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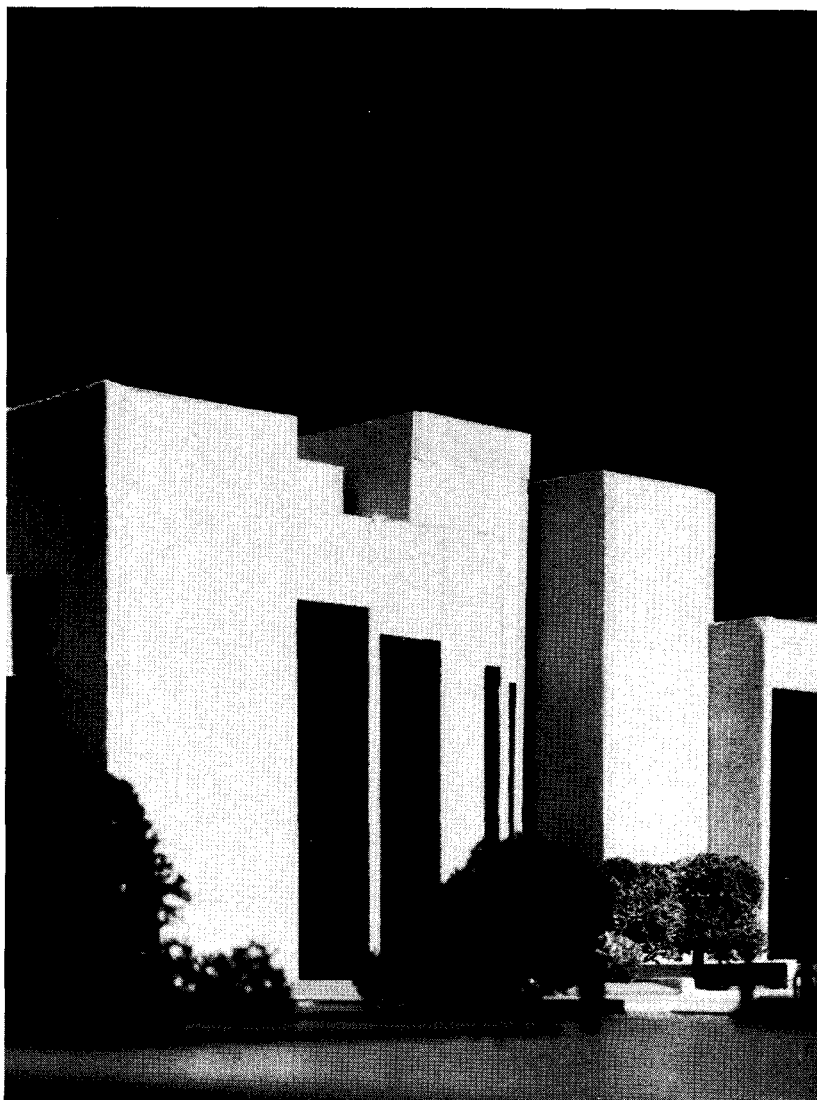
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





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Like that very expensive 3,000-lb. car it is lifting, Perma Ply-R is engineered for top performance. Produced by a unique patented



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Because of this, Perma Ply-R outperforms any other roofing membrane you can specify. Perma

Ply-R meets the tensile strength requirements of ASTM D2178 Type IV. Shouldn't you be using the strongest roofing felt you can buy? Call your local Owens-Corning representative and ask him about our Perma Ply-R built-up roofing

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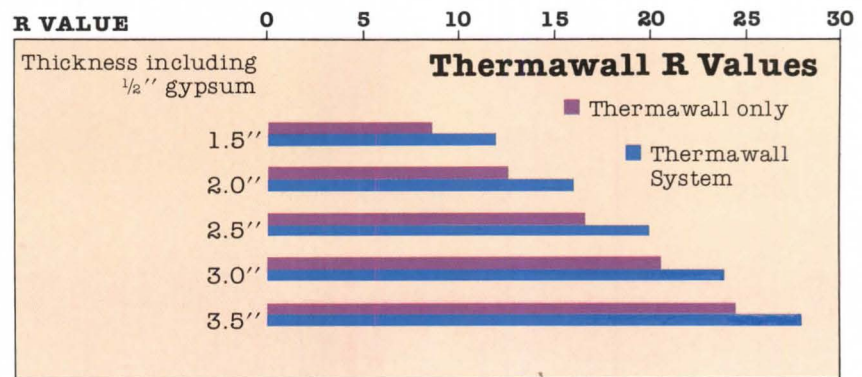
Putting up RmaxTM ThermawallTM means tearing down a few old ideas.

Conventionally, commercial wall insulation and finishing has consisted of three things. Studs, batt insulation and gypsum board. At Rmax, we have an approach that is slightly unconventional.

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Our unique Thermawall Fastening System (patent pending) eliminates common studs and batt insulation. It's thinner than conventional stud walls, so you gain floor space. And at the same time solve an old problem of in-

creasing square footage for tenants.

We're helping solve a new problem, too.

Rmax Thermawall is perfect for insulating residential cathedral ceilings. It's efficient enough to achieve maximum insulation value when used with standard 2 x 6 roof rafters and R19 batts. Which eliminates the need to change construction techniques. And in turn, saves money.

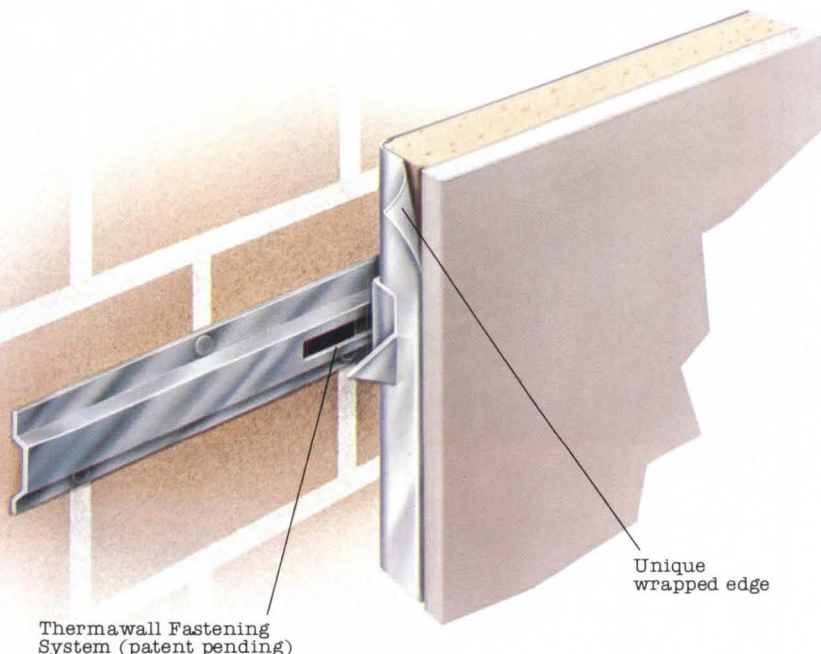
Call Rmax about an unconventional look at your insulation needs. By tearing down a few old ideas, we can help you build in more value.

Thermawall by Rmax



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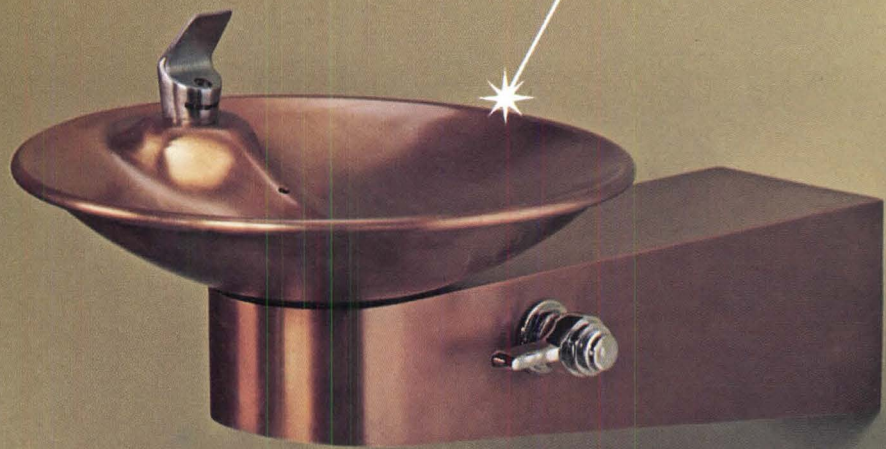
Rmax also manufactures a complete line of rigid urethane insulation for commercial roofing and sheathing requirements.



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Problem There's never been a construction job that didn't require some mid-course adjustments in design, schedules, or materials. And since several parties are involved, to discuss and agree to the changes, a meeting is often needed.

Which means travel costs, time lost, other projects delayed, profits eroded by reduced productivity.

Recognize that meetings are a form of communications, and you'll see ways the Bell System can help.

Solution Many architectural and engineering firms use teleconferencing to handle those inevitable follow-up problems. With significant savings in professional time, cost and trouble.

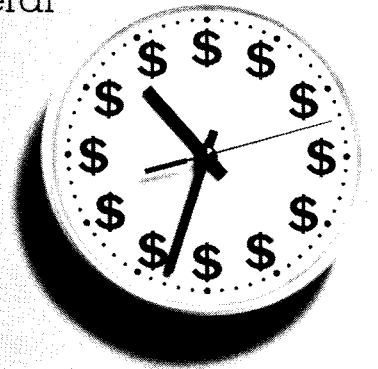
The simplest form is the conference call. One involving several parties at several locations can be arranged by an operator—or often by just pushing buttons.

With speakerphones or portable conferencing equipment, many "attend," with full give-and-take. Add facsimile machines, and you add the rapid exchange of documents, drawings, diagrams, and photos.

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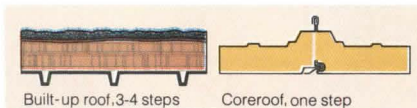
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Yet Coreroof gives you insulation so effective that it exceeds the ASHRAE 90-75 energy code (already adopted in 45 states)

*The Manual of Built-Up Roof Systems
C. W. Griffin for the A.I.A.



One-step installation.

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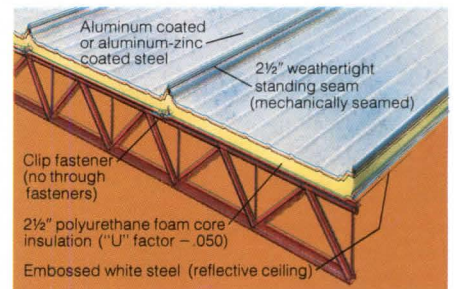
together along a 2½" standing seam. Saves many, many expensive man-hours.

And Coreroof has passed U.L. 90 uplift tests and qualifies for the lowest wind-storm insurance rates.

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With building inflation and rising energy costs, Coreroof is the roof whose time has come.

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Basic Facts About AIA

Thirteen men met in the New York offices of architect Richard Upjohn on Feb. 23, 1857, to form a professional body of architects. A constitution and bylaws were soon drawn up and the newly established organization was called the New York Society of Architects. In the application for a state charter, the name was changed to The American Institute of Architects. Upjohn became the Institute's first president, serving from 1857 through 1875.

Since those early days, chronicled so well by Henry H. Saylor, FAIA, in *The A.I.A.'s First Hundred Years* (published in 1957), the Institute has grown steadily in membership and programs. Currently, there are approximately 33,650 members.

Purposes of AIA are "to organize and unite in fellowship the members of the architectural profession of the United States of America; to promote the esthetic, scientific and practical efficiency of the profession; to advance the science and art of planning and building by advancing the standards of architectural education, training and practice; to coordinate the building industry and the profession of architecture to ensure the advancement of the living standards of people through their improved environment, and to make the profession of ever-increasing service to society."

Membership is open to architects who have demonstrated "honorable standing in the profession and their community," are legal residents of and have been granted a license or registration by any state, the District of Columbia or any U.S. territory and agree to abide by the Institute's bylaws and code of ethics and are willing to accept the "duties, responsibilities, obligations and liabilities" of membership. Application is made to the appropriate local AIA chapter and five references are required from persons residing in that region, three of whom must be members of AIA.

There are also associate members of the Institute, a category open to persons without architectural licenses who are employed under the direct supervision of a licensed architect in a capacity directly related to architectural practice, or those eligible by experience who are employed in circumstances recognized by licensing authorities as constituting credit toward architectural registration.

Fellowship is conferred upon members of 10 years' "good standing who have made notable contributions to the advancement of the profession. . . ." Honorary fellowship is given to architects of "esteemed character and distinguished achievements" who are not citizens or residents

of the U.S. and who do not practice within the domain of AIA.

Honorary memberships are given to persons who are not eligible for membership in AIA but who have "rendered distinguished service to the architectural profession of allied arts and sciences." A member who is 70 years of age or has retired at the age of 60 or is unable to practice architecture and has been in good standing for 15 successive years may apply to the Institute's secretary for member emeritus status. The member emeritus enjoys all the rights, privileges and obligations of membership other than the payment of dues.

Policy Making: AIA's activities and programs are developed and guided by its board of directors, officers and commissions. Collectively, AIA's members speak with a united voice on matters pertaining to the Institute's purposes. The individual AIA member plays a key role in policy making through service on various committees. Currently, about 10 percent of AIA's membership works on some national committee. Simply stated, policy making starts with an AIA committee, which serves as an early alert system to matters that may have an impact upon the profession. For example, the committee on housing, with a broad representation nationwide of AIA membership, may want to further a particular policy. The committee makes a preliminary investigation of the matter, reviewing existing policies that may relate to the issue. It then develops recommendations which go to the commission responsible for oversight of the committee's activities. The commission studies the proposed policy-making recommendation and, if it is approved, it is placed on the agenda for board debate and action. Once the board acts, the appropriate headquarters staff is assigned the responsibility for carrying out the policy, with monitoring of activities by the sponsoring commission.

A convention resolution could also suggest that a bylaw change be proposed. In such an instance, a task force or committee could study the issue and make a recommendation for action by the board of directors. Such convention resolutions give the board guidance and direction in terms of policy formulation.

The bylaws may be amended by an affirmative vote of not less than two-thirds of all votes accredited to be cast at any meeting of the Institute. Notice of the proposed bylaw change will have been sent to all members prior to the vote.

Ethical Standards: A code of ethics and professional conduct contains "goals toward which members should aspire and

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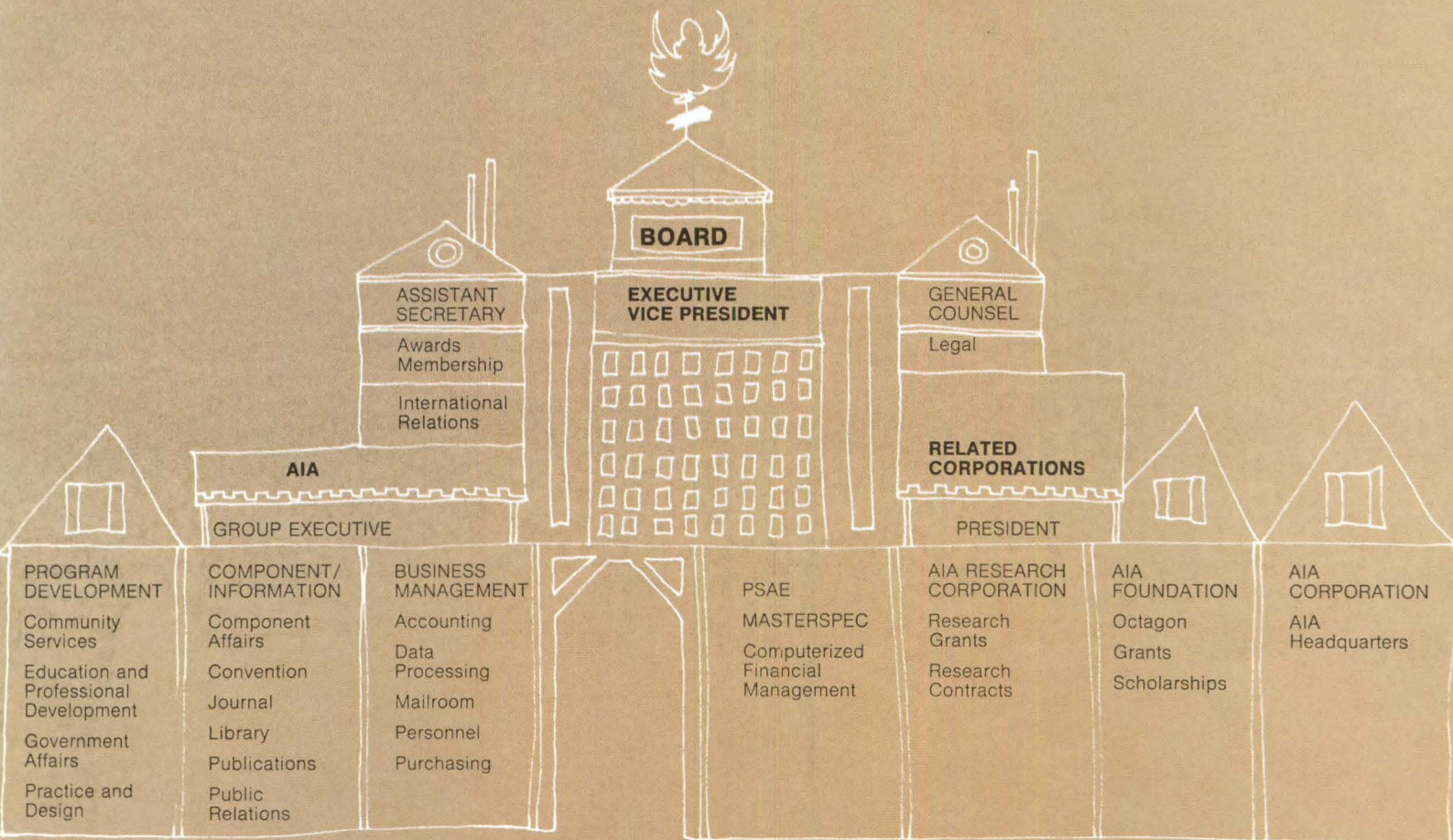
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guidelines for professional performance and behavior. The rules of conduct are mandatory, and their violation is subject to disciplinary action by the Institute." The code is comprised of three statements: canons, ethical standards and rules of conduct. There are six major statements covered in the code: AIA members "should serve and promote the public interest in improving the human environment"; should "communicate with the public, including potential clients, in a professional manner"; should "uphold all human rights"; should "serve their clients competently and exercise unprejudiced professional judgment on their behalf"; should "pursue their professional activities with honesty and fairness," and should "maintain the integrity and high standards of the architectural profession." Members who violate the code are subject to discipline by AIA.

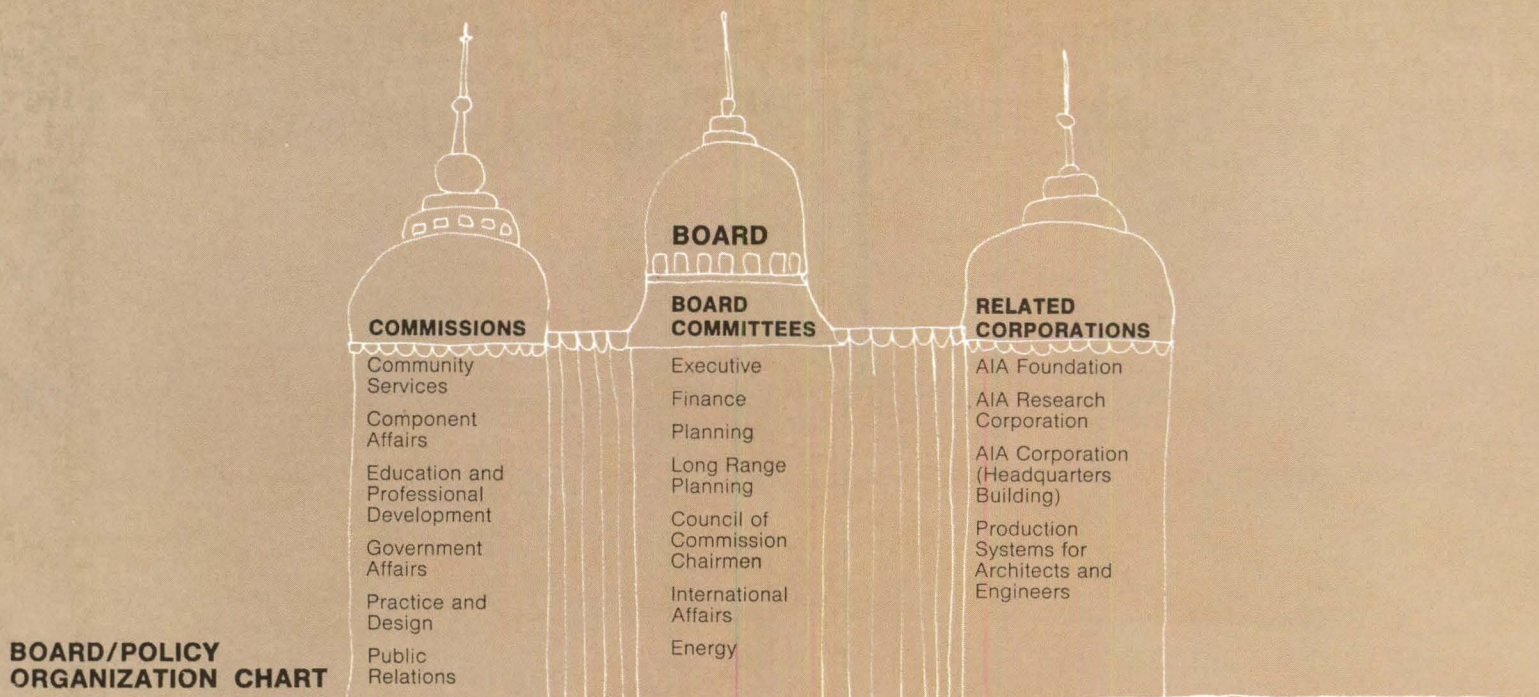
Committees: Fifty-three committees meet formally from one to four times a year and cover a broad range of professional interests. Ten task forces address specific professional programs such as the design-build/contracting monitoring, financial management and women in architecture task forces. Members of AIA meet with other professional organizations and government agencies through seven liaison groups; for example, the A/E federal energy liaison and the Inter-Society Color Council.

Last year, nine professional interest committees were opened to "corresponding" membership. Each corresponding committee has a core group of regular members who contribute their time and expertise; corresponding members are kept abreast of all committee deliberations by receiving all notices, meeting minutes and reports of the committee and are invited to attend all meetings and to participate in projects. The nine corresponding committees are: housing, interior architecture, historic resources, architects in industry, architecture for education, architecture for health, architecture for justice and architecture for the arts and recreation.

In January, the Institute opened 13 committees to all members: architects in education, architects in government, codes and standards, community assistance, construction specifications, continuing education, design, energy, environmental education, international practice, regional development and natural resources, practice management and urban planning and design. They differ from the corresponding committees in that information about these committees is only periodically sent to "open" members. □



ADMINISTRATIVE ORGANIZATION CHART



BOARD/POLICY ORGANIZATION CHART

BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

Committees

Finance
Planning
Council of Commission Chairpersons
Long Range Planning

Task Forces

Codes and Standards Policy Evaluation
Task Force on West Front of the Capitol
AIA/ACSA Study

EXECUTIVE OFFICE

OFFICE OF THE SECRETARY

Committees

Secretary's Advisory Resolutions
National Judicial Nominating
International Affairs

Juries

Jury of Fellows
Honor Awards Juries
Institute Honors Jury
Honorary Members Jury
R. S. Reynolds Memorial Awards Jury
Reynolds Aluminum Prize for Architectural Students Jury
Homes for Better Living Juries
Louis Sullivan Award Jury
NAVFAC Award Jury
AIA/ACSA Educators' Award Jury

Task Forces

Design-Build/Contracting Monitoring

PROGRAM DEVELOPMENT GROUP

Committees

Journal of Architectural Research
Editorial
Computer Aided Design
Energy
Joint Energy Budget Task Group
ASHRAE—100 P Task Group
ASHRAE—90-75 Task Group
Energy Notebook Task Group
Solar Energy Task Group

Liaisons

AIA/AGC
A/E Federal Energy

BUSINESS MANAGEMENT

Task Forces

Benefit Insurance Trust
Retirement Trustees

COMPONENT INFORMATION GROUP

Committees

AIA Firm Directory
Convention
Library

COMMISSIONS

COMMISSIONS

EDUCATION & PROFESSIONAL DEVELOPMENT

Committees

Environmental Education
Continuing Education
Scholarship
IDP Coordinating
Architects in Education
Housing
Historic Resources
Architecture for Justice
Architecture for Health
Architects in Industry
Architecture for Education
Architecture for Arts and Recreation
Architecture for Commerce and Industry
Interior Architecture

Task Forces

Specialization and Professional Credentials
Capitol Hill Planning

Liaisons

Interfaith Forum

GOVERNMENT AFFAIRS

Committees

Architects in Government
Federal Agencies

Liaisons

COFPAES
A/E on Federal Construction

PRACTICE AND DESIGN

Committees

Codes and Standards
Joint A/E Codes and Standards
Design
Urban Planning and Design
Regional Development and Natural Resources
Construction Specifications Documents
Interior Environment Task Group
MASTERSPEC Review
Practice Management
Architects Liability
Construction Management/Design-Build/Contracting
Architectural Graphic Standards
Architectural Competitions
International Practice

Task Forces

Product Information Systems
R/UDAT
Financial Management
Metric Conversion/Dimensional Coordination
Project Managers Work Book

Liaison

National Construction Industry
Inter-Society Color Council

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Committees

State/Local Government Affairs
Minority Resources
Community Assistance

Task Force

Women in Architecture

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12 S. 12th St.
Philadelphia, Pa. 19107
(215) 925-0100

First Vice President/President Elect

Charles E. Schwing, FAIA
721 Government St., #101
Baton Rouge, La. 70802
(504) 344-3000

Vice President

Robert C. Broshar, FAIA
3131 W. Fourth St.
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CORRESPONDING COMMITTEE MEMBERSHIP REGISTRATION

AIA has inaugurated a new level of participation in national committee activity, the corresponding committees.

Each of these committees has a core group of active regular members who contribute their time and expertise toward successful committee programs. In order to disseminate committee information and to open up their deliberations for wider participation, corresponding committee memberships are available to all in any one or more of nine professional interest areas. This committee membership category does not carry the obligatory commitment of time and energy necessary for regular membership, but allows corresponding committee members to: receive all notices, meeting minutes and reports of the committee; participate in committee meetings and activities to the degree desired, and contribute to committee tasks and deliberations as they wish.

In order to cover the cost of the additional printing, handling, and postage, there is a charge for Corresponding Committee Membership. This is not a new publication program or a national AIA member category, but a means for you to know what a committee is doing and to provide your input. You can sign up for one or more, with a separate fee for each committee.

\$9.00 per year/per committee

AIA Member/AIA Associate Members/AIA Chapter Professional Affiliates/ASC-AIA Members/Libraries

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Inquire about a surcharge for foreign mailing.

Corresponding Committee Memberships are for the calendar year. The full fee is charged for new member-

ship registrations received before June 30th.

Half the fee is charged for new registrations received after June 30th. However, in this inaugural period of Corresponding Committee Membership, all registrations received by September 30th, 1978 will become effective immediately and will carry through calendar year 1979. Those received after September 30th will become effective January 1, 1979.

If you wish to become a Corresponding Member, check the appropriate committee or committees on the coupon below; enclose it with a check for \$9 or \$15 per committee made out to "AIA Professional Interest Committees" and mail to Professional Interest Programs, AIA Headquarters. If you have further questions, contact Maurice Payne, AIA, Director of Professional Interest Programs (tel. 202/785-7364)

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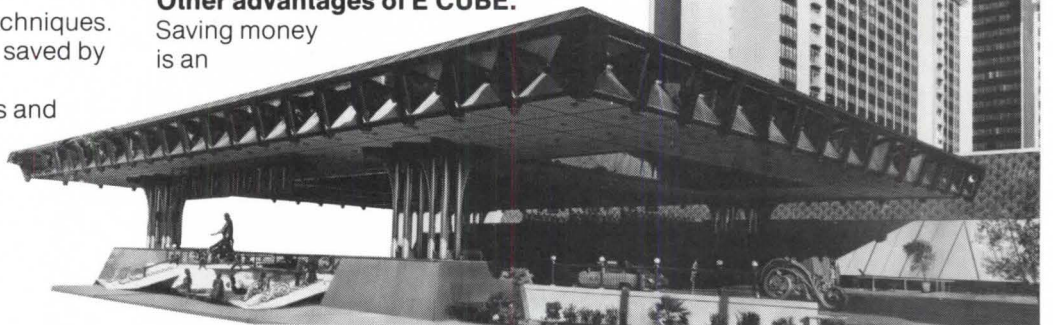
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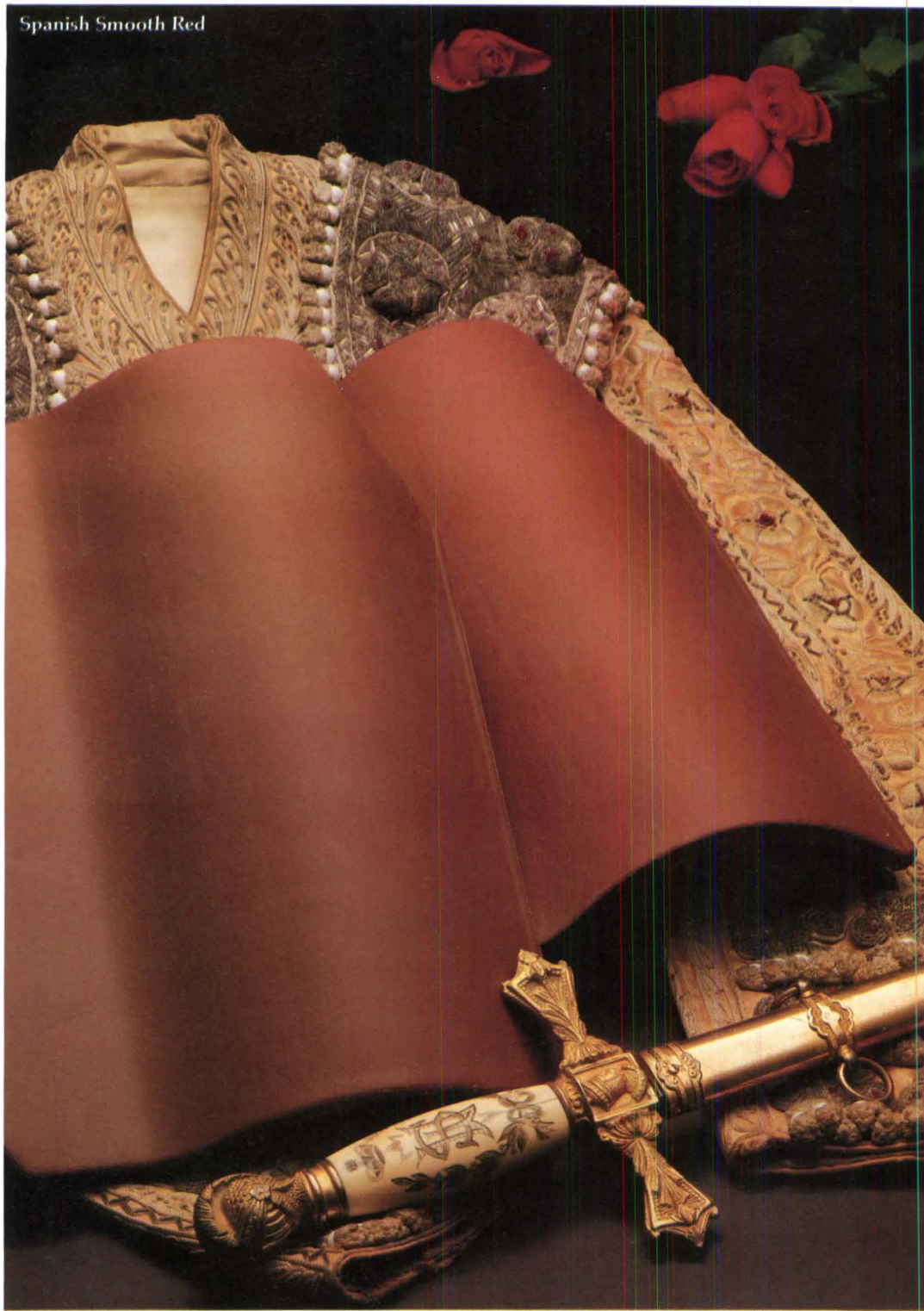
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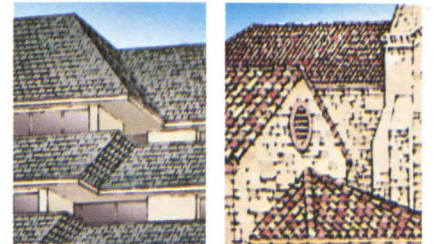
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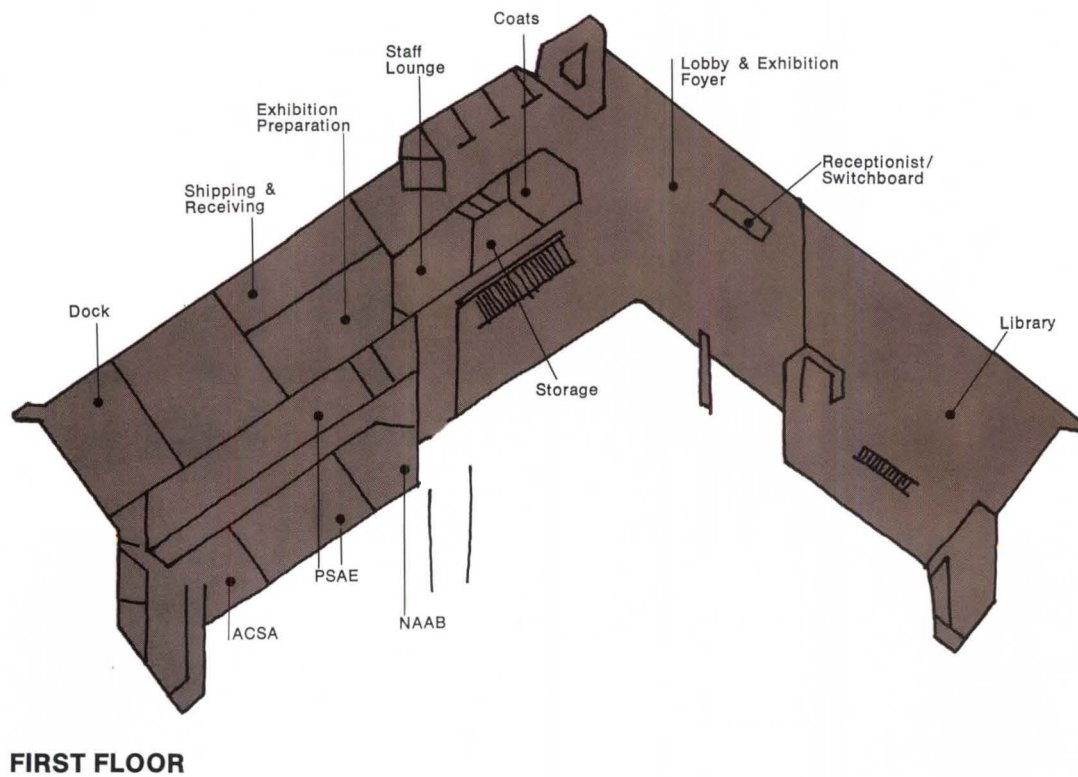
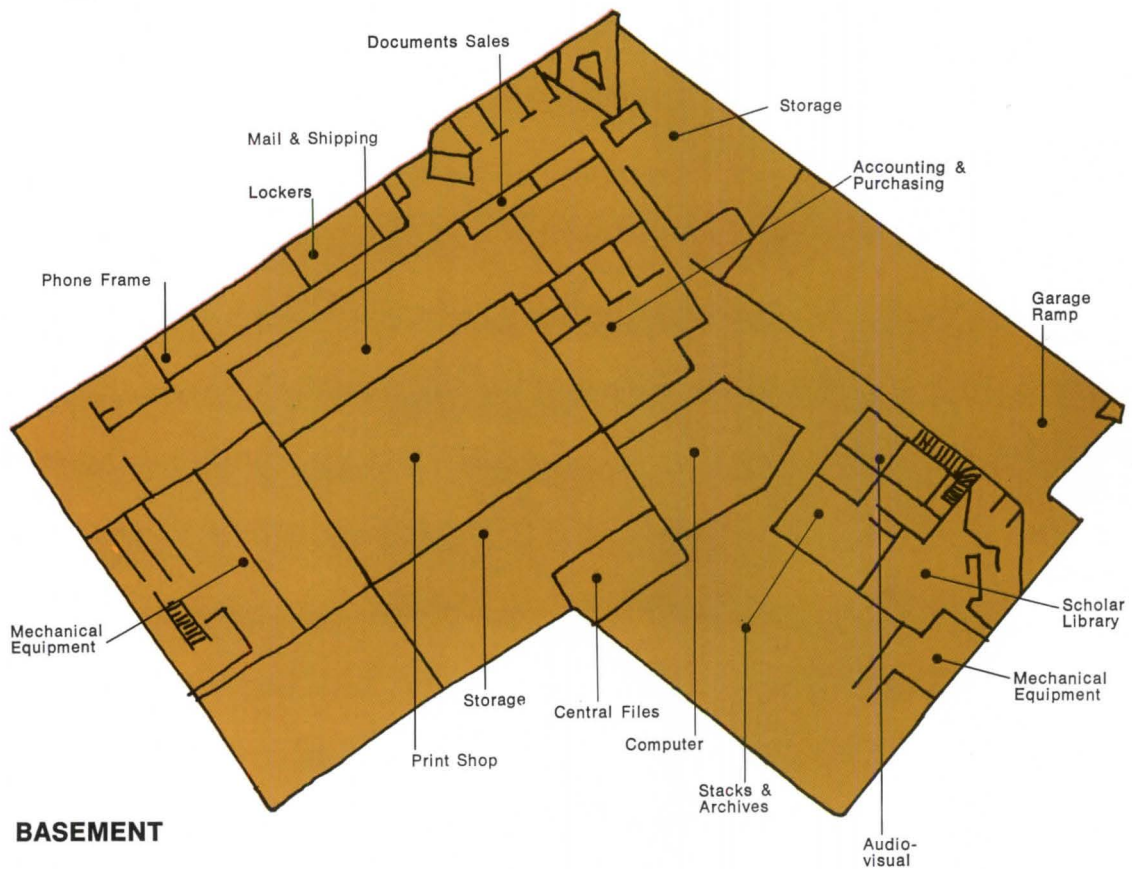
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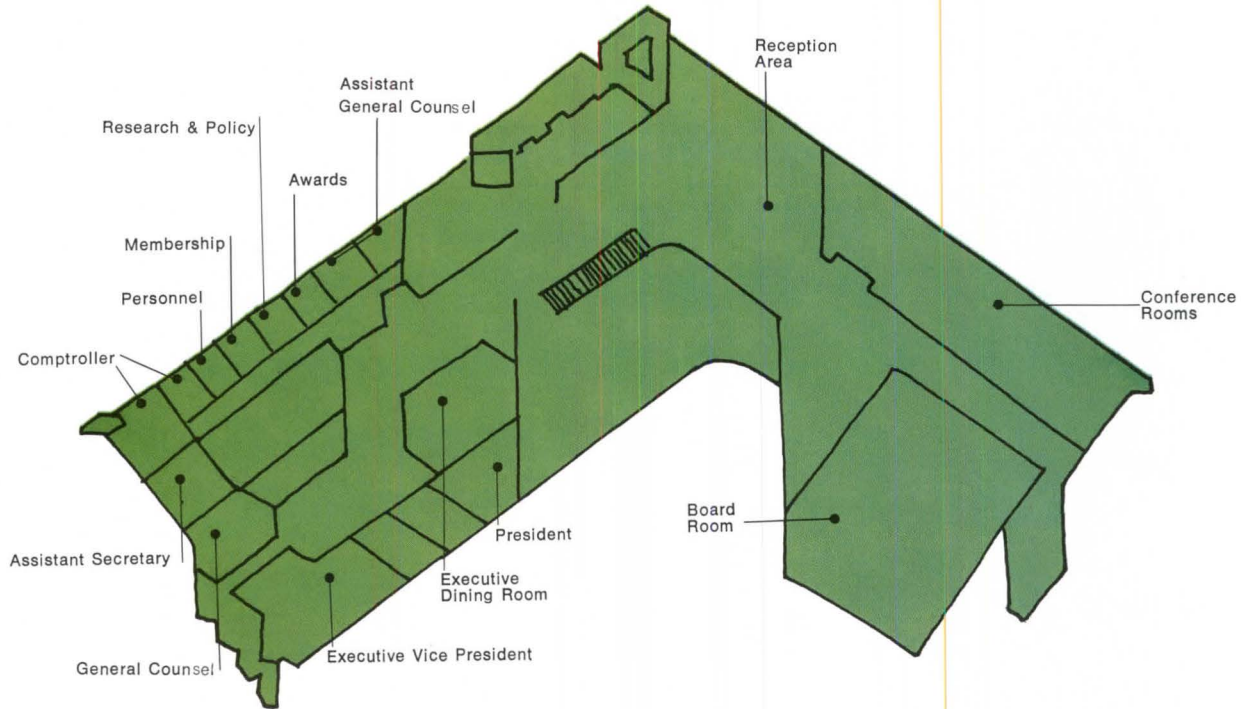


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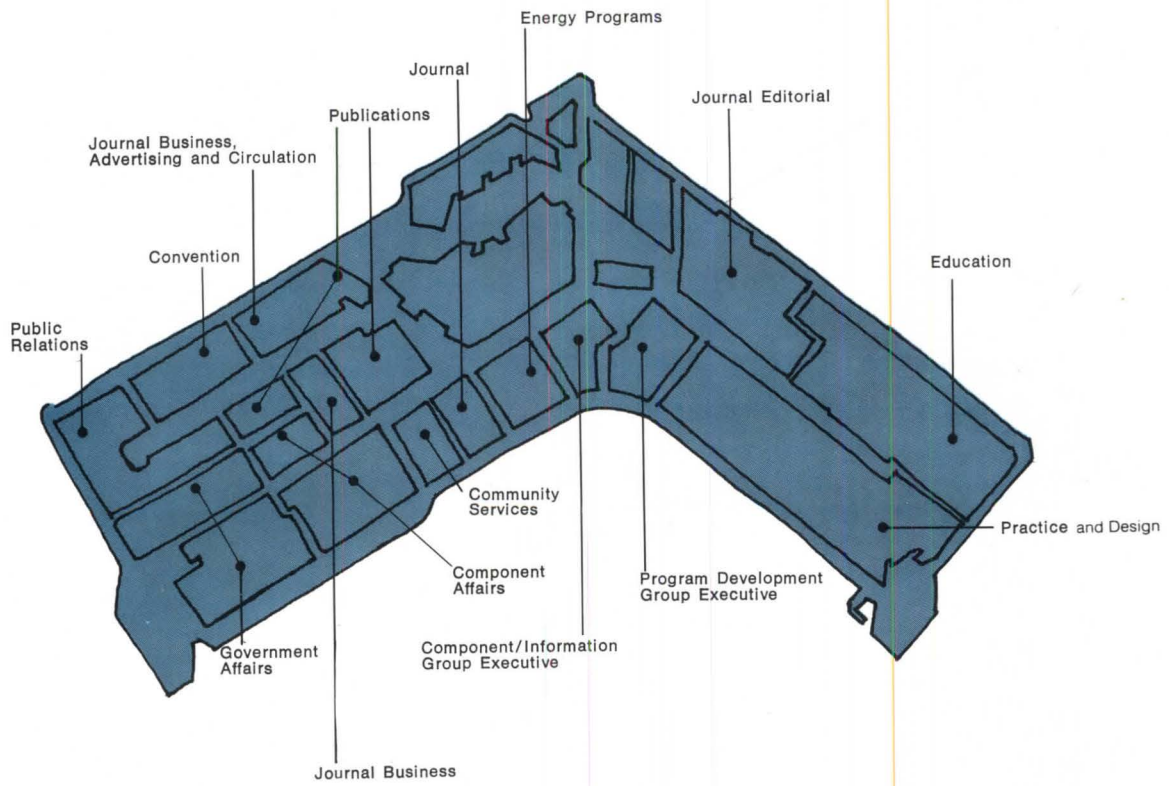
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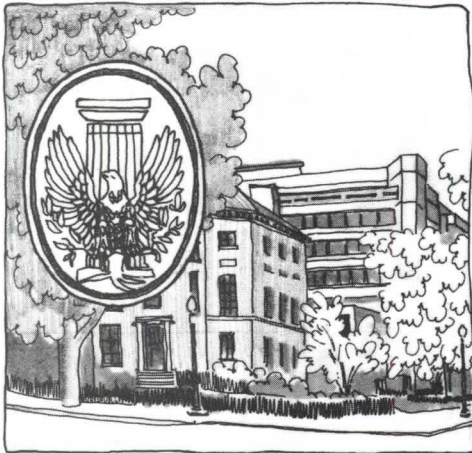


THIRD FLOOR

The executive office is responsible for the overall management of the Institute. It consists of the executive vice president, an executive assistant, two assistants for economic and planning analysis and the general counsel.

