



Military Librarians' Workshop '98 – Conference Update

The Military Librarians' Workshop '98 will be held November 16th – 19th. Conference invitations will not be issued. Please either request a registration form from DTIC or download it from the MLW website after August 31st, at www.dtic.mil/mlw98.

Registration fees

Registration fees can be paid by check or money order only. Purchase orders and credit cards cannot be accepted. Registration fees paid on or before October 9, 1998, qualify for the "Early Bird" rate. All registrations received and paid October 10 or later pay the full rate. No refunds can be issued after October 26.

Number 1	<u>Early Bird</u>	<u>Full</u>	<u>Daily per day</u>
SLA Military Librarians Division members	\$190	\$205	\$90

Non-SLA MLD members	\$205	\$220	\$100
Retired SLA MLD members	\$95	\$102	\$45
Retired non-SLA MLD members	\$102	\$110	\$50

Special Needs

If you have any special needs to be accommodated, please note the same on the registration form.

Hotel Information

The conference hotel is the Ramada Plaza Hotel in Old Town, Alexandria. Conference rate is \$124/night, below the per diem. The conference rate is available for the weekend before as well as the weekend after upon request. Please note you are attending MLW to get the conference rate.

Reservations can be made by calling the hotel itself at (703) 683-6000 or by calling Ramada's toll free number (800) 2RA-MADA. Please note, if calling the toll free number, you need to note you want the Ramada Plaza in Old Town since there are two Ramadas in Alexandria. Please request a smoking or non-smoking room when making your reservation.

DIVISION OFFICERS

Executive Board

Chair

Thomas D. RohmillerAFRL Library
Det 1 AFRL/WST Rm. SL20E
2690 C. Street, BLDG 570
Wright-Patterson AFB, OH 45433-7411
Phone: (937) 255-5400 DSN: 785-5400
Fax: (937) 476-4826 DSN: 986-4826

Secretary/Treasurer

Wendy Hill 1998-2000
DTIC-BRN
8725 John J. Kingman Road, Suite 0944
Ft. Belvoir, VA 22060-6218
Phone: (703) 767-8219 DSN: 427-8219
Fax: (703) 767-8228

rohmltd@wl.wpafb.af.mil

Chair-Elect

Barbara J. Fox
Scientific & Technical Information Network
Division
DTIC-OS
8725 John J. Kingman Road, Suite 0944
Ft. Belvoir, VA 22060-6218
Phone: (703) 767-8041 DSN: 427-8041
Fax: (703) 767-8032
bjfox@dtic.mil

Past-Chair

Janet Burke
NAIC/DXLA
4180 Watson Way, Bldg 856, Ste. 9
Wright-Patterson AFB, OH 45433-5648
Phone: (937) 257-2435/3135 DSN: 787-2435/3135
jgb93@naic.wpafb.af.mil or
jburke3899@aol.com

whill@dtic.mil

Director

Jane Butler
National Partnership for Reinventing
Government
750 17th St., NW, Suite 200
Washington, DC 20006
Phone: (202) 694-0126
Fax: (202) 632-0390
Jane.Butler@NPR.gov

COMMITTEE CHAIRS

Long Range Planning/Strategic Planning

Murray L. Bradley
Naval Reserve Laboratory Library
Washington, DC 20375
Phone: (202) 767-3367 Fax: (202) 404-8176
murrayb@library.nrl.navy.mil

Membership

ITracy Landfried
Library, U. S. Army Ordnance Center and

Nominating/Public Relations

Janet Burke
NAIC/DXLA
4180 Watson Way, Bldg 856, Ste. 9
Wright-Patterson AFB, OH 45433-5648
Phone: (937) 257-2435/3135 DSN: 787-2435/3135
jgb93@naic.wpafb.af.mil or
jburke3899@aol.com

