Introduction to Sears Subject Headings I
Presented by Sara Marcus
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>> Janet Ahrberg: Hello everyone, and welcome to the ALCTS webinar on the first session of an Introduction to Sears Subject Headings. My name is Janet Ahrberg, and I'm a member of the ALCTS Continuing Education Committee.

Our presenter today is Sara Marcus. Sara is the Electronic Resources Web Librarian at Queensborough Community College. In 2009 she received a Samuel Lazerow Fellowship for research on Sears Subject Headings and she is currently completing this research. In 2009, 2010 she also received the Professional Staff Congress of the City University of New York Grant to study the Sears List.

Now, if you have questions for Sara, please type them in the question box on your screen, and Sara will do her best to answer them during the presentation. Also please note this session will be recorded, and you will receive an E-mail shortly after the conclusion of the webinar with a link to the recording. You will also receive a copy of Sara’s slides. Now, I'm going to turn this over to Sara and there may be a slight delay.

>> Sara Marcus: Hi and welcome. I'm Sara Marcus and I'm going to be talking about the Sears Subject Headings. This is Part I of two webinars. So some of the information I may not be covering today, but it will be covered in the next one. Again, welcome, and if you have any questions, please do ask them throughout the session as I wasn't sure of what everyone's background would be in the session.

Okay. So, to start I'm going to give an introduction to the bullet Sears List of Subject Headings. In the principles of the Sears List which is kind of like their introduction and where they talk about the actual Sears List, they state -- and this
has been revised throughout the editions of the Sears List. It's now in the 20th edition. It started in 1923, but in this principles it has stated almost the same wording, just slightly differently is: "The Sears List is unique among the subject heading lists in that it does not attempt to be a complete list of terms used in any single library, but only a list of headings most likely to be needed in a typical small library and a skeleton or pattern for creating other headings as needed. By using the Sears List as a foundation, the cataloger in a small library can develop a local authority list or a list of subject headings that are used in that catalog that is consistent in form and comprehensive for that library. This has proven over the years to be a practical and economical solution to the cataloging needs of small libraries. In other ways, such as the use of uninverted headings only and of popular rather than technical vocabulary, the Sears List is specifically tailored to the needs of small libraries of any kind, including school libraries, small public libraries, church libraries, et cetera. Because the Sears List is not a complete authority list, the cataloger using the Sears List must take an active part in developing a larger vocabulary of terms."

So the Sears List isn't like LCHS in that it's not a definitive list, but rather it's a list to guide through the creation and adapting of subject headings for specific a library. As we'll see throughout this presentation, that the headings can and should be adapted for the intended audience or the population of that library.

The Sears List according to Joseph Miller, the current editor, is used throughout the world in English-speaking libraries or English-language collections, particularly in India, but also throughout the world. So for example in England they might use the word jumper, where we would use the word sweater. And that's perfectly fine and that's part of what the principles mean.

So I'm going to give you some background now. Sears is a controlled vocabulary or a list of selected terms that shows the relationships among the terms. As an alphabetical Subject Heading List, Sears is one type of a controlled vocabulary. It consists of main headings that may be assigned by themselves or headings that may be assigned with subdivisions and references that lead to or
In this session we'll be looking at the different types of main headings that are used in subject cataloging, both in Sears and elsewhere, and also about the syntax between these headings. Next, we'll look at the role of subdivisions and the different type of subdivisions that may be used. Finally, we'll focus on the syndetic structure of Sears, the references that lead to authorized headings, and the references that show relationship among authorized headings. These relationships or syndetic structure is also found in LCHS. So if you're familiar with LCHS, the Language Congress Subject Headings, a lot of this will be familiar to you.

So, the first thing we'll look at is how the Sears List organizes subject categories. So there are two different constructions or ways of organizing subject categories with subdivisions depending on whether or not the topical subdivision is authorized for geographic subdivision.

When possible, the geographic subdivision follows the topical subdivision. Generally chronological subdivisions will follow in the topical or geographic subdivision and the form always comes last. So in the Sears Subject Heading List where it says, "May Subd, Geog.,” then you would have the geographical subdivision after the topic. However, if it can't be subdivided geographically "Subd IV Geog," then you would start with the geographic heading followed by the topical heading. And if you look under Chicago for the state or Ohio for the -- um -- state under Chicago for the city or under United States for the country, you'll see how the geographic comes first. The topical coming first is more common and you can basically see that in almost any heading that has the authorization to subdivide geographically.

