

Index to Vol. 62 (2001)

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A

ABL/INFORM Trade & Industry, "Bell & Howell's offers new business database," 138
Academic Librarians Trends and Statistics, 1999, "ACRL statistics—quick, easy, convenient!" & photo, 486
 Academic or Research Librarian of the Year Award, 2001, 319; 2002, 822
 "ACENet @ American Council on Education," rev. of, 74
 Acquisitions (by A/T/S), Abraham Lincoln Brigade Archive, 549; Accounting, 1022 (& photo.); African/Xam San ("Bushman"), 222; African American hist., 333; Alexander, Shana (authors, journalists), 221; ACLU (Reitman), 549; American Institute of Certified Public Accountants coll(ect)ion., 1022 (& photo.); American Woman Suffrage, 845; Anthropologists (Voget), 744; Antiquarian booksellers (Jones), 744; Arden, Donn (choreographers, directors, producers), 549; Arena Stage archives (theaters), 548; Artists (Taylor, 845; West, 333); Asian studies, 845; Authors (Alexander, 221; Boswell, 743–44; (Williams, 844); Authors, British (Mantel), 548–49; Bleek & Lloyd Coll. of African / Xam San ("Bushman"), 222; Boswell, John (authors), 941; British literature, 743; Buddhism, 222; Burroughs, Edgar Rice (authors, paintings), 221; Chicano music (Guenero), 941; Child

psychiatrists (Keeney, V. T.), 449; Children's literature (Rackham), 222 (& sketch); Choreographers (Arden), 549; Clarke, Kathleen (Irish hist.), 1133; Clarke, Thomas (Irish Republican Brotherhood, Irish hist.), 1133; Clarke (Thomas & Kathleen) Coll., 1133; *The contemporary review and the aesthly school of criticism* (Rossetti), 449; Coxe Family mining papers, 845; Crosby Shakespeare Collectanea, 644; Directors (Arden), 549; Doctorow, E. L. (authors), 744; East Asian religions, 222; Ecumenical Studies Coll., 333; Essays (Poe), 78; Ethnologists (Voget), 744; Fletcher Coll., 743; Fred W. Todd Tennessee Williams Coll., 844; Gay and Lesbian Studies, 844–45; Guenero, Eduardo "Lalo" (Chicano music, musicians), 941; Hechler, Kenneth (W. Va. Congressmen, authors), 1022; Hemingway, Ernest (authors), 449; Humanists (Paredes), 644; Illustrators (Rackham), 222 (& sketch); Irish hist. (Clarke), 1133; Irish Republican Brotherhood (Clarke), 1133; Jacobs Coll. (Asian studies), 845; Jewish Historical Society of the Upper Midwest, 644; John A. Lindseth Coll., 845; Jones, Barry (antiquarian booksellers), 744; Journalists (Alexander), 221; J.R.R. Tolkien Coll., 941; Judeo-Christian tradition, 333; Keeney, Arthur H. (authors, ophthalmologists), 449; Keeney, Virginia T. (child psychiatrists), 449; Kendall Coll. of Early Carolinian, 549; Kendall (Henry P.) Coll. of Laurens Papers, 549; Lake Superior Marine Mus Assoc. archives, 941; Laurens, Henry, 549; Lautenberg, Frank (U.S. Senator), 549; Lincoln (Abraham) Brigade Archive, 549; Mantel, Hilary (authors, British), 548–49; Maxwell, William (authors), 333; Middle East studies (Naff), 221; Molière (playwrights), 644; Musicians (Guenero), 941; Naff, Thomas (Middle East studies), 221; NASA/Johnson Space Center archives, 644; Native Americans, Southeast, 449; Nichols, David, 844–45; Ophthalmologists (Keeney), 449; Outdoor Writers Association of America, 448–49; Paintings (Burroughs), 221; Paredes, Américo (scholars, humanists), 644; Paulin, Tom (poets, British), 744; Pforzheimer, Walter L. (Molière, Stockton), 644; Photographers (Weston), 744; Playwrights (Molière), 644; Poe, Edgar Allan (essays, *A reviewer reviewed*), 78; Poets, British (Paulin), 744; Poets (Whalen), 221–22; Producers (Arden), 549; Proust, Marcel (authors), 940–41; Rackham, Arthur (children's literature, illustrators), 222 (& sketch); Reitman, Alan (ACLU), 549; *A reviewer reviewed* (Poe), 78; Rossetti, Dante Gabriel (*The contemporary review and the aesthly school of criticism*), 449; Russian and Slavic Coll., 222; Scholars (Paredes), 644; Scott, Sir Walter (authors), 941; Scuba diving, 941; Sculptures, 845; Shakespeare Pamphlet Coll., 644; Slavic languages, 222; Soc. of American Archivists, 643; "Southeastern Native American Documents, 1730-1842," 449; Speiser & Easterling-Hallman F. Coll. of Ernest Hemingway, 449; Stockton, Frank (authors), 644; Taylor, C. J. (authors, artists), 845; Theaters (Arena Stage), 548; Troyes

Guide to index

FILING is word-by-word (ALA, 1968).

ABBREVIATIONS: Standard abbreviations are used except in titles. Names of some organizations, ALA, ACRL, LC, etc., are also abbreviated and are alphabetized as if spelled out.

SPECIAL ABBREVIATIONS:

appt.	appointment
f.	foundation
port.	portrait
prof.	profile
prog.	program

SPECIAL USAGES: More than one reference per page is indicated in parentheses. Under the heading 'Acquisitions (by author, subject, or title)' parentheses may enclose donors' names (for subjects) or subjects (for named collections).

About the author

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- Cathedral, France (sculptures), 845; U.S. Senator (Lautenberg), 549; Voget, Frederick W. (anthropologists, ethnologists), 744; Waller, Robert James, Jr. (authors), 332-33; West, Benjamin (artists), 333; West, Jessamy (authors), 743-44; W. Va. Congressmen (Hechler), 1022; Weston, Brett (photographers), 744; Whalen, Philip (poets), 221-22; Williams, Tennessee (authors), 844; Women's hist., 941; Women's Mus., 941
- Acquisitions (by institution), Ariz. State U., 743; Boston Coll., 1133; Cornell U., 845 (2); Dickinson Coll., 845; Emory U., 744; GALILEO Digital Lib. of Ga., 449; Geo. Mason U., 548; Getty (J. Paul) Mus., 744; Harry Ransom Hum. Research Ctr., 941; Historic New Orleans Coll., 844; Historical Soc. of Pa., 333, 845; Hollins U., 744; Huntington Lib., 449, 548-49; Ind. U., 332-33; Marquette U., 941; Marshall U., 1022; Mount Aloysius Coll., 333; Nat. Lib. of Canada, 845; NYPL, 78; NYU, 549, 744; Portland State U., 221; Rutgers U., 549; Southern Methodist U., 941; Tenn. State U. and Archives, 449; Tex. A&M U., 222 (2); UC (Berkeley), 221-22; Santa Barbara, 941; U. of Ga., 333, 449; U. of Houston, 644; U. of Ill., U.-C., 221, 333, 940-41; U. of Louisville, 221, 449, 844-45; U. of Mich., 644; Ann Arbor, 222; U. of Minn., Twin Cities, 644; U. of Miss., 1022 (& photo.); U. of Mont., 744; Missoula, 448-49; U. of Nev., Las Vegas, 549; U. of S.C., 449 (Columbia, 549); U. of Tenn., Knoxville, 449; U. of Tex., Austin, 644; U. of Va., 222; U. of Wis., Milwaukee, 643; Superior, 941; Whittier Coll., 743-44; Yale U., 644
- Adams, Mignon, "Drug information: where to look for drug information on the Internet" & logos, 701-4
- "African American exhibit opens at Texas A&M's Cushing Library" & photo., 270
- African Librarians Council, "Nominations sought for Africana bibliography award," 980
- Ahrberg, Janet, news note, 846
- Alexander, Martha, photo., 686
- "Alexander Street Press announces charter customers," 138
- Alexie, Sherman, port., 793; "To speak at ACRL President's Program," 272
- Alibris, "YBP and Alibris form alliance," 6
- Alire, Camila, photo., 586
- Allen, Carolyn Henderson, appt. & port., 81-82
- Allen, Nancy, photo., 586
- AlterNet & logo, rev. of, 936
- Anastae, Sharon, news note, 1024
- Amen, Kathleen L., "Meeting the copyright challenge: things you can do to protect your institution," 724-27
- "AAUP endorses ACRL statement on intellectual freedom," 5
- ALA, "Digital distance education workshop," 977; "Join the campaign for America's Libraries: celebrate National Library Week @ your library" & bookmarks, 290-92; "Participate in the campaign," 291; "Support Library Legislation Day," 271
- ALA, Annual Conference, 2001, "Annual Conference audiocassettes available," 795; "ACRL Board of Directors' actions, July 2001: highlights of the Board's Annual Conference meetings," 804-6; "ACRL in San Francisco: ACRL's programs at the ALA Annual Conference" & photos., 793-802, correction, 1026; "ACRL offers library-faculty collaboration workshop in SF," 485; "ACRL offers licensing workshop in San Francisco," 272; "ACRL programs and meetings," AC-1-AC-16 (no 5); "IS assessment preconference — June 2001," 7; "Register for ACRL preconferences," 384, 487; "Sherman Alexie to speak at ACRL President's Program," 272; "2001 RBMS preconference, San Francisco," 137; "University Libraries Section in San Francisco: highlights from the ALA Annual Conference," 914, 939
- ALA, Annual Conference, 2002, "ACRL national invitational conference on Information Literacy Best Practices," 790-91; "ACRL President's Program poster proposals," 1062
- ALA, Midwinter Meeting, 2001, "ACRL at the Midwinter meeting: actions of the ACRL Board of Directors," 294, 303; "University Libraries Section at Midwinter: a wrap-up of activities," 405-8
- ALA, Midwinter Meeting, 2002, "ACRL Discussion Groups," 1079;
- "ACRL Midwinter meetings in New Orleans: a tentative schedule," 1078-84; "ACRL to offer collaboration workshop," 789; "Learning communities and ACRL," 1061, 1082; "Meet Cannon and Popko—the candidates for ACRL President," 1080; "Save the date! Digital reference workshop," 897
- "ALA reacts to events of September 11," 981
- "ALA votes to challenge Children's Internet Protection Act," 135
- "American Psychological Association," rev. of, 215
- Anderson, Ivy, "Editors' introduction," 25, 207; "Editor's note," 707
- Anderson, Kim S., "Crossing the forks: Denver has restaurants for every taste" & photos., 172-78
- Anderson, Rachael K., news note & port., 81; retired, 452
- "Anthology of Middle English Literature (1350-1485)," rev. of, 74-75
- "Applications sought for editor of *Publications in Librarianship* series," 788-89
- Appointments, 81-85, 225-27, 335, 450-2, 550-51, 646-48, 745-48, 847-49, 943-46, 1024-26, 1134-36
- "April 1 deadline for museum-library grant," IMLS, 332
- "Are we overlooking our most vital resource? building librarian/student partnerships," Germain, 720-22
- Arnsenaut, Kathy, appt., 1024
- "The Associated Colleges of the Midwest Conference: information literacy and liberal education" & photo., Hutchins, 506-8
- ACRL, Academic or Research Librarian of the Year Award, 2001, 319; 2002, 822; "AAUP endorses ACRL statement on intellectual freedom," 5; "And the winners are... the official results of the 2001 ACRL elections," 630-34; "Annual Conference audiocassettes available," 795; Board of Directors, "ACRL at the Midwinter meeting: actions of the ACRL Board of Directors," 294, 303; "Bring the ACRL Information Literacy Immersion program to your campus," 270, 272; Committee on the Status of Academic Librarians, "Guidelines for academic status of college and university libraries: a draft," 920-21; "Didier and Spalding share plans for ACRL: vote in the election this spring," 199-204; "DLS celebrates 10 years," 294; Doctoral Dissertation Fellowship, 2001, 321; 2002, 823; Excellence in Academic Libraries Award, 2001, 271, 320; 2002, 822; "Friends of ACRL," 65, 1117; "Guideline on collective bargaining," 2001, approved, 305; Hugh C. Atkinson Memorial Award, 2001, 318, 321; 2002, 822; "Information Literacy Immersion Program seeks applicants," 898; "IS assessment preconference — June 2001," 7; "Jenkins to step down from ACRL" & port., 581; "Mary Ellen K. Davis named ACRL executive director" & port., 787-88; "Meet the candidates for ALA president: vote in the election this spring" & ports., 310-16; "Meet the staff," 66-69, 1118-21; "Members assess ACRL: results of the 2000 membership survey," 623-28; "Members running for ALA Council," 316, correction, 525; "Membership statistics," 45, 1103; "New monograph titles for 1999-00," 58; "New monograph titles for 2000-01," 1110; "Save the date! Digital reference workshop," 897; "Section committee volunteer form," 931; "Sponsorships for 2000," 47; "Sponsorships for 2001," 1097; "Standards for faculty status for college and university librarians," 2001, approved, 304-6; "The time to lead: ACRL seeks nominees for office," 438-39; "Translators and liaisons needed for standards," 270; "University Libraries Section at Midwinter: a wrap-up of activities," 405-8; "University Libraries Section in San Francisco: highlights from the ALA Annual Conference," 914, 939; "The year in review," 48-59, 1099-1110
- ACRL, Annual, "Conference programs — Chicago," 2000, 43; "Conference programs — San Francisco," 2001, 1095; "Preconferences," 2000, 55; 2001, 1106
- ACRL, Annual report, 1999-2000, 41-69; 2000-2001, 1093-1121
- ACRL, Board of Directors, 1999-2000, photo. & roster, 60; 2000-2001, photo. & roster, 805, 1111; 2001-2002, photo. & roster, 806
- ACRL, Board of Directors, "Highlights," (Jan. 294, 303), (July, 804-6)

