FILING

ABBREVIATIONS

Standard abbreviations are used except in titles. Names of some organizations, ALA, ACRL, LC, etc., are also abbreviated and are alphabetized as if spelled out.

Special abbreviations:

- appt. — appointment
- f. — foundation
- port. — portrait
- prof. — professor
- prog. — program

SPECIAL USAGES

More than one reference per page is indicated in parentheses. Under the heading "Acquisitions (by author, subject, or title)" parentheses may enclose donors' names (for subjects) or subjects (for named collections).

Prepared by Eldon W. Tamblyn
ACRL, ANSS, "Anthro-minutes," 189
ACRL, Bibliographic Instruction Liaison Project Officer, "BI liaison update," 354
ACRL, BIS, Continuing Education Committee Workshop, "BIS workshops," 362
ACRL, BIS, Education for Bibliographic Instruction Committee, "BI in library schools: ACRL hearings," 23
ACRL, BIS, Receives award to put on workshops, 202
ACRL, Board of Directors, "Highlights" (Jan., 84-85; July, 266-69)
ACRL, "Bring in a friend," 50
ACRL, CLS, Impact Committee, "Collaborative libraries and networking," 309-10; "Libraries in closing colleges: or, Where have all the volumes gone?" 456
ACRL, Committee on Activity Model for 1990, "Final report," 164-69
ACRL, Committee on Copyright, "Copyright and academic library photocopying," 123-25
ACRL, CJCLS, Instruction and Use Committee, "Handbook help wanted," 267-77
ACRL, Credit for CE courses, 382
ACRL, Council on Information Access, "The view from HQ," 10-11
ACRL, Doctoral Dissertation Fellowship, 370
ACRL, EBSS, Curriculum Materials Committee, "Curriculum materials," 382
ACRL, Exchange librarians, 205, 341, 302-3, 312
ACRL, Executive Director, "Academic Libraries in the 1990s: A seminar," 89; "Report," 276-77
ACRL, "Guidelines for extended campus library services," 86-87
ACRL, "Guidelines for library services to extension/noncampus students," 215
ACRL, "Guidelines for the security of rare book, manuscript, and other special collections (draft II)," 90-93
ACRL, LPSS, "Proposed bylaws," 49-50
ACRL, Legislation Committee, call for action, 155
ACRL, "Legislative policy and general guide to legislative action," 94-96
ACRL, Midwinter meeting, 1983,
ACRL, "New ACRL discussion group," 382
ACRL, "New ACRL publications," 356
ACRL, "New to the ACRL staff," 2
ACRL, Oklahoma Chapter, "Faculty skills conference," 275
ACRL, President, Annual report, 1981-82, & port., 229-32; "Letter" & port., 234
ACRL, Program Assistant, "The view from HQ" & port., 204-205
ACRL, Program Officer, "The view from HQ," 1981-82
ACRL, RBMS, "Preconference," 120
ACRL, Samuel Lazzerow Fellowship for Outstanding Contributions to Acquisitions or Technical Services in an Academic or Research Library, 317
ACRL, Standards and Accreditation Committee, "Guideline help wanted," 237
ACRL, "You'll find it in the classifieds," 401
ACRL/ECT, "Guidelines for two-year college learning resources programs (revised)" 5-10, 45-49
ACRL awards, 317, 370
ACRL, Bibliographic Instruction, 304-56
ACRL chapters, 135, 279-81
ACRL committee volunteer form, 344
ACRL committee workshops at midwinter conference, 305-7
ACRL continuing education courses, 281-90
ACRL Fast Job Listing Service, subscription application, 301, 339
ACRL library statistics, 361
ACRL list of materials available," 36-43
ACRL/NEH, "Applicants sought for ACRL/NEH postdoctoral fellowship," 354; "NEH programs in the humanities," 166-72
ACRL officers for 1982-83, 271-73
ACRL, Publications Committee for offices and committees, 341-45
ARL, Office of Management Studies, "Collection analysis," 281
"Automating staff training," Ind. U. Libraries, 356

