

which are well-written and well-edited. The Libraries are making good use of the text processing resources available at Carnegie-Mellon University, and yet we are not spending a great deal of money on our products. We are using our own copiers and have work-study students doing the online editing, the copying, and the collating. Publications are printed on relatively inexpensive ivory bond paper. Every aspect of production is accomplished within the library. Best of all, revisions of publications can be accomplished in minutes. While many universi-

ties do not have the centralized computer facilities that we have available at CMU, microcomputers do present alternatives for text editing. Aside from the technical points to consider, any library can benefit from the establishment of an editing procedure in writing. Often library publications are the byproduct of other library activities, such as a BI session or a detailed assignment on census materials. If a publication mechanism exists, even handouts which arise from a hasty assignment or classroom presentation can be of high quality. ■■

ACRL list of materials available

A complete checklist of ACRL publications in print.

Single copies of ACRL standards and guidelines are free. Other publications are priced as listed. ALA members are eligible for a 10% discount on all ACRL publications. ACRL members receive an additional discount of 20–30% as noted. To receive the discount, give your membership number and deduct the discount when preparing your orders.

Institutions may order on account, plus postage and handling. Individuals may order on account, plus postage and handling, except that prepayment should accompany individuals' orders of \$15 or less. No postage and handling charges are added to prepaid orders (check, money order, credit card). All prices are payable in U.S. funds. All materials sent outside the U.S. will be mailed surface rates unless airmail postage is prepaid.

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Send orders to: Publications Dept., ACRL/ALA, 50 E. Huron St., Chicago, IL 60611-2795; (312) 944-6780. ACRL publications can also be ordered from ALA Publishing Services at the same address.

Standards and guidelines

- *Standards for University Libraries.* (C&RL

News, April 1979). ACRL/ARL.

- *Standards for College Libraries.* (C&RL *News*, October 1975).

- *The Use and Effectiveness of the 1975 Standards for College Libraries* (1981). Larry Hargesty, Chair, Ad Hoc Committee on Standards and Guidelines, College Libraries Section, ACRL.

- *An Evaluative Checklist for Reviewing a College Library Program, Based on the 1975 Standards for College Libraries.* (C&RL *News*, November 1979).

- *Guidelines for Two-Year College Learning Resources Programs.* (C&RL *News*, January and February 1982). ACRL/AECT.

- *Statement on Quantitative Standards for Two-Year Learning Resources Programs* (1979). (Draft available in C&RL *News*, March 1979).

- *Guidelines for Bibliographic Instruction in Academic Libraries.* (C&RL *News*, April 1977).

- *Access Policy Guidelines.* (C&RL *News*, November 1975).

- *Guidelines for Branch Libraries in Colleges and Universities.* (C&RL *News*, October 1975).

- *Guidelines for Extended Campus Library Services.* (C&RL *News*, March 1982).

- *The Mission of an Undergraduate Library (Model Statement).* (C&RL *News*, November 1979).

Bibliographic instruction

• *Back to the Books: Bibliographic Instruction and the Theory of Information Sources* (1983). Papers presented at the Bibliographic Instruction Section program at the 1982 ALA annual conference. Edited by Ross Atkinson. 76p. ISBN 0-8389-6587-3. \$12 for ACRL members, \$15 for non-members.

• *Bibliographic Competencies for Education Students* (1981). Prepared by the Education and Behavioral Sciences Section Bibliographic Instruction for Educators Committee. Provides examples of a wide range of educational bibliographic sources, and presents a basic rationale for the use of the given examples. (*C&RL News*, July/August 1981, in non-tabular form). Free.

• *The Bibliographic Instruction Clearinghouse: A Practical Guide* (1984). A guide to establishing a clearinghouse. 71p. ISBN 0-8389-6775-2. \$9 for ACRL members, \$12 for non-members.

• *Bibliographic Instruction Handbook* (1979). Prepared by the ACRL Bibliographic Instruction Task Force (1971-77) and the Policy and Planning Committee of the ACRL Bibliographic Instruction Section (1977-79). 68p. \$7 for ACRL members, \$10 for non-members.