Okay. So now we're going to look at the types of references or the syndetic structure of the Sears List. The first type of reference are the equivalence references where these are references between two headings that are equal in meaning. These are the USE and UF or Use for References. In order to be useful an alphabetical Subject Heading List needs to have a generous entry vocabulary to link terms searchers might use with the authorized
forms of the list as well as a structure of explicit relationships to allow users to navigate through the system. These purposes are served by references that express equivalence, hierarchical, and associative relationships. Like the headings themselves, references were made in the Sears List at different times according to different philosophies and principles based on the editor and what was happening at the time.

References generally are made on the basis that a person investigating one heading should be made aware of another heading. These equivalence references link terms that are not authorized to their preferred form. These are often used when you are in a community that has varying terminology such as British-English versus American-English, the jumper versus sweater being one example. And these would also be used when they're synonymous or nearly synonymous terms, when you have a compound heading, arts and crafts, you have crafts, USE arts and crafts. Inverted forms of the heading and the direct order such as, green trees, see trees, comma, green, or green tea, tea, comma, green. When you have variant spellings, especially between the English in America and the English in Britain or even the two forms of the word theatre, you'll also have equivalent reference, equivalence references when the term is included in the meaning of the heading that is the antonym of the term and between former headings of a term and the newer heading. Such as when there may still be some currency in the old version, such as African-American and Blacks.

So here's an example from Sears on the web that shows you how a subject heading might look, and in particular this is the subject heading here where it says, use four, is what we're talking about. These are the equivalence references where you would use Arab countries, foreign relations, Israel. And you would use this for Arab-Israel relations, Arab-Israeli relations, Israel-Arab relations, and Israeli-Arab relations. Under each one of these headings Arab-Israel relations you would see something that says, USE Arab countries, foreign relations, Israel.

Now we're going to look at hierarchical references. These are references
that send you to a term that is more on or less broad than the term that you're looking at. So in order to be useful, again, the alphabetical subject heading list needs to have a generous entry vocabulary. Now these headings you're going to see the hierarchical ones all link between authorized headings. So you'll have an authorized heading for African-Americans in drama. You would have a broader term, African-Americans, a broader term, drama, and then you might have a narrower term, African-Americans in drama, and a geographic subdivision, New York.

Now there are three types of hierarchical references between a genus or species -- between a genus and its species or class, between the whole and a part of some topic or term, and between a generic topic and a proper named example, so playwrights and Shakespeare. So the broader term or BT, sends you to a broader term, because maybe the item you're looking at, well, it's kind of like about Shakespeare, but it's really about dramatists, a narrower term, you have a book of plays, but really they're mostly Shakespeare so maybe you want to go narrower and to see-also which would send you to another general group of category of things. Okay. And here again we have our narrower term for Arab countries, foreign relations, Israel. You'll see that the narrower term is Israel-Arab conflicts. And the conflicts are a narrower type of foreign relations. And if you went to Israel-Arab conflicts, you would see broader terms, Arab countries/foreign relations/Israel.

Now finally we have the associative or related term references. And these are terms that are related. They're not quite the same because they're both authorized, but they're not higher -- one's not higher than the other. So these headings link terms that are associated somehow other than hierarchically. These can be headings with overlapping meanings, headings for discipline and the focus of that discipline, or headings for persons in their field of endeavor. And here again we have our related terms. We have Arab countries, foreign relations Israel, and a related term is Israel foreign relations, Arab countries, or Jewish-Arab relations.

Now the Sears List tends to use natural language or common usage. And
the word most commonly used in the literature of that field is most likely the word that represents the item cataloged. Common usage indicates that a subject heading should represent the common usage of the English language in that country. This is what makes Sears unique in that you can adapt it to your intended population. So rather than just saying, in that country, you could say, in that culture or with your participants or with your patrons, what do they call the thing.

Okay. Foreign terms generally are not used unless they have been fully incorporated into the English language or into the language used by your library's population. Contemporary usage gradually should replace antiquated words and phrases unless, for example, you're working in an 18th Century library then you might want to stay with the antiquated words and phrases. What is common usage depends in part upon who the users of the library are. In most small libraries, the popular or common word for a thing is to be preferred to the scientific or technical word when the two are truly synonymous.

