Standards and guidelines relating to academic libraries

Standards for the profession and where to find them.

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 contains selected references to standards and guidelines published by ALA and related associations that are relevant to libraries in higher education. ALA publications may be ordered by sending the proper amount and a *self-addressed mailing label* to the specific office mentioned in each annotation, 50 E. Huron St., Chicago, IL 60611-2795.

ACRL committee or section chairs who are interested in developing standards or guidelines should request a copy of the ACRL Standards and Accreditation Committee's *Policy and Procedures Manual*, June 1984, from Sandy Whiteley at ACRL.

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 $2, 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 $2, from ACRL Office.

ACRL *Standards for University Libraries* (*C&RL News*, April 1979, pp.101–10). Offprint free to ACRL members, non-members $2, from ACRL Office.

II. Guidelines

ACRL *Access Policy Guidelines* (*C&RL News*, November 1975, pp.322–23). Offprint free to ACRL members, non-members $2, 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 $2, from ACRL Office.

ACRL *Guidelines for Audio-Visual Services in Academic Libraries* (1968). 24p. Out of print.

ACRL *Guidelines for Bibliographic Instruction in Academic Libraries* (*C&RL News*, April 1977, p.92). Offprint free to ACRL members, non-members $2, 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 $2, 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 $2, from ACRL Office.

ACRL *Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections* (*C&RL News*, March 1982, pp.90–93). Offprint free to ACRL members, non-members $2.

ACRL *Guidelines on Manuscripts and Archives* (1977). Free to ACRL members, non-members $2, from ACRL Office.

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 $2, from ACRL Office.

ACRL *Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians* (*C&RL News*, July/August 1984,

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pp.357–58). Proposed fourth draft.

ACRL *Standards for Faculty Status for College and University Librarians* (*C&RL News*, May 1974, pp.112–13). Offprint free to ACRL members, non-members $2, from ACRL Office.

ALA *Freedom to Read Statement* (*American Libraries*, March 1979, pp.253–54). Offprint free, from ALA Office for Intellectual Freedom.

ALA *Guidelines for Authors, Editors and Publishers of Literature in the Library and Information Field* (1983). 4p. Free, from ALA Executive Office.

ALA *Guidelines for Library Affirmative Action Plans* (*American Libraries*, July/August 1976, pp.451–53). Offprint free, from ALA Office for Library Personnel Resources.

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

ALA *Library Bill of Rights Interpretations* (available free, from ALA Office for 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 and Suggested Procedures for Implementation* (1983). Free, from ALA Office for Intellectual Freedom.

ALA *Standards for Accreditation* (1971). 12p. Free, from ALA Committee on Accreditation.

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

ARLIS/NA *Standards for Art Libraries and Fine Arts Slide Collections* (1983). Occasional paper #2. 46p. Contains standards on staffing art libraries; on staffing fine arts slide collections; and collection development standards. $10, from Art Libraries Society of North America, 3775 Bear Creek Circle, Tucson, AZ 85749.

ASCLA *Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped* (1984). 55p. ISBN 0-8389-3306-8. $6.50, from ALA Publishing.

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

GODORT *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-Buffalo, Amherst, NY 14260.

LAMA *Personnel Performance Appraisal: A Guide for Libraries and a Bibliography* (1979). 7p. Free, from LAMA Office.

LBI *Standard for Library Binding* (1981). $2.54, from Library Binding Institute, 1421 E. Wayzata Blvd., Suite 51, Wayzata, MN 55391.

MARAC *Guidelines for Archives and Manuscript Repositories* (1983). 19p. Occasional Publication #2 of the Mid-Atlantic Regional Archives Conference. $2.50, from Br. Denis Sennett, Friars of the Atonement Archives, Graymoor, Garrison, NY 10542.

MARAC *Guidelines for Paper and Leather Conservation* (1979), by Paul Mucci. $3, from Br. Denis Sennett, at the above address.

OLPR *Guidelines for Library Affirmative Action Plans* (1976). Free, from ALA Office for Library Personnel Resources.

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

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

RASD *Guidelines for Library Services to an Aging Population* (1975). Free, from RASD Office.

RASD *Guidelines for Reprinting or Republishing Books of Historical Interest* (*RQ*, Fall 1984).