• *Evaluating Bibliographic Instruction: A Handbook* (1983). Prepared by the ACRL Bibliographic Instruction Section's Subcommittee on Evaluation. ISBN 0-8389-6608-X. \$13 for ACRL members; \$17 for non-members.

• *Library Instruction Clearinghouses 1984: A Directory* (1984). This directory revises and updates *Library Instruction Clearinghouses: A Directory 1983*. This revision is by Rochelle Sager, Adelphi University. \$4.50 for ACRL members, \$5.50 for non-members.

• *Organizing and Managing a Library Instruction Program: Checklists* (1979). Prepared by the ACRL Bibliographic Instruction Section's Continuing Education Committee. 32p. \$3 for ACRL members, \$4 for non-members.

• *Petals Around a Rose: Abstract Reasoning and Bibliographic Instruction* (1981). Paper presented by Cerise Oberman in the Program "Learning Theory in Action: Applications in Bibliographic Instruction." Sponsored by the Bibliographic Instruction Section and the Community and Junior College Libraries Section's Instruction and Use Committee, ACRL. 23p. \$4 for ACRL members, \$5 for non-members.

CE course syllabi

ACRL continuing education course syllabi are available at a charge of \$10 per syllabus for ACRL members and \$15 per syllabus for non-members from: Gail Russell, ACRL, 50 E. Huron St., Chicago, IL 60611-2795; (312) 944-6780.

• *Librarians as Supervisors* (CE 101) identifies the skills necessary to become an effective supervisor within library organizations and explores current managerial concepts and practices through

outlines, checklists and skill inventories. Written by Maureen Sullivan. 26p. 1982.

• *Establishing the College BI Program: The Director's Role* (CE 103) provides the academic library administrator with an overview of managerial considerations essential in establishing the successful BI program. Written by Dennis Robison. 38p. 1981.

• *Strategies and Tactics for Enhancing the Role and Position of the Library Within the College or University* (CE 104)(2d ed.) explores internal and external factors influencing the role of the library in the academic community and provides exercises designed to help library administrators advance the library's position within the institution. Written by P. Grady Morein and H. Lea Wells. 34p. 1983.

• *Time Management and Conducting Effective Meetings* (CE 105) emphasizes time as a resource, describes the most frequent time problems encountered by librarians and discusses techniques for organizing and managing time. Also considers the meeting as a management tool: what meetings can and cannot accomplish and how to use meetings successfully. Written by Sheila Creth. 53p. 1982.

• *Performance Evaluation: A Goals-Based Approach* (CE 106) introduces the concepts of performance evaluation based on performance goals and result-oriented evaluation. This includes an explanation of different approaches and purposes for evaluation, review of the goals-based performance system, discussion of how to improve a poor evaluation system, and discussion of evaluation as a developmental experience for both supervisor and employee. Written by Sheila Creth. 24p. 1984.

• *Managing Student Workers in Academic Libraries* (CE 107) describes the importance of student workers as a resource to the library and outlines strategies for better management of student workers through selection, training and supervision. Written by Michael D. Kathman and Jane M. Kathman. 45p. 1983.

• *Considerations for Establishing and Marketing Fee-Based Services in Academic Libraries* (CE 108) considers key aspects to be anticipated and evaluated prior to or in the initial phases of developing and offering fee-based information services. Includes discussion of how to identify conditions necessary for the establishment of a fee-based service, optimizing existing conditions, developing a plan of action, critical aspects of the operation, and review of marketing principles as applied to fee-based services. Written by Elizabeth Lunden. 49p. 1984.

• *Interviewing Skills: Finding the Right Person for the Job* (CE 109) reviews the legal guidelines affecting employment. Considers all aspects of conducting effective evaluative interviews including: preparation for the interview, questioning and listening techniques, reference checks, and evaluating candidates against the requirements of the job or needs of the organization. Written by Sheila

Creth. 15p. 1984.

• *Job Training: Developing Training Plans for Your Staff* (CE 110) reviews learning principles and explains why initial orientation and training is critical to effective operation of library departments. Covers areas requiring training (for new employees, for performance improvement, in operational problems or changes, and for employee development) and the responsibility of the supervisors in planning, conducting, and evaluating training. Written by Sheila Creth. 18p. 1984.

