

NOTICES

• *Africa on Film and Videotape 1961-1981: A Compendium of Reviews*, edited by David S. Wiley and others (551 pages, 1982), has been published by Michigan State University's African Studies Center. The volume includes over 700 detailed film reviews, a total listing of over 2,280 films, a bibliography of filmographies, a directory of distributors, and a detailed cross-referenced index. Copies are available for \$35 plus \$3 postage (prepayment required) from the Bookkeeper, African Studies Center, 100 Center for International Programs, Michigan State University, East Lansing, MI 48824-1035.

• *Anglo-American Cataloging Rules 2: One Year Later*, edited by John T. Corrigan (61 pages, 1982), the sixth booklet in the Catholic Library Association Studies in Librarianship Series, is a collection of five papers presented at the 1982 CLA Pre-Convention Institute of the same name. The booklet provides an overview of the new code and an account of what cataloging departments in several institutions have done to incorporate changes. Copies may be ordered for \$8 (plus \$1 postage and handling) from the Catholic Library Association, 461 W. Lancaster Avenue, Haverford, PA 19041.

• *Boxes for the Preservation of Rare Books: Their Design and Construction*, compiled and illustrated by Margaret R. Brown (320 pages, 1982), is the result of one of the major objectives of the preservation program of the Library of Congress, providing practical information on the conservation of library materials. This looseleaf guide provides detailed instructions and step-by-step line drawings on how to make eight types of book boxes for housing and protecting volumes that require special attention because of their rarity, value, esthetic qualities, or condition. The book is available for \$18 from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 (Stock No. 030-000-00124-9).

• *The Building of the South Wing of the Harold B. Lee Library: A Case Study in Library Planning and Decision Making*, by Anne Kathryn Grout (38 pages, 1982), has been published as Occasional Research Paper number 3 of the Brigham Young University School of Library and Information Sciences. The south wing construction is examined as an example of the planning process in a practical situation. The cost of the booklet is \$3 (\$3.50 if not prepaid). Orders may be placed with the Brigham Young University School of Library and Information Sciences, Provo, UT 84601.

• *Collection Description and Assessment in ARL Libraries* (117 pages, September 1982), SPEC Kit #87, surveys the issues surrounding collection as-

essment and description, including incentives, obstacles, and approaches to assessment. The kit contains eight examples of collection assessment techniques, with several from Collection Assessment Project final reports. SPEC kits are available by subscription from the Systems and Procedures Exchange Center, Office of Management Studies/ARL, 1527 New Hampshire Ave., N.W., Washington, DC 20036. Individual kits may be purchased for \$15 (prepayment required) with checks made payable to the ARL Office of Management Studies. Library members of ARL receive kits for \$7.50.

Blackwell/NA Promotes Small Presses

Blackwell North America has begun an annual program to promote small publishing houses in the United States. Recently the firm mailed to friends and special customers an end-of-the-year gift book by New Mexican writer Rudolfo A. Anaya called *The Magic of Words: Rudolfo A. Anaya and His Writings*. The book, published in a limited run especially for Blackwell by the University of New Mexico Press, was intended as a seasonal greeting that would interest librarians as book lovers. In it Anaya tells of his appreciation for librarians in general and his first librarian, Miss Pansy.

Last year's gift book, *The Writer's Quotation Book*, edited by James Charlton and published by the Pushcart Press, was Blackwell's first venture in introducing their friends and customers to small presses. By ordering 1,000 copies each year of a short run book about books or one relating to librarianship, Blackwell hopes to encourage the American small press tradition.

Additional copies of Anaya's book (83 pages, 1982, English and Spanish) are being sold for \$7.95 by the University of New Mexico Press. Rudolfo Anaya will be at the Blackwell exhibit booth at ALA's Midwinter Meeting in San Antonio all day Monday, January 10, to autograph copies.

Librarians who know of a small press that publishes monographs less than 100 pages long relating to the book trade or librarianship may wish to contact John J. Walsdorf, Libraries Service Advisor, 6024 S.W. Jean Road, Building G, Lake Oswego, OR 97034; (503) 629-5453.

• *A Conservation Catalog* (38 pages, 1982) has been published by the Western Conservation Congress to identify materials conservation monographs held by libraries participating in the Congress. This bibliography is divided into nineteen subject headings and includes a comprehensive author index. Copies are available for \$7.50 from William A. Knott, Secretary, Western Conservation Congress, Jefferson County Public Library, 10200 W. 20th Ave., Lakewood, CO 80215.