There is an exception to this in that if you're using the Sears List for the general collection in something like a science library or a law library, then you might want to use the legal terms, because those are the terms more commonly used in that field. So you might find Sears used for the general collection in a law library while they use specific law subject headings for the legal materials, because the rest of the collection, the general collection in a law library, is very small compared to the collection in the law field.

So indirect and direct order, according to the principles in the Sears List, direct entry or direct order is that the subject heading should stand as a separate term rather than as a subdivision under a broader term. So indirect order, however, might occur for things like battles in geographic locations where you want everything to appear together, such as Mexico, comma, Gulf of. And you also have indirect order for fictitious and legendary characters where you put the last name first, and for royal houses where you put the name of the house first.

In the past many headings were established in inverted form in order to place a significant word first. While this practice made sense in helping to
co-locate entry elements in a card catalog or even older the book catalogs, it is no longer as big an issue in online catalogs. With the advent of public access catalogs the preference has been for direct form and in natural language or rather in the language of the intended users.

Since a large number of headings existed in the inverted form, however, inverted headings were retained in several categories, fewer as time has passed. Note that in inverted headings, the word following the comma was capitalized. This is the element that would have been in the initial position if expressed in direct word order such as, "House of Windsor." The first word of a subject heading is capitalized as a general rule. Inverted headings were done to include qualifiers such as for language, nationality, language group, time period, artistic style, music style, battles and other, and some of these may still occur today, or you may decide that these are useful in your catalog or authority list.

At this point I'm going to ask if anyone has any questions. If yes, please raise your hand. If not, you could type "no" in the chat.

Okay, Margaret, can you type your question or you say, no, not yet. Thanks.

Okay. It doesn't look like there are any questions so I'm going to move on. And I'm going to start talking about the types of headings.

Main headings should correlate. Main headings or the part of the heading that comes before any subdivision is going to be the type of heading that we're talking about right now. And the main headings should correlate to the primary concept embodied in the work.

The topics are identified by terms or phrases that represent what the material covers. Headings can also reflect the form of the material. The three general categories of headings are: Topical, form of genre, and name. You'll often time topical and named headings as the beginning of any heading that includes subdivisions. And form of genre as you may remember from one of the previous slides always comes last.

So what are topical headings? A topical heading represents a discreet identifiable concept. These can be things, concepts, philosophies, disciplines,
activities and processes, organisms, events that are significant enough that they have become known by proper names, classes of people, ethnic groups, names of individual animals, and legendary and fictitious characters. They can also be a place or an organization.

So, for example, according to the Sears List, topical headings are words or phrases for common things or concepts that represent the content of various works. When a single word has several means, however, then you can only, and you need to somehow qualify that term in your heading, such as when you use the comma and make it as a qualifier or an inverted heading, this way people know what you mean such as with the word China. Otherwise, if you can't make it unambiguous, you're going to need to somehow clarify it or qualify it.

Single noun headings, in most cases, headings are not established with an article in the initial position meaning that the noun is a single noun, nothing else. In some cases you may retain the article for grammatical or semantic purposes in which case you make the heading inverted with the "the" coming after the comma. In most cases headings representing a category of objects or classes of people are in the plural form, but for biological headings you'll have your species generally as a singular, and higher levels are plural. So not always will your single noun headings be in the singular, but it means a single noun or single word that is a noun heading.

Okay. We just lost my slide.

Phrase headings -- that was strange -- phrase headings are more than one word and they can represent a single concept or multiple concepts. The preposition "as" may be used in these heading showing a particular use of an object or form, drama as art. The preposition "in" may be used in headings in several situations, blacks in drama. And classes of persons in occupations may also be a phrased heading. These are used when a single noun cannot precisely represent an object or a concept.

Most phrase headings are created by modifying a noun or a noun phrase with an adjective. When a single concept is generally expressed in the form of a prepositional phrase, the heading will take the form of the prepositional phrase.
Phrase headings may reflect the relationship between two general topics at a broad level. Phrase headings may also connect topics that are normally together such as arts and crafts.

The heading for professionals may represent classes of persons involving two professions or occupational groups in non-work related activities. The preposition "in" may be used to express special applications of a concept. It may also be used to express the representation or treatment of a place within a particular concept. The preposition "in" may be used to represent persons associated with a particular discipline or activity in whatever capacity in a broader sense than with "as" headings.

