

Seattle, cont'd

Seattle is surrounded by mountains and water. The Olympic and the Cascades Mountains, Lake Washington, and the Puget Sound all contribute to the beauty of this area. The Conference Executive Committee is planning events which will emphasize Pacific Northwest themes. A boat trip on the Puget Sound and a salmon banquet will be among the special events offered to conference participants. The dinner will feature steamed clams served on the beach, fresh salmon barbecued over green alder coals, and a performance by the Cape Fox Indian Dancers. ACRL members may want to consider a vacation in conjunction with conference attendance.

Meetings will be at the Seattle Center and the new Sheraton Hotel in downtown Seattle. The Seattle Center was the site of the 1964 Seattle World's Fair, and is the home of the Space Needle, Seattle's best known landmark. Also at the Center is the Seattle Repertory Theater and a branch of the Seattle Art Museum. The Seattle Center is five minutes by monorail to the center of downtown Seattle. Con-

ference hotels are within short walking distance of the monorail terminal and downtown department stores, theaters and restaurants.

From many suggestions the Conference Executive Committee chose "Academic Libraries: Myths and Realities" as the theme for the 1984 conference. The theme was suggested by Ward Shaw, Colorado Alliance of Research Libraries. Five theme sessions plus a wrap-up session are planned.

Contributed papers and exhibits will again be important features of the conference. The call for contributed papers was published in the March issue of *C&RL News*. The Conference Executive Committee is exploring the possibility of publishing the papers at a lower cost and providing registrants with a copy of the proceedings as part of their registration.

The Conference Executive Committee welcomes suggestions regarding the conference. Suggestions should be sent to: Gary L. Menges, Chair, ACRL National Conference Executive Committee, Suzzallo Library, FM-25, University of Washington Libraries, Seattle, WA 98195. ■■

Standards and Guidelines Relating to Academic Libraries

Many of the inquiries received by the ACRL Office are concerned with or can be answered by certain standards or guidelines developed by ALA, its divisions, or other professional organizations. The following list was compiled with the help of the ACRL Standards and Accreditation Committee. Unless otherwise noted, all materials are available from various offices and divisions of ALA, 50 E. Huron Street, Chicago, IL 60611.

I. STANDARDS

ACRL/AECT *Guidelines for Two-Year College Learning Resources Programs* (*C&RL News*, January and February 1982, pp. 5-10, 45-49). Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Standards for College Libraries* (*C&RL News*, October 1975, pp. 275-79, 290-301). Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Standards for University Libraries* (*C&RL News*, April 1979, pp. 101-10). Offprint free to ACRL members, non-members \$1, from ACRL Office.

II. GUIDELINES

ACRL *Access Policy Guidelines* (*C&RL News*, November 1975, pp. 322-23). Offprint free to

ACRL members, non-members \$1, from ACRL Office.

ACRL *Guidelines and Procedures for the Screening and Appointment of Academic Librarians* (*C&RL News*, September 1977, pp. 231-33). Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Guidelines for Audio-Visual Services in Academic Libraries* (1968). 24p. \$1.50, from ACRL Office.

ACRL *Guidelines for Bibliographic Instruction in Academic Libraries* (*C&RL News*, April 1977, p. 92). Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Guidelines for Branch Libraries in Colleges and Universities* (*C&RL News*, October 1975, pp. 281-83). Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Guidelines for Extended Campus Library Services* (*C&RL News*, March 1982, pp. 86-88). Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections*. (*C&RL News*, March 1982, pp. 90-93).

ACRL *Guidelines on Manuscripts and Archives* (1977). Free to ACRL members, non-members \$1, from ACRL Office.

Ann. Ass'n of Colleges of Pharmacy,
Standards + Planning Guide for Academic
Library Service (2d ed., 1981)
work?

