

To Be a Candidate for an ACRL Office

Write to the ACRL Appointments and Nominations Committee or to an ACRL section nominating committee. Submit a petition to have your name added to the list of candidates.

To Provide Suggestions for New Projects, Services, or Policies

Write to the ACRL office, to any of the ACRL officers, or to the chair of a unit whose work relates to the matter. Respond to requests published in *C&RL News* for suggestions from the membership. Attend open hearings scheduled at ALA conferences.

To Receive Information, Assistance, or Advice on Professional Problems

Contact the ACRL office, any of the ACRL officers, or the chair of an ACRL unit whose work relates to the matter.

To Obtain ACRL Publications, Policy Statements, or Reprints of Articles

For information about the availability of materials, check *C&RL News*, ACRL's "List of Materials Available," and the *ALA Publications Catalog*. (The latter two are available free of charge from the ACRL office and at ALA conferences.) To order materials, write to the ACRL office.

To Submit a Manuscript for Publication

Contact the editor of the publication. For *College & Research Libraries*, send manuscripts to C. James Schmidt, %Research Libraries Group, Jordan Quadrangle, Stanford, CA 94305. Instructions for authors are printed in each issue of the journal. For the *ACRL Publications in Librarianship* series, send manuscripts to Joe W. Kraus,

Director of Libraries, Illinois State University, Normal, IL 61761.

To Submit News Items for Publication in C&RL News

Send materials to the editor of *C&RL News*, George M. Eberhart, ACRL/ALA, 50 E. Huron St., Chicago, IL 60611.

To Subscribe to ACRL Periodicals

For a subscription to *Choice*, write to Subscriptions Department, *Choice*, 100 Riverview Center, Middletown, CT 06457. For a subscription to *C&RL* and *C&RL News*, write to Subscription Department, American Library Association, 50 E. Huron St., Chicago, IL 60611.

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For a listing of the works in the series, write to the ACRL office. For a list of the in-print titles, check the ACRL "List of Materials Available," featured in this issue. To place a standing order or to order individual titles, write to Order Department, American Library Association, 50 E. Huron St., Chicago, IL 60611. To order copies of out-of-print titles, contact University Microfilms, 300 N. Zeeb Rd., Ann Arbor, MI 48106.

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To place display ads in *C&RL* or *C&RL News*, contact the Advertising Department, American Library Association, (312) 944-6780. To place classified ads in *C&RL News*, or job listings in the *Fast Job Listing Service* or the telephone JOBLINE, contact ACRL headquarters, (312) 944-6780, ext. 286. To place ads in *Choice*, contact the Advertising Manager, *Choice*, (203) 347-6933. ■■

ACRL List of Materials Available

Unless otherwise noted, single copies of ACRL materials are available to members of the Association of College and Research Libraries free of charge and to non-members for \$1 each from: William J. Walsh, ACRL, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780. All orders should include a self-addressed mailing label and 50¢ for postage and handling. All materials sent outside the U.S. will be mailed surface rates unless airmail postage is prepaid.

Payment must accompany orders. Make checks payable to ACRL/ALA.

STANDARDS AND GUIDELINES

Standards for University Libraries. (*C&RL News*, April 1979). ACRL/ARL.

Standards for College Libraries. (*C&RL News*, October 1975).

College Library Standards: Questions and Answers. (*C&RL News*, November 1974).

The Use and Effectiveness of the 1975 Standards for College Libraries (1981). Larry Hardesty, Chair, Ad Hoc Committee on Standards and Guidelines, College Libraries Section, ACRL.

An Evaluative Checklist for Reviewing a College Library Program, Based on the 1975 Standards for College Libraries. (*C&RL News*, November 1979).

Guidelines for Two-Year College Learning Resources Programs. (*C&RL News*, January and February 1982). ACRL/AECT.

Statement on Quantitative Standards for Two-Year Learning Resources Programs (1979). (Draft available in *C&RL News*, March 1979).

Guidelines for Bibliographic Instruction in Academic Libraries. (*C&RL News*, April 1977).

Access Policy Guidelines. (*C&RL News*, November 1975).

