

## How to report stolen manuscripts

The Professional Autograph Dealers Association (PADA) has established a system for reporting stolen or missing manuscripts to its membership, thus enabling libraries and archives to alert autograph dealers to possibly illegal transactions. The system has two parts: an alert network for reporting newly discovered losses and a database to register missing manuscript materials. To report a newly discovered loss, call (888) 338-4338 toll-free and PADA will immediately notify its membership by fax or phone. Provide as much information as possible in the report: a detailed description of the manuscript stolen; the date and circumstances of the loss; the names, addresses, and phone numbers of the contact person at the institution; and any law enforcement officers involved. To register an older loss in the database, mail a detailed description of the manuscript, with any of the information listed above, to Catherine Barnes, head of PADA's Security Committee, P.O. Box 30117, Philadelphia, PA 19103. Please do not use the toll-free number to report older losses. For the present, the information collected will be available only to PADA members, but in the future it may be offered to nonmembers on a subscription basis. This service is offered free-of-charge to reporting institutions.

## Cornell publishes digital imaging guide

The Department of Preservation and Conservation at Cornell University Library has published *Digital Imaging for Libraries and Archives* by Anne R. Kenney and Stephen Chapman. The 200-page looseleaf guide is an expanded version of the training manual used during Cornell's weeklong digital imaging workshops. It covers the issues involved in planning a digital imaging project, including key concepts and terms, hardware, software, creation of databases and indexes, conversion from photographs and film, long-term access, management of the technical infrastructure to support an imaging project, outsourcing, and continuing education. It also



has two "formula cards" for calculation of project conversion, storage, and access requirements.

The guide is \$75.00, plus \$5.00 s/h. Order from Mary Arsenault, 214 Olin Library, Cornell University, Ithaca, NY 14853; e-mail: mla4@cornell.edu. Make checks payable to "Department of Preservation, Cornell University." Prepayment is required.

## CCAHA publishes leaflet about mold

The Conservation Center for Art and Historic Artifacts (CCAHA) has updated the first leaflet in its technical series, *Managing a Mold Invasion: Guidelines for Disaster Response*. It offers practical advice for coping with mold on library and archival materials, health concerns, first response procedures, inactivation procedures, fungicides and fungistats, cleaning and disinfecting, and planning for prevention. It also provides a section of general references and recovery services. Copies may be purchased for \$3.50 from CCAHA, 264 South 23rd St., Philadelphia, PA 19103; phone: (215) 545-0613; fax: (215) 735-9313. Prepayment is required.

## Disaster manual mounted on Web

The Western New York Library Resources Council (WNYLRC) has mounted the revised edition (1994) of its *Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives* on the Web. It contains 21 worksheets for creating a basic disaster plan; a reference section with short essays on planning, setting collection priorities, protection, response, and rehabilitation; plus a bibliography and list of suppliers. Some of the information is useful only for repositories in western New York, but not all. It can be found at <http://freenet.buffalo.edu/~lrc/pub/disman.htm#INTRODUCTION>. ■

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*Jane Hedberg prepares this column for the College Libraries Committee, Commission on Preservation and Access. Submissions may be made to: Jane Hedberg, Wellesley College Library, 106 Central St., Wellesley, MA 02181. (617) 283-2103; fax: (617) 283-3690. JHEDBERG@WELLESLEY.EDU.*

A C R L

PUBLICATIONS  
CATALOG

Fall 1996

Association of College & Research Libraries

# MANAGEMENT

## Preparing for Accreditation: A Handbook for Academic Librarians

*Patricia Ann Sacks and  
Sara Lou Whildin*

This valuable, step-by-step workbook helps librarians complete their self-study and evaluation processes.

\$18.00, 80p.  
0-8389-0621-4, 1993

## Recruiting the Academic Library Director: A Companion to the Search Committee Handbook

*Sharon Rogers and Ruth Person*

\$18.95; ACRL member \$15.95  
0-8389-7484-8, 1991

## Measuring Academic Library Performance: A Practical Approach

*Nancy Van House, Beth Weil, and  
Charles McClure*

This easy-to-use set of output measures is designed to assist in measuring the impact, efficiency, and effectiveness of academic library activities.

