

Mesleki Etkinlikler

Professional Activities

50. Yıl Etkinlikleri

“Bilginin Sertüveni: Dünyü, Bugünü, Yarını...” temasıyla düzenlenecek uluslararası sempozyumla ilgili bilgiler aynı zamanda elektronik ortamda Derneğimizin Web sayfasından güncellenerek duyurulmaktadır.

TKD'nin 50. YIL KUTLAMA ÇALIŞMALARI

17-21 Kasım 1999 tarihinde Ankara'da düzenlenecek uluslararası konferansın hazırlık çalışmaları, oluşturulan komite tarafından hızla sürdürülmektedir.

Komite öncelikli olarak yurtdışı katılımını ve bilgi paylaşımını sağlamak amacıyla tüm elçiliklere duyuru metni ve katılım formu göndermiştir. Gelen yanıtlar oldukça sevindiricidir. Fransa'dan 1 kişi, İtalya'dan 2 kişi, Bulgaristan'dan 1 kişi, KKTC'den 2, Amerika'dan 1 kişi, Danimarka ve İngiltere'den de birer kişi bildiri ile katılacaklarını bildirmiştir. Bazı ülkelerden başvuru olmuş ancak bildiri metni ve sunacak kişi ile ilgili bilgi henüz komitemize ulaşmamıştır.

Sempozyuma yurt dışından ve yurt içinden bildiri ile katılacakların sayısı 50'ye ulaşmıştır. Sempozyumun daha etkin nitelikli olmasını sağlamak amacıyla bildirilerin bilimsel bir komite tarafından değerlendirilmesine karar verilmiştir. Ayrıca yurt içi ve yurt dışındaki enformasyon teknolojisi üreten, pazarlayan firmalarla diyalog kurulmuş, stand açma ve sponsorluk sağlanması konusunda gerekli girişimlerde bulunulmuştur.

Mesleğimizin daha geniş kitlelere duyurulması ve katılımcı yelpazesinin geniş tutulması amacı ile 35'ten fazla sivil toplum örgütüne, basın-yayın organı temsilcilerine, bankalara, üniversitelere sempozyum hakkında bilgi verilmiş ve katılım formları ulaştırılmıştır.

Sempozyumda bilimsel etkinliklerle birlikte sosyal aktiviteler de yer alacaktır. Bu etkinlikler ve komitenin diğer çalışmaları siz meslektaşlarımızla ve konuya ilgi duyan diğer katılımcılara belirli aralıklarla duyurulacaktır.

Sempozyumun daha başarılı ve etkin olabilmesi için öneri ve desteklerinizi organizasyon komitesi olarak bekliyoruz.

Yurt Dışı Etkinlikler

ASLIB Etkinlikleri

Knowledgeware on Trial

Date: 24 September 1999

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Library & Information Management Skills

Knowledge Management Portfolio

General Management & Communication Skills

Sources of Official Information

Business Information

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Internet Skills

Priority Booking Form

Programme Features

This highly interactive and practical course sets out to examine the fact and fiction of knowledgeware' - software tools for managing knowledge. It introduces a framework for assessing knowledgeware and seeks to achieve an understanding of the benefits and the limitations of a range of tools through a mixture of discussion, demonstration and try-for-yourself opportunities.

What is Knowledge Management? How do we manage knowledge? What is knowledgeware? PEOPLE are key Watch and try session 1: tools for definition Watch and try session 2: tools for discovery and delivery Watch and try session 3: tools for description Why you should attend:

This course is aimed at anyone - information professional, IT professional or manager - looking for software tools to support Knowledge Management initiatives. It provides a practical insight into what such tools can - and cannot - do, and presents a framework for assessing them against specific organisational requirements. Familiarity with the general principles of Knowledge Management is assumed. Please see our introductory seminar, or contact us for further details.

On completing the course, you will be able to: Discriminate between genuine KM tools and impostors Identify the domain(s) a tool supports Assess degree and style against defined needs Follow future developments from an informed perspective

Follow-on courses: Knowledge Mapping
Knowledge Organisation for Knowledge Management

Knowledge Management

Date: 7 October 1999/10 December 1999

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Priority Booking Form

Programme Features

What's new? Knowledge Management is implicit in organisation and has been practised since organisations were first formed. But recent writers have given us new semantics and concepts that enable us to better understand the processes of knowledge creation, sharing and exploitation."Knowledge is now recognised as the driver of productivity and growth." (taken from an OECD Report). Successful organisations in the next century will be those that understand the new concepts and apply them actively.

