

Too Small"; Julian G. Plante, Founding Executive Director, Hill Monastic Library and Research Professor of Classics, St. John's University, Collegeville, Minnesota, "The Hill Monastic Library: Preserving the Past for the Future"; Micheal Ryan, Director of Library Collections and Curator of Special Collections, Stanford University, "Places for the Past in the Future: Developing Special Collections in the 90s."

The seminars will for the most part deal with procedural and technical issues such as revision to Bibliographic Description of Rare Books, writing a formal collection development policy for a special collection, the implications for special collections of preservation reformatting, and new developments in security products. There will also be sessions on controversial ethical issues facing special collections librarians, research uses that transform the nature of collections, and the reorganizing of existing space in response to changing needs.

The Preconference will open on Tuesday, June 19, with a reception at the Wilson Library, University of Minnesota. Additional receptions will be held on Wednesday evening at the Minnesota Center for the Book Arts and on Thursday evening at the James J. Hill House. Also on Thursday participants will be taken by bus for a day trip to St. John's University and Abbey in Collegeville for a tour of the campus, some buildings of which were designed by Marcel Breuer, and the Hill Monastic Manuscript Library. A lunch and program events will also take place on this rural campus. After the trip back and the reception a dinner will be held at the Campus Club.

Registration is limited to the first 250 applicants. The registration fee of \$125 for ACRL members and \$175 for non-members must be included with the registration form. This fee includes entry to the preconference receptions and to all preconference papers and seminars. It also includes lunches at the hotel on Wednesday and Friday, the bus trip and lunch at St. John's University, and the dinner at the Campus Club on Thursday evening. Name badges and preconference materials may be picked up at the preconference registration at the Radisson University Hotel on Tuesday, June 19, from 3:00 p.m. to 7:00 p.m. or Wednesday, June 20, from 8:00 a.m. to 10:00 a.m. Written cancellations only will be honored until May 15 (minus a \$25 cancellation fee). Late registrations will be accepted on a space-available basis after May 15 at an additional cost of \$25 per person.

The University Radisson Hotel is a pleasant facility located in the midst of the University of Minnesota and within ten minutes of downtown Minneapolis. The hotel provides free shuttle service to areas within a ten-mile radius. Rates are \$68 for single occupancy and \$72 for double occupancy. A housing form will be sent upon receipt of your registration. The cost of the hotel is not included in the preconference registration fee.

A brochure describing the preconference will be sent to all RBMS members by mid-March. Others who are interested in attending should contact: Mary Ellen Davis, American Library Association, ACRL, 50 East Huron Street, Chicago, IL 60611; (800) 545-2433.



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, Chicago, IL 60611-2795; (800) 545-2433; in Illinois, (800) 545-2444; in Canada, (800) 545-2455; or (312) 944-6780.

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 time, 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 preconferences

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

To take a continuing education course

To receive a course brochure, write to the ACRL office. To register, use information published in *C&RL News* or in the course brochure.

To sponsor a local presentation of an ACRL continuing education course

Write the ACRL office and specify the course(s) and date(s). ACRL continuing education courses are available for local presentation by chapters, library schools, libraries, universities, or other professional groups.

To establish a local chapter of ACRL

Check the procedures listed in "Guidelines for ACRL Chapters" (available from the ACRL office). Send a petition with the signatures of at least 25 ACRL members to the ACRL office for approval by the Board of Directors.

To request a speaker in the Chapter Speaker program

Write Alia Al-Taqi at the ACRL office and specify your date and topic. Eight chapters qualify each year for a free visit from ACRL officers or the ACRL Executive Director.

To serve as ACRL liaison to another professional association

Contact the ACRL office for information on the ACRL professional liaison program.

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 October issue of *C&RL News* and available at ALA conferences). Communicate your interest to the ACRL Appointments and Nominations Committee, 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 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 nominate someone for an award or to apply for a grant or fellowship

Write or call Mary Ellen Davis at the ACRL office for information or nomination forms for the Academic/Research Librarian of the Year Award, Oberly Award, Doctoral Dissertation Fellowship, Hugh Atkinson Memorial Award, Samuel Lazerow Fellowship, the Miriam Dudley BI Librarian of the Year Award, the RBMS Exhibition Catalogue Award, or the Martinus Nijhoff International West European Specialist Study Grant.