RASD *Guidelines for the Preparation of a Bibliography* (*RQ*, Fall 1982, pp.31–32). $1, from ALA Publishing.

RASD/IFLA *Interlibrary Loan Codes, 1980; International Lending Principles and Guidelines, 1978* (1982). 16p. ISBN 0-8389-5587-8. $2, from ALA Publishing.

RTSD *Guide to Collection Evaluation through Use and User Studies* (*Library Resources & Technical Services*, October-December 1983, pp.432–40).

RTSD *Guide to Coordinated and Cooperative Collection Development among Libraries* (*Library Resources & Technical Services*, October-December 1983), pp.417–31.

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

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

RTSD *Guidelines for Handling Library Orders for In-Print Monographic Publications* (1984). ISBN 0-8389-3299-1. $3, from ALA Publishing.

RTSD *Guidelines for Handling Library Orders for*

Microforms (1977). Free, from RTSD Office.

RTSD *Guidelines for Handling Library Orders for Serials and Periodicals* (1974). 16p. $3, from ALA Publishing.

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

RTSD *Guidelines for Union Lists of Serials* (1982), by Marjorie Bloss, et al. 52p. $12, from ALA Publishing.

RTSD *Guidelines for Using AACR2 Chapter 9 for Cataloging Microcomputer Software* (1984). ISBN 0-8389-3311-4. $4.50, from ALA Publishing.

SAA *Code of Ethics for Archivists* (1980). 1p. $1, from Society of American Archivists, 600 S. Federal St., Suite 504, Chicago, IL 60605.

SAA *College and University Archives Guidelines* (1979). 12p. $2, from Society of American Archivists, at the above address.

III. Related materials

AALS "Executive Committee Regulations, Section 8," containing Law Library accreditation guidelines, in *Association Handbook* (1984), pp.25–28. Single copy available free, from Association of American Law Schools, One Dupont Circle, Washington, DC 20036.

ABA *Standards for Legal Education* (1984), containing Law Library accreditation guidelines. Single copy available free, from Section of Legal Education, American Bar Association, 750 N. Lake Shore Dr., Chicago, IL 60611.

ACLU *Basic Policy Guide*, updated quarterly. Includes "Policy Statement on University and Contract Research," and other Academic Freedom and First Amendment policies. 450pp. $10, from American Civil Liberties Union, Literature Clerk, 132 W. 43 St., New York, NY 10036.

ACRL *Activity Model for 1990: Final Report* (*C&RL News*, May 1982, pp.164–69).

ACRL *College Library Standards: Questions and Answers* (*C&RL News*, November 1974, pp.249–50). Offprint free to ACRL members, non-members $2, from ACRL Office.

ACRL *Evaluative Checklist for Reviewing a College Library Program, Based on the 1975 Standards for College Libraries* (*C&RL News*, November 1979, pp. 305–16). Offprint free to members, non-members $2, from ACRL Office.

ACRL *Genre Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloguing* (1983). 41p. ISBN 0-8389-6612-8. $5.50 for ACRL members, non-members $7.50, 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 $2, 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 $2, 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 $2, 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 *Quantitative Criteria for Academic Research Libraries* (1984), by Kendon L. Stubbs. 137p. ISBN 0-8389-6788-4. $15 for ACRL members, non-members $19, from ACRL Office.

ACRL *Statement on Collective Bargaining* (1975). Free to ACRL members, non-members $2, 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 $2, from ACRL Office.

Standards and guidelines

The ACRL Standards and Accreditation Committee has provided the following definitions of standards documents and guidelines documents. The definitions cover service or performance standards, not technical standards.

Standards Documents:

- are comprehensive, covering the range of programs and services provided by a library serving a Carnegie-classified institution;
- define both qualitative and quantitative criteria;
- present goals toward which the profession aspires;
- include statements expressed in relative terms, that is, by relating library performance to norms derived from a reference population;
- guide the decisions and actions of those in the academic community concerned with the planning and administering of library services.

Guidelines Documents:

- are program or service specific and not comprehensive;
- define qualitative criteria, generally excluding quantitative criteria;
- identify factors contributing to program effectiveness;
- provide a framework for developing service policies and procedures.

