ACRL list of materials available

A complete checklist of ACRL publications in print

Single copies of ACRL standards and guidelines are free upon request (additional copies may be purchased for $1.00 each). 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.

Both institutions and individuals may order on account, plus postage and handling; however, prepaid amounts should accompany individuals’ orders of $15.00 or less. No postage or handling charges are added to prepaid orders (check, money order, credit card). All prices are payable in U.S. funds, net 30 days. The first price stated is the list price.

ISBN prefix: 0-8389-.

Discounts

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.

ACRL personal and organizational members receive 10-30% discount on non-subscription ACRL materials. Look for the ACRL member prices on this checklist.

Quantity discounts are available when five or more copies of the same title are ordered to be shipped to the same address. Inquire for prices on specific titles.

Handling charges

Invoice amounts of $20.00 or less, $1.
Invoice amounts of $20.01-$50.00, $2.
Invoice amounts of $50.01-$100.00, $3.
Invoice amounts of $100.01-$200.00, $4.
Invoice amounts of $200.00 or more, $5.

Ordering

Send orders to: ALA Publishing Services, Order Department, 50 East Huron Street, Chicago, IL 60611-2795.

Toll-free numbers

In the U.S., call (800) 545-2433; in Illinois, (800) 545-2444; in Canada, (800) 545-2455; or try (312) 944-6780. Operator on duty between 8:15 a.m. and 4:45 p.m. Central Standard Time.

ACRL approval order plans

The convenient and cost-cutting ACRL approval order plan provides automatic priority shipping of ACRL’s new books at a 20% discount to ACRL members (10% to non-members). There are two approval plan categories to choose from. Plan “P” guarantees that you will automatically be sent all new ACRL publications. Plan “PC” is exclusively for titles in the CLIP Notes series. You may change or cancel your approval order at any time and you do have return privileges. All publications issued by ACRL, except periodicals and subscription items, are available through the approval plan. To enroll in the approval order plan, please write to Mary Ellen Davis, ACRL Publications Officer, ACRL/ALA, 50 E. Huron Street, Chicago, IL 60611, indicating the category you have chosen.

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. 6587-3. $15; ACRL members $12.


• Organizing and Managing a Library Instruction Program (1979). ACRL BIS Continuing Education Committee. 30p. 6731-0. $4; ACRL members $3.


Collection development


• 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. 120p. 7037-0. $18; ACRL members $15.

Conference proceedings


Directories


Personnel issues and faculty status

• Academic Status: Statements and Resources (1988). A compilation of official standards and guidelines, research articles, and bibliographies on academic status. 7233-0. $7.50; ACRL members $5.


Rare books, manuscripts and archives

• Binding Terms: Thesaurus for Use in Rare Book and Special Collections Cataloguing (1988). 7210-1. 37p. $10; ACRL members $8.50.

• Genre Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloguing (1983). Developed for use in MARC field 655, these terms should be used to designate intellectual genres of textual materials. 41p. 6612-8. $7.50; ACRL members $5.50.

• Printing and Publishing Evidence: Thesauri for Use in Rare Book and Special Collections Cata...
loguing (1986). Developed for use in MARC field 755, these thesauri provide standard terms for the retrieval of physical evidence of printing and publishing practices. 28p. 7108-3. $7.50; ACRL members $5.50.

• Provenance Evidence: Thesaurus for use in Rare Book and Special Collections Cataloguing (1988). 7239-X. 24p. $9; ACRL members $7.


Statistics


• 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. 7147-4. $30; ACRL members $24.


CLIP Notes

• College Library Information Packets (CLIP Notes) collect data and sample documents from college and small university libraries to assist academic librarians in establishing or refining services and operations. CLIP Notes are prepared by ACRL’s College Libraries Section.


• Online Bibliographic Database Searching in College Libraries, CLIP Note #4-83 (1983). Compiled by David Carlson and P. Grady Morein. “To those charged with making such a service [online service] available on the nation’s campuses this inexpensive guide is likewise a must.” Online. 132p. 6624-1. $19; ACRL members $15.