- ACRL, Budget & Finance Comm. Chair, "Financial report" & port., 61–65, 1112–16
- ACRL, EBSS, Distinguished Education and Behavioral Sciences Librarian Award, 2002, 823
- ACRL, Exec. Director, "Letter" & port., 46–47, 1098
- ACRL, IS, Innovation in Instruction Award, 2001, 435; 2002, 823; Instruction Section Publication of the Year Award, 2002, 828; Miriam Dudley Instruction Librarian Award, 2001, 433; 2002, 822–23; "Objectives for information literacy instruction: a model statement for academic librarians," approved, 2001, 416–28; "The revision task force," 417
- ACRL, LPSS, Marta Lange/CQ Award, 2001, 433–34; 2002, 822
- ACRL, Midwinter Meeting, 2002, "ACRL Discussion Groups," 1079; "Learning Communities and ACRL," 1082; "Meet Cannon and Popko—the candidates for ACRL President," 1080; "Meetings in New Orleans: a tentative schedule," 1078–84
- ACRL, National Conference, 2001, "ACRL allocates \$60,000 for scholarships," 135–36; "ACRL cassette tape order form," 588–89; "ACRL offers free Placement Center in Denver," 135; "ACRL X Conference proceedings available" & photo., 384; "Crossing the divide: part 1" & photos., 488–93; "Crossing the divide: part 2" & photos., 585–94, 615; "Crossing the forks: Denver has restaurants for every taste" & photos., Fry, 172–78; Denver, Colo., 133 (photo., cover, no. 2); "Irish pubs in Denver and Boulder," 21; "Join the virtual discussions on digital reference and more!," 136; "Letting your hair down in Denver: what to do at the end of the conference day" & photos., 19–21, 77; "Miss a program?," 492; "Proceedings available," 594; "Register for ACRL Denver Conference," 7; "Taxi!," 20; "Tour the mile high city," 174–75; "Updating knowledge, networking and sharing ideas" photo., 583
- ACRL, National Conference, 2003, "Call for participation," insert (no. 10); "Charlotte, Queen City of the Southeast: a look at the site for ACRL's 2003 National Conference" & photos., 915–18, 921; Tierney, 915–18, 921; "Charlotte on the Web," 917; "Historical tidbits," 918; "Quick facts," 916
- ACRL, President, "Message" & port., 42–43, 1094–95
- ACRL, RBMS, Katharine Kyes Leab and Daniel J. Leab *American Book Prices Current* Exhibition Catalogue Awards, 2001, 435–36; 2002, 823; "2001 RBMS preconference, San Francisco," 137
- ACRL, Standards & Guidelines ("Development and revision of the guidelines," 921; "Faculty status and collective bargaining statements: final versions," 304–6; "Guideline on collective bargaining," 2001, approved, 305; "Guidelines for academic status of college and university libraries," Committee on the Status of Academic Librarians, 920–21; "Objectives for information literacy instruction: a model statement for academic librarians," ACRL, approved, 2001, 416–28; "Standards for faculty status for college and university librarians," 2001, approved, 304–6)
- ACRL, STS, Eunice Rockwell Oberly Award, 2001, 437
- ACRL, ULS, "News from the University Libraries Section," 798–99; "Standards and guidelines feedback needed!," 406
- ACRL, Vice-President, "Message" & port., 44–45, 1096
- ACRL, WSS, Martinus Nijhoff International West European Specialist Study Grant, 2001, 436–37; 2002, 823, postponed, 978
- ACRL, WSS, Career Achievement in Women's Studies Librarianship, 2001, 434–35; 2002, 823; Significant Achievement in Women's Studies Librarianship, 2001, 435; 2002, 823
- "ACRL: the learning community for excellence in academic libraries: the presidential theme for the coming year," Reichel, 818–21
- "ACRL 2002 awards program: recognizing outstanding achievements in academic librarianship," Sherrod, 822–23, 828
- "ACRL ads in *Chronicle of Higher Education*," 1061–62
- "ACRL allocates \$60,000 for scholarships," 135–36
- "ACRL at ALA National Library Legislative Day," Cary, 687
- "ACRL at the Midwinter meeting: actions of the ACRL Board of Directors," 294, 303
- "ACRL award winners," 2000, 50; 2001, 1101
- "ACRL candidates for 2001: be sure to vote," 32–36
- "ACRL cassette tape order form," 588–89
- "ACRL committee volunteer form," 930
- "The ACRL/Harvard Leadership Institute: highlights from the third annual institute," Golian, 1069–72
- "ACRL honors the 2001 award winners: recognizing professional achievement," Pares, 318–22
- "ACRL honors the 2001 award winners: the second installment of winners," 433–37
- "ACRL in San Francisco: ACRL's programs at the ALA Annual Conference" & photos., 793–802, correction, 1026
- "ACRL journals," 59, 1108
- "ACRL leadership opportunities: get involved," 927–31
- "ACRL legislative agenda 2001–2002," 790–91
- "ACRL National Conference Chair W. Lee Hisle congratulates winners" photos., 486
- "ACRL national invitational conference on Information Literacy Best Practices," 790–91
- "ACRL offers free Placement Center in Denver," 135
- "ACRL offers library-faculty collaboration workshop in SF," 485
- "ACRL offers licensing workshop in San Francisco," ALA, Annual Conference, 2001, 272
- "ACRL President's Program poster proposals," 1062
- "ACRL programs and meetings," AC—1—AC—16 (no. 5)
- "ACRL releases *Student's guide to evaluating libraries*," 6–7
- "ACRL selects 23 libraries for info literacy assessment project," 582
- "ACRL statistics — quick, easy, convenient!" & photo., 486
- "ACRL to introduce E-books," 5
- "ACRL to offer collaboration workshop," 789
- "ACRL to offer two Immersion programs in 2002," 788
- "ACRL Webcasts offer convenient learning," 788
- "ACRL X Conference proceedings available" & photo., ACRL, National Conference, 2001, 384
- "ACRL's characteristics of best practices in information literacy available," 583
- "ACRL's mission," 41, 1093
- ACRL's New Member Mentoring Program, "May 11 deadline for mentor program," 431; "Strengthening the profession, assuring our future: ACRL's New Member Mentoring Program pairs library leaders with new professionals," 430–32
- ARL, "Third national conference on diversity in academic libraries," 1061
- "ARL 1999–2000 statistics now available," 980–81
- "ASE RL launches Kudzu," 381
- "Astronomy resources on the Web: sites for the amateur and professional astronomer" & logos, Duffy, 1074–77
- Atkins, Priscilla, "Information literacy and the arts: be there ... or miss it!," 1086–88, 1092
- Atkinson (Hugh C.) Memorial Award, 2001, 318, 321; 2002, 822
- Audubon, John Jay, "Louisiana Tanager and Scarlet Tanager" plate, 683 (photo., cover, no. 7)
- Austin Com. Coll., "Chronicle ad salutes libraries," 271; "Excellence in Academic Libraries winners," 320
- Awards, 50, 271, 318–22 (G), 433–37 (9), 822–23, 828 (15), 978, 1101
- Awkard, Julita C., retired, 228

B

- Baker & Taylor, Academic or Research Librarian of the Year Award, 2001, 319; 2002, 822
- Balash, Agnes, photo., 587
- Barnes, Joseph, deceased, 946
- Barton, Hope, "Getting a handle on library publications: balancing creativity and consistency — the University of Iowa Libraries' publication guidelines," 982–85
- Bartosz, Kimberly, rev. ("estronaut" & logo), 215–16
- Baruch Coll., "A multilingual virtual tour for international students: the Web-based library at Baruch College opens doors" & photos., 500–502