• *Job Training: Developing Staff Training Plans and Your Feedback Skills* (CE 110A) builds on the concepts explored in CE 110, and emphasizes developing supervisory feedback skills and on-the-job training as well as new employee orientation. Offers practical suggestions and plans for staff training and supervisory feedback. Written by Anne G. Lipow. 50p. 1984.

• *Principles of Strategic Planning in the Library Environment* (CE 111) describes strategic planning as a process, introduces several strategic planning models including the "desired futures" model, and applies models and processes to library planning. Material covered is applicable to strategic planning for all types of libraries. Written by Julie A.C. Virgo. 30p. 1984.

• *Improving Job Performance: Strategies for Supervisors* (CE 112) discusses how librarian-supervisors can create a climate for motivation, define job competencies, set performance standards, address performance problems, and improve the work effectiveness of their staff. Written by Maureen Sullivan. 1984.

• *An Introduction to Maps in Libraries: Maps As Information Tools* (CE 201) describes the information potential of maps in the academic library environment. Considers acquisitions, collection development, reference, instruction space and equipment requirements. Written by David Cobb and Charles Seavey. 55p. 1982.

• *Teaching Methods for the BI Librarian* (CE 202) outlines learning theory and instructional methods effective in bibliographic instruction with an emphasis on planning and execution. Written by Marilla Svinicki. 60p. 1981.

• *Teaching How to Teach Science Reference Materials: A Workshop for Librarians Who Serve the Undergraduate* (CE 205) examines the search strategies and reference tools that are particularly useful to undergraduate science majors. Equal emphasis is given to methods of teaching search strategies and use of reference sources. Attention is given to methods of learning how to use new science reference materials. Written by Martha White and Thomas G. Kirk. 97p. 1984.

• *Writing the Journal Article and Getting it Published* (CE 501) (2d ed.) reviews the publication process and considers effective strategies for publishing including selection of publishing medium, manuscript preparation and submission. Written by Richard D. Johnson. 39p. 1983.

• *Survey Research Methods* (CE 503) reviews the methodology of conducting survey research including sampling techniques, questionnaire design, data reduction and analysis, and evaluation of surveys found in library literature. Written by Gary Golden. 69p. 1982.

Collection development

• *Books for College Libraries*. 2nd ed. (1975). 6 vols., \$80. Single vol., \$15 each. Vol. 1, Humanities; Vol. 2, Language and Literature; Vol. 3, History; Vol. 4, Social Sciences; Vol. 5, Psychology, Science, Technology, and Bibliography; Vol. 6, Author, Title, and Subject Indexes. Order from: Order Department, American Library Association, 50 E. Huron Street, Chicago, IL 60611. Available on tape from: Inforonics, 550 Newtown Road, Littleton, MA 01460.

• *Curriculum Materials Center Collection Development Policy* (1984). 27p. ISBN 0-8389-6777-9. \$5 for ACRL members, \$7 for non-members.

• *CLIP Note #2-81: Collection Development Policies* (1981). 131p. \$8.75 for ACRL members, \$11.50 for non-members.

Faculty status and governance

• *Academic Status Survey* (1981). Results of an ACRL 100 Libraries Project survey of academic status policies in academic and research libraries. 346p. \$12 for ACRL members, \$17 for non-members.

• *Governance in the Academic Library* (1981). Beta-max or U-matic videotape (specify) of six academic librarians reviewing issues relating to the status of the academic librarian and the ACRL Standard on Library Governance. \$35. (Rental only).

• *Standards for Faculty Status for College and University Librarians*. (C&RL News, May 1974). Free.

• *Joint Statement on Faculty Status of College and University Librarians*. (C&RL News, February 1974). ACRL/AAUP/AAC. Free.

• *Model Statement of Criteria and Procedures for Appointment, Promotion in Academic Rank, and Tenure for College and University Librarians*. (C&RL News, September 1973 and October 1973,

BI dissertation list

A list of doctoral dissertations relating to bibliographic instruction, compiled by the ACRL Bibliographic Instruction Section's Research Committee, has appeared in the Summer and Fall 1984 issues of *Research Strategies*. The list is retrospective to 1929. If you are aware of a dissertation that was missed, write to John Collins, Head, Educational Resources Library, Boston University, 605 Commonwealth Avenue, Boston, MA 02215.

with a revision by the ACRL Board of Directors). Free.