Career Development/EEO, Affirmative Action

School
Bldg. 3071
Aberdeen Proving Ground, MD 21005-5201
Phone: (410) 278-5615 DSN: 298-5615
Fax: (410) 278-8882 DSN: 298-8882
tlandfried@ocs2.apg.army.mil

Military Librarians Workshop

Barbara D. Wrinkle
Air Force Research Library
HQ AFSVA/SVPAL
10100 Reunion Pl. Ste. 402
Universal City, TX 78216-4138
Phone: (210) 652-4589 DSN: 487-4589
Fax: (210) 652-7039 DSN: 487-7039
wrinkle@afsva5.afsv.af.mil

Alexandria Campbell
TRALINET Center
ATBO-N, Bldg. 5, Rm. A203
Fort Monroe, VA 23651-5000
Phone: (757) 727-491 DSN: 785-7454
Fax DSN: 680-2750
campbela@emh10.monroe.army.mil

Program/Resources

For the 2000 SLA Annual Conference
Barbara J. Fox
Scientific & Technical Information Network
Division
DTIC-OS
8725 John J. Kingman Road, Suite 0944
Ft. Belvoir, VA 22060-6218
Phone: (703) 767-8041 DSN: 427-8041
Fax: (703) 767-8032
bjfox@dtic.mil

THANK YOU

As out-going Division Chair I want to thank the entire membership for the support I have received, first as acting Chair when Janet Scheitle was not able to continue actively in office and then during my year as Chair.

The officers with whom I served, Janet Scheitle, Past Chair; Tom Rohmiller, Chair Elect; Annette Gohlke, Secretary/Treasurer; and Jane Butler, Director, all have my sincere thanks for their hard work and good advice. I am also grateful to Carolyn Ray, also a former MLD Chair, who was always available to help me through tough times. Tracy Landfried did a remarkable job as Membership Committee Chair, and Elizabeth Bircher's inspired editing of The Military Librarian has been a real boon to the Division.

The Division is now back in compliance with its own bylaws and with SLA. We have a full complement of officers and officer

candidates needed to keep moving forward. As an aside, any of you who are interested in assuming an office in the future, or who would like to have more information, please phone me or send me e-mail in my new capacity as Nomination Committee Chair.

The MLD Archives are in the process of changing archivists. Carol Koenig, West Point Library, has done the job of archivist admirably for several years. She has turned the actual archives and the process of maintaining them over to Marlow Peters, Air University. If anyone has materials he/she thinks should be included, please send them to Marlow.

Janet G. Burke
Past Chair, Military Librarians Division

WELCOME

MLD SLA members – new in 1998

Welcome to the following members who joined MLD this year:

Defense Nuclear Agency	Karen Kaiser	David Warner
Informautics Corp	Cheryl Mack	Patricia White
Kimberly Caswall	Wayne Peppers	Vicki Anderson
Tawnya Collias	Carla Pomager	Jeniffer Bushong
Suzanne Crowe	John Powell	Bonnie Capito
Judith Dyer	Thomas Rogers	James Knight
Carol Emery	Cynthia Rutledge	Carolyn
George Fowler	Diane	O'Rourke
Lucy Ige	Schnurpusch	Rita Reisman
Ann Jacobson	Sharon Serzan	Lora Rose
	Michael Sikora	Susan Tarbell
	Sherrl Vosbel	

SLA ANNUAL CONFERENCE HIGHLIGHTS

**SLA Annual Conference, Indianapolis, IN
8 – 10 June 1998**

Reported by Tracy Landfried, MLD Membership Chair

The SLA Annual Conference was held this past June in Indianapolis, IN. Tracy Landfried, MLD Membership Chair, attended the conference and contributed the following three reports on sessions and programs she attended. Other MLD members who attended the conference are encouraged to contribute their reports for inclusion in a later issue of The Military Librarian.

Session Title: How to Effectively Use a Library Committee

Sponsor: Solo Librarians Division

Moderator: **Gerry Hurley**, SilverPlatter Information, Inc.