- Bauer, Ferdinand, "Illustration by Ferdinand Bauer from *Flora Graeca*, a ten volume work by John Sibthorp, published in London, 1804-1840," 1059 (photo, cover, no. 11)
- Bauer, Kathleen, "Resources for library assessment: tools for a new era" & logos, 12-14, 28
- Baughman, Elizabeth (Betty), deceased, 849
- Beasley, Sarah, "Opportunities for collaborative excellence: what learning communities offer," 1008-11
- Beaubien, Anne, photo, 592
- Bell & Howell's offers new business database, 138
- Bengston, Betty, news note, 846
- Bennett, Fleming, deceased, 748
- Bentley, Stella, news note & photo, 846
- Berger, Kay, retired, 551
- Bemingshausen, David Knipe, deceased, 849
- "Bibliographic instruction: a corporate trainer's take," Fink, 526-27, 535
- "Big 12 Plus Libraries Consortium adopts new name," 791
- Birdsall, Douglas, deceased & port, 336
- Bivens-Tatum, R. W. (Wayne), "Expert services on the Web: the commercial competition for libraries," 714-16; "Print book bibliographies on the Web: implications for academic libraries," 308-9, correction, 535
- Blackwell Pub., "Harvard and key publishers join forces for electronic journal archive," 685
- Blackwell's Book Services, Excellence in Academic Libraries Award, 2001, 271, 320; 2002, 822; "netLibrary e-books offered through Blackwell's and EBSCO," 486
- Block, Jane, news note, 550
- Bloomsburg U., "Training library student assistants: Bloomsburg University's interactive instructional program" & photo, 537-38
- Bonnici, Laurie, "Receives doctoral dissertation fellowship" & port, 321
- Borden, Lisa, news note, 1024
- Bordonaro, Karen, "Wireless library instruction," 688
- Bostian, Rebecca, appt, 943-44
- Bothell Com. Coll., "Only connect: the collocation of the University of Washington, Bothell and Cascadia Community College" & photo, 9-10
- Bowker, "Reed Elsevier sells Bowker to Cambridge Scientific Abstracts," 897
- Bowman, Ben C., deceased, 649
- Boyer, Janice, appt., 745-46
- Boylston, Susanna D., "Strengthening the profession, assuring our future: ACRL's New Member Mentoring Program pairs library leaders with new professionals," 430-32
- Bradley, Lynne E., "Washington hotline," 71, 211, 324, 540, 635, 833, 1012, 1123
- Brazer, Susan, "Display cases for academic libraries: ten tips for display case persons" & photos, 904-8
- Brekhus, Rachel, photo, 686
- Bring the ACRL Information Literacy Immersion program to your campus, 270, 272
- Broward Co. Lib., "Nova-Broward County open joint-use facility," 1062-63
- Brown, Dons, "Transforming library services to support distance learning: strategies used by the DePaul University libraries," 147-49
- Brown, Stephanie Willen, "An innovative first-year instruction program at Hampshire College: bringing students and librarians together," 717-19, 727
- Brown, William E., photos, 60, 805, 1111
- Bruce, Bob (Robert K.), retired, 849
- Bryant, Bonita, retired, 335-36
- Buckholdt, David, photo, 979
- "Building communities @ your library: these libraries have many community programs," McKinstry, 165-67, 186
- Bullington, Jeffrey S., "From crisis to reform: University of Kansas libraries sponsor campus dialogue," 24-28; "Strengthening the profession, assuring our future: ACRL's New Member Mentoring Program pairs library leaders with new professionals," 430-32
- Bunting, Alison, news note, 943
- Burckel, Nicholas, photo, 979
- Butler, Meredith, news note & port, 450
- Butter, Karen A., appt. & port, 550
- Byrd, Theresa S., photos, 60, 805-6, 1111
- C**
- Caballero, Cesar, news note, 846
- CSU, Fresno, photo, 617; "New CSU information competence Web site," 1061
- "Call for covers," *C&RL news*, 712
- "Call for participation," ACRL National Conference, 2003, insert (no. 10)
- "Call for popular culture papers," Popular Culture Association, 583
- "Call for reviewers," Internet reviews, 937
- Cambridge Scientific Abstracts, "Reed Elsevier sells Bowker to Cambridge Scientific Abstracts," 897
- Campbell, Nicole, rev. ("Anthology of Middle English Literature (1350-1485)"), 74-75
- Canisius Coll., "Wireless library instruction," 688
- Cardwell, Jennifer, rev. ("ACENet @ American Council on Education"), 74
- Career Achievement in Women's Studies Librarianship, 2001, 434-35, 2002, 823
- Cargill, Jennifer, news note & photo, 846
- Carl, Cherie, news note, 846
- Carr, David W., news note, 943
- Carthage Coll., "Creating technology-literate teachers for the 21st century: collaborative partnering among funding sources, local schools, and Carthage College" & photos, 522-25
- Cartoons, 5, 136, 272, 486, 582, 687, 898, 981, 1061
- Cary, Shannon, "ACRL at ALA National Library Legislative Day," 687; "Faculty rank, status, and tenure for librarians: current trends," 510-11, 520; "Members assess ACRL results of the 2000 membership survey," 623-28; ports, 66, 1118
- Cascadia Com. Coll., "Only connect: the collocation of the University of Washington, Bothell and Cascadia Community College" & photo, 9-10
- Case, Mary M., "Public access to scientific information: are 22,700 scientists wrong?," 706-9, 716
- Cassner, Mary, "Gerontology and the aging population: online information for professionals and the public" & logos, 299-308
- Cast, Melissa, "Members assess ACRL results of the 2000 membership survey," 623-28; port, 66
- "Celebrating our success, confronting our challenges: ACRL enters the 21st century," ACRL Annual report, 1999-2000, 41-69
- Cervone, Frank, "Transforming library services to support distance learning: strategies used by the DePaul University libraries," 147-49
- Chandler, Adam, "Receives Lazerow Fellowship" & port, 321-22
- "Changing universities: the role of technology" & photo, Rader, 534-5
- Chapman, Beth, rev. ("ElderCare Online" & logo), 442
- "Charlotte, Queen City of the Southeast: a look at the site for ACRL's 2003 National Conference" & photos, Tierney, 915-18, 921
- "Charlotte on the Web," ACRL National Conference, 2003, 917
- Chen, Su, photo, 270
- Chepesiuk, Ron, "Libraries in the cyberage: a report from the symposium at Winthrop U.," 38-39
- Cherepon, Lois, photo, 60
- CIPA, "ALA votes to challenge Children's Internet Protection Act," 135
- Choldin, Marianna Tax, news note, 334
- Christianson, Marilyn, "The irate patron is right: try putting your-

- self in a student's shoes," 189-91; "Keep those vague phrases coming! a response to Scott DiMarco," 400-403, response, 402
- Christopher, Janice K., "Personnel officer to Robin the Boy Wonder: 'Do you have any references besides Batman?': the final (but still important) job application piece," 728-29, 732, comment, 806
- "*Chronicle* ad salutes libraries," 271
- Chronicle of Higher Education*, "ACRLads in *Chronicle of Higher Education*," 1061-62
- Ciliberti, Anne, appt., 1024
- Clark, Susan E., rev. (<The National Park Service & logo), 638
- Clendenning, Lynda Fuller, "Purchase express for any user request: the University of Virginia library offers delivery in seven days," 16-17
- "The Coalition for Networked Information (CNI): reports from the meeting held in San Antonio," Wilson, 181-86
- Cobá, Mexico, "Manual de la operación de la Biblioteca Pública de Cobá," 698; "A multicultural experience: community college students create a library in a Mexican village" & photos, 696-700
- Cogan, Sarah, rev. ("opensecrets.org" & logo), 545
- Cogswell, Jim, photo., 270
- Cohen, Joel, "Wireless library instruction," 688
- Cohn, Scott, "More than cut and paste," letter to the ed., 437
- CDRS, "LC and OCLC collaborate on digital reference," 381
- C&RL news*, "Call for covers," 712; "Call for reviewers," 957; "Staff and current and past members of the editorial board of *C&RL news* celebrate the 35th anniversary of *C&RL news*" & photo., 485; "Statement of ownership and management," 989
- "*C&RL news* submission guidelines," 30
- "Committee volunteer form," ACRL, 930
- "Communication sciences and disorders: a list of resources" & logos, González, 158-62, 186
- Community & collaboration ("Building communities @ your library," McKinstry, 165-67, 186; "Creating technology-literate teachers for the 21st century" & photos, Moore, 522-25; "More examples of partnering," 618; "A new academic library model" & photos, Rader, 393-96; "Only connect" & photo., Fugate, 9-10; "Sharing a vision" & photo., Nichols, 275-77, 285; "Strategic alliances" & photo., Rockman, 616-18, 621; "Under construction" & photo., Yesson, 296-297, 306)
- "Community & collaboration @ your library," ACRL, Annual report, 2000-2001, 1093-1121
- Community College Learning Resources/Library Achievement Awards, 2001, 434; 2002, 823
- "Computer science: a guide to selected resources on the Internet" & logos, Knepe, 609-15
- Conference circuit ("The Associated Colleges of the Midwest Conference" & photo., Hutchins, 506-8; "ACRL at the Midwinter meeting," 294, 303; "ACRL Discussion Groups," 1079; "The ACRL Harvard Leadership Institute," Golan, 1069-72; "ACRL in San Francisco: ACRL's programs at the ALA Annual Conference" & photos, 793-802; "ACRL in San Francisco" & photos, 793-802, correction, 1026; "ACRL Midwinter meetings in New Orleans," 1078-84; "Changing universities" & photo., Rader, 534-5; "The Coalition for Networked Information (CNI)," Wilson, 181-86; "Do ETDs deter publishers?," McMillan, 620-21; "ETDs not a deterrent to publication," 621; "From expectations to results: AAHE's 15th Assessment Forum," Lakos, 830-32; "Learning Communities and ACRL," 1082; "Libraries and librarians," Rader, 1002-3; "Libraries in the cyberspace," Chepesiuk, 38-39; "University Libraries Section at Midwinter," Evans, 405-8; "University Libraries Section in San Francisco," Laskowski, 914, 939)
- CQ, Marta Lange/CQ Award, 2001, 433-34; 2002, 822
- Conn. Coll., "What happened to the Library? When the library and the computer center merge," 987-89
- Cook, Colleen, news note, 81
- "CLIC selects Innovative interfaces," 384
- Cornell U., "URLs have short shelf life," 136-37
- Corrections, 525, 535, 1026
- Costabile, Mary, "Washington hotline," 934
- Cottam, Keith C., appt., 335, 646
- Cottrell, Janet R., "Teaching students to evaluate Web sources more critically: implications from a faculty workshop," 141-43, 186
- Cravey, Pamela J., retired, 336
- "Creating technology-literate teachers for the 21st century: collaborative partnering among funding sources, local schools, and Carthage College" & photos., Moore, 522-25
- Creech, John, rev. ("Image the Universal" & logo), 328
- "Crossing the divide: coverage from ACRL's 10th National Conference: part 1" & photos., 488-93
- "Crossing the divide: coverage from ACRL's 10th National Conference: part 2" & photos., 585-94, 615
- "Crossing the forks: Denver has restaurants for every taste" & photos., Fry, 172-78
- "CrossRef: the missing link" & photos., Pentz, 206-9, 228
- Crowther, Kamen N T., "Delivering video-streamed library orientation on the Web: technology for the educational setting," 280-85; "More applications to enhance your videos," 284; "A selection of helpful URLs for video streaming," 282
- Cubit, Jim, photo., 507
- Culshaw, John, photo., 585
- "CyberAtlas," rev. of, 544
- D**
- d'Almeida, Diane, "Reaching out to students: planning a library fair," 504-5
- Dancik, Deborah, photos., 805-6, 1111
- Daso, Judy, retired, 1136
- Davidson, Howard, photo., 1022
- Davis, Mary Ellen K., "In the *News*," 4, 134, 268, 380, comment, 437, 484, 580, 684; "Letter from the executive director" & port., 1098; "Named ACRL executive director" & port., 787-88; "News from the field," 5-7, 135-38, 269-72, 381-84, 485-87, 581-83, 685-88; photos., 485, 806; ports., 66, 1118
- Dean, Mallette, "San Francisco Ferry Building" reproduced as a woodcut, 483 (photo., cover, no. 5)
- Deaths, 85, 228, 336, 452, 552, 649, 748, 849, 946
- "Delaware Valley celebrates 50 years," 303
- "Delivering video-streamed library orientation on the Web: technology for the educational setting," Crowther, 280-85
- Denver, Colo., ACRL, National Conference, 2001, 133 (photo., cover, no. 2)
- DePaul U., "Transforming library services to support distance learning: strategies used by the DePaul University libraries," 147-49
- "Development and revision of the guidelines," ACRL standards & guidelines, 921
- "Development and revision of the standards and guideline," Thornton, 305
- Dewey, Barbara L., appt. & port., 82; news note, 846
- Didier, Elaine K., "ACRL candidates for 2001: be sure to vote" & port., 32; "Didier and Spalding share plans for ACRL: vote in the election this spring" & port., 199-201
- "Didier and Spalding share plans for ACRL: vote in the election this spring," 199-204
- "Digital distance education workshop," ALA, 977
- "Digitized Texas constitutions available from UTA," U. of Tex., Austin, 138
- DiMarco, Scott R., "I know that's not what it said, but it's not what we want: the difficulty of really describing a job," 615-03-5, 400-403, 610; responses, comment; "Responds," 402
- "The disappearing reference desk: finding new ways to support the curriculum of a small liberal arts college" & photo., Giordano, 692-94, 700
- "Display cases for academic libraries: ten tips for display case persons" & photos., Brazer, 904-8
- "DLS celebrates 10 years," ACRL, 294

