

lege & Research Libraries, send manuscripts to Gloriana St. Clair, William Jasper Kerr Library, Oregon State University, Corvallis, OR 97331. Instructions for authors are printed in each issue of the journal. For *C&RL News*, send articles to George Eberhart at the ACRL office (see the guidelines published in January). For *Rare Books & Manuscripts Librarianship*, send articles to Alice Schreyer, Special Collections, University of Delaware Library, Newark, DE 19717.

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Discuss your proposal with Mary Ellen Davis, ACRL publications officer, at ACRL headquarters, and submit a "Preliminary Publication Information Form." Consult this issue of *C&RL News*, p. 000, for more detailed instructions. For the *ACRL Publications in Librarianship* series, send proposals or manuscripts directly to Jonathan A. Lindsey, Coordinator of Affairs, Baylor University, Waco, TX 76798.

To submit news items for publication in *College & Research Libraries News*

Send materials to George Eberhart at the ACRL Office, 50 E. Huron St., Chicago, IL 60611-2795. Consult the guidelines for submission of news items in the January issue. The deadline for receipt

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ACRL list of materials available

A complete checklist of ACRL publications in print.

Single copies of ACRL standards (for university libraries, college libraries, and two-year college learning resources programs) are free upon request; additional copies may be purchased for \$1.00 each. All other publications are priced as listed. To ensure that your order is properly processed, include ISBN, author, title, list price, and applicable discount for each item ordered.

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ALA personal and organizational members are eligible to receive a ten percent (10%) discount on ACRL materials (except subscription items). To receive the discount, give your membership number, and deduct the discount when preparing your orders.

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Bibliographic instruction

- **Back to the Books: Bibliographic Instruction and the Theory of Information Sources** (1983). Edited by Ross Atkinson. "Back to the Books is worthwhile reading because the major issues under discussion in the BI literature are considered thoughtfully and concisely." *Journal of Academic Librarianship*. 76p. 0-8389-6587-3. \$15.00; ACRL members \$12.00.

- **Bibliographic Instruction Clearinghouse: A Practical Guide** (1984). "Presents a review of the history, method and problems of organization, and function of established clearinghouses, followed by a how-to for organizing additional clearinghouses. This book is thorough, well written, carefully prepared. . .and indeed practical." *Library Science Annual*. 71p. 0-8389-6775-2. \$12.00; ACRL members \$9.00.

- **Evaluating Bibliographic Instruction: A Handbook** (1983). ". . .one of the most practical and useful publications in the area of user instruction." *Library & Information Science Research*, vol. 6. 122p. 0-8389-6608-X. \$17.00; ACRL members \$13.00.

- **NEW! Library Instruction Clearinghouses 1989: A Directory** (1989). Compiled by Theresa Mensching. A state-by-state directory of clearinghouses of information in library use. 15p. 0-8389-7402-3. \$4.95; ACRL members \$3.95.

- **Organizing and Managing a Library Instruction Program** (1979). ACRL BIS Continuing Education Committee. Checklists for developing a sound BI program for your library. 30p. 6731-0. \$4.00; ACRL members \$3.00.

Collection development

- **Books for College Libraries III** (1988). Six volumes. "Highly recommended" by *Library Journal*, *BCL III* is the most authoritative academic library collection development and evaluation tool available today. This set covers more than 50,000 titles in all fields of study. Electronic formats (tape and online) are also available. 0-8389-3353-X. \$500.00.

- **Building Women's Studies Collections: A Resource Guide** (1987). Edited by Joan Ariel. Choice Bibliographical Essay Series, No. 8. Order from: *Choice*, 100 Riverview Center, Middletown, CT 06457. 48p. 0-9144-9207-1. \$12.00.

- **Curriculum Materials Center Collection Development Policy** (1984). Developed by the ACRL Educational and Behavioral Sciences Section. A model collection development policy statement to help librarians define their collection programs. 27p. 0-8389-6777-9. \$7.00; ACRL members \$5.00.

- **Directory of Curriculum Materials Centers** (1985). Compiled by Lois J. Lehman and Eva K. Kiewitt. 2nd ed. ". . .an invaluable work which will be heavily used by all who are associated with education collections, instructional materials centers, and teacher training institutes." *Library & Information Science Annual*, vol. 3. 194p. 0-8389-6917-8. \$20.00; ACRL members \$15.00.

- **English and American Literature: Sources and Strategies for Collection Development** (1987). Edited by William McPheron. No. 45 in

Publications in Librarianship. "This volume is not only instructive, it is also lively reading. It is handy to have in one collection a wealth of practical information to guide subject specialists in English and American literature." *Journal of Academic Librarianship*. 272p. 0-8389-0476-9. \$29.95.

