

No more excuses!

Professional Development at your desk

ALIA is providing access to new online courses so you can improve your skills without leaving home or your workplace.

- Our existing online course: "How to address selection Criteria" designed by ALIA and Dr Ann Villiers continues to support job-seeking ALIA members.
- Don't forget Lyrasis' excellent online courses to refresh your cataloguing skills.
- ALIA has taken out all the fuss with enrolling in WebJunction courses: just register with ALIA in Australian dollars and we provide you with the voucher for access.
- Two new online courses! TAFE NSW - Sydney Institute is providing two self-paced, online courses for ALIA members and non-members: Promote Client Access to Literature and Manage a Budget. As an added benefit upon successfully completing a course, you will receive a TAFE NSW Statement of Attainment for the related unit of competency.

Promote Client Access to Literature:

26 July–3 September

This course aims to introduce participants to the wide range of literature in library collections and the ways libraries can promote its use to clients.

- Identify the main categories and genres into which imaginative literature is divided
- Locate and describe the key types of publications which provide information about literature
- Identify the range of methods used by libraries and related organisations to organise their literature collections
- Describe the systems used to physically locate required literary works and literary information
- Examine the concepts and good practice in Readers' Advisory work
- Use a range of relevant literature reference sources, finding aids and selection tools to identify required literary works and literary information
- Identify a range of questions that clients typically ask about literature
- Select and use appropriate resources and strategies to answer client literature requests
- Explain the reasons for promoting literature collections
- Identify and implement strategies to promote literature collections

Prices: ALIA Members \$245, Association Partners \$290, Non-members \$340

Manage a Budget

1 November–10 December

This course aims to provide participants with the concepts, knowledge, and skills required to take responsibility for the management of a budget where others may have developed the budget.

- Identify the importance of budget control
- Define the priorities of the organisation's budget
- Provide accurately details of resource allocation in accordance with organisational control systems
- Examine means of informing relevant personnel of budgetary decisions
- Monitor and control income and expenditure against budgets at regular intervals

- Identify areas for improved budget performance and investigate options
- Examine income and expenditure reports in the required format of the organisation
- Identify deviations from the budget, the reasons for deviation and take appropriate action
- Present recommendations clearly and logically to appropriate personnel
- Examine the requirements of financial and statistical reports
- Explore the elements of future financial planning

Prices: ALIA Members \$245, Association Partners \$290, Non-members \$340.

FOLIOz is back with new courses for 2010

Making Your Case Successfully (Machiavel) - 24 May–9 July 2010

This course will provide practical skills in developing and delivering a case for new or continued resources. The course is supported by real-life case studies and evidence on individual and collective management decision-making.

Understand the importance of a planned approach to advocacy.

- Identify the main considerations to be taken into account when making a business case for resources or services.
- Use tools to analyse stakeholder views and local opinion leaders.
- Prepare a "business case".
- Identify strategies to enable you to present and deliver an effective presentation in support of your case.
- Evaluate the effectiveness of your advocacy.
- Engage with fellow participants in discussing issues connected with lobbying, campaigning, and advocacy.

Registration fees: ALIA members \$270, Non-member \$365

All registrations close 2 weeks before the course begins.

Please note: last year each course filled before the final closing date for registrations, so please register early to be assured of a place.

RDA : Resource Description and Access

The final release of RDA is planned for mid-2010 with implementation approximately 12 months later in mid-2011. Planning for a national training strategy is underway.

ACOC recently undertook a survey of the library and information profession to pinpoint what was wanted from RDA training. The response was excellent; thank you to all those who replied to the survey. The survey was an initial step towards planning what RDA training is required and the best format for that training. The survey revealed a need for both online and face-to-face training to support the transition to RDA. Most libraries planning to undertake the change to RDA identified that not only would their cataloguing staff need to be trained, but that the general library profession will also need to understand the change as well.

ALIA is supporting the training strategy which will ensure access to training in plenty of time for the transition.

Judy Brooker
ALIA PD and Careers Manager
Judy.brooker@alia.org.au