What is it? Knowledge Management is succinctly summed up by Tom Stewart writing in *Fortune Magazine*: "the challenge is to capture, capitalise and leverage brain-power." In other words, identifying and recording such knowledge as we can; valuing and ultimately capitalising where possible and making sure that we make the most of what we have.

How does it differ from Information Management? Knowledge Management is the broader term as it recognises the inter-connected nature of people (tacit knowledge), processes and information in organisational activity. Information Management is an important component of Knowledge Management but must be seen and understood in the broader context. How do you implement Knowledge Management? There are a number of key criteria for success, starting with the support and commitment of top management and including a willingness to appraise and probably change the culture of the organisation. Initiatives must also be related to business objectives. Specific projects include the development of Knowledge Directories such as so called "Yellow Pages", the encouragement of personal learning through competency planning, Virtual Teams using video-conferencing, team learning, the development of effective support systems for Communities of Practice, the "Soft" Balance sheet to articulate the knowledge capability - and many more. Why you should attend: There are three key skills associated with every Knowledge Initiative: HR (the human dimension must always be understood), IS (to ensure the enabling technology is in place) and Information Sciences - to ensure that the information is acquired, organised and retrieved in an effective manner, remembering that much of this information is text based. The Information Professional therefore has key skills to contribute but they will clearly need to be applied in collaboration. In order to play a full and active part in this collaborative approach, the Information Professional needs to understand the new thinking associated with Knowledge Management and be prepared to contribute. Those who do so with commitment and enthusiasm will find themselves drawn into more significant and critical areas of business management than had been previously possible. The knowledge you will take from this seminar: This seminar will give you an understanding of what Knowledge Management is, how it has emerged from several key strands of management thinking and a useful review of many of the initiatives that can, and are being implemented. Perhaps most importantly it will encourage you to respond positively to the opportunity and the challenge represented by this subject. If the leading writers are correct about its significance for the next century, can you afford not to?

Follow-on courses: Knowledge Organisation for Knowledge Management
Knowledge Mapping
Knowledgeware on Trial

Basic Cataloguing and Indexing

Date: 18 October 1999

Aslib Training

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Library & Information Management Skills

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Priority Booking Form

Programme Features

Introduction

order from chaos - the purpose and principles and practice of cataloguing and indexing

The starting point the collection - what is in and what is out the material - from books to Internet pages

The cataloguing and indexing process

The description

access - title, creator, series...

access - subject

The products

the collection, organised

the catalogue

the authority control files

Automation aspects

bibliographic software

user interfaces (OPACs)

Practical exercises

making simple records

the demonstration catalogue

locating records in online OPACs

Why you should attend: This course is aimed at people who need to organise a collection of information but who have little or no knowledge or experience of how to do it. The collection may include books, periodicals, photographs, videos, computer discs, Internet page references and other material. The course will show beginners how to create and maintain control over this material so that required items and information can be retrieved. The emphasis is on practical cataloguing and participants are invited to bring typical material from their collections to form a group of items that can be considered in the practical sessions. The final section of the course considers how computers can assist in cataloguing and indexing, with some online demonstrations. However, no prior computer experience is needed for this. On completing the course, you should be able to: identify the features of effective catalogues and indexes make simple catalogue records for different kinds of office and library materials identify suitable access points for catalogue records organise a collection in a useful way for information retrieval construct a simple authority file identify different systems for the representation of subjects identify catalogue records in online OPACs

Follow on courses: Cataloguing Practice
Constructing a Thesaurus
Indexing a Document
Organising Knowledge: Classifying and Categorising
Subject Representation in Document Catalogues

Time Management for Information Professionals

Date: 14 September 1999

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Information Management Technology
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Priority Booking Form

Programme Features

The programme will focus on the practicalities of LIS working situations to illustrate where things go wrong and how to start putting them right. The most common time wasters in LIS the three problem sources handling interruptions information: overload vs relevance finding time for extras problems and priorities in routine problems and priorities in projects urgent enquiries and equal priorities effective techniques for control setting priorities in LIS

