Dear Colleagues:

This, my final letter to the LIRT membership, represents an annual report of this year's activities and a few remarks of the forward-looking sort.

LIRT continues to enjoy good health and prosperity. According to the most recent statistics from ALA headquarters, round tables have tended to experience both declines in personal memberships and gains in organization memberships vis-a-vis a year ago; LIRT, still third largest of the round tables, was one of the few to exhibit an overall gain. Next, thanks especially to an ALA grant of $700 this year for conference programming, LIRT remains on secure financial footing, and new account labeling procedures will help us match expenditures with budget allocations much more easily. And, as a result of much-needed changes in the LIRT Constitution and By-Laws adopted by the membership at the recent meeting in New York, LIRT possesses a steady organizational framework upon which to build its future work.

Regarding LIRT's basic priorities--programming, communication, and development--the following represent some of the highlights of the year recently concluded:

- dissemination through ERIC of some of the research conducted by the LIRT Continuing Education Task Force.
- continuation of the publicity available to ALA conference-goers regarding all user instruction activities taking place in New York.
- small-group discussions as part of the annual program meeting, which enabled personal interaction between librarians from the various types of libraries on the topic of user instruction.
- LIRT representation at the ALA Continuing Education Conference in December.
- a "Go Out for a Bite in the Big Apple with LIRT" series of small informal lunches and dinners throughout the conference, which enabled LIRTers, especially newcomers, to acquaint themselves personally with others in the Round Table. There are plans to continue this unique orientation gambit at future conferences.
- the beginnings of affiliation with regional, state, and area LIRT organizations, which may be expected to result in formation of a council of representatives from these LIRT chapters as part of the coordinating efforts of the parent national LIRT.
- continuation of the quarterly LIRT Newsletter, with even more sharing of information, news, and ideas in the offing as the Newsletter begins to enlarge its scope of activities.
- difficult work well-begun by the two new task forces--National Programs Study and Instructional Theory--as they investigate the nature of user instruction programs now in place, and how such learning can happen best, respectively.

continued on next page
As far as the future is concerned, the major challenge facing LIRT concerns our prospects for gaining the active involvement of more school and public librarians in carrying forward the development of library user instruction nationally. This work involves everything from expanding everyone's vision of the potential role of libraries in an information oriented democratic society, to the detailed working out of the best techniques for instructing patrons in the use of their libraries, as we pursue that ideal. Communicate your ideas and interests to:

Janet Gilligan  
LIRT Vice-Coordinator  
Colorado State University  
Fort Collins, CO 80523

It has been a pleasure to serve as your Coordinator during the past year.

Cordially,

Jon Lindgren  
LIRT Coordinator, 1979/80

NEW LIRT OFFICERS ARE:

Coordinator, Lois Pausch, Original Cataloguing, University of Illinois Library, Urbana, IL 61801  
Vice Coordinator/Coordinator Elect, Janet Gilligan, Colorado State University Libraries, Fort Collins, CO 80523  
Secretary, Linda Dougherty, Chicago Public Library, Clearing Branch, Chicago, IL 60638  
Treasurer, Eileen Dubin, Library, Northern Illinois University, DeKalb, IL 60115

CHAIRPERSONS FOR COMMITTEE/TASK FORCES ARE:

Continuing Education Committee, Suzy Turner, Mitchell Memorial Library, P.O. Box 5408, Mississippi State, MI 39762  
Liaison Committee, Jean Koch, Commerce Library, Univ of Illinois, Urbana, IL 61801  
Membership/Public Relations Committee, Louise Greenfield, 442 Westover Hills Blvd., Richmond, VA 23225  
Publications Committee, Mignon Adams, Penfield Library, SUNY-Oswego, Oswego, NY 13126  
Program Committee, John Lubans, 2604 Quenby, West University Pl., Houston, TX 77005  
Instructional Theory Task Force, Ann Neville, Undergraduate Library, University of Texas at Austin, Austin, TX 78712  
National Programs Study Task Force, Eileen Dubin, Assistant to the Director, Northern Illinois University Libraries, DeKalb, IL 60115  
ALA Liaison to LIRT, Jeneice Guy, LIRT Liaison, American Library Association, 50 East Huron Street, Chicago, IL 60611

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Newsletter Editor:  
Mignon Adams  
Penfield Library  
SUNY/Oswego  
Oswego, NY 13126

Layout and Typist:  
Jeanne Faux  
Penfield Library  
SUNY/Oswego  
Oswego, NY 13126

Assistant Editor:  
Sandra Ready  
Library-Media System  
Mankato State University  
Mankato, MI 56001

Send claims requests to Assistant Editor  
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LIRT CONSTITUTION AND BY-LAWS

- as adopted by members of the Library Instruction Round Table, July 1, 1980, at the annual meeting of the American Library Association.

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 organization members.

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 approves the appointments of members to committees and task forces including the chairpersons.

C. Steering Committee. This committee shall be comprised of the Executive Board, committee chairpersons, task chairpersons, and such ex-officio members as may be appointed by the coordinator. 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 conference programs.
2. Submitting projects or endorsing projects submitted by committees or 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 unbudgeted 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.
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. 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.

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.

E. 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 organization members.

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 may associate with the Round Table as an organization member upon payment of annual dues. An organization 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. Organization 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 organization members shall be $10.00 per year.

SECTION 5. STANDING COMMITTEES.

A. Committee appointments are staggered two year terms. Appointment to the same committee is not to exceed two consecutive terms. 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. Committee Chairpersons are appointed for one year terms and may be reappointed once.

