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 universities 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.

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.

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.
- The Use and Effectiveness of the 1975 Standards for College Libraries (1981). Larry Hardesty, Chair, Ad Hoc Committee on Standards and Guidelines, College Libraries Section, ACRL.
- Guidelines for Two-Year College Learning Resources Programs. (C&RL News, January and February 1982). ACRL/AECT.
Bibliographic instruction

- 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.

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 Robinson. 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
As Information Tools (CE 201) describes the information tools in planning, conducting, and evaluating training 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. 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.


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


Faculty status and governance


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).


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.


**Personnel**

- 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.

**Rare books, manuscripts and archives**


**Statistics**


**Other**

- 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.

**Choice**

First the 15th, 16th and 17th centuries then the 18th century...

Now THE 19th Century

SHORT TITLE CATALOGUE
Includes the first comprehensive subject index of nineteenth century books

A union catalogue of all books in English, wherever published, in the Bodleian Library; the British Library; the University Library, Cambridge; the Library, Trinity College, Dublin; the National Library of Scotland and the University Library, Newcastle

Lists three times as many uniquely held items as the British Museum General Catalogue of Printed Books

The only general catalogue to provide subject access

Researchers using the NSTC will find tens of thousands of scarce items not listed in any other printed catalogue or bibliography

Series 1 covering 1801–1815 is available now, 3,250 pages in five volumes, library binding, ISBN 0 907977 10 3
Price: $1,495

Series 2 covering 1816–1870 commences publication in 1985

Published by Avero Publications Ltd
Order from the sole distributor Chadwyck-Healey Inc.
623 Martense Avenue
Teaneck, NJ 07666, USA
Telephone: (201) 692-1801

Write or call Linda Fox for a free descriptive brochure with specimen page
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).

No charge will be made for the service. A minimum 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.