• *Guidelines and Procedures for the Screening and Appointment of Academic Librarians*. (C&RL News, September 1977). Free.

• *Statement on the Terminal Professional Degree for Academic Librarians* (1975). Free.

• *Statement on Collective Bargaining* (1975). Free.

Personnel

• *CLIP Note #1-80: Performance Appraisal* (1980). Prepared by the ACRL College Libraries Section's Continuing Education Committee. 135p. \$7.50 for ACRL members, \$10 for non-members.

• *CLIP Note #3-81: Job Descriptions* (1981). Sponsored by the ACRL College Libraries Section's Committee on Continuing Education. 255p. \$17.50 for ACRL members, \$25 for non-members.

• *Management and Staff Development* (1982). Proceedings of a workshop sponsored by the Northern California ACRL Chapter in June 1979. 37p. \$8 for ACRL members, \$10 for non-members.

• *Travel Policies of Twenty-One Colleges & University Libraries* (1980). 77p. \$3.

Rare books, manuscripts and archives

• *Genre Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloguing* (1983). ISBN 0-8389-6612-8. 41p. \$5.50 for ACRL members, \$7.50 for non-members.

• *Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections* (1983). Free. (C&RL News, March 1982).

• *Guidelines on Manuscripts and Archives* (1977). Compilation of policy statements prepared by the ACRL Rare Books and Manuscripts Section 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. Free.

• *Joint Statement on Access to Original Research Materials*. This supersedes the 1976 ACRL Statement on Access and the 1974 Standards for Access of SAA. Free. (*American Archivist*, January 1974). (C&RL News, April 1979).

• *Relator Terms for Rare Books, Manuscripts and Special Collections Cataloging* (1981). Revised by the ACRL RBMS Standards Committee. (C&RL News, October 1981).

Statistics

• *ACRL University Library Statistics 1978-1979* (1980). A compilation of statistics from ninety-eight non-ARL university libraries. 47p. \$5 for ACRL members, \$7.50 for non-members.

• *ACRL University Library Statistics 1981-1982* (1983). A compilation of statistics from

ninety-two non-ARL university libraries. ISBN 0-8389-6596-2. 55p. \$12 for ACRL members, \$15 for non-members.

• *Library Statistics of Colleges and Universities, 1982 Institutional Data* (1984). Data from the 1981-82 HEGIS study conducted by the National Center for Education Statistics covering over 3,000 academic libraries. 177p. ISBN 0-8389-6640-3. \$12 for ACRL members, \$16 for non-members.

• *Library Statistics of Colleges and Universities: Summary Data 1979* (1982). Data gathered in the HEGIS survey by the National Center for Education Statistics. 73p. \$10 for ACRL members, \$13 for non-members.

• *Quantitative Criteria for Academic Research Libraries* (1984). By Kendon L. Stubbs. 135p. ISBN 0-8389-6788-4. \$15 for ACRL members, \$19 for non-members.

Other

• *Academic Libraries: Myths and Realities* (1984). Proceedings of the Third National Conference of the Association of College & Research Libraries, April 4-7, 1984, Seattle. 420p. ISBN 0-8389-6787-6. \$20 for ACRL members, \$28 for non-members.

• *Directory of Extension Library Services Personnel* (1981). Compiled by the ACRL Standards and Accreditation Committee.

• *Directory of Library Science Collections* (1977). Compiled by Carol S. Nielsen for former division of ALA (Library Education Division). 90p. \$2.50.

• *Directory of Western European Specialists in North American Libraries* (1984). 20p. ISBN 0-8389-6762-0. \$3 for ACRL members, \$5 for others.

• *CLIP Note #4-83: Online Bibliographic Database Searching in College Libraries* (1983). Compiled by David Carlson and P. Grady Morein. 132p. \$15 for ACRL members, \$19 for non-members.

• *Libraries and Accreditation in Institutions of Higher Education* (1981). Proceedings of an invitational conference sponsored by ACRL and COPA, June 26-27, 1980. Julie A.C. Virgo, ed. 176p. \$15 for ACRL members, \$19 for non-members.