\$34.00, 140p., 0-8389-0529-3, 1990;  
\$75.00 with self-running database,  
0-8389-0542-0, 1991

## CLIP Notes

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.

### NEW!

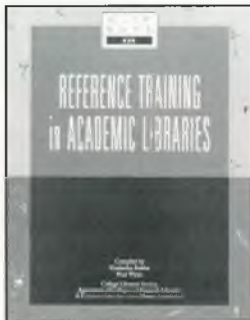
## Reference Training in Academic Libraries, CLIP Note #24

*Kimberley Robles, Neal Wyatt, comps.*

Survey of training programs in small and medium-sized libraries with examples of training documentation for both new and experienced librarians.

Among the areas covered are desk service, reference collection and subject specialist knowledge, database training, Internet services, library instruction, outreach skills, plus evaluation methods for both the trainee and the program.

\$31.95; ACRL member \$27.95, 180p.  
0-8389-7842-8, 1996



### NEW!

## User Surveys in College Libraries, CLIP Note #23

*Mignon S. Adams, Jeffrey A. Beck,  
comps.*

Presents examples of a wide variety of survey instruments used by college libraries,

including user satisfaction surveys, scripts for focus groups and interviews, surveys on specific areas of the library, surveys of online services, and facilities surveys. Examples are also included of the various tools that will affect response rate, such as cover letters, directions, and rewards or motivators for completion.

Examples are also included of the various tools that will affect response rate, such as cover letters, directions, and rewards or motivators for completion.

\$24.95; ACRL member \$20.95, 118p.  
0-8389-7825-8, 1995

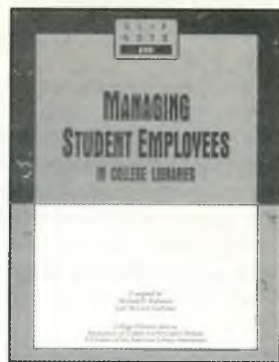


## **Allocation Formulas in Academic Libraries, CLIP Note #22**

*Jane H. Tuten, Beverly Jones, comps.*

Identifies elements used in allocation formulas and provides guidelines for college and small university libraries for implementing formulas in the budget allocation process. Includes a variety of documents representing different allocation methods, such as weighted, unweighted, and percentage-based formulas; narrative descriptions; and sample worksheets.

\$23.95; ACRL member \$19.95, 90p.  
0-8389-7812-6, 1995



## **Library Services for Non-Affiliated Patrons, CLIP Note #21**

*Eugene S. Mitchell, comp.*

Sample policies and procedures for dealing with service to the non-affiliated library user. Collected from academic institutions nationally. Includes examples of information sheets, application and registration forms, ID cards, recourse letters, and reciprocal agreements.

\$32.95; ACRL member \$27.95, 151p.  
0-8389-7781-2, 1995

## **Managing Student Employees in College Libraries, CLIP Note #20**

*Michael Kathman, Jane McGurn Kathman, comps.*

Comprehensive guidance for managing student employees. Includes examples of policies and procedures for employment, dismissal, orientation, training, supervision, and performance review. "Highly recommended for small and medium-sized libraries employing student workers."—*Library Journal*

\$29.95; ACRL member \$25.95, 140p.  
0-8389-7752-9, 1994

## **Emergency Planning and Management in College Libraries, CLIP Note #17**

*Susan C. George, comp.*

Policies and procedures for emergency planning and management in college libraries. Includes examples of plans covering everything from earthquakes to salvage procedures.

\$28.95; ACRL member \$25.95, 146p.  
0-8389-7710-3, 1994

## **Interlibrary Loan in College Libraries, CLIP Note #16**

*Roxann Bustos, comp.*

Sample policies and procedure statements, forms, public relations documents, and instructional handouts for libraries offering online searching, CD-ROM, and other computer-based services.

\$34.50; ACRL member \$28.75, 148p.  
0-8389-7652-2, 1993

## **Database Searching in College Libraries, CLIP Note #15**

*Sarah Pederson, writer and comp.*

Samples of policies and procedures statements, forms, promotional documents, and instructional handouts.

