

MEET THE LAA STAFF — BY PHONE



Guess who?: Sue Leonard, Lynne, Kathy, Brenda, Sue, Jenny, Louise, Angela, Jenny, Jo-anne

Jenny Adams, Executive Director



The aim of this section is to introduce you, our members, to the LAA staff. 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 you 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 and ring us on the toll free phone (008) 221481.

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.

Sue Phillips, Assistant Executive Director



When I'm on the phone it's usually advising members, employers or schools of library and information sciences on educational matters. This covers such things as the status of Australian and overseas courses and the Association's role in assessing courses. I have a lot of contact with divisions of the Association, assisting them to unravel the mysteries of the LAA structure, its finances and how it operates, and keeping them informed of matters arising from the Council, the Board of Education and other bodies.

I am currently co-ordinating continuing education activities, so I am the point of contact for divisions, schools and other organisations for information about programs offered by the LAA, how and when to run programs, and visits by overseas speakers.

Vanessa McMillan, Receptionist



I'm the newest face here at the moment and it hasn't taken me long to see the wide scope of duties associated with being on the LAA's 'front line'. The front desk reception area is one of the busiest parts of the office with visitors, couriers and mail constantly coming in and out and, of course, there are always your phone calls!

I pass on the calls to the other staff and deal with general enquiries about the Association. I also help process your orders for publications and send out the various pamphlets and booklets we produce.

Jo-anne Fuller and Jenny Angus, Membership Clerks Extraordinaire!

We're the ones you're most likely to speak to about membership matters. It's our responsibility to keep the LAA's records of individual members up to date, so when you change your address or gain an extra qualification let us know! We also handle new member applications, applications for professional and technician membership as well as ALJ and InCite subscriptions. We both handle queries about membership generally and about courses available.



Jo — you can also call me for information concerning course recognition changes in names and addresses, office bearers and matters concerning divisional elections. I also help employers and other people needing information on older and/or different types of qualifications and give them advice on the eligibility of these courses for LAA recognition.



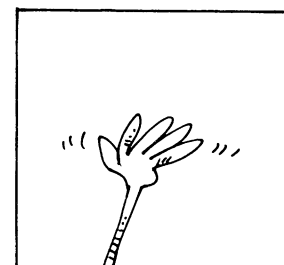
Jenny — as well as assisting with membership I co-ordinate the processing of publications orders and the dispatch. I maintain the publication stocks and do the regular stocktake.

Louise Lansley, Industrial Information and Research Officer



Most of my time is spent on the telephone helping members with employment and industrial matters. So many of you must already know that you can phone me for information and advice on salaries, conditions of employment, classifications, library standards, and occupational health and safety issues. I can also give you information about employment as well as overseas staff exchanges.

Members also have the chance to bump into me personally when I travel to various parts of Australia to address or attend LAA meetings. I also review books on industrial matters in InCite from time to time.



Meet the rest of the faces behind the phone behind the LAA on page 18.

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Meet the Staff — by phone

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**Brenda Pittard,
Publication Officer,
Editor InCite**

You're likely to have spoken to me when you want to talk about something to be included in InCite or ALJ, about producing publications, to get an ISBN, about Head Office and divisional publications, advertising, promotional leaflets and so on. After four-and-a-half years with the LAA I feel I have come to know many of you well, but with an organisation with so many members one of the pleasures is that there are always more people to get to know!

I'm involved with all aspects of production of LAA publications ranging from leaflets to large books — and of course there's InCite every two weeks!

**Kathy Husselbee,
Assistant Publications Officer**

A good reason to phone or write to me is to let me know about the activities you are organising so I can list them in the Happenings column in InCite. I also deal with enquiries concerning putting inserts into InCite, ALJ and LANS and I can help you with printing quotes.

As I co-ordinate the advertising in these publications I take advertising bookings and handle general advertising queries ranging from how much to what typeface and when is the deadline. I also manage the ebb and flow of receiving and sending out books for review!

**Sue Leonard,
Word Processing Operator**

My main function at the LAA is to produce agendas, minutes and general correspondence for the Assistant Executive Director and Industrial Information and Research Officer. I also do the typing for many of the booklets we produce such as the Office Bearers Guide and Salary Scales.

However you may be likely to speak to me in my role as relief receptionist. In this capacity I handle general enquiries or channel your call through the appropriate person. Because I've been with the LAA for almost three years I can also help with membership and voucher queries when other staff are busy.

Angela Brommann, Super Secretary

As Jenny's secretary most of my many duties are behind the scenes rather than with members directly. If you are one of the Association's office bearers you may need to speak to me on occasions about travel and accommodation bookings. I'm also involved with members as I type statements or requests and also type the lists of members applying for professional membership. The list goes to the Board of Examiners and General Council for approval. I also prepare the Certificates for Associate (professional) Members as well as the Library Technicians' Certificates.

Lynne Ritchie, Bookkeeper

You may remember my face if you've looked at this page of InCite before — I've worked at the LAA for quite a few years now! I am the bookkeeper and this entails paying bills and keeping the accounts straight. I'm also responsible for the day-to-day running of the voucher system for institutional members. I handle the distribution and redemption of vouchers. I give advice to the divisions on the keeping of their accounts too.

**BIBLIOFILE PRIZE
AT DARWIN**

A complete Bibliofile System, comprising a Compact Disc Drive with PC Interface Card and Cable, a full set of 4 Compact Discs containing the entire US Library of Congress English language MARC Data Base, and Bibliofile software and user manual, is the major prize in a lucky draw competition to be held at the CLSI stand during the exhibition at the Darwin Conference.

Every person who enters the lucky draw will receive in the mail a free Bibliofile Catalogue Production System Demonstration Diskette.

100 year celebrations

In October Parkes Shire will celebrate one hundred years of continuous funding for a Library Service in the town of Parkes.

A week of festivities is planned, the highlight being the opening of the new library on October 22 — one hundred years to the day from the opening of the first library. Celebrations planned include guest speakers, storytellers and a library fair.

Judy Thornton, Librarian at Parkes, wonders whether they are the first shire in New

South Wales to celebrate 100 years of funding. Does anyone out there go back further than that?

CONFERENCES COMING UP

Wellington will host the NZLA 1987 Conference and overseas visitors are most welcome. 'Information Path to the Future' is the conference theme. Information services, recent technological developments and information management areas will be covered by speakers from New Zealand, Australia and the UK. The conference will also be a forum for discussing the future role of librarians as purveyors of information, keepers of culture and creators of leisure.

A conference dinner, mayoral reception and visits to various libraries will be arranged. The new National Library building should be opened just prior to the conference and a tour of the new building is planned.

For registrations and enquiries write to the Registrar, NZLA Conference 1987, PO Box 17267, Wellington, New Zealand, or phone John Lanham on (Wellington) 721 000. Other correspondence should be sent to the Secretary at the above address or contact Judy Traue (Wellington) 768 699.

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