Why you should attend: Library and information staff often find that fire-fighting and responding to the latest pressures from boss, customer or equipment breakdown dictate the way their day is consumed. Analysing the way you spend time and organising your working day to a strict schedule will not help if the goalposts are moved or if you have to respond to the loudest shout. There are many tricks but few effective techniques for ensuring - as much as possible - that you achieve what you need when you need to. On completing the course, you will be able:

- to tackle time problems
- to recognise where things go wrong
- to start putting right
- to work out priorities
- to adopt a best practice approach to time management

Strategic Planning for Information Services

Date: 1 December 1999

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Programme Features

What's it all about?

thinking strategically

purpose and benefits
process and products
organisational context
involving stakeholders

Conducting an environmental appraisal

PEST factors
sector analysis
the situation audit
planning assumptions

Developing a strategic focus

vision and values
mission statements
objectives and goals
identifying key themes
positioning and prioritising

From strategy to action

options and choices
supporting strategies
resources and timescales
tactical and operational planning
balancing development and delivery

Managing the planning process

fast-track methods
presentation of plans
implementation of issues
monitoring and evaluation
strategic management of change

Why you should attend: The rapidly changing environment of library and information services requires effective strategic management to ensure a successful future. Many library and information professionals have seen significant benefits from applying strategic planning techniques in their organisations. This course will introduce the concepts and techniques of strategic management, explain key steps in the planning process and provide guidance on carrying out a strategic review based on practical experience. It will include a case study and practical exercises.

On completing the course, you will be able to: Understand the concepts and terminology of strategic planning and management identify the key components of a strategic review for your own organisation select relevant tools and techniques to apply in a library/information unit establish a systematic planning process appropriate to your own needs

Follow-on courses:

Information Audit

Performance Indicators for Library and Information Services to reserve a place on any Aslib course, please complete our *Priority Booking Form*

Subject Representation in Document Catalogues

Date: 19 November 1999

Aslib Training

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Business Information

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Internet Skills

Priority Booking Form

Programme Features

Introduction

basic principles and objectives
summarising versus in-depth indexing
pre-coordination and post-coordination
alphabetical and classified schemes

General schemes

the alphabetical subject heading approach
the classified approach
the alphabetical subject index

Special schemes and thesauri the alphabetical subject heading approach the classical approach

Build-your-own subject heading or classification scheme controlled and uncontrolled language indexing authority files

Practical exercises

identification of subject content of an item

establishing subject index terms for an item

establishing classification codes for an item

making appropriate entries for the alphabetical index

choosing your own terms and cross-references

Why you should attend: If you have some experience of subject indexing, but need guidance or practice or want to refresh knowledge gained some time ago, this course will give you the skills needed. Participants are invited to bring typical material from their collections to form a group of items that can be considered in the practical sessions. Major themes throughout the course are your users, your collection, and tailoring the approach to meet their needs. A pre-course questionnaire will be circulated prior to the course to ascertain the specialised indexing topics of interest to participants. As far as possible the practical exercises will relate to these topics. This course is not aimed at complete beginners; they would benefit by taking Aslib's companion course *Basic Cataloguing and Indexing* prior to this course. On completing the course, you will be able to: understand the different ways in which subjects can be represented and recognise their merits use subject heading lists and classification schemes effectively represent subjects at levels appropriate to your working environment consider devising your own scheme, with appropriate authority control.

Follow-on courses:

Cataloguing Practice

Constructing a Thesaurus

Records Management of Electronic Records

Date: 5 November 1999

Aslib Training

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General Management & Communication Skills

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Internet Skills

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Programme Features

Understanding the concept exploring some of the differences and similarities with the management of traditional paper records the benefits of a coherent strategy overlap with traditional records management.

Understanding the key elements of a programme to manage electronic records unique problems associated with the management of electronic records where do electronic records come from what is a record why is context and structure vital to an electronic record legal admissibility of electronic record surveying electronic records negotiating a policy issuing standards training creation and acquisition of electronic records options for storage retrieval - organisation and indexing distribution and dissemination managing e-mail disposal and destruction.