\$29.95; ACRL member \$24.95, 123p.  
0-8389-7651-4, 1993

## **Audiovisual Policies in College Libraries, CLIP Note #14**

*Kristine Brancolini, comp.*

"The documentation included in the kit is clear and of good quality and covers all aspects of establishing and managing an audiovisual collection."—*LRTS*

\$21.95; ACRL member \$18.95, 152p.  
0-8389-7495-3, 1991

## **College Library Newsletters, CLIP Note #13**

*Patricia Smith Butcher and Susan McCarthy Campbell, comps.*

Sample newsletters as well as nameplates, graphics, and style manuals/guidelines for guest editors are included.

\$18.95; ACRL member \$15.95, 154p.  
0-8389-7445-7, 1990



**Performance Appraisal in Academic Libraries, CLIP Note #12**

*Barbara Williams Jenkins, comp., with the assistance of Mary L. Smalls*

"... a wide variety of philosophies and approaches, ranging from series of relatively open-ended questions to grids for grading employees on specific qualities and achievements."—*JAL*

\$18.95; ACRL member \$15.95, 128p.  
0-8389-7444-9, 1990

**Collection Development Policies for College Libraries, CLIP Note #11**

*Theresa Taborsky, comp.*

"... this volume is well worth the price."  
—*Library Journal*

\$26.95; ACRL member \$21.95, 175p.  
0-8389-7295-0, 1989

**Annual Reports for College Libraries, CLIP Note #10**

*Kenneth Oberembt, comp.*

\$21.95; ACRL member \$18.75, 135p.  
0-8389-7219-5, 1988

**Friends of College Libraries, CLIP Note #9**

*Ronelle Thompson, comp.*

"This is a must for two groups of libraries: those who have Friends groups and those who do not."—*Library Journal*

\$18.75; ACRL member \$15.50, 134p.  
0-8389-7171-7, 1987

**Periodicals in College Libraries, CLIP Note #8**

*Jamie Webster Hastreiter, Larry Hardesty, David Henderson, comps.*

"Recommended for all college and university libraries."—*Library Journal*

\$18.75; ACRL member \$15.45, 116p.  
0-8389-7143-1, 1987

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**PERSONNEL ISSUES**



**Discovering Librarians: Profiles of a Profession**

*Mary Jane Scherdin, editor*

Results of national studies of vocational interests of library and information professionals. The librarian profile is presented from the ACT, the Strong Interest Inventories, the Myers-Briggs Type Indicator, and the SIGI PLUS computer-aided career guidance tool, along with analysis of demographic data. Readers "will be rewarded with a better understanding of their own career choices and the need to insure that guidance counselors and guidance tools accurately reflect the current needs of our profession"—*Library Journal*

\$35.95; ACRL member \$31.95, 220p.  
0-8389-7753-7, 1994

**Academic Status: Statements and Resources, Second Edition**

*Susan Kroll, editor*

A compilation of the ACRL standards and guidelines that apply to faculty status for academic librarians, as well as a selective bibliography.

\$10.95; ACRL member \$8.95, 62p.  
0-8389-7739-1, 1994

# COLLECTION DEVELOPMENT

## Collection Management in the Electronic Age: A Manual for Creating Community College Collection Development Policy Statements

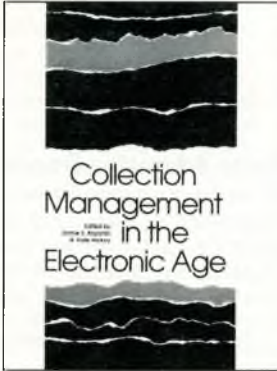
Jennie S. Boyarski, Kate Hickey, editors

A survey of community and junior colleges' collection development policies with examples of eleven complete and seven partial policy statements.

"... valuable to academic and school libraries of all sizes and should be read by librarians engaged in collection development . . ."