ACRL *Statement on the Terminal Professional Degree for Academic Librarians* (1975). Free to ACRL members, non-members $2, from ACRL Office.

ACRL *Working with Associations: A Tip Sheet* (*C&RL News*, May 1984, pp.240–41).

ALA *Library Education and Personnel Utilization: A Statement of Policy* (1970). 8p. Free, from ALA Office for Personnel Resources.

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 Publishing.

ALA Publishing Services *Statement of Principles*, 1984. 8p. Free, from ALA Publishing.

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 Publishing. Also included in the *Librarian's Copyright Kit 1982* ($15, from ALA Publishing).

ARL *Access to Original Research Materials in Libraries, Archives, and Manuscripts 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, same as address above.

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

MLA "Academic Information in the Academic Health Sciences Center: Roles for the Library in Information Management," by Nina W. Matheson & John A.D. Cooper, *Journal of Medical Education* 57 (October 1982):1-93.

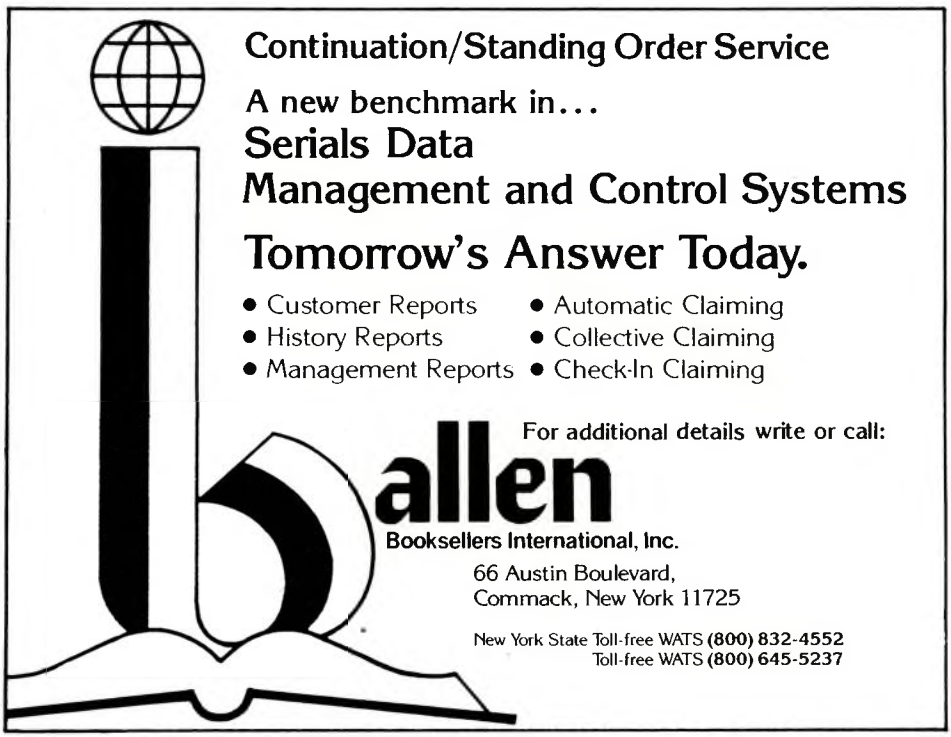
RASD *The Library's Responsibility to the Aging* (*RQ*, Fall 1981, p.27). Free, from RASD Office.

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

SAA *Evaluation of Archival Institutions: Services, Principles, and Guide to Self-Study* (1982). 48p. $4 for SAA members, non-members $5, from Society of American Archivists, 600 S. Federal St., Suite 504, Chicago, IL 60605.

IV. Canadian guidelines

CLA *Guidelines for Academic Status for University Librarians* (1979). $1 Canadian, from Canadian Library Association, 151 Sparks Ave., Ot-



tawa, Ontario K1P 5E3, Canada.

CLA *Guidelines for the Education of Library Technicians* (1982). Library technicians are support staff. $2.50 Canadian, from Canadian Library Association.

CLA *The Library Technician Today* (1984), containing standards, surveys, etc., of interest to library support staff. $9 Canadian, from Canadian Library Association.