Applying the elements

case study

simulation in the Aslib computer training suite

Why you should attend: This one day course will give you an introduction to the theory and practice of the management of electronic records and offers the opportunity to practice applying some of the theories in a situated exercise using Microsoft Office '95 (computer literacy is assumed). There will be plenty of opportunities to discuss the issues involved and to seek practical advice on problems you may encounter.

On completing the course, you will be able to: Understand the broad principles involved in the management of electronic records understand the purpose of an electronic records survey know how to conduct a survey understand the importance of policies and standards have an understanding of the legal issues know how electronic records are created and acquired be able to evaluate options for storage and disposal know how to advise on the management of e-mail be familiar with some approaches to the organisation and indexing of electronic records

Serials Management of Electronic Journals

Date: 23 September

Aslib Training

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Business Information

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Programme Features

Understanding the concept

Exploring the range and types of serials available electronically

Similarities and differences between the paper and the electronic product

The current serials environment and the market trends

Understanding the key elements of an electronic serials management programme

Day to day serials handling

Automation of serials management

Using an intermediary (e.g. subscription agent)

Site licensing or electronic journals

Collection management issues (e.g. access to archives)

Current awareness and alerting services

Applying the elements:

Case study

Demonstration of an intermediary's gateway to ejournals

Hands-on web session for serials exploitation

Why you should attend: This one-day course will give you an introduction to the theory and practice of the management of electronic serials and offers the opportunity to gain an understanding of the rapidly-changing serials environment as well as an insight into the practical day-to-day management issues relating to it.

On completing the course, you will be able to: Understand the principles involved in electronic serials management. Understand the recent changes that have taken place in the serials environment. Identify and locate electronic resources, and take away a set of recommended sites. Evaluate your options regarding site licensing to reserve a place on any Aslib course, please complete our Priority Booking Form

Handling Difficult People & Situations

Date: 8 November 1999

Aslib Training

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Business Information

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Programme Features

Problems, complaints, difficult customers

difficult people are good news

problem ownership

the "S.A.S. follow-through"

role-play, exercise, discussion

Enabling behaviours

key factors in preventing problems

personal style in handling difficult situations

building the right habits

exercise, discussion

Behaviours to avoid

the traps and inadvertant comments that can have a negative

effect on the relationship

case-study, role-play, discussion

Selective behaviours

key tactics, behaviours and actions that have value in specific

situations

case-study, role-play and discussion

Fallback behaviour

the different approaches / actions that can be used if the first

course of action does not work

case-studies, discussion

Summary, round-table, personal action plan

Why you should attend: Anyone can handle “easy” customers. Difficult customers can provide a challenge and if handled well, these customers can become loyal. Difficult situations and customers, whether internal or external, provide an opportunity for building a relationship and so promoting your service. This one-day course will enable you to turn a potentially disastrous situation into an opportunity for service promotion.

By the end of the course, participants will: Improve their ability in dealing with difficult customers and situations in the library environment learn the key skills/habits required to prevent/handle difficult situations learn what to avoid and why - they will discuss the particular traps that apply in their environment learn when to use particular skills or tactics learn what to do if their first course of action doesn't work

Follow-on course:

Assertiveness Skills

To reserve a place on any Aslib course, please complete our Priority Booking Form

Advanced Online Search Strategies: Subject Access to Digital Information

Date: 14 September 1999

Aslib Training

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Programme Features

Information sources in digital form: online, CD-Rom, Internet

What sort of information is available and where

Subject access points

Online and CD-Rom systems and their interfaces; command line and graphical interfaces

Internet search engines

Basic search strategies; their implementation in different media

Refining the search and finding the right 'sort' of information

Searching in difficult subject areas

Comparing and combining media

Interfacing with the 'end-user'

Future trends in technologies and interfaces; their significance for the online searcher

Why you should attend: This course is for those who have some experience with subject searching in electronic media - online, Internet or CD-Rom - and who wish to improve their searching skills. The aims of the course are: to outline the nature of search strategies in accessing information in digital form, and to show how the most effective strategy varies with the medium to illustrate effective search strategies to indicate how developments in technology will affect the search process and search strategies

Note 1: Practical exercises on the course will make use of Dialog and DataStar online services and the Internet Explorer browser. Some familiarity with these is assumed.

Note 2: Participants will carry out practical exercises with subjects of particular interest to them, and are accordingly encouraged to come with areas of interest in mind.