- **Guide for the Development and Management of Test Collections with Special Emphasis on Academic Settings** (1985). Ad hoc Subcommittee on Test Collections, Education and Behavioral Sciences Section. "Any question a librarian might have on the subject of test collections appears to have been answered in the Guide. . . ." *Library Journal*. 69p. 0-8389-6926-7. \$12.00; ACRL members \$9.00.

- **NEW! Richard Garnett: The Scholar As Librarian** (1989). By Barbara McCrimmon. No. 46 of *Publications in Librarianship*. The life of Richard Garnett, one of the great librarians of the 19th century, brings together the richness of literary history and an important chapter in the history of library science. 211p. 0-8389-0508-0. \$30.00.

- **NEW! State Education Documents: A State-by-State Directory for Their Acquisition and Use** (1989). By the EBSS Education-Relation Government Publications Subcommittee. This directory provides the means to access the large variety of state education documents available from government agencies. 54p. 0-8389-7327-2. \$19.95; ACRL members \$16.95.

- **Women's Studies in Western Europe: A Resource Guide** (1986). Edited by Stephen Lehmann and Eva Sartori. "The well-edited result gives American librarians and researchers an overview of the field plus specific information about acquisitions of feminist publications from western Europe. . . . A valuable resource for academic or large public libraries." *Choice*. 129p. 0-8389-7037-0. \$18.00; ACRL members \$15.00.

Research and resources

- **Academic Libraries: Myths and Realities** (1984). Proceedings of the Third National Conference of the Association of College & Research Libraries. 420p. 6787-6. \$28.00; ACRL members \$20.00.

- **Academic Status: Statements and Resources** (1988). By the Academic Status Committee. A compilation of official standards and guidelines, research articles, and bibliographies on academic status. 58p. 0-8389-7233-0. \$7.50; ACRL members \$5.00.

- **Energies for Transition** (1986). Proceedings of the Fourth National Conference of the Association of College and Research Libraries. Edited by Danuta A. Nitecki. ". . . a good cross-section in this one volume of the current issues and new developments related to academic

librarianship." *College & Research Libraries*. 248p. 0-8389-6976-3. \$30.00; ACRL members \$22.00.

- **NEW! Building on the First Century** (1989). Proceedings of the Fifth National Conference of the Association of College and Research Libraries. Edited by Jan Fennell. Includes 77 research reports and position papers on a wide range of topics (administration, BI, collection management, personnel, preservation, and reader services) that were presented in Cincinnati, April 5-8, 1989. 320p. 0-8389-7289-6. \$30.00; ACRL members \$22.00.

Special collections

- **Thesauri for Use in Rare Book and Special Collections Cataloging**. This series of thesauri for use in rare book and special collections cataloging was developed for use in MARC field 755. Each thesaurus provides standard terms for the retrieval of physical evidence of printing and publishing practices or provenance.

- *Binding Terms* (1988). 0-8389-7210-1. 37p. \$10.00; ACRL members \$8.50.

- *Genre Terms* (1983). Developed for use in MARC field 655, these terms should be used to designate intellectual genres of textual materials. 41p. 0-8389-6612-8. \$7.50; ACRL members \$5.50.

- **NEW! Paper Evidence** (1990). Forthcoming in Spring 1990. Inquire for price.

- *Printing and Publishing Evidence* (1986). 28p. 0-8389-7108-3. \$7.50; ACRL members \$5.50.

- *Provenance Evidence* (1988). 0-8389-7239-X. 24p. \$9.00; ACRL members \$7.00.

- **NEW! Type Evidence** (1990). Forthcoming in Spring 1990. Inquire for price.

- **Your Old Books** (1988). By Peter VanWingen. This pamphlet answers frequently asked questions about rare books and book values. Buy them in quantity to use at the reference desk. 0-8389-7216-0. Single copies are available from ACRL for \$1.00 and SASE. 50 copies, \$20.00, available from ALA Graphics, 50 E. Huron Street, Chicago, IL 60611-2795.

Statistics

- **NEW! ACRL Academic Library Statistics, 1978/79-1987/88** (1989) [diskettes]. Compiled by Robert E. Molyneux. Statistics on collections, personnel, and expenditures collected by ACRL over the last ten years are now available as machine-readable diskettes. The data, accompanied by a detailed user guide, are presented in three formats: ASCII, SAS datasets, and DIF (data interchange formats) that can import data into Lotus 1-2-3. The package contains four MS-DOS 5.25-in. 360K diskettes and two MS-DOS 3.5-in. 720K diskettes.

0-8389-7310-8. \$59.95; ACRL members \$47.95.

● **Library Statistics of Colleges and Universities, 1985: National Summaries, State Summaries, Institutional Tables** (1987). Data from the 1985 HEGIS study conducted by the Center for Education Statistics covering over 3,000 academic libraries. "ACRL is to be commended for publishing. . .valuable comparative data that the Reagan administration no longer sees fit to disseminate." *Library Journal*. 0-8389-7147-4. \$30.00; ACRL members \$24.00.

