Dear Colleagues:

Much of the contents of this issue of the newsletter is devoted to proposed changes in the LIRT Constitution and By-Laws, and discussion of these proposals surely will occupy some of our meeting time during the Membership Meeting in New York. During the couple of years or more that LIRT has been up and running, it has become much clearer what procedural changes are needed and what gaps need to be filled in our Constitution and By-Laws in order to make our organization run as smoothly as possible. So, I want to thank the Ad Hoc Committee, chaired by Past-Coordinator Pat Breivik, for their work in presenting these additions and changes, and I want to encourage all of you to participate in the meeting.

Not that all of our membership meeting time will be spent on organizational matters, for I expect some very lively, albeit brief, reports from our committees and task forces. Of special interest, no doubt, will be the initial progress reports from our Instructional Theory and National Programs Study Task Forces. These met for the first time at Mid-Winter, you will recall, and it will be interesting to see what achievements, challenges, and problems are beginning to emerge.

Conference time is also a time for airing fresh concerns advanced by the membership at large. One of the advantages of the Round Table type of organization in ALA is its flexibility in responding to the needs of its members, and the founders of LIRT envisioned many possibilities for exploring shared concerns pertaining to user instruction when a sufficiently high level of interest warrants. If you have enthusiasm for an idea pertaining to user instruction and you want to see if its time has come, drop me a brief descriptive note and I will find room on the agenda for the Steering Committee meeting to begin exploring it. Write me at St. Lawrence University Library, Canton, NY 13617.

Along with renewal of purpose, LIRT annually seeks to renew its leadership by establishing a slate of qualified candidates to run for LIRT office. If you are interested in helping carry out this important function, please express to me your interest in serving on the Elections Committee within the next few days.

Hope to see you in New York for what we think will be a timely and stimulating program meeting, as well as vigorous and purposeful membership, committee, and task force meetings. Welcome to all.

Cordially,

Jon Lindgren
LIRT Coordinator
WHO DIDN'T YOU REACH TODAY?:
MARKETING STRATEGIES FOR EDUCATING LIBRARY NON-USERS

What can librarians do to reach the large population of non-users? Anna May Smith, professor of management at Sangamon State University, will address this topic at the LIRT program for the ALA annual conference.

Professor Smith is an active consultant for institutions and organizations. She has run a series of workshops on management for the Illinois Library Association, led sessions on upward mobility for women in state government, among many others. She began her career in the Speech and Theatre Department at Barat College, before moving to Sangamon State where she has taught courses in management and marketing for non-profit institutions.

Small group discussions will follow her remarks so that librarians involved in different types of programs can share ideas and information.*

Time and place? Tuesday, July 1, 2 p.m., in the Hilton Hotel's Gramercy Room. The LIRT membership meeting will follow.

* More discussion leaders are needed. If you're willing, please contact Suzy Turner, Mississippi State University Library, P.O. Box 5408, Mississippi State, MS 39762, by June 15.

AND DON'T MISS THE LIRT BOOTH.... this year, for the first time, LIRT will be represented by a booth at ALA with lots of space for the materials that are being collected by Louise Greenfield (Virginia Commonwealth) from public, school, academic, and special library instruction programs. While you're there, you can pick up LIRT buttons and membership packets.

REPRODUCTION 101: NEWSLETTER DESIGN will be the topic of an ALA/LAMA program, Sunday, June 29, 2:00 - 4:00 p.m. Discussed will be the tools and techniques for producing attractive, well-designed newsletters or other library publications on a limited budget. Check your ALA program for place.

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PROPOSED REVISIONS OF THE LIRT CONSTITUTION

After two years of operations under the Constitution and By-Laws adopted by the membership of the Library Instruction Round Table on June 17, 1977, it was clear that some revisions were both necessary and desirable. Last year three members of the outgoing 1978/79 Executive Board (Patricia Breivik, Randy Call and Barbara Turman) were asked to serve as an ad hoc committee to draft revisions. Their initial efforts were discussed at the Midwinter business meeting, and based upon suggestions made at that time and through written suggestions from some members, the following revised Constitution and By-Laws are hereby being forwarded to the membership for their consideration and for subsequent voting at the Membership meeting in New York on July 1 at 4:00 p.m. A 2/3 majority vote of the members of the Round Table in attendance will be required for passage.

