

## Preface

In the early 1990s *The Librarian's Manual* was produced by the Commission for International Library Assistance (CILA) of the Association of Christian Librarians. The goal was to create a manual that taught a high standard of library practice, yet was useable by people who knew little about libraries, worked in less than ideal situations, and may or may not have a fluent knowledge of English. Like its 1979 precursor, *The Library Manual for Missionaries*, *The Librarian's Manual* of 1994 was well received. It has been used in training workshops in Africa, Asia, Latin America and Eastern Europe.

In the past decade libraries have been heavily impacted by technological changes. Online public access catalogs, computer record keeping, full-text periodical databases and Internet access from all but the remotest places on earth have changed the research and learning processes forever. This revised edition seeks to take those changes into account, while not neglecting the basic procedures that laid the foundations for modern information science.

Many individuals have worked on the project and made significant contributions. Georgianne Bordner, Daniel Howell, Sheila Carlblom, Suzanne Guinn, LeAnne Hardy, Linda Lambert and Ruth McGuire updated previously written material. Phyllis Masso contributed to new chapters written by Ferne Weimer on computer-assisted cataloging and selecting library software. Jeff Gates coordinated the Bible College Library section of ACL to select titles for Appendixes F and G. Tami Robinson prepared the index.

LeAnne Hardy and Ferne Weimer served as copy editors. Dona L. Diehl of the Evangelism and Missions Information Service (EMIS) formatted and prepared the final manuscript for publication. Vurnell Cobbey of SIL International and CILA team members Georgianne Bordner, Dorothy Bowen, Lois Oetken, Pam Sarno, and Dale Ward served as proofreaders. Dotsey Welliver and Andrew Culbertson from the Billy Graham Center Library in Wheaton, Illinois, converted the 1994 text to documents for easy editing. All remain indebted to Sylvia Doane and the others who prepared the 1994 edition.

It is the hope of all who have contributed to the preparation of this Manual that, like its predecessors, it will be used for many years to come to help build better libraries around the world.