● **NEW! ACRL University Library Statistics, 1987-88** (1989). Compiled by Robert E. Molyneux. "Decision makers need valid and reliable data. The title provides such data for academic libraries," said *Library Journal* reviewers of the last edition. This monograph reports statistics from approximately 100 non-ARL university libraries. 79p. 0-8389-7288-8. \$49.95; ACRL members \$29.95.

Management ideas

Practical ideas for managing your library's programs and services are contained in ACRL's College Library Information Packets (CLIP Notes). Each CLIP Note provides data and sample documents from college and small university libraries that will assist you in establishing or refining services and operations. CLIP Notes are prepared by ACRL's College Libraries Section.

● **Annual Reports for College Libraries, CLIP Note #10** (1988). Compiled by Kenneth Oberembt. Includes five complete annual reports as well as sections on graphics, content and distribution. 135p. 0-8389-7219-5. \$20.00; ACRL members \$17.00.

● **NEW! Collection Development Policies for College Libraries, CLIP Note #11** (1989). Compiled by Theresa Taborsky. "With increasing demands on budgets, proliferating electronic format resources, and re-examination of what constitutes a 'core' collection, this volume is well worth the price." *Library Journal*. This all-new survey of collection development policies from academic libraries includes 18 selected policy documents as well as policy statements for special formats, subject collections, and weeding. 175p. 0-8389-7295-0. \$23.95; ACRL members \$19.95.

● **Friends of College Libraries, CLIP Note #9** (1987). Compiled by Ronelle Thompson. 134p. 0-8389-7171-7. \$17.00; ACRL members \$14.00.

● **Annual Reports in College Libraries, CLIP Note #10** (1988). Compiled by Kenneth Oberembt. 135p. 0-8389-7219-5. \$20.00; ACRL members \$17.00.

● **Managing Student Workers in College Libraries, CLIP Note #7** (1986). Compiled by Michael D. Kathman and Jane McGurn Kathman.

"Supervisors looking for help in hiring and managing these [student] workers, whether in small or large academic libraries, will find this compilation very useful. Any supervisor will find good, easily adaptable ideas among the sample documents." *RQ*. 182p. 0-8389-7097-4. \$17.00; ACRL members \$14.00.

● **Mission Statements for College Libraries, CLIP Note #5**. Compiled by Larry Hardesty, Jamie Hastreiter, and David Henderson. "The survey is a good one, eliciting answers to questions about why and how libraries developed statements of purpose, or why not. . .a commendable production. . ." *RQ*. 1985. 107p. 0-8389-6944-5. \$20.00; ACRL members \$15.00.

● **Periodicals in College Libraries, CLIP Note #8** (1987). Compiled by Jamie Webster Hastreiter, Larry Hardesty, David Henderson. "This book fulfills the series' mission to share information and ideas to aid academic library decision making. Recommended for all college and university libraries." *Library Journal*. 116p. 0-8398-7143-1. \$17.00; ACRL members \$14.00.

Periodicals

● **Choice**. Book and non-print review journal of the Association of College and Research Libraries. Eleven issues per year; (July/August combined). ISSN 0009-4978. Editor/publisher: Patricia Sabosik. Available by subscription only, \$135.00/year domestic rate; \$150.00/year foreign rate; single issues \$15.00. Order from: Circulation Department, *Choice*, 100 Riverview Center, Middletown, CT 06457.

● **Choice Reviews-on-Cards**. Reviews from each monthly issue of *Choice* printed on 3 x 5 cards. Available to *Choice* subscribers only for \$205.00/year domestic rate; \$225.00/year foreign rate; single issues \$25.00. Order from: Circulation Department, *Choice*, 100 Riverview Center, Middletown, CT 06457.

● **College & Research Libraries**. Official journal of the Association of College and Research Libraries. Six bimonthly issues per year. Editor-designate: Gloriana St. Clair, William Jasper Kerr Library, Oregon State University, Corvallis, OR 97331. Sent to ACRL members as a perquisite of membership. Also available on subscription, \$45.00/year, U.S.; \$50.00/year, PUAS countries; \$55.00/year, other countries. ISSN 0010-0870. Order from: Subscription Department, American Library Association, 50 East Huron Street, Chicago, IL 60611-2795.

● **College & Research Libraries News**. Official news magazine of the Association of College and Research Libraries. Eleven issues per year. (July/August combined). Editor: George M. Eberhart, ACRL/ALA, 50 East Huron Street, Chicago,

IL 60611-2795. Sent to ACRL members as a prerequisite of membership. Also available on subscription, \$20.00/year, U.S.; \$25.00/year, PUAS countries; \$30.00/year, other countries. ISSN 0099-0086. Order from: Subscription Department, American Library Association, 50 East Huron Street, Chicago, IL 60611-2795.