Article I
NAME. The name of this organization shall be the Library Instruction Round Table, hereinafter referred to as the Round Table, of the American Library Association (ALA).

Article II
PURPOSE. The purposes of the Round Table are: (a) To provide a forum for discussion of activities, programs and problems of instruction in the use of libraries; (b) To contribute to the education and training of librarians for library instruction; (c) To promote instruction in the use of libraries as an essential library service; and (d) To serve as a channel of communication on instruction in the use of libraries.

Article III
MEMBERSHIP. Membership will consist of personal members and affiliate member groups.

Article IV
ORGANIZATION.
A. Elected officers of the Round Table shall be Coordinator, Vice-Coordinator/Coordinator Elect, Secretary and Treasurer.

B. The Executive Board consists of the elected officers together with the immediate Past Coordinator. The Executive Board is the decision making, policy setting and planning unit for the Round Table. It appoints members to committees and task forces including designating the chairpersons.

C. Steering Committee. This committee shall be comprised of the Executive Board, committee chairpersons, and task force coordinators, and such ex-officio members as may be appointed by the chairperson. The Steering Committee is the coordinating and discussion unit between the Executive Board and Membership. It has the responsibility of:

1. Determining the subject of the program of the next annual conference and working with the Program Committee chairperson to implement that program.
2. Submitting projects or endorsing projects submitted by volunteer task forces to the Round Table.

3. Reporting all actions of the Steering Committee at Annual and Midwinter meetings.

Article V

FINANCES.

A. Funds to support Round Table activities will come from the dues of the general membership collected by ALA.

B. Funds

1. Elected and appointed officers may request funds as necessary to implement approved programs of the organization.

2. The Executive Board shall allocate funds to each task force based upon budgets submitted by the task forces and funds available.

C. The Treasurer is authorized to approve requests for reimbursement and payment of bills from Round Table funds in the custody of the ALA Executive Board. Any requests for a total of more than $100 from a single source in a year will require Executive Board approval prior to Treasurer action.

Article VI

AMENDMENTS. This Constitution and By-Laws may be amended by a 2/3 majority vote of the personal members of the Round Table in attendance and voting at any annual or midwinter conference, provided that notice of the proposed revision has been sent to members at least thirty days prior to the meeting. It may also be amended by a 2/3 majority vote of those responding in a mail referendum to personal members. Proposals for the revision may be sent by any member to the Coordinator for consideration by the Executive Board and shall be sent to the membership for their consideration.

BY-LAWS

Section 1

DUTIES OF THE OFFICERS.

A. Coordinator. The Coordinator shall have the customary duties of the office of the Coordinator and shall preside over all meetings of the Round Table, Executive Board and Steering Committee. The Coordinator shall be responsible with the Steering Committee for fulfilling the purposes of this organization.
B. Vice Coordinator/Coordinator Elect. The Vice-Coordinator/Coordinator Elect shall assist the Coordinator and shall be responsible for the coordination and implementation of the work of the committees and task forces as assigned by the Coordinator. When the Coordinator is unable to serve, the Vice-Coordinator shall act as Coordinator. This person will assume the Coordinatorship after one year of service as the Vice Coordinator/Coordinator Elect. Immediately prior to assuming the coordinatorship this person appoints new chairpersons for the standing committees other than the Executive Board. At the same time he or she appoints all members of the Election Committee.

C. Secretary. The Secretary shall perform the customary duties of this office. The secretary shall keep an accurate record of all meetings of the Round Table, Executive Board and Steering Committee and have these records available at or before the next regularly called meeting of the Round Table, Executive Board or Steering Committee and have these records available at or before the next regularly called meeting of the Round Table, Executive Board or Steering Committee; shall arrange for the preservation of the archives and records of the organization; shall make a report of the proceedings of each annual meeting to ALA for publication in its annual conference proceedings for that year.

D. Treasurer. The Treasurer shall perform the customary duties of this office. The Treasurer shall be responsible for the safekeeping of all funds of the Round Table and for the payment of all duly incurred bills. Funds shall be deposited with the ALA as fiscal agent and the ALA shall draw checks against these funds, as directed by the Treasurer, to pay obligations incurred by the Round Table. The Treasurer shall prepare and submit a financial statement for review at each annual meeting, which shall include all income and expenditures of the Round Table.

