

ual 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: ACRL Publications, ACRL, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780. All orders must 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. Only payment in U.S. funds will be accepted.

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 Extended Campus Library Services*. (*C&RL News*, March 1982).
- 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.

CE COURSE SYLLABI

ACRL continuing education course syllabi are available at a charge of \$10/syllabus for ACRL members and \$15/syllabus for non-members from: Barbara Macikas, ACRL, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780.

Establishing the College BI Program: The Director's Role (CE 103) provides the academic library administrator with an overview of managerial considerations essential in establishing the successful BI program. Written by Dennis Robinson.

Strategies and Tactics for Enhancing the Role and Position of the Library within the College or University (CE 104) explores internal and external factors influencing the role of the library in the academic community and provides exercises designed to help library administrators advance the library's position within the institution. Written by P. Grady Morein.

Time Management and Conducting Effective Meetings (CE 105) emphasizes time as a resource, describes the most frequent time problems encountered by librarians and discusses techniques for organizing and managing time. Also considers the meeting as a management tool: what meetings can and cannot accomplish and how to use meetings successfully. Written by Sheila Creth.

An Introduction to Maps in Libraries: Maps As Information Tools (CE 201) describes the information potential of maps in the academic library environment. Considers acquisitions, collection development, reference, instruction space and equipment requirements. Written by David Cobb and Charles Seavey.

Teaching Methods for the BI Librarian (CE 202) outlines learning theory and instructional methods effective in bibliographic instruction with an emphasis on planning and execution. Written by Marilla Svinicki.

Writing the Journal Article and Getting it Published (CE 501) reviews the publication process and considers effective strategies for publishing

including selection of publishing medium, manuscript preparation and submission. Written by Richard Johnson.

Survey Research Methods (CE 503) reviews the methodology of conducting survey research including sampling techniques, questionnaire design, data reduction and analysis and evaluation of surveys found in library literature. Written by Gary Golden.

STAFF DEVELOPMENT

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.

Management and Staff Development (1982). Proceedings of a workshop sponsored by the Northern California ACRL Chapter in June, 1979. \$8 for ACRL members, \$10 for non-members.

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

Results of the ACRL 100 Survey on Classified Advertising (1982). \$5. Address orders to the ACRL 100 Project at the ACRL office.

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. Order from ACRL office. Payment must accompany order.

Governance in the Academic Library (1981). Beta-max or U-matic videotape (specify) of six academic librarians reviewing issues relating to the status of the academic librarian and the ACRL

A NEW PUBLICATION

Back to the Books: Bibliographic Instruction and the Theory of Information Sources has just been published by ACRL. Edited by Ross Atkinson, it contains the papers given at the Philadelphia Annual Conference program meeting of the Bibliographic Instruction Section. Conference speakers were Patrick Wilson (UC-Berkeley) and Conrad Rawski (Case Western Reserve). Responses to their papers were given by Frances Hopkins (Temple University) and Tom Kirk (Berea College). The volume is 78 pages and may be ordered prepaid from ACRL at \$12 for members and \$15 for non-members. ■■

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 October 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 Sections'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, American Library Association, 50 E. Huron St., Chicago, IL 60611.

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 Learning (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 Li-

braries Section, June 21-23, 1973, Las Vegas. \$3. Order from ACRL office. Payment must accompany order.

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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.

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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.

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Library Statistics of Colleges and Universities: Summary Data 1979 (1982). Data gathered in the HEGIS survey by the National Center for Education Statistics. \$10 for ACRL members. \$13 for non-members. Order from ACRL office.

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 requisite 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.

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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.

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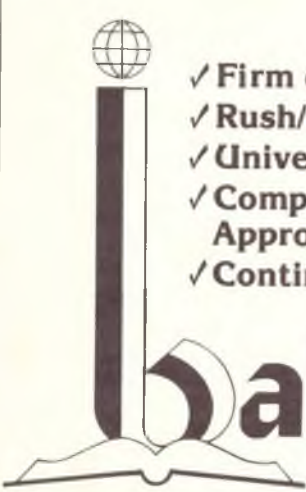
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FAST JOB LISTING SERVICE

A job listing which supplements in a speedy, timely fashion the classified advertising in *C&RL News*. Published twelve times/year. 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: Arthur P. Young, Dean of Libraries, University of Rhode Island, Kingston, RI 02881.

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.

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 No. 38—*Collective Bargaining in Higher Education*. Millicent D. Abell, ed. (1977). \$12.50.
 No. 39—*Libraries for Teaching, Libraries for Research: Essays for a Century*. Richard D. John-

son, 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.
 No. 41—*Women View Librarianship: Nine Perspectives*. Kathryn Lundy, ed. (1980). \$7. ■■ 8

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C&RL News Guidelines for Submission of Articles or Columns

I. Purpose of C&RL News

College & Research Libraries News is the official news magazine of ACRL, a division of the American Library Association. Its purpose is to record significant activities of ACRL and to report news about academic and research libraries. As the official ACRL news magazine, *C&RL News* maintains a record of selected actions and policy statements of the association and publishes timely reports on the activities of ACRL and its sections, committees, discussion groups, councils, and chapters.

As a vehicle for communication among college and research librarians, *C&RL News* reports news items pertinent to academic and research librarianship, including information on bibliographic instruction, continuing education, appointments, collection acquisitions, grants to libraries, and publications (brief notices).

The editor bears responsibility for the contents of each issue of *C&RL News*. Materials selected by the editor must be newsworthy, timely, and of practical value to people in the field. The editor has authority to decide what material is appropriate for publication, based on the following guidelines. The editor also reserves the right to make appropriate revisions in material selected for publication in order to standardize style or improve clarity (except official ACRL documents, president's letters, and similar material).

Formal, theoretical, or research-oriented articles inappropriate for *C&RL News* will be forwarded to the editor of *College & Research Libraries* for review.

II. Length

Articles and columns should be no more than 2,000 words and no less than 500 words.

III. Style

C&RL News style is informal, but informative and accurate.

IV. Content

Materials selected should fall into one of the following categories:

a. Reports on a project, program, or research underway or recently completed dealing with a topic

relevant to academic librarianship. Footnotes should be minimal and charts or tables avoided. These reports may be preliminary descriptions of programs or research to be published formally at a later date in library literature (e.g., "Online Searching and Chemistry Students at Knox," February 1982).

b. Reports on a recent conference or workshop of interest to academic or research librarians (e.g., "Second International Conference on User Education," November 1981).

c. Reasoned and informed speculation or comment on a relevant topic, especially if solicited by the editor or an official ACRL group (e.g., "Enemies of Books," October 1981).

d. State-of-the-art reports on a relevant topic (e.g., "Education for Community College Librarianship," September 1981).

e. Standards, guidelines, or recommendations of an ACRL committee or other official ACRL group (e.g., "Guidelines for Two-Year College Learning Resources Programs," January & February 1982).

V. Manuscript

Authors should submit two copies, double-spaced, following either the University of Chicago's *Manual of Style* or Turabian.

VI. Requests for Donations

C&RL News may occasionally print requests for the donation of books or materials to libraries, especially foreign libraries, which have suffered extensive loss through fire, hurricane, or other natural disaster. Other libraries soliciting contributions for other reasons will be referred to the rates for classified advertising in *C&RL News*.

Editor's Note: These guidelines were adopted by the C&RL News Editorial Board at the Denver Midwinter Meeting on January 25, 1982. ■■