Speakers: **Marcelle Saint-Arnaud**, **Frances Drone-Silvers**, **Sally Henderson**, and **Mary Eller McMurtrie**, solo librarians all.

The consensus of the speakers was that solo librarians need a library committee. The library committee enables them to market to users, non-users and organizational VIPs who never see the library. A good library committee can generate support for services or build a business case for additional funds to support new services, automation, collections or equipment. A library committee's support can add credibility to such requests by virtue of its membership or simply because someone other than the librarian is making the request.

To be effective, a library committee needs a charter and/or mission statement. The charter should include the library's location, use, and the services it provides.

The library committee should function as a knowledge source about the organization and a sounding board for changes or new policies, equipment, and services in the library. Most library committees have some input on the selection of materials. Many are liaisons between the librarian and other workers within the organization. Some help set policy.

The speakers set out the criteria they think are important for a strong, functional, helpful library committee:

1. Library committee members should represent a cross-section of the organization.
2. Committee members must be library supports, though they do not necessarily have to be active library users.
3. The committee should not include too many newcomers to the organization. Instead, members should have an understanding of the organization's needs or culture.
4. Schedule regular committee meetings be they bi-annually or bi-monthly. Reschedule the meeting if it conflicts with organizational or division-wide meetings.
5. Run the meeting from a pre-approved agenda.
6. Distribute minutes of the meeting to committee members. Minutes are the official record of the business conducted at the meeting.

In summary, the speakers felt it was worth the time and effort needed to set up a library committee.

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Session Title: Speaking to Your Public: Effective Communication with an Audience

Sponsor: Library Management Division Consulting Section

Moderator: **Mary K. Dzurinko**, M.K. Dzurinko Associates and Maryland SLA Chapter Director

Speakers: **Claire Hart**, Dow Jones Interactive; **David Lantz**, Toastmasters International; and **Roger Harvey**, local Indianapolis TV station reporter

Dzurinko open the session by noting that public speaking is most people's number one fear—a full two places ahead of death!

Hart, although not a professional speaker herself, discussed lessons on public speaking she learned from **Dorothy Sarnoff's** *Speech Dynamics* class. Sarnoff identifies four "vibes" of a commanding speaker, which Hart presented as joy and ease; sincerity, credibility and concern; enthusiasm, energy and intensity; and authority. Hart also recommended Sarnoff's book, *Never Be Nervous Again*.

Lanz described and demonstrated the S.O.F.T.E.N. approach to public speaking: *Smile, Open posture, Forward lean, Territory, Eye contact, and Nod the head.*

Harvey presented the following as a means for "Winning Over an Audience in Eight Steps:"

1. Know your subject inside and out,
2. Practice, practice, practice,
3. Use eye contact,
4. Use humor appropriately and if you are good at it,
5. Make the presentation as exciting and as fun as possible, if appropriate, so you "grab" your audience,
6. Move the presentation along; do not get bogged down on any one point,
7. Use visual aids, if they have substance, and
8. Slow down the speed of your talk.

The speakers' insights are helpful to anyone who has to speak to an audience, whether briefing a Commander on budget requirements or speaking at a conference.

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Session Title: SLA Competencies: Personal Benchmarks and Organizational Standards

Moderator: **Esther Bierbaum**, Museums, Arts & Humanities Division Chair

Speakers: **Lynda Moulton**, SLA; **Tom Rohmiller**, our own incoming MDL Chair; and **Frank Spaulding**, SLA Fellow

Moulton served on the original committee that created *Competencies for Special Librarians in the 21st Century* (hereafter referred to as *Competencies*), and she explained its history and development. It arose from a sense that Special Librarians—particularly corporate and government librarians--require personal and professional competencies above and beyond those required for successful public and academic librarianship. Because corporate and agency librarians must keep informed about the operational aspects of their business's or agency's operations and long and short-term goals, special librarians must be able to "see the big picture" and "seek new business."