—*Library Journal*

\$42.95; ACRL member \$35.95, 197p.  
0-8389-7737-5, 1994



## Vocational and Technical Resources for Community College Libraries

Mary Ann Laun, editor

Annotated bibliographies presenting a collection of resources, both print and nonprint, that are needed to support a vocational and technical curriculum for a community college, or a vocational or technical institution. Useful to undergraduate students, vocational and technical students, librarians, faculty, and the general public looking for information on these programs' resources. "This will become a standard selection tool for libraries in community college, technical institutes, and vocational-technical high schools. . . . four-year-college libraries and medium-size and large public libraries . . . should consider it for their reference collections."—*Booklist*

\$95.00, ACRL member \$85.00, 622p.  
0-8389-7775-8, 1995

**New!**

## Directory of Curriculum Materials Centers, Fourth Edition

Beth Anderson, editor

This directory includes 278 institutions and lists location, contact information, budgets, physical space, collection size, staff, hours of operation, and other descriptive information.

\$26.50; ACRL member \$22.50, 175p.  
0-8389-7862-2, 1996

## Books for College Libraries III

This set covers more than 50,000 titles chosen to represent a core collection of books for four-year college and university libraries. *BCL3* is also available on machine-readable tape. Contact ACRL. "Highly recommended."—*Library Journal*.

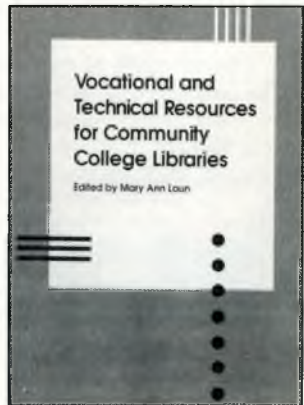
\$600/6 vol. set, \$125 individual volume  
0-8389-3353-X, 1988

## Western European Studies: Current Research Trends & Library Resources

Eva Sartori, Ceres Birkhead, John Cullars, John Dillon, Thomas Kilton, editors

Eleven research papers offer thoughtful synthesis, personal insight, and information useful for anyone dealing with recent scholarship in Western European studies.

\$32.95; ACRL member \$29.95, 120p.  
0-8389-7461-9, 1990



## Curriculum Materials Center Collection Development Policy, Second Edition

Beth G. Anderson, Virginia Nordstrom,  
Karin Duran, Allison G. Kaplan,  
comps.

A model policy is provided along with example policies from libraries that illustrate modifications to the model to fit specific local needs.

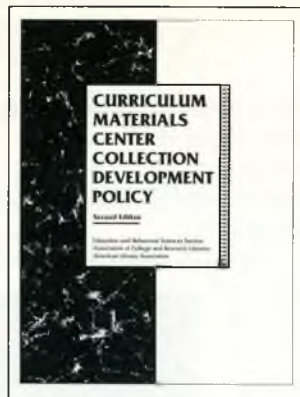
\$16.95; ACRL member \$14.95, 46p.  
0-8389-7707-3, 1993

## Women's Studies Collection Development Policies

*The WSS Collection Development and  
Bibliography Committee*

This unique tool identifies issues and provides models of existing policies. Complete policy statements from 16 university libraries illustrate the range of issues and provide a variety of models. The "RLG Conspectus: Women's Studies" supplemental guideline, included as an appendix, identifies issues unique to women's studies and describes materials and sources.

\$35.95; ACRL member \$29.95, 122p.  
0-8389-7596-8, 1992



## State Education Documents: A State-by-State Directory for Their Acquisition and Use

*EBSS Education-Related Government  
Publications Subcommittee*

This directory provides the means to access the large variety of state education documents available from government agencies.

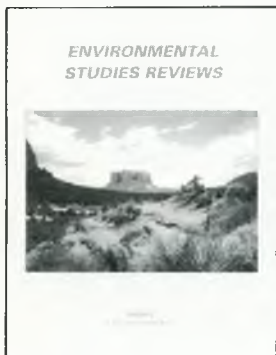
\$21.95; ACRL member \$18.95, 54p.  
0-8389-7327-2, 1989

## CHOICE Reviews

Publications in this series from *CHOICE* are compiled by the editors from reviews previously published in the magazine (volumes 27 through 29, Asian Americans through volume 30, Environmental Studies through volume 32). Each collection provides the full text of the *CHOICE* review and author and title indexes. The editors consider these collections representative of the significant books that *CHOICE* reviewed in the subject areas.