The executive vice president oversees the work of the AIA staff and is appointed by and reports to the board of directors. He is also the president of the AIA Corporation; vice chairman of the boards of AIA Research Corporation, AIA Foundation and Production Systems for Architects and Engineers, Inc., and assistant treasurer of AIA.

The office of general counsel provides



general legal advice and services on such issues as tax, postal, copyright, trademark, antitrust laws and litigation.

Assistants to the executive vice president for economic and planning analysis develop data and studies to assist the board, the planning commission and the long-range planning committee to plan for the future and deal with conditions affecting the profession.

David Olan Meeker Jr., FAIA, became executive vice president in December 1977, after serving more than 25 years in architecture or architecture-related positions. From 1973-76, he was assistant secretary for community planning and development at HUD. While at HUD, he worked with the President's domestic council and served as chairman of the six urban environment and the new communities cultural exchange committees with the USSR. He was associated with the city of Indianapolis from 1969 to 1973, first as director of the Indianapolis model cities program and director of the department of metropolitan development. In 1972, he became deputy mayor. He also worked for 15 years as an architect and officer in James Associates, an architectural, engineering and planning firm in Indianapolis. Meeker received a B. Arch. degree from Yale University and a graduate school certificate in archi-

tecture from the University of Copenhagen and the Royal Academy of Art in 1962.

Nancy Truscott, general counsel, joined the Institute in 1976 from private practice in Washington, D.C. She is a graduate of Cornell University and Harvard Law School and a member of the District of Columbia and New York Bars. She is also a voting member of the D.C. Court of Appeals committee on unauthorized practice and a delegate to the Judicial Conference of the District of Columbia.

Alan B. Stover, AIA, deputy general counsel since early 1978, joined AIA in 1974 as director of the documents division. He now serves as counsel for PSAE and the national judicial committee, among other responsibilities. He teaches as a guest lecturer in professional practice courses and serves as vice chairman of the American Bar Association committee on professional, officers and directors liability. Stover received a B.Arch. degree from Cornell University and a law degree from Georgetown University. Prior to joining AIA, he worked for four years in multidisciplinary medium-sized architectural firms.

The assistant secretary's office serves as executive staff for the secretary of the Institute and AIA's board of directors. The office also coordinates the various awards programs, membership procedures, the college of fellows and the Institute's judicial system. This office is where to call with questions about how to become a member, which category is appropriate, how to be reinstated or a member's current status. The assistant secretary will provide interpretations of what is and is not ethical practice, according to AIA's code of ethics and professional conduct.

Since Thomas Bennett assumed the position of assistant secretary in June '78, the responsibilities of the department have increased. It now handles international relations, the design/build experiment, the copyright program and the firm survey project. It will soon add to its duties the administration of the committee structure and AIA's liaisons.

The Institute's hotline, (202) 785-5954, was connected in August 1978. If a member doesn't know specifically whom to ask and what to ask for at headquarters, the staff member operating the hotline will direct members to the appropriate department. Suggestions and complaints about any aspect of AIA should be reported through the hotline.

Bennett joined AIA in 1971 and was director of congressional liaison and di-

rector of state *component affairs* before assuming his present duties. Before coming to AIA, Bennett worked as an administrative assistant to a U.S. representative and a legislative assistant to a senator. He holds a B.A. degree from the University of Michigan and a M.A. degree in communication from Boston University.

The component affairs department is charged with delivering Institute resources and programs to the 273 state and local chapters. The department is divided into two parts, one dealing with state and local governmental affairs and one with component services and programs.

The state component affairs division aids chapters in understanding and affecting state and local legislation and government administration. Among the most important issues this year are architectural registration laws, A/E selection and energy regulation in buildings. The division maintains the AIA government information clearinghouse, which is comprised of legislation, administration rules, government studies and reports, sample testimony and more.

Original strategy guides and public information documents explain governmental issues in terms of their impact on the architectural profession. These publications cover a wide range of issues from A/E selection to community development block grants. A comprehensive reference notebook entitled "State and Local Government: Issues and Strategies" is available to components for the first time this year. A news bulletin, the "Government Alert for Components," and periodic case studies on successful component programs/activities are prepared to keep component leaders informed on the latest government affairs developments across the country. State government seminars are held each year for AIA members, component executives and component lobbyists. The direct government affairs assistance program provides on-site consultant teams to advise components on specific issues or on establishing an effective government affairs program. Expert witnesses are available to provide testimony and individuals can be identified to develop in-house strategies and tactics.

The component services division helps chapters develop and carry out programs and assists in training new chapter officers. It is also responsible for membership expansion and assists components with local membership drives, promotional materials, etc. The division maintains a clearinghouse of information on what other components have done, and what resources are available from nation-

Profile of AIA Structure and Staff

al AIA, on such subjects as speakers, awards, tours, newsletters, magazines, public relations, conventions, continuing education and revenue-producing projects.

The component affairs staff conducts mini-grassroots seminars for components at their request. This is an informative program on Institute structure, resources, benefits and services. The purpose is to create a more informed membership, and to strengthen membership expansion and retention at the component level. Component assistant teams (CATS) are available to go to a particular chapter, study its situation and make recommendations on strengthening operations such as membership recruiting, budget and administration.

To keep component leaders in touch with each other and the Institute, the division sponsors three regional grassroots conventions each January. In 1980, they are scheduled for Washington, D.C., Birmingham, Ala., and Albuquerque, N.M. To assist new chapter leaders, the division holds planning seminars for presidents elect in September and October, publishes a "Component Presidents Manual" and a "Component Presidents Letter," the latter six times a year.

Administrator of component affairs is James A. Schuping, who came to the Institute in 1977 after five years with L. E. Carpenter & Co., where he worked in marketing, primarily with architects.

Elizabeth Chalmers, director of state component affairs division, has a substantial background in legislative affairs. She has worked for three national legislators as staff aide and holds a B.A. degree in political science and a M.A. degree in legislative affairs.

Director of component services is Susan S. Allen. She holds B.A. and M.A. degrees in history from the University of Illinois. Before joining AIA last July, she was executive assistant of Call for Action, Inc., and, earlier, a legislative analyst with American Mining Congress.

The department of education and professional development is concerned with education—before, during and after formal architectural training. It prepares and disseminates material on the careers in architecture not only to schoolchildren but to professionals who are interested in the full range of alternatives to private practice and encourages public education of the built environment.

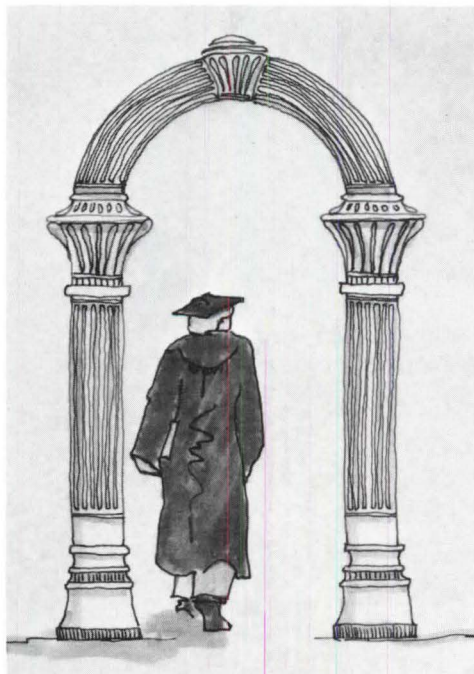
The department administers several scholarship programs. Minority disadvantaged scholarships are awarded to 20 new students a year, for the first three

years of their first professional degree programs. In cooperation with the AIA Foundation, scholarships are also given to students in the last two years of a professional degree program and to interns, educators and practitioners for post-graduate study and research. Guidance on the curricula of architectural technician training programs in two-year colleges and institutes is also provided.

The continuing education division offers approximately 30 "live" programs a year, of which 10 to 12 are new. Examples from last year include profit decisions, project success, architectural photography and cost based compensation. These are generally developed with and offered through local chapters as one-, two- or two-and-a-half-day learning laboratories.

The division also produces cassette programs, correspondence courses and the "Review of Architectural Periodicals Plus," which has been expanded to incorporate additional information on the availability and advance scheduling of live, AIA-approved continuing education programs throughout the country (see publications). It cosponsors a master of business administration program at Florida Atlantic University, Boca Raton, for working professionals, a three-year program requiring five weeks on campus each year.

At least 14 AIA state components now offer the intern-architect development program (IDP), designed to strengthen the pre-examination years by providing professional advice, a progress measurement system and educational materials to augment practical experience. There are



Illustrations by Carole Palmer

now 30 SupEdGuides self-instruction booklets. This program is continuing to expand both materials available and the number of states which offer it.

The department sponsors the Henry Adams medal and certificate awards program, which honors the top-ranked and second-ranked graduating students from each accredited architectural school. It cosponsors the Association of Collegiate Schools of Architecture/AIA educator's award in recognition of distinguished life's work in architectural education. This year's winner was G. Holmes Perkins, FAIA.

The department is also a clearinghouse of information on scholarship and fellowship opportunities, continuing education programs beyond its own offerings, as well as basic data on examination and registration procedures.

New to the department is the environmental education division, which is responsible for expanding the public's awareness of the built environment. The department offers a wide variety of materials and programs for teachers and components to implement a multifaceted approach to exploring the built environment.

James E. Ellison, AIA, has headed the department of education and professional development since 1970. Before that, he was executive director of ACSA and assistant director of education programs for AIA. He received a B.Arch. degree from the University of Utah, receiving a Henry Adams medal, after having been graduated with a B.A. degree from Stanford University. He is a member of the national advisory group to the artists-in-schools program of the National Endowment for the Arts, a member of the city planning committee of the Capitol Hill Restoration Society and is involved in restoring 19th century houses on Capitol Hill in Washington, D.C.

Director of continuing education is John B. Kelso, AIA, who received a B.Arch. degree from the University of Florida, M.Arch./Urban Design from Virginia Polytechnic Institute and State University and a M.A. degree in higher education from Appalachian State University. Kelso had his own architectural firm in Hollywood, Fla., for seven years and, before that, worked for James M. Hartley, AIA, in Hollywood, Fla.

Alan R. Sandler, director of environmental education, received a B.Arch. degree from the University of Florida. He has worked as a specialist in "manpower" planning and management, youth conservation corps coordinator, an environmental education consultant and a coordinator/consultant for public schools.

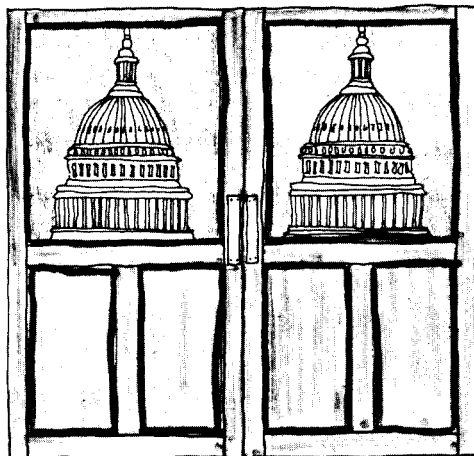
Maurice Payne, AIA, director of professional interest programs, has been with AIA for 12 years in a variety of capacities. Before coming to AIA, he was in private practice in St. Louis for 10 years. Payne holds a B.Arch. degree from Washington University and a M.Arch. degree from University of Illinois. He is staff liaison for the nine professional interest committees: architecture for the arts and recreation, architecture for education, architects in industry, architecture for justice, historic resources, architecture for health, housing, interior architecture, architecture for commerce and industry.

The Association of Student Chapters/AIA operates out of the education department. President for 1978-79 is Richard L. Martini, a student at the Boston Architectural Center, on leave for his year's tour of duty.

The government affairs department

coordinates AIA policy related to congressional legislation and federal agency procedures and lobbies for its implementation.

The congressional liaison division establishes and maintains communication with members of the Senate and House of Representatives, staff assistants and committee staff members. It coordinates AIA testimony at congressional hearings and implements the legislative minuteman program which involves AIA members in lobbying efforts by keeping them informed



of critical issues. Among the minuteman information tools are the congressional punch list, a record of selected House and Senate votes, and the congressional contact system, which encourages members to visit their representatives regularly. Current volatile issues include energy conservation, national health insurance, the west front of the U.S. Capitol and professional liability.

The federal agency liaison division maintains the Institute's contact with more than 50 federal agencies and the

White House. It produces the publication, "The Federal Marketplace: Are You Prepared?" and coordinates the committee on federal procurement of A/E services liaison, labor liaison with the AFL-CIO and the A/E committee on federal construction liaison. A recent Institute program also provides members with information on current laws and regulations, scope of projects and selection procedures in other countries.

The public policy division coordinates, compiles and maintains the Institute's public policy in accordance with the board of directors' standard operating procedures. It will be publishing a new, standardized AIA policy document. The division works with the congressional liaison and federal agency liaison division to cover government issues in greater depth, and develops legislative and regulatory statements.

In addition, the department lobbies public agencies to employ architects for key administrative positions. At the same time, it circulates to architects information of public job vacancies.

Administrator of government affairs is Arnold J. Prima Jr., AIA. Before he joined AIA in 1973, he was chief of special projects at the office of the chief of engineering, Army Corps of Engineers. Prior to that, Prima was chief architect and master planner for Walter Reed Army Medical Center. And before that, he practiced architecture in New Orleans. He holds a B.Arch. degree from Tulane University and a M.Arch. degree in urban design from Catholic University.

Director of congressional liaison is Davis Tomasin who formerly worked as assistant to the secretary of state of Maryland and sought the Democratic nomination to the U.S. House of Representatives from the 5th Congressional District of Maryland. He holds a B.A. degree in government from the University of Maryland.

Director of federal agency liaison is Steven L. Biegel who formerly was the assistant director of the program. Biegel has a B.Arch. degree from Syracuse University and was vice president of the Association of Student Chapters/AIA. After graduation he joined the firm of Donald Stephens & Associates in Albany, N.Y.

Stanley L. Kolbe Jr. is director of public policy. Formerly a research analyst in federal relations for the U.S. Conference of Mayors, Kolbe has a B.S. degree in management and labor relations from Cornell University and a M.A. degree in legislative and public policy from George Washington University. He also worked as a legislative aide to Senator John Culver and as a researcher for a political campaign.

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R. J. Reynolds demanded a mirror-like facade. Howmet's answer was an aluminum curtain wall with a stainless steel face.

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Profile from page 28

The AIA library is a resource available not only to staff but to all AIA members. Much of the 20,000-plus-volume collection circulates, and reference books as well as the more than 300 periodicals can be used at the AIA headquarters building.

While the library is not equipped to undertake extensive research, the librarians will answer questions on architects' biographies, architectural history, AIA history, building types, etc., and will also prepare short bibliographies of holdings on specific subjects. These bibliographies list both books and magazine articles. A list of recent accessions is prepared six times a year and is available to members for a \$1 annual subscription fee (checks and mailing label from *Memo* should be sent to the library).

The library's audiovisual department has 10 films for sale or loan and 10 slide shows for rent or loan, as well as approximately 10,000 slides available on loan only. The audiovisual librarian also maintains a file of films and slide presentations available from other sources; bibliographies of these are available on request. The library also maintains a small archives.

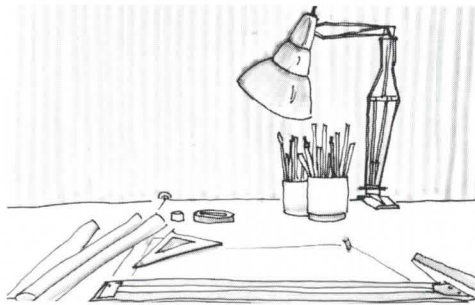
In 1974, the AIA library staff took the lead in forming the Association of Architectural Librarians. The organization holds a program each year at the AIA convention.

Head librarian Susan Holton has a M.S. degree in library science, a M.A. degree in art history and an B.F.A. degree in fine arts. Before joining AIA's staff five years ago, she worked at several university libraries.

The minority resources department is AIA's touchstone for minority practitioners. It grew out of task force studies after Whitney Young's speech at the 1968 AIA convention. Minority affairs has been in various departments since that time.

The program seeks to involve minority representatives more intensely within AIA and the profession at large. It maintains an active liaison with a large number of professional organizations and municipal agencies, and has published a directory of minority A/E firms for public use. The department coordinates the community assistance program, an umbrella effort that includes the 80 community design centers. It provides information on public service architecture and technical assistance on the community development block grant program. The program also seeks to provide technical assistance to and finding resources for the national community design center program.

William Street, director of the minority resources department, holds a degree in architecture from Harvard University and a master's in environmental design from Yale University. He recently served as executive director of the Shaw Project Area Committee, an advisory citizens' organization funded by HUD to provide planning and community organization services to residents of the 680-acre Shaw urban renewal area in Washington, D.C.



The department of practice and design has four divisions: codes and standards, design and environment, practice and documents/architectural graphic standards. Codes and standards represents the profession to national organizations that write and promulgate regulations, and maintains liaison with local regulatory bodies. There are more than 500 liaison representatives coordinated by the division.

Documents/architectural graphic standards coordinates the development of documents through a consensus process with other organizations involved in the construction industry. The division is currently at work on a new edition of the *Handbook of Professional Practice* and the seventh edition of *Architectural Graphic Standards*, to be published in 1980. It biannually publishes the "Building Construction Legal Citorator," a bond and insurance guide, and sponsors the annual invited attorneys' meeting, along with the National Society of Professional Engineers and Victor O. Schinnerer Co.,

for attorneys involved in defending professional liability claims against A/Es. The documents/architectural graphic standards division can help members with questions about contract provisions, copyright, ownership of drawings and fees.

The environmental division develops AIA public policy positions in areas of urban design, planning, design, transportation, housing and natural resources through the committee system. It also operates the Regional/Urban Design Assistance Team program, in which teams of five to eight people from a variety of professions spend an extended weekend at a town or city where they have been invited to make recommendations on community development. There have been 60 R/UDATs since the program began, in such places as Phoenix; Shreveport, La.; Akron, Ohio; and Detroit.

The practice division focuses on providing technical books and manuals and other services to improve office organization and job production, including such areas as financial management, project delivery, personnel, programming and use of computers. It commends the AIA professional liability insurance program and monitors it, and produces an annual report on professional liability insurance. The division developed the AIA financial management system. Examples include the computer-based financial management service, a comprehensive project control system and integrated accounting system available by mail or by teleprocessing to local computer terminals through the Production Systems for Architects and Engineers, Inc.; the revised edition of *Compensation Guidelines for Architectural and Engineering Services*, and *Standardized Accounting for Architects*, which spells out uniform manual accounting procedures specially designed for small and medium-size offices.

Michael B. Barker, AICP, has been administrator of the department since 1972, when he was promoted from director of urban programs. He came to AIA in 1969 from a career in architecture and planning, including a position as architect and planning officer for the Greater London Council; three years with Austin-Smith/Salmon/Lord Partnership, a London-based consulting firm, during which he led a team in the planning and design of a new town, Warrington; and three years as assistant planning officer for the city of Palo Alto, Calif. Barker holds B.Arch and master of city planning degrees from the University of California at Berkeley and a certification in computer graphics from Harvard University. In addition to his duties at AIA, he speaks and writes

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Profile from page 30

extensively on urban and architectural issues and is an associate professor at George Washington University. Barker is on the board of the American Underground Space Associates, is chairman of the U.S. Census Advisory Committee on Housing and is the animator of the working group on underground planning of the International Tunnelling Association.

Director of codes and standards is James Dowling, who took the position in



1971 after eight years as technical manager and building code consultant for U.S. Gypsum. Dowling has a B.S. degree in applied science.

Robert Packard, AIA, director of documents division/architectural graphics standards, joined AIA's staff in 1976 after 15 years with the New Canaan, Conn., firm of Sherwood Mills & Smith. His B.Arch. degree is from Columbia University.

Director of design and environment is John C. Gaillard, who holds a B.Arch. degree (Auburn University) and a master's of city planning degree (University of Oklahoma) and was formerly executive director of Ouachita Council of Governments for Monroe, La.

Robert Class, AIA, has been director of the practice division for the past 10 years. Before joining AIA, Class was in private practice with his own firm. His B.Arch. degree is from the University of Pennsylvania.

The AIA energy staff is not a department, but a program under the office of program development. It coordinates the resources of AIA and AIA Research Corporation.

Its primary tasks are to prepare information for distribution on energy-related subjects, primarily the *Energy Notebook*, the *Energy Newsletter* and "Energy Planning for Buildings" (see publications),

and to provide technical assistance to other AIA departments, such as the preparation of testimony on energy legislation or analyses of new codes and standards. In addition, the department monitors resources, keeping track, for instance, of such data as which AIA members are knowledgeable in the technology of energy conservation or alternative energy systems.

Executive director of energy programs is David C. Bullen, AIA, a former vice president of Caudill Rowlett Scott, who received his B.Arch. degree from Texas Tech University. Bullen, as a project manager with AIA Research Corporation in 1974, coordinated the production of two documents on energy conservation for GSA. They were "Energy Conservation Design Guidelines for Office Buildings" and "Energy Conservation Guidelines for Existing Office Buildings."

The public relations department communicates to the public and AIA members the Institute's programs, policies and principal concerns, working towards increased public awareness of architecture and the architect's role in creating it.

The department maintains contact with the national news magazines, broadcast networks, nationally read newspapers and wire services—a concentrated campaign that has paid off in recent years with extensive features on architecture in *Newsweek* and *Time*, and coverage of AIA honor awards in *Time*, *U.S. News & World Report*, airline magazines and newspapers nationwide.

At the local level, the staff assists AIA components with their PR programs and helps to strengthen their contacts with local and specialized press. Guidance is offered on how to improve chapter newsletters and magazines, what PR methods are effective, ways to deliver speeches and how to be effective in television appearances. Tools to help include a dozen "program packages" that discuss how to publish a local architectural guidebook, how to run an "Orchids and Onions" program or sponsor an awards program, etc.; pamphlets on how to select and work with an architect, solar energy, adaptive use, and a series of original articles on architectural trends for local newspaper use. Members are kept informed about AIA activities through the *Memo* newsletter, and the annual report.

Free lance writers and publicists are commissioned to provide promotional mailers for conferences and conventions, speeches and byline articles for Institute officers, slide shows for grassroots and the president, citations for honor award recipients and officers candidate bio-

ographies. The department operates the convention press room, handles photography at special events and supplies editing services for a range of publications from all departments of AIA.

Muriel Campaglia has headed public relations since 1971. She came to AIA from Urban America Inc. where she was for three years senior editor of *City* magazine and assistant director of the information center. Her career includes varied and extensive experience in both public relations and journalism as an editor of trade magazines, department store copywriter, member of the *Philadelphia Inquirer* promotion department and public relations specialist for the architectural firm of Vincent G. Kling. She received her degree in journalism from Temple University.

Subsidiary Corporations

The AIA Foundation is a nonprofit, educational institution which solicits, receives and expends gifts, grants and legacies to provide architectural scholarships, establish professorships, assist research projects and establish awards.

It maintains the Octagon as a historic house museum, open free to the public, and presents frequent exhibitions there, chiefly concerned with preservation and history of architecture. The Octagon, designed by William Thornton as a house and built in 1800, is listed on the National Register of Historic Places. It is also remembered as the home occupied by President and Mrs. Madison after the Executive Mansion was burned by the British.

The foundation has a board of 10 trustees. Many of the members of the foundation are officers and directors of AIA. The president of the foundation is Jeanne Butler Hodges.

The AIA Research Corporation was established in 1972 as a nonprofit organization to perform applied research on issues of national significance affecting the built environment. Its support comes primarily from contracts and grants from

continued on page 34



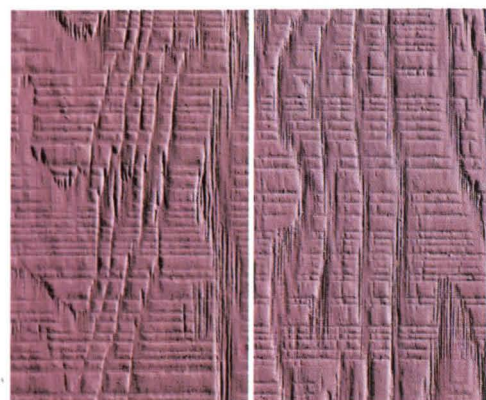
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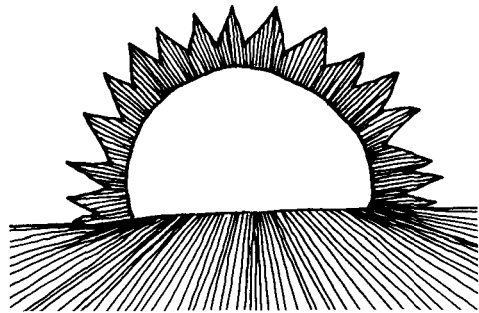
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government agencies, private industry and foundations.

During its brief history, AIA/RC has completed nearly 100 projects. Of these, 62 were related to energy issues, nine to postoccupancy evaluation, four to seismic safety design and the remainder covered a wide range of subjects. Since 1973, AIA/RC has distributed \$9 million to 3,000 architects and other professionals who have participated in projects. There is a full-time staff of 50, from a wide range of backgrounds including architecture, engineering, planning, fine arts, journalism, education and finance.

Among the projects undertaken are: the gathering of information for the federal government on the amount of energy that U.S. buildings consume, to be used in creating national energy performance standards; collecting information on the selected solar energy building projects involved in HUD's solar residential dem-



onstration program; helping the Department of Energy design a national competition for passive solar energy; developing seismic design requirements for police and fire stations for the National Science Foundation, and reporting on postoccupancy studies of four buildings (a National Institute of Health building, a GSA building, an army dormitory and an apartment complex for the handicapped) to the National Endowment for the Arts.

The corporation also sponsors, generally in cooperation with an architectural school and DOE, one-week institutes for architectural faculty. The corporation also maintains a research information retrieval service, a data bank with information on selected projects and reports. The results of AIA/RC's research is published quarterly in *Research & Design*.

Charles R. Ince Jr. became president of the corporation in September 1978, succeeding John P. Eberhard, FAIA. Ince joined AIA/RC in 1976 as executive administrator of energy programs and became vice president in May 1978. Prior to this, he was associate assistant administrator with the Federal Energy Administration, where he directed the

office of buildings programs which was responsible for energy conservation policy. Ince received B.A. and B.Arch. degrees from Stanford University and has been in private practice as vice president of John Carl Warnecke & Associates and, earlier, project director for Daniel, Mann, Johnson & Mendenhall.

Production Systems for Architects & Engineers, Inc.,

is a wholly owned corporation of AIA, charged with developing, producing and operating production systems for A/Es based on systematizing repetitive practices.

Two major programs are in operation: MASTERSPEC, a nationwide automated master specification system, and CFMS (Computer-based Financial Management Service), an automated management and accounting system/service. Both of these are available on a subscription basis.

John H. Schruben, FAIA, is president of PSAE.

Associated Organizations

Architour is a nonprofit organization providing architectural tours of the Washington, D.C., area. Programs include twice-weekly walking tours of Lafayette Square, Georgetown and Pennsylvania Avenue; a bus tour of Washington's landscape architecture and architecture; a slide lecture and collection on the history of Washington architecture; teacher workshops on architecture in the curriculum, and a directory of preservation organizations in Washington.

There are currently 40 volunteer guides, each of whom has been graduated from a two-month minicourse. Architour is independent of AIA. Elizabeth Huffman is director.

The Association of Collegiate Schools of Architecture (ACSA) is a nonprofit organization, founded in 1912 by eight architectural schools. In the 1960s, AIA began staffing its activities, but in 1971 the national office became totally distinct from the Institute.

ACSA is divided into six regional organizations which also have their own programs. ACSA hosts six annual regional meetings, a national annual meeting for discussion and action on the larger issues facing education and an annual teachers' seminar on a specific topic of educational concern.

The association publishes the quarterly *Journal of Architectural Education* and the "quarterly" *ACSA News*. Other activities include: tracking architectural graduates for a National Endowment for the Arts study; administering committees

on continuing education, alternate careers and faculty roles in higher education, as well as participating in liaison programs with AIA, National Council of Architectural Registration Boards and National Architectural Accrediting Board (of which it is a founding member). ACSA also publishes *Architecture Schools in North America* and *Life Experiences in Environmental Design*.

ACSA's executive director is Roger Schluntz, AIA.

The National Architectural Accrediting Board was founded in 1940 by AIA, the Association of Collegiate Schools of Architecture and the National Council of Architectural Registration Boards.

AIA contributes to NAAB in several ways. Two NAAB directors are nominated by AIA to serve for four years. The Institute's president also nominates experienced practitioners interested in education to serve on a roster of potential visiting team members. Each year, about one-fourth of this roster is invited to serve on a team. Each of the three sponsoring organizations contributes to NAAB's expenses as an independent nonprofit corporation.

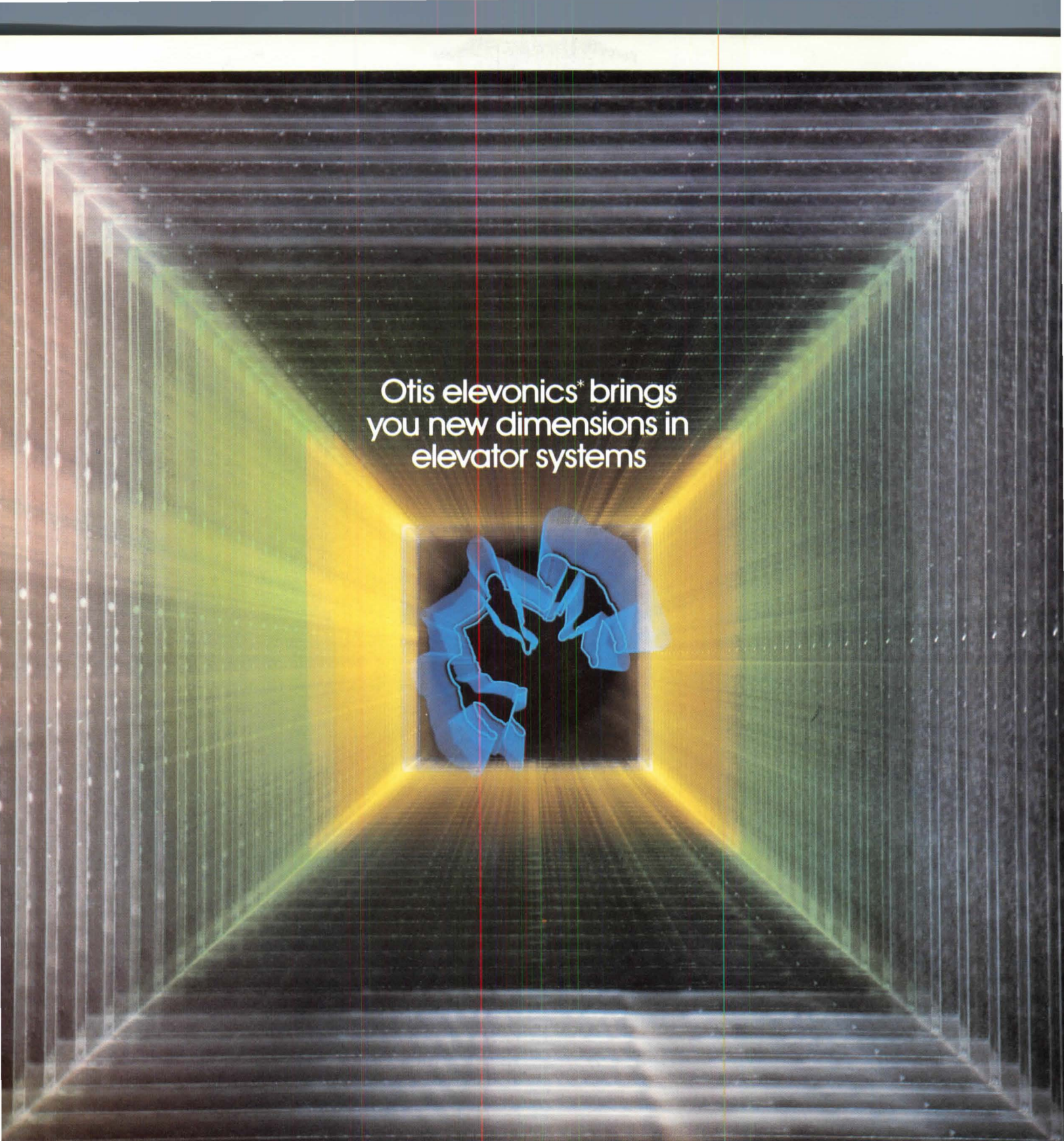
The accreditation process requires a school under consideration to prepare an educational development plan, which is then reviewed by NAAB and a visiting team. The team then spends three days on a campus. After the visit, the team prepares a report which is reviewed by NAAB and sent to the school for corrections of fact, after which NAAB makes its determinations on accreditation. A list of all programs that are accredited is published each September.

Dr. Hugo Blasdel is executive director.

The National Council of Architectural Registration Boards is a nonprofit organization comprised of the architectural registration boards of the 50 states, the District of Columbia, the Canal Zone, Guam, Puerto Rico and the Virgin Islands.

NCARB interests pertain to those regulatory matters of examination, licensing, license renewal and discipline which its member boards are charged by state law with enforcing. It develops national standards in education, training and license examination; develops standards for maintaining registration once granted, and facilitates interstate practice.

To obtain NCARB certification, an architect should send a record of his career preparation and professional activities. NCARB certification is a recommendation for registration in the state without further examination. NCARB is independent of AIA. □



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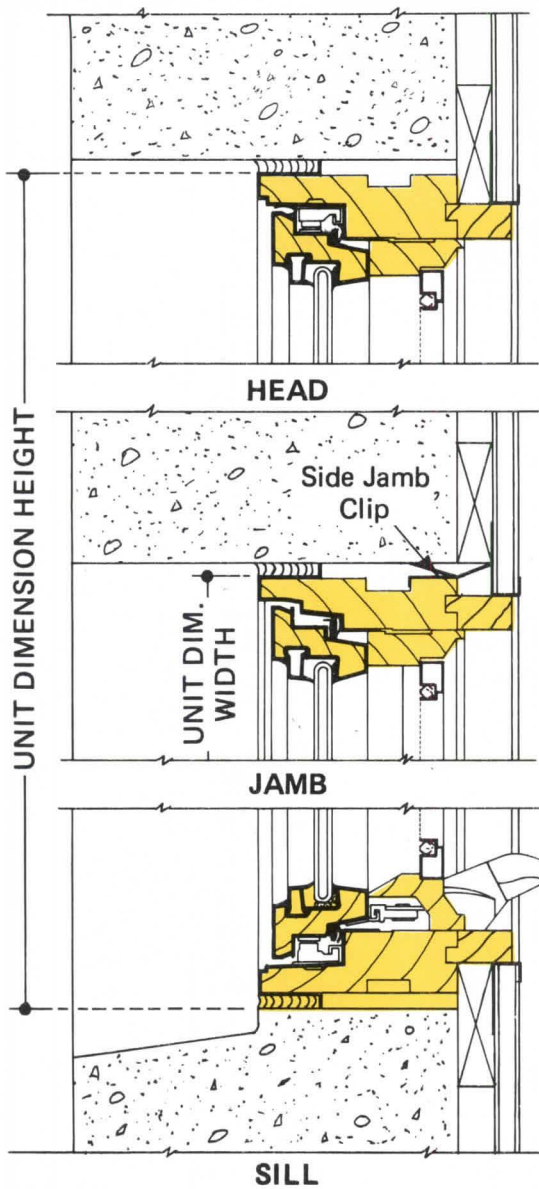
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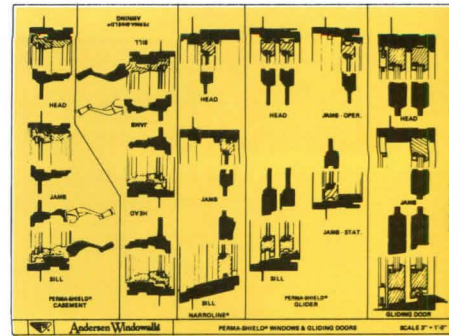
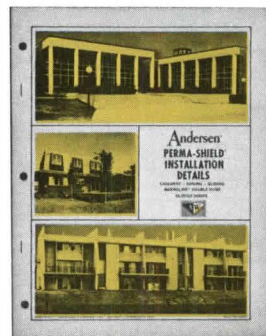
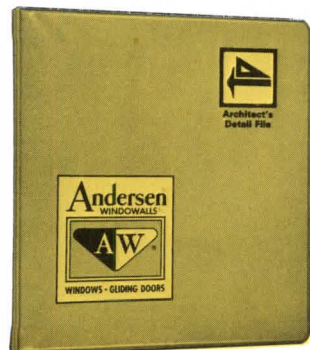
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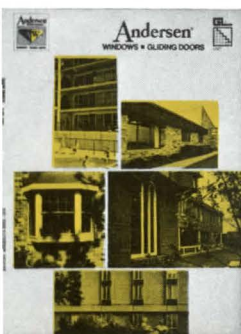


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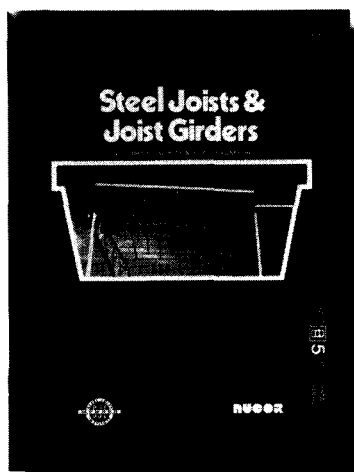
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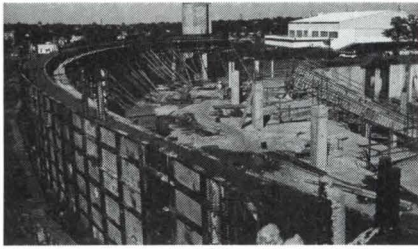
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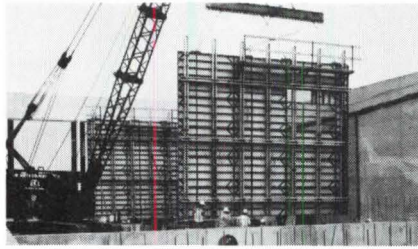
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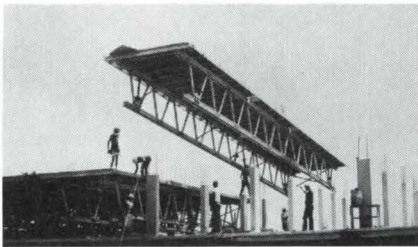
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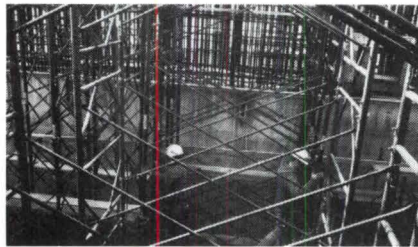
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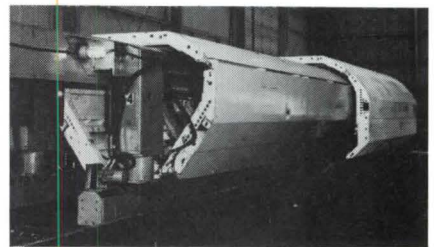
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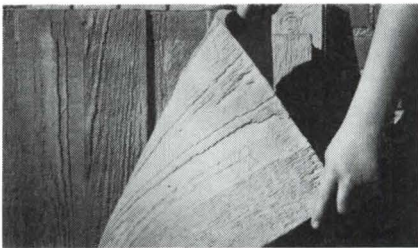
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7. Heavy-duty Shoring system features 12,000 lb. load per leg, 2.5 to 1 safety factor, 50,000 lbs./sq. in. yield strength. **8.** Super-duty Shoring takes 25,000 lb. load per leg. Patented "Drop-Lock" for fast erection/dismantling.



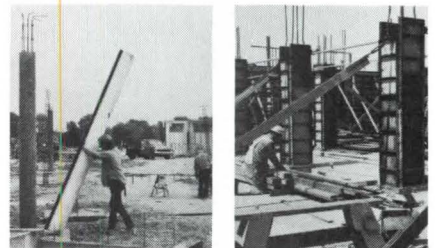
9. Typical of Symons Custom Forming capabilities: hydro-mechanical lifting, telescoping and traveling forms for domes and tunnels. Symons custom capability includes fiberglass and steel forms as well as hydraulic, mechanical and electrical mechanisms for dams, other uses, etc.



10. Symons Architectural Form Liners combine economy with design flexibility: a choice of materials (ABS Plastic, Fiberglass-Reinforced Polyester, Elastomeric) for optimum reuses and minimum cost per sq. ft. of contact area; 70 standard textures, patterns plus custom designs.



11. Symons Curing and Hardening Chemicals for concrete surfaces help assure the finishes you seek. **12.** Magic-Kote® Form Coating protects forms, provides fast stripping and leaves concrete surfaces clean.



13. Reusable Symons Fiberglass-Reinforced Springform® Column Forms are smooth and easy to erect and strip. **14.** Also available, a wide choice of rectangular and square Column Forms in standard or custom designs.

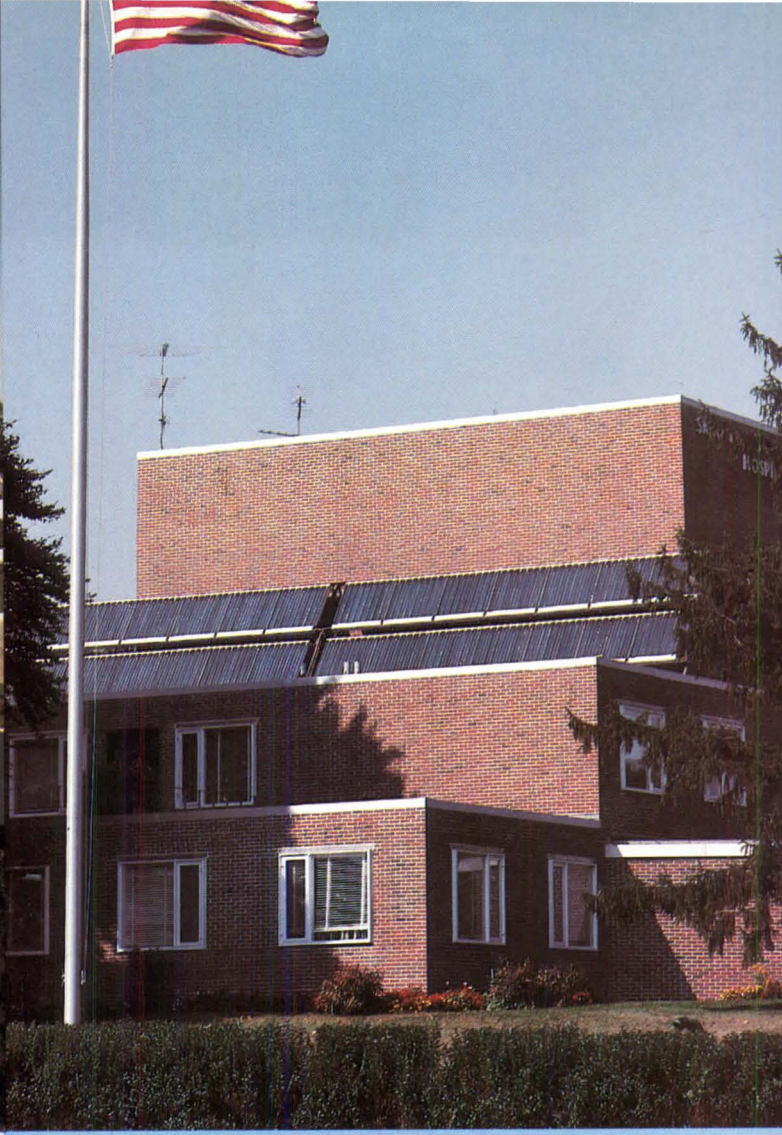
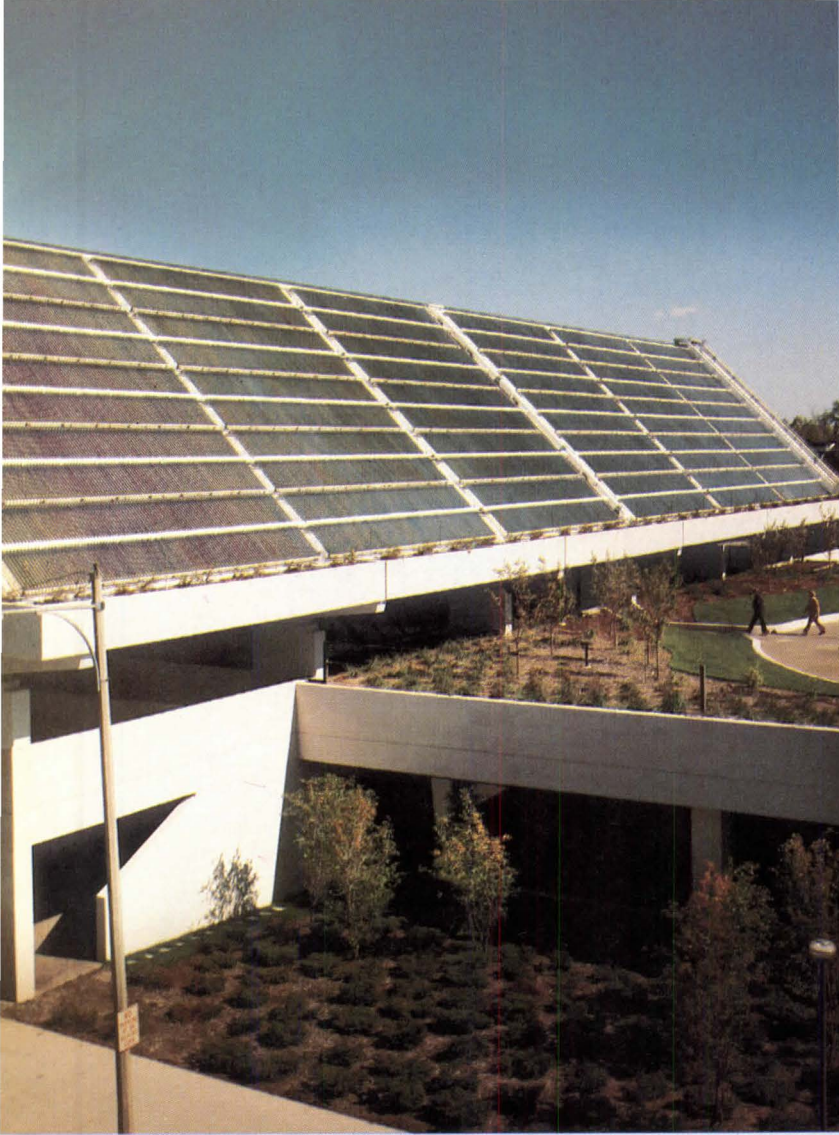
Please send catalogs on products I've checked.

