALTH CARE ADMINISTRATION*

\_\_\_\_\_ CE 41: *INTRODUCTORY DATA COLLECTION AND ANALYSIS*

II. Registration fee for the CE courses is: \$50 for members, \$75 for non-members. This amount should be noted on the pre-registration form and payment included with pre-registration.

III. Return this form with your pre-registration material by September 25, 1979, to:

*Betty Wood, Secretary-Treasurer  
Wichita Health Science Libraries  
St. Francis Hospital Library  
929 N. St. Francis  
Wichita, KS 67214*

# CE Course Descriptions

## CE 5: *HUMAN FACTORS IN LIBRARY ADMINISTRATION*

Geared toward the person with supervisory responsibilities, studies personnel management in terms of interpersonal relationships. Topics include: employee motivation, techniques of resolving conflict situations, discussion of active listening, and the analysis of different styles of leadership. Using techniques of case study, role playing, and small group discussions, problem-solving approaches are illustrated. .8 CEU

## CE 24: *MeSH and NLM CLASSIFICATION*

Intended to sharpen skills in assigning NLM Classification and Medical Subject Headings (MeSH) to health sciences materials including peripheral areas such as biology, anthropology, and psychology. The MeSH list will be emphasized, but problems in assigning "non-MeSH" terms in conjunction with MeSH and conversion of LC subjects to MeSH will be discussed. Applicable tools for cataloging as well as the many sources of information on cataloging will be presented. MeSH Tree Structures, the Annotated Alphabetic MeSH, and the use of the NLM Classification schedules will be stressed. Some emphasis will also be placed on problems encountered by smaller institutions doing original cataloging with minimal resources. At the end, participants will be able to assign MeSH headings and NLM Classification numbers to a variety of materials, and be familiar with the basic practices of cataloging. .8 CEU

## CE 28: *MANAGEMENT OF REFERENCE SERVICES*

Designed for reference and administrative librarians and emphasizes the management of reference departments as well as handling reference problems. Discussion will focus on reference policies and philosophies, relationships with users and priorities of service. .8 CEU

## CE 33: *LITERATURE OF HEALTH CARE ADMINISTRATION*

Designed for librarians – especially hospital librarians – who need help in finding material for those users who are looking for information in the field of Health Care Administration. The course will cover indexes and journals available as well as publishers in the field. On completion of the course, the participant should be able to select and use appropriate indexes and be able to locate information related to specific aspects of Health Care Administration. .8 CEU

## CE 41: *INTRODUCTORY DATA COLLECTION AND ANALYSIS*

Intended as an introduction to methods of data collection and analysis in libraries. No prior knowledge of statistics is assumed. The topics included should provide background for both persons interested in conducting simple quantitative studies and those who are interested in better understanding quantitative articles in the literature. Emphasis will be given to the questionnaire and direct sampling methods of data collection. Data analysis methods discussed will include descriptive statistics, regression, correlation and tests of significance. The use of these techniques in a library setting will be discussed with examples familiar to the participants. Concepts will be stressed rather than mathematical formulas although examples will be worked in class. Problem formulation, reasons for using particular techniques, advantages and disadvantages of the various methods, and interpretation and presentation of results will be emphasized. .8 CEU