

subject is covered in geometry texts.”

QX353-QC358 Light—“except for one 1984 book, section consists of older books from the '60's. All the books are frequently checked out.”

As I proceeded, I modified my methodology according to the subject area. In computer science, for example, I listed the specific languages and software programs taught at the college and used subject headings rather than call numbers to assess adequacy. In chemistry, use indicated that we needed to update the basic textbooks, but could forego purchasing advanced works in more specific areas.

From the assessment we learned that most of the collection had been purchased soon after the library opened in 1966, and little weeding and replacement had transpired since then. I wrote to the most prominent publishers of science books, acquired their catalogs, went through them and selected titles which would update the collection in specific topical areas. I also had an established file of titles selected from *Choice*, *Library Journal*, and *Science Books and Films*.

I sent the science program chairpersons copies of the assessment results and lists of possible new acquisitions. Response from the instructors was generally enthusiastic: they were pleased to note that a neglected area of the library had received intense

scrutiny and were judicious in their selection of new book titles.

Once the initial assessment had been completed and purchasing had commenced I had to grapple with the problem of maintaining the collection according to the conclusions I had reached. We are not in the position of being able to turn our requirements over to a jobber and expecting this third party to match our profile to the material available. My approach was to update the assessment as new books came in; to review the assessment frequently to keep familiar with its results and our progress in addressing deficiencies; to note on the assessment when old books were removed; and, at the end of the year, to balance circulation figures for each subject area with purchases and book costs, so as to plan the next year's purchases.

This project was successful in evaluating one area of the library collection. Its application in the social sciences is doubtful, because of the inherent inter-disciplinary nature of many subjects. Business topics in our library are best updated by periodicals and standard reference tools. However, the English literature curriculum could be well served by a variation of this project, and this is the area targeted for assessment and development in the near future. ■ ■

ACRL publishing procedures

Developed by the ACRL Publications Committee, and accepted by the ACRL Executive Committee at their Spring meeting.

Publications are a vital part of academic librarianship and the ACRL program. One of the purposes of ACRL is to promote and disseminate its members' and units' work in the fields of their expertise. The ACRL publications program is one major means of engaging in this promotion and dissemination. Publishing was identified as the num-

ber one priority of ACRL members in a recent survey and ACRL units and members are generating ideas and projects that have publication potential in either a print or non-print format.

It is important that work completed by ACRL units be offered to ACRL for first publication consideration. Work of ACRL units may take the form

of news articles, journal articles, bibliographies, directories, monographs, databases, survey results, pamphlets, cassettes, software and the like.

This document outlines procedures to assist ACRL units and individuals in their publishing endeavors. It sets down an orderly process for submitting manuscripts to ACRL publications and encourages communication between authors or editors and ACRL, to ensure that ACRL publications maintain a high quality.

For the purposes of this document, *unit* is defined as any official group within ACRL (section, committee, subcommittee, discussion group or the like); *author* is defined as an individual or collection of individuals working independently without official designation from ACRL.

ACRL publishing

ACRL has the first publication option on all work prepared for publication by an ACRL unit. For example, work produced by an ACRL unit that is of article length must be submitted to the appropriate ACRL periodical for consideration before sending the article to an outside journal. Procedures for submitting items for publication for units and individuals are described in a separate section of this document. Submitted manuscripts should follow the *Chicago Manual of Style*, 13th edition.

The types of work prepared may be appropriate for publication in an ACRL periodical, by ACRL publishing, by ALA Publishing Services, or by an outside publisher. The types of material published by these organizations are described below. ACRL also welcomes publication ideas and manuscripts from individuals.

Opportunities for publishing

1. **ACRL periodical publications.** ACRL periodicals include: *College & Research Libraries*, *College & Research Libraries News*, *Rare Books & Manuscripts Librarianship*, *Choice*, and section newsletters. ACRL members serve on editorial boards for each of these periodicals. Guidelines for submission to these periodicals are found in the respective periodicals.