Moulton suggested evaluating one's personal and professional skills against those enumerated in *Competencies*. Managers should use them to evaluate skills of existing staff as well as guidelines for hiring. Because core librarian

competencies of collection development, organizing and packaging information, subject expertise, and knowledge of information resources are all covered in *Competencies*. Moulton advised using the document to "sell" yourself and your skills to your employers.

Moulton also stressed the need for special librarians to serve as adjunct faculty, board or council members.

Rohmiller, Library Team Leader, Air Force Research Laboratory, Wright-Patterson Air Force Base, discussed the application of *Competencies* in the Air Force Information Systems Command, which oversees all Air Force libraries, and the Air Force Library and Information System (AFLIS), which oversees the MWR Air Force base libraries worldwide. AFLIS centrally procures core collection materials to set a minimum standard for professional continuing education for Air Force base librarians.

Rohmiller described the library contracting out process currently underway in the Air Force. He drew parallels between a contract's description of services and performance standards for successful bidders and the *Competencies* list of core abilities and skills that special librarians need to possess to do their job effectively.

Finally, he showed how the both elements of and standards of performance from the *Competencies* document are being incorporated into annual performance and training plans at the Air Force Research Laboratory. Other federal sector librarians are using SLA's competencies to create Individual Training Plans (ITPs) for federal and military librarians.

Spaulding, former SLA president and a fellow of the Association, discussed the *Competencies* document as it relates to the 57 ALA-accredited graduate library science programs in the United States. He urged working professionals to become involved in graduate education programs by teaching about special librarianship as adjunct faculty, urging their alma mater to update its curriculum for special librarianship, and by following the Graduate Education Caucus. He lamented a dearth of continuing education programs offered by graduate schools in library science and noted that local, regional and annual SLA-affiliated conferences and self-study are the only venues for professional CE for many special librarians.

MLW

**PROCEEDINGS
AVAILABLE**

**Printed copies of the 40th and 41st Annual Military Librarians
Workshop proceedings are now available**

Change and Continuity in Librarianship: Approaching the Twenty-First Century
Proceedings: Military Librarians Workshop '96 40th Annual Military Librarians
Workshop,
US Naval Academy Nimitz Library, Annapolis, MD 20-22 Nov 96

Edited by Dr. Richard Werking, Librarian/Associate Dean for Information,
USNA
Prominent speakers included Walt Crawford of RLG, Dr. Keith Swigger of Texas
Woman's University, and Wayne Kelley, Superintendent of Documents.

AD Number: A352039

Vision 2000: Strategies for a New Millennium, Proceedings: Military Librarians
Workshop '97.
41st Annual Military Librarians Workshop, Wright Patterson AFB, OH 18-20
Nov 98

AD Number: ADA349711

Order copies through the National Technical Information Service (NTIS): tel. # 1-
800-553-NTIS/703-605-6000
5285 Port Royal Road, Springfield, VA 22161, or via the Internet at
<http://www.ntis.gov/ordering.htm>
You may also order through the Defense Technical Information Center (DTIC):
tel. # 1-800-CAL-DTIC (1-800-225-3842)
8725 John J. Kingman Road, Suite 0944, FT. Belvoir, VA 22060-6218, or via the
Internet at <http://www.dtic.mil/dtic/docorderform.html>

For those who would prefer not to purchase a copy of the MLW 97 proceedings,
Internet access to the presentations and briefing slides can still be found at the

Special Librarians Association Web/Military Librarians Division at
<http://www.sla.org/division/dmil/mlw97>

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Pre and Post-MLW Training Opportunities

FEDLINK

In conjunction with the 42nd Annual Military Librarians Workshop, FEDLINK is sponsoring two sessions on acquisitions and procurement.