Form and genre headings, form and genre headings indicate what work is rather than what the work is about. So it's more of a physical thing. These headings can identify a form or represent a style or mood. The intellectual form of the materials is the form or genre, although the physical forms of some non-book materials are also identified by form headings such as: Bibliography, script, sheet music, and other such items. Some form and genre headings describe general arrangement of the material and the purpose of the work. These are customarily assigned individual works as well as materials about such forms.

Other form and genre headings are names of literary forms and genres such as mysteries or romance. These headings used for major literary forms are used for collections only not for individual items. Minor literary forms, also known as genres, are used for individual literary works.

Okay, now we're going to look at the types of headings for the name headings, because there's several types of name headings. So they become this whole different thing. Because things you wouldn't think of as names, actually are names. Okay. There are several types of name headings. And if the work being cataloged is about a person, a place, or a corporate entity, a name heading is appropriate. The rules for constructing these headings will depend on the type of name. Many name headings are constructed according to the descriptive cataloging rules using AACR2, Anglo-American Cataloging Rules, 2nd Edition,
and the Library of Congress Rules Interpretations, LCRI, may also be used as subjects. Some name headings are constructed according to subject cataloging rules. So if you're not sure, a good place to go is the Library of Congress Subject Authority or name authority to find these names formatting. Yes, it's Sears, but we still look at other places. You can also look at biographical resources such as biographical dictionaries in the field of the item in hand to see what it's about and see how you can make the name heading correct.

So we'll start with personal name headings, because they're the easiest and the most common. Personal name headings are inverted with the date or dates of the person, family names, royal houses and dynasties are constructed according to subject cataloging rules found in Library Congress Rules and also sometimes in AACR. A biography will have a subject heading for the biography or the person or persons it's about. Personal names are constructed according to AACR2 and Library Congress Rules Interpretation practice.

Fictitious persons will have a subject heading for the person constructed as if a personal name; in other words, pretend the fictional person is a real person and give them a subject heading. Family names and royal houses and dynasties are coded as personal names, but they're in mark, but they're constructed according to subject cataloging rules. Okay.

Corporate bodies can be subjects of works and as such would of receive subject headings. Generally a corporate body is an organization or a group of persons identified by a particular name, such as the New York Yankees or the New York Jets. Yes, I'm from New York. I like my teams. Generally certain vessels and vehicles are considered to be corporate bodies as well such as the Titanic. Corporate name headings are constructed according to AACR2 and LCRI practice.

Works about conferences and organized events can also have Subject Headings for the name of the conference or event and again are constructed according to AACR2 and Library of Congress Rules Interpretation practice. What's going to happen with the coming of RDA? We're still not a hundred percent out there.
Okay. Geographic names, headings can be assigned for jurisdictional areas and geographic features. Remember, that if a place name is used as a subject, has a uniform title or subordinate body, it is considered a corporate name. So for example USSR is kind of like a corporation of all of the places underneath it. Okay. So, geographic names are the established names of the places in political jurisdictions. Make sure you use the name of the place that was there and the time the book was written about, not the time the book was published, because that may not be the name of the place sync matching.

Okay. And then finally we have our title headings where titles may also be used as subject headings. This is found a lot in literature where it's a book of criticism or a book of interpretation. If the work being discussed has a main entry under a personal or corporate name, this subject heading will be a name title heading where you have the name of the author and the title of the work. If the work being discussed has a uniform title main entry, which is often with foreign language books or books of the Bible, the subject heading is also a uniform title.

So at this point I'd like to ask if any has any questions. And you can see my contact. And if you want to see what Sears on the web looks like, you can have a free trial. It's about 30 days, and this is the URL to go to set it up.

And if there are no questions, I'm going to go into the Sears and show you some examples in there of how to use it.

Okay. I'm going to pause showing my screen just for a second so that I can type in my user name and password.

Okay. So this is the Sears List of Subject Headings. And to show you an example I'm going to type in the word "Jews." And if you have access to any Wilson databases, you search this the same exact way. The interface looks very similar and you can search. So I typed in the word "Jews," because I'm trying to find subject heading for work, for a book about Jews. And here you'll see that there's 34 records that have Jews somewhere in the subject. So you see the slash means that this is a subdivision. So we can see that the subject heading Jews is used for Hebrews or Israelites. And then we see all of the subdivisions.

So we're going to click on the word Jews. And here we get just like
appears in the Sears List in print or that might look familiar to those of you who use Library of Congress Subject Headings. You have the subject heading. You have the "may subdivide geographically" which tells you that you would put the term Jews first not the geographic area first. And here we have the Use For, use it for Hebrews and Israelites. Here's our related or equivalence term which is Judaism. You may want to go look there and see also.