Distinguished Education and Behavioral Sciences Librarian Award, 2002 823

Dittmore, Margaret R., "Sharing the wealth: issues of public education and outreach in museum research libraries" & photos., 387-90

"Do ETDs deter publishers? Coverage from the 4th international symposium on ETDs," *McMillan*, 620-21

Doctoral Dissertation Fellowship, 2001, 321; 2002, 823

Dodd, Beth J., news note, 646

Dominican U., "Part-time library school faculty, full-time librarians: an opportunity for continuing education," 154-56, 197

Donlan, Rebecca, "The ACRL/Harvard Leadership Institute: highlights from the third annual institute," 1069-72

Downing, Arthur, "A multilingual virtual tour for international students: the Web-based library at Baruch College opens doors" & photos., 500-502

Doyle, Mary, appt., 82

Doyle-Wilch, Barbara, appt., 83

Drost, Carol, "Internet reviews," 74-75, 215-16, 328-29, 442-43, 446, 544-45, 638-39, 738-39, 839-40, 936-37, 1016-17, 1126-27, 1136

"Drug information: where to look for drug information on the Internet" & logos, Adams, 701-4

Dudley (Miriam) Instruction Librarian Award, 2001, 433; 2002, 822-23

Duffy, Jane, "Astronomy resources on the Web: sites for the amateur and professional astronomer" & logos, 1074-77

Duffy, Mary, news note, 1024

Dumont, Paul E., photos., 60, 805-6, 1111

Dunn, Marilyn, "Wins WWS Significant Achievement Award" & port., 435

Dyal, Donald, appt., 1134

E

Earlham Coll., "*Chronicle* ad salutes libraries," 271; "Excellence in Academic Libraries winners," 320

"Earthquake rocks Pacific Northwest libraries" & photo., Rasmus, 382

Eaton, Nancy L., news note, 846

Eberhart, George M., "New publications," 76-77 (& photos.), 218-19 (& photo.), 330-31 (& photos.), 444-46 (& photo.), 546-47 (& photo.), 640-42 (& photos.), 740-42 (& photo.), 842-43 (& photos.), 938-39 (photos.), 1018-20 (& photo.), 1129-30 (& photos.)

EBSCO Community College Learning Resources/Library Achievement Awards, 2001, 434; 2002, 823; "notLibrary e-books offered through Blackwell's and EBSCO," 486; "Pearson higher education partners with EBSCO," 7

"Editors' introduction," Anderson, 25, 207

"Editor's note," Anderson, 707; Schaffner, 809

Edwards, Doralyn H., rev. ("CyberAtlas"), 544

"ElderCare Online" & logo, rev. of, 442

"ETDs not a deterrent to publication," 621

Elfenbein, Julien Sherley, "The image of a reader engrossed in a book" bookplate, 785 (photo., cover, no. 8)

Elsevier Science, Miriam Dudley Instruction Librarian Award, 2001, 433; 2002, 822-23

Emory U., Leah Award, 435-36

Engelinger, Eugene A., "Creating technology-literate teachers for the 21st century: collaborative partnering among funding sources, local schools, and Cathage College" & photos., 522-25

"EPA Office of Water" & logo, rev. of, 1016

Erickson, Harold H. J., deceased & port., 552

Ericson, Timothy L., news note, 225

Errata, 525, 535, 1026

"Estronaut: a forum for women's health" & logo, rev. of, 215-16

Eunice Rockwell Oberly Award, 2001, 437

"Europa: the European Union On-Line," rev. of, 1016-17

Evans, Jennifer, "University Libraries Section at Midwinter: a wrap-up of activities," 405-8

Evans, Karen, revs. ("Museum of Tolerance Online Multimedia Learning Center" & logo, 1126-27; "Yad Vashem" & logo, 739)

Evergreen State Coll., "Earthquake rocks Pacific Northwest libraries" & photo., 382

Excellence in Academic Libraries Award, 2001, 271, 320; 2002, 822

"Expanded version online," Spiegel, 517

"Expert services on the Web: the commercial competition for libraries," Bivens-Tatum, 714-16

F

"Faculty rank, status, and tenure for librarians: current trends," Cary, 510-11, 520

Fan, Kuang-yao, deceased & port., 85

Farmer, David, news note, 745

Farmer, Donald W., deceased, 452

"Fast facts," Viles, 124, 264, 376, 480, 576, 680, 780, 892, 972, 1056, 1160

Fatzer, Jill B., news note & port., 745

Filstrup, Chris, appt. & port., 550

Finchum, Tanya, news note, 846

Fink, Kenneth D., "Bibliographic instruction: a corporate trainer's take," 526-27, 535

"FirstGov.gov" & logo, rev. of, 75

Focus on libraries ("Sharing the wealth" & photos., Dittmore, 387-90)

Foster, Connie, news note, 846

Foudy, Gerakline, rev. ("United Nations Population Fund"), 443, 446

Frank, Donald G., "Opportunities for collaborative excellence: what learning communities offer," 1008-11

Frederiksen, Linda, rev. ("Making of America" & logo), 328-39

"free! The Freedom Forum Online" & logo, rev. of, 216

Freedman, Maurice J., "Meet the candidates for ALA president: vote in the election this spring" & port., 310-16

Freedman, Temi, photo., 486

Frisch, Paul A., "U.S. history: primary and secondary sources" & logos, 991-94

"From crisis to reform: University of Kansas libraries sponsor campus dialogue," Bullington, 24-28

"From expectations to results: AAHE's 15th Assessment Forum," Lakos, 830-32

"From the ground up: lessons learned from a librarians' experience with digitizing special collections" & photos., Russell, 603-6

"Frontispiece depicting an island from ... *The Aran Islands*", Sygne, 975 (photo., cover, no. 10)

Fry, Thomas K., "Crossing the forks: Denver has restaurants for every taste" & photos., 172-78

Frye, Lary, "Named winner of Atkinson Award" & port., 318, 321

Fugate, Cynthia, "Only connect": the collocation of the University of Washington, Bothell and Cascadia Community College" & photo., 9-10

Funkhouser, Richard L., retired, 1136

Furlong, Katherine, "Photomicrographs, the NPR 100, and student teaching: library liaison ideas that really work," 1004-6, 1020

"Funman University adopts elementary school," 135

"The future of information literacy: transforming the world," Ward, 922-25

Fyffe, Richard, "From crisis to reform: University of Kansas libraries sponsor campus dialogue," 24-28

G

Gage, Megan, port., 1118

Gallagher, Connell B., news note, 334

Gansz, David, appt., 646

Garrison, Anne, "Building communities @ your library: these libraries have many community programs," 165-67, 186

Garrison, Judy, "Meeting the copyright challenge: things you can do to protect your institution," 724-27

- Gaudiani, Claire, photo., 493
 Gaykian, Harry, photo., 617
 Geil, Wilma, retired, 648
 "General Accounting Office" & logo, rev. of, 936-37
 Germain, Carol Anne, "Are we overlooking our most vital resource?—building librarian/student partnerships," 720-22; "Student feedback," 722; "What a student partner can do," 721
 German, Lisa, "Honoring faculty: book plates to celebrate faculty achievements," 1066-67, 1130
 Germino, Christine Blucher, deceased, 649
 Gerontology and the aging population: online information for professionals and the public" & logos, Cassner, 299-303
 "Getting a handle on library publications: balancing creativity and consistency — the University of Iowa Libraries' publication guidelines," Barton, 982-85
 Gettysburg Coll., "Photomicrographs, the NPR 100, and student teaching: library liaison ideas that really work," 1004-6, 1020
 Gherman, Paul, news note & photo., 846
 Gibson, Rita, news note, 646
 Giles, Fleetwood, retired, 452
 Gilson, Caroline L., rev. ("FirstGov gov" & logo), 75
 Giordano, Peter, "The disappearing reference desk: finding new ways to support the curriculum of a small liberal arts college" & photo., 692-94, 700
 Gleason, Maureen, "In the *News*," 786, 896, 976, 1060; "News from the field," 787-91, 897-99, 977-81, 1061-64
 Glickman, Susan, letter to the ed., 806
 "Glossary of terms," 984
 Goetsch, Lori, "Standards and guidelines feedback needed!," 406
 Golderman, Gail, rev. ("free! The Freedom Forum Online" & logo), 216
 Golan, Linda Marie, "The ACRL/Harvard Leadership Institute: highlights from the third annual institute," 1069-72
 González, Edward L. F., "Communication sciences and disorders: a list of resources" & logos, 158-62, 186
 Goss, Anne, retired, 1136
 Graf, Francine, port., 67, 1119
 Grants and acquisitions, Young, 78, 221-22, 332-33, 448-49, 548-49, 643-644, 743-44, 844-45, 940-41, 1022, 1133
 Grants (by grantee), Amigos Lib. Services, 643; Boston Coll., 940; Cornell U., 332, 743; Danville Area Community Coll., 548; E. Carolina U., 940; Elmhurst Coll., 548; Emory U., 940; GALILEO Digital Library of Ga., 449; Harvard U., 448, 685; Historical Soc. of Pa., 845; Ind. U., 78 (Bloomington), 643; Indianapolis, 844; Johns Hopkins U., 643; Loyola U., New Orleans, 448; Mansfield U. of Pa., 844; Marquette U., 448; Marshall U., 1022; MIT, 448, 743; Mich. State U., 1022; Montgomery Coll., 844; Moravian Coll., 448; N.M. State U., 743; NYU, 221, 940; N. Harris Montgomery Com. Coll. District, 844; Or. State U., 448; Pa. State U., 548; Rochester Institute of Technology, 743; Rowan U., 332; Rutgers U., 1133; Santa Clara U., 844; Tex. Woman's U., 844; U. of Ariz., 844; UC (San Francisco), 332; Santa Barbara, 78; U. of Denver, 844; U. of Ken., 643; U. of Ky., 844; U. of Louisville, 1022; U. of Mich., 78; U. of Minn., 844; U. of Mo., 686; U. of Neb., 1133; U. of Neb. Medical Center, 940; U. of Nev., Reno, 1133; U. of N. Fla., 844; U. of S.C., 844; U. of Tex., Arlington, 1133; U. of Va., 940; U. of Wis., Milwaukee, 332; W. Va. U., 548
 Grants (by grantor), American Legacy F., 332; Barra F., 333; Campbell (Keith & Shirley) family, 332; Davis (Arthur Vining) F., 643; Delmas (Gladys Kriebler) F., 221; Ellis (Elmer and Ruth C.) Fund, 686; Ellis (Ruth C.) Mem. Fund, 686; Grollman (Theodore & Anna) Fund, 332; Hall (J. P.) family, 844; IMLS, 449, 844 (84); Langford (Verona Joyner) endowment, 940; Lerner (Harry & Sandy) gift, 844; ISTA, 78; Lokey (Lary) gift, 844; Mellon (Andrew W.) F., 448 (2), 548, 643 (2), 685, 743; Milano (Jim & Ann) gift, 548; Moran Family Trust Fund, 1133; Nat. Leadership Grant, 78; NEH, 333, 448, 743 (2), 940, 1022; NFI/PRC, 845, 940; NSF, 332; O'Neal (Mary B.) bequest, 548; Or. Community F., 448; Pa. Historical & Mus. Commission, 845; Peterson, (Mildred Othmer) gift, 1133; Reeves F., 448; Robinson (Gladys & Ray) bequest, 548; Speedway and The Ashland Inc. F., 1022; Staley (Allen) gift, 333; Tex. State Lib. & Archives/Treasures, 1133; US Dept. of the Interior, 1133; U. of Neb. Medical Center Computing Services, 940; Walker (Matthew & Nancy) gift, 940
 Greater Western Library Alliance, "Big 12 Plus Libraries Consortium adopts new name," 791
 "Greening" our college libraries: complete the cycle of the three Rs," Rickert, 825-28
 Greenwood Publishing, Career Achievement in Women's Studies Librarianship, 2007, 434-35, 2002, 823
 Griffiths, Jose-Marie, appt., 1024
 Grolier Club, Leab Award honorable mention, 435-36
 "Groundbreaking ceremonies were held on Oct. 1 for Marquette University's new ... Library" photo., 979
 Groves, Sara, "Join the campaign for America's Libraries: celebrate National Library Week @ your library" & bookmarks, 290-92
 "Guideline on collective bargaining," ACRL, 2007, approved, 305
 "Guidelines for academic status of college and university libraries: a draft," Committee on the Status of Academic Librarians, 920-21
 Gundesheimer, Werner, retired, 748
 Gunselman, Cheryl, rev. ("The Urban Institute" & logo), 638-39
 Gutierrez, Margo, news note, 646
- H**
 Haannan, Susan, photo., 979
 Hammond, Beth, appt. & port., 847
 Hampshire Coll., "An innovative first-year instruction program at Hampshire College: bringing students and librarians together," 717-19, 727
 Harcourt General, "Reed Elsevier successfully completes Harcourt tender offer," 789-90
 Hardesty, Carol, photo., 800
 Hardesty, Larry, "Message from the president" & port., 42-43; "Named Academic/Research Librarian of the year" & port., 267, 319 (port., cover, no. 3); photos., 60, 800, 805, 1111
 "Hardwiring serendip: give chance its due" & illus., Koch, 731-32
 Harcombe, Lorraine J., appt., 646
 Harvard and key publishers join forces for electronic journal archive., 685
 "Harvard library theft," 581-82
 Hathaway, Heather, photo., 979
 Hawley, Michael, photo., 489
 Haycock, Ken, "Meet the candidates for ALA president: vote in the election this spring" & port., 310-16
 Hedberg, Jane, "Preservation news," 72, 213, 326, 441, 446, 542, 657, 644, 737, 835, 935, 1014, 1020, 1124
 "Heritage Health Index launched," Heritage Preservation, 899
 Heritage Preservation, "Heritage Health Index launched," 899
 Hernandez, Julie, photo., 617
 Herring, Mark Y., "Libraries in the cyberage: a report from the symposium at Winthrop U.," 38-39
 Heyman, Berna, news note, 81
 Hibay, Denise, news note, 450
 Hiller, Steve, "Quake damages stacks at University of Washington" & photo., 383
 Hillson, Barbara, rev. ("International Information Programs" & logo), 839
 Hinchliffe, Lisa, photo., 794
 Hisle, W. Lee, photos., 486, 488, 586
 "Historical tidbits," ACRL, National Conference, 2003, 918
 Holcome, Suzanne, news note, 846
 "Honoring faculty: book plates to celebrate faculty achievements," German, 1066-67, 1130
 Hope Coll., "Information literacy and the arts: be there ... or miss it!," 1086-88, 1092
 Horny, Karen L., "Partnering with the post office: Southwest Missouri State University Libraries' advantageous relationship" & photos., 287-89; photo., 288

