

News from the Divisions

TAFE SECTION

The draft *Statement of Aims and Objectives* of the TAFE section is included below. Comments and suggestions should be sent by 25 April, 1986, to the Secretary, Cathy Hall, c/- Sydney Technical College Library, Building D, Mary Ann Street, Ultimo, NSW 2007.

Statement of Aims and Objectives — suggested items for inclusion

1. To promote the role, activities and functions of TAFE library services.
2. To seek recognition of TAFE library services at a national level in order to further develop these services.
3. To promote a positive image of TAFE to politicians, educational bodies and the general public.
4. To make a positive contribution to the wide range of educational programmes offered by TAFE in each state.
5. To facilitate the provision, organisation and dissemination of information to the clientele of TAFE libraries — students, teaching, administrative and general staff and the community.
6. To encourage the integration of the Library Resource Centre into the teaching-learning process.
7. To educate the library clientele to appreciate the potential of library resources and services.
8. To develop qualitative and quantitative standards of performance appropriate to accommodation, equipment and services.
9. To provide opportunities for the evaluation of the possible contributions of new technology to improved library services.
10. To influence the education and training of suitably qualified staff to meet the needs of a dynamic library service.
11. To foster a co-operative and cohesive relationship between TAFE library services in all states and perform a unifying and co-ordinating role.
12. To promote co-operation between TAFE libraries and the wider information community in the interests of service to library clients.

TAFE Section Newsletter. The proposed Newsletter is seen as a forum of exchange covering

TAFE matters of concern and interest to members in *all* states — new developments, systems, VIP visits, promotional campaigns, personalities, publications, etc. It is planned to issue the 2-page Newsletter twice a year. Contributions are welcome and should be sent to Judy Engall, Joint Editor, *TAFE Section Newsletter*, c/- The Library, Baulkham Hills College of TAFE, Old Northern Road, Baulkham Hills, NSW 2153.

Catherine Hall
Secretary

JOINT SLAV SCHOOL LIBRARIES SECTION (VIC. BRANCH) CHILDREN'S LIBRARIES SECTION (VIC. BRANCH)

There will be a meeting on Wednesday 12 March at 8pm with guest speaker Robin Klein, noted author of many books including: *Penny Pollard's Diary*; *Hating Alison Ashley*; *Brock and the Dragon*; and *Thing* (1983 winner of the Australian Junior Book of the year Award).

Robin will be speaking on her writing, how she gets her ideas, how she works with the illustrator, etc, and her books will be available for purchase during the evening.

The meeting will be held in Room R132, Education Resource Centre, Melbourne CAE, 757 Swanston Street, Carlton.

Coffee and port will be available after the meeting.

The cost is \$3 (\$1 students). For further information contact Judy Buckley (03) 818 1521 (B.H.) or (03) 874 3785 (A.H.).

LIBRARY TECHNICIANS SECTION NSW BRANCH

At their first meeting for 1986 on Monday, 3 February, NSW Library Technicians Section elected the following Executive:

<i>President</i>	Mrs Marlene Knowles
<i>Vice-President</i>	Mrs Lexie Zantiotis
<i>Secretary</i>	Ms Joan Walker
<i>Treasurer</i>	Mr Philip Lormer
<i>Editor</i>	Ms Anne Doherty
<i>Asst. Editor</i>	Mrs Jean Bailey

We are planning to visit students at Mt Druitt during March, and the Annual General Meeting date is provisionally 30 May.

Correspondence to: Hon Secretary, PO Box 477, Strawberry Hills, 2012. Ph: 699 3226.

UCLS

Nominations are sought for vacant positions of Treasurer and UCLS representative on LAA Branch Council. Contact: Kevin Stapleton, Catholic College of Education, Phone (02) 929 0199 or Margaret Sheppard (02) 690 4359.

MICROCOMPUTERS AND SCHOOL LIBRARY MANAGEMENT

Microcomputers are becoming an increasingly valuable tool to support school library administration systems. In a relatively small school with a limited budget, a large integrated computer system is out of the question on a cost basis. However, a microcomputer and commercially produced management program like the integrated system 'Appleworks', or 'PFS', or 'General Manager', used with a separate wordprocessor package, can facilitate many operations.

The database function can be used for activities such as overdue records, bibliographies, authority files for subject headings, and indexes of computer programs held on floppy disks. Indexes of small special collections such as video tapes, audio cassettes, and kits can also be produced with relative ease, as well as listings of materials held in different subject departments.

We can also use the database function to produce annotated theme bibliographies for fiction. A list of themes was established and each given a two-letter code. We then established a database file which includes author, title, category and an annotation of up to ten lines. When students ask for 'a really scary horror book with ghosts in it', we can then call up the two categories, Horror and Ghosts, and within moments produce a bibliography especially for their needs. If they want it to be a short story, the database can sort for that as well. New titles are added to the database as new requests come in and as time permits. Anyone who has read a book, staff or student, may be asked to write the annotation into the database. Lists of the 'favourite books of year 7', etc, can be done in the same way.

Library policies, information sheets, forms and standard letters are all produced on the word processor, and statistics compiled on the spreadsheet facility. The 'Librarian's Apprentice' program will print catalogue cards, accession data, and book labels with the once only entry of data. Programs like 'Print Shop' or 'Mousepaint' can help to produce interesting type styles and illustrations to make eye catching notices.

Obviously the total space available for data is limited with a microcomputer. A hard disk would make the use of larger files much easier and some operations would be done faster and more efficiently on a larger computer system, however a simple microcomputer and printer can streamline and enhance many basic management tasks and services in a school library.

Martha Heeren
Petersham Girls' High School

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Inserts may be mailed with all issues of *inCite*. To find out more call Kathy Hus-selbee on (02) 692 9233.