Guide to Methods of Library Evaluation. (*C&RL News*, October 1968).

Guidelines for Branch Libraries in Colleges and Universities. (*C&RL News*, October 1975).

Guidelines for Library Services to Extension Students. (*ALA Bulletin*, January 1967).

The Mission of an Undergraduate Library (Model Statement). (*C&RL News*, November 1979).

Guidelines for Audio-Visual Services in Academic Libraries (1968). \$1.50. Order from ACRL office. Payment must accompany order.

BIBLIOGRAPHIC INSTRUCTION

Bibliographic Competencies for Education Students (1981). Prepared by the Education and Behavioral Sciences Section Bibliographic Instruction for Educators Committee. Provides examples of a wide range of educational bibliographic sources, and presents a basic rationale for the use of the given examples.

Bibliographic Instruction Handbook (1979). Prepared by the ACRL Bibliographic Instruction Task Force (1971-77) and the Policy and Planning Committee of the ACRL Bibliographic Instruction Section (1977-79). \$5 for ACRL members, \$6 for non-members. Order from ACRL office. Payment must accompany order.

Library Instruction Clearinghouses 1981: A Directory (1981). This directory revises and updates *Library Instruction Clearinghouses: Depositories and Publications: 1980*, compiled by Mary Huston-Miyamoto. This revision is by Barbara J. Wittkopf, University of Florida Libraries. \$3.50 for ACRL members, \$4.50 for non-members. Order from ACRL office. Payment must accompany order.

Organizing and Managing a Library Instruction Program: Checklists (1979). Prepared by the ACRL Bibliographic Instruction Section's Continuing Education Committee. \$3 for ACRL members, \$4 for non-members. Order from ACRL office. Payment must accompany order.

Petals Around A Rose: Abstract Reasoning and Bibliographic Instruction (1981). Paper presented by Cerise Oberman-Soroka in the program "Learning Theory in Action: Applications in Bibliographic Instruction." Sponsored by the Bibliographic Instruction Section and the Community and Junior College Libraries Section's Instruction and Use Committee, ACRL. \$4 for ACRL members. \$5 for non-members. Order from ACRL office. Payment must accompany order.

Problems with Evaluating Library Instruction (1976). Panel discussion from the 6th Annual Conference on Library Orientation for Academic Libraries, May 13-14, 1976. Eastern Michigan University. Audiocassette. 60 minutes. \$6.50. Order from ACRL office. Payment must accompany order.

Worksheet on How to use "Resources in Education."

CONTINUING EDUCATION

Continuing Education Survey. Part I: Available Continuing Education Resources (1978). Compiled by Gretchen Redfield for ACRL. \$12.50. Order from ACRL office. Payment must accompany order.

Continuing Education Survey. Part II: Existing Needs Assessment Studies (1978). Compiled by Gretchen Redfield for ACRL. \$12.50. Order from ACRL office. Payment must accompany order.

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CLIP Note #1-80: Performance Appraisal (1980). Prepared by the ACRL College Libraries Section's Continuing Education Committee. \$7.50 for ACRL members, \$10 for non-members. Order from ACRL office. Payment must accompany order.

CLIP Note #3-81: Job Descriptions (1981). Sponsored by the ACRL College Library Section's Committee on Continuing Education. \$17.50 for ACRL members, \$25 for non-members. Order from ACRL office. Payment must accompany order.

Travel Policies of Twenty-One College & University Libraries (1980). \$3. Order from ACRL office. Payment must accompany order.

FACULTY STATUS AND GOVERNANCE

Academic Status Survey (1981). Results of an ACRL 100 Libraries Project survey of academic status policies in academic and research libraries. \$12 for ACRL members, \$17 for non-members. Order from ACRL office. Payment must accompany order.

Governance in the Academic Library (1981). Betamax or U-matic videotape (specify) of six academic librarians reviewing issues relating to the status of the academic librarian and the ACRL standard on *Library Governance*. \$35. Order from ACRL office. Payment must accompany order.