- 1. Steel-Ply
- 2. Versiform
- 3. Max-A-Form
- 4. Domeforms, Pan Forms, Beamforms
- 5. Flying Aluminum Truss
- 6. Aluminum Beam System
- 7. Heavy-duty Shoring
- 8. Super-duty Shoring
- 9. Custom Forming
- 10. Architectural Form Liners
- 11. Chemicals
- 12. Magic-Kote Form Coating
- 13. Springform Column Forms
- 14. Column Forms

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Cost saving concrete forming systems by
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OUR GLASS PIPELINE BRINGS SOLAR ENERGY DOWN TO EARTH.



Y.K. Pei, technical director for new product development at Owens-Illinois and inventor of the SUNPAK solar collector.

At the end of 1973, Y.K. Pei, technical director for new product development at Owens-Illinois, was asked to experiment with solar energy. His instructions were brief and to the point.

"Show us you can make something that can collect solar energy better than anything else."

To Y.K.'s mind, however, one simply does not reach the sun without his feet planted firmly on the earth.

"If we cannot make our collector affordable, then it doesn't really matter how good it is."

This kind of "dollars and cents" thinking combined with O-I's leading expertise in glass technology is responsible for the successful development and practical application of SUNPAK™ evacuated tube solar collectors throughout the United States.

In Middleboro, Massachusetts, for example, SUNPAK collectors are putting hot water on tap for busy St. Luke's hospital. Ohio's Troy-Miami library and the Federal office building in Saginaw, Michigan depend on SUNPAK systems for hot water, too. Also heat. And, in Saginaw's case, air conditioning as well.

Then there's industry.

upper left: Federal office building; Saginaw, Michigan
upper right: St. Luke's Hospital; Middleboro, Massachusetts
lower left: Anheuser-Busch brewery; Jacksonville, Florida
lower right: Troy-Miami County Public Library; Troy, Ohio

Next time you flip open an Anheuser-Busch product, remember: that bottle of beer could have been pasteurized with 150°F water supplied by SUNPAK collectors.

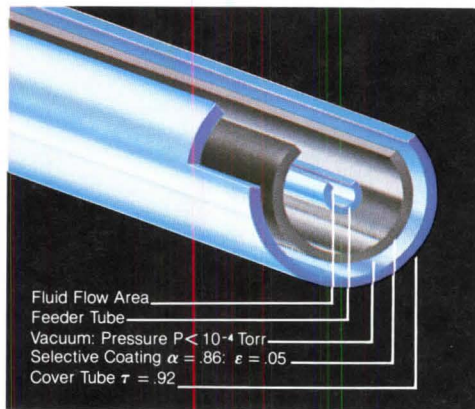
Higher energy output than flat-plate types.

SUNPAK collectors deliver more useful energy than flat-plate collectors. Particularly under "real world" conditions: cold, wind, cloud cover. In fact, efficiencies over four times those of flat-plates are not at all unusual.

The optical characteristics of glass tube and reflector are important, of course. Curved surfaces can better collect the diffuse light as well as direct overhead rays.

Then there's the high performance selective coating and vacuum inside each tube. Together, they minimize heat loss. And the vacuum protects the coating from deterioration as well.

As for the glass itself, it's borosilicate glass. Selected for its strength, low thermal expansion and outstanding heat resistance.



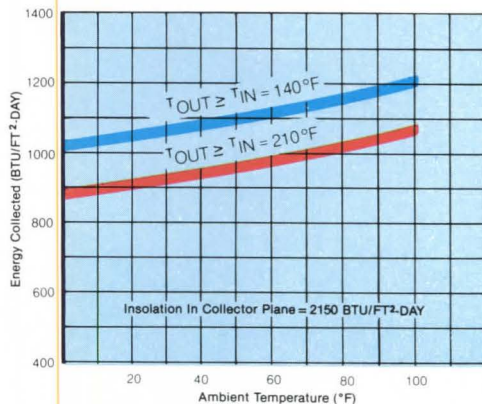
SUNPAK collector tubes absorb and retain energy more efficiently than flat-plate types.

Both coatings and tubes withstand the temperatures encountered during stagnation: 500°F, 600°F and more. And this is not an idle claim.

Extensive life testing proves it.

Freeze and boilout protection.

At the end of the day, all collected energy is drained from the collector tubes through



The outside temperature may be low, but SUNPAK's energy output isn't: close to that achieved at high ambient temperatures.

the insulated manifold. And in a matter of minutes. There's no heat dumping, you see. No energy lost from the working fluid that would otherwise stand in the tubes overnight.

But what's really important to our customers in the Northeast and Great Lakes regions is how this drainability feature protects their collectors from freezing.

And, if there should ever be a power failure, boilout is eliminated the same way.

Simple installation and maintenance.

SUNPAK collectors were designed for installation anywhere, anytime: in new or retrofit structures; for residential, commercial and industrial applications.

The collector modules can be connected to each other to provide whatever collecting area you need. Just six pounds per square foot, they're easily mounted with brackets to south-facing roof structures.

If a tube should ever need replacing, it's quickly plugged in — much like a fluorescent lamp.

Limited five-year warranty.

We guarantee our collectors to be everything we say they are. For complete details — and some down-to-earth facts and figures on how our glass "pipeline" can be an important component in your next project — write or call: SUNPAK, Owens-Illinois, Inc., P.O. Box 1035, Toledo, Ohio 43666. (419) 247-9098.

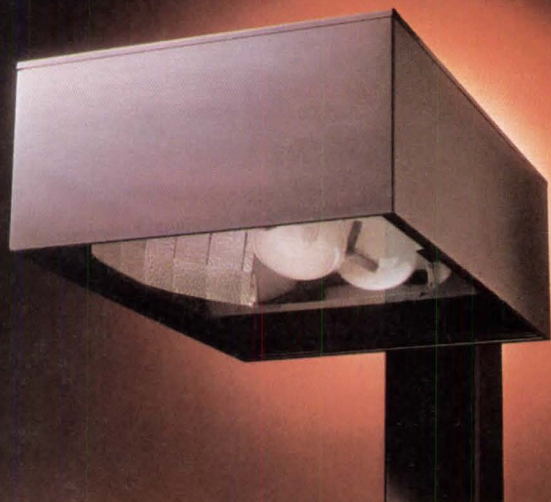
We build a pipeline to the sun.

Circle 25 on information card

SUNPAK™

Energy Products and Ventures Group of Owens-Illinois **CI**

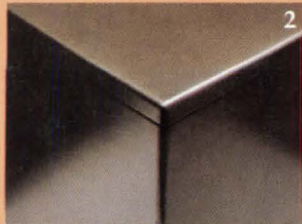
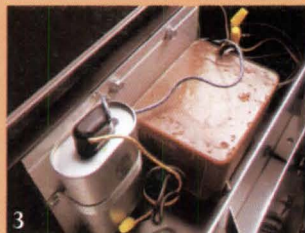
OUR SPECTRA VIII DOWNLIGHT. FOR STARTERS, WE MADE IT BEAUTIFUL.



**THEN WE MADE IT WEATHERPROOF.
AND DURABLE. AND EASIER TO
MAINTAIN. WITH THE PERFORMANCE
YOU EXPECT FROM WIDE-LITE.**

Our Spectra VIII downlight is a good looking, good lighting complement for any number of outdoor environments. Parking areas, roadways, walkways, commercial malls, tennis courts, auto lots, and more.

You get smooth, high-level illum-



ination, and exceptional glare control that eliminates nuisance light to adjacent areas. And the top efficiency of high-intensity discharge lamps.

But when Wide-Lite made the Spectra VIII, we made beautiful better.

It's more weather resistant. Heat, salt, nature's elements won't mar its polyester UltraClad finish (1).

Add to this the durability of Spectra VIII's extruded main body (2).

Here's a downlight that's easier to install and maintain, too. A hinged lens gives you ready access to both the optical assembly and the ballast/wiring compartment (3), and the ballast tray itself is removable. Even the latch (4) has been designed for instant access.

The Spectra VIII downlight. Wide-Lite may have started with something beautiful, but we sure didn't stop there. Write for our free brochure.

WideLite

P.O. Box 606, San Marcos, Texas 78666
Wide-Lite® products also manufactured in Australia, Belgium (for Europe), Canada, Mexico, Great Britain, Venezuela and South Africa.

Circle 26 on information card

'Yellow Pages' Index

A guide to the directory of AIA resources ("yellow pages") follows. Cross references are included.			
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Directory of AIA Resources

A/E Selection

Architect/Engineer Government Contracting: A Manual (4-M718)

In loose-leaf format, this manual (1979) contains actual forms, documents, regulations, laws, guidelines and techniques used by public officials and design practitioners in A/E contracting. Prepared by Committee on Federal Procurement of A/E Services (COFPAES), it is available for the first time outside the successful contracting course. \$95.

Available through Publications Fulfillment Division (785-7332).

Federal Marketplace: Are You Prepared? (2-M704)

75-page book which describes the process of A/E selection and outlines opportunities for architects. \$10.

Available through Publications Fulfillment Division (785-7332).

How to Find, Evaluate, Select, Negotiate with an Architect (6-N501)

11-page publication (1973) which gives an overview of the A/E selection process, architects' compensation and arguments against competitive bidding. Intended for government and private clients. Free.

Available through Publications Fulfillment Division (785-7332).

Planning City Hall

20-page publication (1975) prepared for the International City Management Association under a grant from AIA, outlines AIA's preferred method of architect selection based on qualification in addition to other considerations relating to building construction. It is a useful tool when discussing A/E selection with state and local officials. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

The Selection of Architects for Public Construction

55-page publication (revised 1978) which contains two model bills for A/E selection for public construction projects and copies of state A/E selection laws. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

When They Ask for Competitive Bids . . .

104-page publication (1975) written to assist components in developing an operational strategy to influence governmental policies relating to architect selection and to present arguments against selection based on fee. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Working in Government: A Profile Study of the Architect as a Public Employee (2-M712)

40-page report (1978) prepared by AIA's architects in government committee. The information presented in this report is intended to give the general public a better understanding of the various functions performed by architects in government. Developed from a survey of more than 2,000 architects in government conducted in 1976, it provides a comprehensive profile of those persons practicing as architects in the public sector. \$5.

Available through Publications Fulfillment Division (785-7332).

For further information about A/E selection, contact the following offices: federal government—Federal Agency Liaison Division, Government Affairs Department, 785-7383; state government—State Components Affairs Division, Component Affairs Department, 785-7385; nongovernmental projects—Professional Interest Programs Division, Education & Professional Development Department, 785-7364.

AIA

AIA and Related Organizations (1-HBC3)

Chapter 3 (1972) of the Architect's Handbook of Professional Practice, this document explains AIA and its associated organizations, and outlines the roles of related professional societies. \$1.80/\$1.20.

Available through Publications Fulfillment Division (785-7332).

AIA Bylaws (6-N100)

40-page publication, updated annually by the secretary of the Institute, outlining the bylaws of AIA. Free.

Available through Publications Fulfillment Division (785-7332).

AIA Emblem for Printing

Instruction sheet regarding rules for use of AIA emblem. Two sheets of reproducible emblems in various sizes for use on letterheads, etc. Free. In limited quantities.

Available through Public Relations Department (785-7260).

AIA Headquarters Slide Show

50 color slides with script and cassette tape (1974). Past AIA President Archibald Rogers, FAIA, discusses AIA headquarters building and the Octagon. Free loan to AIA members only. *Available through Audiovisual Division, Library (785-7295).*

AIA Journal

Official magazine of AIA, published monthly except May and August, when semimonthly. Subscription price included in AIA membership dues.

For subscription information for others, contact Circulation Department, AIA Journal (785-7327).

AIA Membership Directory (4-M136M)

Annual alphabetical listing of AIA members, including addresses and chapter affiliations. Appendices include honorary members and fellows, component presidents, medals and awards, affiliated and associated organizations. \$10 for AIA members; \$60 for others (4-M136).

Available through Publications Fulfillment Division (785-7332).

AIA Memo

Newsletter, published twice a month, sent to the entire membership. Aims to keep members abreast of Institute programs, achievements, services, etc. Free.

Available through Public Relations Department (785-7265).

AIA National Convention

Annual conference for all AIA members, where officers are elected, product information displayed, workshops and seminars presented, etc. Location and registration fee vary.

Contact Convention Division (785-7395).

AIA Poster (4-M365)

American Institute of Architects in bold black letters with AIA emblem on heavy-duty white paper. Ideal for offices, meetings, convention displays. 21x30 inches. \$1 each. AIA members only.

Available through Publications Fulfillment Division (785-7332).

AIA Research Corporation

AIA/RC descriptive brochure. *Available through AIA/RC at AIA Headquarters (785-7800).*

AIA Time Data Bank: Status Report, October 1978 (4-M717)

This report was prepared for the AIA board of directors by the AIA time data bank task force. As an integral component of the AIA financial management system, the time data bank is aimed at sharing among AIA members information on personnel time required to provide items of professional services for a variety of recent projects. This then provides an accessible data base for checking personnel time requirements when estimat-

ing compensation for new projects. Each of the seven building-type groups included in the report is preceded by a detailed listing of each building type in the building classification code, together with a count of the number of data forms in each category. Within a category, the 331 data forms are arranged by building size. \$15

Available through Publications Fulfillment Division (785-7332).

Annual Committee Reports

AIA committees report annually to the board of directors on their activities. Free. *Available through Office of Assistant Secretary (785-7802).*

A Celebration of Architecture

(6-N826)

Flyer describing AIA's 1979 celebration program in which architects throughout the country encourage greater public understanding of what architecture is, how it can be enjoyed and how it comes to be. Free.

Available through Public Relations Department (785-7260).

Code of Ethics and Professional Conduct

(6-J330)

Explains the Institute's canons, ethical standards and rules of conduct.

Available through Office of Assistant Secretary (785-7802).

Minutes of the Board of Directors,

Minutes of the Executive Committee

Published minutes of the board and executive committee meetings are distributed to all component officers and chapter offices, and are available for consultation by the membership.

Available through Office of Assistant Secretary (785-7802).

No Little Plans

The history of the AIA and its services today, featuring Elmer Botsai, FAIA; Wolf von Eckardt, Hon. AIA, and Winfield Rankin, Hon. AIA; includes material drawn from the AIA archives and library. 16mm color slide-film, 18 minutes. Free loan to AIA components and chapters.

Available through Audiovisual Division, Library (785-7295).

Organizational Directory (4-P105)

Annual directory of AIA officers and committees; component officers and executives. Shows organizational structure of Institute. Includes a list of related architectural organizations. Free to component officers and executives. \$6.50 to members.

Component officers and executives con-

tact the Component Services Division, Component Affairs Department (785-7376). Members contact Publications Fulfillment Division (785-7332).

Policy Statements (6-N103)

General statements issued by the board of directors that concern architects or architecture and relationships outside AIA. Free.

Available through the Office of Assistant Secretary (785-7802).

Program and Membership Services

Budget

Review of Institute budget by department, with descriptions of all Institute programs. Issued annually after December board meeting. Free.

Available through Executive Office (785-7312).

Publications Marketing Sales

AIA sells documents, books, audiovisual materials, etc., to architects, components and the public. Members and components are entitled to varying discounts, depending on nature of the publications.

Contact Publications Marketing Sales Division (785-7274).

Publications Price List and Order Form

(6-N702)

List of AIA documents and forms, books, manuals, audiovisual materials, etc., available for sale through AIA. Free.

Available through Publications Fulfillment Division (785-7332).

Report of the Board

Annual report of AIA. Free.

Available through Public Relations Department (785-7260).

Rules of the Board of Directors (6-N102)

75-page publication prepared by the secretary of the Institute, listing the formally adopted rules regulating conduct of AIA. Free.

Available through Office of Assistant Secretary (785-7802).

Standards of Ethical Practice (6-J330)

Two-page document prepared by the office of the secretary, a special task force and the board of directors, outlining the code of ethics for AIA members. Free.

Available through Publications Fulfillment Division (785-7332).

Summary of the Program and Membership Services Budget

Summary of AIA's budget showing less detail than the program and membership services budget. It makes the budget easier to understand. Issued annually. Free.

Available through Executive Office (785-7312).

For further information about AIA in general, contact the Public Relations Department, 785-7259.

Affirmative Action

Affirmative Action and Equal Employment, A Guidebook for Employers

Two-volume publication published by the U.S. Equal Employment Opportunity Commission. An excellent publication outlining the structure of good basic effective affirmative action planning. Contains sample documents, federal rules and regulations related to affirmative action, information on recruiting sources. *Available through Director, Minority Resources Department (785-7234).*

A Directory of Minority Architectural/Engineering Firms (4-M709M)

The directory (1978) prepared by AIA and the American Consulting Engineers Council (ACEC) lists both member and nonmember minority architectural and engineering firms nationwide. \$5 for AIA and ACEC member, \$10 for nonmembers (4-M709).

Available through Publications Fulfillment Division (785-7332).

For further information about affirmative action, contact the Office of Minority Resources, 785-7234.

Arbitration

AIA Adoption of the AAA Construction Industry Arbitration Rules

Four-page publication (1975) which explains the conversion, in 1966, from AIA's Standard Form of Arbitration Procedure to the Construction Industry Arbitration Rules. Free.

Available through Documents Division, Practice & Design Department (785-7254).

Construction Contract Disputes: How They May Be Resolved Under the Construction Industry Arbitration Rules

Pamphlet prepared by the American Arbitration Association which answers arbitration questions. Free.

Available through Documents Division, Practice & Design Department (785-7254).

Construction Industry Arbitration Rules

10-page publication (1977) of the American Arbitration Association containing arbitration rules and procedures. Free.

Available through Documents Division, Practice & Design Department (785-7254).

For further information about arbitration, contact the Documents Division, Practice & Design Department, 785-7254.

Architect-Client Relations

American Institute of Architects Advertising

Leaflet describing former national advertising campaigns, ads for local chapter use, public service radio and television spots. Free.

Available through Public Relations Department (785-7260).

Client's Guide to Architectural Services

For persons who are about to undertake an enterprise, making the design and construction of a building (1978). Published by the office practice committee, Boston Society of Architects. \$1.50 includes handling.

Available through the Boston Society of Architects, 320 Newbury St., Boston, Mass. 02115 (617) 267-5175.

How to Find, Evaluate, Select, Negotiate with an Architect (6-N501)

11-page publication (1973) which gives an overview of the A/E selection process, architects' compensation and arguments against competitive bidding. Intended for government and private clients. Free.

Available through Publications Fulfillment Division (785-7332).

Nobody Wants to Listen to Your Problems — Right? Wrong (6-N814)

Companion pamphlet to 1975 ad series encouraging clients to "plan now." ("One of these days you're going to build . . ." "When you think it's too soon to call an architect . . ." and "There's a way to save on your next building.") Consists of case studies demonstrating advantages of hiring an architect for planning although construction time is indefinite. Free.

Available through Public Relations Department (785-7260).

Selling Architectural Services (3-S207)

Cassette (1973) showing how the architect can conduct a practice in a professional and more prosperous manner by using effective marketing techniques. \$9.95.

Available through Publications Fulfillment Division (785-7332).

Selling Architectural Services II (3-S218)

This cassette (1975) examines the person-to-person selling process. It focuses on how to understand and work with your client's problem, achieving a mutually beneficial client-architect relationship. \$9.95. Set of two cassettes (3-SAS) \$18.90.

Available through Publications Fulfillment Division (785-7332).

Services of the Architect

Describes the architect's basic services, the owner's responsibilities, methods of compensating the architect. \$.50.

Available through the Georgia Association/AIA, Peachtree Center, Cain Tower Lobby, 229 Peachtree St., Atlanta, Ga. 30303, (404) 524-3877.

You and Your Architect (4-N802)

16-page publication (1977) by David R. Dibner, FAIA, which answers client questions about the selection and compensation of an architect. Outlines responsibilities of the architect and the client during construction. Up to 25 copies free; \$10 per 100.

Available through Publications Fulfillment Division (785-7332).

Your Architect's Compensation (4-N902)

Designed as a companion piece to 1978 edition of *You and Your Architect*, this booklet provides answers to owners' questions about the cost-based approach to paying their architects. Discusses various methods of compensation and explains how the cost-based approach ties compensation directly to the designated services needed to carry out a project.

\$.75 for single copy. For AIA members only, 25 copies/\$15 (4-N902B).

Available through Publications Fulfillment Division (785-7332).

For further information about the role of the architect, contact the Public Relations Department, 785-7259.

Architects

Architects/Architecture

(1977, International Masonry Institute) 16mm color film, 36 minutes. Four American architects discuss architectural design and the opportunities and problems facing students and practitioners.

Features Warren Cox, FAIA; George Hartman, FAIA; Ulrich Franzen, FAIA, and Philip Johnson, FAIA, and shows examples of their work. Rent \$15 to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Biographical Information on Architects

The library will attempt to provide biographical information on individual architects, using reference sources such as the Baldwin Memorial Archive of American Architects.

Contact the Library (785-7293).

Conversation with an Architect (4-Q118)

16mm color sound film, 28 minutes (1975). Discusses the role of the architect in today's society. Shows architects at work on a planned housing development,

a school, a factory and an urban area. Free loan to AIA members and components only.

Available through Audiovisual Division, Library (785-7295).

Conversation with an Architect

Two-page flyer describing theme and subject matter of 1975 film by same title. Free.

Available through Public Relations Department (785-7260).

Do It with an Architect. Bumper sticker, \$1 each.

Available through Association of Student Chapters/AIA at AIA Headquarters (785-7272).

First Principles

16mm color film (18 minutes) with Vincent Scully narrator. Discussion of Louis I. Kahn's philosophy of design with examples of his masonry work in conjunction with Roman architecture. Rent \$15 to AIA members.

Available through Audiovisual Division, Library (785-7295).

Frank Lloyd Wright Crayon Drawing "Sahuaros".

Numbered edition serigraph (total edition 200); image size 12¼ x 13¼ inches, each print initialed on white border by Mrs. Frank Lloyd Wright, overall size 17½ x 18¼ inches, mailable, \$300 postpaid.

Available from Arizona Architects Foundation, Inc., 1121 N. Second St., Phoenix, Ariz. 85004

The Travel Sketches of Louis I. Kahn

63-page exhibition catalog (1977) including illustrations and discussion of 91 travel sketches of Louis I. Kahn, dating from 1913 to 1959. Prepared by the Pennsylvania Academy of the Fine Arts. 31 black and white illustrations, four color plates. \$8 postpaid.

Available through the Octagon, 1799 New York Ave. N.W., Washington, D.C. 20006 (638-3105).

William Thornton: A Renaissance Man in the Federal City

58-page exhibition catalog (1976) for exhibition, held at the Octagon, on the first architect of the United States Capitol and the Octagon. Prepared by David N. Yerkes, FAIA, and Elinor Stearns. 46 black and white illustrations. \$3.75 postpaid.

Available through the Octagon, 1799 New York Ave. N.W., Washington, D.C. 20006 (638-3105).

You and Your Architect (4-N802)

A booklet answering client questions about the selection and compensation of an architect. Outlines the responsibilities

of an architect, client and other members of the building team during design and construction. Revised in 1977. Up to 25 copies free to chapters; after that \$10 per 100.

Available through Publications Fulfillment Division (785-7332).

Detailed biographical information on individual architects may be obtained through the Library, 785-7293.

Architecture (General)

Conversation with an Architect

Two-page flyer describing theme and subject matter of 1975 film by same title. Free.

Available through Public Relations Department (785-7260).

Experience of Architecture in the Southwest

Tape cassette with 55 slides of examples of architecture in New Mexico, including ancient Indian and present day structures. Free loan to AIA members.

Available through Audiovisual Division, Library (785-7295).

How Architecture Speaks: Program Package Two (4-N808)

43 slides, guidelines, script and quiz sheets (1974) which show people how architecture "speaks" through form, color, scale, texture, materials. \$12.50 prepaid.

Available through Publications Fulfillment Division (785-7332).

Nature, Man and Architecture (4-Q102)

35mm 50 frame color filmstrip, with teacher's guide. Discusses the use of architectural design in primitive and modern societies to solve human problems. Junior high to high school audiences. \$2.

Available through Publications Fulfillment Division (785-7332).

The Practice of Architecture in the U.S.A.

Four-page leaflet (1977) which outlines AIA, schools of architecture, registration, practice, etc., for foreign architects and students. Free.

Available to non-U.S. residents only through Office of Assistant Secretary (785-7802).

For further information about architecture in general, contact either the Public Relations Department, 785-7259, or the Library, 785-7293.

Arts & Recreational Facilities

American Endless Weekend (2-M151)

64-page publication (1973) by C. Ray Smith, which treats recreation problems and planning in America. Prepared for the AIA committee on architecture for the arts and recreation. \$6.

Available through Publications Fulfillment Division (785-7332).

For further information about arts and recreation facilities, contact the Professional Interest Programs Division, Education & Professional Development Department, 785-7229.

Audiovisual Materials

AIA Headquarters Slide Show

50 color slides, with script and cassette tape (1974). Past AIA President Archibald Rogers, FAIA, discusses the AIA headquarters building and the Octagon. Free loan to AIA members only.

Available through Audiovisual Division, Library (785-7295).

All Weather Construction

65 color slides with tape cassette and script explaining techniques for cold weather masonry construction. Free loan to AIA members.

Available through Audiovisual Division, Library (785-7295).

Architects/Architecture

(1977, International Masonry Institute) 16mm color film, 36 minutes. Four American architects discuss architectural design and the opportunities and problems facing students and practitioners. Features Warren Cox, FAIA; George Hartman, FAIA; Ulrich Franzen, FAIA, and Philip Johnson, FAIA, and shows examples of their work. Rent \$15 to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Architects Compensation: A Management Approach (4-N810)

15-minute slide show and script (1975), outlining the concept of cost-based compensation. Western edition includes more detailed description of the man hour

data bank program. \$30.

Available through Publications Fulfillment Division (785-7332).

Architectural Career Awareness Package (3-M401)

80 color slides with script for use by high school counselors or architects lecturing young groups of prospective architects. Includes "Architecture in Community and Junior Colleges," "Architecture Schools in North America" and assorted pamphlets. \$30.

Available through Association of Student Chapters/AIA at AIA Headquarters (785-7272) or Publications Fulfillment Division (785-7332).

Architecture and Your Life (4-Q101)

35mm, 50 frame color filmstrip, with teacher's guide. Discusses the use of architecture by man and the unprecedented responsibility of today's citizen for deciding upon the quality of this environment. \$2.

Available through Publications Fulfillment Division (785-7332).

Audiovisual Materials

Four-page annotated list (1979) of audiovisual materials available for loan and/or sale from the AIA library. Free. Available through the Library (785-7293).

Beating the Averages

Raymond Burr narrates the 16mm color film (26 minutes) in which handicapped people show how architectural barriers affect their lives. Free loan.

Available through Audiovisual Division, Library (785-7295).

Bibliographies of Audiovisual Materials Available Through Sources Other Than AIA

The audiovisual librarian will supply on request bibliographies of A/V materials on various architecture and planning topics. Materials listed have not been screened.

Contact Audiovisual Division, Library (785-7295).

Building Evaluation (3-S212)

This cassette and booklet (1974) explain how to evaluate existing environments for better programming in relation to human needs. \$9.95.

Available through Publications Fulfillment Division (785-7332).

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Buildings, Blazes, and Box Office: Program Package 3 (4-N809)

62 slides, 18-page script and discussion suggestions (1975). Shows what architects as well as building owners and users can do to make buildings firesafe. Includes slides from the film, "The Towering Inferno." \$15 prepaid.

Available through Publications Fulfillment Division (785-7332).

A Child Went Forth

16mm color film (28 minutes) focusing on the debilitating effects of inner-city schools on children, and providing a contrast with new innovative projects for school architecture. Free loan.

Available through Audiovisual Division, Library (785-7295).

Conversation with an Architect

16mm color sound film, 28 minutes (1975). Discusses the role of the architect in today's society. Shows architects at work on a planned housing development, a school, a factory and an urban area. Free loan to AIA members and components only.

Available through Audiovisual Division, Library (785-7295).

Designing a Nation's Capitol— Competition: 1792

87 black and white slides with script. Includes competitors and their drawings for the 1792 competition for the U.S. Capitol. \$41.

Available through the Octagon, 1799 New York Ave. N.W., Washington, D.C. 20006 (638-3105).

Also free loan to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Designing Your Brochure as an Aid in Marketing Your Services (3-S224)

This one-hour cassette (1976) tells you how to gear your brochure to your desired market by making it convey your firm's personality, your ability to take care of the client, your problem-solving ability, the range of your services, etc. The contents of an "ideal" brochure are outlined. \$9.95.

Available through Publications Fulfillment Division (785-7332).

Designscape

160 color slides with reel-to-reel synchronized tape (1975). A visually delightful view of many of the old and new "designs" we see all around us. Free loan to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Downtowns for People

16mm color film, 26 minutes (1972) showing examples of European and American downtown areas from the pedestrian's viewpoint. Free loan to AIA members only; no sale.

Available through Audiovisual Division, Library (785-7295).

Environments for People: Program Package 5 (4-N812)

80 slides, introduction, script and suggestions for use (1976). Explains how architects provide for basic human needs (shelter, privacy, personalization, socializing, mobility, communication) in their design of the human environment. \$15 prepaid.

Available through Publications Fulfillment Division (785-7332).

Experience of Architecture in the Southwest

Tape cassette with 55 slides of examples of architecture in New Mexico, including ancient Indian and present day structures. Free loan to AIA members.

Available through Audiovisual Division, Library (785-7295).

Film Loans

The audiovisual librarian has a collection of films on architecture and planning subjects, most of which are available for free loan to AIA members and the general public. The only charge is return postage via UPS or insured mail.

Contact Audiovisual Division, Library (785-7295).

First Principles

16mm color film (18 minutes) with Vincent Scully narrator. Discussion of Louis I. Kahn's philosophy of design with examples of his masonry work in conjunction with Roman architecture. Rent \$15 to AIA members.

Available through Audiovisual Division, Library (785-7295).

How Architecture Speaks: Program Package 2 (4-N808)

43 slides, guidelines, script and quiz sheets (1974) which show people how architecture "speaks" through form, color, scale, texture, materials. Quiz tests people's reactions to structures. \$12.50 prepaid.

Available through Publications Fulfillment Division (785-7332).

Lafayette R/UDAT

16mm color film, 25 minutes (1978), documents the AIA R/UDAT visit to Lafayette, La. Free loan to AIA members.

Available through Audiovisual Division, Library (785-7295).

Los Angeles: 20th Century American City (Environmental Communications)

87 color slides with booklet. Explores important aspects of new trends and prob-

blems in contemporary urban development: urban sprawl, low-density ghetto, freeway systems, leisure facilities, land use patterns. Rent \$15 to AIA members only.

Available through Audiovisual Division, Library (785-7295).

The Management of Time (3-S216)

This cassette (1974) tells how to get more out of the day by working harder and working less. \$9.95.

Available through Publications Fulfillment Division (785-7332).

Nature, Man and Architecture (4-Q102)

35mm, 50 frame color filmstrip, with teacher's guide. Discusses the use of architectural design in primitive and modern societies to solve human problems. Best suited for junior high to high school audiences. \$2.

Available through Publications Fulfillment Division (785-7332).

No Little Plans

The history of the AIA and its services today, featuring Elmer Botsai, FAIA; Wolf von Eckardt, Hon. AIA, and Winifred Rankin, Hon. AIA; includes material drawn from the AIA archives and library. 16mm color slide-film, 18 minutes. Free loan to AIA components and chapters.

Available through Audiovisual Division, Library (785-7295).

Octagon Slide Set

Five color slides of the Octagon. \$2 postpaid.

Available from the Octagon, 1799 New York Ave. N.W., Washington, D.C. 20006 (638-3105).

Our Alabaster Cities (4-Q103)

35mm, 50 frame color filmstrip, with teacher's guide. Shows urban ugliness in comparison with beauty and order. \$2.

Available through Publications Fulfillment Division (785-7332).

Phoenix R/UDAT

16mm color film, 25 minutes (1974).

Documents the AIA Regional/Urban Design Assistance Team visit to Phoenix. Free loan to AIA members only.

Available through Audiovisual Division, Library (785-7295).

R/UDAT Films

Films of some previous R/UDATs are available on loan.

Available through the Audiovisual Division, Library (785-7295).

Saving Energy in the Built Environment: Program Package 6 (4-N813)

15-minute slide show and script (1976) explaining how energy-conscious building design can help reduce dependence on

fossil fuels. Stresses role of the architect in designing and retrofitting for energy efficiency. Includes 25 copies each of the following pamphlets: "Hold on to Your Heat and Keep Your Cool," "Saving Energy in the Built Environment: The AIA Policy." Also includes one copy of each of the following: "Energy and the Built Environment: A Gap in Current Strategies," "A Nation of Energy Efficient Buildings by 1990." \$12.50 prepaid.

Available through Publications Fulfillment Division (785-7332).

Selling Architectural Services (3-S207)
Cassette (1973) shows how the architect can conduct a practice in a professional and more prosperous manner by using effective marketing techniques. \$9.95.

Available through Publications Fulfillment Division (785-7332).

Selling Architectural Services II (3-S218)
This cassette (1975) examines the person-to-person selling process. It focuses on how to understand and work with your client's problem, achieving a mutually beneficial client-architect relationship. \$9.95.

Available through Publications Fulfillment Division (785-7332).

Shelter (Environmental Communications)
100 color slides with booklet. Depicts various shelters from around the world; includes hand-built houses, yurts, domes, tents, cottages, barns and free-form sculptured dwellings. Rent \$15 to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Slide Loans

The audiovisual librarian maintains a slide collection of approximately 10,000 slides. These slides are primarily on American architecture, and include documentation of most AIA award-winning projects. No list is available of the collection, but the A/V librarian will select slides on specific subjects. Free loan to AIA members.

Contact Audiovisual Division, Library (785-7295).

Solar Architecture (Environmental Communications)

70 color slides with booklet. Shows in detail more than 20 existing structures that effectively use the sun's energy. Illustrates buildings with passive solar heating and buildings with various types of collectors and storage systems. Rent \$15 to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Something This Good Can Last Forever

Three 30-second television spots (1975), stressing importance of land use planning and showing a variety of urban and rural scenes to demonstrate benefits of intelligent land use. One spot is on George Washington as surveyor. Free. AIA requires knowledge of stations using spots. *Available through Public Relations Department (785-7260).*

Spaces for the Species

30-minute slide synchronized cassette tape presentation (1975) summarizing users' responses to various environments, such as a hotel, a school, an urban plaza and a shopping center. Free loan to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Stations

16mm color film, 28 minutes (1974).

Shows many of the interesting and innovative uses being made of old railroad stations, in order to preserve these landmarks. Rent \$15 to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Sun People

Examples of passive solar homes in northern New Mexico—owners and architects speak about their experiences with passive solar. 16mm color film, 16 minutes. Rent \$15, to AIA members.

Available through Audiovisual Division, Library (785-7295).

We Have to Be Able to Do It Ourselves

16mm color film discussing community design centers—what they are, what they do and why they work, featuring Philadelphia, Cleveland, New Orleans and San Francisco. Free loan.

Available through Audiovisual Division, Library (785-7295).

What Do They Have in Common?

Program Package 8 (4-N604)

An 80-slide sampling of contemporary American architecture, from solar homes to urban hospitals from Manhattan to California. Some of the finest architecture in the nation today—and it's all designed by women. Package includes informational handouts and guidelines for suggested use, is appropriate for career guidance or public awareness presentations, can be shown without a narrator. \$15.

Available through Publications Fulfillment Division (785-7332).

Wilson R/UDAT

16mm color film, 25 minutes (1974).

Documents the AIA Regional/Urban Design Assistance Team visit to Wilson, N.C. Free loan to AIA members only.

Available through Audiovisual Division, Library (785-7295).

For further information about audio-tape cassettes, contact the Continuing Education Division, Education and Professional Development Department, 785-7354.

Questions regarding film loans and audiovisual materials in general should be directed to the Audiovisual Division, Library (785-7295).

Awards

AIA/ACSA Award for Excellence in Architectural Education

Annually awarded for excellence in teaching architectural design or history. Nominators must be colleagues, students or former students of the candidate.

Contact Awards Division, Office of Assistant Secretary (785-7390).

AIA/AFL-CIO Joint Craftsman Award Program

Biennial awards recognizing outstanding workmanship and the display of interest and ingenuity by the tradesman. Awarded to any journeyman or apprentice member of any of the building and construction trade unions of AFL/CIO.

Contact Awards Division, Office of Assistant Secretary (785-7390).

AIA Honor Awards 1980 (6-N602)

Brochure describing the programs, including eligibility requirements, submission procedures, entry dates and fees, etc.

Contains a tear-off entry slip. Free. *Contact Awards Division, Office of Assistant Secretary (785-7390).*

AIA Library Cross-Referenced Awards File

All AIA honor and merit awards have been indexed by date, place, architect, name of project and building type. The library staff can answer questions such as how many houses in Chicago have won AIA awards, etc.

Contact the Library (785-7293).

Architectural Firm Award

Highest honor bestowed to a firm by the Institute. Awarded annually.

Contact Awards Division, Office of Assistant Secretary (785-7390).

Concrete Reinforcing Steel Institute Design Awards Program

Biennial program sponsored by CRSI and open to site-cast reinforced concrete structures of all types. Material describing the design awards program, free.

Available through the Awards Division, Office of Assistant Secretary (785-7390).

Guidelines for Component Award Programs

This 12-point guideline developed by the committee on design was reviewed and shaped jointly by the committees of practice and design and component affairs. Free.

Available from director of Design and Environment Programs (785-7363) or Administrator, Component Affairs (785-7278).

Homes for Better Living Awards

Brochure describing the annual award program open to custom-designed houses, merchant-built houses and multifamily housing in the U.S. and its possessions. Sponsored by AIA in conjunction with *Housing* magazine. Contains eligibility requirements, submission procedures, entry dates, etc., and a tear-off entry slip. Free.

Available through Awards Division, Office of Assistant Secretary (785-7390).

Honor Awards Slide Show

Set of 80 slides depicting 1979 national honor award and 25-year award winning buildings. Script is included to provide brief descriptions of the structures and their award-winning qualities. \$10 pre-paid.

Available through Publications Fulfillment Department (785-7260).

Information for Honor Award Program Entrants

Descriptive information, including a check list, on how to prepare binders and forms for entry into AIA honor award programs, current and extended use. Automatically sent to all entrants who submit entry slips and checks for the program. Free.

Available through Awards Division, Office of Assistant Secretary (785-7390).

Institute Honors

Brochure describing the AIA program which recognizes distinguished achievements in the fine arts, industrial arts, architectural criticism and allied professions with the award of annual medals. Contains submission procedures, nomination forms, etc. Free.

Available through Awards Division, Office of Assistant Secretary (785-7390).

Library Buildings Award Program

Awards given for libraries designed in the U.S. or abroad by American architects. Sponsored by AIA in conjunction with the American Library Association. Libraries are judged in four categories: academic, public, school and state. Biennial.

Contact Awards Division, Office of Assistant Secretary (785-7390).

List of Honor and Award of Merit Recipients

Chronological list of all the projects that have won AIA honor awards and awards of merit, including location and architect(s). Free.

Available through Awards Division, Office of Assistant Secretary (785-7390).

Louis Sullivan Award for Architecture

Brochure describing the biennial award for projects using masonry. Sponsored by International Union of Bricklayers and Allied Craftsmen and administered by AIA. Contains eligibility requirements, submission procedures, entry dates, etc., and a tear-off entry slip. Free.

Available through Awards Division, Office of Assistant Secretary (785-7390).

National Awards Programs

Semiannual list of national AIA awards programs and award programs offered by other organizations. Free.

Available through Awards Division, Office of Assistant Secretary (785-7390).

Naval Facilities Engineering Command Awards Program

Includes constructed architectural projects either for the Navy or other government agencies, so long as design and construction were administered by NAVFAC. Projects may be submitted in various categories for naval facilities. Biennial.

Contact Awards Division, Office of Assistant Secretary (785-7390).

Plywood Design Awards

Honoring architects of projects demonstrating design excellence and significant structural or esthetic use of softwood, plywood in four categories. Annual. AIA aids the American Plywood Association. *Contact Awards Division, Office of Assistant Secretary (785-7390).*

Red Cedar Shingle & Handsplit Shake Bureau Design Awards

To honor architects demonstrating design excellence and significant functional or esthetic uses of cedar shingles or shakes. Annual.

Contact Awards Division, Office of Assistant Secretary (785-7390).

R. S. Reynolds Memorial Award

Brochure describing the annual international award for architecture using aluminum. Sponsored by Reynolds Metals Co. and administered by AIA. Contains eligibility requirements, submission procedures, entry dates, etc., and a tear-off entry slip. Free.

Available through Awards Division, Office of Assistant Secretary (785-7390).

Reynolds Aluminum Prize for Architectural Students

Brochure describing the annual award program open to students who have

completed two years of architectural school. Sponsored by Reynolds Metals Co. and administered by AIA. Contains eligibility requirements, submission procedures, entry dates, etc. Free. *Available through Awards Division, Office of Assistant Secretary (785-7390).*

Slide Loans

The audiovisual librarian maintains a slide collection of approximately 10,000 slides. These slides are primarily on American architecture, and include documentation of most AIA award-winning projects. No list is available of the collection, but the A/V librarian will select slides on specific subjects. Free loan to AIA members.

Contact Audiovisual Division, Library (785-7295).

For further information about award programs in general, contact the Awards Division, Office of Assistant Secretary, 785-7390.

Barrier Free Architecture

Beating the Averages

Raymond Burr narrates the 16mm color film (26 minutes) in which handicapped people show how architectural barriers affect their lives. Free loan.

Available through Audiovisual Division, Library (785-7295).

Designing for the Physically Handicapped

Coordinates UBC and OSHA and other federal requirements. By James G. Burr, AIA. \$8 postpaid.

Available through Arizona Society of Architects/AIA, 1121 N. Second St., Phoenix, Ariz. 85004, (602) 257-1924.

Into the Mainstream: A Syllabus for a Barrier-Free Environment (3-M132)

44-page report (1975) by Stephen Kliment, FAIA, containing practical information on how a community can achieve a barrier free environment. \$2. *Available through Publications Fulfillment Division.*

For further information about barrier free architecture, contact the Codes & Standards Division, Practice & Design Department, 785-7253.

Bibliographies

Bibliographies for Architects (4-N606)
Contains bibliographies prepared by the AIA library during the first half of 1977. Subjects range from preparing proposals to building a historic base for design decisions. \$4.

Available through Publications Fulfillment Division (785-7332).

Bibliographies of AIA Library Holdings and Periodical Articles

The library staff will prepare on request bibliographies of library books and/or periodical articles on specific subjects or building types. Members can identify books they wish to borrow from these lists. Free. Library has no photocopying facilities.

Contact the Library (785-7293).

Bibliographies of Audio-Visual Materials Available Through Sources Other Than AIA

The audiovisual librarian will supply on request bibliographies of A/V materials on various architecture and planning topics. Materials listed have not been screened.

Contact Audiovisual Division, Library (785-7295).

Bibliography of Bibliographies

Four-page list (1978) of subject bibliographies compiled by the library staff. Contains approximately 200 subjects on which bibliographies of the library's holdings and/or periodical articles have been prepared. Free.

Available through the Library (785-7293).

Bibliography of Information for Facility Planning for Special Education (2-M706)

85-page bibliography (1975) prepared by the AIA committee on architecture for education, listing books and publications, resources and related facilities for seven categories of disability. Selectively annotated. \$4.

Available through Publications Fulfillment Library (785-7295).

Environmental Education Teaching Tools

40-page annotated catalog (1975) prepared by the environmental education committee, listing information on resources (books, games, films, etc.) for environmental education. Free.

Available through the Director, Environmental Education (785-7973).

