sette players, slide-tape machines, etc. These statistics do not have to be kept after each use, but perhaps on an annual basis.

V. MISCELLANEOUS STATISTICS FOR CONSIDERATION

A. Faculty-initiated vs. librarian-initiated.
B. Types of promotion and advertising (e.g., poster, memo, personal contact).
C. Classes in library vs. out of library.
D. Time of day classes meet (important for scheduling reasons).

The ACRL BIS research committee has gathered this information from many BI practitioners. There may be other areas that you are using or of which you are aware. The committee would welcome your comments. Please address your comments to: Virginia Tiefel, Chair, Bibliographic Instruction Section Research Committee, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, OH 43210; (614) 422-6151.

How to Participate in ACRL

INFORMATION FOR NEW MEMBERS AND POTENTIAL MEMBERS

To Join
Write or call the Association of College and Research Libraries for application forms and information: ACRL Office, 50 E. Huron St., Chicago, IL 60611; (312) 944-6780.

To Learn about ACRL’s Current Programs, Officers, and Units
Check the ALA Handbook of Organization and read College & Research Libraries News regularly (as a member of ACRL, you will receive both publications).

To Attend Conference Programs, ACRL Board Meetings, or Committee Meetings
For information on time, places and general program content, consult C&RL News, American Libraries, and the official conference programs and schedules. For additional information, contact the ACRL office.

To Attend Preconference Institutes
For information about time, place, and preconference theme, check C&RL News and American Libraries. For additional information and registration materials, write to the ACRL office.

To Establish a Local Chapter of ACRL
Check the procedures listed in “Guidelines for ACRL Chapters” (available from the ACRL office). Send a petition with the signatures of at least twenty-five ACRL members to the ACRL office for approval by the Board of Directors.

To Serve on ACRL’s Committees or to Participate in ACRL’s Sections and Discussion Groups
Familiarize yourself with the work of the unit—check the ALA Handbook of Organization for the unit’s statement of responsibility, read about the work of the unit as reported in C&RL News and American Libraries, attend the meetings of the unit during ALA conferences. Submit a completed ACRL committee volunteer form (published in the November issue of C&RL News and available at ALA conferences). Communicate your interest to the ACRL Appointments and Nominations Committee, to any of the ACRL officers, to the chair of an ACRL unit whose work interests you, or to the ACRL office.

To Be a Candidate for an ACRL Office
Write to the ACRL Appointments and Nominations Committee or to an ACRL section nominating committee. Submit a petition to have your name added to the list of candidates.

To Provide Suggestions for New Projects, Services, or Policies
Write to the ACRL office, to any of the ACRL officers, or to the chair of a unit whose work relates to the matter. Respond to requests published in C&RL News for suggestions from the membership. Attend open hearings scheduled at ALA conferences. Be in touch with the strategic planning.

To Receive Information, Assistance, or Advice on Professional Problems
Contact the ACRL office, any of the ACRL officers, or the chair of an ACRL unit whose work relates to the matter.

To Obtain ACRL Publications, Policy Statements, or Reprints of Articles
For information about the availability of materials, check C&RL News, ACRL’s “List of Materials Available,” and the ALA Publications Catalog. (The second is available free of charge from the ACRL office and at ALA conferences.) To order materials, write to the ACRL office.

To Submit a Manuscript for Publication
Contact the editor of the publication. For College & Research Libraries, send manuscripts to C. James Schmidt, c/o Research Libraries Group, Jordan Quadrangle, Stanford, CA 94305. Instructions for authors are printed in each issue of the journal. For the ACRL Publications in Librarianship series, send manuscripts to Arthur P. Young, Dean of Libraries, University of Rhode Island, Kingston, RI 02881.

To Submit a Nonprint Item for Publication
Contact the editor of the ACRL Nonprint Media

To Submit News Items for Publication in College & Research Libraries News
Send materials to the editor of C&RL News, George M. Eberhart, ACRL/ALA, 50 E. Huron St., Chicago, IL 60611. Consult the guidelines for submission of news items in the January issue of C&RL News.

To Order Works from the ACRL Publications in Librarianship Series
For a listing of the works in this series, write to the ACRL office. For a list of in-print titles, check the "List of Materials Available," featured in this issue. To place a standing order or to order individual titles, write to Order Department, American Library Association, 50 E. Huron St., Chicago, IL 60611. To order copies of out-of-print titles, contact University Microfilms, 300 N. Zeeb Rd., Ann Arbor, MI 48106.

To Advertise in ACRL Publications
To place display ads in C&RL, C&RL News, or Choice, contact Art Beck, Marketing Director, Choice, 100 Riverview Center, Middletown, CT 06457. To place classified ads in C&RL News, or job listings in the Fast Job Listing Service or the telephone JOBLINE, contact ACRL headquarters, (312) 944-6780, ext. 286.

ACRL List of Materials Available

Unless otherwise noted, single copies of ACRL materials are available to members of the Association of College and Research Libraries free of charge and to non-members for $2 each from: ACRL Publications, ACRL 50 E. Huron St., Chicago, IL 60611; (312) 944-6780. All orders must include a self-addressed mailing label. All materials sent outside the U.S. will be mailed surface rates unless airmail postage is prepaid. Only payment in U.S. funds will be accepted.

Payment must accompany orders. Make checks payable to ACRL/ALA.

STANDARDS AND GUIDELINES


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


88 / C&RL News