• *The Conservation Survey Manual* (67 pages, 1982) has been published by the New York Library Association's Section on Management of Information Resources and Technology. It contains George Cunha's "What an Institution Can Do to Survey Its Conservation Needs"; a practical application of Cunha's article by Howard Lowell; "How to Handle Your Deteriorating Book Collections from an Administrative Point of View," by Bob Schnare; sources of supply and information for the conservation of library materials; and a bibliography of resources. Copies are available for \$7.95 from SMART Publications, 29 Roslyn Drive, RD 1, Ballston Lake, NY 12019.

• *Corporate Use of Research Libraries* (101 pages, October 1982), SPEC Kit #88, examines the policies of several ARL and non-ARL libraries providing service to local corporations and agencies. The kit contains a summary of responses to the SPEC telephone survey, five descriptions of state and university programs, six examples of records and statistics, five documents concerning needs assessment and services, and publicity materials from ten institutions. SPEC kits are available by subscription from the Systems and Procedures Exchange Center, Office of Management Studies/ARL, 1527 New Hampshire Ave., N.W., Washington, DC 20036. Individual kits may be purchased for \$15 (prepayment required) with checks made payable to the ARL Office of Management Studies. Library members of ARL receive kits for \$7.50.

• *Document Retrieval: Sources and Services*, compiled by Georgia L. Finnigan (2d edition, 1982), provides a comprehensive listing of libraries which have developed a document retrieval service for users beyond the library's immediate service community; information centers of nonprofit organizations, such as trade associations and research institutes, which have established document retrieval services for nonmembers; and commercial enterprises which have created document retrieval services as a business. Suppliers are indexed separately by type of material supplied, their location, whether they offer copyright compliance, and/or provide online ordering capabilities, and other features. Copies may be ordered for \$50 from The Information Store, 140 Second Street, 5th Floor, San Francisco, CA 94105.

• *A History of the National Library of Medicine*, by Wyndham D. Miles (500+ pages, 1982), traces the institution's development from the early 19th century through its growth as an international

biomedical information center. The book may be purchased for \$14 (\$17.50 foreign) from the Superintendent of Documents, U.S. Government Printing Office, Washington DC 20402 (Stock No. 017-052-00224-4).

• *Librarianship: A Definition*, by J.G. Meijer (40 pages, September 1982), has been published as Occasional Paper number 155 of the University of Illinois Graduate School of Library and Information Science. Meijer's definition (which finally appears on page 26) incorporates the concept of "coded thoughts recorded in documents." Available for \$3 (single copy, prepaid) from the Publications Office, GSLIS, University of Illinois, 249 Armory Bldg., 505 E. Armory St., Champaign, IL 61820.

• *Lightning, Auroras, Nocturnal Lights, and Related Luminous Phenomena*, by William R. Corliss (248 pages, 1982) is a bibliography and catalog of anomalous atmospheric phenomena that have been reported in scientific and technical literature. Seven general categories of events are described, evaluated, and indexed by subject, time-of-event, place-of-event, author, and source. Copies may be ordered for \$11.95 from The Sourcebook Project, P.O. Box 107, Glen Arm, MD 21057.

• *A Manual for the Visual Collections in the Harvard University Archives*, by Karen R. Lewis, describes care and preservation methods for historical photograph collections. Among the topics covered are the handling of prints and negatives, appraisal and accessioning, storage, reproduction, loans, and exhibition requirements. The manual is available for \$6 (\$5 for members of the Harvard community) from the Harvard University Archives, Pusey Library, Cambridge, MA 02138.

Travel Much?

If you are finding that inflation has cut deeply into your travel budget, you might find some savings tips in a newsletter called *The Footloose Librarian*. This informative bi-monthly publication is the newsletter for a world-wide network of librarians who have found ways to reduce travel expenses by sharing services. An annual subscription of \$12 includes Travel Exchange Network directories—updated twice a year—containing the names, addresses and services of members. Included is the free option of your own listing in the directories.

A Travel Exchange contact in your destination city can help you save money by avoiding expensive public accommodations and offer you relevant information about the area that guide books and travel agents might not have. For further information contact *The Footloose Librarian*, P.O. Box 972, Minneapolis, MN 55440.