C. Committees are expected to meet at ALA Midwinter and Annual Conventions. Meeting schedules for all Round Table committees are coordinated by the Program Committee's chairperson.

D. 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 appointed by the Vice-Coordinator/Coordinator Elect and the Past Coordinator as chairperson. 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 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 assistant editor 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. After two years if the task force has not completed its charge, it may be renewed by the Executive Board for two additional years. 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. MEETINGS. The meetings of the Round Table are held as follows:
A. Membership meetings shall be held at the 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 9. QUORUM. Twenty-five members shall constitute a quorum at any Round Table membership meeting.

SCHOOL AND ACADEMIC LIBRARIANS will find useful materials in Information Searching: A Handbook for Designing and Creating Instructional Programs. Put together in a single place are suggestions and materials for needs assessment, setting objectives, and evaluating programs. Examples of materials are taken from both school and academic libraries. The handbook is available for $6.50 from Dr. Harold Bantly, Salem State College, Salem, MA 01970.

A UNIQUE OPPORTUNITY to see, collected in one place, the slide and videotape efforts of other librarians from around the country, reports Constance Finlay, Rutgers, of the ALCuNY bibliographic instruction conference held just before ALA. Also very useful, she says, was the presentation by James Maguire, U-Wis-Parkside, which provided ideas on what is possible with slides.
MARKETING IS NOT JUST ADVERTISING, said Anna May Smith, Professor of Management, Sangamon State University, at the LIRT program for ALA. Librarians need to follow marketing principles to identify their product and their audience. Setting goals is important; a New Orleans study indicated that your best return on your money is to reach those who are already users, but if your goal is to serve everyone, you need to reach non-users. The program concluded as groups of librarians attempted to apply what they'd learned to a detailed case study. An excellent bibliography on library marketing, prepared by Anne Fitzgerald, St. Margaret's McTernan School in Waterbury, CT, was passed out; LIRT hopes to make it available soon through ERIC.

NEWS FROM THE LIRT LIAISON COMMITTEE

The Fall 1979 issue of Bookmark (Vol. 38 No. 5) devoted to library instruction is available free from:

New York State Library
Administrative Unit
State Education Department
Cultural Education Center
Empire State Plaza
Albany, NY 12230

ACRL BIS Cooperation Committee: Subcommittee on Professional Associations. Over 100 librarians active in subject professional associations have been identified. The Committee plans to send those associated with a particular organization the names of others in the same organization. The Committee hopes to write a working paper on liaison work and investigate funding for a pilot project.

ACRL BIS Cooperation Committee: Clearinghouse Subcommittee. A questionnaire was sent out after Midwinter 1980 and a preliminary Clearinghouse Directory was distributed. It was recommended that the survey be conducted annually. Interested persons may request copies of the report from Mimi Dudley, College Library, University of California, Los Angeles, CA 90024, or from Mary Huston-Miyamoto, Evergreen State College, Olympia, WA 98505.

ACRL BIS Research Committee: By Midwinter 1981, a preliminary draft of guidelines for collecting statistics for bibliographic instruction is to be completed. A subcommittee is being formed to write a manual on evaluation of bibliographic instruction. A meeting of interested persons will be held at Midwinter 1981.

ACRL BIS Education For Bibliographic Instruction: Results have been compiled from the questionnaire sent to ALA accredited library schools which assessed the courses offered in library instruction. There are now eleven schools. The Committee has requested syllabi for the courses offered but the response has been poor. An article is being written to show the survey results.

At the request of the Freedom to Read Foundation, LIRT sends a member of the Liaison Committee to the Foundation's meetings. The Freedom to Read Foundation is soliciting support from all ALA groups for the Jeanne Layton case and will give two dollars for each one dollar donated. (See American Libraries November 1979, p. 572, and February 1980, p. 80.) Layton, a Davis County (Utah) librarian, was fired September, 1979, by the Board of Trustees for refusing to remove Don Delillo's Americana from public library shelves. If you wish to contribute to her support, send a check to the Freedom to Read Foundation, 50 East Huron St., Chicago, IL 60611, and specify that it be used for this purpose.

Thanks to Ann Marie Breznay (University of Utah) from the LIRT Liaison Committee for preparing the "Meetings of Library Instruction Activities" for the New York Conference.
BE A REPORTER.... your newsletter wants to expand its coverage of local and regional library instruction news. If you're willing to be a regional reporter, send your name and address to Sandra Ready, Assistant Editor, LIRT Newsletter, Library, Mankato State University, Mankato, MI 56001. LIRT members want to hear from you.

WHAT DO SOUTH CAROLINA, MISSISSIPPI, AND TRI-STATE have in common? They all have library instruction organizations which are members of LIRT. If you'd like information as to how to join your state organization with LIRT, write Louise Greenfield, James Branch Cabell Library, Virginia Commonwealth University, 901 Park Avenue, Richmond, VA 23284

LIRT MEMBERSHIP MATERIALS are yours for the asking. If you'd like to have a supply of them to have available at a state or regional meeting, write Peggy Barber, ALA Membership Committee, 50 East Huron Street, Chicago, IL 60611.

DEADLINES FOR THE NEWSLETTER will be November 1st (December newsletter); February 1st (March); May 1st (June).

LIBRARY INSTRUCTION ROUND TABLE NEWS
c/o Jeniece Guy
American Library Association
50 E. Huron St.
Chicago, IL 60611

ADDRESS CORRECTION REQUIRED