ACRL/AAUP/AAC *Joint Statement on Faculty Status of College and University Librarians* (*C&RL News*, February 1974, p. 26). Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Relator Terms for Rare Books, Manuscripts, and Special Collections Cataloging* (*C&RL News*, October 1981, pp. 322-25). Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Standards for Faculty Status for College and University Librarians* (*C&RL News*, May 1974, p. 112-13). Offprint free to ACRL members, non-members \$1, from ACRL Office.

ALA *Freedom to Read Statement* (*American Libraries*, March 1979, pp. 253-54). Offprint free with SASE, from Office of Intellectual Freedom.

ALA *Guidelines for Library Affirmative Action Plans* (*American Libraries*, July/August 1976, pp. 451-53). Offprint free with SASE, from OLPR Office.

ALA *Library Bill of Rights* (*American Libraries*, December 1979, p. 663). Offprint free with SASE, from Office of Intellectual Freedom.

ALA *Library Bill of Rights Interpretations* (available free with SASE, from Office of Intellectual Freedom):

- Challenged Materials (*American Libraries*, September 1981, p. 492).
- Evaluating Library Collections (*American Libraries*, September 1981, p. 492).
- Exhibit Spaces and Meeting Rooms (*American Libraries*, June 1981, p. 334).
- Expurgation of Library Materials (*American Libraries*, June 1981, p. 334).
- Intellectual Freedom Statement (*American Libraries*, September 1971, pp. 831-33).
- Restricted Access to Library Materials (*American Libraries*, September 1981, pp. 495-96).
- Statement on Labeling (*American Libraries*, September 1981, p. 495).

ALA *Policy on Confidentiality of Library Records* (1971). Free with SASE, from Office of Intellectual Freedom.

ALA *Standards for Accreditation* (1972). Free with SASE, from Committee on Accreditation Office.

ARL *Network Development in Research Libraries: Some Guiding Principles* (1980). Check with the Association of Research Libraries, 1527 New Hampshire Ave., NW, Washington, DC 20036, for availability.

ASIS *Code of Ethics* (1972). Free with SASE, from American Society for Information Science, 1010 16 St., NW, Washington, DC 20036.

CODORT *State Document Guidelines* (1982). Includes: Guidelines for Minimum State Servicing of State Documents; Guidelines for State Documents Checklists; Guidelines for Inputting State Documents into Data Bases; Guidelines for State Publications Depository Legislation; Guidelines for State Distribution Center Activities. Free,

from Karen Smith, Documents Department, Lockwood Memorial Library, SUNY at Buffalo, Buffalo, NY 14260.

LAMA *Personnel Performance Appraisal: A Guide for Libraries and a Bibliography* (1979). 14p. Free, plus \$1.50 postage, from LAMA Office.

OLPR *Guidelines for Library Affirmative Action Plans* (1976). Free, plus 40c postage, from OLPR Office.

RASD *A Commitment to Information Services: Developmental Guidelines* (RQ, Fall 1979, pp. 29-30). Offprint free, plus 30c postage, from RASD Office.

RASD *Guidelines for Establishing Local History Collections* (RQ, Spring 1979, pp. 29-30). Offprint free, plus 30c postage, from RASD Office.

RASD *Guidelines for the Preparation of a Bibliography* (RQ, Fall 1982, pp. 31-32). Free, plus 30c postage, from RASD Office.

RASD/IFLA *Interlibrary Loan Codes, 1980; International Lending Principles and Guidelines*, 1978 (1981). 16p. ISBN 0-8389-5587-8. \$2, from ALA Order Department.

RTSD *Guide to Collection Evaluation through Use and User Studies* (1983). Forthcoming in October-December 1983 *Library Resources & Technical Services*. Offprints to be available from RTSD Office.

RTSD *Guide to Coordinated and Cooperative Collection Development among Libraries* (1983). Forthcoming in October-December 1983 *Library Resources & Technical Services*. Offprints to be available from RTSD Office.

RTSD *Guidelines for Book Catalogs* (1977). 32p. ISBN 0-8389-3190-1. \$5, from ALA Order Department.

RTSD *Guidelines for Collection Development* (1979). 84p. ISBN 0-8389-3231-2. \$6, from ALA Order Department.