Faculty Status for Academic Librarians: A History and Policy Statements (1975). ACRL Committee on Academic Status. \$3.50. Order from: Order Department, American Library Association, 50 E. Huron St., Chicago, IL 60611. Payment must accompany order.

Standards for Faculty Status for College and University Librarians. (*C&RL News*, May 1974).

Joint Statement on Faculty Status of College and University Librarians. (*C&RL News*, February 1974). ACRL/AAUP/AAC.

Model Statement of Criteria and Procedures for Appointment, Promotion in Academic Rank, and Tenure for College and University Librarians. (*C&RL News*, September 1973 and Oc-

tober 1973, with a revision by the ACRL Board of Directors).

Guidelines and Procedures for the Screening and Appointment of Academic Librarians. (C&RL News, September 1977).

Statement on the Terminal Professional Degree for Academic Librarians (1975).

Statement on Collective Bargaining (1975).

Salary Structures of Librarians in Higher Education for the Academic Year 1975-76 (1976).

Richard J. Talbot and Ann von der Lippe. \$2.50. Order from ACRL office. Payment must accompany order.

Seminar on Criteria for Promotion and Tenure in Academic Libraries (90 minute audiocassette). Describes a Fall 1974 meeting of 15 untenured University of Oregon faculty members. The discussion includes issues raised in the consideration of faculty status. \$6.50. Order from ACRL office. Payment must accompany order.

MANUSCRIPTS AND ARCHIVES

Guidelines on Manuscripts and Archives (1977).

Compilation of policy statements prepared by the ACRL Rare Books and Manuscripts Section Committee on Manuscripts Collections. Contains: Introduction by Clyde C. Walton; Statement on Appraisal of Gifts; Statement on Legal Title; Statement on Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories [Note: this statement has

been superseded]; Statement on the Reproduction of Manuscripts and Archives for Noncommercial Purposes; Statement on the Reproduction of Manuscripts and Archives for Commercial Purposes; and Universal Gift Form and Instructions.

Joint Statement on Access to Original Research Materials. This supersedes the 1976 ACRL Statement on Access mentioned in the above paragraph and the 1974 Standards for Access of SAA (*American Archivist*, January 1974). (C&RL News, April 1979).

Relator Terms for Rare Books, Manuscripts, and Special Collections Cataloging (1981). Revised by ACRL RBMS Standards Committee. (C&RL News, October 1981).

COLLECTION DEVELOPMENT

CLIP Note #2-81: Collection Development Policies (1981). Prepared by the ACRL College Libraries Section's Continuing Education Committee. \$8.75 for ACRL members, \$11.50 for non-members. Order from ACRL office. Payment must accompany order.

Books for College Libraries. 2d ed. (1975). 6 vols. \$65. Single vol., \$12.50 each. Vol.1, Humanities; Vol.2, Language and Literature; Vol.3, History; Vol.4, Social Sciences; Vol.5, Psychology, Science, Technology, and Bibliography; Vol.6, Author, Title, and Subject Indexes. Order from Order Department, Ameri-



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Books for Junior College Libraries (1969). James W. Pirie, comp. \$35. Order from Order Department, American Library Association, 50 E. Huron St., Chicago, IL 60611.

OTHER

How to Participate in ACRL.

Guidelines for ACRL Chapters.

Directory of Extension Library Services Personnel (1981). Compiled by the ACRL Standards and Accreditation Committee. Free. Order from ACRL office.

ACRL University Library Statistics 1978-1979 (1980). A Compilation of Statistics from Ninety-Eight non-ARL University Libraries. \$5 for ACRL members, \$7.50 for non-members. Order from ACRL office. Payment must accompany order.

Libraries and Accreditation in Institutions of Higher Education (1981). Proceedings of an Invitational Conference sponsored by ACRL and COPA, June 26-27, 1980. Julie Carroll Virgo, ed. \$14.95 for ACRL members, \$18.95 for non-members. Order from ACRL Office. Payment must accompany order.

Slavic Ethnic Libraries, Museums and Archives in the United States: A Guide and Directory (1980). Compiled by Lubomyr R. Wynar. \$14 for ACRL members, \$17.50 for non-members. Order from ACRL office. Payment must accompany order.