### Environmental Studies

\$38.00, 893 titles, 164p.  
0-8389-7808-8, 1995



### \* African and African American Studies

\$22.00, approximately 750 titles, 152p.  
0-8389-7691-1, 1992

### \* Native American Studies

\$15.00, 278 titles, 60p.  
0-8389-7632-8, 1992

### \* Asian and Asian American Studies

\$20.00, 605 titles, 113p.  
0-8389-7691-3, 1993

### \* Latino Studies

\$20.00, 525 titles, 112p.  
0-8389-7631-X, 1992

\*Order these titles from *CHOICE* Magazine,  
100 Riverview Center, Middletown, CT 06457.  
Order *Environmental Studies* from ACRL.

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## INFORMATION ACCESS

### NEW!

#### **Bibliographic Control of Conference Proceedings, Papers, and Conference Materials** ALCTS

Papers on Library Technical Services and Collections, no. 7  
*Olivia M. A. Madison, Sara Shatford Layne, editors*

Five papers delivered at a preconference on Bibliographic Control of Conference Proceedings. Covers issues of cataloging, reference/interlibrary loan, and collection development. Four appendixes include a history of Library of Congress Rule Interpretations relevant to conference proceedings, exercises and examples illustrating problems from the public services perspective, a reprint of recommendations for publishers, and a discussion leaders' guide from the preconference.

Price T.B.D., 130p.  
0-8389-7860-6, 1996

#### **Guide to Searching the Bibliographic Utilities for Conference Proceedings**

*Nirmala S. Bangalore, Judith A. Carter, editors*

A convenient guide detailing search strategies for finding conference proceedings in either RLIN, OCLC/PRISM, or WLN utilities.

\$7.95; ACRL member \$6.95, 15p.  
0-8389-7734-0, 1994

#### **Science and Engineering Conference Proceedings:**

**A Guide to Sources for Identification and Verification**

*Barbara DeFelice, editor*

Overview of the coverage and indexing of conference proceedings and papers in subject-oriented abstracting and indexing services. A valuable working tool for the practicing librarian involved with public services for the scientific and engineering community.

\$16.50; ACRL member \$14.00, 84p.  
0-8389-7790-1, 1995

#### **Abstracting, Information Retrieval, and the Humanities: Providing Access to Historical Literature, Publications in Librarianship: No. 48**

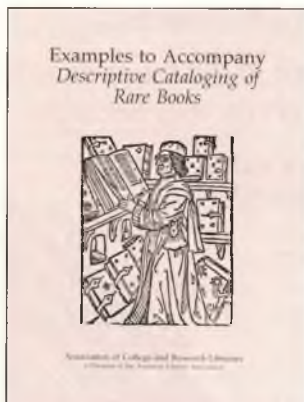
*Helen R. Tibbo*

An examination of the qualities and functions of abstracts and the challenges involved in text condensation.

\$35.00, 276p.  
0-8389-3430-7, 1993

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## SPECIAL COLLECTIONS



#### **Examples to Accompany Descriptive Cataloging of Rare Books**

*Prepared by the Bibliographic Standards Committee of the Rare Books and Manuscripts Section*

"The introduction is clear, the bibliography useful, the indexes exhaustive and the records themselves painstakingly accurate. In short, it is a model of its kind, and should be consulted not only by those cataloguers currently using the code but also all managing librarians considering its adoption."—*Rare Books Newsletter*

\$29.95; ACRL members \$23.95, 148p.  
0-8389-7672-7, 1993



## Thesauri for Use in Rare Book and Special Collections Cataloging

These thesauri were developed for use in MARC field 655 and 755. Each thesaurus provides standardized vocabulary for retrieving items by form and genre or by various physical characteristics that are typically of interest to special collections librarians.