2. **ACRL Publications in Librarianship.** This series publishes monographs pertinent to all aspects of academic and research librarianship. ACRL members are appointed to serve on the editorial board for this series and the series is published by ALA Publishing Services. Ideas and manuscripts should be sent to the chair of the ACRL *Publications in Librarianship* Editorial Board.

3. **CLIP Notes.** *CLIP Notes* (College Library Information Packets) collect data and sample documents from academic libraries to assist librarians in establishing or refining services and operations. The surveys are authorized by ACRL's College Libraries Section *CLIP Notes* Committee. Recent topics in this series have included annual reports,

friends groups, periodicals, student workers, and mission statements. Ideas for future *CLIP Notes* should be sent to the chair of the CLS *CLIP Notes* Committee.

4. **ACRL non-periodical publications.** Works (other than monographs) pertinent to academic and research librarianship may be published by ACRL. ACRL has published a variety of materials including, but not limited to, statistical reports, directories, survey results, handbooks, bibliographies, and thesauri. Typically, ACRL publications have an intended audience of 500 to 1,500, are self-supporting, and are printed from camera-ready copy supplied by the author (directions for preparing this camera-ready copy are provided by the ACRL office). Proposals should be sent to the ACRL publication officer at ACRL headquarters.

5. **Choice Bibliographic Essays.** This series, published by *Choice* magazine, is for bibliographies on selected topics of interest to academic and research librarians. Recent titles in the series have focused on women's studies, children's literature, and vocational and technical collection development. Proposals should be sent to the editor of *Choice*.

6. **ALA Publishing Services.** ACRL may, at its discretion, offer the work developed by an ACRL unit to ALA Publishing Services. This ensures ALA the opportunity to disseminate works prepared under its auspices. ALA Publishing generally accepts items for publication that make a contribution to librarianship and that can sustain sales of at least 1,500 to 2,000 copies.

7. **Outside publishers.** If a manuscript is not deemed appropriate for any of the publishing outlets listed above (or if the terms offered by ALA Publishing are not acceptable) the ACRL staff will assist units with the submission of manuscripts to outside publishers.

Procedures to be followed in such a submission are included in this document.

Submission procedures to ACRL

Article-length works

Step one. Identify a topic and review the submission guidelines found in the pertinent ACRL periodical (*College & Research Libraries*, *College & Research Libraries News*, *Rare Books & Manuscripts Librarianship*, *Choice*, and section newsletters).

Step two (for units and individuals). Depending on the guidelines, either contact the editor to review the idea for publication potential or prepare and submit a finished manuscript.

Step two (for sections). Same as step two above but forward the completed manuscript to the unit's chair. The unit executive committee will review the manuscript for appropriateness or may delegate such review to another appropriate group, such as the unit's publication's committee. If the manuscript is approved, the unit chair will forward it to the appropriate ACRL periodical.

Step three. The ACRL periodicals will follow the selection procedures outlined in the publication.

Step four. The editor will notify the author or unit and the ACRL publications officer as to whether or not the article has been accepted for publication. If the article is not accepted the unit may submit the article to any other appropriate periodical for publication.

Step five. Information about the articles submitted by an ACRL unit will be entered on a database of publications in progress maintained by the ACRL publications officer at ACRL headquarters. This database will help ACRL keep track of all of the efforts of its units. ACRL staff will monitor the database and alert groups who may be working on similar projects.

Publications other than journal articles

Separate procedures are listed for the various publishing opportunities within ACRL.

ACRL Publications in Librarianship

Step one. Identify a topic and develop an outline for your publication.

Step two. Send your idea to the editor of *Publications in Librarianship*.

Step three. The editorial board will review the proposal and either advise on its development, refer it to another place to publish or return the proposal with regrets.

Step four. The editor will notify the ACRL publications officer of all publication proposals received from ACRL units so that they may be entered on the database of work in progress.

ACRL/CLS CLIP Notes

Step one. Identify a topic and contact *CLIP Notes* committee chair for information on proposal format or contact chair to discuss topics that have been previously identified.