Howze, Philip C., "New librarians and job hunting: patience is a virtue" & illus., 596-600, 634, comments, 1001
Huge, Sharon, appt., 1134
Hugh C. Atkinson Memorial Award, 2001, 318, 321; 2002, 822
Hunter, Cecilia Aros, news note, 846
Hutchins, Elizabeth O., "The Associated Colleges of the Midwest Conference: information literacy and liberal education" & photo., 506-8

I

"I know that's not what it said, but it's not what we want: the difficulty of really describing a job," DiMarco, 61:503-5, 400-403, 610; responses, comment
Iannuzzi, Patricia, photo., 794; "Receives IS Miriam Dudley Instruction Librarian Award" & port., 433
"IFIC: International Food Information Council Foundation" & logo, rev. of, 544-45
Ill. State U., "Support for @ your library campaign," 981
"Illustration by Ferdinand Bauer from *Flora Graeca*, a ten volume work by John Sibthorp, published in London, 1804-1840," Bauer, 1059 (photo., cover, no. 11)
"Image the Universe" & logo, rev. of, 328
"The impact of electronic reserves on reference services," Lanning, 980
"In *Print* outlines publishing opportunities" & photo., 384
"In the *Nets*," Davis, 4, 134, 268, 380, comment, 437, 484, 580, 684; Gleason, 786, 896, 976, 1060
Ind. U., Bloomington, "IU Libraries install box-making machine," 1033
IUPUI, "Taking time for the organization: how IUPUI University library is building teams," 900-2, 908
"Information literacy and the arts: be there ... or miss it!," Atkins, 1086-88, 1092
"Information Literacy Immersion Program seeks applicants," ACRL, 898
"Information literacy in the Information Age: what I learned on sabbatical," Smalley, 689-90, 704
"ingenta offers CrossRef linking," 137-38
Innovation in Instruction Award, 2001, 435; 2002, 823
"Innovation in international library programs: the Slovenian Music Collection at the University of Wisconsin, Milwaukee" & photos., Watson-Boone, 1090-92
"An innovative first-year instruction program at Hampshire College: bringing students and librarians together," Brown, 717-19, 727
ISI, Doctoral Dissertation Fellowship, 2001, 321; 2002, 823; Samuel Lazerow Fellowship, 2001, 321-22, 2002, 823
IMLS, "April 1 deadline for museum-library grant," 332; "Heritage Health Index launched," 899; "Robert Martin confirmed as IMLS director," 789
"IMLS grant deadlines," 744
"IMLS grant deadline's near," 78
"Institute of Physics Publishing launches IoP Select," 979-80
"Institutions offering library portals," Zemon, 711
"IS assessment preconference—June 2001," 7
Instruction Section Publication of the Year Award, 2002, 828
"InterAction: American Council for Voluntary International Action" & logo, rev. of, 1126
"International Information Programs" & logo, rev. of, 839
Internet resources ("Astronomy resources on the Web" & logos, Duffy, 1074-77; "Communication sciences and disorders" & logos, González, 158-62, 186; "Computer science" & logos, Knee, 609-15; "Drug information" & logos, Adams, 701-4; "Expanded version online," Spiegel, 517; "Gerontology and the aging population" & logos, Cassner, 299-303; "Maps and mapping resources" & logos, Mathenia, 910-12, 925; "Outdoor recreation" & logos, Spiegel, 516-20; "Resources for library assessment: tools for a new era" & logos, Bauer, 12-14, 28; "Resources for news and research on the publishing/information industry: sites to keep you informed" & logos,

O'Connell, 813-16, 821; "U.S. history" & logos, Frisch, 991-94; "Western European literatures" & logos, Waterman, 411-14, 439)

Internet reviews, "Call for reviewers," 937
"Internet reviews," Roberts, 74-75, 215-16, 328-29, 442-43, 446, 544-45, 638-39, 738-39, 889-90, 936-37, 1016-17, 1126-27, 1136
"Internet start-up Quesita to launch this month," 5-6
"InvisibleWeb.com" & logo, rev. of, 442-43
"The irate patron is right: try putting yourself in a student's shoes," Christianson, 189-91
"Irish pubs in Denver and Boulder," 21
Isaacson, David, "Librarians who lunch: liaisons with new faculty" & illus., 532-33
"Ithaca College selects Endeavor's Voyager," 485
"It's not just for term papers: solving real-life problems in an information literacy course," Kaip, 496-98

J

Jacobson, Trudi E., "Part-time library school faculty, full-time librarians: an opportunity for continuing education," 154-56, 197
James, Robert, appt., 82
"The Jazz Age in Paris" & photo., 269-70
Jeney, Judith E., photo., 486
Jenkins, Althea H., "Letter from the executive director" & port., 46-47; photos, 488, 587, 796, 805, 1111; port., 67; "To step down from ACRL" & port., 581
Jenkins, Barbara Baxter, photo., 60, 1111; photos, 805-6
"Jenkins to step down from ACRL" & port., 581
Jessup, Louise, port., 67, 1119
John Wiley & Sons, "Harvard and key publishers join forces for electronic journal archive," 685
Johnson, Coburn (Coby) R., news note, 943
Johnson, Peggy, photo., 270
"Join the campaign for America's Libraries: celebrate National Library Week @ your library" & bookmarks, Groves, 290-92
"Join the virtual discussions on digital reference and more!," ACRL, National Conference, 2001, 136
"Joint Conference on Digital Libraries calls for papers," 897
Jones, Lynn, "Under construction: the California Heritage Project's K-12 outreach experience at the University of California, Berkeley" & photo., 296-297, 306
Jordan, Janis, photo., 485
Joyce, Donald F., deceased, 552

K

K. G. Saur Award for Best *C&RL* Article, 2001, 322; 2002, 828
Kagan, Alfred, news note, 334
Kaip, Sarah, "It's not just for term papers: solving real-life problems in an information literacy course," 496-98
Kane, Larry, photo., 977
Katharine Kyes Leab and Daniel J. Leab *American Book Prices Current* Exhibition Catalogue Awards, 2001, 435-36; 2002, 823
"Keep those vague phrases coming! a response to Scott DiMarco," Christianson, 400-403, response, 402
Keith, Ellen A., "Part-time library school faculty, full-time librarians: an opportunity for continuing education," 154-56, 197
Kemp, Barbara E., "Tropical storm Allison" & photo., 899
Kennamer, Regina, "Resources for news and research on the publishing/information industry: sites to keep you informed" & logos, 813-16, 821
Keogh, Trish, "Meeting the copyright challenge: things you can do to protect your institution," 724-27
Kimmel, Margaret Mary, news note, 943
King, Thomas Bird, "Rant Che Wai Me—Female Flying Pigeon" portrait, 379 (photo., cover, no. 4)
Kinikin, JaNaë, news note, 846
Kirk, Artemis G., appt. & port., 944
Klein, Leo Robert, "A multilingual virtual tour for international students: the Web-based library at Baruch College opens doors" & photos., 500-502

