



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

NEW YORK STATE LIBRARY
BUREAU OF LIBRARY DEVELOPMENT

April 9, 1987

Mr. Mario Gonzalez
Office of Special Services
The New York Public Library
Fifth Avenue and 42nd St.
New York, NY 10018

Dear Mario,

Thank you for agreeing to be a speaker at the Institution and Outreach Workshop on May 14 and 15. As you will see from the attached agenda, your presentation on Ethnic Collection Development is scheduled for 11:15 a.m. on Thursday, May 14.

Below you will see two scope statements. The first scope statement (or a slight variation of it) will appear in the program. The second scope statement is the one to which we will ask you to direct your presentation.

Scope Statement for Program

This presentation will focus on developing relevant and viable collections for ethnic minorities, including materials by and about minorities. There will also be a discussion of jobbers that handle Spanish materials.

Your Scope Statement

Discuss current, popular materials available in Spanish and materials of interest to Hispanic readers. Please include relevant information regarding acquisition of these materials.

Please prepare a 20-25 minute presentation. This will allow time for your co-presenter as well as adequate time for questions from the participants.

If you have any material which you would like to share with the participants, you may forward it to us for duplication and inclusion in the conference packet.

As a presenter we will be able to reimburse your registration fee. Would you please fill out the attached registration form and return it with your check at your earliest convenience?

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Carol".

Carol L. Sheffer
Assistant in Library Services

cc: Roberta G. Cade

INSTITUTION OUTREACH WORKSHOP
MAY 14-15, 1987

AGENDA (TENTATIVE)

THURSDAY, MAY 14

9:00 AM
to
10:00AM

REGISTRATION

10:00AM
to
10:15AM

INTRODUCTION TO WORKSHOP*

10:15AM
to
10:45AM

"LONELY ARE THE BRAVE" This introduction will detail the one person library including the pitfalls and rewards of being a one-person library librarian; delivery of library service in some of the common problems and/or elements that affect the one person library. Slides from participants will be shown.

Lucille Moulton, Librarian, St. Johnsbury Correctional Facility in Vermont.

10:45AM
to
11:15AM

COFFEE BREAK

11:15AM
to
12:30PM

ETHNIC COLLECTION DEVELOPMENT - This presentation will focus on developing relevant and viable collections for ethnic minorities. These materials by and about minorities; these will be a discussion of jobbers that handle Spanish materials and the small presses which publish ethnic materials.

Mario Gonzalez, Office of Special Services, New York Public Library

Una Mulzac, Director, Liberation Book Store, Harlem, NY

* Throughout the conference a question box will be available and participants will be encouraged to submit written queries, a sampling of which will be answered later in the program.

12:30PM
to
1:45 PM

LUNCH

1:45 PM
to
2:30 PM

CONCURRENT SESSIONS ON COLLECTION DEVELOPMENT

- A) Children and YA Materials: high-interest, low vocabulary materials for all ages - pre-K through 12th grade, emphasizing bibliotherapeutic items.

Maureen Ferrell, Steele Memorial Library of Chemung County

- B) Special Equipment - TDD's, book holders, pageturners, auditory assistance equipment, etc.

Dorothy Puryear, Nassau Library System

- C) Adult New Reader Materials - adult interest/low reading level materials for persons learning to read.

Jan Tabor, Johnstown Public Library

- D) Legal Materials - Legal resources - especially those available from the Department of Corrections' Central Offices.

Jean Botta, New York State Department of Correctional Services

2:30 PM
to
3:30 PM

RESOURCE SHARING FOR THE ONE PERSON LIBRARY - THE ROLE OF THE PUBLIC LIBRARY SYSTEMS AND THE REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS

How these types of systems support one-person libraries and services available.

Richard Panz, Director, Finger Lakes Library System

Keith Washburn, Director, Central New York Library Resources Council

3:30 PM
to
3:45 PM

COFFEE BREAK

3:45 PM
to
4:30 PM CONCURRENT SESSIONS ON COLLECTION DEVELOPMENT
 (Repeat of 1:45 - 2:30 Session)

4:30 PM
to
5:00 PM POTPOURRI - QUESTIONS AND ANSWERS
 Questions received from audience prior to session will
 be answered here.

5:00 PM
to
6:00 PM FREE TIME (Outreach Coordinators will use this time to
 meet.)

6:00 PM
to
7:00 PM DINNER

7:00 PM
to
7:45 PM "ONE PERSON LIBRARY MANAGEMENT"
 Effective management of a small library - techniques
 for saving time and money while "getting the job done."

 Lucille Moulton, Librarian, St. Johnsbury Correctional
 Facility in Vermont.

7:45 PM
to
8:00 PM VIDEOTAPE PRESENTATION
 "ONE MINUTE MANAGER"

FRIDAY, MAY 15

9:00 AM
to
9:30 AM MORE POTPOURRI - QUESTIONS AND ANSWERS

9:30 AM
to
11:00AM "THE MANAGEMENT CYCLE" - Three Successive 1/2 hour
 sessions

 A) In-Basket Exercises - Prioritizing work flow
 J.L. Farrell, Jr. Division of Library Development

 B) Who Do You Trust - Delegating Responsibility
 Peter Hart, Public Broadcasting

 C) Being in Three Places at Once - Getting Help
 From Others - volunteer recruitment, resource
 sharing, etc.
 Timothy LaPier, American Lung/Association

11:00AM
to
11:30AM

COFFEE BREAK

11:30AM
to
12:30PM

CONCURRENT SESSIONS

- A) OMH - discussion of standards,
- B) Corrections - Outreach - Outreach librarians will meet (with correction's librarians) to discuss topics of mutual interest.
- C) DFY - School Library Systems - What, if any, services DFY facilities can expect from School Library Systems; if none, why not,
- D) Significant Others - For participants not in one of the above meetings we will show the video tape "How to Run a Successful Meeting"

12:30PM
to
1:30 PM

LUNCH AND WRAP-UP