### Genre Terms (2nd ed.)

\$21.95; ACRL member \$18.95, 90p.  
0-8389-7516-X, 1991

### Paper Terms

\$8.95; ACRL member \$7.50, 52p.  
0-8389-7427-9, 1990

### Type Evidence

\$8.95; ACRL member \$7.50, 19p.  
0-8389-7428-7, 1990

### Binding Terms

\$11.50; ACRL member \$9.50, 37p.  
0-8389-7210-1, 1988

### Printing & Publishing Evidence

\$8.95; ACRL member \$7.50, 28p.  
0-8389-7108-3, 1986

### Provenance Evidence

\$10.50; ACRL member \$8.50, 24p.  
0-8389-7239-X, 1988

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# BIBLIOGRAPHIC INSTRUCTION

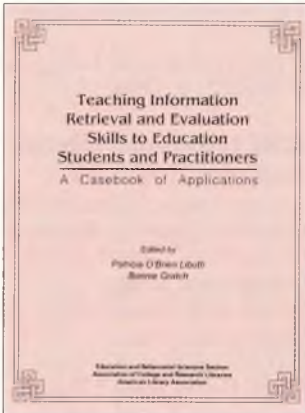
## NEW!

### Teaching Information Retrieval and Evaluation Skills to Education Students and Practitioners: A Casebook of Applications

Patricia O'Brien Libutti, Bonnie Gratch, editors

Scenarios depicting actual instructional sessions at the undergraduate, graduate, practitioner, and high-school level using goals and objectives statements. Several cases include the teaching of ERIC and Internet resources. Most useful are the reflective analyses of the sessions by librarian-instructors that reveal lessons learned about teaching technology.

\$26.50; ACRL member \$22.50, 152p.  
0-8389-7813-4, 1995



### Read This First: An Owner's Guide to the New Model Statement of Objectives for Academic Bibliographic Instruction

Carolyn Dusenbury, Monica Fusich, Kathleen Kenny, and Beth Woodard, editors

"... the MSO [model statement objectives] may serve as a checklist in evaluating existing BI programs, developing educational goals when determining new programs, and determining whether such goals are being achieved."—*Library Journal*

\$19.95; ACRL member \$16.45, 72p.  
0-8389-7548-8, 1991

### Learning to Teach: Workshops on Instruction

Nine workshops cover the basics including clear, concise discussions of classroom techniques, new technologies, and instruction in a multicultural environment. This collection of workshops is designed to develop fundamental skills and addresses critical issues in bibliographic instruction. "Recommended for practitioners as well as academic, library school, and school library collections."—*Library Journal*

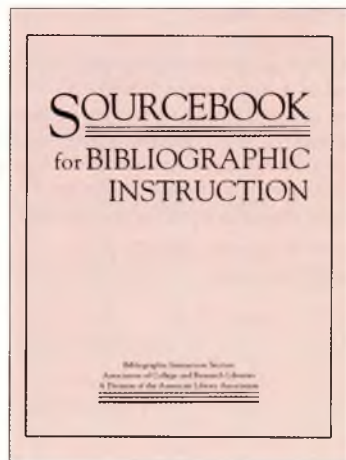
\$24.95; ACRL member \$21.95, 86p.  
0-8389-7627-1, 1993

### Sourcebook for Bibliographic Instruction

The Editorial Board of the Bibliographic Instruction Section

A working, desk-top tool for new and experienced bibliographic instruction librarians, the *Sourcebook* is practical and easy-to-use. Five essential topics are covered: learning theory, instructional design, teaching methods, evaluation, and administration. "Highly recommended for all institutions engaging in BI."—*Library Journal*

\$18.95; ACRL member \$16.95, 96p.  
0-8389-7673-5, 1993



## STATISTICS & RESEARCH

### **Continuity and Transformation: The Promise of Confluence** Proceedings of the Seventh National Conference of the Association of College and Research Libraries

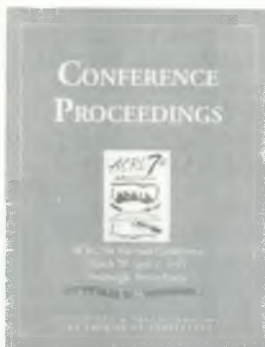
*Richard Amrhein, editor*

Describes how librarians across the country are incorporating new and established technologies to enhance the teaching, learning, and research processes.