• 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. 6944-5. $20; ACRL members $15.

• Special Collections in College Libraries, CLIP Note #6 (1986). Compiled by Christine Erdmann. Contains actual documents from college libraries on projects, publicity, financial support, archives, preservation, and use policies. 95p. 7004-4. $18; ACRL members $15.

• 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. 7097-4. $17; ACRL members $14.


ACRL Publications in Librarianship


• No. 41—Women View Librarianship: Nine Perspectives (1980). Kathryn Renfro Lundy, ed. “It is satisfying to read their considered responses to questions ranging from ideas about administration and personal career choices to developing library
ACRL standards and guidelines

Single copies of ACRL standards are available free upon request. Additional copies may be purchased for one dollar each. Prepayment must accompany orders for additional standards. Send all requests to: ACRL Standards and Guidelines, ACRL/ALA, 50 E. Huron St., Chicago, IL 60611-2795.

Access


Audiovisual


Bibliographic instruction


Colleges and universities


Community and junior colleges


Personnel issues and faculty status


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.


How to publish in ACRL: Non-serial publications

Are you working on a survey, directory, pamphlet, bibliography, or any other project with publication potential? Then you need to be aware of the publication procedures for non-serial publications developed by the ACRL Publications Committee.

If your idea is appropriate for the *Publications in Librarianship* series, contact the editor, Jonathan A. Lindsey, Coordinator of Library Affairs, Baylor University, Waco, TX 76798. If your idea is appropriate for a *CLIP Note*, contact the chair of the CLS Clip Note Committee, Pamela Snelson, Coordinator of Access Services, Drew University Library, Madison, NJ 07940.

If your idea is more appropriate as an ACRL non-serial publication, your proposal will go through the following steps on the way.

**Step One.** 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 Mary Ellen Davis, ACRL’s publications officer, at ACRL Headquarters.

**Step Two.** The ACRL publications officer reviews the proposal and offers ALA Publishing Services the first chance of accepting the project as an ALA publication. This “right of first refusal” is specified in the operating agreement between ALA and its divisions.

**Step Three.** ACRL’s Publications Subcommittee on Non-Serial Proposals and the ACRL publications officer review the content and viability of the proposal and make a recommendation 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 publication 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, rejects, refers back to ALA Publishing Services, or asks for further development of each proposal from the author or sponsoring body.

**Step Five.** If your proposal is accepted, submit your completed manuscript to ACRL Headquarters for further review by the Subcommittee and the ACRL publications officer.

For further information, contact Mary Ellen Davis, ACRL Publications Officer, ACRL/ALA, 50 E. Huron St., Chicago, IL 60611-2795; (312) 944-6780, x287.

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**News from the Field**

**Acquisitions**

- **Southeast Missouri State University,** Cape Girardeau, has acquired the largest private collection in the world of books and manuscripts by author William Faulkner, valued at $3.5 million. The collection was donated by Louis Daniel “L. D.” Brodsky, a St. Louis poet who collected the material and who will serve as curator, and his father, Saul L. Brodsky, a St. Louis businessman. Most notable among the 10,000 items in the collection are Warner Bros. files and screenplays from Faulkner’s stints as a Hollywood screenwriter in the 1940s, more than 120 books inscribed by Faulkner, three one-of-a-kind “books” typed and bound by Faulkner, and the 606-page carbon typescript of “The Hamlet,” the only Faulkner novel manuscript not held by an institution. The collection also includes an assortment of personal letters to, from, and about Faulkner, including previously unpublished letters by his wife Estelle, his early mentor Phil Stone, and his Random House editor and confidante Saxe Commins.

- **The University of Michigan,** Ann Arbor, has acquired the “Lon G. Nungesser Papers: Hope for Humanity” for its Joseph A. Labadie Collection, part of the University’s Department of Rare Books and Special Collections. Nungesser, a social psychologist, author, and AIDS victim, donated his papers to the Labadie Collection, one of the largest...