

How to Participate in ACRL

Information for New Members and Potential Members

To Join

Write or call the Association of College and Research Libraries for application forms and information: ACRL Office, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780 Ext. 260.

To Learn about ACRL's Current Programs, Officers, and Units

Check the *ALA Handbook of Organization* and read *College & Research Libraries News* regularly. (As a member of ACRL, you will receive both publications.)

To Attend Conference Programs, ACRL Board Meetings, or Committee Meetings

For information on times, places, and general program content, consult *C&RL News*, *American Libraries*, and the official conference programs and schedules. For additional information, contact the ACRL office.

To Attend Preconference Institutes

For information about time, place, and preconference theme, check *C&RL News* and *American Libraries*. For additional information and registration materials, write to the ACRL office.

To Establish a Local Chapter of ACRL

Check the procedures listed in "Guidelines for ACRL Chapters" (published in the March 1975 issue of *C&RL News* and available as a reprint from the ACRL office). Send a petition with the signatures of at least twenty-five ACRL members to the ACRL office for approval by the board of directors.

To Serve on ACRL's Committees or to Participate in ACRL's Sections and Discussion Groups

Familiarize yourself with the work of the unit—check the *ALA Handbook of Organization* for the unit's statement of responsibility, read about the work of the unit as reported in *C&RL News* and *American Libraries*, attend the meetings of the unit during ALA conferences. Submit a completed ACRL committee volunteer form (published in the November issue of *C&RL News* and available at conferences). Communicate your interest to the ACRL Committee on Appointments and Nominations, to any of the ACRL officers, to the chair of an ACRL unit whose work interests you, or to the ACRL office.

To Be a Candidate for an ACRL Office

Write to the ACRL Committee on Appointments and Nominations 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 re-

lates to the matter. Respond to requests published in *C&RL News* for input 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 Richard D. Johnson, Director of Libraries, James M. Milne Library, State University College, Oneonta, NY 13820. 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 material to the editor of *C&RL News*, John V. Crowley, Assistant Director, James M. Milne Library, State University College, Oneonta, NY 13820.

To Subscribe to ACRL Periodicals

For a subscription to *Choice*, write to Subscription 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.

To Order Works from the *ACRL Publications in Librarianship* Series

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." 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.

To Advertise in ACRL Publications

To place ads in *C&RL* or *C&RL News*, contact the Advertising Department, American Library Association, (312) 944-6780. To place ads in *Choice*, contact the Advertising Manager, *Choice*, (203) 347-6933. ■■