
Compiled by the Regional Serials Workshop Committee of RTSD's Serials Section, the 44-page manual specifies how to plan, hold and evaluate a serials workshop.

The manual is divided into two major sections:

"Guidelines for Workshop Planning" includes information on everything from defining the workshop's audience and objectives to choosing among such formats as discussion group, panel, lecture to drawing up a budget.

The second section, "Working Out the Details" includes information on such subjects as formulating an agenda, publicizing the workshop, securing accommodations and equipment and, after the workshop is over, evaluating the program and arranging for publication of the proceedings.

Appendices offer concrete suggestions and samples of, for instance, an evaluation form, an agenda, a budget worksheet and an aids inventory checklist. Other appendices include lists of steps in program development, suggested topics and 50 steps to a successful conference.

The price of the manual is $3. It is available prepaid from: Resources and Technical Services Division, American Library Association, 50 East Huron St., Chicago, Illinois 60611.