Eighteenth-Century English Books—Considered by Librarians and Booksellers, Bibliographers and Collectors (1976). Hendrick Edelman, ed. Proceedings of a preconference sponsored by the ACRL Rare Books and Manuscripts Section, June 25-28, 1975, San Francisco. \$5. Order from ACRL office. Payment must accompany order.

Networks and the University Library (1974). Le Moyne W. Anderson, ed. Proceedings of an institute sponsored by the ACRL University Libraries Section, June 21-23, 1973, Las Vegas. \$3. Order from ACRL office. Payment must accompany order.

A Directory of Asian and African Librarians in North America (1978). Prepared under the auspices of the Asian and African Section of ACRL. \$5 for ACRL members. \$6 for non-members. Order from ACRL office. Payment must accompany order.

Directory of Library Science Collections (1977). Compiled by Carol S. Nielsen for former division of ALA—Library Education Division. \$2.50. Order from ACRL office. Payment must accompany order.

COLLEGE & RESEARCH LIBRARIES

Official journal of the Association of College and Research Libraries. Published in six

bimonthly issues.

Editor: C. James Schmidt, Research Libraries Group, Jordan Quadrangle. Stanford University, Stanford, CA 94305.

Sent to ACRL members as a perquisite of membership. Also available on subscription. \$35/year. Order from Subscription Department, American Library Association, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780.

Index for Volumes 26 to 40 (1965-1979) of College & Research Libraries and College & Research Libraries News (1980). This publication was prepared by Eldon W. Tamblyn. Its revisions conform with procedures observed during the last five years. \$10 for ACRL members, \$12 for non-members. Order from ACRL office. Payment must accompany order.

COLLEGE & RESEARCH LIBRARIES NEWS

Official news magazine of the Association of College and Research Libraries. Published in eleven monthly issues (July/August combined).

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FAST JOB LISTING SERVICE

A job listing which supplements in a speedy, timely fashion the classified advertising in *C&RL News*. Published eleven times/year (July/August combined). Six month subscription. \$10 for ACRL members. \$15 for non-members. Order from ACRL office. Payment must accompany orders.

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ACRL PUBLICATIONS IN LIBRARIANSHIP

Numbers 1-33, *ACRL Monograph Series*.

Editor: Joe W. Kraus, Director of Libraries, Il-

Illinois State University, Normal, IL 61761.

Available on standing order or as single volumes. Order from Order Department, American Library Association, 50 E. Huron St., Chicago, IL 60611.

Out-of-print titles are available from University Microfilms, Inc., 300 N. Zeeb Rd., Ann Arbor, MI 48106.

Titles in Print

No. 29—*The Career of the Academic Librarian: A Study of the Social Origins, Educational Attainments, Vocational Experience, and Personality Characteristics of a Group of American Academic Librarians.* Perry D. Morrison. (1969). \$4.50.

No. 30—*Junior College Libraries: Development, Needs, and Perspectives.* Everett LeRoy Moore, ed. (1969). \$3.

No. 31—*The Undergraduate Library.* Irene A. Braden. (1970). \$8.50.

No. 32—*Interlibrary Loan Involving Academic*

Libraries. Sarah K. Thomson. (1970). \$5.

No. 33—*The Case for Faculty Status for Academic Librarians.* Lewis C. Branscomb, ed. (1970). \$5.

No. 34—*Nonprint Media in Academic Libraries.* Pearce S. Grove, ed. (1975). \$10.

No. 35—*Thomas Bray's Grand Design.* Charles T. Laughler. (1973). \$8.50.

No. 36—*The Shaping of American Library Education.* Charles D. Churchwell. (1975). \$8.50.

No. 38—*Collective Bargaining in Higher Education.* Millicent D. Abell, ed. (1977). \$7.50.

No. 39—*Libraries for Teaching, Libraries for Research: Essays for a Century.* Richard D. Johnson, comp. (1977). \$12.50.

No. 40—*Book Selling and Book Buying: Aspects of 19th Century British and North American Book Trades.* Richard Landon, ed. (1979). \$10.

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