• *Options for the 80's* (1981). Fifty-six contributed papers from the Second National ACRL Conference in Minneapolis. Eleven microfiche. \$3 for members; \$5 for non-members.

• *Slavic Ethnic Libraries, Museums and Archives in the United States: A Guide and Directory* (1980). Compiled by Lubomyr R. Wynar. 164p. \$6 for ACRL members, \$9 for non-members.

Choice

Current book and nonprint selection guide for undergraduate library collections published monthly, eleven times/year (July/August combined).

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Choice Bibliographical Essays

Series No. 7—*Building a Children's Literature Collection*, 3d ed. (1983). \$9.95. Order from *Choice*, 100 Riverview Center, Middletown, CT 06457.

College & Research Libraries

Official journal of the Association of College and Research Libraries. Published in six bimonthly issues.

Editor: Charles R. Martell, Jr., The Library, 2000 Jed Smith Dr., California State University, Sacramento, CA 95819.

Sent to ACRL members as a perquisite of membership. Also available on subscription. \$35/year. Order from Subscription Department, American Library Association, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780. Full back run available on microfiche from University Microfilms International, 300 N. Zeeb Road, Ann Arbor, MI 48106.

Index for Volumes 26 to 40 (1965-1979) of College & Research Libraries and College & Research Libraries News (1980). This publication was prepared by Eldon W. Tamblyn. \$10 for ACRL members, \$12 for non-members.

College & Research Libraries Five Year Index (Volumes 21-25, 1960-1964) (1965). \$3 for ACRL members, \$4 for non-members.

College & Research Libraries News

Official news magazine of the Association of College & Research Libraries. Published in eleven monthly issues (July/August combined).

Editor: George M. Eberhart, ACRL/ALA, 50 E. Huron St., Chicago, IL 60611.

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Fast Job Listing Service

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ACRL Publications in Librarianship

Editor: Arthur P. Young, Dean of Libraries, University of Rhode Island, Kingston, RI 02881.

Available on standing order or as single volumes. Order from Order Department, American Library Association, 50 E. Huron St., Chicago, IL 60611.

Out-of-print titles are available from University Microfilms International, 300 N. Zeeb Rd., Ann Arbor, MI 48106.

Titles in Print

•No. 39—*Libraries for Teaching, Libraries for Research: Essays for a Century*. Richard D. Johnson, comp. (1977). 276p. ISBN 0-8389-0247-2. \$15.

•No. 40—*Book Selling and Book Buying: Aspects of 19th Century British and North American Book Trades*. Richard Landon, ed. (1979). 118p. ISBN 0-8389-3224-X. \$15.

•No. 41—*Women View Librarianship: Nine Perspectives*. Kathryn Lundy, ed. (1980). 99p. ISBN 0-8389-3251-7. \$8.

•No. 42—*The Spirit of Inquiry in Library Science: The Graduate Library School at Chicago, 1921-1951*. John Richardson. (1982). 238p. ISBN 0-8389-3273-8. \$35.

•No. 43—*The Landscape of Literatures: Use of Subject Collections in a University Library*. Paul Metz. (1983). 157p. ISBN 0-8389-3286-X. \$30.

•No. 44—*The Carnegie Corporation and the Development of American College Libraries, 1928-1941*. Neil A. Radford. (1984). 272p. ISBN 0-8389-3295-9. \$29.95. ■■

Visit a London library

Once again the London and Home Counties Branch of the (British) Library Association has offered to help North American libraries wishing to visit libraries in the Greater London area during summer vacations. They will plan a program of library visits to suit the particular interests of groups of librarians, library school students, or individual librarians. Charles Hanson's description of his successful visit last year appeared in the September 1984 *C&RL News* ("From Lima to Reading: The Great Library Visit," pp.417-18).

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mum of one month's notice must be given prior to your arrival. Be as specific as possible about not only the kind of library you would like to visit, but also the particular aspects of their services which interests you. No hotel reservations or detailed travel arrangements can be made. In return the Branch asks that you write a short, informal report of your experiences to help them assess their services.

For further information write: Eric Winter, 19, Cricketers Drive, Meopham, Kent DA13 0AX, England. ■■