•The latest (September) semi-annual microfiche edition of *Periodical Publications in Harvard Science Libraries*, which provides both a title and keyword listing for 13,574 periodicals currently received in 21 Harvard science libraries, may now be ordered at \$18 per set (prepaid) by sending a check made payable to the Cabot Science Library, One Oxford Street, Cambridge, MA 02138.

•*Research Libraries: Preserving a Vital National Asset*, a brochure aimed at business and industry and published by the Carnegie Corporation of New York to help research libraries gain support from the private sector, outlines the contributions of research libraries to the business community and the problems they face. Free copies are available from Trisha Lester, Carnegie Corporation of New York, 437 Madison Avenue, New York, NY 10022.

•*The Resource Network: Major Issues Facing Ca-*

nadian Libraries, by Hope E.A. Clement (24 pages, September 1982), is an elaboration of the presentation to the joint meeting of the Resource Network and the Bibliographic and Communications Network Committees of the Canadian National Library Advisory Board on May 12, 1981. The document is number 3 of the Canadian Network Papers series and is printed in both English and French. It may be obtained free from the Publications Office, National Library of Canada, 395 Wellington St., Ottawa, Ontario K1A 0N4.

•*Robert Burns: An Inventory of Burnsiana in the John M. Shaw Collection*, compiled by John M. Shaw and Frederick Korn (28 pages, 1982), has been published as Shaw Collection Series number 3 by Florida State University. The publication is available for \$4 from Strozier Library, Florida State University, Tallahassee, FL 32306. ■■

YOU'LL FIND IT IN THE CLASSIFIEDS

Anyone who pays close attention to classified advertising for librarian positions will undoubtedly note that the ads differ markedly in style and the amount of information presented. Some ads also seem to turn up *everywhere*, while others have limited visibility.

In July the ACRL office sent a questionnaire to the 140 libraries participating in the ACRL 100 Project to survey the differences in their advertising policies. One hundred libraries responded, making the percentages easy to tabulate. While not perhaps a large sample, these libraries are evenly divided among 2-year college libraries, 4-year college libraries, and university libraries. None of the the libraries surveyed are members of the Association of Research Libraries. Some of the facts uncovered by the survey were:

•One half (57%) of the sample always placed classified ads in the *Chronicle of Higher Education*. Local newspapers were second in importance, followed by *C&RL News* in which 22% always advertised and 31% sometimes advertised. *American Libraries* was used regularly by 16% and sometimes by 30%.

•Fifty-three percent mailed position descriptions to library schools.

•Three-fourths would make use of the placement service available at ALA or ACRL conferences if the timing were right.

•Sixty percent of those responding indicated that they placed ads on telephone joblines, especially those offered by state agencies or library associations.

•A salary range was the most popular way of listing salaries, with over 60% using this method at least sometimes. Next in frequency was advertising a minimum salary only.

•Thirty-five percent gave no salary, accompanied by a general statement similar to "Salary dependent on qualifications," at least sometimes. 9% never listed a salary. The most common explanation for this practice was that it was institutional policy not to advertise salaries. A few libraries listed a salary in publications that required one, but omitted it when they could.

•Although some type of salary figure was preferred by the majority of libraries, many stressed that flexibility in the initial offer was highly desirable. One librarian's reasoning for advertising a minimum salary only was: "It gives applicants a realistic sense of expectations and screens out those with higher salary requirements; we use rough estimates if we must advertise before a budget has been established."

•Only 21% of the respondents listed a starting salary only, 7% indicated a rough salary estimate ("mid-20s"), and 3% advertised a maximum salary only.

•Advertising policy was different for high-level administrative positions in only 20% of the libraries surveyed.

•The great variety of ways in which the affirmative action statement can be given was surprising. Most common was "an equal opportunity employer" followed by "equal opportunity/affirmative action employer" and "affirmative action/equal opportunity employer." Others were as long as 41 words (a Southern institution) or as short as "EOE."

•Only 7% had any written guidelines for composing classified advertisements.

Advertising practice in general seems to be dictated by the institutional policy and budget constraints. A more detailed copy of the survey results may be obtained by sending \$5 to ACRL 100 Project, 50 E. Huron St., Chicago, IL 60611. Institutions participating in the survey are eligible for one free copy. ■■