

Jobs, Careers, Occupations - MPL assists the local community

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Getting That Job! People are always looking for that first job, different job, new job, and Muncie Public Library has tried to help ease this process.

In 1981 Muncie Public received the first American Library Association John Sessions Memorial Award for its efforts in providing service to labor. This included participating in Project MUNCIE, Muncie UNemployment Community Information Effort, during 1980. Project MUNCIE was established to provide a central location for disseminating information to the unemployed. The program was set up on a walk-in/telephone basis staffed by volunteers under the direction of a steering committee and the mayor of Muncie. The steering committee consisted of representatives from business, labor, and government. The program was discontinued in late 1980. In connection with Project MUNCIE, the public library sponsored a community forum, "Coping with Unemployment in Muncie." It provided an opportunity for people to obtain answers from a factory manager, economist, mental health counselor, and a representative of labor. The Extension Department experimented with bookmobile stops at two local factories, Westinghouse and Chevrolet. Though these stops had consistent patrons, volume was not enough to continue service in this manner.

The Audio-Visual Center established a public viewing area and purchased video tapes on job information. The Center asked staff members and enrollees in job training programs to preview these tapes, always asking whether they were relevant to the job situation in Muncie. This project was aimed at the adult job-seeker or career-changer. High school students already had access to school resources. Now, the Center has video tapes in the areas of job hunting, career

decisions, interviews, employment tests, etc.

In 1982 Muncie Public tested a computerized career information service called TEDS (Training and Educational Data Service). This service provided eight files containing information on occupations in both national and state areas, job training, financial aid, and military careers. Participating libraries used a computer terminal and printer with a telephone coupler to access the files. Demonstrations were presented to staff members of local job training programs. This enabled community members to become familiar with TEDS for information and referral purposes. TEDS did not, however, locate specific job openings. At the end of the trial run, the library staff decided to discontinue TEDS due to a lack of use, in proportion to its costs.

TEDS was brought back to Muncie Public on a trial basis in June 1984. Funding came from LSCA through a grant to the Indiana Cooperative Library Services Authority. TEDS service has now been expanded to include ten files: occupations, both national and state; two and four year colleges; graduate degree programs; state job training programs taking less than two years to complete; financial aid; military careers; and a state human service agency file. TEDS at the present time still does not provide specific job listings.

The occupation files can be accessed by directly calling up a specific occupation on the computer. A questionnaire can also be filled out by the patron to add or subtract interests and conditions desired in the occupation. The computer will print out the occupations that match these particulars. The various school files are matched by certain patron criteria or by specific schools being considered. With reference to financial aid, certain specifics or direct sources of aid are suggested for patrons to explore. The military file gives brief job descriptions of some military careers, including the length of training by specific service and suggested civilian titles for comparison. Specific areas of needs and/or specific areas of human coping abilities are matched to the agencies meeting these human services needs.

Demonstrations were presented to area business people; to date—Ball Hospital, Indiana State Employment Service, Westinghouse Electric, Big Brothers-Big Sisters, Human Rights Commission, and Goodwill Industries. Individuals wishing to use this service must call the library for an appointment. In December the library evaluated TEDS and decided to continue the program.

Individuals on our professional staff are also available to talk to area groups about specific collections and/or available sources at the library.

Publicity for all library programs has included speaking engagements, newspaper articles, radio station announcements, and our parking lot sign. All have been successful in varying degrees to in-

crease patron awareness and use of programs and services.

The library maintains a career file containing brochures and booklets supplied by associations and businesses. *Chronicle Career Index* and Goodman's *Current Career and Occupational Literature* are excellent sources to obtain the addresses for free and inexpensive materials. Subjects covered in the file range from accounting and agriculture to zoological careers, literally from A to Z. The file contains information on careers that do not require an academic background as well as those which are academically oriented. Information is also maintained on college and career choices, financial aid, job hunting techniques, etc. Muncie Public subscribes to several series of career brochures from the Institute for Research; Chronicle Guidance; and Career's, Inc.

Easily accessible to the patron is our catalog collection of college and technical/trade schools. The collection includes current catalogs of Indiana schools as well as other major schools in the United States. The library also subscribes to the VGM Career Horizons series published by the National Textbook Company.

Muncie Public distributes a free monthly *Business and Technical Newsletter* to area businesses and other interested individuals. It provides brief annotations to newly acquired books in the business and technical areas. Some current books listed are *Managing for Excellence*, *Making Money*, *Paycalc: How to Create Customized Payroll Spreadsheets*, and *Moving Up! Women and Leadership*.

Special brochures are prepared periodically for distribution to the public. Recent publications included information about TEDS and *Getting That Job!* The latter lists books and video tapes available on job hunting, resumes, and interviews.

The library is organized with business and technical books in one section, all career and job related materials are centrally located.

Some of our more popularly used books include the Arco test series books, especially those for *Post Office Clerk-Carrier* and *Practice for the Armed Forces Test*; GED practice test books; *Places Rated Almanac*; *The Greater Chicago Job Bank*; *The American Almanac of Jobs and Salaries*; and *The National Job-Finding Guide*.

Muncie Public is a selective United States government depository. Material from this also is used to aid the job seeker. Most often the material used is from the United States Department of Labor, such as the *Exploring Careers* series, *Guidebook* series, *Occupational Outlook Quarterly* magazine, *Occupational Outlook Handbook*, and *Dictionary of Occupational Titles*.

A patron's particular needs determine whether TEDS, the career file, video tapes, and/or books are utilized.

Muncie Public is constantly evaluating, changing, and exploring new ways to meet the job information needs of Muncie and its citizens.