The narrower terms, these are terms that you can look at and see if any of these are really what we're thinking about. Are we thinking about the (indiscernible), the Israelis, the Jewish diaspora, the Jewish -Arab relations, the lost tribes of Israel, or World War II 1930 to 1949 subdivided by Jews. So to see Judaism, to see how it relates back to Jews, you would click on Judaism.

And here you'll see that for Judaism it says, "Use For Jewish religion and Jews-religion." So we click on Judaism and we see here is that has a related term Jews and also related synagogues. And it has the broader term religions and the narrower terms that you can go to. And also a see-also, and this tells you, well, you said Judaism, but maybe you mean one of the sects of Judaism, such as Hasidism or Reform Judaism or Orthodox Judaism. So this is one example.

Does anyone have a subject that they may want to see information about?

Okay. I'm going to go back to search. And I'm going to type in Ohio, so we see one of the geographic ones. Okay. So again we're going to click on the term Ohio. And here we see the guidance for what we should do. And we have a scope note which tells us this is what you should do here. And the subdivisions that appear under Ohio may be used under the name of any state in the United States or other provinces. And it also tells us that the subdivisions under United States can also be looked at if we're not sure.

So we can click on United States to get more information. And we see that under United States there are 371 subdivisions, so we can look at these. And we can also say, appear to search within the results to find the specific aspect that we're thinking of. So if we're thinking about United States Armed Forces, or if we're thinking about United States and war, we would search within
the results. And we'd find all of the different aspects of the United States in the war that we might think about here.

Okay. I was asked if we can search subdivisions, and the answer is that, yes, you can. If you want to search just for the heading itself and then look to see what subdivisions there are. Or you can look for a specific subdivision by clicking on search, and we can look for a subdivision, drama, and by doing that we'll see that here drama comes up after the slash or as the subdivision. So there's subject headings authorized for dramas about Easter, about Jesus Christ, Christmas, the Civil War, Napoleon, must be a lot of ones about Napoleon. We can continue going and see that there's -- we're going to see where it comes after the slash, so it's juvenile drama. And if we go back to our search, we'll see that that's -- we can also search either for the whole thing or just for the subdivision.

To look for chronological subdivisions, you would have to look for the -- somebody asked about chronological subdivisions, to look for chronological subdivisions, you would need to look for the country or location first, because the chronological subdivisions vary based on the country or other term that it's appearing under.

And I was asked -- why isn't this opening -- I was asked if Ohio is a pattern heading, and yes, Ohio is a pattern heading, as is Chicago and United States. So we could look at Ohio. And we would see here that there are 61 records that have Ohio. So that means 60 of them start with Ohio, because the first one is Ohio itself.

The other thing you can do with the Sears on the web, which is nice, is that you can browse. So if you're thinking of a time period, you can browse for 19th Century, which is a chronology. And you'll see that it's actually not here. So then you know you have to spell it out, just like all of the database things. You find out that 19th Century isn't one of the subdivisions that appear. So then you would try 1800's. And you find out that that's not in here either, so we'd have to, to find something about that you would probably do your search and do 1800. And here you would find that the Napoleonic Wars are 1800 to 1815, but political sciences early works to 1800, while architecture is actually 19th Century.
I was asked if there's a limit to the number of subdivisions in Sears, and the answer is that the Sears Subject List tries to limit the number of subdivisions because it's intended for small libraries with small collections. If you end up having to have three or four subdivisions for every subject heading, you may want to consider another subject heading list, because you really don't want your patrons going that far down. However, if you think your patrons are going to need information that is that narrow when your book is a big broad book, then you can go further down simply to make it easier for them.

But the general rule of thumb is three subdivisions. Your main heading which is either your topical or your geographic; then either the geographic or the topical, whichever didn't come first; followed by your chronology and your form or your topical, geographic, chronological, and form. So we're going to go to slide four. And here you'll see that generally you have topical, geographic, chronological, form, or geographical, topical, subject, form. And you generally don't go above these four, because you just want to make sure that you have it as focused as possible.

Again, you do build the Sears List yourself, so if you find a need for subject headings that have several subdivisions, it's your authority list, you can create it as far down as you want, but this is just a general guideline.