Environmental Impact Statements Bibliography

Four-page selected and annotated bibliography (1975) prepared by the AIA committee on architecture for commerce and industry. Free.

Available through the Library (785-7293).

Recent Acquisitions

Bimonthly list of recent library acquisitions, arranged by subject. \$1/year.

Available through the Library (785-7293).

Value Engineering and Life Cycle Bibliography

Four-page selected and annotated bibliography (1975) prepared by the AIA committee on architecture for commerce and industry. Free.

Available through the Library (785-7293).

Building Costs

Life Cycle Cost Analysis: A Guide for Architects (2-M708)

Provides architects, engineers and clients with a straightforward and usable technique allowing them to consider all relevant economic consequences of design decisions (1978). A primer prepared by the life cycle cost analysis task force of AIA. \$10.

Available through Publications Fulfillment Division (785-7332).

Life Cycle Cost Analysis 2: Using It in Practice (2-M713)

Responds to the critical question: Where in the planning and design process can the life cycle cost analysis technique be effectively used? (1978.) Provides guidelines for selecting application areas and a number of case study applications, as well as commentary on the planning and design process. In conjunction with the first life cycle guide, this publication presents an introduction to the life cycle cost analysis technique and a picture of its current uses in practice. \$18.

Available through Publications Fulfillment Division (785-7332).

Value Engineering and Life Cycle Bibliography

Four-page selected and annotated bibliography (1975) prepared by the AIA committee on architecture for commerce and industry. Free.

Available through the Library (785-7293).

For further information about building costs in general, contact the Practice Division, Practice and Design Department, 785-7257.

Building Evaluation

Building Evaluation (3-S212)

This cassette and booklet (1974) explain how to evaluate existing environments for better programming in relation to human needs. \$9.95.

Available through Publications Fulfillment Division (785-7332).

Building Types

Bibliographies of AIA Library Holdings and Periodical Articles

The library staff will prepare on request bibliographies of library books and/or periodical articles on specific subjects or building types. Members can identify books they wish to borrow from these lists. Free. Library has no photocopying facilities.

Contact the Library (785-7293).

Spaces for the Species

30-minute slide synchronized cassette tape presentation (1975) summarizing users' responses to various environments, such as a hotel, a school, an urban plaza and a shopping center. Free loan to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Careers in Architecture

Architectural Career Awareness Package (3-M401)

80 color slides with script for use by high school counselors or architects lecturing young groups of prospective architects. Includes "Architecture in Community and Junior Colleges," "Architecture Schools in North America" and assorted pamphlets. \$30.

Available through Association of Student Chapters/AIA at AIA Headquarters (785-7272), or Publications Fulfillment Division (785-7332).

Architectural History Syllabus

A collection of history notes and tips and pointers for candidates preparing for the history portion of the equivalency examination. \$15, including tax and postage. *Available through Cabrillo Chapter/AIA, 121 Linden Ave., Long Beach, Calif. 90802, (213) 432-9817.*

Career Alternatives (6-N209)

Prepared by the architects in industry committee, this pamphlet discusses expanding opportunities for architects in nontraditional careers. Free.

Available through Publications Fulfillment Division (785-7332).

Careers in Architecture (1-HBC4)
Chapter 4 (1972) of the Architect's Handbook of Professional Practice, this document covers the architect's profession, education and training; the architect in practice; AIA; Association of Collegiate Schools of Architecture; National Architectural Accrediting Board, and the National Council of Architectural Registration Boards. \$1.80/1.20.

Available through Publications Fulfillment Division (785-7332).

Counseling for Architectural Careers
Students desiring basic architectural career information are counseled by the Education and Professional Development Department staff. Counseling may be in person or by letter.

Contact Education Division, Education and Professional Development Department (785-7349).

Environmental Controls Systems Syllabus (1979)

For those preparing for licensing examinations, including qualifying and professional. Useful as review tool by previously licensed architects. \$21.50, AIA members; \$26.50 to others. California residents should include 6.5 percent sales tax. Check must accompany order.

Available through East Bay Chapter/AIA, 315 14th St., Oakland, Calif. 94612, (415) 893-6834.

Getting into Architecture (4-N201)
Eight-page publication (1975) for high school, junior college and technical school students, giving basic information on educational requirements, selecting a school of architecture, internship, registration exam and opportunities in professional practice. Single copies free, \$20 per 100.

Available through Publications Fulfillment Division (785-7332).

Probing Alternative Career Opportunities (3-M402)

A survey of architectural graduates 1970-76 and their current career routes. \$15.

Available through Publications Fulfillment Division (785-7332).

Structural Engineering Syllabus, 10th edition

For those preparing for licensing examinations, including qualifying and professional. Contains nine sections, including an important one on seismic design.

\$21.50, AIA members; \$26.50 to others. California residents should include 6.5 percent sales tax. Check must accompany order.

Available through East Bay Chapter/AIA, 315 14th St., Oakland, Calif. 94612, (415) 893-6834.

What Do They Have in Common?

Program Package 8 (4-N604)

An 80-slide sampling of contemporary American architecture, from solar homes to urban hospitals from Manhattan to California. Some of the finest architecture in the nation today—and it's all designed by women. Package includes informational handouts and guidelines for suggested use, is appropriate for career guidance or public awareness presentations, can be shown without a narrator. \$15.

Available through Publications Fulfillment Division (785-7332).

For further information about careers in architecture, contact the Education Division, Education and Professional Development Department, 785-7349.

Codes & Standards

The Architect, the Engineer, and OSHA (2-M167)

180-page compilation of papers (1973) presented at AIA/OSHA conference. \$6.50.

Available through Publications Fulfillment Division (785-7332).

Building Codes and Standards List

Annual comprehensive list of nationally used codes and standards, including publishers, addresses and prices. Free.

Available through Codes and Standards Division, Practice & Design Department (785-7256).

Developing Computer-Based Systems for Building Codes

A report on an exploratory research effort funded by the National Science Foundation, conducted by AIA Research Corporation. This report is a study of the implications of computer technology on building regulations. \$4.

Available through AIA Research Corporation, at AIA headquarters. (785-7800).

Educating the Architect: Fire and Life Safety

33-page report (1975) prepared by the AIA task group on fire and life safety, documenting the need for better firesafety curricula in education, and a program to implement the proposed recommendations. Free.

Available through Codes and Standards Division, Practice & Design Department (785-7256).

One Code: A Program for Building Regulatory Reform

43-page report (1975) prepared by the AIA task group on building regulation, detailing a mechanism for achieving building code uniformity in the U.S. Free.

Available through Codes and Standards Division, Practice & Design Department (785-7256).

Prescriptive Standards: No Rx for Energy Conservation in Buildings (6-N816)

Folder (1976) promoting performance-oriented standards for energy conservation, rather than prescriptive standards. Free.

Available through Publications Fulfillment Division (785-7332).

For further information about codes and standards in general, contact the Codes and Standards Division, Practice & Design Department, 785-7256.

Community Centers

Performance Guidelines for Planning Community Resource Centers (3-M226)

By the AIA Research Corporation, RESEARCHITECTS, Inc., and Educational Facilities Laboratories, Inc.

Graphically illustrated, document is a valuable planning guide for any community seeking to serve the broad and diverse information needs of residents.

These needs include social counseling and referral services, alternative education programs and/or recreational activities.

Spatial requirements for each activity are also provided. Soft cover, 93 pages, \$8.50.

Available through Publications Fulfillment Division (785-7332).

We Have To Be Able To Do It Ourselves

16mm color film discussing community design centers—what they are, what they do and why they work, featuring Philadelphia, Cleveland, New Orleans and San Francisco. Free loan.

Available through Audiovisual Division, Library (785-7295).

Community Development

Architects as Community Leaders: A Special Report

12-page special issues of the AIA Memo (January 1974) which profiles some AIA components and individual architects who

are attempting to fill the role of community leaders. Free.

Available through Public Relations Department (785-7260).

Community Design Center Technical Assistance

The administrator of community services and other specially selected experts assist CDCs with specific problems through on-site visits.

Contact Director, Minority Resources Division (785-7234).

Community Design Centers Profile

Annual directory listing CDCs, with information about each regarding organization, funding, staff, activities, affiliations, etc. Free.

Available through Director, Minority Resources Division (785-7234).

Community Development Block Grants: Opportunities for Shaping Urban Growth

17-page publication (revised 1978) which identifies for local government officials and concerned citizens provisions of Title I which provide opportunities for implementing AIA's principal urban growth policy recommendations. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Involving Architects in the Community Development Block Grant Programs:

A Strategy Guide For AIA Components
For component use, provides guidance in the CD block grant planning and application process to encourage local AIA involvement in the programs. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

For further information about community development, contact the Community Services Department (785-7234)

Competitions

ASC/AIA Student Competitions

Several competitions are held each year. *Contact Association of Student Chapters/AIA, at AIA Headquarters (785-7272).*

Guidelines for Architectural Design Competitions (6-J332)

13-page document issued as a guide to conducting architectural design competitions. Free.

Available through Publications Fulfillment Division (785-7332) or Director, Design and Environment Programs (785-7363).

For further information about competitions in general, contact the Director, Design and Environment Programs (785-7363).

Components, AIA

AIA Component Clearinghouse

Services to provide components with information on operations and programs. Clearinghouse topics include affirmative action, member services, communication ideas, education programs, professional development and special projects. Free. *Available through the Component Services Division, Component Affairs Department (785-7377).*

AIA Poster (4-M365).

American Institute of Architects in bold black letters with AIA emblem on heavy-duty white paper. Ideal for offices, meetings, convention displays. 21x30 inches. \$1 each. AIA members only.

Available through Publications Fulfillment Division (785-7332).

Calendar: National AIA Functions and Deadlines for Use of Component President

Annual calendar designed to aid component presidents: notices of meetings, deadlines, etc. Free.

Available through Component Services Division, Component Affairs Department (785-7377).

Celebrating Excellence: Program Package 11 (6N825)

A "how-to" guide which addresses AIA components interested in setting up successful awards programs. With documented examples from Florida Association/AIA, Houston Chapter/AIA and other components' efforts, this package provides basic information and guidelines for each step of the program. An insert of the AIA Board Guidelines for Component Awards Programs is included. Free to components.

Available through Publications Fulfillment Division (785-7332).

A Celebration of Architecture: 25 Ideas for Components

Slide show and script which briefly describe 25 ways for AIA components to focus the public's attention on the built environment. The show outlines projects used to implement AIA's 1979 Celebration of Architecture program—tours, exhibits, guidebooks, etc. An "idea-kit" for components looking for PR projects to undertake. Free loan to components. *Available through Public Relations Department (785-7260).*

Chapter Planning Seminars

Fall seminars for incoming chapter officers held regionally. Purpose is to help officers develop plans for chapter programs and activities for the year they will hold office. Faculty is component officers and executives with imaginative and successful chapter operations.

Contact Component Services Division,

Component Affairs Department (785-7378).

Component Assistance Teams (CATS)

Teams composed of AIA members, staff and/or component executives, formed on an ad hoc basis when requested by a component. Purpose is to advise on internal (organizational) or external problems.

Contact Office of the Administrator, Component Affairs Department (785-7378).

Component Charter Form

Application to be submitted by members requesting chapter status within AIA; to be used in the formation of any new chapter. Free.

Available through Component Services Division, Component Affairs Department (785-7377).

Component Editors Critique Service

A program to help improve the skills of editors of component newsletters and magazines. Critiques by graphic and editorial consultants are available on request. *Contact Office of the Administrator, Public Relations Department (785-7259).*

Component Executives—Do We Need One?

Brochure designed for component leaders who may be considering employing a component executive. Describes what an executive does and how a skilled manager can help elected leaders make the organization a more successful professional association. Discusses budget considerations and staff alternatives. Prepared by the Council of Architectural Component Executives (CACE). Free. Maximum 10 copies per component.

Available through Component Services Division, Component Affairs Department (785-7377).

Component Presidents' Letter

Newsletter published six times a year for all component officers which includes national news, chapter exchanges, publication reviews, public relations hints, etc. Free.

Available through Component Services Division, Component Affairs Department (785-7377).

Component Presidents' Manual

Descriptive manual on yearly chapter operations, including planning, program-

ming and budgeting techniques. Free. One per chapter.

Available through Component Services Division, Component Affairs Department (785-7377).

Component PR Assistance/Counseling

A program which offers different kinds of PR information, program packages, counseling and other aids to help components solve individual PR problems. *Contact Office of the Administrator, Public Relations Department (785-7259).*

Direct Government Affairs Assistance

Direct assistance to components in the form of on-site consultation and resource documents for those seeking to expand established government affairs activities or focus on individual issues. Consultation by component officers and executives and Institute staff.

Contact State Component Affairs Division, Component Affairs Department (785-7385).

Effective Public Relations: A Guide for AIA Components (4-N805)

Annual looseleaf "how to" handbook on PR planning, press relations, newsletters, speeches, television, etc. Free to chapter presidents, executives and PR chairmen; \$5 to others.

Available through Publications Fulfillment Division (785-7332).

An Evaluation of Product Exhibits

Directed to the Architectural Profession
15-page publication (1976) showing the results of a survey conducted among architectural firms, to discover the relative value of product exhibits, and how to make such exhibits more valuable. Useful for both components planning local shows, and to manufacturers planning exhibits. Free.

Available through the Convention Division (785-7395).

Government Alert for Components

Bulletin published six times per year, containing brief, timely reports on government affairs developments at the state and local level. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Governmental Information Clearinghouse

A service to provide components with information on state and local issues of professional and public concern. Materials available include copies of legislation, administrative rules, governmental studies and reports, AIA documents and other background

materials. Includes data on liability, energy, registration.

Contact State Component Affairs Division, Component Affairs Department (785-7386).

Grassroots

Series of three regional meetings held in January of each year which bring component officers and executives together with national officers and staff. Purpose is to review and discuss national programs and policies, give component leaders an opportunity to provide input into the national planning process and provide a forum for the exchange of ideas among components.

Contact Component Services Division, Component Affairs Department (785-7376).

Guidelines for Component Award Programs

This 12-point guideline developed by the committee on design was reviewed and shaped jointly by the committees of practice and design and component affairs. Free.

Available from Public Relations Department (785-7260).

Guidelines for Component Bylaws

Assistance with component bylaws. *Contact Office of Administrator, Component Affairs Department (785-7378).*

How to Organize an Effective Government Affairs Program

40-page guide for improving component government affairs programs. Includes information on the purpose and structure of such programs, the legislative process and state governmental contact systems. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

How to Work Effectively with State Legislatures

44-page publication (1969) by the American Society of Association Executives, advising associations on establishment of a legislative program, lobbying, campaigning and evaluating a legislative session. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Involving Architects in the Community Development Block Grant Programs:

A Strategy Guide for AIA Components

For component use, provides guidance in the CD block grant planning and application process to encourage local AIA involvement in the programs. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Membership Forms/H Series

The following forms are intended for components' use. Free.

H301 **Application for Membership**

H302 **Application for Associate Membership**

H303 **Favorable Recommendation of Chapter on Application for Membership**

H305 **Recommendation of Chapter for Unfavorable Action on Application for Membership**

H351 **Application for Professional Affiliateship**

H601 **Application for Membership Emeritus**

H713 **Favorable Recommendation for Remission of Institute Dues**

Available through Membership Records Division, Office of Assistant Secretary (785-7393).

Mini-Grassroots

Program of 45 minutes to one and a half hours, designed to aid components in programming. Gives overview of AIA services and benefits to members and augments local members with national staff. Can be combined with membership recruitment activities. Free.

Contact Component Services Division, Component Affairs Department (785-7376).

National/Component Seminars

Low-cost one-day seminars for the general membership on topics and issues of their choosing. Sponsored jointly by national and local components.

Contact Office of the Administrator, Component Affairs Department (785-7376).

Organizational Directory (4-P105)

Annual directory of AIA officers and committees; component officers and executives. Shows organizational structure of Institute. Includes a list of related architectural organizations. Free to component officers and executives. \$6.50 to members.

Component officers and executives contact the Component Services Division, Component Affairs Department (785-7376). Members contact Publications Fulfillment Division (785-7332).

Original State and Local Government Programs Documents—Legislative Guidelines and Strategies

These documents may include model legislation, legislative guidelines, background information and strategies for component action on significant governmental issues.

Contact State Component Affairs Division, Component Affairs Department (785-7377).

Construction Industry

All Weather Construction

65 color slides with tape cassette and script explaining techniques for cold weather masonry construction. Free loan to AIA members.

Available through Audiovisual Division, Library (785-7295).

Construction Bonds and Insurance Guide, 2nd edition (2-M163)

Loose-leaf reference book (1979) prepared by Bernard B. Rothschild, FAIA, containing information on bonds and insurance related to construction projects, with glossary of insurance terms and suggested check list.

Available through Publications Fulfillment Division (785-7332).

The Construction Industry (1-HBC2)

Chapter 2 (1969) of the Architect's Handbook of Professional Practice, this document includes information on the industry, the owner, the design professions, the constructors and related elements, special types of construction services, comprehensive architectural services and building organizations. \$.90/.60.

Available through Publications Fulfillment Division (785-7332).

Design and Construction Methods (4-N410Q)

Prepared by the AIA committee on architecture for commerce and industry, this pamphlet provides a summary of the most prevalent approaches to getting a building project designed and constructed. Design/award/build, fast track and the design team approach are only three of the options available to the architect as an owner. Single copies are free; in bulk quantities the cost is \$7/100 copies.

Available through Publications Fulfillment Division (785-7332).

Glossary of Construction Industry Terms (2-M101)

18-page publication (1970), including definitions of terms with special meaning or connotation in the construction industry. \$1.50.

Available through Publications Fulfillment Division (785-7332).

Construction Management

Construction Cost Analysis (1-HBC15)

Chapter 15 (1970) of the Architect's Handbook of Professional Practice, this document covers considerations in cost analysis, statements of probable construction cost, project cost records, cost analysis methods, variables and aids. \$.90/.60.

Available through Publications Fulfillment Division (785-7332).

Construction Management

One-day lab. Information available on content, instructor and dates.

Contact Continuing Education Division, Education and Professional Development Department (785-7355).

Design/Build/Bid (2-M199)

36-page report (1975) of the AIA design-build task force appointed in early 1973. Includes owner's guide. \$3.50.

Available through Publications Fulfillment Division (785-7332).

Design/Build/Bid: An Owner's Guide (6-N903)

Booklet (1975) intended to assist a potential client in the public sector in evaluation of the design-build-bid process.

Free. Available through Publications Fulfillment Division (785-7332).

Project Delivery Approaches: An AIA Guide (2-M702)

30-page publication (1976) edited by David S. Haviland of the AIA project management systems task force. This guide is essentially a primer and is planned as the nucleus and framework for AIA development of a series of studies and guidelines for responsive and creative project delivery approaches. \$4.

Available through Publications Fulfillment Division (785-7332).

Value Engineering and Life Cycle Bibliography

Four-page selected and annotated bibliography (1975) prepared by the AIA committee on architecture for commerce and industry. Free.

Available through the Library (785-7293).

For further information about the use of construction management documents, contact the Documents Division, Practice and Design Department, 785-7254.

Continuing Education

AIA Continuing Education Catalog

List of all 150 AIA-approved continuing education programs dealing with such subjects as personal skills, marketing, practice management, design, production technology, codes and standards, environmental analysis, extended practice and public interest issues. Programs are developed by AIA, educational institutions, other professional organizations and independent firms and individuals. \$9.95, AIA member; \$11.95, non-member.

Available from Continuing Education Programs, Education and Professional Development Department (785-7355).

Public Relations Letter (PRL)

Bimonthly newsletter which gives case studies of component programs, national PR, announcements of program packages, "how-to" tips, etc. Especially useful for chapter PR chairmen. Index and 18 issues. Free.

Available through Public Relations Department (785-7260).

Sample Articles for Components

A collection of sample articles to help AIA components encourage newspaper editors to run regular columns on architecture in local papers. Each article discusses a different aspect of architecture of interest to the public. Free to components.

Available through Public Relations Department (785-7260).

Schedule: Regional and State Conventions and Expositions

Annual schedule of meetings to be held by components, including place, expected attendance and contacts. Free.

Available through Convention Division (785-7395).

You and Your Executive

Brochure written for component officers and directors, identifies major areas of responsibility of both component executives and components themselves with respect to their executives. Prepared by the Council of Architectural Component Executives (CACE). Free.

Available through Component Services Division, Component Affairs Department (785-7376).

Computer Applications

Developing Computer-Based Systems for Building Codes

A report on an exploratory research effort funded by the National Science Foundation, conducted by AIA Research Corporation. This report is a study of the implications of computer technology on building regulations. \$4.

Available through AIA Research Corporation (785-7800).

For further information about computer applications in general, contact the Practice Division, Practice and Design Department, 785-7257. Questions regarding MASTERSPEC should be directed to Production Systems for Architects and Engineers, Inc. (PSAE), at AIA Headquarters, 785-7369.

AIA/Producers' Council Programs

Programs dealing with production technology for architectural firms.

Contact *Continuing Education Programs, Education and Professional Development Department (785-7355)*.

Architectural Correspondence Programs

Special long-distance courses which enable the architect, or a team of architects, to interact with a group of experts, aided by a specially programmed computer in New York. Printed materials are sent, and the architect then proceeds at his or her own pace, in contact with these specialists and the computer each step of the way.

Achieving Results with Words (4-T104) \$110

Conducting Winning Presentations (4-T105) \$85

Energy Audit

Land Development (4-T102) \$85

Managing a Professional Practice (4-T107) \$85

Marketing Architectural Services (4-T103) \$85

Profit Decisions: Project Success \$65

Successful Selling of Professional Services (4-T106) \$85

Order by title and number from *Continuing Education Programs, Education and Professional Development Department (785-7355)*.

Architectural Training Laboratories

One- or two-day programs focusing on specific topics of interest to architects. Sponsored by AIA.

Architect and the Law

Construction Management

Energy Audit

Financial Analysis of Building Projects

Life Cycle Cost Analysis

Programming Through Problem Seeking Design Log

Profit Decisions: Project Success

Architectural Photography

Contact *Continuing Education Programs, Education and Professional Development Department (785-7355)*.

Cassette Library

Special subject cassettes are designed to give the architect a balanced survey of the subject as it applies to professional situations. AIA member/nonmember prices are given.

Building Evaluation (3-S212) \$8.95/\$9.95

Current Techniques in Architectural Lighting (3-S223) \$12.95/\$14.40

Designing Your Brochure as an Aid in Marketing Your Services (3-S224) \$8.95/\$9.95

The Management of Time (3-S216) \$8.95/\$9.95

The Planned Approach to Architectural Practice (3-S229) \$8.95/\$9.95

Selling Architectural Services I (3-S207) \$8.95/\$9.95

Selling Architectural Services II (3-S218) \$8.95/\$9.95

Setting Up an Architectural Firm (3-S223) \$12.95/\$14.40

Available through *Publications Fulfillment Division (785-7332)*.

Intern-Architect Development Program (IDP) (2-N206)

Counseling Materials: The AIA department of education and professional development and the NCARB, partners in the intern-architect development program, will use the counseling network to provide information packages to local professional advisers who will be in direct contact with intern-architects. Information will focus on broad career options, immediate job opportunities, economic outlook, the future of the profession and AIA programs and activities. Free descriptive circulars are available from NCARB (659-3996).

Supplementary Education Program: This is a program of individual learning units called SupEdGuides which complement the IDP. The guides provide new learning opportunities and enlarge upon the normal on-the-job learning experiences.

Complete Set of 21 SupEdGuides plus catalog, \$32 to AIA members and intern-architects, \$40 to nonmembers, SupEd-Guide Catalog only (6-N206-0) free.

Available from *Publications Fulfillment Division (785-7332)*.

Programs Approved By Continuing Education Network

Programs planned to give architects and other professionals a basic technical understanding in pertinent areas. Three to four hours each. Continuing Education Units (CEUs) are awarded to participants upon completion.

Architectural Lighting

Building Code Requirements for Reinforced Concrete

Building Rehabilitation and J-51 Provisions

Care of the Aging

Construction Disputes

Design Profession Workshop: Visual Market for A/E

Design Technology—as Affected by New Government Regulations

Management of Small and Medium Architectural Firms

MASTERSPEC

The Package—The Architect as Developer

Principles of Life Cycle Cost-Benefit Analysis

Prisons and Architecture

Programming for Urban Housing
Simplified Life Cycle Cost-Benefit Analysis
Solar Architecture: The Design of Passive Solar Heated Light Commercial and Residential Buildings

Solar Engineering

Solar Utilization

Specifications and Construction Contracts

Sports Facilities and Equipment

World Travel

For information on content, instructors and locations, contact *Continuing Education Programs, Education and Professional Development Department (785-7355)*.

Programs Submitted by Producers' Council for AIA/PC Continuing Education Programs

Architectural Sign Systems and Environmental Graphics: Design and Promotion

ASHRAE Standard 90-75 Impact on Typical High-Rise Office Building

Energy and Economics

Barrier Free Washroom Design

Building Auditing and Computer Energy Analysis Using TRACE

Design Criteria for Today's Washrooms

Design to Conserve Energy

Energy Conservation for Existing Buildings

Fenestration Seminar: Windows in Design Heat Recovery Systems

Industrial and Commercial Metal Walls: Appearance, Protection and Thermal Qualities

Industrial and Commercial Metal Walls: Environmental Design Considerations

Industrial and Commercial Metal Walls: Structural Aspects

Innovations in Planning Systems Design

Innovative Design Applications for Interior Finishes

Insulation Products and Systems for New Construction, Part I

Insulation Products and Systems for New Construction, Part II

Laminated and Pressure-Treated Wood: Effective and Economical Building

Plumbing Fixtures: Selection of Materials and Uses

Retrofit Systems and Insulation Products

Roof Insulation: Types, Handling, Installation and Life Cycle Costs

Roofing Materials

Roofing-Related Classifications: Fire and Wind Tests

Security, Life Safety and Barrier Free Movement: Meeting the Codes

Solar Energy: An Overview of the Industry, State of the Art and Industry Potential

Steel in Architecture

Techniques of Life Cycle Cost Analysis for HVAC

Variable Air Volume: Design and Psychrometrics

Variable Air Volume: Economic Advantages

Variable Air Volume: Fan Modulation, Selection, Control and Operating Characteristics

Water Conservation Products

For information on content, instructors and locations, contact Continuing Education Programs, Education and Professional Development Department (785-7355).

Regional Workshops

Intensive two and one-half day learning sessions focusing on subjects of professional interest and importance. Lectures, exercises and discussion of practice problems to heighten participants' professional skills.

The Development Process: teaches key techniques within the urban development process and examines professional roles and relationships in the development field.

Energy Audits: explores one of the fastest growing fields of participation within the profession, an area essential to responsible design.

Personnel Management: demonstrates how to make the most of valuable staff resources.

Project Management: develops methods of project control through all phases.

For details on content, instructors, locations and dates, contact Continuing Education Programs, Education and Professional Development Department (785-7355).

Review of Architectural Periodicals Plus Program (RAP+)

Monthly magazine featuring concise abstracts of articles selected from over 75 architectural, engineering and business periodicals. Also included is a list of upcoming AIA approved continuing education programs, as well as announcements and reviews of other continuing education opportunities. One year subscription \$60; two year subscription \$100 (4-2300-2).

Contact Continuing Education Programs, Education and Professional Development Department (785-7355) or Publications Fulfillment Division (785-7332).

Self-Help Guides

These guides can be used, either by components or within firms, to conduct laboratories without an outside resource

expert. The inexpensive guides offer continuing education opportunities for everyone in the profession. "Mini-guides" cover a single learning session in just a few hours; "self-help guides" contain several sessions, intended to be held a few hours a week over a several-week span.

Collaboration or Competition (3-ST105) \$2.25

Conflict Management (3-ST104) \$2.25

Cost-Based Compensation Guide (3-ST113) \$3.35

The Delphi Method (3-ST102) \$2.25

Developing Your Architectural/Engineering Firm (3-ST101) \$15.

Diagnosing Organizational Problems (3-ST106) \$2.25

Improving Effectiveness (3-ST109) \$2.25

Improving the Quality of Meetings (3-ST103) \$2.25

Learning Styles and Environment (3-ST107) \$2.25

Motivation Styles and Climate (3-ST108) \$2.25

Available from Publications Fulfillment Division (785-7332).

Contracts (Documents)

The AIA Handbook (1-HBC1)

Chapter 1 (1973) of the Architect's Handbook of Professional Practice, this document includes general information on the Handbook, including the preface, table of contents, general index and information on chapters. \$.90/.60.

Available through Publications Fulfillment Division (785-7332).

Architect's Handbook of Professional Practice (1-M104)

This two-volume set in ring binders includes samples of all A, B, C, D, E and G series documents, plus 18 chapters and a glossary of construction industry terms. \$30. Volume 1 only, \$17 (1-M104-1); Volume 2 only, \$17 (1-M104-2). Contents only (no binders), \$20 (1-M104A). Two binders (no contents), \$10 (1-M104B). Individual chapters of the Handbook are listed under **AIA Documents**, and described under the subjects they cover.

Available through Publications Fulfillment Division (785-7332).

Architect's Handbook of Professional Practice—Supplement Service (4-Z100)

Subscriptions to the Supplement Service bring the latest editions of the documents contained in the Handbook directly to subscribers. \$12.

Available through Publications Fulfillment Division (785-7332).

Construction Contract Administration (1-HBC18)

Chapter 18 (1973) of the Architect's Handbook of Professional Practice, this document covers the division of responsibility, the project representative, contract documents, construction documents, project inception, administration, termination, post completion, notes on certain projects and AIA contract administration documents. \$1.80/1.20.

Available through Publications Fulfillment Division (785-7332).

General Conditions of the Contract for Construction (1-HBC13)

Chapter 13 (1970) of the Architect's Handbook of Professional Practice, this document outlines the history of the AIA General Conditions, its use, comments on A201, A201/SC federal edition, A107 and supplementary conditions. \$1.80/1.20.

Available through Publications Fulfillment Division (785-7332).

Owner-Contractor and Contractor-Subcontractor Agreements (1-HBC17)

Chapter 17 (1973) of the Architect's Handbook of Professional Practice, this document covers stipulated sum agreements, short form agreements, cost plus fee agreements, execution of agreements, letters of intent, service documents, etc. \$1.80/1.20.

Available through Publications Fulfillment Division (785-7332).

Selection of Contractors (1-HBC16)

Chapter 16 (1971) of the Architect's Handbook of Professional Practice, this document covers objectives and procedures, bidding documents, methods of awarding contracts, the contract system, types of contracts, examination of prequalification of bidders, preparation and receipt of bids, awarding and executing the contracts. \$.90/.60.

Available through Publications Fulfillment Division (785-7332).

For further information about contract documents in general, including their use and interpretation, contact the Documents Division, Practice and Design Department, 785-7254. Orders for individual documents (listed in this guide under AIA Documents) should be directed to the Publications Fulfillment Division, 785-7332.

Contracts Distributed by AIA

Documents may be obtained from the AIA Publications Distribution Division, 1735 New York Ave. N.W., Washington, D.C. 20006, or from your authorized local distributor for AIA contracts and forms. **All document orders should be directed to your local distributor if you reside in one of the following states:** Alabama, California, Colorado, Connecticut, Florida, Georgia, Hawaii, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Michigan, Minnesota, Mississippi, Montana, Nebraska, New Jersey, New Mexico, New York, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, Tennessee, Texas, Utah, Washington and Wisconsin.

For faster service, we would like to encourage all of you to contact the local distributor in your area when ordering AIA documents. A complete list of distributors is on page 118. Because AIA documents in the A-G Series and all chapters from the Architect's Handbook of Professional Practice are regularly revised, some may have been suspended by new editions. Editions listed are the latest available.

The following instructions apply only when ordering from AIA in Washington.

Documents may be ordered by letter furnishing the following information:

1. Your name, correct mailing address and component/chapter affiliation (if applicable).
2. The quantity, document number and price of each document you wish to order.
3. Check or money order payments MUST accompany all orders totalling \$20 or less in costs AND all nonmember orders. District of Columbia residents add 5 percent sales tax to cost of documents purchased.
4. For First Class, Airmail, Special Delivery, Air Express handling, add 20 percent to total dollar amount of items ordered.
5. All orders from Canada, the West Indies and Mexico must be accompanied by check or money order payable in U.S. dollars. Payment must include postage in amount of 20 percent added to dollar amount of documents ordered.

All orders from countries other than U.S.A., Canada, the West Indies and Mexico should be directed to RIBA Publications Limited of 66 Portland Place, London W1N 4AD, England. PUBS has been appointed agent and distributor for publications and visual aids produced by AIA in the following countries and territories: United Kingdom and Northern Ireland, Republic of Ireland, Europe, Republic of South Africa, the Middle East and member countries of the British Commonwealth. Foreign architects electing to become AIA correspondent members may order documents from either AIA in Washington, D.C., or PUBs in London.

	Non-Member Price	Member Price
A SERIES/Owner-Contractor Documents		
A101 Owner-Contractor Agreement Form—Stipulated Sum (6/77)	\$.60	\$.40
A101A Instruction Sheet	N/C	N/C
A101 Owner-Contractor Agreement /CM Form—Stipulated Sum—Construction Management Edition (5/75)60	.40
A107 Short Form for Small Construction Contracts—Stipulated Sum (4/78)60	.40
A111 Owner-Contractor Agreement Form—Cost Plus Fee (4/78) with instruction sheet wrapped60	.40

	Non-Member Price	Member Price
A117 Abbreviated Owner-Contractor Agreement Form—Cost Plus (3/79) with instruction sheet wrapped60	.40
A171 Owner-Interiors Contractor Agreement Form (3/79) with instruction sheet wrapped60	.40
A201 General Conditions of the Contract for Construction (8/76)	1.50	1.00
A201 General Conditions of the Contract for Construction—Construction Management Edition (1/75)	1.50	1.00
A201 General Conditions of the Contract for Construction and Federal Supplementary Conditions of the Contract for Construction (8/77)	2.10	1.40
A271 General Conditions of the Contract for Furniture, Furnishings and Equipment (12/77)	1.50	1.00
A271A Instruction Sheet	N/C	N/C
A305 Contractor's Qualification Statement (3/79)60	.40
A310 Bid Bond (2/70)25	.17
A311 Performance Bond and Labor and Material Payment Bond (2/70)35	.23
A331 Guaranty for Bituminous Roofing (1/66)30	.20
A401 Contractor-Subcontractor Agreement Form (4/78)40	.27
A501 Recommended Guide for Bidding Procedures and Contract Awards (11/69)	1.80	1.20
A511 Guide for Supplementary Conditions (7/77)	1.50	1.00
A521 See Miscellaneous Items		
A701 Instructions to Bidders (5/78) with instruction sheet wrapped60	.40
B SERIES/Owner-Architect Documents		
B141 Standard Form of Agreement between Owner and Architect (7/77)60	.40
B141A Instruction Sheet	N/C	N/C
B141 Standard Form of Agreement Between Owner and Architect—Construction Management Edition (5/75)60	.40
B151 Abbreviated Owner-Architect Agreement Form (6/78)60	.40
B161 Standard Form of Agreement Between Owner and Architect for Designated Services (11/77)60	.40
B161A Instruction Sheet	N/C	N/C
B162 Scope of Designated Services (11/77) with instruction sheet wrapped	3.00	2.00
B171 Standard Form of Agreement for Interior Design Services (11/77) ..	.60	.40
B171A Instruction Sheet	N/C	N/C
B181 Owner-Architect Agreement for Housing Services (6/78) with instruction sheet wrapped60	.40
B352 Duties, Responsibilities, and Limitations of Authority of Full-Time Project Representative (4/70)35	.23

		Non- Member Price	Member Price			Non- Member Price	Member Price
B431	Standard Form of Questionnaire for the Selection of Architects for Educational Facilities (1/72)30	.20	F703	Aged Accounts Receivable—1972 ..	4.50	3.00
B551	Statement of Architect's Services (6/72)	1.00	.67	F712	Project Payroll Cost Worksheet—1972	4.50	3.00
B727	Standard Form of Agreement Between Owner and Architect for Special Services (10/72)60	.40	F714	Detail of Expenses—1972	4.50	3.00
B801	Standard Form of Agreement Between Owner and Construction Manager (12/73)60	.40	F716	Time Distribution Summary—1972..	4.50	3.00
C SERIES/Architect-Consultant Documents				F721	Project Estimating and Budget Worksheet—1972	4.50	3.00
C141	Standard Form of Agreement Between Architect and Engineer (1/74)60	.40	F723	Project Progress Report—1972	4.50	3.00
C161	Standard Form of Agreement Between Architect and Consultant (available mid-1979)			F725	Project Summary Report—1972	4.50	3.00
C431	Standard Form of Agreement Between Architect and Consultant for other than Normal Engineering Services (3/72)60	.40	F SERIES/Compensation Guidelines Forms and Worksheets			
C801	Joint Venture Agreement (3/72)60	.40	F800	Complete Set of 2 Each of 24 Forms Needed—F810 through F860 (1978)	4.80	3.20
D SERIES/Architect-Industry Documents				25 SHEETS PER UNIT			
D101	Architectural Area and Volume of Buildings (6/74)30	.20	F810	Scope of Designated Services Worksheet (unphased)	2.40	1.60
D200	Project Checklist (5/73)	1.80	1.20	F820	Phase Compensation Worksheet (unphased)	2.40	1.60
E SERIES/Architect-Producer Documents				F850	Project Time and Payment Schedule	2.40	1.60
E101	Technical Literature for the Construction Industry (7/72)60	.40	F SERIES/Standardized Accounting For Architects Forms			
F SERIES/Architect's Accounting Forms—Manual System				25 SHEETS PER UNIT			
F101	Cash Journal—1949	2.40	1.60	F1001	Cash Receipts Journal (1978)	2.40	1.60
F102	Cash Journal—1949	2.40	1.60	F1002	Cash Disbursements Journal (1978)	2.40	1.60
F103	Cash Journal—1949	2.40	1.60	F1004	Trial Balance (1978)	2.40	1.60
F104	Cash Journal—1953	2.40	1.60	F1006	Balance Sheet and Income and Expense Statement (1978)	2.40	1.60
F105	Cash Journal—1949	2.40	1.60	F2002	Fixed Assets Record (1978)	2.40	1.60
F106	Cash Journal—1949	2.40	1.60	F2004	Notes and Investment Record (1978)	2.40	1.60
F107	Journal Form—1949	2.40	1.60	F3003	Payroll Journal (1978)	2.40	1.60
F201	Payroll Journal—1953	2.40	1.60	F3005	Staff Payroll Record (1978)	2.40	1.60
F202	Payroll Journal—1949	2.40	1.60	F4001	Project Time Distribution (1978)	2.40	1.60
F203	Payroll Journal—1949	2.40	1.60	F4003	Project Expense Record (1978)	2.40	1.60
F301	Ledger Account Form—1949	2.40	1.60	F5001	Billing Extract (1978)	2.40	1.60
F401	Job Expense Record Form—1953 ..	2.40	1.60	F5003	Aged Accounts Receivable (1978) ..	2.40	1.60
F402	Employee Record Form—1953	2.40	1.60	F6001	Ledger Account (1978)	2.40	1.60
F403	Fixed Assets Record—1949	2.40	1.60	F6002	Journal (1978)	2.40	1.60
F404	Note and Investment Record—1949	2.40	1.60	F6003	Accounting Worksheet I (1978)	2.40	1.60
50 SHEETS PER UNIT				F6004	Accounting Worksheet II (1978)	2.40	1.60
F501	Trial Balance—1953	3.60	2.40	50 SHEETS PER UNIT			
F502	Balance Sheet—1953	3.60	2.40	F2001	Expense Voucher (1978)	4.50	3.00
F503	Profit and Loss Statement—1949	3.60	2.40	F3001	Time Record (1978)	4.50	3.00
F504	Indirect Expense Factor—1953	3.60	2.40	F3002	Staff Expense Record (1978)	4.50	3.00
F601	Time Record Sheet—1971	4.80	3.20	F5002	Invoice for Architectural Services (1978)	4.50	3.00
F603	Expense Voucher nonpersonnel—1953	2.10	1.40	G SERIES/Architect's Office and Project Forms			
F605	Expense Record—1953	2.10	1.40	25 SHEETS PER UNIT			
F701	Billing Extract—1972	4.50	3.00	G602	Soil Investigation and Engineering Services Agreement (2/74)	4.50	3.00
				G610	Owner's Instructions for Bonds and Insurance (11/78)	4.50	3.00
				50 SHEETS PER UNIT			
				G601	Land Survey Requisition (10/72)	4.50	3.00
				G604	Change Authorization for Professional Services (3/79) with instructions	4.50	3.00

		Non-Member Price	Member Price			Non-Member Price	Member Price
G701	Change Order (4/78)	4.50	3.00	HBC6	The Architect's Office—1971	1.80	1.20
G702	Application and Certificate for Payment (4/78)	4.80	3.20	HBC7	Insurance and Bonds of Suretyship—1969	1.80	1.20
G703	Continuation Sheet for G702 (4/78)	4.80	3.20	HBC8	Withdrawn		
G704	Certificate of Substantial Completion (4/78)	4.50	3.00	HBC9	Withdrawn		
G705	Certificate of Insurance (11/78)	4.50	3.00	HBC10	Interprofessional Agreements—197590	.60
G706	Contractor's Affidavit of Payment of Debts and Claims (4/70)	4.50	3.00	HBC11	Project Procedures—1969	1.80	1.20
G706A	Contractor's Affidavit of Release of Liens (4/70)	4.50	3.00	HBC12	Construction Documents—Drawings—197090	.60
G707	Consent of Surety to Final Payment (4/70)	4.50	3.00	HBC13	General Conditions of the Contracts for Construction—1977	1.80	1.20
G707A	Consent of Surety to Reduction in or Partial Releases of Retainage (6/71)	4.50	3.00	HBC14	Construction Documents—Specifications—1972	1.80	1.20
G708	Withdrawn/Replaced by G710 and G713			HBC15	Construction Cost Analysis—197090	.60
G709	Proposal Request (4/70)	4.50	3.00	HBC16	Selection of Contractors—197190	.60
G710	Architect's Supplemental Instructions (3/79) with instructions	4.50	3.00	HBC17	Owner-Contractor and Contractor-Sub-contractor Agreements—1973	1.80	1.20
G711	Architect's Field Report (10/72)	4.50	3.00	HBC18	Construction Contract Administration—1973	1.80	1.20
G712	Shop Drawing and Sample Record (10/72)	4.50	3.00	HBC19	Legal Concerns—1969	1.80	1.20
G713	Construction Change Authorization (3/79) with instructions	4.50	3.00	HBC20	Marketing Architectural Services—1975	1.80	1.20
G801	Application for Employment (6/75)	4.50	3.00	HBC21	The Architect as Preservationist—197190	.60
G802	Withdrawn/Replaced by F5002			Architect's Handbook of Professional Practice			
G804	Register of Bid Documents (4/70)	4.50	3.00	M104	Architect's Handbook of Professional Practice (Set of 2 Volumes)	30.00	20.00
G805	List of Subcontractors (4/70)	4.50	3.00	M104A	Architect's Handbook/ <i>Contents Only</i>	20.00	13.32
G807	Project Directory (4/70)	4.50	3.00	M104B	Architects Handbook/ <i>Two Binders Only</i>	10.00	6.66
G809	Project Data (4/70)	4.50	3.00	Miscellaneous Items — Code 4 (no discount)			
G810	Transmittal Letter (4/70)	4.50	3.00	P102	Handbook Supplement Service (1979) keeps M104 up-to-date	12.00	12.00
G811	Employment Record (11/73)	4.50	3.00	A521	Uniform Location of Subject Matter (1977)	2.00	
G813	Temporary Placement (1/74)	4.50	3.00	A521M	ULSM for AIA member		1.00
Architect's Handbook of Professional Practice—Chapters				<i>For further information about interpretation of AIA documents, contact the Documents Division, Practice and Design Department, 785-7254.</i>			
HBC1	The AIA Handbook—197390	.60				
HBC2	The Construction Industry—196990	.60				
HBC3	AIA and Related Organizations—1972	1.80	1.20				
HBC4	Careers in Architecture—1972	1.80	1.20				

Education

Accredited Programs in Architecture

Annual list prepared by the National Architectural Accrediting Board (NAAB), containing those schools which offer accredited first professional degree programs, with addresses, phone numbers and names of deans. Free.

Available through National Architectural Accrediting Board, at AIA Headquarters (833-1180).

ACSA News

Newsletter issued five times during the academic year, containing news about architectural schools. Available only by membership. Price: \$14 for students; \$23 for all others. Membership includes "Journal of Architectural Education." Available through the Association of Collegiate Schools of Architecture, at AIA Headquarters (785-2324).

AIA Scholarship Announcement

Annual poster outlining program descriptions, eligibility criteria and application procedures for five AIA scholarship programs. Free.

Available through Education Division,

Education and Professional Development Department (785-7349).

Approval Procedure—Architectural Technicians Training Programs

10-page publication (1975) prepared by the AIA educational task force for architectural technicians' training, which is a detailed description of the AIA

approval procedure for two-year technician training programs. Free.

Available through Education Division, Education and Professional Development Department (785-7349).

Architectural Career Awareness Package
(3-M401)

80 color slides with script for use by high school counselors or architects lecturing young groups of prospective architects. Includes "Architecture in Community and Junior Colleges," "Architecture Schools in North America" and assorted pamphlets. \$30, nonmembers; \$25, members.