Section 2. ELECTION OF OFFICERS.

A. The Election Committee is responsible for producing a list of at least two candidates for each position that will ensure representation on the Executive Board from all or almost all types of libraries. These candidates will be secured from those who volunteer and those who are nominated.

B. Persons who volunteer or are nominated to run for office must be current members of the Round Table and have served for at least one year on a committee or task force of the Round Table. All candidates must submit a statement of their goals for the office and a short biographical note to the Election Committee.

C. Winners of all elections shall be determined by a plurality of those members voting. In the event of a tie a run-off election shall be conducted at the annual conference business meeting.
D. A position left vacant on the Executive Board because of the incumbent's resignation or inability to perform his or her duties shall be filled for the remainder of the unexpired term by appointment for the remainder of the Executive Board.

D. Term of all officers shall be from the end of one annual ALA conference to the end of the next.

Section 3. MEMBERSHIP.

Membership will consist of personal members and affiliate member groups.

A. Any personal member of ALA may become a personal member of the Round Table and, upon payment of Round Table annual dues, receives Round Table publications; participates in Round Table business; votes; and is eligible to hold office.

B. Any group organized to work on problems of instruction in library use, bibliographic instruction or orientation and/or educating library users, will be welcome to associate with the Round Table as an affiliate member upon submission of a statement of membership and purpose and also payment of annual dues to the treasurer of the Round Table. An affiliate member receives Round Table publications; participates in Round Table business by reporting on its activities; and can ask for the Round Table's advice and support. Affiliate membership does not entitle the organization or its individual members, who are not personal members of the Round Table, to vote or hold office in the Round Table.

Section 4. DUES.

A. Dues for personal members shall be $5.00 per year.

B. Dues for affiliate member groups shall be $25.00 per year.

Section 5. STANDING COMMITTEES.

A. Committee appointments are one year terms. Appointment to the same committee is not to exceed two consecutive terms. A committee of five or more members would normally be expected to have a majority of new members each year. Committee composition should reflect several types of libraries and/or library service organizations. No committee is to be composed of representatives from only one type of library.

B. Committees are expected to meet at ALA Midwinter and Annual Conventions. Meeting schedules for all Round Table committees are coorid by the Program Committee's chairperson.
C. The Standing Committees are as follows:

1. Continuing Education Committee. This committee shall be responsible for conducting research and fostering activities such as will promote the education and training of librarians for library instruction. In cooperation with the Liaison Committee, it will foster and maintain communication with other continuing education groups in the profession.

2. Election Committee. This committee shall be comprised of two members and a chairperson. The committee is appointed by the Vice Coordinator/Coordinator elect. The committee shall maintain a full record of the results thereof, in order to have a record of eligibility for vacancies.

3. Liaison Committee. This committee shall foster and maintain communication with affiliate member groups and other related interest groups. The committee shall assist in the coordination of activities sponsored by the Round Table and these groups.

4. Program Committee. This committee shall be responsible for the preparation of programs for the annual meetings of the Round Table.

5. Publications Committee. This committee shall be responsible for writing, publishing, and distributing the Round Table's newsletter and other publications as instructed by the Executive Board. The editor and production manager for the newsletter shall be appointed for staggered two-year terms. They shall both serve as members of the Publications Committee, and each shall serve as chairperson of this committee during their second year in office.

6. Public Relations/Membership Committee. This committee shall be responsible for publicizing the Round Table's purposes, activities, and image, and promoting membership in the Round Table.

Section 6. AD HOC COMMITTEES.

The Executive Board may appoint ad hoc committees for any particular or specific operational and/or organization purpose within the purview of the Round Table. An ad hoc committee will serve until its task is accomplished to the satisfaction of the Executive Board.
Section 7. TASK FORCES.

A. Task forces are project oriented groups constituted to fulfill specified missions and which disband after completion of their charges. In each case a charge must be developed which is acceptable to both the Executive Board and the task force.

B. Personal members may volunteer or be appointed to form task forces to work on projects initiated to meet expressed needs or on projects initiated by the Steering Committee.