The Sears Subject Heading List used to be updated less frequently than the Library of Congress Subject Heading List was basically one or two people working on it at the HW Wilson Headquarters. It's since become updated more frequently. The print in the last few years has been at the same frequency if not more frequent than the Library of Congress Subject Headings. And now that the Sears on the web is out, the web is updated regularly and the print comes out about every three to four years. The print will continue occurring especially because overseas it's used a lot. And some libraries just can't afford the online or don't have the web access while they can get the print. And the print is always there and always works.

The Sears List is relatively inexpensive which is why it's popular with small and small to middle-sized libraries and the libraries that only need to catalog a
small section of their collection with a general subject heading list. It also is because it uses natural language and common terms, it's actually easier to translate it as well. There's a Spanish version out a lot that gets issued about a year after the English.

I was asked if you could submit subject proposals to Sears like you can to Library of Congress subject headings. The answer is that they don't have an official way to suggest it. But if you E-mail them, they think about it. They don't, because it, again, it's one or two people working on it, there's not a lot of people researching it. But if you send a suggestion, they do think about it. They definitely are open to suggestions. They do try to keep the size of the list small so that it is one volume but you can send headings. I know that they're very up on trying to keep up on the latest terminology, because it's done by Wilson who also does databases, they do keep an eye on what indexing terms are used in the databases as well as what's being done in the literature of the day. But you can you know send an E-mail to HW Wilson and you may actually find your heading out there the next time.

I'm going to go to the Wilson site and show you that this is the site where you can request your trial and also on the Wilson site if you go to contacts, you can contact customer service usually and say, you know, here's some information about it. Or you can give your Wilson web feedback form and on the Wilson web feedback form you can say for the database searched, Sears List of subject headings, and here you can say, "other" and give some feedback like in information. And you could say, you know, I really realized I have no 30 books on this topic, could you possibly consider adding a heading for it. Or, gee, this heading is really outdated, can you consider changing it.

And I was asked if the Cole numbers listed in Sears are abridged Dewey? And the answer is generally, yes. Because just like the Sears List is general headings, the Dewey numbers are generally abridged as well, because it's considered to be for a small, general library. But at least it's a good starting point to see how to expand your number if you need to.

So, for example, in the architecture 19th Century, you'll see that the
Dewey number is just 724. So that's a little bit broad but it's enough for someone who only has three books of architecture in the 19th Century, you don't need to go any further down in your Dewey numbers.

In the Sears web at the main page on the search you can also review the front matter. The front matter actually is very interesting it gives you basically a whole overview of how to use Sears, the history of Sears, what it's intended for, and it's just everything about it. It's actually very, to me, it was very interesting reading and was part of my basics.

Okay. If there are no further questions, I'm going to hand the control back to Janet.

Okay.

>> Janet Ahrberg: Okay, let's see. Okay, let's see, screen sharing, let me do this. Show on screen. Okay.


Thank you, Sara, for that insightful program that has provided us with some basic understanding of Sears Subject Headings. I'd just like to make a few announcements here before we close. Today's session was the first of two webinars Sara has developed for the ALCTS on Sears Subject Headings. The next session entitled, "Introduction to Sears Subject Headings II," will be offered on Wednesday, December 8th, 2010, at 1:00 p.m. central time and 2:00 p.m. eastern time. This webinar will focus on using Sears and constructing headings in your own library. Challenging subjects are also covered. The use of Sears 20th Edition and other online tools will be explained as well as comparing and contrasting Library of Congress Subject Heading and Sears Subject Headings.

We hope you found today's session useful. You will soon receive a short online evaluation form. And please take a few minutes to respond to the questions and return the form to us. Those comments are received and are reviewed by the ALCTS CE Committee and are used to plan additional continuing educational offerings.

Now information about ALCTS webinars are featured on their home page.
And for your convenience on the second screen I've noted the upcoming webinars and our ALA mid-winter program on how to present webinars. New webinars in CE events are continuously being developed, so please check your ALCTS home page frequently for new information.

We welcome your suggestions for our webinars and other continuing educational opportunities. You may contact me at Janet.Ahrberg@okstate.edu. Or you can go to and submit a proposal online using the ALCTS webinar proposal form.

Today I would also like to thank Melissa Defino for providing technical support for today's webinar. She and her colleagues on the CE Committee, Technical Support Subcommitte makes it possible to present these webinars to you and to do them smoothly. We certainly appreciate your attendance today, and we hope you will join us again for Sara's second webinar, again on December the 8th, as well as other presentations ALCTS has planned.

Thank you all very much.

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