RTSD *Guidelines for Handling Library Orders for In-Print Monographic Publications* (1973). Free, plus 35c postage, from RTSD Office.

RTSD *Guidelines for Handling Library Orders for Microforms* (1977). Free, plus 35c postage, from RTSD Office.

RTSD *Guidelines for Handling Library Orders for Serials and Periodicals* (1974). 16p. ISBN 0-8389-3158-8. \$3, from ALA Order Department.

RTSD *Guidelines for the Subject Analysis of Audiovisual Materials* (1978). 2p. Free, plus 35c postage, from RTSD Office.

RTSD *Guidelines for Union Catalogues of Serials* (1st Draft, 1981). \$10, from RTSD Office.

III. RELATED MATERIALS

ACRL *College Library Standards: Questions and Answers* (*C&RL News*, November 1974, pp. 249-50). Offprint free to ACRL members, non-members \$1, from ACRL Office.

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

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November 1979, pp. 305-16). Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Guide to Methods of Library Evaluation (C&RL News, October 1968, pp. 293-99)*. Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL/SAA *Joint Statement on Access to Original Research Materials (C&RL News, April 1979, pp. 111-12)*. Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *The Mission of an Undergraduate Library (Model Statement) (C&RL News, November 1979, pp. 317-19)*. Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Model Statement of Criteria and Procedures for Appointment, Promotion in Academic Rank, and Tenure for College and University Librarians (C&RL News, September and October 1973, pp. 192-95, 243-47)*. Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Organizing and Managing a Library Instruction Program: Checklists (1979)*. \$3 for ACRL members, \$4 for non-members, from ACRL Office.

ACRL *Statement on Collective Bargaining (1975)*. Free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Statement on Quantitative Standards for Two-Year Learning Resources Programs (C&RL News, March 1979, pp. 69-73)*. Offprint free to ACRL members, non-members \$1, from ACRL Office.

ACRL *Statement on the Terminal Professional Degree for Academic Librarians (1975)*. Free to ACRL members, non-members \$1, from ACRL Office.

ALA *Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use (C&RL News, April 1982, pp. 127-31)*. Included in *Librarian's Copyright Kit 1982*. ISBN 0-8389-3276-2. \$15, from ALA Order Department.

ALA *Thirty Questions Librarians Ask about Taping Copyrighted Television Programs for Educational Use: Interpreting the Guidelines for Off-Air Recording (1982)*. 20p. ISBN 0-8389-3274-6. \$2, from ALA Order Department. Also included in the *ALA Librarian's Copyright Kit 1982* (\$15, from ALA Order Department).

ARL *Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories; Reproduction of Manuscripts and Archives for Non-Commercial Purposes (1974)*. Free, from the Association of Research Libraries, 1527 New Hampshire Ave., NW, Washington, DC 20036.

ARL/ACRL "Report of the ARL/ACRL Joint Committee on University Library Standards," Appendix (1975) in John Vasi, *Budget Allocation Systems for Research Libraries* (1983), OMS Occasional Paper #7. For historical purposes only. Free to ARL library members, others \$8, from ARL/OMS (address above).

ASCLA *Techniques for Library Service to the Deaf and Hard of Hearing (Interface, Fall 1981, pp. 2-3)*. Offprint free with SASE, from ASCLA Office.

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OLPR *Library Education and Personnel Utilization: A Statement of Policy* (1970). 8p. Free with SASE, from OLPR Office.

RASD *The Library's Responsibility to the Aging* (RQ, Fall 1981, p. 27). Free, plus 30¢ postage, from RASD Office.

RASD *Online Training Sessions: Suggested Guidelines* (RQ, Summer 1981, pp. 353-57). ISBN 0-8389-6541-5. Offprint \$1, from ALA Order Department.

IV. ANSC STANDARDS

The American National Standards Committee Z39: Library and Information Sciences and Related Publishing Practices develops technical standards for both products and services in the library profession. The following standards are available from ANSC Z39, U.S. Department of Commerce, National Bureau of Standards, Library E-106, Washington, DC 20234.