Available through Association of Student Chapters/AIA at AIA Headquarters (785-7272).

Architectural Secretaries Association

Organized to promote and advance the professional and educational standards of architectural secretaries and contribute to the improvement of administrative procedures in architectural offices, ASA has chapters, locally sponsored by AIA chapters, all across the country.

Contact Terry Peck, ASA/AIA Liaison (785-7285) or AIA chapter nearest you.

Architecture Schools in North America
(3-M124)

300-page book (1977) is a complete guide for prospective architecture students. It includes a faculty directory. Published by the Association of Collegiate Schools of Architecture (ACSA) and Peterson's Guides. \$5.95.

Available through Publications Fulfillment Division (785-7332).

ASC/AIA News

Monthly newsletter of the Association of Student Chapters/AIA with news items of interest to architectural students. Free to ASC/AIA members and CRIT/ASJ subscribers.

Available through Association of Student Chapters/AIA, at AIA Headquarters (785-7272).

ASC/AIA Student Forum

Annual convention held over the Thanksgiving holidays which brings together architectural students from around the country. Forum '79 will be held in Houston, Texas.

Contact Association of Student Chapters/AIA, at AIA Headquarters (785-7272).

Counseling for Architectural Careers

Students desiring basic architectural career information are counseled by the education and professional development department staff. Counseling may be in person or by letter.

Contact Education Division, Education and Professional Development Department (785-7349).

CRIT—The Architectural Student Journal

Biannual magazine published by the Association of Student Chapters/AIA. Includes articles on architecture, architectural education and alternative careers in architecture. Free to ASC/AIA members. Two-year subscription is \$4.

Available through Association of Student Chapters/AIA, at AIA Headquarters (785-7272).

Design Disciplines: An Overview of Office Practice

A series of seminars produced and sponsored by the Architectural Secretaries Association to introduce the new architectural secretary and/or recent architectural graduate to the administrative functions of an architectural practice.

Contact Terry Peck, AIA/ASA Liaison (785-7285).

A Handbook for Measurement and Evaluation in Design Education

111-page publication (1969) prepared by Educational Testing Service, discussing the value and limitations of methods of measuring the performance of students in design curricula. Free.

Available through Office of the Administrator, Education and Professional Development Department (785-7347).

How to Conduct Environmental Education Workshops for Teachers and Architects

116-page guidebook documents and evaluates five workshops held to help train architects to function as resource people for built environmental education. \$2.

Available through Publications Fulfillment Division (785-7332).

Journal of Architectural Education

Quarterly (during academic year) journal of the Association of Collegiate Schools of Architecture (ASCA). Single issue \$4; free to ASCA members; \$12 per year to all others.

Available through Association of Collegiate Schools of Architecture, at AIA Headquarters (785-2324).

Legal Study Program

Selected architect/law students receive academic credit for a part-time work-study program concerned with legal matters and contract documents.

Contact Documents Division, Practice and Design Department (785-7254).

Life Experiences in Environmental Design
(4-M127)

267-page publication (1975) containing interviews with students and recent graduates about their aspirations, travails, satisfactions, etc. Published by Association of Collegiate Schools of Architecture. \$4.

Available through Publications Fulfillment Division (785-7332).

A Program for Architectural Technicians' Training

18-page publication (1968) prepared by the AIA educational task force for architectural technicians' training, which makes recommendations for the establishment and improving of programs for architectural technicians. Free.

Available through Education Division, Education and Professional Development Department (785-7349).

Reynolds Aluminum Prize for Architectural Students

Brochure (1976) describing the annual award program open to students who have completed two years of architectural school. Sponsored by Reynolds Metals Co. and administered by AIA. Contains eligibility requirements, submission procedures, entry dates, etc., and a tear-off entry slip. Free.

Available through Awards Division, Office of Assistant Secretary (785-7390).

Student Competitions

Several competitions held throughout the year.

For current information contact the Association of Student Chapters/AIA, at AIA Headquarters (785-7272).

Summer Legal Intern

An architect/law student is selected each year to spend the summer working at AIA headquarters on contract documents and legal concerns.

Contact Documents Division, Practice and Design Department (785-7254).

For further information about education of architects in general, contact the Office of the Administrator, Education and Professional Development Department, 785-7347. Questions regarding careers and scholarship opportunities should be directed to the Education Division, 785-7349. Contact the Association of Student Chapters/AIA, 785-7272, and the Association of Collegiate Schools of Architecture, 785-2324 (both of which are located at AIA Headquarters) for information about their respective organizations.

Educational Facilities

Bibliography of Information for Facility Planning for Special Education (2-M706)
85-page bibliography (1975) prepared by the AIA committee on architecture for education, listing books and publications, resources and related facilities for seven categories of disability. Selectively annotated. \$4.

Available through Publications Fulfillment Division (785-7332).

A Child Went Forth

16mm color film (28 minutes) focusing on the debilitating effects of the inner-city school on children, and providing a contrast with new innovative projects for school architecture. Free loan.

Available through Audiovisual Division, Library (785-7295).

For further information about educational facility planning, contact the Professional Interest Programs Division, Education & Professional Development Department, 785-7366.

Energy

Basics of Solar Heating and Hot Water Systems (4-M262)

This 48-page publication (1977) from AIA Research Corporation is basically a revision of "Solar Energy and Housing: An Introduction." Discusses passive and active systems which can be used in residential heating and domestic hot water systems. Introduces systems design considerations, from collector components and placement, to storage and heat exchangers, to distribution. Includes visual "state-of-the-art" view of solar energy systems in housing. \$5.

Available through Publications Fulfillment Division (785-7332).

Capturing the Sun

32-page publication of winning entries of solar dwelling design student competition sponsored by AIA Research Corporation. \$1.50.

Available through AIA Research Corporation (785-7800).

Developing an Energy Performance Work Plan for Arizona Buildings, edited by Hugh Knoll, AIA

Report of \$52,000-grant program on developing performance-based criteria for energy conservation in buildings. All items postpaid.

Synthesis, Phase 1 \$7

Appendix A: Climate Charts \$7

Appendix B: Evaluation

Procedures \$7

Appendix C: Implementation

Issues \$7

Available from Arizona Architects Foundation, Inc., 1121 N. Second St., Phoenix, Ariz. 85004.

E = PR²: A Public Relations Idea Kit for AIA Chapter Energy Programs (6-N815)

Tabloid (1976) which contains ideas for promoting AIA's energy policy. Includes examples of press coverage of energy-related chapter activities, a reprint of AIA's *Washington Post* ad and suggestions for using it, an order form for the slide show "Saving Energy in the Built Environment" and energy-related materials available through AIA. Free to public relations chairmen and executives.

Available through Publications Fulfillment Division (785-7332).

Energy Activities in the Schools

100-page report (1976) resulting from the December 1975 teachers seminar on education for energy conservation. Includes two-page statements from 61 schools on current coursework, publications, faculty, research and competitions in energy. \$3.

Available through Association of Collegiate Schools of Architecture, at AIA Headquarters (785-2324).

Energy and the Built Environment: A Gap in Current Strategies (6-N901)

18-page publication (1974) prepared by Leo A. Daly, FAIA, and the AIA task force on energy conservation, which shows how sustained efforts to achieve energy efficiency in the built environment can contribute toward solving the energy crisis, and proposes specific programs to bring this about. Free.

Available through Publications Fulfillment Division (785-7332).

Energy and the Built Environment: A Gap in Current Strategies—A Nation of Energy Efficient Buildings by 1990 (6-N901; 6-N905)

The two major study reports on energy efficiency. Good reading for background in preparation for speaking, slide show presentation, basis for articles, etc. Free.

Available through Director of Energy Programs (785-7252).

Energy Conservation in Building Design (4-M212)

Prepared by the AIA Research Corporation, it describes opportunities for conserving energy through building design. It is the product of a national energy policy study financed by the Ford Foundation to investigate various aspects of the technological and social impacts of energy supply and consumption. Soft cover, 156 pages, \$5.

Available through Publications Fulfillment Division (785-7332).

Energy Notebook (5-Z200N)

Developed and constantly updated by AIA, the Energy Notebook is a comprehensive information service. The set of two looseleaf binders includes: well-documented case studies, reference guides, design approaches, a bibliography, article reprints, latest codes and regulations information. Subscribers receive quarterly "update packets" of new information for various sections of the manual. Current developments in standards, technical information, publications, seminars and workshops, and research projects are included in the "Energy Newsletter" sent 10 times during the year. 12-month service \$120 nonmember; \$90 AIA member. Renewal for 1978 edition (5-Z200R) \$90 nonmember; \$60 AIA member.

Available through Publications Fulfillment Division (785-7332).

Energy Planning for Buildings (4-M720)

Presents a proven process that design professionals can use (or adapt) to study the current energy performance of a building, uncover opportunities for energy-conscious improvements, evaluate those opportunities and see that they are carried out to the building owner's best benefit (1979). Describes in detail a manual technique for calculating energy usage and shows in a sample problem how that technique can be applied. Also provides a basis for understanding computer-aided energy estimating techniques. \$40 AIA members, \$44 to others.

Available through Publications Fulfillment Division (785-7332).

Hawaii Home Energy Book

Guide for saving energy and money for families living in semitropical climates, by Jim Pearson, AIA. Builders, architects and students should also find this book

useful. Contains black and white sketches and photos. Soft cover. \$8.95 plus postage.

Available through Hawaii Society/AIA, 1192 Fort Street, Honolulu, Hawaii 96813, (808) 538-7276.

Hold on to Your Heat (and Keep Your Cool) (6-N906)

Pamphlet (1976) intended as a homeowner's guide to energy conservation. Describes how to take advantage of site, envelope, floor plan, windows, insulation, etc., to conserve energy. Includes bibliography. Free.

Available through Publications Fulfillment Division (785-7332).

Identifying Climatic Design Regions and Assessing Climatic Impact on Residential Building Design

The 26-page report identifies and assesses the impact of climatic forces on human comfort and the design of energy-conserving residential buildings. It shows that by considering the potential influence of such forces—radiation, wind, moisture and diurnal temperature ranges—to increase the comfort zone, residential climatic regions can be established in a national perspective that reflect common predominant design conditions. Illustrated with graphs and 12 maps depicting regional climatic design conditions, the report is available for \$3 (prepaid).

Available through Publications Department, AIA Research Corporation (785-7800).

A Nation of Energy Efficient Buildings by 1990 (6-N905)

20-page publication (1975) prepared by Leo A. Daly, FAIA, and the AIA energy steering committee, outlining a national program to achieve the potentials of energy efficient buildings in an economical and administratively feasible manner. Free.

Available through Publications Fulfillment Division (785-7332).

New Design Concepts for Energy Conserving Buildings (3-M263)

This 124-page book (1977) describes 115 innovative approaches to designing energy-efficient buildings. From an AIA Research Corporation-sponsored energy conscious design student competition, held in 1976. Twelve entries of distinction are featured in detail, using the students' drawings and

diagrams. Text includes student interviews and jurors' comments. Contains bibliography and design concept index keyed to drawings. \$9.95.

Available through Publications Fulfillment Division (785-7332).

A Plan for Total Energy Efficiency in Buildings (6-N907)

25-page report (1975) directed toward government policy makers, which discusses approaches to develop performance-based energy budgets and economic incentives for maximum energy efficiency. Free.

Available through Publications Fulfillment Division (785-7332).

Prescriptive Standards: No Rx for Energy Conservation in Buildings (6-N816)

Folder (1976) promoting performance-oriented standards for energy conservation, rather than prescriptive standards. Free.

Available through Publications Fulfillment Division (785-7332).

Saving Energy in the Built Environment: The AIA Policy (6-N904)

Brochure (1975) summarizing two previous publications: "Energy and the Built Environment: A Gap in Current Strategies"; "A Nation of Energy Efficient Buildings by 1990." Free.

Available through Publications Fulfillment Division (785-7332).

Saving Energy in the Built Environment: Program Package 6 (4-N813)

15-minute slide show and script (1976) explaining how energy-conscious building design can help reduce dependence on fossil fuels. Stresses role of the architect in designing and retrofitting for energy efficiency. Includes 25 copies each of the following pamphlets: "Hold on to Your Heat (and Keep Your Cool)"; "Saving Energy in the Built Environment: The AIA Policy." Also includes one copy of each of the following: "Energy and the Built Environment: A Gap in Current Strategies"; "A Nation of Energy Efficient Buildings by 1990." \$12.50 prepaid.

Available through Publications Fulfillment Division (785-7332).

The Solar Advantage (6N820)

Pamphlet (1978) briefly describing current studies and legislation concerning solar energy. Results of recent research are applied to the energy efficiency of residences. Free.

Available through Publications Fulfillment Division (785-7332).

Solar Architecture (3-M234)

This 350-page book (1976) was prepared for ERDA by the Association of Student Chapters/AIA. This excellent, photo-illustrated reference is full of material on the history, components, natural context,

research and the future of solar design.

A result of the ASC/AIA annual forum held in Tempe, Ariz., November 1975, it is a comprehensive collection of expert presentations and panel discussions.

Attendees included many of the nation's leading architects and researchers in the field. \$12.

Available through Publications Fulfillment Division (785-7332).

Solar Architecture (Environmental Communications)

70 color slides with booklet. Shows in detail more than 20 existing structures that effectively use the sun's energy. Illustrates buildings with passive solar heating, and buildings with various types of collectors and storage systems. Rent \$15 to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Solar Dwelling Design Concepts (3-M311)

146-page report (1976) prepared by AIA Research Corporation on solar heating and cooling was prepared under contract to HUD Development as part of HUD's effort to demonstrate the feasibility of solar technology. A short history of solar applications, description of solar components and full systems, discussion of environmental factors and design concepts and case studies make up this comprehensive overview of current concepts in solar design. \$5.

Available through Publications Fulfillment Division (785-7332).

Strategies for State and Local Energy Plans

56-page publication (1975) intended for use by components in implementing a total energy plan and in dealing with proposals to enact prescriptive energy standards. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Sun People

Examples of passive solar homes in northern New Mexico—owners and architects speak about their experiences with passive solar. 16mm color film, 16 minutes. Rent \$15, to AIA members. *Available through Audiovisual Division, Library (785-7295).*

Wind Energy Poster (4-M233)

Front side handsomely illustrates the history of wind-harnessing devices for mechanical and electrical power from pre-Christian times to the present. Back side gives a comprehensive account of technical design information for modern wind energy conversion systems, and a list of manufacturers, research organizations and literature references. Includes a summary in French and German. Developed by Vonier and Wolff. Four-color, 24x30 inches. Single copy \$4, two or more (4-M233Q) \$3.25 each.

Available through Publications Fulfillment Division (785-7332).

For further information about energy, contact the Energy Division, Office of the Group Executive for Program Development, 785-7248.

Environmental Design

The AIA Asks: Why? Why Not?: Program Package 1 (6-N807)

25-page package (1974) which explains how to place a series of pictures and captions about good and bad environmental features in local newspapers. Describes the program, gives ideas for pictures and captions, provides "how-to" information about approaching the newspaper, etc. Free.

Available through Publications Fulfillment Division (785-7332).

Architectural Design and the Social Sciences (2-M214)

Companion publication (1975) to "Social Science and Design," which gives more information on designer and social scientist collaboration. \$3.

Available through Publications Fulfillment Division (785-7332).

Architecture and Your Life (4-Q101)

35mm, 50 frame color filmstrip, with teachers guide. Deals with the effect of architecture on man and the unprecedented responsibility of today's citizen for deciding upon the quality of the environment. \$2.

Available through Publications Fulfillment Division (785-7332).

Design Review Boards: A Handbook for Communities (2-M203)

52-page resume (1974) of the law on design review and an annotated model ordinance to guide communities that choose to adopt a design review board process. Published by AIA. \$7.

Available through Publications Fulfillment Division (785-7332).

Designscape

160 color slides with reel-to-reel synchronized tape (1975). A visually delightful view of many of the old and new "designs" we see all around us. Free loan to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Environmental Impact Statements Bibliography

Four-page selected and annotated bibliography (1975) prepared by the AIA committee on architecture for commerce and industry. Free.

Available through the Library (785-7293).

Environments for People: Program Package 5 (4-N812)

80 slides, introduction, script and suggestions for use (1976). Explains how architects provide for basic human needs (shelter, privacy, personalization, socializing, mobility, communication) in their design of the man-made environment. \$15.

Available through Publications Fulfillment Division (785-7332).

Guidelines for Environmental Aspects of the Practice of Architecture

Guidelines by the regional development and natural resources committee were adopted by the AIA board of directors to underline environmental concerns of AIA code of ethics. Free.

Available through Director of Design and Environment Programs (785-7363).

Life Experiences in Environmental Design (4-M127)

267-page publication (1975) containing interviews with students and recent graduates about their aspirations, travails, satisfactions, etc. Published by Association of Collegiate Schools of Architecture. \$4.

Available through Publications Fulfillment Division (785-7332).

Orchids and Onions: Program Package 4 (6-N811)

Folder (1975) explaining how components can carry on a program which asks the public to nominate organizations and individuals who made good (orchids) or bad (onions) contributions to the man-made environment; a jury selects the winners. Based on a project of the Western Communities Architects' Association, a section of the Chicago Chapter/AIA. Free

Available through Publications Fulfillment Division (785-7332).

Social Science and Design: A Process Model for Architect and Social Scientist Collaboration (2-M206)

Volume (1974) which reports on a conference held in October 1973. Published by AIA. \$3.

Available through Publications Fulfillment Division (785-7332).

Socio-Physical Technology (2-M202)

38-page workshop report (1970) interrelating the efforts of experts from all disciplines involved in efforts to better the environment. Published by AIA. \$3.

Available through Publications Fulfillment Division (785-7332).

Spaces for the Species

30-minute slide synchronized cassette tape presentation (1975) summarizing users' responses to various environments, such as a hotel, a school, an urban plaza and a shopping center. Free loan to AIA members only.

Available through Audiovisual Division, Library (785-7295).

For further information about environmental design in general, contact the Design & Environment Programs Division, Practice and Design Department, 785-7363.

Environmental Education

Built Environment Education: Program Package 10 (6-N827)

Folder highlighting a built environment education program for elementary school students developed and implemented by an architect. Includes a step-by-step sample program outline, plus a guide to resources and information on built environment education. Free.

Available through Publications Fulfillment Division (785-7332).

Environmental Education: Architecture's Role

23-page publication states the Institute's policy and initiatives in the area of environmental education. Includes discussion of 1970 Environmental Education Act, program examples and implementation suggestions. Companion publication to Environmental Education Legislation/Regulation. Free.

Available through Director, Environmental Education (785-5973) and Director, State and Local Government Affairs (785-7386).

Environmental Education Legislation/Regulation: A Strategy Guide for AIA Components

45-page publication prepared by the environmental education committee to guide components in helping establish state legislation advancing environmental education. Includes model legislation.

Companion publication to Environmental Education: Architecture's Role. Free. Available through Director, Environmental Education (785-5973) and Director, State and Local Government Affairs (785-7386).

Environmental Education Teaching Tools

40-page annotated catalog prepared by the environmental education committee, listing information on resources (books, games, films, etc.) for environmental education. Free.

Available through Director, Environmental Education (785-5973).

How to Conduct Environmental Education Workshops for Teachers and Architects (4-N205)

116-page guidebook documents and evaluates five workshops held to help train architects to function as resource people for built environmental education. \$2.

Available through Publications Distribution (785-7274).

Parallels: Teaching Architecture in Elementary and Secondary Schools

A descriptive case study written by an architect and a teacher who created and taught a course for Red Wing, Minn., sixth graders on the built environment. This brochure presents their goals and methods in parallel format for teachers and planning professionals who may wish to use these ideas in their own community schools. Published in the Sept./Oct. 1979 issue of Architecture Minnesota and available in single or bulk copies. Prices on request.

Available through the Minneapolis Society/AIA, 314 Clifton Ave., Minneapolis, Minn. 55403.

Streets (1976)

Curriculum for urban awareness program, grades 3-6, with a teacher's guide. Published through a grant from National Education Association and with the work of the Environmental Education Fund of the BSA. The manuals were prepared by The Architects Collaborative. Students Workbook and Teachers Guide \$7 plus \$2 handling. Teachers Guide (2) with 30 Student Workbooks. Contact Harwell Associates, Convent Station, N.J. 07961. Available through Boston Society of Architects, 320 Newbury St., Boston, Mass. 02115, (617) 267-5175.

A Teacher Introduction to Environmental Education

31-page booklet prepared by the AIA environmental education committee, intended to arouse interest about the built

environment among teachers, with suggestions for classroom activities. Free. Available through Director, Environmental Education (785-5973).

Ethics

Code of Ethics and Professional Conduct (6-J330)

Two-page document published by the office of the secretary describing the canons, ethical standards and rules of conduct for AIA members as adopted by the board and members. Free.

Available through Publications Fulfillment Division (785-7332).

For further information about ethical matters, contact the Office of Assistant Secretary (785-7802).

Exhibits

Architectural Exhibitions

A listing (1978) of circulating exhibitions and exhibition ideas for use by museums, galleries, schools, AIA chapters and public exhibition halls. Prepared by Christine Mills. Free.

Available through the Octagon, 1799 New York Ave., N.W., Washington, D.C. 20006, (638-3105).

An Evaluation of Product Exhibits

Directed to the Architectural Profession
15-page publication (1976) showing the results of a survey conducted among architectural firms, to discover the relative value of product exhibits and how to make such exhibits more valuable. Useful for components planning shows, and to manufacturers planning exhibits. Free. Available through Convention Division (785-7395).

Exhibition of Architecture for Criminal Justice, 1976 (6-N404)

Directory (1976) of the architecture for criminal justice exhibition held in Denver, Aug. 22-26, 1976. Sponsored by the American Correctional Association and AIA. Free.

Available through Publications Fulfillment Division (785-7332).

National, Regional and Local Exhibitions

The board of directors may grant approval to AIA members to participate in national exhibitions when the board finds that all such interests are fully protected and when certain conditions are met.

The secretary of the Institute or state or regional components has authority to approve local and regional exhibitions.

For further information, contact Office of Assistant Secretary (785-7802).

Filing System

Uniform Construction Index: A System of Formats for Specifications, Data Filing, Cost Analysis, and Project Filing (2-M200)

A comprehensive data filing format (1972) for design and construction information; a format for filing project correspondence; the CSI format for construction specifications; an estimator's cost analysis format, and a key word index interrelated with the specifications and data filing formats. \$12.

Available through Publications Fulfillment Division (785-7332).

Financial Management

AIA Time Data Bank: Status Report, October 1978 (4-M717)

This report was prepared for the AIA board of directors by the AIA time data bank task force. As an integral component of the AIA financial management system, the time data bank is aimed at sharing among AIA members information on personnel time required to provide items of professional services for a variety of recent projects. This then provides an accessible data base for checking personnel time requirements when estimating compensation for new projects. Each of the seven building-type groups included in the report is preceded by a detailed listing of each building type in the building classification code, together with a count of the number of data forms in each category. Within a category, the 331 data forms are arranged by building size. \$15. Available through Publications Fulfillment Division (785-7332).

Architect/Engineer Supplement to Compensation Guidelines (2-M188A) is intended for in-house use by the architect/engineer when using cost-based approach to compensation. A discussion of issues that arise when negotiating with the client, it begins with a series of general considerations and deals with the subjects of adjustments and revisions to compensation, contingencies, methods of compensation and billing. Available only to architects and engineers. 12 pages. \$2.50. Available through Publications Fulfillment Division (785-7332).

Architects Compensation: A Management Approach (4-N810)

15-minute slide show and script (1975) outlining the concept of cost-based com-

pensation. Western edition includes more detailed description of the Personnel Time Data Bank Program. \$30.

Available through Publications Fulfillment Division (785-7332).

Compensation Guidelines for Architectural and Engineering Services, 2nd Edition (2-M188)

Prepared by AIA with the assistance of the American Consulting Engineers Council, this 160-page (1978) financial management tool places equal emphasis on both the architectural and engineering services required for building projects. Provides a rational process for relating design professionals' compensation to cost of services. Shows how to work with the client to analyze a project, item by item, to reach an agreement on scope of services required. \$12.50.

Available through Publications Fulfillment Division (785-7332).

Financial Analysis of Building Projects: A New Market for Architects

One-day lab. Information available on content, instructor and dates.

Contact Continuing Education Division, Education and Professional Development Department (785-7355).

The Future of A/E Production Practices

Consists of a carousel slide tray and accompanying cassette tape on a glimpse of the future. Show identifies some 30 conceptual programs designed to systematize costly, repetitive practices in the design phase, production phase, construction phase and office management. Free loan.

Contact PS&E, Inc., a wholly owned corporation of AIA, at AIA Headquarters (785-7246).

Life Cycle Cost Analysis

Two-day lab. Information available on content, instructor and dates.

Contact Continuing Education Division, Education and Professional Development Department (785-7355).

Managing and Profiting from Cost-Based Compensation: A Mini-Guide (3-ST113)

A miniguide which helps the architect identify and agree upon with the client the services needed for a project, estimate the time and cost of these services, arrive at a fair compensation which is satisfactory to and adequately protects both parties; and, afterwards, manage the project and its costs for the maximum performance and profit. One copy needed per participant. \$3.35.

Available through Publications Fulfillment Division (785-7332).

Standardized Accounting for Architects (2-M705)

First published in 1950, this extensively revised manual (1978) brings the accounting system presented into conformity with the entire AIA financial management system. It is designed to provide a simple record-keeping procedure that will yield appropriate financial data for routine tax and accounting purposes and for monitoring the operations of a firm. The double-entry system of bookkeeping employed in this book allows the use of either the cash basis or the accrual basis for accounting. Subjects covered include: basic accounting principles, standardized accounting procedures, the basic system and the cash journals, adjusting and closing cash journals, and payroll and project expense accounting. A glossary of terms is provided. \$20.

Available through Publications Fulfillment Division (785-7332).

Your Architect's Compensation (4-N902)

Designed as a companion piece to *You and Your Architect*, this booklet is designed to provide answers to owners' questions about the cost-based approach to paying their architects. Discusses various methods of compensation and explains how the cost-based approach ties compensation directly to the designated services needed to carry out a project. \$.75 for single copy. For AIA members only. 25 copies/\$15. (4-N902B).

Available through Publications Fulfillment Division (785-7332).

For further information about financial management in general, contact the Practice Division, Practice and Design Department, 758-7257. AIA accounting and financial management forms are listed under AIA Documents.

Firesafety

Buildings, Blazes and Box Office: Program Package 3 (4-N809)

62 slides, 18 page script and discussion suggestions (1975). Shows what architects as well as building owners and users can do to make buildings firesafe. Includes slides from the film "The Towering Inferno." \$15 prepaid.

Available through Publications Fulfillment Division (785-7332).

Educating the Architect: Fire and Life Safety

33-page report (1975) prepared by the AIA task group on fire and life safety, documenting the need for better firesafety curricula in education, and a program to

implement the proposed recommendations. Free.

Available through Codes and Standards Division, Practice & Design Department (785-7256).

For further information about firesafety, contact the Codes and Standards Division, Practice & Design Department, 785-7256.

Funding

Funding Sources for Architectural Programs: Foundations Supporting the Built Environment

A resource listing compiled by the AIA Foundation and the National Endowment for the Arts. Contains essential information on more than 200 foundations which support the built environment. \$8.

Available through Publications Marketing (785-7274).

Government Affairs—National

Annual one-page list containing an abbreviated description of AIA policies related to congressional issues. Free.

Available through Congressional Liaison Division, Government Affairs Department (785-7379).

Architects in Government Roster (2-M161)

List (1979) giving names and addresses of architects employed by federal, state and local governments. \$6.

Available through Publications Fulfillment Division (785-7332).

Congress of the United States

Brochure containing names and party affiliations of representatives and senators. Arranged by state or territory. Free.

Available through Congressional Liaison Division, Government Affairs Department (785-7379).

Congressional Contact System

Service to any AIA member who wishes to visit his/her representatives and senators. Information on pertinent legislative issues, a member's committee

assignments, AIA policies, etc., are offered on request.

Contact Congressional Liaison Division, Government Affairs Department (785-7379).

Congressional Punch List

Pamphlet containing a voting analysis chart for the U.S. Congress on selected legislative issues. Free.

Available through Congressional Liaison Division, Government Affairs Department (785-7379).

Federal Programs Conference

Annual conferences sponsored by AIA and the engineering societies. Provides opportunities for A/E professionals to meet key government officials from more than 52 federal agencies and Congress.

Contact Federal Agency Liaison Division, Government Affairs Department (785-7382).

Legislative Minuteman Program

Nationwide system used by the Institute to communicate with individual members of Congress through practicing architects in their home states who personally know representatives or senators or who are simply willing to contact them on issues of importance to the profession.

Contact Congressional Liaison Division, Government Affairs Department (785-7379).

Legislative Minuteman Program Flyer

Biennial flyer describing the program. Includes registration card. Lists some of the accomplishments of the program. Free.

Available through Congressional Liaison Division, Government Affairs Department (785-7379).

Listing of Legislative and Public Policy Statements of the AIA

Annual listing of position statements. Full text of statements as well as current and past lists are available. Free.

Available through Congressional Liaison Division, Government Affairs Department (785-7379).

Special Obligations: Issues in the Administration of Public Architecture (2-M710)

A 30-page report (1977) summarizing the forum on public architecture held in 1976 and jointly sponsored by AIA's architects in government committee and the federal architecture project of the National Endowment for the Arts. This is

intended to focus national attention on the special responsibilities and special problems of everyone involved in public building—both architects and administrators. \$5.

Available through Publications Fulfillment Division (785-7332).

Working in Government: A Profile Study of the Architect as a Public Employee (2-M712)

Prepared by the AIA architects in government committee (1978), the information presented in this report is intended to give the general public a better understanding of the various functions performed by architects in government; to give educators a clearer view of educational needs and opportunities, and government administrators an opportunity to make comparative assessments of architects in various agencies and at various levels of government. Developed from a survey of more than 2,000 architects in government conducted in 1976, it provides a comprehensive profile of those persons practicing as architects in the public sector. \$5.

Available through Publications Fulfillment Division (785-7332).

For further information about congressional activities, contact Congressional Liaison Division, Government Affairs Department, 785-7379. Questions relating to federal agencies should be directed to Federal Agency Liaison Division, Government Affairs Department, 785-7382.

Government Affairs— State & Local

Architect/Engineer Government Contracting: A Manual (4-M718)

In looseleaf format, this convenient, easy-to-read manual (1979) contains actual forms, documents, regulations, laws, guidelines and techniques used by public officials and design practitioners in A/E contracting. Prepared by the Committee on Federal Procurement of A/E Services (COFPAES), it is available for the first time outside the successful contracting course. \$95.

Available through Publications Fulfillment Division (785-7332).

Architects in Government Roster (2-M161)

List (1979) giving names and addresses of architects employed by federal, state and local governments. \$6.

Available through Publications Fulfillment Division (785-7332).

Community Development Block Grants: Opportunities for Shaping Urban Growth

Identifies for local government officials and concerned citizens those provisions of Title I which provide opportunities for implementing AIA's principal urban growth policy recommendations and how architects can participate. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Direct Government Affairs Assistance

Direct assistance to components in the form of on-site consultation and resource documents for those seeking to expand established government affairs activities or focus on individual issues. Consultation by component officers and executives and Institute staff.

Contact State Component Affairs Division, Component Affairs Department (785-7386).

Environmental Education Legislation/Regulation: A Strategy Guide for AIA Components

45-page publication prepared by the environmental education committee guide components in helping establish legislation advancing environmental education. Includes model state legislation. Companion publication to Environmental Education: Architecture's Role. Free.

Available through State Component Affairs Department, Component Affairs Division (785-7386).

Environmental Education: Architecture's Role

23-page publication discusses the role of architecture in environmental education, describes federal and state legislation and programs, and provides suggestions for implementing environmental education programs.

Available through State Component Affairs Division, Component Affairs Department (785-7386) or Director, Environmental Education (785-5973).

Environmental Education Legislation/Regulation: A Strategy Guide for AIA Components

45-page publication which presents AIA policy on environmental education, contains state legislative guidelines and strategies for implementing a statewide program.

Available through State Component Affairs Division, Component Affairs Department (785-7386) or Director, Environmental Education (785-5973).

Forum on Public Architecture: A Conference for Government Administrators.

Program highlights of conference presentations and discussions between state and local government administrators concerning constraints and opportunities in public architecture. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Forum on Public Architecture: A Conference for Government Administrators—A Resource Book

142-page collection (1976) of articles on public architecture, presenting significant state and local activity in such areas as energy conservation, land use and adaptive use. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Government Alert for Components

Bulletin published six times per year containing brief, timely reports on government affairs developments at the state and local level. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Governmental Information Clearinghouse

A service to provide components with information on state and local issues of professional and public concern. Materials available include copies of legislation, administrative rules, government studies and reports, AIA documents and other background materials. Includes data on liability, energy, registration, etc.

Contact State Component Affairs Division, Component Affairs Department (785-7385).

How to Organize an Effective Government Affairs Program

40-page guide (1975) for improving component government affairs programs. Includes information on the purpose and structure of such programs, the legislative process and state governmental contact systems. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

How To Work Effectively with State Legislatures

44-page publication (1969) by the American Society of Association Executives, advising associations on establishment of a legislative program, lobbying, campaigning and evaluating a legislative session. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Innovations in State Legislation: Land Use Management

Environment and Land-Use: Two California Experiments (2-M170)

Two publications (1973 and 1975) by Richard N. Tager, offered as one unit.

The first is an overview of the role states can play in implementing the fundamental recommendations of the AIA national policy task force. The second report discusses the background and fundamental provisions of CEQA and the Coastal Zone Act. \$2.

Available through Publications Fulfillment Division (785-7332).

Involving Architects in the Community Development Block Grants Programs: A Strategy Guide for AIA Components.

For components' use, providing guidance in the CD block grant planning and application process to encourage local AIA involvement in the programs. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

License Renewal Legislation/Regulation: A Strategy Guide for AIA Components

24-page publication discusses the license renewal trend for architects, outlines potential action by components and contains legislative and regulatory guidelines for components.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

New License Renewal Requirements for Architects: The AIA's Policy and Initiatives

21-page document presents AIA policy on license renewal, describes the principles of the professional development measuring system and discusses current state activity on license renewal.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Original State and Local Government Programs Documents—Legislative Guidelines and Strategies

These documents may include model legislation, legislative guidelines, background information and strategies for component action on significant governmental issues.

Contact State Component Affairs Division, Component Affairs Department (785-7385).

Political Action: A Strategy Guide for AIA Components

32-page document written to encourage architect involvement in the political process, as individuals and through components. Information is included on political action committees, "Meet the Can-

didates Nights" and calendars for state and local elections.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Revising Architectural Registration Laws: Strategy Considerations (6-N502)

36-page publication (1976) containing 1975 survey results on issues and political processes concerning architectural registration laws, including strategies for legislative action. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

The Selection of Architects for Public Construction

55-page publication (revised 1977) which contains two model bills for A/E selection for public construction projects and copies of state A/E selection laws. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

State Housing Finance Agencies: An Overview (2-M198)

20-page publication (1975) by Richard N. Tager which discusses the organization and program activities of HFAs, and focuses on their role as direct lenders in financing multifamily rental housing. Includes a chart summarizing HFA program activities on a state-by-state basis. \$2.50.

Available through Publications Fulfillment Division (785-7332).

Statutes of Limitations

Compilation of information on special statutes of limitations for construction, including legal citations, statutory periods and overview of cases. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Strategies for State and Local Energy Plans

56-page publication (1975) intended for use by components in implementing a total energy plan and in dealing with proposals to enact prescriptive energy standards. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

Sunset Laws: A Strategy Guide for AIA Components

46-page publication discussing sunset legislation, how sunset reviews can affect architecture-related matters and strategies for effective participation in sunset reviews. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

What Is Your Stake in Government Affairs?

Pamphlet designed to encourage political action by AIA members. Free. Available in quantities.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

When They Ask for Competitive Bids . . .

104-page publication (1975) written to assist components in developing an operational strategy to influence governmental policies relating to architect selection and to present arguments against selection based on fee. Free.

Available through State Component Affairs Division, Component Affairs Department (785-7386).

For further information about state component government affairs activities, contact State Component Affairs Division, Component Affairs Department, 785-7385 or 785-7386.

Guidebooks

AIA Guide to New York City,

1978 revised edition.

A lively street-by-street guide to the city's buildings of historic and architectural interest, shops, theaters, parks and squares. \$7.95 to members; \$9.95 to others (plus \$2.75 postage and handling at 6/79 first class rates).

Available through New York Chapter/AIA, 20 W. 40th St., New York, NY 10018, (212) 730-1221, or Publications Fulfillment Division (785-7332).

AIA Guide to the Architecture of Washington, D.C. (3-M269)

246-page convention guidebook (1974) prepared by the Washington Metropolitan Chapter/AIA, on the architecture of Washington, D.C. \$6.95.

Available from Publications Fulfillment Division (785-7332).

Architecture Boston

A guide to the architecture of Boston with a foreword by Walter Muir Whitehill; text by Joseph Eldredge, FAIA (1976). \$5.95 plus \$1.50 postage and handling.

Available through Boston Society of Architects, 320 Newbury St., Boston, Mass. 02115, (617) 267-5175.

Architecture: Columbus

A collection of more than 1,000 photographic reproductions; hundreds of building plans; aerial photographs of the city

and county; interiors of major commercial and residential buildings; rare historical photographs and documents; 18 fold-outs, and a complete chronology of Columbus history. Printed on high quality paper, bound in hard covers, wrapped in gold-stamped linen. \$30.

Available through Columbus Architecture Foundation, Columbus Chapter/AIA, 1631 Northwest Professional Plaza, Columbus, Ohio 43220, (614) 451-7654.

The Architecture of Honolulu

Black and white photographs and narrative of a collection of existing building with significant design qualities in the city of Honolulu, by Geoffrey Fairfax, AIA. \$6.95 plus postage.

Available through Hawaii Society/AIA, 1192 Fort St., Honolulu, Hawaii 96813, (808) 538-7276.

Austin and Its Architecture

A portrait of Austin. Hardback, with 485 photographs, hundreds of little-known facts, buildings, places, trees—the whole town in words, maps and pictures. \$12.75 per copy (AIA members \$10.75).

Available through Austin Chapter/AIA, 5000 E. Ben White Boulevard, Austin, Tex. 78714, (501) 441-5609.

Building Art in St. Louis

Third edition of the guidebook will be available in late fall. \$10 postpaid.

Available through St. Louis Chapter/AIA, 919 Olive St., St. Louis, Mo. 63101, (314) 621-3484.

A Bus Tour of Minneapolis Architecture

The Minnesota Society/AIA historic resources committee created a tour map of 26 sites along one of Minneapolis' primary bus routes, #6, from the University of Minnesota to the Southdale Shopping Center, highlighting both historic and contemporary sites. Bus maps are included in the May/June issue of *Architecture Minnesota* and single copies are available for \$.25.

Available through Minnesota Society/AIA, 314 Clifton Ave., Minneapolis, Minn. 55403, (612) 874-8771.

Dallasights

A softcover/art book with 526 large black and white duotone photographs. Guest authors contributed essays on various facets of Dallas, including its residences, commercial architecture, parks and recreational architecture, plus a special chapter on the urban region and Dallas' companion city, Fort Worth. The book covers the city's historic and more recent architecture. \$12.95 plus \$1 for handling.

Available through the Dallas Chapter/AIA Book Shop, 2800 Routh, #141, Dallas, Tex. 75201, (214) 748-4264.

Ghost Towns of Idaho

Handbook of Idaho ghost towns. Includes a map of Idaho listing early mining towns and sketches of representative historic buildings. Five sketches are included unbound, which are suitable for framing, 8x8 inches. \$5.50 postpaid.

Available through the Idaho Chapter, AIA, 842 La Cassia Drive, Boise, Idaho 83705.

Guide to Atlanta

This guide to the architecture of Atlanta not only identifies individual edifices, but also relates the work to its physical surroundings and explores the human forces that created the city. \$5, plus postage.

Available through the Architectural Book Center, Peachtree Center/Cain Tower Lobby, 229 Peachtree St., Atlanta, Ga. 30303, (404) 524-3877.

Guide to the Architecture of Minnesota

Prepared by David Gebhard and Tom Martinson, this comprehensive handbook on the architectural heritage of Minnesota (1977) is an outgrowth of the bicentennial exhibition on Minnesota art and architecture presented by the University (of Minnesota) Gallery and the Minnesota Society. \$14.05 hardbound; \$8.95 paperback.

Available through the Architectural Center, 402 N.W. Skyway, St. Paul, Minn. 55101, (612) 227-0761.

Historic Wisconsin Architecture

A guidebook (revised edition, 1976) to historic buildings in Wisconsin, containing sections on Frank Lloyd Wright, Louis H. Sullivan, Purcell & Elmslie. Pictures, maps and short descriptions of more than 100 buildings. \$2, plus \$.50 postage and handling.

Available through Wisconsin Society of Architects/AIA, 819 N. Marshall St., Second Floor, Milwaukee, Wis. 53202, (414) 276-2250.

The Houston Coloring Book

A simple alphabetical guide for touring in Houston. The book (1976) depicts buildings, parks and other significant landmarks in and around the city. It is aimed at children, but adults will find it a delightful city souvenir. Free.

Available through Houston Chapter/AIA, 3121 Buffalo Speedway, Suite 404, Houston, Tex. 77098, (713) 629-0191.

Indianapolis Architecture

Views of Indianapolis by neighborhoods, including more than 500 photographs, paralleling the development of the city's history. Published by the Indiana Architecture Foundation, it is indeed a third

generation guidebook. \$6.95, plus \$1 for handling.

Available through Indiana Society of Architects/AIA, 148 N. Delaware St., 46204, (317) 634-3871.

Indianapolis Architecture Guidebook: Program Package 8 (6N826)

A folder (1977) describing the process by which Indianapolis Chapter/AIA published an extensive guidebook of that city. Includes sections on why to write a guidebook, forming a committee, fund-raising, budgeting, selecting printer and designer, and publicizing the project and the product. Free.

Available through Publications Fulfillment Division (785-7332).

Kansas City

A guide to Kansas City's historic and contemporary architecture by neighborhoods. This soft cover, pocket size, book contains 256 pages of black and white photographs of 300 buildings. Published by the Kansas City Chapter/AIA in conjunction with the 1979 "Celebration of Architecture." \$6.95, plus \$1 handling.

Available through Kansas City Chapter/AIA, 20 W. Ninth St., Kansas City, Mo. 64105, (816) 221-3485.

New Architecture in Nebraska

A photographic and narrative presentation of contemporary architecture in Nebraska. \$10.

Available through Nebraska Society of Architects/AIA, 1910 44th St., Omaha, Neb. 68105.

Walking Map of Downtown St. Louis

Shows location of buildings of historical interest. Free. Please send stamped self-addressed envelope. Laclede's landing map and list of architects' Sunday tours also available upon request.

Available through St. Louis Chapter/AIA, 919 Olive St., St. Louis, Mo. 63101, (314) 621-3484.

Welcome to Los Angeles: An Architectural Discovery Map. (L. A. Architect, June 1977.)

A three-page folded guide to Los Angeles. First section is a map of Los Angeles and Los Angeles County. Numbers on the map correspond to photos in the next section which depict a cross-section of L. A. architecture from 1750 to 1977.

The third section includes a time-line of architectural history in L. A. along with a brief description of each of the build-

ings photographed in the above section. \$1 plus tax and postage.

Available through Southern California Chapter/AIA, 304 S. Broadway, Los Angeles, Calif. 90013, (213) 624-6561.

Westbrook

A booklet with maps, illustrations and drawings which document the history of the man of Westbrook in Surrey, England, home of Gen. James Edward Oglethorpe, founder of Georgia. \$5 plus postage.

Available through the Georgia Association/AIA, Peachtree Center/Cain Tower Lobby, 229 Peachtree St., Atlanta, Ga. 30303, (404) 524-3877.

Historic Preservation

Adaptive Re-Use: Extending the Life of Old Buildings (6-N827)

Written by AIA's PR department as an informative piece for the general public (1979), this pamphlet features a description of four honor award-winning buildings which exemplify this important trend in architecture: Boston's Faneuil Hall, San Francisco's Cannery and Ghirardelli Square and Chicago's Navy Pier. Free.

Available through Publications Fulfillment Division (785-7332).

The Architect as a Preservationist (1-HBC21)

Chapter 21 (1971) of the Architect's Handbook of Professional Practice, this document includes an introduction to preservation, its elements, basic architectural services, compensation for architectural services and supplementing the standard forms of agreement. \$.90/.60.

Available through Publications Fulfillment Division (785-7332).

Conserving Architectural Resources

An annotated bibliography published by the committee on historic resources of the Boston Society of Architects, 1978. "... Present(s) a range and selection of publications which will advance the conservation of architectural resources. . . ." \$1.50 includes handling.

Available through Boston Society of Architects, 320 Newbury St., Boston, Mass. 02115, (617) 267-5175.

Designing a Nation's Capitol—Competition: 1792

100-page exhibition catalog (1976) for the exhibition held at the Octagon on the 1792 competition for the design of the U.S. Capitol. Prepared by Jeanne F. Butler Hodges. 80 black and white illustrations. \$3.75 postpaid.

Available through the Octagon, 1799 New York Ave., N.W., Washington, D.C. 20006 (638-3105).

