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Compiled by Kathy L. (Kit) Dusky

Edited by Eldon W. Tamblын

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FILING is word-by-word (ALA, 1968).

ABBREVIATIONS: Standard abbreviations are used except in titles. Names of some organizations—ALA, ACRL, LC, etc.—are also abbreviated and are alphabetized as if spelled out.

Special abbreviations:

appt.	appointment
f.	foundation
port.	portrait
prof.	profile
prog.	program

SPECIAL USAGES: More than one reference per page is indicated in parentheses. Under the heading "Acquisitions (by author, subject, or title)" parentheses may enclose donors' names (for subjects) or subjects (for named collections).

About the authors

Kathy L. (Kit) Dusky is associate professor/cataloger and Eldon W. Tamblын is retired head cataloger, professor emeritus at Portland State University; e-mail: dusky@lib.pdx.edu

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