Abbreviation of Titles of Periodicals. Z39.5-1969(R1974). \$4.

Basic Criteria for Indexes. Z39.4-1968(R1974). \$4.

Bibliographic Information Interchange on Magnetic Tape. Z39.2-1979. \$4.

Bibliographic References. Z39.29-1977. \$12.75.

Book Numbering. Z39.21-1980. \$3.50.

Book Spine Formats. Z39.41-1979. \$3.50.

Criteria for Price Indexes for Library Materials. Z39.20-1974. \$4.

Development of Identification Codes for Use by the Bibliographic Community. Z39.33-1977. \$3.50.

Directories of Libraries and Information Centers. Z39.10-1971(R1977). \$4.

Guidelines for Thesaurus Structure, Construction, and Use. Z39.19-1980. \$5.

International Standard Serial Numbering. Z39.9-1979. \$3.50.

Library Statistics. Z39.7-1968(R1974). \$6.50.

Order Form for Single Titles of Library Materials in 3-inch by 5-inch Format. Z39.30-1982. \$6.

Periodicals: Format and Arrangement. Z39.1-1977. \$4.50.

Permanent and Durable Library Catalog Cards. Z85.1-1980. \$3.50.

Serial Holdings Statements at the Summary Level. Z39.42-1980. \$5.50.

Structure for the Identification of Countries of the World for Information Exchange. Z39.27-1976. \$2.

System for the Romanization of Arabic. Z39.12-1972(R1978). \$3.50.

System for the Romanization of Armenian. Z39.37-1979. \$3.50.

System for the Romanization of Hebrew. Z39.25-1975. \$4.50.

System for the Romanization of Japanese. Z39.11-1972(R1978). \$4.

System for the Romanization of Lao, Khmer, and Pali. Z39.35-1979. \$4.50.

System for the Romanization of Slavic Cyrillic Characters. Z39.24-1976. \$4.

V. SETTING STANDARDS

Setting Standards for Libraries (1982) reprints the papers presented at a program sponsored by the ALA Standards Committee at Annual Conference in 1981. This 34-page monograph contains many helpful suggestions on selecting a standards committee, conducting research, writing, implementing, promoting, validating, and revising standards. It costs \$4 and may be ordered from the ALA Executive Office.

The following ACRL units are directly involved in developing standards and guidelines: Standards and Accreditation Committee, Patricia Ann Sacks, Chair; Academic Status Committee, D. Kaye Gappen, Chair; Ad Hoc College Library Standards Committee, Jacquelyn M. Morris, Chair; EBSS Committee on Standards for Education Library Services, Betty P. Cleaver, Chair; RBMS Ad Hoc Committee on Developing Guidelines for Professional Ethics, Terry Belanger, Chair; RBMS Ad Hoc Committee on Developing Guidelines for the Selection of General Collection Materials for Transfer to Special Collections, Samuel Allen Streit, Chair; RBMS Security Committee, Peter E. Hanff, Chair; and RBMS Standards Committee, John Lancaster, Chair. ■■

Status Seekers Take Note

The ACRL office gets many inquiries from librarians about types of appointments, criteria for promotion and tenure, benefits, governance, number of hours in the work week, terms of appointment, etc. An ACRL publication which addresses all these issues and more is the *Academic Status Survey*. As part of the ACRL 100 Library project, 126 libraries were surveyed on these issues. Their responses are summarized in this book and appropriate documents from 31 institutions are included in their entirety. The documents include faculty handbooks, evaluation forms for librarians, personnel plans, guidelines for promotion and tenure committees, faculty constitutions, professional staff manuals, and policy manuals. The *Academic Status Survey* is very much like an ACRL CLIP Note except community colleges and university libraries were surveyed along with college libraries. Copies of this 340-page book are available from ACRL at \$12 for ACRL members, \$17 for non-members (prepaid).



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CE 503 Survey Research Methods	\$150	\$200
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