CLA *Negotiating, Writing and Administering Contracts*, developed by the Canadian Association of College and University Libraries. $2.75 Canadian, from Canadian Library Association.

CLA *Policies and Guidelines Developed for Community and Technical College Libraries* (1983). 277 p ~~209 p~~. $25 Canadian, from Canadian Library Association.

V. NISO standards

The National Information Standards Organization (Z39) develops technical standards for both products and services in the library profession. The following standards are available from the American National Standards Institute, 1430 Broadway, New York, NY 10018 (standards that are forthcoming or any standards currently under revision may be requested from NISO (Z39), U.S. Department of Commerce, National Bureau of Standards, Library E106, Gaithersburg, MD 20899).

Abbreviation of Titles of Publications. Z39.5-1969 (R1984). Forthcoming.

Advertising of Micropublications. Z39.26-1981. $5.

Basic Criteria for Indexes. Z39.4-1968 (R1984). $7.

Bibliographic Information Interchange on Magnetic Tape. Z39.2-1979. $5.

Bibliographic References. Z39.29-1977. $16.

Book Numbering. Z39.21-1980. $5.

Book Spine Formats. Z39.41-1979. $5.

Claims of Missing Issues of Serials. Z39.45-1983. $6.

Compiling Book Publishing Statistics. Z39.8-1977 (R1982). $5.

Compiling Newspaper and Periodical Publishing Statistics. Z39.39-1979. $5.

Compiling U.S. Microform Publishing Statistics. Z39.40-1979. $5.

Criteria for Price Indexes for Library Materials. Z39.20-1983. $5.

Describing Books in Advertisements, Catalogs, Promotional Materials, and Book Jackets. Z39.13-1979. $5.

Development of Identification Codes for Use by the Bibliographic Community. Z39.33-1977 (R1982). $5.

Directories of Libraries and Information Centers. Z39.10-1971 (R1977). $5.

Format for Scientific and Technical Translations. Z39.31-1976 (R1983). $5.

Guidelines for Format and Production of Scientific and Technical Reports. Z39.18-1974. $6.

Guidelines for Thesaurus Structure, Construction, and Use. Z39.19-1980. $6.

Identification Code for the Book Industry. Z39.43-1980. $5.

Identification of Bibliographic Data. Z39.46-1983. $5.

Information on Microfiche Headings. Z39.32-1981. $6.

International Standard Serial Numbering. Z39.9-1979. $5.

Latin Alphabet Coded Character Set for Bibliographic Use. Z39.47-1984. Forthcoming.

Library Statistics. Z39.7-1983. $11.

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. $6.

Permanence of Paper for Printed Library Materials. Z39.48-1984. Forthcoming.

Preparation of Scientific Papers for Written or Oral Presentation. Z39.16-1979. $6.

Proof Corrections. Z39.22-1981. $7.

Romanization of Hebrew. Z39.25-1975. $6.

Serial Holdings Statements at the Summary Level. Z39.42-1980. $7.

Standard Technical Report Number (STRN). $5.

Structure for the Representation of Names of Countries, Dependencies, and Areas of Special Sovereignty for Information Exchange. Z39.27-1976 (R1984). Forthcoming.

Synoptics. Z39.34-1977 (R1983). $6.

System for the Romanization of Arabic. Z39.12-1972 (R1978). $5.

System for the Romanization of Armenian. Z39.37-1979. $5.

System for the Romanization of Japanese. Z39.11-1972 (R1983). $5.

System for the Romanization of Lao, Khmer, and Pali. Z39.35-1979. $6.

System for the Romanization of Slavic Cyrillic Characters. Z39.24-1976. $5.

Title Leaves of a Book. Z39.15-1980. $5.

Trade Catalogs. Z39.6-1983. $5.

Writing Abstracts. Z39.14-1979. $6. ■■

Barbara Macikas promoted

Barbara Macikas, ACRL's Program Assistant for Continuing Education, has accepted a position in ALA's Conference Arrangements Office as assistant conference manager for promotion and planning, effective September 24. Macikas has been with ACRL for nearly three years, during which time she was also responsible for implementing the J. Morris Jones/ALA Divisional Leadership Enhancement program and administering the NEH grant programs.

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