- Knee, Michael, "Computer science: a guide to selected resources on the Internet" & logos, 609-15
- Koch, John, "Hardwiring serendip: give chance its due" & illus., 731-32
- Kramer-Baker, Roberta, retired, 1136
- Kroll, Susan, "Opportunities for collaborative excellence: what learning communities offer," 1008-11
- Kum, Ilham, deceased, 649
- Kuster, Judith M., "Communication sciences and disorders: a list of resources" & logos, 158-62, 186
- Kutzik, Jennifer, photo., 585
- L**
- Lakos, Amos, "From expectations to results: AAHE's 15th Assessment Forum," 830-32
- Lange (Marta)/CQ Award, 2001, 433-34; 2002, 822
- Lankes, R. David, photo., 491
- Lanning, Scott, "The impact of electronic reserves on reference services," 980
- Laskowski, Mary, "University Libraries Section in San Francisco: highlights from the ALA Annual Conference," 914, 939
- Lazerow (Samuel) Fellowship, 2001, 321-22; 2002, 823
- "Leab Exhibition Award winners named," 435-36
- Leab (Katharine Kyes and Daniel J.), *American Book Prices Current* Exhibition Catalogue Awards, 2001, 435-36; 2002, 823
- "Learning Communities and ACRL," Newby, 1082
- "Learning communities and ACRL," ALA, Midwinter Meeting, 2002, 1061
- Learning communities for excellence ("ACRL: the learning community for excellence in academic libraries: the presidential theme for the coming year," Reichel, 818-21; "Opportunities for collaborative excellence," Frank, 1008-11)
- Lehigh U., "Louisiana Tanager and Scarlet Tanager" plate, 683 (photo., cover, no. 7)
- Leonard, Louise, retired, 648
- Leonhardt, Thomas W., appt., 746
- Letters, 437, 806, 1001
- "Letting your hair down in Denver: what to do at the end of the conference day" & photos., Metter, 19-21, 77
- Levine-Clark, Michael, "Getting a handle on library publications: balancing creativity and consistency—the University of Iowa Libraries' publication guidelines," 982-85
- "The librarian's role in portal development: providing unique perspectives and skills," Zemon, 710-12
- "Librarians who lunch: liaisons with new faculty" & illus., Isaacson, 532-33
- "Libraries and librarians: making a difference in the knowledge age: the 67th IFLA Conference," Rader, 1002-3
- "Libraries in the cyberspace: a report from the symposium at Windthrop U.," Chepesiuk, 38-39
- "LC and OCLC collaborate on digital reference," 381
- "LC documents reactions to September 11 tragedy," 979
- "Library of Congress reopened," 1062
- Limerick, Patricia, photo., 489
- Linke, Erika, photo., 806
- Linsley, Laurie S., "A multicultural experience: community college students create a library in a Mexican village" & photos., 696-700; photo., 699
- List, Carla, "The revision task force," 417
- Lockhart, Bill, news note, 1024
- Lohnes, Sarah, photo., 507
- Loss weight at work without doing much, UC, Riverside, 138
- Lougou, Colleen, rev. ("AlterNet" & logo), 936
- "Louisiana Tanager and Scarlet Tanager" plate, Audubon, 683 (photo., cover, no. 7)
- Lowry, Charles, news note, 846-47; photo., 686
- Lowry, Charles B., "portal: a new model for the digital future," 512-14, 525
- Lucier, Richard E., appt., 225-26
- Luck, DeAnne, rev. ("Women's Health Interactive" & logo), 639
- Lutz, Maija, photo., 485
- Lynch, Albert, -Marie- painting, 579 (photo., cover, no. 6)
- Lynch, Clifford, photo., 490
- M**
- McCarthy, Connie, news note & photo., 846
- McCulley, Carol, rev. ("IFIC" & logo), 544-45
- McCullough, Mark, "Web clearinghouse promotes displays of government information" & photo., 487
- MacDonald, Mary C., rev. ("InterAction" & logo), 1126
- McIntyre, Pattie, deceased, 849
- McKinstry, Jill, "Building communities @ your library: these libraries have many community programs," 165-67, 186
- McMillan, Gail, "Do ETDs deter publishers? Coverage from the 4th international symposium on ETDs," 620-21; "Editors' introduction," 25, 207
- Maddux, Linda, rev. ("PubScience" & logo), 738-39
- Mahmoodi, Sue, news note, 646
- "Making of America" & logo, rev. of, 328-39
- "Manual de la operacion de la Biblioteca Pública de Cobá," 698
- Maps and mapping resources: a guide to select resources on the Web- & logos, Mathenia, 910-12, 925
- "Marie" painting, Lynch, 579 (photo., cover, no. 6)
- Marquette U., "Groundbreaking ceremonies were held on Oct. 1 for Marquette University's new ... Library" photo., 979
- Marshall, Albert Price (A. P.), deceased & port., 552
- Marshall, Joanne Gard, news note, 943
- Marshall, Ruth Ann, deceased, 748
- Marta Lange/CQ Award, 2001, 433-34; 2002, 822
- Martin, Robert, "Confirmed as IMLS director," 789
- Martin, Robert S., appt., 746
- Martin, Susan K., news note & port., 225; "portal: a new model for the digital future," 512-14, 525
- Martinus Nijhoff International, "Sweets Blackwell to acquire Martinus Nijhoff International," 898
- Martinus Nijhoff International West European Specialist Study Grant, 2001, 436-37; 2002, 823, postponed, 978
- MIT, "Reaching out to students: planning a library fair," 504-5
- Mathenia, Brenda G., "Maps and mapping resources: a guide to select resources on the Web" & logos, 910-12, 925
- Matthews, Judith A., rev. ("EPA Office of Water" & logo), 1016
- May, Gertrudis, photo., 699
- "May 11 deadline for mentor program," ACRL's New Mentoring Program, 431
- "Meet Cannon and Popko—the candidates for ACRL President," 1080
- "Meet the ACRL staff," 66-69, 1118-21
- "Meet the candidates for ALA president: vote in the election this spring" & ports., ACRL, 310-16
- "Meeting the copyright challenge: things you can do to protect your institution," Amen, 724-27
- "Members assess ACRL: results of the 2000 membership survey," Cast, 623-28
- "Members running for ALA Council," ACRL, 316, correction, 525
- Menard, Christine, "The disappearing reference desk: finding new ways to support the curriculum of a small liberal arts college" & photo., 692-94, 700
- Metter, Ellen, "Letting your hair down in Denver: what to do at the end of the conference day" & photos., 19-21, 77
- Mexico, "Manual de la operacion de la Biblioteca Pública de Cobá," 698; "A multicultural experience: community college students create a library in a Mexican village" & photos., 696-700
- Meyer, Richard, appt. & port., 82-83
- Miller, Bill, photo., 587
- Miller, Lisa Karen, rev. (Europa-), 1016-17
- Minn. State U., -Web clearinghouse promotes displays of government information- & photo., 487
- Miriam Dudley Instruction Librarian Award, 2001, 433; 2002, 822-23

"Miss a program?", 492
 Mont. State U. Coll. of Technology, Great Falls, "It's not just for term papers: solving real-life problems in an information literacy course," 496-98
 Montavon, Victoria A., appt., 944
 Moore, Neal, photo., 288
 Moore, Prisca, "Creating technology-literate teachers for the 21st century: collaborative partnering among funding sources, local schools, and Carthage College" & photos., 522-25
 "More applications to enhance your videos," Crowther, 284
 "More examples of partnering," 618
 "More information on recycling," 827
 "More than cut and paste," Cohn, letter to the ed., 437
 Morrison, Perry D., deceased, 228, 452
 Mueller, Dawn, port., 67, 1119
 "A multicultural experience: community college students create a library in a Mexican village," & photos., Linsley, 696-700
 "A multilingual virtual tour for international students: the Web-based library at Baruch College opens doors" & photos., Downing, 500-502
 "Museum of Tolerance Online Multimedia Learning Center" & logo, rev. of, 1126-27

N
 Natl. Lib. of S. Africa, "Sorbonne and National Library of South Africa choose innovative interfaces," 485
 "NCES library reports released," 789
 "NEH Challenge Grant for local history," 978-79
 "National Library of New Zealand chooses ENCompass," 898
 National Library Week, "Join the campaign for America's Libraries: celebrate National Library Week @ your library" & book-marks, 290-92; "Participate in the campaign," 291
 "The National Park Service: ParkNet" & logo, rev. of, 638
 Neal, James, appt., 1024
 Nelson, Grant, appt., 944
 "netLibrary e-books offered through Blackwell's and EBSCO," 486
 "netLibrary seeks a buyer," 979
 "A new academic library model: partnerships for learning and teaching" & photos., Rader, 393-96
 "New CSU information competence Web site," 1061
 "New librarians and job hunting: patience is a virtue" & illus., Howze, 596-600, 634, comments, 1001
 "New publications," Eberhart, 76-77 (& photos.), 218-19 (& photo.), 330-31 (& photos.), 444-46 (& photo.), 546-47 (& photo.), 640-42 (& photos.), 740-42 (& photo.), 842-43 (& photos.), 938-39 (photos.), 1018-20 (& photo.), 1129-30 (& photos.)
 NYPL, Leab Award special merit, 435-36
 Newby, Jill, "Learning Communities and ACRL," 1082
 "News from the field," Davis, 5-7, 135-38, 269-72, 381-84, 485-87, 581-83, 685-88; Gleason, 787-91, 897-99, 977-81, 1061-64
 "News from the University Libraries Section," ACRL, 798-99
 Nichol, Tom, rev. ("United States Holocaust Memorial Museum"), 329
 Nichols, Janet W., "Sharing a vision: information literacy partnerships (K-16)" & photo., 275-77, 285
 Nisbet, Miriam, "Washington hotline," 735
 Nisonger, Thomas E., "Receives K. G. Saur Award" & port., 322
 "Nomadic computing at NCSU," 485
 "Nominations sought for Africana bibliography award," African Librarians Council, 980
 Norlin, Elaine, "Recruitment and retention project team: opportunities and outcomes," 528-31
 NC State U., "Nomadic computing at NCSU," 485
 Northwest Coll., "Earthquake rocks Pacific Northwest libraries" & photo., 382
 Northwestern U., "Opens facility for faculty library and technology needs" & photo., 269
 "Nova-Broward County open joint-use facility," 1062-63

Nova Southeastern U., "Nova-Broward County open joint-use facility," 1062-63
 "Nupedia: the Free Encyclopedia" & logo, rev. of, 839-40
 Nyberg, Cheryl, "Wins Marta Lange/CQ Award," 433-34

O
 Oberly (Eunice Rockwell) Award, 2001, 437
 Oberman, Cerise, news note & port., 1134
 "Objectives for information literacy instruction: a model statement for academic librarians," ACRL, approved, 2001, 416-28
 OCLC, "LC and OCLC collaborate on digital reference," 381; "RLG-OCLC joint repository report released," 897-98; "Waseda University Library adds records to WorldCat," 898
 O'Connell, Terry, "Resources for news and research on the publishing/information industry: sites to keep you informed" & logos, 813-16, 821
 Offermann, Glenn, retired, 85
 Ohr-Campbell, T., cartoons, 136, 687, 981; illus., 532, 731
 Oliver, Eileen C., news note, 450
 Olson, Bob, photo., 288
 "On scholarly evaluation and scholarly communication: increasing the availability of quality work," Shulenburg, 808-11
 "Only connect: the collocation of the University of Washington, Bothell and Cascadia Community College" & photo., Fugate, 9-10
 "opensecrets.org" & logo, rev. of, 545
 "Opportunities for collaborative excellence: what learning communities offer," Frank, 1008-11
 "ORB: the Online Reference Book for Medieval Studies," rev. of, 840
 Osburn, Charles B., retired, 1136
 "Outdoor recreation: sites to help you plan your summer vacation" & logos, Spiegel, 516-20

P
 Pacific Lutheran U., "Earthquake rocks Pacific Northwest libraries" & photo., 382
 Page, David, photo., 899
 Pankake, Marcia, photo., 270
 Paret, Meredith, "ACRL honors the 2001 award winners: recognizing professional achievement," 318-22; port., 68
 Parke, Carol, retired, 336
 Parker, Elise, photo., 485; ports., 68, 1119
 "Part-time library school faculty, full-time librarians: an opportunity for continuing education," Keith, 154-56, 197
 "Participate in the campaign," 291
 "Partnering with the post office: Southwest Missouri State University Libraries' advantageous relationship" & photos, Horny, 287-89
 Pastine, Maureen, photo., 977
 "Pearson higher education partners with EBSCO," 7
 Pentz, Ed, "CrossRef: the missing link" & photos., 206-9, 228
 "People in the News," Young, 81-85, 225-28, 334-36, 450-52, 550-52, 646-49, 745-48, 846-49, 943-46, 1024-26, 1134-36
 Perreault, Jean M., deceased & port., 946
 "Personnel officer to Robin the Boy Wonder: Do you have any references besides Batman?: the final (but still important) job application piece," Christopher, 728-29, 732, comment, 806
 Petrowski, Mary Jane, photo., 507, 794
 "Photomicrographs, the NPR 100, and student teaching: library liaison ideas that really work," Furlong, 1004-6, 1020
 Platz, Carolyn, rev. ("Nupedia" & logo), 839-40
 Pike, Joy, photo., 507
 Pischmann, Louis A., appt. & port., 1134
 "Pitt develops e-print server," U. of Pittsburgh, 582-83
 "Pitt's School of Information Sciences wins affirmative action award," 899
 Poole, Erik, "Training library student assistants: Bloomsburg University's interactive instructional program" & photo., 537-38