Step two. Develop an outline of your proposal and submit to the chair of the *CLS CLIP Notes* Committee.

Step three. The *CLIP Notes* Committee will review the proposal and either advise on its development, refer it to another place to publish or return the proposal with regrets.

Step four. The chair of the committee will notify the ACRL publications officer of all publication proposals received from ACRL units so that they may be entered on the database of work in progress.

ACRL non-periodical publications

Step one (for individuals). Identify a topic and develop an outline for your publication. Fill out a "Preliminary Publication Information Form," available from ACRL Headquarters, early in the planning stages of your project. This form asks for basic information about the scope and content of the proposed publication and the individual(s) responsible for developing it. Send the completed form to ACRL's publication officer at ACRL Headquarters.

Your proposal will be entered in a database of publications in progress at ACRL Headquarters. This database will help ACRL keep track of all of the efforts of its units and members. ACRL staff will monitor the database and alert groups who may be working on similar projects.

Step one (for units). Same as step one above but forward the completed form to the unit's executive committee. The unit executive committee will review the publication proposal or delegate such review to another appropriate group such as its publications committee and if they approve it will forward it to the ACRL publications officer at ACRL Headquarters.

Step two. The ACRL publications officer reviews the proposal and notifies ALA Publishing Services of the proposal. ACRL cooperates with ALA Publishing Services and allows them the opportunity to consider the proposal as an ALA publication. If ALA Publishing Services is interested in the proposal, a publishing agreement is negotiated. If ALA Publishing is not interested in the proposal, the ACRL non-periodical publication process continues with step three.

Step three. The ACRL publications officer will forward the proposal to the ACRL Publications Subcommittee on Non-serial Proposals for a review of its content and viability. The subcommittee will

BIS Newsletter seeks editor

The Bibliographic Instruction Section is seeking candidates for the editorship of its newsletter. The candidate selected should have experience with BI and:

- have experience with newsletters;
- be a member of BIS;
- attend ALA annual conference and midwinter meetings during their term as editor (1990-1992);
- serve as a member of the BIS Communication Committee and as ex officio member of the BIS Advisory Council;
- and publish two newsletters per year.

Candidates should submit samples of their work as part of the application and must describe the equipment they have available for use.

The new editor will be chosen at the 1990 Midwinter Meeting and will work with the current editor on the Spring 1990 issue. Applications should be sent to Sharon Mader, BIS Communication Committee Chair, DePaul University Library, 2323 N. Seminary, Chicago, IL 60614, by September 1, 1989.

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make a recommendation to the Publications Officer as to its feasibility. (In some cases an outside reader with expertise in the subject area will be asked to review the publication for editorial content. This review will next be considered by the Subcommittee and the publications officer.) The Subcommittee will review and act upon publications proposals throughout the year, as well as at ALA annual conferences and midwinter meetings.

Step four. After reviewing the recommendations of the Subcommittee (and any outside reviewers) the ACRL publications officer then accepts, asks for further development of the proposal from the author or sponsoring body, or returns the proposal with regrets.

Step five. If the proposal is accepted, the author is requested to submit the completed manuscript (usually camera-ready) to ACRL Headquarters for final review.

Choice Bibliographic Essays

Step one. Identify a topic and develop an outline for your publication.

Step two. Send your idea to the editor of *Choice*.

Step three. The editor will review the proposal and either advise on its development, refer it to another place to publish, or return the proposal with regrets.

Step four. The editor will notify the ACRL publications officer of all publication proposals received from ACRL units so that they may be entered on the database of work in progress.

Conference proceedings

Step one. A unit which wishes to publish its conference proceedings or papers will submit its manuscript to ACRL.

Step two. Follow the same procedures outlined under ACRL non-periodical publications.