Includes 54 refereed contributed papers and abstracts of 31 panel sessions.

\$49.95; ACRL member \$44.95, 500p.

0-8389-7786-3, 1995



### **Academic Libraries Achieving Excellence in Higher Education:** Proceedings of the Sixth National Conference of the Association of College and Research Libraries

*Thomas Kirk, editor*

Practical examinations and solutions to current academic library problems are included in 4 keynote addresses, 36 program reports, and 52 refereed contributed papers. "... an excellent professional development resource for librarians trying to keep current and for new librarians concerned about the profession."—*JAL*

\$49.95; ACRL member \$44.95, 522p.

0-8389-7622-0, 1992

### **ACRL University Library Statistics, 1994-95**

*Library Research Center, Graduate School of Library & Information Science, University of Illinois at Urbana-Champaign, comp.*

Data from over 100 participating libraries. Library categories include collections, personnel, expenditures, and interlibrary loan. Institutional categories include degrees offered, enrollment size, and faculty size.

\$79.95; ACRL member \$49.95, 84p.

0-8389-7831-2, 1996

### **ACRL University Library Statistics, 1992-93**

*Library Research Center, Graduate School of Library & Information Science, University of Illinois at Urbana-Champaign, comp.*

\$69.95; ACRL member \$39.95, 80p.

0-8389-7738-3, 1994

### **ACRL University Library Statistics, 1990-91**

*Library Research Center, Graduate School of Library & Information Science, University of Illinois at Urbana-Champaign, comp.*

\$69.95; ACRL member \$39.95, 80p.

0-8389-7587-9, 1992

### **ACRL University Library Statistics, 1988-89**

*Denise Bedford, comp.*

\$49.95; ACRL member \$29.95, 79p.

0-8389-7446-5, 1990

### **ACRL University Library Statistics, 1987-88**

*Robert E. Molyneux, comp.*

\$49.95; ACRL member \$29.95, 79p.

0-8389-7288-8, 1989

### **ACRL/Historically Black Colleges & Universities Library Statistics, 1988-89**

*Robert E. Molyneux, comp.*

\$35.95; ACRL member \$25.95, 101p.

0-8389-7547-X, 1991

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|---|--|
| ___ Abstracting, Info. Retrieval, \$35.00;<br>0-8389-3430-7             | ___ Curriculum Mat'ls Ctr. Dev., \$16.95/<br>14.95; 0-8389-7707-3            |
| ___ Academic Lib. Achieving Excellence,<br>\$49.95/44.95; 0-8389-7622-0 | ___ Database Searching in College Libraries,<br>\$29.95/24.95; 0-8389-7651-4 |
| ___ Academic Status, \$10.95/8.95;<br>0-8389-7739-1                     | ___ Dir. of Curriculum Centers, \$26.50/<br>22.50; 0-8389-7862-2             |
| ___ ACRL Stats 94/95, \$79.95/49.95<br>0-8389-7831-2                    | ___ Discovering Librarians, \$35.95/<br>\$31.95; 0-8389-7753-7               |
| ___ ACRL Stats 92/93, \$69.95/39.95;<br>0-8389-7738-3                   | ___ Emergency Planning, \$28.95/25.95,<br>0-8389-7710-3                      |
| ___ ACRL Stats 90/91, \$69.95/39.95;<br>0-8389-7587-9                   | ___ Environmental Studies, \$38.00;<br>0-8389-7808-8                         |
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- \_\_\_\_\_ The Mission of an Undergraduate Library: Model Statement  
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*C&RL News*, October 1994. 14p.

## PERSONNEL ISSUES & FACULTY STATUS

- \_\_\_\_\_ Guidelines for Academic Status for College and University Libraries  
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- \_\_\_\_\_ Joint Statement on Faculty Status of College and University Librarians. ACRL/AAUP/AAC.  
*C&RL News*, Feb. 1974. 1p.
- \_\_\_\_\_ Model Statement for the Screening & Appointment of Academic Librarians Using a Search Committee  
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