Guide to Historic Preservation (4-N301Q)

Prepared by the AIA committee on historic resources, this booklet (1978) explains preservation services from the pre-design and research phase through the construction and contract administration phase. It also discusses the preservation team, preservation benefits, costs and selection of an architect. \$10 per 100 copies.

Available through Publications Fulfillment Division (785-7332).

Historic Preservation/Rehabilitation

One-day lab. Information available on content, instructor and dates.

Contact Continuing Education Division, Education and Professional Development Department (785-7355).

Our Vanishing Heritage

Why hold on to our past? What is historically valuable? Published by the historic resources committee of the Boston Society of Architects. \$2 postpaid.

Available through Boston Society of Architects, 320 Newbury St., Boston, Mass. 02115, (617) 267-5175.

Restoring a Landmark

Poster showing cross section of the Octagon, Plate XII from Glenn Brown's 1914 monograph. 24x32 inches. \$4.50 postpaid.

Available through the Octagon, 1799 New York Ave. N.W., Washington, D.C. 20006, (638-3105).

Stations

16mm color film, 28 minutes (1974). Shows many of the interesting and innovative uses being made of old railroad stations, in order to preserve these landmarks. Free loan to AIA members only. *Available through Audiovisual Division, Library (785-7295).*

The Texas Historical Preservation Manual

Published in handsome, three-hole binder by TSA's historic resources committee, the aim is to aid and educate architects and laymen in the practice of preservation, restoration and adaptive use of older buildings. Includes sections on the history of preservation in Texas, preservation and the law, procedures for obtaining funds for preservation, procedures of the Register of Texas Historical Monuments and of the National Register of Historic Places, case histories, etc. Designed to be expanded and updated. \$20.

Available through Texas Society of Architects/AIA, 2121 Austin National Bank Tower, Austin, Tex. 78701, (512) 478-7386.

William Thornton: A Renaissance Man in the Federal City

58-page exhibition catalog (1976) for the exhibition held at the Octagon on the 18th-century architect of the U.S. Capitol and the Octagon. Prepared by David N. Yerkes, FAIA, and Elinor Stearns. 46 black and white illustrations. \$3.75 postpaid.

Available through the Octagon, 1799 New York Ave. N.W., Washington, D.C. 20006 (638-3105).

For further information about historic preservation in general, contact the Professional Interest Programs Division, Education and Professional Development Department, 785-7366.

History of Architecture

Designing a Nation's Capitol—Competition: 1792

87 black and white slides with script. Includes competitors and their drawings for the 1792 competition for the U.S. Capitol. \$41 postpaid.

Available through Audiovisual Division, Library (785-7295).

Housing

Architect and the Shelter Industry (2-M182)

24-page publication (1975) prepared by the AIA housing committee which briefly describes the shelter industry, industry practices and its requirements for architectural services. \$3.50.

Available through Publications Fulfillment Division (785-7332).

Homeowner's Reminders

15-page pamphlet (1978) for public use. Includes tips for homeowners on home security, water problems, saving energy, termites, contracting for home improvement, and on architects. Free.

Available through Michigan Society of Architects, 553 E. Jefferson, Detroit, Mich. 48226, (313) 965-4100.

Homes for Better Living Awards

Brochure describing the annual award program open to custom-designed houses, merchant-built houses and multifamily housing in the U.S. and its possessions.

Sponsored by AIA in conjunction with *Housing* magazine. Contains eligibility requirements, submission procedures, entry dates, etc., and a tear-off entry slip. Free.

Available through Awards Division, Office of Assistant Secretary (785-7390).

Shelter (Environmental Communications)

100 color slides with booklet. Depicts various shelters from around the world; includes hand-built houses, yurts, domes, tents, cottages, barns and free-form sculptured dwellings. Rent \$15 to AIA members only.

Available through Audiovisual Division, Library (785-7295).

Survey of Southern California Housing (Environmental Communications)

100 color slides with booklet. Illustrates the great variety of housing, including mansions in Beverly Hills, "cliff-hangers" in Hollywood, the ghetto in Watts, beach places in Malibu and apartment buildings and housing throughout the area. Rent \$15 to AIA members only.

Available through Audiovisual Division, Library (785-7295).

For further information about housing in general, contact the Professional Interest Programs Division, Education and Professional Development Department, 785-7229. For information relating to housing for the elderly, contact the Professional Interest Programs Division, Education & Professional Development Department, 785-7229. Questions about barrier free design should be directed to Codes & Standards Division, Practice & Design Department, 785-7253.

Industrial Architecture

Architects in Industry Seminar

Annual seminar which brings together architects employed by commercial and industrial corporations to oversee their planning, design and construction programs. Interchange provides architects in industry with resources to improve the quality of design and professional services for the corporate client. Oct. 15-17, 1979, Washington, D.C.

Contact Professional Interest Programs Division, Education and Professional Development Department (785-7364).

For further information about industrial architecture in general, contact the Professional Interest Programs Division, Education and Professional Development Department, 785-7364.

Insurance

Benefit Insurance Programs Commended by AIA

Disability income insurance, accidental death & dismemberment, major medical insurance, hospital income insurance, combination health & life insurance (available to firms).

For further information call toll free 800-854-0491, Association Administrators and Consultants. AIA members in Alaska, California and Hawaii, dial collect 714-833-0673.

Construction Bonds and Insurance Guide 2nd edition (2-M163)

Looseleaf reference book (1979) prepared by Bernard B. Rothschild, FAIA, containing information on bonds and insurance related to construction projects, with glossary of insurance terms and suggested checklist. \$12.50 (tentative)

Available through Publications Fulfillment Division (785-7332).

Insurance and Bonds of Suretyship

Chapter 7 (1969) of the Architect's Handbook of Professional Practice, this document outlines professional insurance, personnel insurance, office insurance, owner and contractor insurance, bonds of suretyship, prototype letters, certificate of insurance and a checklist on protection. \$1.80/1.20.

Available through Publications Fulfillment Division (785-7332).

Professional Liability Insurance Flyer

Brief two-page report on the high points of PLI and a list of the insurance carriers currently selling this insurance. Free.

Available through Practice Division, Liability Program (785-7249).

Project Liability Insurance Flyers

Two brief folders, prepared by Victor O. Schinnerer & Co., outlining a totally new concept in professional liability insurance on a per project basis. Free.

Available through Practice Division, Liability Program (785-7249).

The Techniques of Professional Liability Loss Prevention

112-page publication detailing the techniques of successful loss prevention. A practical approach to professional liability. \$20.

Available through Colorado Society of Architects/AIA, 1420 Larimer Square, Denver, Colo. 80202, (303) 629-0759.

For further information about liability insurance, contact the Documents Divi-

In

tion, Practice and Design Department, 785-7254.

Questions about benefit insurance should be directed to the Department of Business Management, Office of the Controller, 785-7322.

International Relations

Architect's Guide to International Practice (2-M715)

Produced through the efforts of AIA's federal agency liaison department, this book (1978) comes in response to requests for information about overseas work. The guide contains pertinent facts on 29 foreign countries, acquainting architects with the complexities and legal/financial considerations for practicing abroad as well as the differences between foreign and domestic markets. It also presents an overview of international practice and discusses the merits of using the services of overseas representatives and establishing an overseas presence with a local firm. \$20.

Available through Publications Fulfillment Division (785-7332).

The Practice of Architecture in the U.S.A. Four-page leaflet (1977) which outlines AIA, schools of architecture, registration, practice, etc., for foreign architects and students. Free.

Available to non-U.S. residents only through International Relations Office (785-7364).

For further information about international relations, contact the International Relations Office, 785-7364.

Joint Ventures

Development Building: The Team Approach (2-M135)

130-page book (1972) by C. W. Griffin. A guide to project development. Published by AIA. \$17.50.

Available through Publications Fulfillment Division (785-7332).

Interprofessional Agreements (1-HBC10) Chapter 10 (1975) of the Architect's Handbook of Professional Practice, this document covers working relationships, architect-consultant agreements, architect-engineer agreement forms and joint venture agreements. \$.90/.60.

Available through Publications Fulfillment Division (785-7332).

Justice Facilities

Architecture for Justice Exhibit

An annual exhibit, jointly sponsored with the American Correctional Association, of recent facilities for corrections courts and law enforcement. Information and registration material for the 1980 exhibit will be available in March 1980.

Contact Professional Interest Programs, Education & Professional Development Department (785-7229).

Design Resource File: Planning Justice Facilities (4-M714)

This resource, prepared in 1978 by the AIA committee on architecture for justice, contains: the 1972 report of the AIA task force on correctional architecture, summarizing its observations on the state of the art in architecture for justice and some recommendations for action; guidelines for the justice planning process; resource and bibliographies pertaining to court facilities, correctional facilities and juvenile justice; an evaluation checklist for law enforcement facilities. \$10.

Available through Publications Fulfillment Division (785-7332).

Exhibition of Architecture for Criminal Justice, 1976 (6-N404)

Directory (1976) of the architecture for criminal justice exhibition held in Denver, Aug. 22-26, 1976. Sponsored by the American Correctional Association and AIA. Free.

Available through Publications Fulfillment Division (785-7332).

For further information about justice facility planning, contact the Professional Interest Programs Division, Education & Professional Development Department, 785-7229.

Land Use

Architects as Land Developers

One-day training laboratory. Information available on content, instructor and dates. Contact Continuing Education Division, Education and Professional Development Department (785-7355).

Coastal Zone Management: Balancing Growth Protection

Coastal Zone Management: Component Guide. These two booklets assist coastal state components in positive action toward effecting coastal zone management plans with design input in their states. Free. Available through Director, State Component Affairs Division, Component Affairs Department (785-7386).

Innovations in State Legislation: Land Use Management

Environment and Land-Use: Two California Experiments (2-M170)

Two publications (1973 and 1975) by Richard N. Tager, offered as one unit. The first is an overview of the role states can play in implementing the fundamental recommendations of the AIA national policy task force. The second report discusses the background and fundamental provisions of CEQA and the Coastal Zone Act. \$2.

Available through Publications Fulfillment Division (785-7332).

Something This Good Can Last Forever

Three 30-second television spots (1975), stressing importance of land use planning and showing a variety of urban and rural scenes to demonstrate benefits of intelligent land use. One spot is on George Washington as surveyor. Free. AIA requires knowledge of stations using spots. Available through Public Relations Department (785-7260).

For further information about land use in general, contact the Design and Environment Programs Division, Practice and Design Department, 785-7363.

Legal Concerns

The Architect and the Law

One-day training laboratory. Information available on content, instructor and dates. Contact Continuing Education Division, Education and Professional Development Department (785-7355).

Legal Concerns (1-HBC19)

Chapter 19 (1969) of the Architect's Handbook of Professional Practice, this document includes information on the law and legal profession, licensing, legal responsibility, professional liability, liability insurance, entering practice, contracts, the contractor and the law, the owner and the law, mechanics liens, arbitration and expert witnesses. \$1.80/1.20.

Available through Publications Fulfillment Division (785-7332).

Legal Study Program

Selected architect/law students receive academic credit for a part-time work-study program concerned with legal matters and contract documents. Contact Documents Division, Practice & Design Department (785-7254).

Office of General Counsel

The general counsel and deputy gen-

eral counsel serve as corporate legal advisers to AIA, its related corporation and to components regarding the corporation bylaws, contracts, antitrust and tax matters and other activities.

Contact Office of General Counsel (785-7389).

Statutes of Limitations

25-page compilation (1975) of information on special statutes of limitations for construction, including legal citations, statutory periods and overview of cases. Free.

Available through State and Local Government Programs Division, Component Affairs Department (785-7386).

Summer Legal Intern

An architect/law student is selected each year to spend the summer working at AIA headquarters on contract documents and legal concerns.

Contact Documents Division, Practice & Design Department (785-7254).

For further information about legal concerns in general, contact the Documents Division, Practice & Design Department, 785-7254.

Library

AIA Library Cross-Referenced Awards File

All AIA honor and merit awards have been indexed by date, place, architect, name of project and building type. The library staff can answer questions such as how many houses in Chicago have won AIA awards, etc.

Contact Library (785-7293).

Association of Architectural Librarians Meeting

Annual meeting, held in conjunction with the AIA national convention, of librarians from schools of architecture, firms and special libraries.

Contact the Library (785-7293).

Bibliographies for Architects (4-N606)

Contains bibliographies prepared by the AIA library during the first half of 1977. Subjects range from preparing proposals to building an historic base for design decisions. \$4.

Available through Publications Fulfillment Division (785-7332).

Bibliographies of AIA Library Holdings and Periodical Articles

The library staff will prepare on request bibliographies of library books and/or periodical articles on specific subjects or building types. Members can identify books they wish to borrow from these lists. Free. Library has no photocopying facilities.

Contact the Library (785-7293).

Bibliography of Bibliographies

Four-page list (1978) of subject bibliographies compiled by the library staff. Contains approximately 200 subjects on which bibliographies of the library's holding and/or periodical articles have been prepared. Free.

Available through Library (785-7293).

Biographical Information on Architects

The library will attempt to provide biographical information on individual architects, using reference sources such as the Baldwin Memorial Archive of American Architects.

Contact the Library (785-7293).

Book Loans

Members may borrow up to six books at one time from the AIA library for a two-week loan period. The only charge for this service is return postage via UPS or insured mail.

Contact the Library (785-7293).

Library Research Services

The library staff will respond to questions, either in person, by telephone or by letter, on aspects of architecture and construction, architectural history, building types, etc., using the library's 20,000 catalogued volumes, over 400 current periodicals, reference books and indexes. Free.

Contact the Library (785-7293).

Recent Acquisitions

Bimonthly list of recent library acquisitions, arranged by subject. \$1/year.

Available through the Library (785-7293).

Services to Members

Sheet (1978) describing the AIA library's services to AIA members. Free.

Available through the Library (785-7293).

For further information about the AIA Library, contact the Library directly, 785-7293. Questions regarding audiovisual materials should be directed to the Audiovisual Division, 785-7295.

Lighting

Current Techniques in Architectural Lighting (3-S223)

Cassette and slides (1975) illustrating a wide range of lighting situations and solutions. \$14.40.

Available through Publications Fulfillment Division (785-7332).

Marketing

Achieving Results with Words (4-T104)

This 10-unit program, delivered in two sections, helps develop written communication skills necessary to sell ideas. \$110. Available through Publications Fulfillment Division (785-7332).

Conducting Winning Presentations (4-T105)

An eight-step correspondence course dealing with techniques of conducting presentations, client reaction and follow-through. \$95 for the first person; \$25 for each additional person (4-T105A).

Available through Publications Fulfillment Division (785-7332).

Designing Your Brochure as an Aid in Marketing Your Services (3-S224)

This one-hour cassette (1976) tells you how to gear your brochure to your desired market by making it convey your firm's personality, your ability to take care of the client, your problem-solving ability, the range of your services, etc. The contents of an "ideal" brochure are outlined. \$9.95.

Available through Publications Fulfillment Division (785-7332).

Marketing Architectural Services (1-HBC20)

Chapter 20 (1975) of the Architect's Handbook of Professional Practice, this document covers current trends, AIA studies, types of comprehensive services, firm organization and operation, owner-architect agreements and the use of the Handbook. \$1.80/1.20.

Available through Publications Fulfillment Division (785-7332).

Marketing Architectural Services Game Seminar (4-T103)

Correspondence course which helps firms develop effective marketing programs. Each study group limited to six people. First person: \$85; each additional person \$25 (4-T103A).

Available through Publications Fulfillment Division (785-7332).

Selling Architectural Services (3-S207)

Cassette (1973) showing how the architect can conduct a practice in a professional and more prosperous manner by using effective marketing techniques. \$9.95.

Available through Publications Fulfillment Division (785-7332).

Ma

Selling Architectural Services II (3-S218)

This cassette (1975) examines the person-to-person selling process. It focuses on how to understand and work with your client's problem, achieving a mutually beneficial client-architect relationship. \$9.95.

Available through Publications Fulfillment Division (785-7332).

Successful Selling of Professional Services: Winning the Contract Before the Presentation (4-T106)

Six-section, learn-by-doing course which teaches through a series of typical case studies how to consistently improve your selling outcomes. \$85.

Available through Publications Fulfillment Division (785-7332).

Meetings

AIA National Convention

Annual conference for all AIA members, where officers are elected, product information displayed, workshops and seminars presented, etc. Location and registration fee vary.

Contact Convention Department (785-7395).

Architects in Industry Seminar

Annual seminar which brings together architects employed by commercial and industrial corporations to oversee their planning, design and construction programs. Interchange provides architects in industry with resources to improve the quality of design and professional services for the corporate client. Oct. 15-17, 1979, Washington, D.C.

Contact Professional Interest Programs Division, Education & Professional Development Department (785-7366).

ASC/AIA Student Forum

Annual convention held over the Thanksgiving holidays which brings together architectural students from around the country. Forum '79 will be held in Houston.

Contact Association of Student Chapters/AIA, at AIA Headquarters (785-7272).

Association of Architectural Librarians Meeting

Annual meeting held in conjunction with the AIA national convention, of librarians from schools of architecture, firms and special libraries.

Contact the Library (785-7293).

Chapter Planning Seminars

Fall seminars for incoming chapter officers, held regionally. Purpose is to help

officers develop plans for chapter programs and activities for the year they will hold office. Faculty is component officers and executives with imaginative and successful chapter operations.

Contact Component Services Division, Component Affairs Department (785-7377).

Convention Hall Checklist

List prepared by the American Society of Association Executives: what not to forget to do when planning a convention or meeting. Free.

Available through Convention Department (785-7395).

An Evaluation of Product Exhibits Directed to the Architectural Profession

15-page publication (1976) showing the results of a survey conducted among architectural firms, to discover the relative value of product exhibits, and how to make such exhibits more valuable. Useful for both components planning local shows, and to manufacturers planning exhibits. Free.

Available through Convention Department (785-7395).

Federal Programs Conference

Annual conference sponsored by AIA and the engineering societies. Provides opportunities for A/E professionals to meet key government officials from over 52 federal agencies and the Congress.

Contact Federal Agency Liaison Division, Government Affairs Department (785-7382).

Grassroots

Series of three regional meetings held in January of each year which bring component officers and executives together with national officers and staff. Purpose is to review and discuss national programs and policies, give component leaders an opportunity to provide input into the national planning process and provide a forum for the exchange of ideas among components.

Contact Component Services Division, Component Affairs Department (785-7377).

Improving the Quality of Meetings (3-ST103)

Miniguide which helps focus on specific problems of all meetings, as well as personal attitudes. Gives methods for assessing and improving the effectiveness of meetings. The exercise is conducted in a small group. Assessment sheets are included. One copy is needed per participant. \$2.25.

Available through Convention Department (785-7395).

Information on Convention Cities

Various brochures, maps and other general information about the city in which

the AIA national convention will be held. Free.

Available through Convention Department (785-7395).

Meetings and Conferences Budget Checklist

Sample budget outline to aid meeting planners in staying within their budgets. Reminder of items to be considered in planning. Free.

Available through Convention Department (785-7395).

National/Component Seminars

One-day, low-cost seminars for the general membership on topics and issues of their choosing. Sponsored jointly by national and local components.

Contact Office of the Administrator, Component Affairs Department (785-7378).

Schedule: Regional and State Conventions and Expositions

Annual schedule of meetings to be held by components, including place, expected attendance and contacts. Free.

Available through Convention Department (785-7395).

Site Inspection Checklist

Checklist prepared by the American Society of Association Executives as an aid to those preparing meetings: what to look for, items to remember. Free.

Available through Convention Department (785-7395).

For further information about meetings in general, contact the Convention Department, 785-7395.

Membership

AIA Membership Directory (4-M136A)

Annual alphabetical listing of AIA members, including addresses and chapter affiliations. Appendices includes honorary members and fellows, component presidents, medals and awards, affiliated and associated organizations. \$10 for AIA members; \$60 for others (4-M136).

Available through Publications Fulfillment Division (785-7332).

Architects In Action

Brochure for membership recruitment and retention, explains the values of AIA membership. Free. 200 maximum per component.

Available through the Component Services Division, Component Affairs Department (785-7377).

Membership Bulletin

Bulletin published periodically containing current membership information, timely suggestions for membership recruitment and retention for use of component membership chairpersons, president and executives. Free.

Available through the Component Services Division, Component Affairs Department (785-7377).

Membership Forms/H Series

The following forms are intended for components' use. Free.

- H301 Application for Membership
 H302 Application for Associate Membership
 H303 Favorable Recommendation of Chapter on Application for Membership
 H305 Recommendation of Chapter for Unfavorable Action on Application for Membership
 H351 Application for Professional Affiliateship
 H601 Application for Membership Emeritus
 H713 Favorable Recommendation for Remission of Institute Dues
- Available through Membership Records Division, Office of Assistant Secretary (785-7393).*

Mini-Grassroots

Program of 45 minutes to 1½ hours, designed to aid components in programming. Gives overview of AIA services and benefits to members and augments local members with national staff. Can be combined with membership recruitment activities. Free.

Contact Component Services Division, Component Affairs Department (785-7376).

For further information about membership procedures, contact the Membership Records Division, Office of Assistant Secretary, 785-7393. Questions pertaining to the Honorary Membership (Hon. AIA) should be referred to Awards Division, Office of Assistant Secretary 785-7390; to Honorary Fellowship (Hon. FAIA), Professional Interest Programs Division, Education and Professional Development Department, 785-7364. More detailed biographical information on individual architects may be obtained through the Library, 785-7293.

For further information about securing new members, contact Local Component Affairs Division, Component Affairs Department, 785-7378.

Mentally Handicapped

Bibliography of Information for Facility Planning for Special Education (2-M706)
 85-page bibliography (1975) prepared by the AIA committee on architecture for education, listing books and publications, resources and related facilities for seven categories of disability. Selectively annotated. \$4.

Available through Publications Fulfillment Division (785-7332).

Octagon**AIA Headquarters Slide Show**

50 color slides, with script and cassette tape (1974). Past AIA President Archibald Rogers, FAIA, discusses the AIA headquarters building and the Octagon. Free loan to AIA members only.

Available through Audiovisual Division, Library (785-7295).

The Octagon

Brochure containing a brief history of the Octagon, its hours of opening, etc. Free.

Available through Public Relations Department (785-7259).

The Octagon. Being an Account of a Famous Washington Residence: Its Great Years, Decline and Restoration.

106-page history of the Octagon with index and selected bibliography. Prepared by George McCue, Hon. AIA. 61 illustrations, seven in full color. \$6, postpaid. *Send check to The Octagon, 1799 New York Ave., N.W., Washington, D.C. 20006 (638-3105).*

Octagon Poster (4-M716)

Reproduction of AIA JOURNAL mid-August 1978 issue cover in poster format. \$3 per single copy, \$1.75 each for two or more.

Available through Publications Fulfillment Division (785-7332).

Octagon Slide Set

Five color slides of the Octagon. \$2. *Available from the Octagon, 1799 New York Ave. N.W., Washington, D.C. 20006 (638-3105).*

For further information about the Octagon, contact the Curator, 638-3105.

Office Management**The AIA Handbook (1-HBC1)**

Chapter 1 (1973) of the Architect's Handbook of Professional Practice, this document includes general information on the Handbook, including the preface, table of contents, general index and information on chapters. \$.90/.60.

Available through Publications Fulfillment Division (785-7332).

Architect's Handbook of Professional Practice (1-M104)

This two-volume set in ring binders includes samples of all A, B, C, D, E and G documents, plus 18 chapters and a glossary of construction industry terms. \$25. Volume 1 only, \$17 (1-M104-1); Volume 2 only, \$17 (1-M104-2). Contents only (no binders), \$20 (1-M104A). Two binders (no contents), \$10 (1-M104B). Individual chapters of the Handbook are listed under **AIA Documents**, and described under the subjects they cover.

Available through Publications Fulfillment Division (785-7332).

Architect's Handbook of Professional Practice—Supplement Service (4-Z100)

Subscriptions to the Supplement Service bring the latest editions of the documents contained in the Handbook directly to subscribers. \$12.

Available through Publications Fulfillment Division (785-7332).

The Architect's Office (1-HBC6)

Chapter 6 (1971) of the Architect's Handbook of Professional Practice, this document covers management planning, legal structure, financial management, organization, selection and direction of staff and the personnel policy manual. \$1.80/1.20.

Available through Publications Fulfillment Division (785-7332).

Architectural Secretaries Association

Organized to promote and advance the professional and educational standards of architectural secretaries and contribute to the improvement of administrative procedures in architectural offices, ASA has chapters, locally sponsored by AIA chapters, all across the country. ASA holds annual meetings in conjunction with the AIA national convention.

Contact Terry Peck, AIA/ASA Liaison (785-7285).

For information on local chapter meetings, contact AIA chapter nearest you.

Architectural Secretaries Handbook

Loose-leaf volume (1975) intended to guide the architectural secretary in good office practice procedures and provide a manual that may be individualized for a specific office. A first supplement has been issued. For the handbook, complete with the first supplement, order 4-M131, \$15. For the Supplement only, order 4-M131A, \$3.50.

Available from Publications Fulfillment Division (785-7332).

Of

Collaboration or Competition (3-ST105)
Miniguide which helps win commissions giving a framework for different situations and planning appropriate strategies for each. The experience requires a pair of groups, 5-21 people per group. One copy needed for each participant. \$2.25.
Available through Publications Fulfillment Division (785-7332).

Conflict Management (3-ST104)
Miniguide which gives a framework for understanding and productively resolving conflict in your firm. An assessment instrument is included. One copy is needed per participant. \$2.25.
Available through Publications Fulfillment Division (785-7332).

Current Techniques in Architectural Practice (2-M701)
275-page book (1976) edited by Robert A. Class, AIA, and Robert E. Koehler, Hon. AIA, which is a cohesive overview of the practice of architecture. Published jointly by AIA and Architectural Record Books, \$25.
Available through Publications Fulfillment Division (785-7332).

The Delphi Method (3-ST102)
Miniguide which helps achieve a solid consensus of opinion from a group: clients, people in a firm. Only one copy needed for each group exercise. \$2.25.
Available through Publications Fulfillment Division (785-7332).

Design Disciplines: An Overview of Office Practice
A series of seminars produced and sponsored by the Architectural Secretaries Association to introduce the new architectural secretary and/or recent architectural graduate to the administrative functions of an architectural practice.
Contact Terry Peck, AIA/ASA Liaison (785-7285).

Developing Your A-E Firm for Greater Personal, Professional and Financial Profit: A Self-Help Guide (4-ST101)
Provides a practical in-house development program for architectural firms. Covers such areas as: decision making, motivation and firm climate, setting and realizing goals, influence process, interpersonal perceptions and communication, leadership and client relations. \$15.
Available through Publications Fulfillment Division (785-7332).

Diagnosing Organizational Problems (3-ST106)
Miniguide which is a diagnostic management tool that helps assess strengths,

weaknesses, developmental problems in architectural firms. One copy needed per participant. \$2.25.
Available through Publications Fulfillment Division (785-7332).

Improving the Effectiveness of Decision-Making Groups (3-ST109)
Miniguide which outlines the processes that facilitate or hinder a group's ability to function effectively. One copy needed per participant. \$2.25.
Available through Publications Fulfillment Division (785-7332).

Introduction to Basic Accounting and Reporting Systems for the Small Design Office
The first in-depth program taken from the overview of office practice seminars. It is a study of organization types, record and bookkeeping systems for the small firm, taxation and pension-profit sharing plans. This packet includes all of the necessary information for conducting the program locally.
Available through Publications Fulfillment Division (785-7332).

Learning Styles and Environments (3-ST107)
Miniguide which helps in understanding the learning process, identifying learning styles and developing a process for defining and establishing an effective learning environment in architectural firms. One copy needed per participant. \$2.25.
Available through Publications Fulfillment Division (785-7332).

The Management of Time (3-S216)
This cassette (1974) tells how to get more out of the day by working harder and working less. \$9.95.
Available through Publications Fulfillment Division (785-7332).

Motivation Styles and Climate (3-ST108)
Miniguide which gives insight into three common social motivations and into motivational patterns, and helps relate the motives of a member of a firm to its motivating climate. One copy needed per participant. \$2.25.
Available through Publications Fulfillment Division (785-7332).

Uniform Construction Index: A System of Formats for Specifications, Data Filing, Cost Analysis and Project Filing (2-M200)
A comprehensive data filing format (1972) for design and construction information; a format for filing project correspondence; the CSI format for construction specifications; an estimator's cost analysis format, and a key word index interrelated with the specifications and data filing formats. \$12.
Available through Publications Fulfillment Division (785-7332).

Periodicals

ACSA News
Newsletter issued five times during the academic year, containing news about architectural schools. Available only by membership. Price: \$14 for students; \$23 for all others. Membership includes "Journal of Architectural Education."
Available through Association of Collegiate Schools of Architecture, at AIA (785-2324).

AIA Journal
Official magazine of AIA, published monthly except May and August, when semimonthly. Subscription price included in AIA membership dues.
For subscription information for others, contact Circulation Department, AIA Journal (785-7327).

AIA Memo
Newsletter, published twice a month, sent to the entire membership. Aims to keep members abreast of Institute programs, achievements, services, etc. Free.
Available through Public Relations Department (785-7260).

ASA Journal
Official publication of the Architectural Secretaries Association, it is published three times yearly to provide communication between ASA chapters and articles of interest to the membership.
Contact Terry Peck, AIA/ASA Liaison, (785-7285).

ASC/AIA News
Monthly newsletter of the Association of Student Chapters/AIA with news items of interest to architectural students. Free to ASC/AIA members and CRIT/ASJ subscribers.
Available through Association of Student Chapters/AIA, at AIA Headquarters (785-7272).

Component Presidents' Letter
Newsletter published six times a year for all component officers, which includes national news, chapter exchanges, publication reviews, etc. Free.
Available through Local Component Services Division, Component Affairs Department (785-7377).

CRIT—The Architectural Student Journal
Biannual magazine published by the Association of Student Chapters/AIA. Includes articles on architecture, archi-

tectural education and alternative careers in architecture. Free to ASC/AIA members. Two-year subscription is \$4. Available through Association of Student Chapters/AIA at AIA Headquarters (758-7272).

Government Alert for Components

Bulletin published six times a year containing brief, timely reports on government affairs developments at the state and local level. Free.

Available through State and Local Government Programs Division, Component Affairs Department (785-7386).

Journal of Architectural Education

Quarterly (during academic year) journal of the Association of Collegiate Schools of Architecture (ACSA). Single issue \$4; free to ACSA members; \$12 per year without membership to all others.

Available through Association of Collegiate Schools of Architecture, at AIA Headquarters (785-2324).

Journal of Architectural Research

(4-2400)

Journal published three times a year; a joint publication of AIA and the Royal Institute of British Architects, with editorial boards in both Washington and London. Covers a broad range of research topics, providing an interdisciplinary forum for research, architectural practice and education. \$15/year.

Available through Terry Peck, Publications Director (785-7285).

Public Relations Letter (PRL)

Bimonthly newsletter which gives case studies of component programs, national PR, announcements of program packages, "how-to" tips, etc. Especially useful for chapter PR chairmen. 18 issues and index. Free.

Available through Public Relations Department (785-7260).

Research and Design

Published four times a year by the AIA Research Corporation, and mailed free of charge to architectural libraries, deans of professional schools of architecture and to the professional architectural firms and architects working in government and industry who are listed as members of AIA. Additional subscriptions are available for \$15 in the U.S. (and possessions) and Canada, and for \$30 elsewhere. Single copies are available for \$4. All payments must be received in advance.

Available through AIA Research Corporation (785-7800).

Review of Architectural Periodicals Plus Program (RAP+), (4-Z300-2).

Monthly magazine featuring concise abstracts of articles selected from over 75 architectural, engineering and business periodicals. Also included is a list of upcoming AIA approved continuing education programs, as well as announcements and reviews of other continuing education opportunities. One year subscription \$60; two-year subscription \$100.

Contact Continuing Education Programs, Education and Professional Development Department. (785-7355) or Publications Fulfillment Division (785-7332).

Posters

AIA Poster (4-M365)

American Institute of Architects in bold black letters with AIA emblem on heavy-duty white paper. Ideal for offices, meetings, convention displays. 21x30 inches. \$1 each. AIA members only.

Available through Publications Fulfillment Division (785-7332).

Architectural Styles Chart

American architecture examples, 1600 to 1940. 40x30 inches, prepared by Panek. \$7 postpaid.

Available through St. Louis Chapter/AIA, 919 Olive St., St. Louis, Mo. 63101

Charles Eames Memorial Poster

Large photo (20x16½ inches) of Charles Eames smiling warmly and pensively. \$.50 plus tax and postage.

Available through Southern California Chapter/AIA, 304 S. Broadway, Los Angeles, Calif. 90013, (213) 624-6561.

Colorado Architecture Poster

Frameable poster-graphic with Colorado Architecture lettering. \$5 plus postage.

Available through Denver Chapter/AIA, 1420 Larimer Square, Denver, Colo. 80202, (303) 629-0446.

Historic Rosson House

Poster of Rosson House, Phoenix, Ariz., drawn by Frederick Schweitzer, AIA; black on ivory, 18x24 inches. \$5 postpaid.

Available through Arizona Architects Foundation, Inc., 1121 N. Second St., Phoenix, Ariz. 85004

Octagon Poster (4-M716)

Reproduction of AIA JOURNAL mid-August 1978 cover in poster format. \$3 per single copy, \$1.75 each for two or more.

Available through Publications Fulfillment Division (785-7332).

Restoring a Landmark

Poster showing cross section of the Octagon, plate XII from Glenn Brown's 1914

monograph. 24x32 inches. \$4.50 postpaid.

Available through the Octagon, 1799 New York Ave. N.W., Washington, D.C. 20006 (638-3105).

St. Louis—Montage of St. Louis Buildings

Black and white print (20x14 inches or 26x18 inches) suitable for framing. \$5 postpaid. Specify large or small size.

Available through St. Louis Chapter/AIA, 919 Olive St., St. Louis, Mo. 63101.

St. Louis World's Fair Panorama Poster

Shows buildings and plan of 1904 fair. 36x14 inches. \$7 postpaid.

Available through St. Louis Chapter/AIA, 919 Olive St., St. Louis, Mo. 63101.

Wind Energy Poster (4-M233)

Front side handsomely illustrates the history of wind-harnessing devices for mechanical and electrical power from pre-Christian times to the present. Back side gives a comprehensive account of technical design information for modern wind energy conversion systems, and a list of manufacturers, research organizations and literature references. Includes a summary in French and German. Developed by Vonir and Wolff. Four-color, 24x30 inches. Single copy \$4, two or more (4-M233Q) \$3.25 each.

Available through Publications Fulfillment Division (785-7332).

Practice

The AIA Handbook (1-HBC1)

Chapter 1 (1973) of the Architect's Handbook of Professional Practice, this document includes general information on the Handbook, including the preface, table of contents, general index and information on chapter. \$.90/.60.

Available through Publications Fulfillment Division (785-7332).

Architect's Handbook of Professional Practice (1-M104)

This two-volume set in ring binders includes samples of all A, B, C, D, E and G documents, plus 18 chapters and a glossary of construction industry terms. \$30. Volume 1 only \$17 (1-M104-1); Volume 2 only, \$17 (1-M104-2). Contents only (no binders), \$20 (1-M104A). Two binders (no contents), \$10 (1-M104B). Individual chapters of the Handbook are listed under **AIA Documents**, and described under the subjects they cover.

Available through Publications Fulfillment Division (785-7332).

Architect's Handbook of Professional Practice — Supplement Service (4-Z100)
Subscriptions to the Supplement Service bring the latest editions of the documents contained in the Handbook directly to subscribers. \$12.

Available through Publications Fulfillment Division (785-7332).

Architectural Secretaries Handbook
Loose-leaf volume (1975). Intended to guide the architectural secretary in good office practice procedures and provide a manual that may be individualized for a specific office. A first supplement has been issued. For the Handbook, complete with the first supplement, order 4-M131, \$15. For the supplement only, order 4-M131A, \$3.50.

Available through Publications Fulfillment Division (785-7332).

Current Techniques in Architectural Practice (2-M701)

275-page book (1976) edited by Robert Allan Class, AIA, and Robert E. Koehler, Hon. AIA. An overview of architectural practice, with emphasis on management, plus a comprehensive, annotated bibliography. Published jointly by AIA and Architectural Record Books. \$25.

Available through Publications Fulfillment Division (785-7332).

Introduction to Basic Accounting and Reporting Systems for the Small Design Office

The first in-depth program taken from the Overview of Office Practice seminars. It is a study of organization types, record and bookkeeping systems for the small firm, taxation and pension-profit sharing plans. This packet includes all of the necessary information for conducting the program locally.

Available through Publications Fulfillment Division (785-7332).

Learning in Professional Practice

One-day lab. Information available on content, instructor and dates.
Contact Continuing Education Division, Education and Professional Development Department (785-7355).

New Directions in Architectural Programming

Manual based on seminar led by Willie Peña, FAIA, of Caudill Rowlett Scott. Contains transcript of lecture, questions and answers, samples of all materials used. \$10 postpaid.

Available through Arizona Society of Architects/AIA, 1121 N. Second St., Phoenix, Ariz. 85004 (602) 257-1924.

Project Checklist (1-D200)

30-page publication (1973) provides a complete checklist of tasks necessary to

design and administer the construction of a building project. This guide should be used as a project record on every project. \$1.80/1.20.

Available through Publications Fulfillment Division (785-7332).

Project Delivery Approaches: An AIA Guide (2-M702)

30-page publication (1976) edited by David S. Haviland of the AIA project management systems task force. This guide is essentially a primer and is planned as the nucleus and framework for AIA development of a series of studies and guidelines for responsive and creative project delivery approaches. \$4.

Available through Publications Fulfillment Division (785-7332).

Project Procedures (1-HBC11)

Chapter 11 (1969) of the Architect's Handbook of Professional Practice, this document outlines architect and owner responsibilities, organizing the project, instructions for the job captain, scheduling project services, project program, schematic design, design development, construction documents and construction, cost of rendering service and the project record book. \$1.80/1.20.

Available through Publications Fulfillment Division (785-7332).

Survey of Southern California Housing (Environmental Communications)

100 color slides with booklet. Illustrates the great variety of housing, including mansions in Beverly Hills, "cliff-hangers" in Hollywood, the ghetto in Watts, beach places in Malibu and apartment buildings and housing throughout the area. Rent \$15 to AIA members only.

Available through Audiovisual Division, Library (785-7295).

For further information about contract forms, liability and the use of the Architect's Handbook of Professional Practice, contact the Documents Division, Practice & Design Department, 785-7254. For other specific questions relating to architectural practice, contact the Practice Division, Practice & Design Department, 785-7257.

Presentation Techniques

Conducting Winning Presentations (4-T105)

Eight-step correspondence course dealing with techniques of conducting presentations, client reaction to presentations and post-presentation follow-through. \$95 for the first person; \$25 for each additional person (4-T105A).

Available through Publications Fulfillment Division (785-7332).

Professional Interest Committees

Corresponding Committee Membership

A new level of participation in national committee activity, corresponding committee membership, is available to all AIA members. Memberships are for the calendar year. Corresponding committee members receive all notices, meeting minutes and reports of the committee; participate in committee meetings and activities to the degree desired, and contribute to committee tasks and deliberations as they wish. The committees with corresponding membership are: architects in industry (785-7366) commerce and industry (785-7229) education (785-7366) health (785-7366) justice (785-7229) art and recreation (785-7366) historic resources (785-7366) housing (785-7229) interior architecture (785-7364)
Contact Professional Interest Programs (785-7364).

Programming

Emerging Techniques 2—Architectural Programming (2-M201)

68-page book (1968) by Benjamin H. Evans, AIA, and C. Herbert Wheeler Jr., FAIA, which describes the means through which data about the needs of the ultimate building user are determined and expressed from the instruction of the architect to the design solution. \$6.

Available through Publications Fulfillment Division (785-7332).

For further information about programming in general, contact the Practice Division, Practice and Design Department, 785-7257.

Project Delivery

Design/Build/Bid (2-M199)

36-page report (1975) of the AIA design-build-task force appointed in early 1973. Includes *Design/Build/Bid: An Owner's Guide*, \$3.50.
Available through Publications Fulfillment Division (785-7332).

Design/Build/Bid: An Owner's Guide (6-N903)

Booklet (1975) to assist a potential public sector client in evaluation of the design-build-bid process. Free. Available through *Publications Fulfillment Division* (785-7332).

Development Building: The Team Approach (2-M135)

130-page book (1972) by C. W. Griffin. A guide to project development. Published by AIA. \$17.50. Available through *Publications Fulfillment Division* (785-7332).

Emerging Techniques 2—Architectural Programming (2-M201)

68-page book (1968) by Benjamin H. Evans, AIA, and C. Herbert Wheeler, Jr., FAIA, which describes the means through which data about the needs of the ultimate building user are determined and expressed from the instruction of the architect to the design solution. \$6. Available through *Publications Fulfillment Division* (785-7332).

Professional Construction Management and Project Administration (3-M121)

125-page book (2nd edition, 1976) by William B. Foxhall looks at new professional services and who provides them. Published jointly by AIA and *Architectural Record*. \$22.50. Available through *Publications Fulfillment Division* (785-7332).

Project Delivery Approaches: An AIA Guide (2-M702)

30-page publication (1976) edited by David S. Haviland of the AIA project management systems task force, guide is essentially a primer planned as the nucleus and framework for AIA series of studies and guidelines for responsive and creative project delivery approaches. \$4. Available through *Publications Fulfillment Division* (785-7332).

Public Buildings**Forum on Public Architecture: A Conference for Government Administrators—A Resource Book**

142-page collection of articles (1976) on public architecture, presenting significant state and local activity in such areas as energy conservation, land use and adaptive use. Free.

Available through *State and Local Government Programs Division, Component Affairs Department* (785-7386).

Forum on Public Architecture: A Conference for Government Administrators—Program Highlights

A summary of conference presentations and discussions between state and local government administrators concerning constraints and opportunities in public architecture. Free.

Available through *State and Local Government Programs Division, Component Affairs Department* (785-7386).

For further information about public buildings in general, contact either the *Federal Agency Liaison Division, Government Affairs Department*, 785-7382, or *State and Local Government Programs Division, Component Affairs Department*, 785-7386.

Public Relations**Adaptive Re-Use: Extending the Life of Old Buildings** (6-N827)

Using recent AIA Honor Award winning buildings as examples, this pamphlet describes the growing trend in architecture which advocates the adaptive re-use of older structures to give them new life in the modern world. Examples include Boston's Faneuil Hall, San Francisco's Cannery and Ghirardelli Square and Chicago's Navy Pier. Free.

Available through *Publications Fulfillment Division* (785-7332).

The AIA Asks: Why? Why Not?:**Program Package 1** (6-N807)

25-page package (1974) which explains how to place a series of pictures and captions about good and bad environmental features in local newspapers. Describes the program, gives ideas for pictures and captions, provides "how-to" information about approaching the newspaper, etc. Free.

Available through *Publications Fulfillment Division* (785-7332).

AIA Emblem for Printing

Instruction sheet regarding rules for use of AIA emblem. Two sheets of reproducible emblems in various sizes for use on letterheads, etc. Free. Limited quantities.

Available through *Public Relations Department* (785-7260).

AIA Memo

Newsletter, published twice a month, sent to the entire membership. Aims to keep members abreast of Institute programs, achievements, services, etc. Free.

Available through *Public Relations Department* (785-7265).

AIA Poster (4-M365)

American Institute of Architects in bold black letters with AIA emblem on heavy-duty white paper. Ideal for offices, meetings, convention displays. 21x30 inches. \$1 each. AIA members and components only.

Available through *Publications Fulfillment Division* (785-7332).

American Institute of Architects Advertising

Leaflet describing former national advertising campaigns, ads for local use. Includes public service radio and television spots. Free.

Available through *Public Relations Department* (785-7260).

Architects as Community Leaders: A Special Report

12-page special issues of the AIA Memo (January 1974) which profiles some AIA components and individual architects who are attempting to fill the role of community leaders. Free.

Available through *Public Relations Department* (785-7260).

Building a Better Environment

"Clip sheet" (1973) of news features with illustrations stressing value of AIA national policy task force recommendations for improving communities. Reproducible articles for newspapers. Free.

Available through *Public Relations Department* (785-7260).

Building, Blazes, and Box Office: Program Package 3 (4-N809)

62 slides, 18-page script and discussion suggestions (1975). Shows what architects as well as building owners and users can do to make buildings firesafe. Includes slides from the film, "The Towering Inferno." \$15 prepaid.

Available through *Publications Fulfillment Division* (785-7332).

Built Environment Education: Program Package 10 (6N827)

Folder highlighting a built environment education program for elementary school students developed and implemented by an architect. Includes a step-by-step sample program outline, plus a guide to resources and information on built environment education. Free.

Available through *Publications Fulfillment Division* (785-7332).

Career Profile: Architect (6-N207)

Brochure (1978) geared toward high school students and offers general information about the profession. Free.

Available through Publications Fulfillment Division (785-7332).

Celebrating Excellence: Program Package 11 (6-N825)

A "how-to" guide which addresses AIA components interested in setting up successful awards programs. With documented examples from Florida Association/AIA, Houston Chapter/AIA and other components' efforts, this package provides useful, basic information and guidelines for each step of the program. An insert of the AIA Board Guidelines for Component Awards Programs is included. Free to components.