The pre-conference workshop, Basic Acquisition of Library Materials, will be held on Monday, November 16. It presents basic information on acquiring and processing materials in the most efficient and cost-effective manner with an emphasis on:

- Collection Management vs. Acquisitions
- Order Processing
- Purchases and Cancellations
- Automation

The responsibility of library acquisitions personnel is to obtain books, serials, electronic, and other informational materials needed by their libraries at the best price with the best service and in the most efficient processing of materials by the library. In this class you will learn the basic information needed to acquire and process these materials for your libraries in the fastest possible time with the least possible cost.

The post-conference workshop, Advanced Acquisitions/Procurement, will be held on Friday, November 20. This workshop applies traditional acquisitions in a federal government context with a focus on:

- Federal Funds
- Contracting
- Licensing
- Federal Collection Development

Librarians who purchase information for the Federal Government need to know how to fit the traditional practices of library acquisitions into the framework of government finance and procurement rules. Building on a librarian's basic understanding of the acquisitions process and the publishing industry, this advanced workshop will address the special terminology, processes, and restrictions that federal

librarians must incorporate into their regular way of operating.

Both workshops will run from 9:00 a.m.-4:00 p.m, with registration beginning at 8:30am.

Registration fees are \$100 for one workshop or \$150 for both workshops, to be paid from your FEDLINK training account.

To register, please note the class(es) you will take on the MLW form AND contact Milt McGee at FEDLINK to register with him and arrange for payment. Milt can be reached at (202) 707-4800 or via email at mmcg@loc.gov.

DTIC

DTIC is offering free DROLS training for a maximum of thirteen individuals on Friday, 11/20. Registration is on a first-come, first-served basis through your MLW registration form.

Note the Friday, November 20, FEDLINK and DTIC classes conflict with each other. Please register for only one, if interested.

Questions

For questions on the registration process only, please contact Suzanne Lanterman at (703) 767-9180; DSN 427-9180; email slanterm@dtic.mil.

For questions on workshop content, please contact Carol Jacobson at (703) 767-9167; DSN 427-9167; email cjacobso@dtic.mil or Gerri Shane at (703) 767-9108; DSN 427-9108; email gshane@dtic.mil.

Updates to the MLW preliminary agenda

Monday – Optional FEDLINK training, see above. Following the opening reception at the hotel, the following restaurants will be the sites of Dutch treat dinners:

Carlyle Grande Café – American
East Wind Restaurant – Vietnamese
Café Marianne
Bilbo Baggins – vegetarian
Ecco – Italian
Le Gaulois – French
Gadsby's Tavern – Colonial Amer.
Cajun Bankok – fusion

Sign up for the restaurant of your choice at the registration desk.

Tuesday – Brigadier General Donald L. Scott, Deputy Librarian of Congress, will be the keynote speaker. His talk will address our theme of "Managing the Digital Library."

Dinner is at the Torpedo Factory, a former World War II torpedo factory converted to artist's studio. It's on the waterfront and amidst other shops and restaurants. It promises to be an evening you won't want to miss!

EBSCO Federal Government Division
6800 Versar Center, Suite 131
Springfield, VA 22151-4177

Wednesday – The afternoon tour of the American Memory/Library of Congress Bicentennial preview exhibits, followed by tea at LC, is limited to 150 persons. If you wish to attend this session, you must register for it.

Wednesday's dinner is on your own.

Thursday – The afternoon brings the opportunity to register for one of two optional tours. Space is limited for each tour, please note your preference on your MLW registration form. You may choose between the following.

DTIC

CIA – limited to 45 people, US citizens only, must have

a social security number for clearance.

Friday – Optional FEDLINK or DTIC training, see above.

The Military Librarian - Summer 1998

Conferences Newsletters MLW Site Map What's New WWW Links		
MLD HOME	 Special Libraries Association	Last updated 11/25/00 Webmaster: Dolores Knight

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Military Librarians Division: <http://www.sla.org/division/dmil/index.htm>