B

Bailey, Stephen K., deceased, 344
Ball, Joyce, ACRL president-elect & port., 271
"Books, but not books," Librarians Against Nuclear War, 356
Bantz, Elizabeth Ruth, deceased, 19
Barnard, Jane Lynn, retired, 213
Baxh, Harvey F., deceased, 208
Borch, C. Jean, retired, 213
"Berkeley's emergency response program," 257-36
Bentner, Homer, deceased, 324
Besant, Larry X., & port. & port., 283
Bewley, C. Julia, deceased, 275
"Bi for the invisible university," Palmer, 12-13
"Bi in English texts," 356
"Bi in library school: ACRL hearings," 23
"Bi liaison update," Kirkandall, 354
"Bi workshops," 362
Bibliographic instruction and continuing education," Gilmour, 201-2
"BI to put on workshops," ACRL, 202
Blackburn, Frank M., retired, 365-66
Blackwell/NA promotes small presses," 396
Bond, William H., retired, 184, 287-88
"Books by freeze-drying," "U. of Calgary, 237
"Books to China," 118
Boorse, Don L., & port. & port., 180
Bourwell, Maida, retired, 305
Boyko, Max, retired, 288
Bracken, James, "Online searching and chemistry students at Knox," 53-54
Brady, Mary Ruth Magruder, deceased, 63
Brindler, Bartol, retired, 366
Brown, Carolyn, retired, 366
Brown, Harlan C., deceased, 305
Brown, Richard, "Bibliographer of the year," & port., 233-34
Bouscher, Linda, deceased, 366
Butler, Meredith A., "Copyright and academic library photocopying," 123-25

C

Calhoun, John, "Online searching and chemistry students at Knox," 53-54
Carhart, Forrest F., Jr., retired & port., 396
Carmonich, Eleanor J., retired, 395
"The University of California, Berkeley," Kobzina, 176-77
"Cenio Prize," 315
Center for Research Libraries, news notes, 180, 338
Choice new books, ACRL chapters
Choice, cover color photographs, 155; Dixon appointed ed., 234; "New Choice cover editor," 237; "New Choice staff member," 187
Cheng, Anna, retired, 18
"CLIR notes published," 30
Cliff, E. Dale, & port. & port., 240-41
"Collection analysis," ARL, Office of Management, 84-85
CLC News, "Editorial Board," 258;
"The view from HQ," 175-76
"CLIU, News guidelines for submission of articles or columns," 85-86
"College libraries and networking," Sheridan, 12-13
"Competency at Findlay," 257-62
"Continuing education" ("CE at the University of California, Berkeley," Kobzina, 176-77;
"A CLENE slate," 348
A conversation with Carla Stoffle," Eberhart, 233-35
"Copyright and academic library photocopying," Butler, 123-25
Council on Research and Informational Associations, news note, 238
"CLR Committee on Production Guidelines for Book Longevity, news note," 290-91
"CLR reviews intern programs," 234-35
"Credit for CE courses," ACRL, 382
Culotta, Wendy, "Virgo challenges the California grassroots," 172
"Curriculum collections," 14
Cutler, Phyllis L., & port., 210

D

Damicco, James A., & port., 210
Davis, Charles H., news note, 15
Deaths, 19-20, 63, 104, 136-37, 184, 214, 244-45, 250-51, 324, 366, 395
Denos, John, retired, 285
Deresiewicz, Bogdan, deceased, 184
Devine, Marie E., letter to the ed., 125
Dixon, Rebecca D., appointed ed. of Choice & port., 234
Dowell, David B., & port. & port., 101
Dowling, Michael, "The exchange experience: a British perspective," 350-81
Dudley, Miriam Sue, retired & port., 243
Dugas, Mildred Elizabeth, retired, 324
Duinlap, Leslie W., retired, 135-36

E

Eaton, Nancy, & port. & port., 283
Eberhart, George M., "A conversation with Carla Stoffle," 232-33; "The view from HQ," 175-76
Engley, Donald B., retired, 324
Espo, Hal, resignation & port., 205; "The view from HQ," 10-11
"Establishing library skills proficiency in a teacher education program," Shepard, 351-52;
"Eulogy to someone else," 288
Evans, Luther H., deceased, 104
"The exchange experience: a British perspective," Dowling, 350-81
"The exchange experience: an American perspective," Griffin, 310-12
"Exchange librarians," ACRL, 205, 241, 302-3, 312
"An experiment in solar design at San Jose State University," ACRL, 384
"Extending library services to a field-based program," Loughead, 233-37

F

"Faculty participation in library automation planning," Miller, 197-99
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