C. Written summary communications on the progress of the task force will be made to the Steering Committee for the duration of the project for its consideration and/or endorsement at the annual and midwinter meetings. The summary communication will be for dissemination to the general membership after action by the Steering Committee.

D. Task forces may meet as frequently as necessary for their stated duration but meetings at the midwinter meetings and annual ALA conferences are required. Failure to hold these meetings shall automatically dissolve the task force.

Section 8. AFFILIATE MEMBER GROUPS. Affiliate member groups shall annually furnish to the Steering Committee summary communications on the group's progress and recommendations in a brief written form.

Section 9. MEETINGS. The meeting of the Round Table are held as follows:

A. Membership meetings shall be held at midwinter meetings and annual ALA conferences.

B. The annual meeting of the Round Table shall take place during the annual conference of the ALA and shall include a report of the Steering Committee to the members on its activities.

C. The Executive Board and Steering Committee will meet at midwinter meetings and annual ALA conferences and other times if deemed necessary by the Coordinator.

D. At all meetings Roberts' Rules of Order (latest edition) will be followed.

E. The Election Committee will meet at least once prior to submitting a slate of candidates for inclusion in the election packet.

Section 10. QUORUM. Twenty-five members shall constitute a quorum at any Round Table membership meeting.
MEET ME IN ST. LOUIS for a course at the public library. For the last five years, the St. Louis Public Library has offered "Exploring the Library" to interested people. The course consists of seven sessions, and is usually offered twice a year, in the spring and the fall. Class enrollment has ranged from 12 to 23. Ads are placed in newspapers, both the big dailies and weekly neighborhood papers.

Taught on Saturday mornings, the course emphasizes the resources of a large public library. The first session is an introduction to the library as an information system, and then at each consecutive session three different departments show and tell about the resources available in that department. For example, on March 29 this spring, participants heard about the Popular Library, Music and Films areas.

Jim Lyons (Adult Education Coordinator for St. Louis Public Library) states, "I really think that all libraries would profit from having some sort of program which introduces the public to the range of information and services that libraries have."

For further information, write to A.J. Lyons, Adult Education Coordinator, St. Louis Public Library, 1301 Olive Street, St. Louis, MO 63103.

HOW'S YOUR PR? ALA has set up an information bank which will make loans of public relations information packets containing samples on specific subjects. Needed are five copies of materials in one of these categories: annual reports, newsletters, programming flyers, information brochures, promotion pieces on information and referral services, or calendars. Send them to Ann Cunniff, ALA Public Information Office, 50 East Huron, Chicago, IL 60611. Note which category, size of library (small, medium, large), number printed, cost, method (dittoes to offset), how it was distributed.

KLIC! The Kentucky Library Instruction Clearinghouse is currently being established at Transylvania University under the supervision of Laurie St. Laurent, according to the fall issue of LINK (Library Instruction Newsletter for Kentucky).

HAWAII LIBRARIANS are busy with instruction. At Leeward Community College, the program of basic library instruction is presented one objective at a time, with instruction for the objective, a self-correctable question testing the objective, a review question for those who missed it the first time, and a battery of post-test questions. Community College Library Instruction (Shoe String Press, 1979, $17.50) by Floyd Cammack, Marri Decosin, and Norman Roberts, is based upon Leeward's program. Large portions of the book may be copied for local use. (From the Hawaii Library Instruction Newsletter, March, 1980)

PUBLICATION DEADLINE for the fall issue of the LIRT Newsletter will be August 10.
FUNDING FOR CONTINUING EDUCATION was the topic surveyed by the LIRT Continuing Education Task Force. 172 public library systems, 27 state school library agencies, 29 library associations, and 15 federal libraries responded. Rhoda Garoogian (Pratt Institute), chair of the subcommittee responsible for the report, summarizes their findings:

Where funds are available in public libraries they are derived from a variety of sources including the regular budget, "Friends" groups, LSCA and private funds. In most cases to be eligible to receive financial help from these libraries individuals must be members of the staff of that library. This is also true for federal libraries. In some cases funds are available for those pursuing graduate library degrees.

State school library agencies generally provide continuing education funding only to residents of the state and at times very specific target groups such as media personnel or administrators are eligible.

A number of library associations do offer continuing education funding. For the most part eligibility depends on membership in the organization.

The entire report should be available soon through ERIC.