On completing the course, you will: Appreciate the significant differences between online, CD-ROM and Internet media, from the viewpoint of subject searching be able to choose confidently between information sources in these media, combining them when appropriate, and search each one effectively understand the main search strategies applicable to each medium appreciate likely future developments, and their significance for the searcher

Library Automation: How to Select an Appropriate System for your Service

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Management Skills
Knowledge Management Portfolio
General Management & Communication Skills
Sources of Official Information
Business Information
Information Management Technology
Internet Skills
Priority Booking Form

Programme Features

Technology update
Trends in library management systems
functions of a modern library management system
types of system
current market trends
Choosing a system
initial planning
the system specification
identifying suppliers and keeping up to date
identifying possible solutions
evaluation and final choice
Implementing and managing a system
planning the implementation process
day to day management issues
retrospective conversion

Who should attend: LIS professionals who wish to install a new library automation system LIS professionals who wish to upgrade their existing automation system those who wish to be aware of current developments and issues

The enthusiasm for developing World Wide Web applications over the past few years has led to significant changes to library management systems, with an emphasis being placed on client-server architectures and web interfaces. While the changes from isolated, proprietary systems to accessible resources has profound consequences for LIS, the local library management system remains a focal point for library services.

This one day course looks at recent advances in systems and the process selecting and implementing a new or replacement system. Please note while

individual situations will be discussed, the course cannot a particular system for participants' libraries: rather, the is placed on equipping participants with a framework for carrying their own evaluation and projects. Participants do not to have a technical background, although an understanding of the day to day running of a library and information unit is essential.

On completing the course, you will be able to: Understand the technology behind modern library management systems an appropriate way forward up a system specification up to date with developments implementation and management issues for the future .

Knowledge Organisation for Knowledge Management

Date: 11 October 1999

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Programme Features

This course introduces the concepts, principles and practice of knowledge organisation - metadata and controlled vocabularies - as they are used to and promote Knowledge Management.

Knowledge Management: basic principles and practice

Software considerations: groupware and intranet

Significance of knowledge organisation for KM

Metadata for KM: basics and examples, indexing

Organising knowledge in an electronic KM environment

Controlled vocabularies: classifications and thesauri

Why you should attend: This course is suitable for anyone who has, or will have, an involvement with Knowledge Management. The course will give you an appreciation of the importance of shared terminology for Knowledge Management, and an understanding of how a thesaurus can achieve this.

At the end of the course, you will be able to: Appreciate the importance of knowledge organisation for Knowledge Management assess your need for

metadata and indexing understand how these can be integrated with KM software choose an appropriate method for knowledge organisation

Follow-on courses:

Constructing a Thesaurus

Knowledge Mapping

Organising Knowledge

ASIS 1999 Annual Conference

Knowledge: Creation, Organization, Use

J.W. Marriott Hotel

Washington, D.C

November 1-4, 1999

Our ability to transform data into information, and then into usable knowledge, can change the face of work, education, and life. We have increasing capacity to generate or gather, model, represent and retrieve more complex, and cross-disciplinary data and ideas from new sources and at varying scales. The transformational power of information can only be capitalized upon through knowledge acquisition, classification, utilization and dissemination through research, tools and techniques. "Knowledge management" has a substantial and growing body of theory and practice. This conference will look at current (and imminent) knowledge creation, acquisition, navigation, correlation, retrieval, management and dissemination practicalities and potentialities, their implementation and impact, and the theories behind developments. We will review the processes, technologies and tools. We will also look at the appropriate or necessary operational policies, relevant legal issues (laws, legislation and the EU Directive), and international and domestic policies and regulations.

The conference will feature five tracks: Knowledge Discovery, Capture and Creation capturing tacit knowledge, data mining, and other ways to get knowledge to put into the system, e.g. capturing the results of collaboration, expert directories, intelligent systems employing usage patterns (e.g. search strategies) etc. Classification and Representation interface design, metadata, information visualization, taxonomies, clustering, indexing, vocabularies and automatic indexing, etc. Information Retrieval, search engines, intelligent agents, browsing v. searching, navigation

Knowledge Dissemination Communication, publishing, push v. pull, etc. Ethical, Cultural, Social and Behavioral Aspects of Information Acceptance vs. Rejection, behavior modifications, policies and politics, value assessments, corporate and national information cultures, etc. Knowledge seeking behavior, training needed for effective utilization. Search and browse behavior. How to manage the knowledge management within organizations.