To provide suggestions for new projects, services, courses, and 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. Be in touch with the ACRL Planning Committee (Michael D. Kathman, chair).

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 find information on professional library positions open

Check the classified advertising listings in *College & Research Libraries News* or *American Libraries*. Subscribe to the monthly *Fast Job Listing Service*, available from the ACRL office. Call the ACRL telephone JOBLINE, (312) 944-6795 (listings are changed every Friday morning).

To obtain ACRL publications or policy statements

For information about the availability of materials, check *C&RL News*, ACRL's publications brochure, or the ALA Publications Checklist. You may obtain a publications brochure form the ACRL office or at ALA conferences. To order standards and guidelines, write to the ACRL office. To order other publications, contact the ALA Order Department.

To submit an article for publication

Contact the editor of the publication. For *Col-*

lege & Research Libraries, send manuscripts to Gloriana St. Clair, William Jasper Kerr Library, Oregon State University, Corvallis, OR 97331. Instructions for authors are printed in each issue of the journal. For *C&RL News*, send articles to George Eberhart at the ACRL office (see the guidelines published in January). For *Rare Books & Manuscripts Librarianship*, send articles to Alice Schreyer, Special Collections, University of Delaware Library, Newark, DE 19717.

To submit a proposal for a monographic publication

Discuss your proposal with Mary Ellen Davis, ACRL publications officer, at ACRL headquarters, and submit a "Preliminary Publication Information Form." Consult this issue of *C&RL News*, p. 000, for more detailed instructions. For the *ACRL Publications in Librarianship* series, send proposals or manuscripts directly to Jonathan A. Lindsey, Coordinator of Affairs, Baylor University, Waco, TX 76798.

To submit news items for publication in *College & Research Libraries News*

Send materials to George Eberhart at the ACRL Office, 50 E. Huron St., Chicago, IL 60611-2795. Consult the guidelines for submission of news items in the January issue. The deadline for receipt

of news items is approximately the 26th of each month.

To subscribe to ACRL periodicals

For a subscription to *Choice*, write to the Subscriptions Department, *Choice*, 100 Riverview Center, Middletown, CT 06457. For a subscription to *C&RL*, *C&RL News*, or *RBML*, write to the Subscriptions Department, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795.

To order works from the ACRL Publications in Librarianship series

For a listing of the works in this series, write to the ACRL office. To place a standing order or to order individual titles, write to the ALA Order Department, 50 E. Huron St., Chicago, IL 60611-2795. To order copies of out-of-print titles, contact University Microfilms International, 300 N. Zeeb Rd., Ann Arbor, MI 48106.

To advertise in ACRL publications

To place product ads in *C&RL*, *C&RL News*, or *Choice*, contact Art Beck, Advertising Sales Manager, *Choice*, 100 Riverview Center, Middletown, CT 06457. To place classified ads in *C&RL News* or the telephone JOBLINE, contact Karen Christopher at the ACRL Office, 50 E. Huron St., Chicago, IL 60611-2795; (312) 944-6780. ■ ■

ACRL list of materials available

A complete checklist of ACRL publications in print.

Single copies of ACRL standards (for university libraries, college libraries, and two-year college learning resources programs) are free upon request; additional copies may be purchased for \$1.00 each. All other publications are priced as listed. To ensure that your order is properly processed, include ISBN, author, title, list price, and applicable discount for each item ordered.

Both institutions and individuals may order on account, plus postage and handling; however, prepayment should accompany individuals' orders of \$15.00 or less. No postage or handling charges are

added to prepaid orders (check, money order, credit card). All prices are payable in U.S. funds, net 30 days. The first price stated is the list price.

Discounts

ALA personal and organizational members are eligible to receive a ten percent (10%) discount on ACRL materials (except subscription items). To receive the discount, give your membership number, and deduct the discount when preparing your orders.