Available through Publications Fulfillment Division (785-7332).

A Celebration of Architecture (6-N826)

Flyer describing AIA's 1979 celebration program in which architects throughout the country encourage greater public understanding of what architecture is, how it can be enjoyed and how it comes to be. Free.

Available through Publications Fulfillment Division (785-7332).

A Celebration of Architecture: 25 Ideas for Components

Slide show and script which briefly describe 25 ways for AIA components to focus the public's attention on the built environment. The show outlines projects used to implement AIA's 1979 Celebration of Architecture program—tours, exhibits, guidebooks, etc. An "idea-kit" for components looking for PR projects to undertake. Free loan to components.

Available through Publications Fulfillment Division (785-7332).

Component Editors Critique Service

A program to help improve the skills of editors of component newsletters and magazines. Written critiques by graphic and editorial consultants are available on request.

Contact Office of the Administrator, Public Relations Department (785-7259).

Component PR Assistance/Counseling

A program which offers different kinds of PR information, program packages, counseling and other aids to help components solve individual PR problems.

Contact Office of the Administrator, Public Relations Department (785-7259).

Conversation with an Architect

Two-page flyer describing theme and subject matter of 1975 film by same title. Free.

Available through Public Relations Department (785-7260).

Designing Your Brochure as an Aid in Marketing Your Services (3-S224)

This one-hour cassette (1976) tells you how to gear your brochure to your desired market by making it convey your firm's personality, your ability to take care of the client, your problem-solving ability, the range of your services, etc. The contents of an "ideal" brochure are outlined. \$9.95.

Available through Publications Fulfillment Division (785-7332).

E = PR²: A Public Relations Idea Kit for AIA Chapter Energy Programs (6-N815)

Tabloid (1976) which contains ideas for promoting AIA's energy policy. Includes examples of press coverage of energy-related chapter activities, a reprint of AIA's *Washington Post* ad and suggestions for using it, an order form for the slide show "Saving Energy in the Built Environment" and energy-related materials available through the AIA. Free to public relations chairmen and executives.

Available through Publications Fulfillment Division (785-7332).

Effective Public Relations: A Guide for AIA Components (4-N805)

Annual looseleaf "how to" handbook on PR planning, press relations, newsletters, speeches, television, etc. Free to chapter executives and PR chairmen; \$5 to others.

Available through Publications Fulfillment Division (785-7332).

Environments for People: Program Package 5 (4-N812)

80 slides, introduction, script and suggestions for use (1976). Explains how architects provide for basic human needs (shelter, privacy, personalization, socializing, mobility, communication) in their design of the human environment. \$15 prepaid.

Available through Publications Fulfillment Division (785-7332).

Getting into Architecture (4-N201)

Eight-page publication (1975) for high school, junior college and technical school students, giving basic information on educational requirements, selecting a school of architecture, internship, registration exam and opportunities in professional practice. Single copies free; \$20 per 100.

Available through Publications Fulfillment Division (785-7332).

Hold on to Your Heat (and Keep Your Cool) (6-N906)

Pamphlet (1976) intended as a homeowner's guide to energy conservation. Describes how to take advantage of site, envelope, floor plan, windows, insulation, etc., to conserve energy. Includes bibliography. Free.

Available through Publications Fulfillment Division (785-7332).

Honor Awards Slide Show

Set of 80 slides depicting 1979 national honor award and 25-year award winning buildings. Script is included to provide brief descriptions of the structures. \$10 prepaid.

Available through Publications Fulfillment Division (785-7332).

"Houston Architecture April Festival: Program Package 7 (6-N825)

A folder (1976) explaining how the Houston Chapter/AIA held a month-long festival to increase public awareness and appreciation of architecture and architects. Includes descriptions of individual events, their planning, cost and publicity. Illustrated with news clips about the festival and samples of poster, tickets and map graphics used by the chapter. Free.

Available through Publications Fulfillment Division (785-7332).

How Architecture Speaks: Program Package 2 (4-N808)

43 slides, guidelines, script and quiz sheets (1974) which show people how architecture "speaks" through form, color, scale, texture, materials. Quiz tests people's reactions to structures. \$12.50 prepaid.

Available through Publications Fulfillment Division (785-7332).

How to Find, Evaluate, Select, Negotiate with an Architect (6-N501)

11-page publication (1973) which gives an overview of the A/E selection process, architects' compensation, and arguments against competitive bidding. Intended for government and private clients. Free.

Available through Publications Fulfillment Division (785-7332).

Indianapolis Architecture Guidebook: Program Package 8 (6-N826)

A folder (1977) describing the process by which Indianapolis Chapter/AIA published an extensive guidebook of that city. Includes sections on why to write a guidebook, forming a committee, fund-raising, budgeting, selecting printer and designer and publicizing the project and the product. Free.

Available through Publications Fulfillment Division (785-7332).

News Clipping Clearinghouse 1977

Two collections of news clippings to aid the component in dealing with local newspapers. The first collection explains "How You Can Get Publicity Through AIA

Participation in Public Affairs." News clips illustrate successful public affairs projects undertaken by components. These clips show what makes news; gives ideas for programs to generate publicity. The second collection gives "Suggestions on Placing Articles in Your Local Paper," through samples of published articles written by AIA members. These clips may be used as guides for submitting articles to local papers. Free.

Available through Public Relations Department (785-7260).

No Little Plans

The history of the AIA and its services today, featuring Elmer Botsai, FAIA; Wolf von Eckardt, Hon. AIA, and Winfield Rankin, Hon. AIA; includes material drawn from the AIA archives and library. 16mm color slide-film, 18 minutes. Free loan to AIA components and chapters. *Available through Audiovisual Division, Library (785-7295).*

Nobody Wants to Listen to Your

Problems — Right? Wrong (6-N814) Companion pamphlet to 1975 ad series encouraging clients to "plan now." ("One of these days you're going to build . . ." "When you think it's too soon to call an architect . . ." and "There's a way to save on your next building.") Consists of case studies demonstrating advantages of hiring an architect for planning although construction time is indefinite. Free.

Available through Public Relations Department (785-7260).

Orchids and Onions: Program Package 4

(6-N811) Folder (1975) explaining how components can carry on a program which asks the public to nominate organizations and individuals who make good (orchids) or bad (onions) contributions to the man-made environment; a jury selects the winners. Based on a project of the Western Communities Architects' Association, a section of the Chicago Chapter/AIA. Free.

Available through Publications Fulfillment Division (785-7332).

The Octagon

Brochure containing a brief history of the Octagon, its hours of opening, etc. Free. *Available through Public Relations Department (785-7259).*

Prescriptive Standards: No Rx for Energy Conservation in Buildings

(6-N816) Folder (1976) promoting performance-oriented standards for energy conservation, rather than prescriptive standards. Free.

Available through Publications Fulfillment Division (785-7332).

Public Relations Letter (PRL)

Bimonthly newsletter which gives case studies of component programs, national PR, announcements of program packages, "how-to" tips, etc. Especially useful for chapter PR chairmen. 18 issues and index. Free.

Available through Public Relations Department (785-7260).

Report of the Board

Annual Report of AIA. Free.

Available through Public Relations Department (785-7260).

Sample Articles for Components

A collection of sample articles to help AIA components encourage newspaper editors to run regular columns on architecture in local papers. Each article discusses a different aspect of architecture of interest to the public. Free to components. *Available from Public Relations Department (785-7260).*

Saving Energy in the Built Environment: The AIA Policy

(6-N904) Brochure (1975) summarizing two previous publications: "Energy and the Built Environment: A Gap in Current Strategies"; "A Nation of Energy Efficient Buildings by 1990." Free.

Available through Publications Fulfillment Division (785-7332).

Saving Energy in the Built Environment: Program Package 6

(4-N813) 15-minute slide show and script (1976) explaining how energy-conscious building design can help reduce dependence on fossil fuels. Stresses role of the architect in designing and retrofitting for energy efficiency. Includes 25 copies each of the following pamphlets: "Hold on to Your Heat and Keep Your Cool," "Saving Energy in the Built Environment: The AIA Policy." Also includes one copy of each of the following: "Energy and the Built Environment: A Gap in Current Strategies," "A Nation of Energy Efficient Buildings by 1990." \$12.50 prepaid.

Available through Publications Fulfillment Division (785-7332).

Selecting An Architect

23-page booklet that has been sent to each city, county and town manager plus mayors and school boards. Excellent procedure for selecting an architect. \$2 postpaid.

Available through Virginia Society/AIA, 15 S. Fifth Street, Richmond, Va. 23219, (804) 644-3041.

Selling Architecture in Virginia

50-page notebook prepared by Barr Communications Service for public relations seminar. \$10 postpaid. *Available through Virginia Society/AIA, 15 S. Fifth Street, Richmond, Va. 23219, (804) 644-3041.*

The Solar Advantage

(6-N820) Pamphlet (1978) briefly describing current studies and legislation concerning solar energy. Results of recent research are applied to the energy efficiency of residences. Free.

Available through Publications Fulfillment Division (785-7332).

Something This Good Can Last Forever

Three 30-second television spots (1975), stressing importance of land use planning and showing a variety of urban and rural scenes to demonstrate benefits of intelligent land use. One spot is on George Washington as surveyor. Free. AIA requires knowledge of stations using spots. *Available through Public Relations Department (785-7260).*

What Do They Have in Common?

(4-N604)

80 slides of American architecture designed by women. Slides run gamut from solar homes to urban hospitals, from Manhattan to California. Package includes viewer handouts, guidelines for suggested use. Appropriate for career guidance, public awareness presentations, slides can be shown without narration. \$15.

Available through Publications Fulfillment Division (785-7332).

Women in Architecture: A Special Report

Eight-page special issue of the AIA Memo (January 1976) which describes the AIA's affirmative action plan to increase involvement of women in AIA and the profession. Free.

Available through Public Relations Department (785-7260).

You and Your Architect

(4-N802) A booklet answering client questions about the selection and compensation of an architect. Outlines the responsibilities of an architect, client and other members of the building team during design and construction. Revised in 1977. Up to 25 copies free to chapters; after that \$10 per 100.

Available through Public Relations Department (785-7260).

Your Architect's Compensation

(4-N902) Designed as a companion piece to 1978 edition of *You and Your Architect*, this booklet provides answers to owners' ques-

tions about the cost-based approach to paying their architects. Discusses various methods of compensation and explains how the cost-based approach ties compensation directly to the designated services needed to carry out a project. \$.75 for a single copy. For AIA members only, 25 copies/\$15 (4-N902B). Available through *Publications Fulfillment Division* (785-7332).

For further information about public relations in general, contact the Office of the Administrator, Public Relations Department, 785-7259.

Publications Sales

Publications Price List and Order Form (6-N702)

List of AIA documents and forms, books, manuals, audiovisual materials, etc., available for sale through AIA. Free. Available through *Publications Fulfillment Division* (785-7332).

Publications Sales

AIA sells documents, books, audiovisual materials, etc., to architects, components and the public. Members and components are entitled to varying discounts depending on nature of the publications.

Contact *Publications Marketing Sales* (785-7274).

For further information about publications which are sold and to place orders, contact the *Publications Fulfillment Division*, 785-7332.

Railroad Stations

Stations

16mm color film, 28 minutes (1974). Shows many of the interesting and innovative uses being made of old railroad stations, in order to preserve these landmarks. Free loan to AIA members only. Available through *Audiovisual Division, Library* (785-7295).

Real Estate

Land Development Game Seminar (4-T102)

Six-step correspondence course to teach how to do land development through actual experience. \$75 for the first person from a firm, \$15 for each additional person from the same firm (4-T102A). Available through *Publications Fulfillment Division* (785-7332).

Registration

License Renewal Legislation/Regulation: A Strategy Guide for AIA Components

24-page publication discusses the issue of license renewal for architects, outlines potential action by components and contains legislative and regulatory guidelines for components.

New License Renewal Requirements for Architects: The AIA's Policy and Initiatives

21-page document presents AIA policy on license renewal, describes the principles of the professional development measuring system, and discusses current state activity on license renewal. Companion publications.

Both available through *State Component Affairs Division, Component Affairs Department* (785-7377).

Revising Architectural Registration Laws: Strategy Considerations (6-N502)

36-page publication (1976) containing 1975 survey results on issues and political processes concerning architectural registration laws, including strategies for legislative action. Free.

Available through *Publications Fulfillment Division* (785-7332).

For further information about registration of architects in general, contact the *National Council of Architectural Registration Boards, at AIA Headquarters*, 659-3996.

Research

Journal of Architectural Research (4-Z400)

Journal published three times a year; a joint publication of AIA and the Royal Institute of British Architects, with editorial boards in both London and Washington. Covers a broad range of research topics, providing an interdisciplinary forum for research, architectural practice and education. \$15/year.

Available through *Terry Peck, Publications Distributor* (785-7285).

Library Research Services

The library staff will respond to questions, either in person, by telephone or by letter, on aspects of architecture and construction, architectural history, building types, etc., using the library's nearly 20,000 cataloged volumes, over 400 current periodicals, reference books and indexes. Free.

Contact *the Library* (785-7293).

Research and Design

Published four times a year by the AIA

Research Corporation, and mailed free of charge to architectural libraries, deans of professional schools of architecture and to the professional architectural firms and architects working in government and industry who are listed as members of AIA. Additional subscriptions are available for \$15 in the U.S. (and possessions) and Canada, and for \$30 elsewhere. Single copies are available for \$4. All payments must be received in advance. Available through *AIA Research Corporation* (785-7800).

Research Information Retrieval Service (RIRS)

The research information retrieval service (RIRS) is an architectural data bank containing information on research projects and reports touching on every aspect of architectural practice. The system is accessed through a keyword list. The master keyword list now consists of 580 terms covering areas such as environmental controls, futuristic architecture, industrialized housing, economic and architectural development, primitive housing and passive solar. Contact *AIA Research Corporation* (785-7800).

Signs

Model Sign Control Ordinance

15-page guide (1965) prepared by the AIA commission on environment and Design to help communities write sign control regulations. Free.

Available through *Office of the Administrator, Practice and Design Department* (785-7359).

Specifications

Construction Documents—Specifications (1-HBC14)

Chapter 14 (1972) of the *Architect's Handbook of Professional Practice*, this document includes information on writing specifications, procedure, form, policy, method versus result, production and specification references. \$1.80/1.20. Available through *Publications Fulfillment Division* (785-7332).

MASTERSPEC—The Specification Writing System

Six-page informational brochure, outlining the nationwide, content-based specification system designed to save time and labor, reduce liability exposure and add profits for the design professions. Further detailed information and examples avail-

able upon request. Free.

Contact *PSAE, Inc.*, a wholly owned corporation of AIA, at AIA Headquarters (785-7246).

MASTERSPEC Workshops

A one-day, how-to course for architects and engineers in specification systemization. The course consists of intensive lectures and hands-on exercises, covering in depth all phases of the spec production process. Workshops are designed to enable professionals to understand, evaluate and utilize master specification technology and the MASTERSPEC system. The MASTERSPEC Workshop is now available, at PSAE's discretion, anywhere in the continental U.S., when sponsored by a viable local group. PSAE will charge a fee of \$25/attendee to cover its expenses, and will require a minimum of 25 pre-registered attendees. The local sponsor will establish an overall fee to include its expenses and profit. Eight contact hours 0.8 AIA CEUs.

Contact *PSAE, Inc.*, a wholly owned corporation of AIA, at AIA Headquarters (785-7246).

For further information about specifications in general, contact *Production Systems for Architects and Engineers, Inc.* (PSAE), at AIA Headquarters, 785-7367.

Tours

Architectural Study Tours

Annual two-week trip held either immediately after the AIA national convention or later in fall, to varying foreign places of architectural interest. All AIA members and their families may participate. Contact *Special Events Division* (785-7397).

Transportation

For information about transportation planning in general, contact the *Office of the Administrator, Practice and Design Department*, 785-7359.

Underground

Building Underground for People: Eleven Selected Projects in the United States (4-M711)

A 30-page report (1978) by Michael Barker, documenting a sampling of underground projects which involve human

habitation in the U.S. Information includes description of each project, owner, design team, contractor, size, cost, date of completion and decision to build sub-surface. \$6.

Available through *Publications Fulfillment Division* (785-7332).

Urban Planning

Blueprints for the Future

A 16mm color/sound film, 30 minutes (1965) that presents several master plans for Houston. A study of the architectural needs of the total city. Free loan.

Available through *Houston Chapter/AIA*, 3121 Buffalo Speedway, Suite 404, Houston, Tex. 77098, (713) 629-0191.

Building a Better Environment

"Clip Sheet" (1973) of news features with illustrations stressing value of AIA national policy task force recommendations for improving communities. Reproducible articles for newspapers. Free.

Available through *Public Relations Department* (785-7260).

Downtowns for People

16mm color film, 26 minutes (1972) showing examples of European and American downtown areas from the pedestrian's viewpoint. Free loan to AIA members only, no sale.

Available through *Audiovisual Division, Library* (785-7295).

Environmental Encounter—Experiences in Decision-Making for the Built and the Natural Environment

Basic guide to environmental problem solving that leads the individual from a fundamental perception and awareness of his personal environment to an understanding of complex urban environments, by Joanne Henderson Pratt; James Pratt, FAIA; Sarah Barnett Moore; William T. Moore, M.D. Organized for use in a course, in workshops and by individuals. Developed under grants from the National Endowment for the Arts, the U.S. Office of Education and AIA. \$14.95 plus \$1 postage and handling.

Available through *Dallas Chapter/AIA*, 2800 Routh, The Quadrangle 141, Dallas, Tex., 75201 (214) 748-4264.

Innovations in State Legislation: Land Use Management; Environment and Land-Use: Two California Experiments (2-M170)

Two publications (1973 and 1975) by Richard N. Tager, offered as one unit. The first is an overview of the role states can play in implementing the fundamental recommendations of the AIA national policy task force. The second report

discusses the background and fundamental provisions of CEQA and the Coastal Zone Act. \$2.

Available through *Publications Fulfillment Division* (785-7332).

Lafayette R/UDAT

16mm color film, 25 minutes (1978), documents the AIA R/UDAT visit to Lafayette, La. Free loan to AIA members. Available through *Audiovisual Division, Library* (785-7295).

Los Angeles: 20th Century American City (Environmental Communications)

87 color slides with booklet. Explores important aspects of new trends and problems in contemporary urban development: urban sprawl, low-density ghetto, freeway systems, leisure facilities land use patterns. Rent \$15 to AIA members only.

Available through *Audiovisual Division, Library* (785-7295).

The Noisy Landscape

16mm color film, 14 minutes (1968). A view of the jungle of signs obliterating everything at the approaches to cities and in business districts and a sensible process for sign control. Free loan to AIA members only.

Available through *Audiovisual Division, Library* (785-7295).

Our Alabaster Cities (4-Q103)

35mm, 50 frame color filmstrip, with teacher's guide. Shows urban ugliness in comparison with beauty and order. \$2. Available through *Publications Fulfillment Division* (785-7332).

Phoenix R/UDAT

16mm color film, 25 minutes (1974). Documents the AIA/Regional Urban Design Assistance Team visit to Phoenix. Free loan to AIA members only. Available through *Audiovisual Division, Library* (785-7295).

R/UDAT Films

Films of some previous R/UDATs are available on loan.

Available through the *Audiovisual Division, Library* (785-7295).

R/UDAT Program

Through the Regional/Urban Design Assistance Team Program (R/UDAT), chapters can arrange for a team of AIA members and other specialists to visit their communities and advise them on specific community planning and urban design problems or on long-range goals in regional planning.

Contact *Design and Environment Programs Division, Practice and Design Department* (785-7363).

R/UDAT: Regional/Urban Design Assistance Teams: A Program of The American Institute of Architects

(6-N405)

Pamphlet (1976), addressed to community leaders, describing the R/UDAT program. Prepared by the AIA urban planning and design committee. Free. Available through *Publications Fulfillment Division* (785-7332).

R/UDAT Reports

Reports of recent R/UDAT visits available upon request. \$3-\$5.

Available through *Design and Environment Programs Division, Practice and Design Department* (785-7363).

The Santa Monica Mountains: A Possibility and Paradigm/Ventura Boulevard Study (L.A. Architect, January 1978)

These two reports are the work of chapter committees concerned with the development and use of these two important environmental areas in Los Angeles. Photographs and charts are accompanied by analyses and proposals. \$1 plus tax and postage.

Available through *Southern California Chapter/AIA, 304 S. Broadway, Los Angeles 90013, (213) 624-6561.*

Urban Design

A 16mm, color, sound, 14-minute film based on a 1976 R/UDAT, illustrating the urban design process and documenting the process in action in a selected neighborhood. Exposes in layman terms the interdisciplinary aspects of the urban design process, illustrating the importance of community input. Available on loan for cost of mailing.

Available through *Birmingham Chapter/AIA, 1105 S. 20th St., Birmingham, Ala. 35205, (205) 933-1934.*

What is Regionalism?

AIA JOURNAL reprint on regional planning and development. Free.

Available through *Director, Design and Environment Programs* (785-7363).

Wilson R/UDAT

16mm color film, 25 minutes (1974). Documents the AIA Regional/Urban Design Assistance Team visit to Wilson, N.C. Free loan to AIA members only.

Available through *Audiovisual Division, Library* (785-7295).

For further information about urban planning in general, contact the Design and Environment Programs Division, Practice and Design Department, 785-7363.

Women in Architecture

The Status of Women in Architecture

38-page report (1975) of the AIA task force on women in architecture, which identifies several major areas where women have been either discriminated against or under-represented in the architectural profession and AIA. Free.

Available through *Coordinator, Women in Architecture* (785-7376).

Women in Architecture: A Special Report

Eight-page special issue of the AIA Memo (January 1976) which describes the AIA's affirmative action plan to increase involvement of women in AIA and the profession. Free.

Available through *Public Relations Department* (785-7260).

For further information about women in architecture, contact the Coordinator, Women in Architecture, 785-7376.

Working Drawings

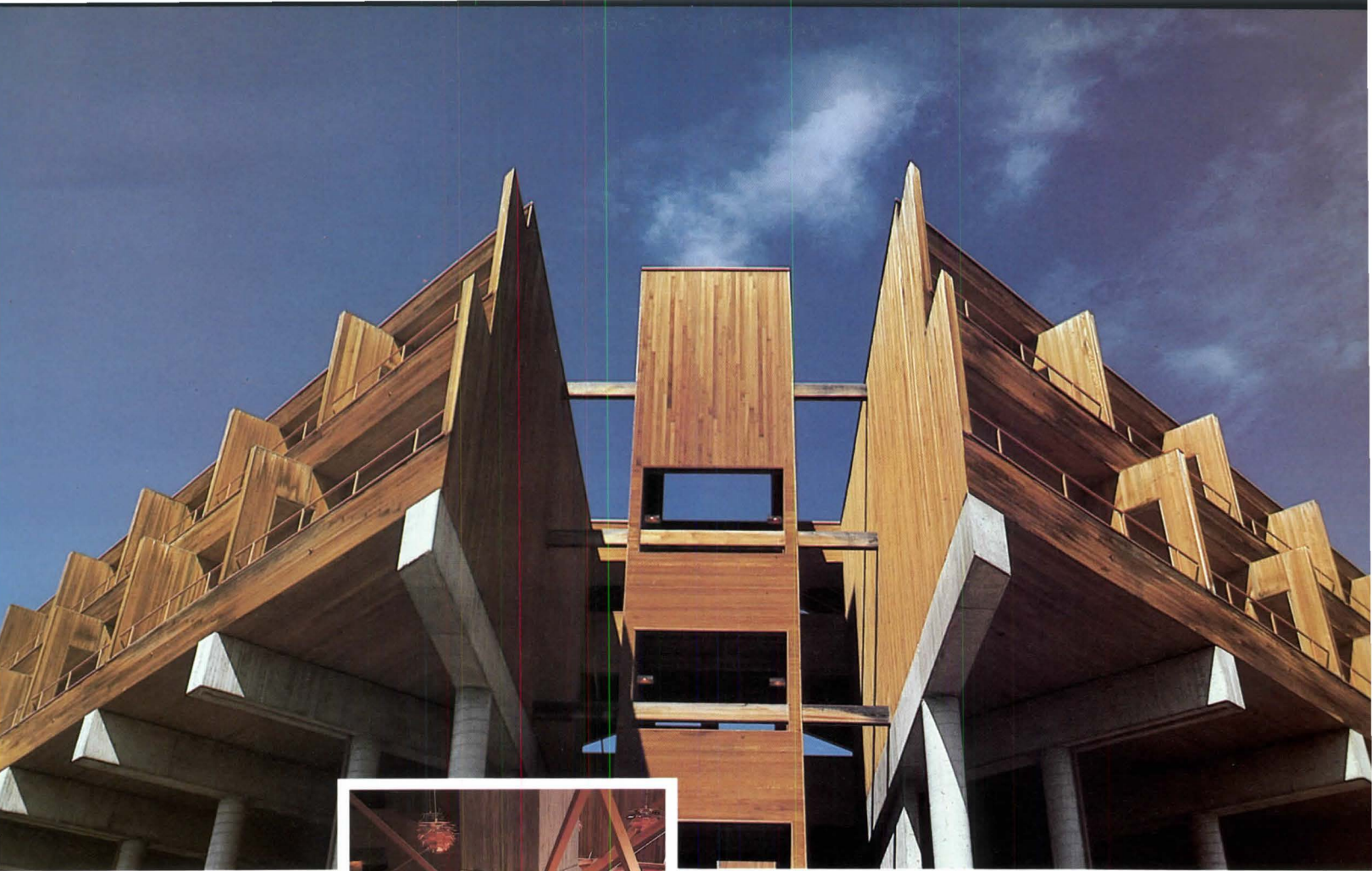
Construction Documents—Drawings

(1-HBC12)

Chapter 12 (1970) of the Architect's Handbook of Professional Practice, this document includes general comments on drawings, instructions on laying out the work, production and ownership. \$.90/60.

Available through *Publications Fulfillment Division* (785-7332).

For further information about the 7th edition of Architectural Graphic Standards, contact the Editor, Architectural Graphic Standards, Practice and Design Department, 785-7306.



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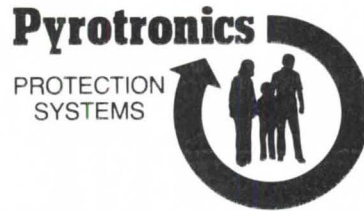
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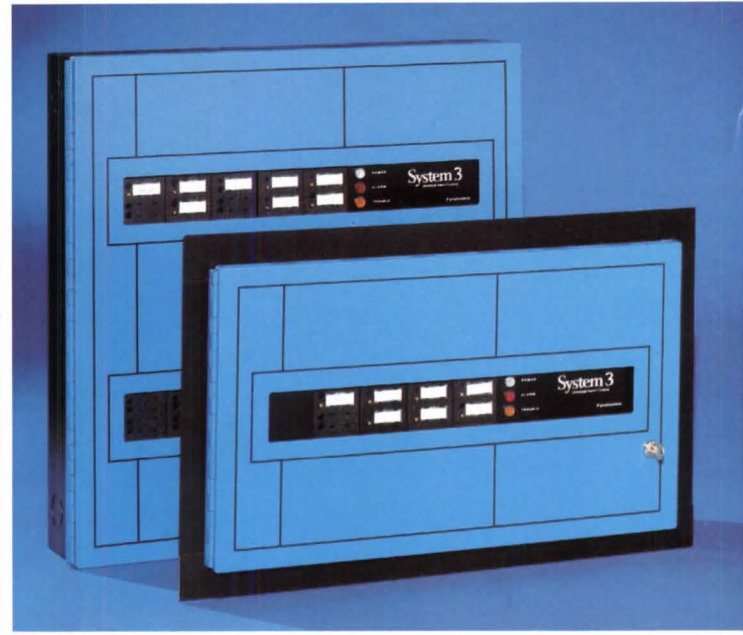
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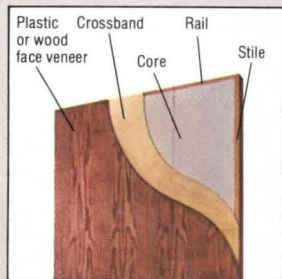
Some promise you "the best door at the lowest price." Others say "quality at a competitive price." Then there's the claim, "we will not be undersold."

Who can an architect really believe?

Hint: Stick with the door people with a solid reputation.

Suggestion: Weyerhaeuser.

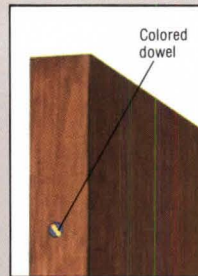
Quite frankly, we aren't the only people in the door business with a good background. But we are the only door supplier with seven essential points of difference.



The quality goes all the way through.

1. Weyerhaeuser fabricates all our own core components. Hollow. Staved. Timblend®. Mineral. We pay as much attention to the part you don't see as the part you do.

3. Weyerhaeuser extra touches set us apart as well. Hardwood side edges to match faces. Stiles and rails bonded to the core. Type I fully waterproof glue. Permanent identification with colored dowels for easy verification and reference.



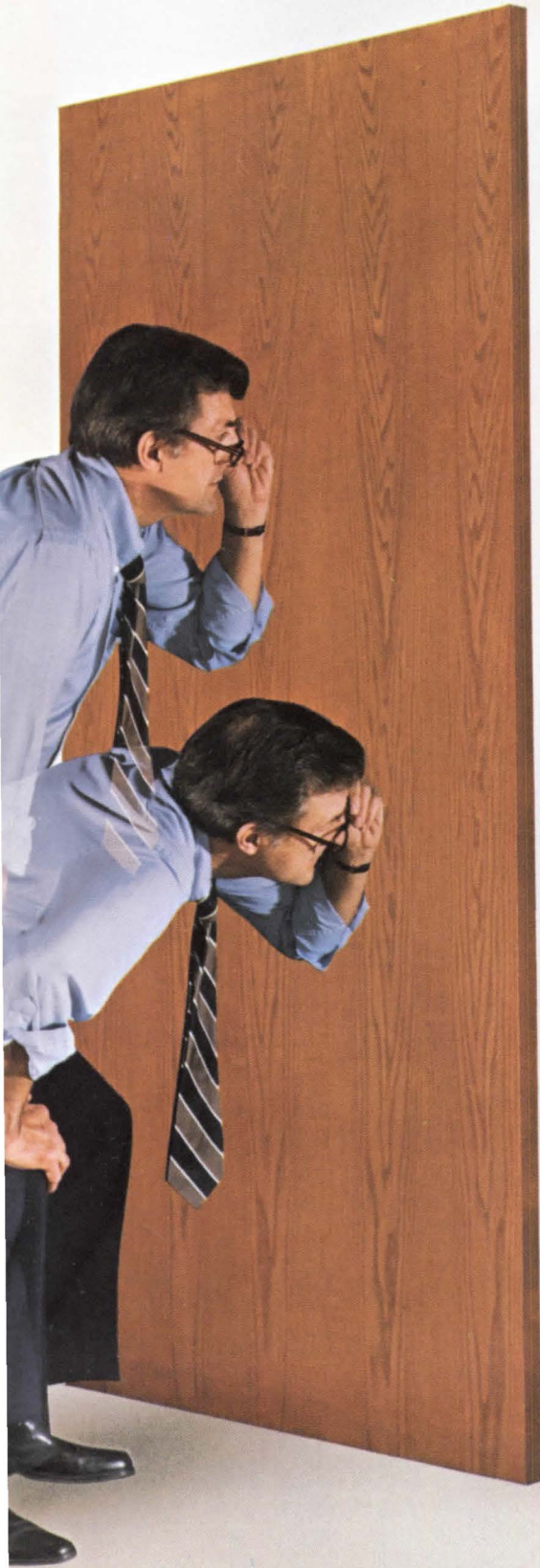
Our finishing touches make the difference.

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YOUR REPUTATION DOLLARS A DOOR?



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We have a face to match your plan.

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Now you might be able to specify a door that's cheaper than Weyerhaeuser. But in no way can that door live up to our 80 years of manufacturing experience, our 7 major points of difference and the Weyerhaeuser reputation.

So the next time *your* reputation goes on the line, think of Weyerhaeuser.

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For more information, write: Weyerhaeuser, Box B, Tacoma, WA 98401. Or just check Sweets.



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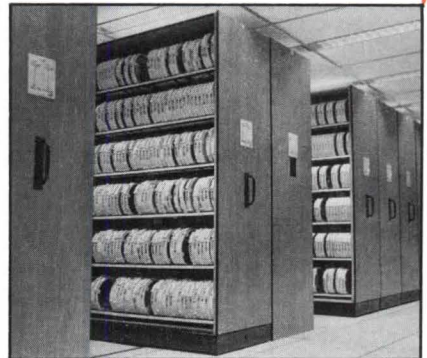
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These publications may be ordered from the AIA Department of Publications Marketing/Sales, 1735 New York Ave. N.W., Washington, D.C. 20006, (202) 785-7275. Include name of person to receive order, quantity, title, catalog number(s) and payment (check payable to AIA). AIA members receive 20 percent off Code 2 books (i.e., 2M708) and 10 percent off Code 3 books. * indicates books published by organizations other than AIA and may not be in accord with AIA policy.

A

AIA Building Construction Legal Citator (2M119)

Lists court decisions relating to AIA standard contracts in A, B and C Series, with copies of these documents. Temporarily out-of-print. New edition due early 1980.

***AIA Guide to New York City (3M383)**
This 653-page, revised edition (1978) by Norval White, FAIA, and Elliot Willensky, AIA, includes a short introduction and a capsule description of each of the five boroughs. Comments on shops, restaurants, theaters, parks, squares and buildings of historical and architectural interest. Paperback, \$9.95.

***AIA Guide to the Architecture of Washington, D.C. (3M269)**

Revised edition (1974) of the convention guidebook prepared by the Washington Metropolitan Chapter/AIA. The 246-page working guide is arranged into convenient walking and motoring tours. Paperback, \$6.95.

AIA Membership Directory (4M136M)

Annual alphabetical listing of all AIA members and associates, including addresses and chapter affiliations. Appendices include honorary members and fellows, component presidents, medals and awards, affiliated and associated organizations. \$10 for AIA members, \$60 for others (4M136).

AIA Time Data Bank: Status Report, October 1978 (4M717)

This report was prepared for the AIA board of directors by the AIA time data bank task force. As an integral component of the AIA financial management system, the time data bank is aimed at sharing among AIA members information on personnel time required to provide items of professional services for a

variety of recent projects. This then provides an accessible data base for checking personnel time requirements when estimating compensation for new projects. Each of the seven building type groups included in the report is preceded by a detailed listing of each building type in the building classification code, together with a count of the number of data forms in each category. Within a category, the 331 data forms are arranged by building size. \$15.

***Alternative Natural Energy Sources in Building Design (3M323)**

Alternative energy solutions to many energy design problems are discussed in this 215-page book (1977) by Albert Davis and Robert Schubert—through diagrams, tables, and formulas. Paperback, \$6.95.

***The American Courthouse (3M187)**

The final product of a study cosponsored by AIA and the American Bar Association, this 320-page book (1972) presents an interdisciplinary view of the design of court facilities. \$40.

American Endless Weekend (2M151)

64-page publication (1973) by C. Ray Smith, AIA, which looks into recreation problems and planning in America. Prepared for the AIA committee on architecture for the arts and recreation. \$6.

***American Interiors: Architectural Digest Presents a Decade of Imaginative Residential Design (3M325)**

Paige Rense edited this 287-page book (1978). Some of the most distinguished interiors of our time are shown through photographs and deft word pictures. \$35.

***Anatomy of a Park (3M126)**

180-page manual (1971) by Albert J. Rutledge on park design. \$22.95.

***Ancient Architecture (3M179)**

415-page book (1974) by Seton Lloyd and others. Volume 4 of the History of World Architecture series. \$42.50.

***Apprentice to Genius: Years with Frank Lloyd Wright (3M397)**

This 256-page book (1979) by Edgar Tafel, AIA, is the first written by an architect who actually studied at the Taliesin fellowship. Gives an insider's view of the genius who created a new school considered by many as the basis of modern architecture. Includes a list of the Wright buildings open to the public. \$19.95.

***The Architect as Developer (3M235)**

This 202-page book (1976) by John Portman, FAIA, and Jonathan Barnett, AIA, examines architectural and financial advantages of integrating real estate development and architectural design into a single process. Includes case study of Peachtree Center Plaza Hotel from conception to completion. \$27.50.

Architect/Engineer Government Contracting: A Manual (4M718)

In loose-leaf format, this convenient, easy-to-read manual (1979) contains actual forms, documents, regulations, laws, guidelines and techniques used by public officials and design practitioners in A/E contracting. Prepared by the Committee on Federal Procurement of A/E Services, it is available for the first time outside the successful contracting course. \$95.

Architect's Guide to International Practice (2M715)

This 107-page guide (1978), produced through the efforts of AIA's federal agency liaison department, contains pertinent facts on 29 foreign countries, acquainting architects with the complexities and legal/financial considerations for practicing abroad as well as the differences between foreign and domestic markets. Presents a general overview of international practice. \$20.

Architect's Handbook of Professional Practice (1M104)

This two-volume set in ring binders includes samples of all A, B, C, D, E and G documents, plus 18 chapters and a glossary of construction industry terms. \$20 AIA members, \$30 for others.

Architects in Government Roster (2M161)

List (1979) giving names and addresses of 2,700 architects employed by federal, state and local governments. \$6.

***Architectural Delineation: A Photographic Approach to Presentation (3M128)**

310-page book (1971) by Ernest E. Burden, presenting a totally new approach to architectural rendering. \$29.95.

Architectural Design and the Social Sciences (2M214)

Companion publication (1975) to "Social Science and Design," which gives more information on designer and social scientist collaboration. \$3.

***Architectural Graphic Standards (3M103)**

695-page book (6th edition, 1970) by American Institute of Architects and the late C. G. Ramsey and H. R. Sleeper. A source book and standards guide for sizes, dimensions and details for all building materials and equipment. \$55.

***Architectural Illustration: The Value Delineation Process (3M404)**

This 256-page book (1979) by Paul Stevenson Oles, AIA, describes the best communication modes to use, presented from the architect's point of view. Models, computer graphics, design drawing representations, and their advantages and dis-

Books, Etc., to Order Through the Institute

advantages are covered in depth. The system presented here is extremely useful for architects in terms of flexibility, applicability, and quality of finished product. \$34.50.

***Architectural Photography (3M238)**

This 164-page book (1976) by Joseph Molitor shows how the architectural photographer must understand composition, perspective, scale and mass, and relate each to building physical structure. 217 black and white and 31 color photographs explain each step in detail. \$27.50.

***Architectural Registration Handbook (3M155)**

Annual test guide prepared by the National Council of Architectural Registration Boards for those taking the professional examination for architectural registration. \$22.

***Architectural Rendering (3M147)**

326-page book (1972) by the late Albert O. Halse, AIA, which is a thorough guide to successful architectural rendering. \$36.

Architectural Secretaries Handbook (4M131)

Loose-leaf volume (1978) intended to educate the architectural secretary in all facets of the profession. Contains sections on the Architectural Secretaries Association (ASA), the secretary and the office, the secretary and the project, reference materials and glossaries. \$15.

Architectural Secretaries Handbook Supplement, 1978 (4M131-1)

Updated information for 1975 edition only of ASA Handbook. Material is included with 1978 edition of Handbook. \$3.50.

***Architectural Signing and Graphics (3M387)**

Written by John Follis and Dave Hammer, this 232-page book (1979) provides detailed practical information on the signing and graphics requirements of a variety of projects and outlines business procedures and practices involved in the design solution. \$32.50.

***Architecture and Energy (3M279)**

A compelling 322-page (1977) study by Richard G. Stein, FAIA, of the needless waste of resources in today's buildings and homes. The author outlines steps required to revolutionize the design process and provide more efficient and livable structures, \$12.95; paperback (3M279P), \$6.95.

***Architecture in America: A Pictorial History (3M229)**

This 832-page, two-volume set (1976) by G. E. Kidder Smith, FAIA, provides an invaluable historical record of America's own unique contributions to world architecture. Some 800 black and white photographs display historic and contemporary work. Structures are succinctly identified as to time, place, architect and significance and are grouped in seven geographic sections. \$39.95.

***The Architecture of Arthur Erickson (3M341)**

In this 448-page book (1975), Erickson records his philosophy regarding site, light and cadence—the concerns predominating the character of his work. \$40.

***The Architecture of Bruce Goff (3M373)**

This 135-page book (1978) by Jeffrey Cook, AIA, is intended as a survey of the work of Goff, providing an in-depth examination of a small number of his buildings. An advocate of Frank Lloyd Wright's ideas, Goff is one of the most provocative architects of this century. 120 illustrations complement the text. \$20.

***Architecture Schools in North America (3M124)**

This 300-page book (1977) is a complete guide for prospective architectural students. It includes a faculty directory. Paperback, \$5.95.

B

***Back to the Drawing Board: Planning Livable Cities (3M408)**

This 245-page book (1978) by Wolf Von Eckardt, Hon. AIA, is an analysis of how to design cities "with" nature and not "against" it. *Washington Post* architectural critic, Von Eckardt's highly readable book is of interest to professional and nonprofessional alike. \$10.

***Baroque Architecture (3M123)**

407-page book (1971) by Christian Norberg-Schulz. Volume 2 of the History of World Architecture series. \$42.50.

Basics of Solar Heating and Hot Water Systems (3M262)

This 48-page publication (1977) from AIA Research Corporation is basically a revision of "Solar Energy and Housing: An Introduction." Discusses passive and active systems. Introduces systems design considerations, from collector components and placement, to storage and heat exchangers, to distribution. \$5.

***The Bathroom (3M109)**

272-page book (1976, revised edition), by Alexander Kira, giving the history of attitudes and dozens of specific design solutions for improving every aspect of bathroom design. Paperback, \$7.95.

***The Bed and Bath Book (3M346)**

In this 448-page book (1978), Terence Conran discusses beds and baths to suit every need or whim. Every area of the house is included from attic to cellar. \$30.

***Behavioral Architecture: Toward an Accountable Design Process (3M272)**

This 203-page book (1977) by Clovis Heimsath, FAIA, is a study and documentation of the often adverse psychological effects of buildings on people. Taken from an architect's viewpoint, it offers practical guidelines and step-by-step procedures to make certain the human element is included when designing viable buildings. \$19.50.

***BOD File: A Resource Book for Designers and Illustrators (3M343)**

By E. Denny and P. Terrazas, this source book contains 1,500 illustrations of human figures. They are drawn at architectural scale of one inch = one foot. Book includes section on automobile bodies, too. Paperback, \$15.

***Bucket of Oil (3M174)**

87-page book (1974) by William W. Caudill, FAIA, and others, giving examples of building designs that conserve energy and meet human and esthetic needs at the same time. \$6.95.

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A 320-page manual (1975), by Frank Ching, containing step-by-step guidance on every technique of residential and light construction. Provides handy guidelines for cost estimating and construction sequencing. More than 1,000 illustrations. \$18.95.

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352-page book (1976, second edition) by Harold D. Hauf, FAIA, focusing on recent problems in professional liability. It identifies the principal contingencies that may arise, discusses the details of contract forms and suggests methods for handling disputes that will be equitable to all parties involved. \$22.95.

***Building Cost File (3M148)**

Annual compilation of more than 16,000 unit costs covering all phases of general building construction. Four regional editions. \$25.95 (specify East, Central, Southern or Western edition).

***Building Early America (3M219)**

407-page volume (1976) edited by Charles E. Peterson, FAIA, containing the proceedings of a symposium celebrating the 250th birthday of the Car-

penters' Company of the City and County of Philadelphia. Contains chapters on the history of building and building materials and on historic preservation. \$19.95; paperback (3M219P), \$9.95.

***Building Underground for People: Eleven Selected Projects in the United States (4M711)**

This brief 30-page report (1978) by Michael Barker, AICP, presents a sampling of underground projects in the U.S. which involve human habitation. Information includes description of each project, owner, design team, contractor, size, cost, date of completion and decision to build subsurface. \$6.

***Building Without Barriers for the Disabled (3M232)**

This 80-page book (1976) by Sarah Harkness, FAIA, and James Groom, AIA, is an invaluable guide to designing public buildings which are safe, convenient and easily accessible to the physically handicapped. Numerous photographs illustrate design solutions for the special needs of disabled and elderly. Drawings and diagrams, in both inches and meters. \$10.95.

***Buildings for Commerce and Industry: Boutiques to Factories (3M369)**

In this 256-page book (1979), the editors of *Architectural Record* magazine present design solutions for commercial buildings. Clearly demonstrating the impact of building design on a business' profitability, selections show how to design for specific commercial needs, how to create designs compatible with commercial surroundings and how to decide when to remodel, expand or build new facilities. \$22.50.

***Buildings for the Arts (3M412)**

Prepared by the editors of *Architectural Record*, this 224-page book (1978) describes libraries, art museums, historical and regional museums, cultural centers and theaters. Illustrations include floor plans and technical data. There are 24 pages of full-color. \$28.50.

***Buildings Reborn: New Uses, Old Places (3M411)**

Barbaralee Diamonstein, in her 255-page book (1978), provides a 20-page explanatory introduction on preservation in general and adaptive use in particular. The 95 cases that follow give a brief but well-rounded look at adaptive use. Entries include the better known projects (Ghirardelli Square, etc.) as well as many little-known but equally useful cases. Paperback, \$10.