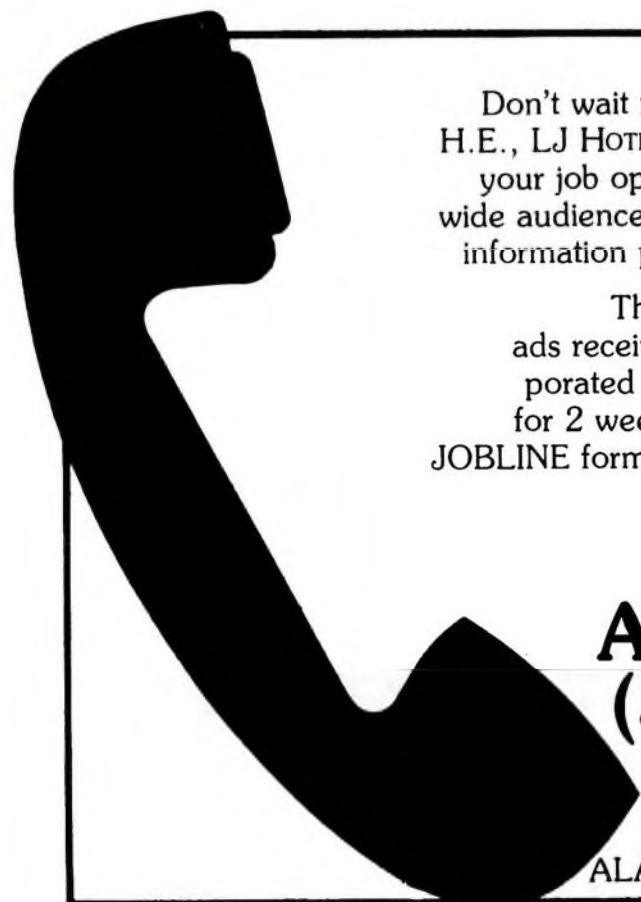
Submission to outside publishers (by ACRL units)

Step one. If a manuscript is not deemed appropriate for any of the ACRL or ALA publishing outlets described in this document (or if the terms offered by ALA Publishing Services are not acceptable) the ACRL staff will assist units with the submission of manuscripts to outside publishers.

Step two. The unit will notify the ACRL publications officer of their publications plan so that the database of works in process can be updated.

Step three. The executive director of ACRL must have the opportunity to review any contracts between an ACRL unit and a publisher.

Points of discussion between the unit and the prospective publisher may include: proposed pub-



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the final manuscript to the publisher; size of print run; number of offprints for authors and a copy of the book for the editor. The contract must be signed by an ALA department head.

Any volume issued by a commercial publisher must clearly state on its title page and in the preface or introduction that the work was undertaken by an ACRL unit. ■ ■

Stress analysis: A case study

By Larry J. Ostler

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The sources of stress and satisfaction in one academic library.

There's a dirty little secret in the Age of the Office: stress. Our jobs are killing us."¹ Stress on the job affects the morale of workers and bosses in every setting. The library is no exception. Stress, an adaptation to change, is inevitable and constant because the world is constantly changing. How can we cope with stress?

Encouraged by an article in *Library Journal* entitled "Stress in the Library"² we decided to study stress in the Harold B. Lee Library (HBL) at Brigham Young University. We used the categories already developed by the author Charles Bunge: 1) patrons; 2) workload; 3) supervisors and management; 4) schedule and workday; 5) lack of posi-

tive feedback; 6) other staff members; 7) lack of information and training; 8) feeling pulled and tugged; 9) technology and equipment; 10) physical facilities; 11) bureaucracy and red tape; 12) unchallenging work; 13) failure and uncertainty; 14) change; 15) lack of budget and resources; and 16) miscellaneous.

We divided the Lee Library employees into two groups, faculty and support staff, to test their responses to each of these items. After obtaining the results and feedback from these two sub-groups, we combined and analyzed the overall results. Our goals in this study, in sequential order, were as follows:

1. To understand stress and satisfaction.

2. To identify sources and causes of stress and satisfaction in the organization.

3. To analyze sources and causes of stress and satisfaction.

¹Anneta Miller, "Stress on the Job," *Newsweek* 111 (April 1988): 40.

²Charles Bunge, "Stress in the Library," *Library Journal* 112 (September 1987): 47.