A Different Format for ASIS Programs

We will begin each track with overview sessions prior to launching into higher level papers and panels preventing the need to repeat background. We will provide time for HOT TOPICS or late breaking events within tracks, including research, new products and implementation (not product reviews!) at the end of each track. We will also include sessions which will be more spontaneous and designed to stimulate collaboration, networking, and interaction (such as sessions where presenters can summarize what they are working on and the kinds of partners they are looking for, either in the private or academic sector).

Papers and panels which provide real life results will be favored, with formal papers being integrated into less formal panel sessions, and these into tracks. What did we do right? What failed? What are the things not to do? What methodology was followed? What were the reactions to that methodology and what changes and improvements are suggested? We want sessions packed with facts and data. Session chairs will encourage interaction, debate and questioning of the presenters. All proposals, both for papers and panels, will be refereed, and preference for acceptance will be given to those fitting the tracks listed.

Poster sessions and demonstrations of prototypes are encouraged and will be accommodated to the extent possible, though presenters are encouraged to provide their own equipment where necessary and reminded that "demonstration of prototype" does not mean "product sales presentation".

Types Of Submission:

Contributed Papers, Technical Session panels, and other Presentations can be developed by individuals, by ASIS Special Interest Group (SIG), by collaboration among two or more SIGs, and/or other organizations and individuals within or outside the ASIS community. To submit a proposal, send the title and a 500 word description, and the other required information to asis99@asis.org or to the address below. Electronic submissions are strongly encouraged and should be submitted to asis99@asis.org. If electronic submission is not possible two paper copies should be sent to each address below. Technical Session Panel Submissions must include the sponsoring SIG(s) and/or organization(s); the name and complete address, telephone and fax numbers, and e mail address of the organizer (contact person) who will be responsible for maintaining contact with all participants; and the names, positions, and affiliations of presenters and other session participants such as moderators, reactors, etc. All proposals for panels, technical sessions, poster sessions, and other presentations must be received by December 15, 1998. Notification of acceptance will be sent to the contact person by

February 1, 1999. Final program copy, including participant names and presentation titles will be due on March 15, 1999, and cameraready copy of abstracts for the Proceedings will be due on June 1, 1999.

Individual Panel session papers may be submitted to be refereed for inclusion in the proceedings in full text rather than as abstracts. All Proposals will be referred for inclusion in the proceedings as well as in the program. AND should address one or more of the research and application issues outlined above. Presenters of accepted papers will be allowed 15-25 minutes for delivery. The time for the panel presenters will be determined by the time allowed for the panel.

Contributed papers may be integrated into panel discussion sessions. To submit a paper, send the title and a 500 word abstract or draft of the proposed paper, indicating that it should be considered as a Contributed Paper, to the address below. Submissions must include the name, position, complete address, telephone and fax numbers, and email address of the author(s). All intents to submit contributed papers must be received by December 15, 1998. Preliminary approval will be made by January 15, 1999. Three copies of the completed paper will be due on February 15, 1999. Notification of acceptance will be made no later than April 1, 1999, and cameraready copy for the Proceedings will be due on June 1, 1999.

All technical session proposals, of whatever type, should state which track the session fits into as all will be coordinated with the tracks above. Please send your submissions to ASIS1999@asis.org or contact the Track coordinator directly for discussion of the presentation. To contact the track coordinator please send to asis99@asis.org with the subject line indicating "contact 'track name'".

