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.

To submit a proposal for a monographic publication
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 of news items is approximately the 26th of each month.

To subscribe to ACRL periodicals
For a subscription to Choice, write to the Subscriptions Department, Choice, 100 Riverview Center, Middletown, CT 06457. For a subscription to C&RL, C&RL News, or RBML, write to the Subscriptions Department, American Library Association, 50 E. Huron St., Chicago, IL 60611-2795.

To order works from the ACRL Publications in Librarianship series
For a listing of the works in this series, write to the ACRL office. To place a standing order or to order individual titles, write to the ALA Order Department, 50 E. Huron St., Chicago, IL 60611-2795. To order copies of out-of-print titles, contact University Microfilms International, 300 N. Zeeb Rd., Ann Arbor, MI 48106.

To advertise in ACRL publications
To place product ads in C&RL, C&RL News, or Choice, contact Art Beck, Advertising Sales Manager, Choice, 100 Riverview Center, Middletown, CT 06457. To place classified ads in C&RL News or the telephone JOB LINE, contact Karen Christopher at the ACRL Office, 50 E. Huron St., Chicago, IL 60611-2795; (312) 944-6780. ■ ■

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A complete checklist of ACRL publications in print.

S ingle 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.


- **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.


- **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 McPherson. 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.


- 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; ACRL members $22.00.

- 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 Status: Statements and Resources (1988). By the Academic Status Committee. A compilation of official standards and guidelines, research articles, and bibliographies on academic status. 55p. 0-8389-7233-0. $7.50; ACRL members $5.00.


- 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.


- 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.


- 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

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.

- 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. 0-8389-7219-5. $20.00; ACRL members $17.00.


- Annual Reports in 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. 0-8389-7288-8. $49.95; ACRL members $29.95.

- NEW! 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

- 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 06477.

- 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 06477.

- 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.


- 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.

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Rare books, manuscripts and archives

- 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.
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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 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 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-