Popko, John, "Financial report" & port., 61–65, 1112–16; photos., 60, 805, 1111

Popp, Mary Pagliero, news note, 745

Popular Culture Association, "Call for popular culture papers," 583

portal: a new model for the digital future," Lowry, 512–14, 525

Porter, Lynn, retired, 1026

Portland State U., "Earthquake rocks Pacific Northwest libraries" & photo., 382

Potter, William Gray, news note, 943

Pound, Mary, deceased, 452

Powell, Lawrence Clark, deceased, 649

"Preservation news," Hedberg, 72, 213, 326, 441, 446, 542, 637, 644, 737, 835, 935, 1014, 1020, 1124

"Principles on copyright in the electronic environment," 1063

"Print look bibliographies on the Web: implications for academic libraries," Bivens-Tatum, 308–9, correction, 535

Pritchard, Sarah, "Wins WSS Career Achievement Award" & port., 434–35

"Proceedings available," ACRL, National Conference, 2001, 594

"Promoting library services to campus administrative offices: a new approach and a new tool," Wang, 193–97

"Public access to scientific information: are 22,700 scientists wrong?," Case, 706–9, 716

"PubSCIENCE" & logo, rev. of, 738–39

"Purchase express for any user request: the University of Virginia library offers delivery in seven days," Clendenning, 16–17

Q

"Quake damages stacks at University of Washington" & photo., Hiller, 383

Questia, "Internet start-up Questia to launch this month," 5–6

R

Rachow, Louis A., news note, 225

Rader, Hannelore B., "Changing universities: the role of technology" & photo., 534–5; "Libraries and librarians: making a difference in the knowledge age: the 67th IFLA Conference," 1002–3; "A new academic library model: partnerships for learning and teaching" & photos., 393–96; photo., 395

Rancho Santa Ana Botanic Garden Lib., "Illustration by Ferdinand Bauer from *Flora Graeca*, a ten volume work by John Sibthorp, published in London, 1804-1840," 1059 (photo., cover, no. 11)

"Rant Che Wai Me — Female Flying Pigeon" portrait, King, 379 (photo., cover, no. 4)

RBMS, "2001 RBMS preconference, San Francisco," 137

Rasmus, Francesca Lane, "Earthquake rocks Pacific Northwest libraries" & photo., 382

"Reaching out to students: planning a library fair," d'Almeida, 504–5

Reagan, Katherine, "2001 RBMS preconference, San Francisco," 137

"Recruitment and retention project team: opportunities and outcomes," Trejo, 528–31

"Reed Elsevier sells Bowker to Cambridge Scientific Abstracts," 897

"Reed Elsevier successfully completes Harcourt tender offer," 789–90

"Register for ACRL Denver Conference," 7

"Register for ACRL preconferences," 487; ALA, Annual Conference, 2001, 384

Reichel, Mary L., "ACRL: the learning community for excellence in academic libraries: the presidential theme for the coming year," 818–21; ACRL, vice-president, "Focus for 2001-2002," 6; ACRL president & port., 630–31; "ACRL President's Program poster proposals," 1062; "Message from the vice-president" & port., 1096; news note, 334; photos., 805–6, 1111

Reilly, Bernard F., Jr., appt. & port., 1024

Renaud, Robert, appt., 746; "What happened to the Library? When the library and the computer center merge," 987–89

"Report on the National Information Literacy Survey: documenting progress throughout the United States," Sonntag, 996–1001

"RLG-OCLC joint repository report released," 897–98

"Resignation to protest journal policies and costs," 981

"Resources for library assessment: tools for a new era" & logos, Bauer, 12–14, 28

"Resources for news and research on the publishing/information industry: sites to keep you informed" & logos, O'Connell, 813–16, 821

Retirements, 85, 228, 335–36, 452, 551–52, 648–49, 748, 849, 946, 1026, 1136

"The revision task force," List, 417

Richards, Barbara G., retired & port., 748

Rickett, Kathleen, "Greening' our college libraries: complete the cycle of the three Rs," 825–28

Rohare, Lori, rev. ("Women's Sports Foundation"), 1127, 1136

Roberts, Joni, "Internet reviews," 74–75, 215–16, 328–29, 442–43, 446, 544–45, 638–39, 738–39, 839–40, 936–37, 1016–17, 1126–27, 1136

Rockman, Ilene F., "Strategic alliances: the power of collaborative partnerships" & photo., 616–18, 621

Rockwood, Irving, ports., 68, 1120

Roderer, Nancy, appt., 1024

"Romanization for a monosyllabic script," Wong, 1064

Rooks, Dana C., photo., 60

Rose, Robert F., photos., 60, 805–6, 1111

Rosenbach Mus. & Lib., Leah Award, 435–36

Rosenbloom, Mary, deceased & port., 849

Routledge Press, Significant Achievement in Women's Studies Librarianship, 2001, 435; 2002, 823

Russell, Beth M., "From the ground up: lessons learned from a librarians' experience with digitizing special collections" & photos., 603–6

Russell, Patrick J., Jr., retired, 648–49

Ryland, Jane E., news note, 334

S

St. Clair, Gloriana, "*portal*: a new model for the digital future," 512–14, 525

St. Martin's Coll., "Earthquake rocks Pacific Northwest libraries" & photo., 382

Salinas, Ana, retired, 452

Samuel, Bunmi, photo., 977

Samuel Lazerow Fellowship, 2001, 321–22; 2002, 823

"San Francisco Ferry Building" reproduced as a woodcut, Dean, 483 (photo., cover, no. 5)

Sanders, Wayne, photo., 979

Sanwald, William, "Meet the candidates for ALA president: vote in the election this spring" & port., 310–16

Saur (K. G.) Award for Best *C&RL* Article, 2001, 322; 2002, 828

"Save the date! Digital reference workshop," ACRL, 897

Schaffner, Ann, "Editors' introduction," 25, 207; "Editor's note," 809

Schmidt, Karen, "Honoring faculty: book plates to celebrate faculty achievements," 1066–67, 1130

Scholarly communication ("CrossRef" & photos., Pentz, 206–9, 228; "Editors' introduction," Anderson, 25, 207; "Editor's note," Anderson, 707; Schaffner, 809; "From crisis to reform," Bullington, 24–28; "On scholarly evaluation and scholarly communication: increasing the availability of quality work," Shulenburg, 808–11; "*portal*," Lowry, 512–14, 525; "Public access to scientific information," Case, 706–9, 716)

Schroeder, Darlene, photo., 686

Schroeder, Kim, news note, 943

"ScienceDirect offers subject collections," 485–86

"Scott DiMarco responds," 402

Seattle U., "Earthquake rocks Pacific Northwest libraries" & photo., 382

"Section committee volunteer form," ACRL, 931

"A selection of helpful URLs for video streaming," Crowther, 282

- Seminole Com. Coll., "A multicultural experience: community college students create a library in a Mexican village" & photos, 696-700
- Senior, Heidi, rev. ("Nupedia: the Free Encyclopedia" & logo), 839-40
- Shaaban, Marian, rev. ("WomenWatch"), 1017
- "Sharing a vision: information literacy partnerships (K-16)" & photo, Nichols, 275-77, 285
- "Sharing the wealth: issues of public education and outreach in museum research libraries" & photos, Dittmore, 387-90
- Shaughnessy, Thomas (Tom) W., retired & port., 551
- Sheehy, Carolyn, photo., 485
- Sheketoff, Emily, "Washington hotline," 440
- Sher, Lois, retired, 336
- Sherer, Betsy, photo., 686
- Sherrod, Stephanie, "ACRL 2002 awards program: recognizing outstanding achievements in academic librarianship," 822-23, 828; port., 1120
- "Shou Lao, ancient Chinese Taoist god of longevity, is depicted on one of several woven and painted scrolls," 895 (photo., cover, no. 9)
- Shulenburg, David E., "On scholarly evaluation and scholarly communication: increasing the availability of quality work," 808-11
- Sibthorp, John, "Illustration by Ferdinand Bauer from *Flora Graeca*, a ten volume work by John Sibthorp, published in London, 1804-1840," 1059 (photo., cover, no. 11)
- Significant Achievement in Women's Studies Librarianship, 2001, 435, 2002, 823
- Silverstein, Louis Henry, deceased, 946
- Sluss, Sara B., letter to the ed., 1001
- Smalley, Topsy N., "Information literacy in the Information Age: what I learned on sabbatical," 689-90, 704
- Smith, Charles H., "Oberly Award goes to Smith" & port., 457
- Smith, Dorman H., retired, 946
- Smith, Mark A., rev. ("InvisibleWeb.com" & logo), 442-43
- Smithsonian Institution, "Rant Che Wai Me — Female Flying Pigeon" portrait, 379 (photo., cover, no. 4); "Sharing the wealth: issues of public education and outreach in museum research libraries" & photos., 387-90
- Snelson, Pam, photo., 485
- Sonntag, Gabriela, "Report on the National Information Literacy Survey: documenting progress throughout the United States," 996-1001
- "Sorbonne and National Library of South Africa choose Innovative Interfaces," 485
- Southern Methodist Central U., "Digitizes WWII government documents," 1063
- Southern Utah U., "The impact of electronic reserves on reference services," 980
- Southwest Mo. State U., "Partnering with the post office: Southwest Missouri State University Libraries' advantageous relationship" & photos., 287-89
- Sowell, Cary, "Community College Awards go to Sowell and Tompkins Cortland Community College" & port., 434
- Spalding, Helen H., ACRL, vice-president & port., 630-32; "ACRL candidates for 2001: be sure to vote" & port., 32-33; "Didier and Spalding share plans for ACRL: vote in the election this spring" & port., 199, 202-4; photos., 60, 805-6, 1111
- Spencer, Rebecca Ohm, "The disappearing reference desk: finding new ways to support the curriculum of a small liberal arts college" & photo., 692-94, 700
- Spiegel, Shaun, "Expanded version online," 517; "Outdoor recreation: sites to help you plan your summer vacation" & logos, 516-20
- "Staff and current and past members of the editorial board of *C&RL news* celebrate the 35th anniversary of *C&RL news*" & photo., 485
- Stafford, Beth, retired, 649
- "Standards and guidelines feedback needed!", Goetsch, 406
- Stanley, Mary J., "Taking time for the organization: how IUPUI University library is building teams," 900-2, 908
- Steel, Virginia, appt. & port., 944
- Steinbach, Laura, "Communication sciences and disorders: a list of resources" & logos, 158-62, 186
- Stephens, Jerry, news note & photo., 846
- Stoffle, Carla, news note & port., 225
- Stokes, Sally, news note & port., 450
- "Strategic alliances: the power of collaborative partnerships" & photo., Rockman, 616-18, 621
- "Strengthening the profession, assuring our future: ACRL's New Member Mentoring Program pairs library leaders with new professionals," Bullington, 430-32
- "Student feedback," Germain, 722
- Student's guide to evaluating libraries in college and universities*, ACRL, 6-7
- "Style sheet," 985
- Sullivan, Maureen, photo., 60
- "Support for @ your library campaign," Ill. State U., 981
- "Support Library Legislation Day," ALA, 271
- Sutton, Margot, ports., 68, 1120
- Sweat, Mary Lee, photos., 60, 805, 1111
- "Sweets Blackwell to acquire Martinus Nijhoff International," 838
- Switzer, Teri, photo., 585
- Synge, John Millington, "Frontispiece depicting an island from ... *The Aran Islands*," 975 (photo., cover, no. 10)

