

D. Administrative Relations.

A diagram showing the relation of the librarian to other administrative officers may help one understand the real workings of the institution. A similar diagram for the library staff, together with a staffing table, may help with questions of internal effectiveness. A talk with the President may be necessary if a serious lack of information or conflicting evidence exists.

E. Means of Communication.

The procedures for distributing information to students, faculty, and library staff may be used to help understand problems of library effectiveness. This may include publicity published in the student paper and talks before students, lists of new acquisitions and information letters mailed to the faculty, and staff news bulletins as well as a series of library administrative memoranda.

F. Personnel Policies and Salary Scale.

The status of librarians, methods and form of appointments, promotion and termination procedures, vacation and leave policies, travel funds, retirement plan, and salary ranges by classification may provide evidence to help with questions concerning staff effectiveness.

G. Planning Documents.

Forecasts of growth and needs over three, five, or more years are useful documents to read in evaluating the library's preparedness and the institution's awareness of the future library needs. Budget projections, physical plant needs and plans, and book fund development programs can each indicate the status of planning.

III. SPECIAL ACTIVITIES SUGGESTING EXCELLENCE

Some attention and credit may be given for achievements which do not directly alter the fundamental effectiveness of the library. These are efforts, however, which may suggest something about the student feeling toward the library, the faculty regard for it, and the interest in the library by the general public. The result may be an unseen and undetectable esteem for the library and wide public knowledge about its collections and services which augurs well for its future support. Yet again it must be emphasized that these are subtle points and should usually be given very slight weight in an evaluation of the adequacy and quality of the library.

A. Student book club meeting in the library or with librarians.

B. A "friends of the library" group, perhaps offering a student book collection prize.

C. A lecture series held in or sponsored by the library.

D. A series of major annotated exhibitions of library materials.

E. Published guides, handbook, catalogs, or bibliographies to assist in use of the library collections.

F. A course on library research methods, or a series of lectures by librarians incorporated within departmental courses.

G. Seminars conducted in the library by faculty using the collections as a working laboratory.

ACRL COMMITTEE ON LIAISON WITH ACCREDITING AGENCIES.

ACQUISITION SEMINAR

A seminar on approval and gathering plans in large and medium size academic libraries will be held at Western Michigan University, Kalamazoo, November 14, 1968. The one-day seminar is designed to fill an important information gap on approval plans as a means of acquiring library collections now employed by an increasing number of academic libraries. The attendance will be limited to individuals who participate in the decision-making process affecting acquisitions directly or indirectly in their respective institutions. Application deadline is October 28. For further information write to: Peter Spyers-Duran, Director of Libraries, Western Michigan University, Kalamazoo, Michigan 49001. ■■

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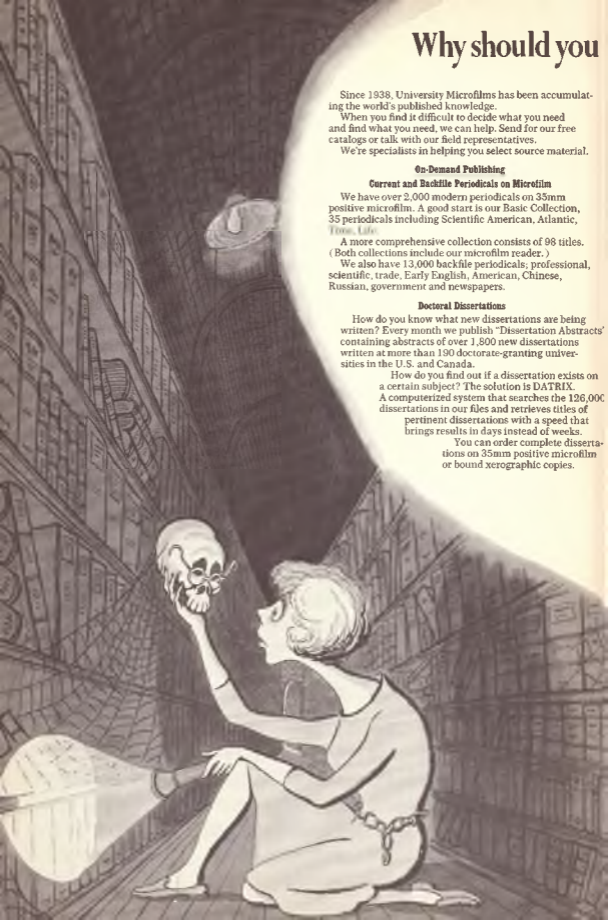
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