The Track Coordinators are:

1. Knowledge Discovery, Capture and Creation Craig Booher, Vic Rosenberg
2. Classification and Representation Dave Penniman, Chuck Goldstein
3. Information Retrieval. Matthew Koll, Peter Noerr
4. Knowledge Dissemination Communication, Publishing Don King, Peter Jacso
5. Ethical, Cultural, Social and Behavioral Aspects José Marie Griffiths, Janice Keeler

Electronic submissions are strongly encouraged and should be submitted to asis99@asis.org. If electronic submission is not possible, two paper copies should be sent as follows:

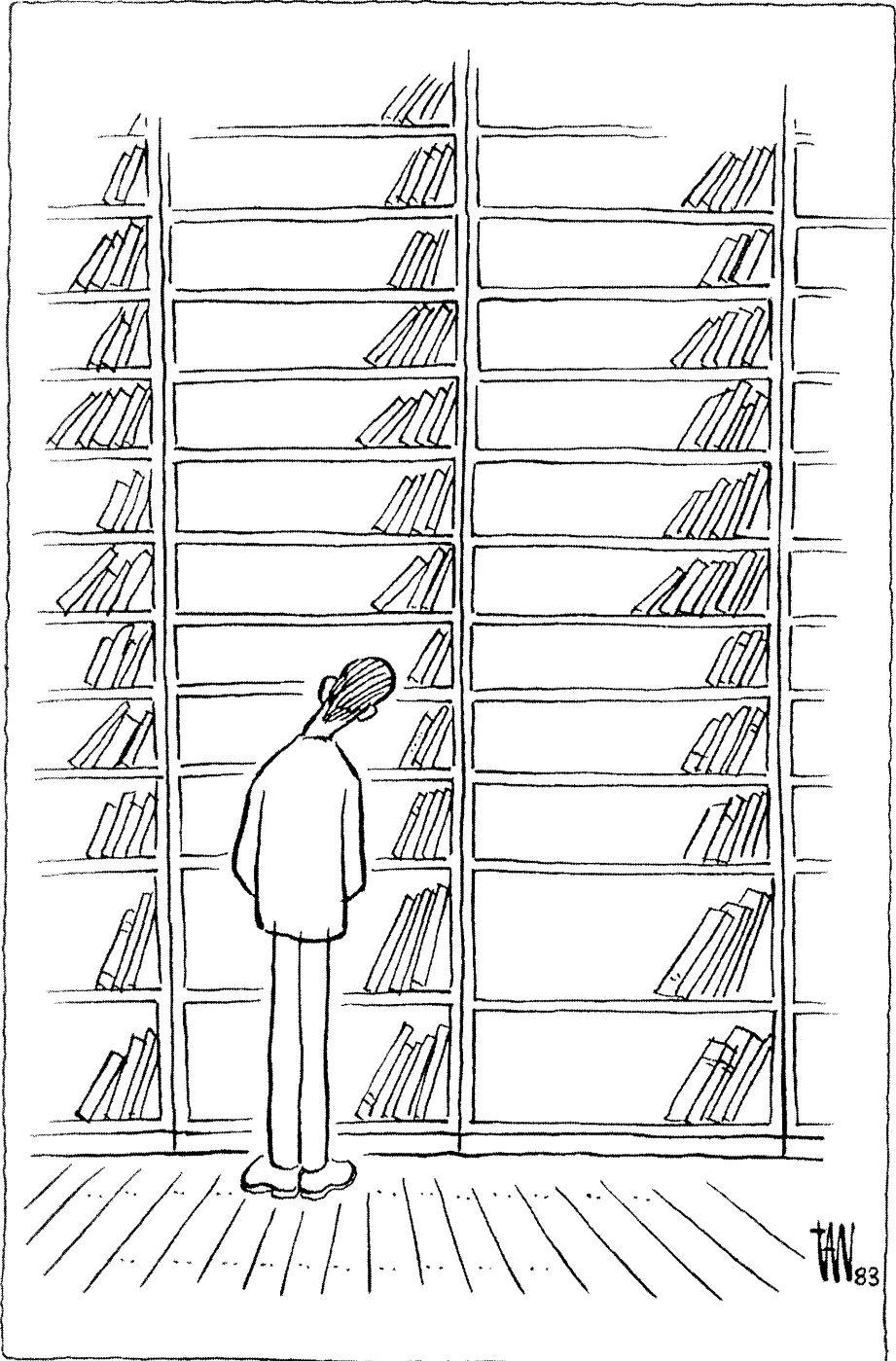
Marjorie M.K. Hlava

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Albuquerque, NM 87198-8640

mhlava@accessinn.com



Kütüphane Haftası nedeniyle...

Sayın Aytaç Yıldızeli'ne Dergimize armağan ettiği bu güzel karikatür için teşekkür ediyoruz.