- **Index for Volumes 26 to 40 (1965-1979) of *College & Research Libraries* and *College & Research Libraries News* (1980).** Prepared by Eldon W. Tamblyn. 6482-6. \$12.00; ACRL members \$10.00.

- ***Rare Books and Manuscripts Librarianship.*** Two issues per year. Editor: Alice Schreyer, Special Collections, University of Delaware Library, Newark, DE 19717. ISSN 0884-450X. \$25.00/year, U.S.; \$28.00/year, PUAS countries; \$35.00/year, other countries. Single issues, \$20.00. Order from: Subscription Department, American Library Association, 50 East Huron Street, Chicago, IL 60611.

Official ACRL documents

Access

- **Access Policy Guidelines.** *C&RL News*, November 1975. 2p. \$1.00.

Audiovisual

- **Guidelines for Audiovisual Services in Academic Libraries.** *C&RL News*, October 1987. 4p. \$1.00.

Bibliographic instruction

- **Guidelines for Bibliographic Instruction in Academic Libraries.** *C&RL News*, April 1977. 1p. \$1.00.

- **Model Statement of Objectives for Academic Bibliographic Instruction.** *C&RL News*, May 1987. 6p. \$1.00.

Colleges and universities

- **Guidelines for Branch Libraries in Colleges and Universities.** *C&RL News*, October 1975. 3p. \$1.00.

- **Guidelines for Extended Campus Library Services.** *C&RL News*, March 1982. 2p. \$1.00.

- **The Mission of an Undergraduate Library: Model Statement.** *C&RL News*, October 1987. 3p. \$1.00.

- **Standards for College Libraries.** *C&RL News*, March 1986. 12p. Single copy free; additional copies \$1.00 each.

- **Standards for University Libraries.** *C&RL News*, April 1979. ACRL/ARL. 10p. Single copy free; additional copies \$1.00 each.

Community and junior colleges

- **Guidelines for Two-Year Colleges Learning Resources Programs.** *C&RL News*, January and February 1982. ACRL/AECT. 10p. Single copy free; additional copies \$1.00 each.

- **Statement on Quantitative Standards for Two-year Learning Resources Programs.** 1979. Draft available in *C&RL News*, March 1979. 4p. Single copy free; additional copies \$1.00 each.

Personnel issues and faculty status

- **Guidelines and Procedures for the Screening and Appointment of Academic Librarians.** *C&RL News*, September 1977. 4p. \$1.00.

- **Joint Statement on Faculty Status of College and University Librarians.** ACRL/AAUP/AAC. *C&RL News*, February 1974. 1p. \$1.00.

- **Model Statement of Criteria and Procedures for Appointment, Promotion in Academic Rank, and Tenure for College and University Librarians.** *C&RL News*, May 1987. 8p. \$1.00.

- **Standards for Faculty Status for College and University Librarians.** *C&RL News*, May 1974. 2p. \$1.00.

- **Statement on Collective Bargaining.** 1975. 1p. \$1.00.

- **Statement on the Certification and Licensing of Academic Librarians.** *C&RL News*, November 1989. 1p. \$1.00

- **Statement on the Terminal Professional Degree for Academic Librarians.** 1975. 1p. \$1.00.

Rare books, manuscripts and archives

- **Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections.** 1983. *C&RL News*, March 1982. 4p. \$1.00.

- **Guidelines on Manuscripts and Archives.** Compilation of policy statements prepared by the ACRL Rare Books and Manuscripts Section's Committee on Manuscripts Collections. Contains: Statement on Appraisal of Gifts; Statement on Legal Title; Statement on the Reproduction of Manuscripts and Archives for Noncommercial Purposes; Statement on the Reproduction of Manuscripts and Archives for Commercial Purposes; and Universal Gift Form and Instructions. 1977. 11p. \$1.00.

- **Guidelines on the Selection of General Collection Materials for Transfer to Special Collections.** *C&RL News*, September 1987. 4p. \$1.00.

- **Guidelines Regarding Thefts in Libraries.** *C&RL News*, March 1988. 4p. \$1.00.

- **Joint Statement on Access to Original Research Materials.** This supersedes the 1976

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Availability

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ACRL Statement on Access and the 1974 Standards for Access of SAA (*American Archivist*, January 1974). *C&RL News*, April 1979. 2p. \$1.00.

- **Standards for Ethical Conduct for Rare**

Book, Manuscript, and Special Collections Libraries. RBMS Committee on Developing Guidelines for Professional Ethics. *C&RL News*, March 1987. 2p. \$1.00. ■ ■

ACRL publishing procedures

How to publish in ACRL.

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 number 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 appro-

priate 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 and Research Libraries*, *College and Research Libraries News*, *Rare Books and 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 opera-