

sette players, slide-tape machines, etc. These statistics do not have to be kept after each use, but perhaps on an annual basis.

V. MISCELLANEOUS STATISTICS FOR CONSIDERATION

- A. Faculty-initiated vs. librarian-initiated.
- B. Types of promotion and advertising (e.g., poster, memo, personal contact).
- C. Classes in library vs. out of library.
- D. Time of day classes meet (important for

scheduling reasons).

The ACRL BIS research committee has gathered this information from many BI practitioners. There may be other areas that you are using or of which you are aware. The committee would welcome your comments. Please address your comments to: Virginia Tiefel, Chair, Bibliographic Instruction Section Research Committee, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210; (614) 422-6151. ■■

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.

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 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" (available 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 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 Provide Suggestions for New Projects, Services, Courses, 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. *Be in touch with the Strategic Planning*

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 second is 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, c/o 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 Arthur P. Young, Dean of Libraries, University of Rhode Island, Kingston, RI 02881.

To Submit a Nonprint Item for Publication

Contact the editor of the *ACRL Nonprint Media*

Publication series, Jean W. Farrington, Assistant Circulation Librarian, Van Pelt Library, University of Pennsylvania, Philadelphia, PA 19104.

To Submit News Items for Publication in College & Research Libraries News

Send materials to the editor of *C&RL News*, George M. Eberhart, ACRL/ALA, 50 E. Huron St., Chicago, IL 60611. Consult the guidelines for submission of news items in the January issue of *C&RL News*.

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.

To Order Works from the ACRL Publications in

Librarianship Series

For a listing of the works in this series, write to the ACRL office. For a list of in-print titles, check the "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.

To Advertise in ACRL Publications

To place display ads in *C&RL*, *C&RL News*, or *Choice*, contact Art Beck, Marketing Director, *Choice*, 100 Riverview Center, Middletown, CT 06457. 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. ■■

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 \$2 each from: ACRL Publications, ACRL 50 E. Huron St., Chicago, IL 60611; (312)944-6780. All orders must include a self-addressed mailing label. 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

Back to the Books: Bibliographic Instruction and the Theory of Information Sources (1983). Papers presented at the Bibliographic Instruction Section program at the 1982 ALA annual conference. Edited by Ross Atkinson. \$12 for ACRL members, \$15 for non-members. Order from ACRL office. Payment must accompany order.

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. (*C&RL News*, July/August 1981, in non-tabular form).

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). \$7 for ACRL members, \$10 for non-members. Order from ACRL