T

- "Taking time for the organization: how IUPUI University library is building teams," Stanley, 900-2, 908
- Tammen, Roger, retired, 849
- Tarrago, Rafael, photo., 270
- "Taxi!", 20
- "Teaching students to evaluate Web sources more critically: implications from a faculty workshop," Cottrell, 141-43, 186
- "Temple University Libraries celebrate two million volumes" & photo., 977-78
- "Ten tips for library displays/exhibits," 905
- Tex. A&M U., "African American exhibit opens at Texas A&M's Cushing Library" & photo., 270; "From the ground up: lessons learned from a librarians' experience with digitizing special collections" & photos., 603-6
- "Texas Information Literacy Tutorial now licensed worldwide," 685
- "Third national conference on diversity in academic libraries," 1061
- Thompson, Hugh, ports., 69, 1121
- Thompson, Tommy, photo., 979
- Thornton, Glenda, "Development and revision of the standards and guideline," 305
- "Thoughts about the library, librarians, and our hopes and fears," Verba, 978
- Tierney, Barbara, "Charlotte, Queen City of the Southeast: a look at the site for ACRL's 2003 National Conference" & photos., 915-18, 921
- Tillett, Barbara, news note, 943
- "The time to lead: ACRL seeks nominees for office," 438-39
- Tompkins Cortland Com. Coll., "Community College Awards go to Sowell and Tompkins Cortland Community College," 434
- "Tour the mile high city," ACRL, National Conference, 2001, 174-75
- "Training library student assistants: Bloomsburg University's interactive instructional program" & photo., Poole, 537-38
- "Transforming library services to support distance learning: strategies used by the DePaul University libraries," Cervone, 147-49
- "Translators and liaisons needed for standards," ACRL, 270
- Trejo, Ninfa, "Recruitment and retention project team: opportunities and outcomes," 528-31
- Troll, Denise, news note, 81

- "Tropical storm Allison" & photo., Kemp, 899
- Tucker, Dennis C., appt., 1134-35
- "2001 RBMS preconference, San Francisco," Reagan, 137
- Tyckoson, Dave, photo., 617
- U**
- Ulmschneider, John, news note & photo., 846
- "ULS Standards/Guidelines Survey," 407
- "Under construction: the California Heritage Project's K-12 outreach experience at the University of California, Berkeley" & photo., Yesson, 296-297, 306
- "United Nations Population Fund," rev. of, 443, 446
- "U.S. history: primary and secondary sources" & logos, Frisch, 991-94
- "United States Holocaust Memorial Museum," rev. of, 329
- U. at Albany, "Part-time library school faculty, full-time librarians: an opportunity for continuing education," 154-56, 197
- U. of Akron, "Marie" painting, 579 (photo., cover, no. 6)
- U. of Aniz., "*Chronicle*ad salutes libraries," 271; "Excellence in Academic Libraries winners," 320; "Recruitment and retention project team: opportunities and outcomes," 528-31
- UC, Berkeley, Leab Award special merit, 435-36; "Under construction: the California Heritage Project's K-12 outreach experience at the University of California, Berkeley" & photo., 296-297, 306
- UC, Irvine, "Romanization for a monosyllabic script," 1064
- UCLA, "Illustration by Ferdinand Bauer from *Flora Graeca*, a ten volume work by John Sibthorp, published in London, 1804-1840," 1059 (photo., cover, no. 11)
- UC, Riverside, "Lose weight at work without doing much," 138
- U. of Chicago Press, "Harvard and key publishers join forces for electronic journal archive," 685
- U. of Hawaii, Manoa, "Library wins Innovation in Instruction Award," 435
- U. of Houston, "Tropical storm Allison" & photo., 899
- U. of Ill., U-C, "Honoring faculty: book plates to celebrate faculty achievements," 1066-67, 1130
- U. of Iowa, "Getting a handle on library publications: balancing creativity and consistency—the University of Iowa Libraries' publication guidelines," 982-85
- U. of Kan., "From crisis to reform: University of Kansas libraries sponsor campus dialogue," 24-28
- U. of Louisville, "A new academic library model: partnerships for learning and teaching" & photos., 393-96
- U. of Md., "Libraries to distribute titles via video-on-demand" & photo., 686-87
- U. of Mich., Dearborn, "Promoting library services to campus administrative offices: a new approach and a new tool," 193-97
- U. of Minn., "The Jazz Age in Paris" & photo., 269-70
- U. of Mo., KC, Lester Young photo., 3 (cover, no. 1)
- "University of Missouri at Columbia celebrated the addition of its three-millionth volume" photo., 686
- "Univ. of Nevada opens new library" & photo., 381-84
- U. of N.D., "Shou Lao, ancient Chinese Taoist god of longevity, is depicted on one of several woven and painted scrolls," 895 (photo., cover, no. 9)
- U. of Notre Dame, "Frontispiece depicting an island from ... *The Aran Islands*," 975 (photo., cover, no. 10)
- U. of Pittsburgh, "Pitt develops e-print server," 582-83; "Pitt's School of Information Sciences wins affirmative action award," 889
- U. of Puget Sound, "Earthquake rocks Pacific Northwest libraries" & photo., 382
- U. of San Francisco, "San Francisco Ferry Building" reproduced as a woodcut, 483 (photo., cover, no. 5)
- U. of Scranton, Leab Award, 435-36
- U. of Southern Miss., Leab Award, 435-36
- U. of Tenn., "Delivering video-streamed library orientation on the Web: technology for the educational setting," 280-85
- U. of Tex., Austin, "Digitized Texas constitutions available from UTA," 138; "The image of a reader engrossed in a book" book-plate, 785 (photo., cover, no. 8); "Texas Information Literacy Tutorial now licensed worldwide," 685
- U. of Va., "Purchase express for any user request: the University of Virginia library offers delivery in seven days," 16-17
- "UVA. students test e-books," 685-86
- U. of Wash., "Only connect: the collocation of the University of Washington, Bothell and Cascadia Community College" & photo., 9-10; "Quake damages stacks at University of Washington" & photo., 383
- U. of Wis., Milwaukee, "Innovation in international library programs: the Slovenian Music Collection at the University of Wisconsin, Milwaukee" & photos., 1090-92
- "University Libraries Section at Midwinter: a wrap-up of activities," Evans, 405-8
- "University Libraries Section in San Francisco: highlights from the ALA Annual Conference," Laskowski, 914, 939
- "Updating knowledge, networking and sharing ideas" photo., ACRL, National Conference, 2001, 583
- "The Urban Institute" & logo, rev. of, 638-39
- "URLs have short shelf life," 136-37
- "Useful search engines," Wang, 196
- V**
- Valentine, Barbara, rev. (American Psychological Association), 215
- Verba, Sidney, "Thoughts about the library, librarians, and our hopes and fears," 978
- Vigeland, Bonnie, "An innovative first-year instruction program at Hampshire College: bringing students and librarians together," 717-19, 727
- Viles, Ann, "Fast facts," 124, 264, 376, 480, 576, 680, 780, 892, 972, 1056, 1160
- Visk, Linda, retired, 1026
- W,X**
- Wallace, Alan, "Delivering video-streamed library orientation on the Web: technology for the educational setting," 280-85; "More applications to enhance your videos," 284; "A selection of helpful URLs for video streaming," 282
- Wang, Jian, "Promoting library services to campus administrative offices: a new approach and a new tool," 193-97; "Useful search engines," 196
- Ward, Dane, "The future of information literacy: transforming the world," 922-25
- "Waseda University Library adds records to WorldCat," 898
- "Washington hotline," Bradley, 71, 211, 324, 540, 635, 833, 1012, 1123; Costabile, 934; Nisbet, 735; Sheketoff, 440
- Waterman, Sue, "Receives Nijhoff Grant," 436-37; "Western European literatures: Dutch, French, German, Italian, Portuguese, Scandinavian, and Spanish" & logos, 411-14, 439
- Watson, Joyce M., deceased & port., 649
- Watson-Boone, Peter G., "Innovation in international library programs: the Slovenian Music Collection at the University of Wisconsin, Milwaukee" & photos., 1090-92
- Waugh, Kappa, cartoons, 5, 272, 486, 582, 898, 1061; illus., 597
- The way I see it ("Bibliographic instruction, Fink, 526-27, 535; "The future of information literacy," Ward, 922-25; "Hardwiring serendip" & illus., Koch, 731-32; "The irate patron is right," Christianson, 189-91; "Keep those vague phrases coming! a response to Scott DiMarco," Christianson, 400-403, response, 402; "Print book bibliographies on the Web," Bivens-Tatum, 308-9; "Print book bibliographies on the Web: implications for academic libraries," Bivens-Tatum, 308-9, correction, 535; "What happened to the Library?," Renaud, 987-89)
- Wayne State U., "Sharing a vision: information literacy partnerships (K-16)" & photo., 275-77, 285

- "Web clearinghouse promotes displays of government information" & photo., McCullough, 487
- Weible, Arlene, rev. ("General Accounting Office" & logo), 936-37
- Wertzberger, Janelle, "Photomicrographs, the NPR 100, and student teaching: library liaison ideas that really work," 1004-6, 1020
- "WESS Martinus Nijhoff Study Grant for 2002 postponed," 978
- "Western European literatures: Dutch, French, German, Italian, Portuguese, Scandinavian, and Spanish" & logos, Waterman, 411-14, 439
- "What a student partner can do," Germain, 721
- "What happened to the Library? When the library and the computer center merge," Renaud, 987-89
- Wheatley, Nicole, photo., 485; port., 69
- Whitehead, Tom, photo., 977
- Whitson, Bill, retired, 550-51
- Wild, Robert, Father, photo., 979
- Wilkinson, Patrick, appt., 847
- Williams, Jim, photo., 586
- Williams, Karen, photo., 507
- Williams Coll., "The disappearing reference desk: finding new ways to support the curriculum of a small liberal arts college" & photo., 692-94, 700
- Wilson, Elizabeth (Betsy), "The Coalition for Networked Information (CNI): reports from the meeting held in San Antonio," 181-86; "Message from the president" & port., 1094-95; "Message from the vice-president" & port., 44-45; photos., 60, 488, 796, 805-6, 1111
- Winthrop U., "Libraries in the cyberage: a report from the symposium at Winthrop U.," 38-39
- "Wireless library instruction," Bordonaro, 688
- "Wisconsin libraries debut new loan program," 582
- Wise, Mary, rev. ("ORB"), 840
- "Women's Health Interactive" & logo, rev. of, 639
- "Women's Sports Foundation," rev. of, 1127, 1136
- "WomenWatch: the UN Internet Gateway on the Advancement and Empowerment of Women," rev. of, 1017
- Wong, William Sheh, "Romanization for a monosyllabic script," 1064
- Woo, Christina, news note, 334
- WorldCat, "Waseda University Library adds records to WorldCat," 898
- Wyman, Andrea, "Display cases for academic libraries: ten tips for display case persons" & photos., 904-8
- Y**
- "Yad Vashem: the Holocaust Martyrs' and Heroes' Remembrance Authority" & logo, rev. of, 739
- "YBP and Alibris form alliance," 6
- Yee, Sandra G., appt. & port., 746
- Yesson, Lisa, "Under construction: the California Heritage Project's K-12 outreach experience at the University of California, Berkeley" & photo., 296-297, 306
- Young, Ann-Christe, "Grants and acquisitions," 78, 221-22, 332-33, 448-49, 548-49, 643-44, 743-44, 844-45, 940-41, 1022, 1133; "People in the *Maus*," 81-85, 225-28, 334-36, 450-52, 550-52, 646-49, 745-48, 846-49, 943-46, 1024-26, 1134-36; photo., 485; ports., 69, 1121
- Young, Lester, photo., 3 (cover, no. 1)
- Young, Sherry, news note, 846
- Z**
- Zarzeski, Marilyn, photo., 1022
- Zemon, Mickey, "Institutions offering library portals," 711; "The librarian's role in portal development: providing unique perspectives and skills," 710-12

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