***Built to Last: A Handbook on Recycling Old Buildings (3M410)**

Written by Gene Bunnell, this 126-page book (1978) contains 33 major and several dozen shorter case studies of

adaptive use projects with costs and construction details, organized by building type. Paperback, \$5.95.

***Business and Preservation: A Survey of Business Conservation of Buildings and Neighborhoods (3M355)**

Written by Raynor M. Warner and others, the 71 projects profiled in this 295-page book (1978) illustrate the ways in which business has either made use of existing buildings or given support to others for their preservation. The case studies presented provide useful examples for other businesses interested in building and community preservation, and for citizen groups interested in obtaining support for these causes. Paperback, \$14.95.

***Byzantine Architecture (3M221)**

383-page book (1974) by Cyril Mango. Volume 8 of the History of World Architecture series. \$42.50.

C

***Carpenter Gothic: 19th Century Ornamented Houses of New England (3M344)**

This 160-page volume (1978) by Alma de C. and Deidre B. McArdle documents, in text and photographs, the highly ornate, wooden ornamentation, known as Carpenter Gothic, in New England. \$24.50.

***Cast Iron Decoration: A World Survey (3M290)**

This 332-page book (1977) by E. G. Robertson and J. Robertson is a photographic inventory of the forms, national variations, relationships to architecture and contributions to buildings of cast-iron ornamentation. \$27.50.

***Castle (3M284)**

80-page book (1977) by David Macaulay, based in concept, structural process and physical appearance on several castles built to aid in the conquest of Wales between 1277 and 1305 A.D. For ages 10 and up. \$9.95.

***Cathedral (3M192)**

80-page book (1973) by David Macaulay, graphically explaining the creation of the cathedral, from the building of the foundation to the completion of the towers. Ages 10 up. \$9.95.

***Central City Malls (3M415)**

Offering complete, in-depth coverage of mall development, this 200-page book (1978) by Harvey M. Rubenstein illustrates how pedestrian malls have become an exciting part of the revitalization of downtown business districts. Analyzes

factors that determine a mall's feasibility, size, location and cost. Contains 22 case studies and a catalog featuring complete data on 90 malls. \$22.50.

***Chair (3M314)**

This 144-page volume (1978), edited by Peter Bradford and Barbara Prete, reveals chairs as symbols of civilization—reflecting the personal motives of the designer and the nature of his market. Included among the 1,100 illustrations are the 700 submissions to the 1977 AIA international chair design competition. \$19.95.

***Children's Spaces: 50 Architects and Designers Create Environment for the Young (3M377)**

In this 222-page book (1978), Molly and Norman McGrath have gathered examples of children's spaces together under one cover. The main body of the text is given over to the designers' own discussions of their attitudes toward designing spaces for children—showing how space can be planned from the beginning to change as the child grows. \$29.95.

***City (3M193)**

112-page book (1974) by David Macaulay, showing the development of a Roman city, from the planning stage through construction. Ages 10 up. \$9.95.

***Compensation Guidelines for Architectural and Engineering Services, 2nd Edition (2M188)**

Prepared by AIA with the assistance of the American Consulting Engineers Council, this 160-page (1978) financial management tool places equal emphasis on both the architectural and engineering services required for building projects. Provides a rational process for relating design professionals' compensation to cost of services. Shows how to work with the client to analyze a project, item by item, to reach an agreement on scope of services required. \$12.50.

***Comprehensive Architectural Services (3M105)**

241-page book (1965) edited by William Dudley Hunt, FAIA, which covers all facets of the professional requirements, responsibilities and involvement of architects in professional capacities and conduct of business. \$19.95.

***Computer Aided Architectural Design (3M375)**

This 573-page book (1977) by William J. Mitchell provides a comprehensive introduction to the subject of computer-

aided architectural design. No detailed knowledge of programming is assumed, although some familiarity with a programming language will be helpful, as well as a knowledge of elementary algebra and trigonometry. The text is supplemented by several hundred original diagrams. \$29.95.

***Concepts in Architectural Acoustics (3M225)**

200-page book (1972) by M. David Egan, which includes chapters on basic acoustical theory, sound absorption, sound isolation, speech privacy, mechanical system noise and vibrations, room acoustics and sound reinforcing systems. \$28.95.

***Concepts in Building Firesafety (3M358)**

M. David Egan, in this 264-page book (1978), presents the principles of design for firesafety in an easy-to-follow graphic format. More than 270 illustrations help design professionals conceptualize problems and solutions of fire ignition and spread in buildings, site planning, building materials and construction, fire detection and suppression systems for buildings, smoke and heat venting techniques, escape and refuge principles. \$22.

***Concepts in Thermal Comfort (3M186)**

This 224-page book (1975) by M. David Egan is an important reference of energy conservation design and construction principles. Text stresses the importance of integrating mechanical systems with building structures, minimizing building heat loss or heat gain, and conserving valuable resources and energy. Illustrated with graphs, charts and numerous tables of technical and engineering data to aid in solving actual building problems.

Appendices provide useful formulae and additional references. \$13.95.

Construction Bonds and Insurance Guide, Second Edition (2M163)

Loose-leaf reference book (1979) prepared by Bernard B. Rothschild, FAIA, containing up-dated information on bonds and insurance related to construction projects, with glossary of insurance terms and suggested check list. Tentative price is set at \$12.50.

***Construction Business Handbook: A Practical Guide to Accounting, Credit, Finance, Insurance, and Law for the Construction Industry (3M368)**

Edited by Robert Cushman, this 760-page handbook (1978) is a trustworthy, efficient source of time-tested techniques for solutions to specific problems that arise time and again in the construction industry. Answers to questions involving accounting, insurance, contracts, bonds, bids and much more may be found in the 53 chapters of this authoritative reference. \$34.50.

***Construction Delay: Responsibilities, Risks and Litigation (3M246)**

This 384-page book (1976) by James O'Brien clearly explains legal definitions of delay, responsibilities of both building professional and client, role and liability of each participant in court proceedings and techniques for avoiding litigation altogether. Includes analyses of court cases involving the most frequently encountered problems in delay litigation. \$18.50.

***Construction Law in Contractor's Language (3M307)**

This 352-page book (1977) by McNeil Stokes deals with construction contracts in an up-to-date manner. Particularly valuable because it speaks in terms of practical problems, is easy to read and understand. Included are chapters on bidding, general contracts, subcontracts, performance, insurance and how to collect your money. \$23.50.

***Converted into Houses (3M228)**

96-page book (1976) by Charles Fracchia and Jeremiah Bragstad serves as guide for creative recycling nonresidential buildings into houses. Over 30 dwellings-from-other-buildings, both in the U.S. and abroad, are discussed in lively text. Each dwelling shown as it was and as it is, accompanied by history of use and the process of conversion. 216 color photographs. \$15, paperback (3M228P), \$6.95.

***Court House: A Photographic Document (3M340)**

A 256-page (1978) visual exploration, edited by Richard Pare, of a vital part of American life. An important contribution to knowledge of this area of architecture—and history—of the U.S. \$35; paperback (3M340P), \$18.95.

***Creative Communications for a Successful Design Practice (3M300)**

This 192-page book (1977) by Stephen A. Kliment, FAIA, is an invaluable tool for design professionals who want to develop skills and techniques needed to communicate effectively with present and potential clients, the media and the public. \$22.50.

***Current Techniques in Architectural Practice (2M701)**

275-page book (1976) edited by Robert Allan Class, AIA, and Robert E. Koehler, Hon. AIA. An overview of architectural practice, with emphasis on management, plus a comprehensive, annotated bibliography. \$25.

D

***Design and Planning of Swimming Pools (3M418)**

A comprehensive, 276-page manual (1979) written by John Dawes, a specialist in pool design, full of useful and well-researched data. Describes the essential characteristics and consequent design requirements of each type of pool, ranging from the small garden pool to public, school and therapeutic pools. The second portion deals in great detail with more technical matters: structural problems and how to solve them; how to select and apply finishes; filtration, circulation and water treatment; recommendations on heating and ventilating. Illustrated. \$50.

***Design Cost File (3M149)**

223-page book (1979) which contains completely updated prices for more than 1,300 composite building systems. \$29.95.

***Design for a Limited Planet: Living with Natural Energy (3M313)**

This 215-page source-book (1977) by Norma Skurka and Jon Naar gives concise explanations of how solar heating systems work and how to design for solar energy use, and tells where to go for additional information on alternate energy

systems. \$14.50; paperback (3M313P), \$6.95.

***Design for Accessibility (3M416)**

Practical, 256-page on-the-job book (1979) explains graphically every currently developed standard and recommendation for handicapped access design. Drawings, dimensioned in both USCS and SI units, cover details involved in site development and parking, building access and circulation (halls, stairs, ramps, elevators), building areas, details and accessories. Latest codes, standards and regulations are detailed. \$19.50.

***Design of Cities (3M102)**

336-page book (2nd edition, 1976) by Edmund N. Bacon, FAIA, comparing the spatial forms and subtle beauties of ancient and modern cities with a multitude of drawings, photographs, maps and plans, \$12.95.

Design Resources File: Planning Justice Facilities (4M714)

Prepared by the AIA committee on architecture for justice, this 83-page resource (1978) contains: a summary of the 1972 task force report on the state of the art in architecture for justice and some recommendations for action; guidelines for the justice planning process; resource and bibliographies pertaining to court, correctional and juvenile justice facilities, and

an evaluation checklist for law enforcement facilities. \$10.

Design Review Boards: A Handbook for Communities (2M203)

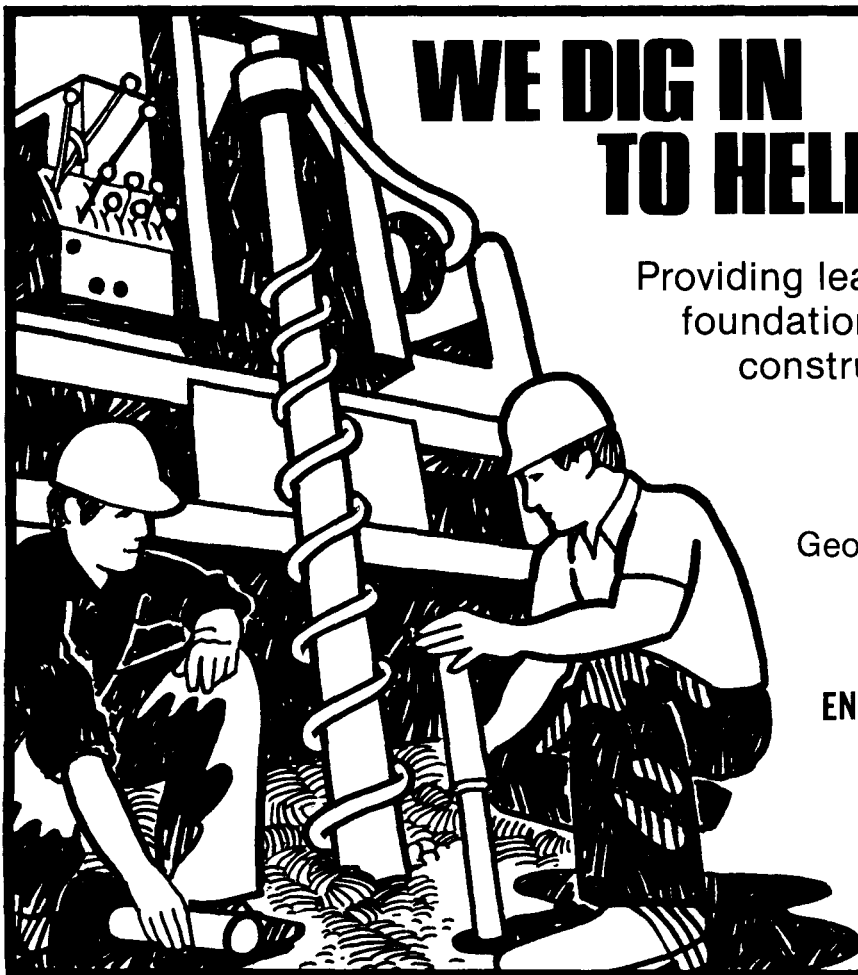
52-page résumé (1974) of the law on design review and an annotated model ordinance to guide communities that choose to adopt a design review board process. \$7.

***Design Through Discovery, Third Edition (3M357)**

A 404-page basic introduction (1977) to the elements and principles of visual expression, by Marjorie Elliott Bevlin. Contains more than 600 photographs illustrating the concepts in the book with examples of all areas of design—from the contemporary rock concert to the marble sculptures of Michelangelo. \$19.50; paperback edition (3M357P), \$13.95.

***Designing and Building a Solar House: Your Place in the Sun (3M251)**

288-page book (1977) by Donald Watson, AIA, demonstrates the most sensible ways to combine good residential design with contemporary solar heating technology within building costs of conventional homes. Delves into topics such as "active" and "passive" solar heat systems, hot water systems, calculating wind, temperature range and sun exposure fac-



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***Designing for the Disabled, Revised Third Edition (3M356)**

Comprehensively updated and completely rewritten, this 525-page (1976) classic by Selwyn Goldsmith is a necessary aid for all who are concerned with the planning and management of buildings used by handicapped people. Using 478 diagrams to guide the designer, this book is a reproach to traditional attitudes of building design, in which the disabled have been largely ignored. \$47.50.

***Designing for Human Behavior: Architecture and the Behavioral Sciences (3M240)**

Edited by Jon Lang, and others, this 368-page book (1974) is concerned with raising the standard of the designed environment to meet human needs on as many levels as possible. Designers interested in the human element of their work will benefit from this book. Paperback \$13.50.

***Designing Houses: An Illustrated Guide (3M336)**

This 152-page book (1976) by Lester Walker and Jeffrey Milstein is an introduction to the tools and methods of designing a home structure for those interested in architecture, ages 12 and up. \$10; paperback (3M336P), \$4.95.

***Designing the Open Nursing Home (3M289)**

This 175-page book (1976) edited by Joseph A. Koncelik offers much needed research on the social, behavioral and physiological characteristics of the elderly infirm. Provides a clear guide to developing microenvironments that are residential in nature rather than sterile and institutional. \$19.50.

Development Building: The Team Approach (2M135)

130-page guide (1972), by C. W. Griffin, to project development. Since the development process is too complex and varied to be defined in simple, unvarying formulas, this book attempts to prescribe general rules. \$17.50.

***Dimensions: Space, Scale, and Shape in Architecture (3M308)**

In this 192-page book (1976) Charles Moore, FAIA, and Gerald Allen show why "dimensions" are far more than height, width and depth. They are anything that affects our perception of space, scale and shape. Short opening essays explain why all dimensions must be a concern of effective architecture. \$12.95.

A Directory of Minority Architectural/Engineering Firms (4M709M)

The directory (1978) prepared by AIA and the American Consulting Engineers Council (ACEC) lists both member and nonmember minority architectural and engineering firms nationwide. \$5 for AIA and ACEC members; \$10 for others (4M709).

***Dodge Construction Systems Costs, 1979 Edition (3M273)**

An invaluable reference source, this 262-page book includes the latest cost data on the different systems and assemblies that make up the functional part of a building. Easy access to this data makes it possible to compare costs of alternative solutions to any building problem, and

keep any project within budget. Features average building costs on 40 different types of buildings.

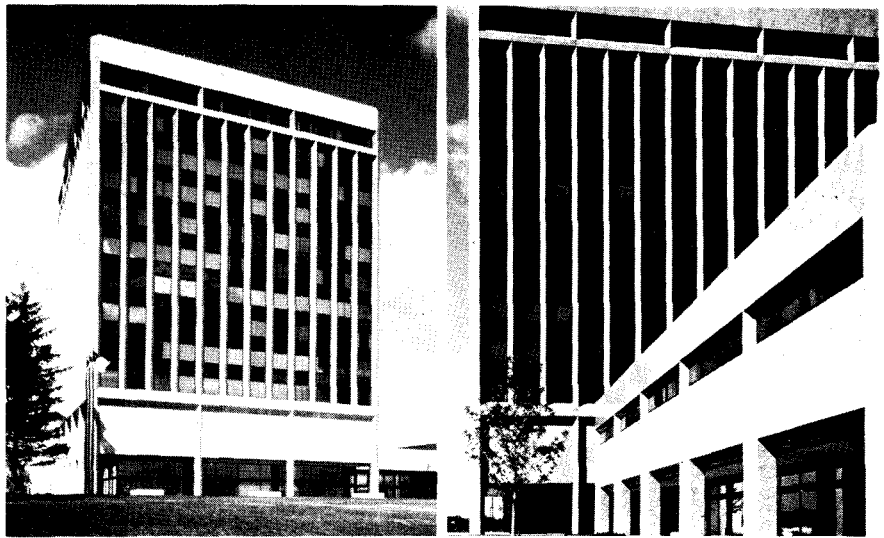
Paperback, \$38.80.

***Dodge Manual for Building Construction Pricing and Scheduling, 1979 Edition (3M274)**

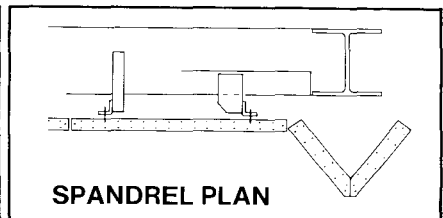
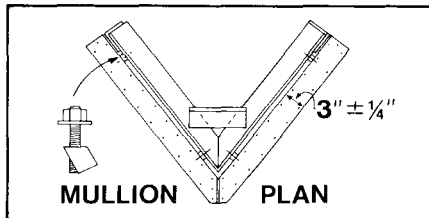
This 292-page publication contains the most detailed adjustment indices of any cost manual—material, labor and total indices for 50 trades and subtrades in 108 U.S. and 12 Canadian cities. A precise, computer-generated subject index gives instant access to needed figures for more than 10,000 unit construction cost listings. Paperback, \$24.80.

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*Doors (3M405)

This 144-page book (1979) by Val Clery offers a kaleidoscope of full-color photographs (158) that show how astonishingly varied, intriguing and significant doors can be. The book has all the fascination of a walking tour through an unfamiliar city where every turn brings new discoveries. Paperback, \$9.95.

*Drawings by American Architects (3M154)

613-page book (1973) by Alfred M. Kemper, AIA, which is a collection of renderings from more than 100 architectural offices illustrating a wide range of techniques and various viewpoints. \$44.95.

*Downtown U.S.A.: Urban Design in Nine American Cities (3M370)

In this 272-page book (1978), Kenneth S. Halpern examines the urban policies and planning in nine major U.S. cities: New York, Chicago, Philadelphia, Houston, Washington, D.C., San Francisco, Boston, Atlanta and Minneapolis. Illustrated with 350 black-and-white photographs. \$27.50.

E

*Earth Sheltered Housing Design: Guidelines, Examples, and References (3M381)

This 310-page book, produced by the Underground Space Center at the University of Minnesota, is the first comprehensive manual on underground housing design. It introduces the basic considerations of earth sheltered design and presents detailed layouts and photographs (300) of existing houses, built in both warm and cold climates. Offers precise information on financing, building codes, product information and a bibliography. \$17.95; paperback edition (3M381P), \$9.95.

*Earthquake Resistant Design: A Manual for Engineers and Architects (3M143)

In this 374-page book (1977), D. J. Dowick spells out the earthquake-resistant design process—from risk analysis through detailing—in logical design office sequence, explaining each stage along the way. Gives details on soils, foundations, superstructure and nonstructure. \$34.50.

*Earthscope: A Manual of Environmental Planning (3M337)

This 340-page book (1977) by John Ormsbee Simonds is a comprehensive and positive book on environmental quality. The author shows what architects, engineers and concerned citizens can do right now to assure that tomorrow's communities will be livable and productive. \$27.50.

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Books from page 104

Energy Conservation in Building Design (4M212)

Prepared by the AIA Research Corporation, this 156-page book describes opportunities for conserving energy through building design. It is the product of a national energy policy study financed by the Ford Foundation to investigate various aspects of the technological and social impacts of energy supply and consumption. \$5.

***Energy Conservation in Buildings** (3M184)

183-page book (1975) by Charles W. Griffin which contains a subject-by-subject examination of the building items that offer opportunities for reduction in energy use. \$20.

***Energy Conservation Standards** (3M371)

Written by Fred S. Dubin and C. G. Long Jr., AIA, this 413-page comprehensive guide (1978) gives the newest practical methods for managing energy in any structure designed, built, maintained or operated. Contains checklists and charts needed to trace and measure the energy flow in every given building, from heat loss in walls and roofs to the economics of HVAC and electrical systems. \$22.50.

***Energy Conservation Through Building Design** (3M389)

Edited by Donald Watson, AIA, this 224-page book (1979) comes in response to today's growing concern with the conservation of energy. It is comprised of key articles and references which outline the basic concepts and directions necessary for energy efficient building design; a reliable source for guidelines. \$19.50.

***Energy Handbook** (3M396)

This 640-page book (1978) by Robert L. Loftness is a major compilation and survey of energy resources, costs, conservation, efficiency, depletion, storage, transport, consumption, conversion technologies and environmental factors. A must for the reference shelf, it covers such areas as nuclear, oil, geothermal, coal, wind, solar and tidal energy sources. \$47.50.

Energy Planning for Buildings (4M720M)

Written by Michael Sizemore, AIA, et al., this 156-page book (1979) presents a proven process that design professionals can use (or adapt) to study the current energy performance of a building, uncover opportunities for energy-conscious

improvements, evaluate those opportunities and see that they are carried out to the building owner's best benefit. Describes in detail a manual technique for calculating energy usage and shows in a sample problem how that technique can be applied. Also provides a basis for understanding computer-aided energy estimating techniques. \$40 AIA members; \$44 to others (4M720).

F

***Facility Programming: Methods and Applications** (3M361)

Edited by Wolfgang F. E. Preiser, this 352-page book (1978) provides an authoritative overview of current user oriented programming approaches. Topics covered range from problem definition, cross-cultural programming and post-occupancy evaluation to adaptive use and other more specific examples of facility programming. \$32.

The Federal Marketplace: Are You Prepared? (2M704)

75-page book which describes the process of A/E selection and outlines opportunities for architects. \$10.

***The Federal Presence: Architecture, Politics, and Symbols in U.S. Government Building** (3M384)

Prepared by Lois Craig and the staff of the federal architecture project, this profusely illustrated 608-page reference (1978) is a sort of American album, a scrapbook of a special aspect of our cultural history. Post offices, courthouses and other government structures of the most utilitarian purpose have followed the fashions of their day and have contributed much to America's architectural tradition. \$37.50.

***For Pedestrians Only: Planning, Design and Management of Traffic-free zones** (3M278)

This 208-page book (1977) by Roberto Brambilla and Gianni Longo is a comprehensive study of the complex process of eliminating all the noise, pollution and turmoil from urban spaces. By summarizing and analyzing what has been achieved, the book offers a resource to guide future efforts to make cities more habitable. \$24.95.

***The Form of Housing** (3M359)

Sam Davis, AIA, edited this superbly illustrated 299-page book (1978) which provides a broad range of elements that must be considered in the planning and production of dwellings. Describes the main forms of urban housing during the past three decades. Examines changing attitudes of builders and developers, the movement toward conservation of old

housing, plus numerous projects. There are also extensive bibliographies. \$24.50.

***Frank Lloyd Wright's Usonian Houses: A Case for Organic Architecture** (3M328)

John Sergeant, in this 205-page book (1976), analyzes Wright's philosophy of building *with* nature rather than against it. Wright's later work has a new relevance as energy conservation and ecological integrity have become dominant concerns of this era. \$24.50.

Funding Sources for Architectural Programs: Foundations Supporting the Built Environment (2M719)

A resource listing compiled by the AIA Foundation and the National Endowment for the Arts. Contains essential information on more than 200 foundations which support the built environment. \$10.

G

Glossary of Construction Industry Terms (2M101)

18-page publication (1970), including definitions of terms with special meaning or connotation in the construction industry. \$1.50.

***Gothic Architecture** (3M285)

444-page book (1977) by Louis Grodecki. Volume 9 of the History of World Architecture series. \$42.50.

***Great Houses for . . . View Sites, Beach Sites, Wood Sites, Steep Sites, Flat Sites** (3M293)

248 pages (1976), edited by Walter F. Wagner, AIA, of 68 exceptional houses, illustrated in over 300 photographs and plans, show how a house can be designed to suit almost any site. Principles of design that create an interesting, workable and convenient house that takes advantage of its natural surroundings. \$21.50.

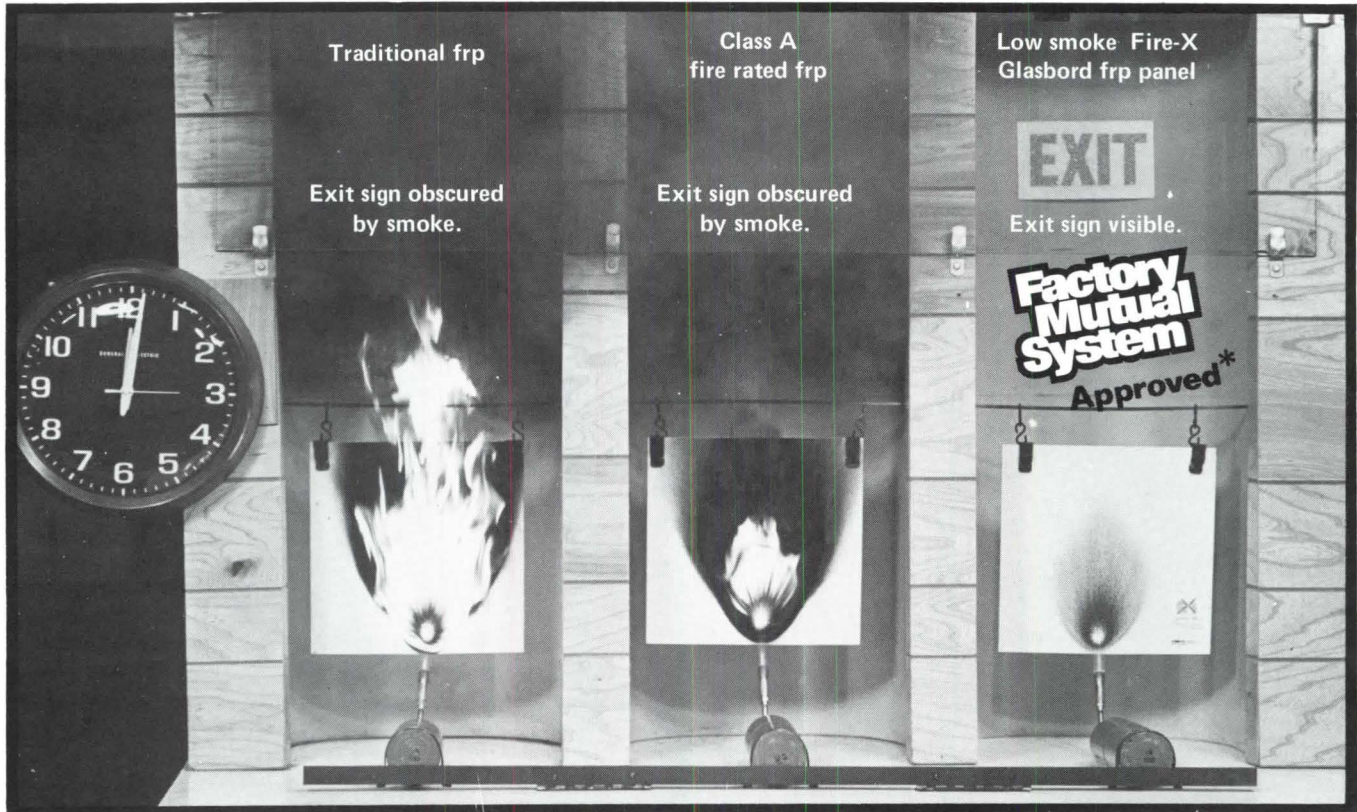
***Great Moments in Architecture** (3M315)

This 114-page portfolio (1978) by David Macaulay shows a fresh and beguiling side to his talents. For example: the plans for the Tower of Pisa on a skewed drafting table; the Eiffel Tower tipped over across the Seine and many other gems. \$11.95; paperback (3M315P), \$5.95.

***Greene and Greene: Architecture as a Fine Art** (3M376)

This 288-page book (1978) by Randell Makinson is a comprehensive study of Greene and Greene. It combines biography with descriptive analysis of all their major works. Photographs and drawings embellish and illustrate the text. \$24.95.

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Books from page 106

***Greene & Greene: Furniture and Related Designs** (3M385)

In this beautifully illustrated, 162-page book, Randell Makinson shows the exquisite taste and sensitivity of the Greene brothers, revealed through their highly integrated designs for architectural furnishings. Masters of the California crafts tradition, they believed that all elements of a house should be interrelated, adding to and defining the architectural statement. \$27.95.

***Gritty Cities: A Second Look at . . .** (3M380)

This 276-page, extensively illustrated book (1978) by Mary Proctor and Bill Matuszeski is a personal response to the physical landscape of the gritty cities: an assessment of the place of 12 cities in the Industrial Revolution and the present. Demonstrating the human scale possible in architecture, it gives a new, kinetic vision of the small city whose beauty is most apparent in the juxtaposition of smokestack and neoclassic facades. \$17.50; paperback (3M380P), \$9.95.

***A Guide to Architecture in Los Angeles and Southern California** (3M393)

This 600-page guidebook (1977), by David Gebhard and Robert Winter, contains 3,000 entries for the geographic area extending from San Simeon on the north to the Mexican border on the south and the island deserts on the east, including the San Joaquin Valley. The tourist is provided with 1,000 illustrations, including maps and descriptions, plus a glossary and bibliography. Paperback, \$11.95.

***A Guide to Architecture in San Francisco and Northern California** (3M392)

Published for the 1973 national AIA convention, the 560-page guide by David Gebhard, et al., contains a wealth of maps for ease in touring, along with succinct descriptions of the various areas visited and buildings viewed. Includes a glossary and bibliography along with 600 illustrations. Paperback, \$8.95.

***A Guide to New Orleans Architecture** (3M382)

Prepared by the New Orleans Chapter/AIA, this 177-page guidebook provides suggestions, with maps, for 18 separate tours. Beginning with the French Quarter (Vieux Carre), it leads the tourist through neighborhoods of small, narrow Victorian "shotguns" or "camelbacks" (a pictorial glossary is provided) to the large-scale houses of the Garden District, to the newer suburbs, following a full range of architectural styles. Paperback, \$5.95.

H

***Handbook of Building Security Planning and Design (3M400)**

Edited by Peter S. Hopf, AIA, this 576-page handbook (1979) provides comprehensive design information on all aspects of physical security for every type of building. Deals with the unique safety requirements for differing buildings—libraries, schools, highrise office buildings, health care facilities and many others—each with its own particular needs. Diagrams, charts, checklists and a security product directory are included. \$34.50.

***Heating, Ventilating, and Air-Conditioning Estimating Manual (3M305)**

This 352-page book (1977) by A. E. Khashab, covers the latest estimating techniques and most advanced information on HVAC systems design. This practical guide begins with HVAC estimating criteria, followed by detailed discussion of all major HVAC systems and components, including relevant design, installation and estimating information. \$27.50.

***High-Tech: The Industrial Style Source-Book for the Home (3M352)**

This 288-page book (1978) by Joan Kron and Suzanne Slesin shows how commonplace industrial and commercial products can be used in the home. Includes description, prices, names and addresses of manufacturers. \$27.50.

***Historic Houses Restored and Preserved (3M268)**

Marian Place has written a 208-page behind the scenes view (1976) of the restoration of 19 historic houses—representing four styles of architecture—their philosophies of preservation and priorities. Vastly illustrated. \$25.

***Hospital and Health Care Facilities (3M345)**

This 193-page volume (1978), edited by Louis Redstone, FAIA, helps solve overall planning and construction problems; covers the gamut from small clinics to large public hospitals. \$27.50.

***Hospital Planning Handbook (3M134)**

242-page book (1976) by Rex Whitaker Allen, FAIA, and Ilona von Karolyi, which outlines the processes involved in planning health care facilities and hospitals. \$19.50.

***Hotels, Motels, and Condominiums: Planning and Design (3M243)**

250-page book (1976) by Fred Lawson is a reference source on marketing and

research, architectural design, engineering data and operations analysis of hotels and other tourist facilities. Covers everything from cocktail lounges to sleeping rooms to back-of-the-house mechanical equipment. Discusses current international trends and up-to-date standards affected by such things as energy shortages, new concepts of safety, comfort and noise reduction. 150 illustrations. \$39.95.

***The House Book (3M347)**

This 448-page book (1976) by Terence Conran provides a thorough discussion of home planning, decorating, maintenance and repair, covering everything from window decor to wine cellar. \$30.

***A House Is a House for Me (3M350)**

In this 48-page illustrated book (1978), Mary Ann Hoberman describes all kinds of houses through rhythmic verse. Teaches small children the concepts of space, containers and shelter. \$5.95.

***Housebuilding for Children: Six Different Houses That Children Can Build for Themselves (3M334)**

A 175-page (1977) do-it-yourself guide by Lester Walker for children, parents and teachers based on the actual experiences of a crew of children ages seven to ten. \$10.

***Houses Architects Live In (3M302)**

This 168-page book (1977) by Barbara Plumb, presents brilliantly designed houses and apartments—from modest to lavish, all emphasizing ingenious ways of combining beauty and practicality. All have interiors alive with ideas suitable for adaptation to all types of living situations. \$17.95; paperback (3M302P), \$8.95.

***Houses of the West (3M391)**

Celebrating the Western house as a fresh, flexible design concept, this 224-page, exceptionally illustrated book (1979), edited by Elisabeth K. Thompson, FAIA, features the work of some of America's leading architects. Designs for a wide variety of terrains, climatic conditions and user needs are included. \$18.95.

***Housing (3M237)**

This 483-page book (1976) by John Macsai, FAIA, and others, provides a methodical approach to housing design. Dissects housing into its various components, sets forth up-to-date information on each. Deals with the data architects should gather to intelligently design housing: architectural, structural and mechanical components of design; design methodology; financing. \$36.50.

***Housing for the Elderly: The Development and Design Process (3M142)**

A 174-page (1975) ready-to-use guide, by Isaac Green, AIA, and others, for producing high quality housing for older Americans. Pinpoints housing which

meets physical, social, perceptual needs of senior citizens. Emphasizes types of shelter, environments and services required by both the independent elderly and those who need limited health and social services. \$16.95.

***How a House Happens (3M287)**

This 29-page book (1971) by Jan Adkins shows the very young reader how a house grows and is brought to life by craftsmen. It begins with roots in the ground and grows up and out to give shelter, like a tree. \$5.95.

***How to Prepare Professional Design Brochures (3M223)**

277-page book (1976) by Gerre Jones, Hon. AIA, to guide those planning a promotional brochure showcasing their professional services. Discusses the procedure from start to finish, including the areas of scheduling, budget, layout, copywriting, type, paper and printing. Shows numerous examples, and also covers supplemental publications such as newsletters. \$21.95.

***Huts,hovels and Houses (3M351)**

This 48-page book (1978) by Timothy Fisher, for ages 12 and up, provides directions and suggestions for building a variety of shelters—inflatable tetrahedrons, a house of cans. Includes such luxuries as a solar heated bathtub. \$5.95.

I

***I. M. Pei & Partners: Drawings for the East Building, National Gallery of Art (4M403)**

Prepared by the Adams Davidson Galleries, this 55-page catalog (1978) contains portions of the sketches, renderings and models used in the exhibit, developed by the galleries, documenting the design evolution and construction of the East Building, 1968-1978. Paperback, \$6.

***Interior Landscaping: Building Design for Interior Foliage Plants (3M301)**

This 200-page book (1977) by Richard L. Gaines, AIA, includes information on physical requirements of plants, what conditions they need and how to select plants that do best indoors. A special full color section displays and discusses over 75 of the most popular varieties for indoor use, providing details of lighting, moisture and temperature needs. \$24.95.

***Interiors 2nd Book of Hotels (3M395)**

In this profusely illustrated, 224-page book (1978), Henry End discusses the changes in the hotel industry in the past 15 years. Subjects covered include: the design team, the consultants, types of hotels, hotel spaces and their function and much more. \$26.50.

***The International Consultant (3M270)**

This 224-page book (1976) by H. Peter Guttman covers all aspects of starting and running a foreign architectural consulting operation. Details on everything from pinpointing your foreign market to scouting the competition, preparing proposals, negotiating contracts, staffing your overseas office, financing the operation, administering to new needs and requirements and coping with international law. \$21.50.

Into the Mainstream: A Syllabus for a Barrier-Free Environment (3M132)

44-page report (1975) by Stephen Kliment, FAIA, containing practical information on how a community can achieve a barrier free environment. \$2.

***Islamic Architecture (3M317)**

A 424-page book (1975) by John D. Hoag. Volume 11 of the History of World Architecture series. \$42.50.

J

***Joint Ventures for Architects and Engineers (3M139)**

205-page book (1972) by David R. Dibner, FAIA, which covers all the important details of joint ventures with step-by-step procedures. \$25.

K

***The Kitchen Book (3M348)**

Terence Conran provides thousands of ideas, in this 352-page book (1977), for making kitchens attractive and functional. Discusses ways to design the ideal kitchen. \$30.

L

***Late Baroque and Rococo Architecture (3M178)**

415-page book (1974) by Christian Norberg-Schulz. Volume 3 of the History of World Architecture series. \$42.50.

***Legal Aspects of Architecture and Engineering, 2nd Edition (3M319)**

In this 987-page volume (1977), Justin Sweet discusses the antitrust attacks on traditional professional practices relating to fees and clients. Also covers new construction organization techniques such as construction management, fast track systems and design and build. \$18.95.

Life Cycle Cost Analysis: A Guide for Architects (2M708)

Provides architects, engineers and clients with a straightforward and usable technique allowing them to consider all relevant economic consequences of design decisions. A 45-page primer (1978) prepared by the life cycle cost analysis task force of AIA. Paperback, \$10.

Life Cycle Cost Analysis 2: Using It in Practice (2M713)

This 88-page book (1978) responds to the critical question: Where in the planning and design process can the life cycle cost analysis technique be effectively used? Provides guidelines for selecting application areas and a number of case study applications, as well as commentary on the planning and design process. In conjunction with the first life cycle guide, the publication presents an introduction to the life cycle cost analysis technique and a picture of its current use in practice. Paperback, \$18.

Life Experiences in Environmental Design (4M127)

267-page publication (1975) containing interviews with students and recent graduates about their aspirations, travails, satisfactions, etc. \$4.

***Living Spaces: 150 Designs from Around the World (3M386)**

Franco Magnani edited this 120-page book (1978) which provides a wealth of imaginative and practical ideas for home planning and decoration for people confronted with the problems of confined living space. The superb full color photographs demonstrate interiors to satisfy esthetic as well as practical needs. \$22.50.

***Living with Energy (3M320)**

This 128-page book (1978) by Ronald Alves and Charles Milligan shows how the "natural way" of energy conservation (sun, wind, land and water) can be used economically and attractively in any structure. \$14.95; paperback (3M320P), \$5.95.

***A Look at Architecture: Columbus, Indiana (3M185)**

100-page guidebook (1974) prepared by the Columbus Area Chamber of Commerce, which tells the story of architecture in Columbus, spanning several generations and beautifully blending the old with the new. \$5.

***Looking into Houses: 60 Solutions to Design Problems (3M294)**

This 192-page book (1976) by James Brett is a photographic portfolio of some of America's most personable homes, selected for the problem-solving skill and ingenuity shown in creating inviting living space. \$22.50.

Louis Sullivan and Charles H. Whitaker Correspondence, 1922-1924 (4M707)

Originally three articles in the AIA JOURNAL written by George Pettengill, Hon. AIA, this collection of letters between Sullivan and Charles Whitaker, editor of the AIA JOURNAL during this period, are brought together under one cover. Paperback, \$3.

M

***Manual of Built-Up Roof Systems (3M110)**

241-page book (1970) by C. W. Griffin of practical information and fundamental theories of built-up roofs, with illustrations. \$25.95.

***Manual of Steel Construction (3M117)**

960-page book (1971, 7th edition) prepared by the American Institute of Steel Construction, containing the latest information on structural steel specifications. \$20.

***The Master Builders (3M329)**

A 299-page survey (1977) by Henry Cowan of building design achievement from ancient times to the 19th century. \$21.50.

***Minimum Energy Dwelling (MED) Workbook: An Investigation of Techniques and Materials for Energy Conscious Design (4M366)**

Written for the Department of Energy by Burt, Hill & Associates, this 430-page workbook (1978) presents, in a comprehensive manner, important issues dealing with energy conservation in dwellings: general considerations, building design, mechanical design. Includes a glossary. Paperback, \$9.

***Model Building for Architects and Engineers (3M133)**

152-page working guide (1971) by John Rueger Taylor to well-executed, realistic models for architectural, engineering and interior designs. \$24.95.

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N

***Natural Solar Architecture (3M322)**

A 254-page handbook (1978) by David Wright, AIA, for those wanting to find out more about the passive approach to solar architecture. Shows the natural and simple approach in designing homes. Paperback, \$7.95.

***Neighborhood Conservation: A Handbook of Methods and Techniques (3M252)**

256-page book (1976) by Robert McNulty and Stephen Kliment, FAIA, is a comprehensive reference of definitive information on political, legislative, social, financial and physical requirements of neighborhoods. Based on the major conference sponsored by the National Endowment of the Arts. Contains conference proceedings, case studies from 45 American cities, listing of national, regional and local resources. \$21.95.

New Design Concepts for Energy Conserving Buildings (2M263)

This 124-page book (1977) describes 115 innovative approaches to designing energy-efficient buildings. From an AIA Research Corporation-sponsored energy-conscious design student competition, held in 1976. Twelve entries of distinction are featured in detail, using the students' drawings and diagrams. Text includes student interviews and jurors' comments. Contains bibliography and design concept index keyed to drawings. \$9.95

***New Dimensions in Shopping Centers and Stores (3M158)**

323-page book (1973) by Louis Redstone, FAIA, on every phase of planning and constructing shopping centers. \$29.50.

***The New Downtowns: Rebuilding Business Districts (3M222)**

330-page book (1976) by Louis G. Redstone, FAIA, concerned with rescuing and revitalizing the deteriorating central city. Focuses on imaginative urban renewal projects through case studies of central business districts in 56 cities in the U.S., Canada and abroad. \$28.95.

***New Towns Planning and Development: A Bibliography (3M153)**

256-page bibliography (1973) by Gideon Golany, consisting of more than 4,500 entries on information written about new towns in the 20th century. \$10.

***New Uses for Old Buildings (3M327)**

This 280-page book (1975) by Sherban Cantacuzino is a good reference for those looking for ways to adapt old buildings to current requirements. Discusses 73 internationally selected examples of recent conversions: churches, town houses. \$29.95.

O

***Office Planning and Design (3M267)**

This 193-page book (1968) by Michael Saphier presents space planning and the design effort in the logical sequence of an actual project. How-tos included are: how to analyze the space required by your client; obtain this space; set up a new building program; prepare a space study; budget a program, and set up a design presentation. \$27.50.

***The Old House Catalog (3M299)**

Compiled by Lawrence Grow, this 240-page book ends the difficult chore of finding old materials and objects, or places that fashion reproductions. Listed under one cover are 2,500 products, services and suppliers for restoring, decorating and furnishing period houses from early American to 1930s modern. Paperback, \$7.95.

***Open Office Planning: A Handbook for Interior Designers and Architects (3M388)**

By John Pile, this 208-page handbook (1978) presents a systematic approach that requires use of specific methodology in organizing the physical layout of an open office with the primary purpose of facilitating communication among the staff. \$15.95.

***Opportunities in Architecture Today (3M112A)**

117-page book (1975) by Robert J. Piper, FAIA, analyzing all occupational facets of the architectural profession. Paperback, \$4.95.

***The Opulent Eye: Late Victorian and Edwardian Taste in Interior Design (3M339)**

In this 258-page source-book (1976), Nicholas Cooper traces the changes in English and American taste in the ways of furnishing interiors during the years of 1890-1914. \$25.

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435-page book (1975) by Mario Bus-sagli. Volume 6 of the History of World Architecture series. \$42.50.

***Outdoor Sculpture: Object and Environment (3M330)**

Margaret A. Robinette's 192-page study (1976) discusses variety, significance and functions of outdoor sculpture and its use in contemporary society. 175 photographs. \$24.50.

P

***Painted Ladies: San Francisco's Newly Repainted Victorians (3M409)**

A stunning, 80-page pictorial survey (1978) by Morley Baer and others, tracing the history of San Francisco's 16,000 Victorian houses built between 1850 and 1915. Many have recently been repainted in the original bright colors, and are presented in the 133 full color photographs. Paperback, \$10.95.

***Passive Solar Energy Book: Expanded Professional Edition (3M399)**

This comprehensive, 548-page book (1979) by Edward Mazria contains information that will be invaluable to the serious solar designer. Included are: 27 rules of thumb for choosing a solar system; 13 exclusive appendices containing a precise set of tools for predicting a building's performance; five transparent sun charts locating the sun's position at any time, during any month, for most U.S. and Canadian locations; computerized analysis of solar heat, specific gravity and thermal conductivity of 160 solids and liquids. Heavily illustrated. \$24.95.

***Perception and Lighting as Formgivers for Architecture (3M316)**

In this 310-page book (1977), William M. C. Lam discusses the working tools of the lighting designer; points out pitfalls and how to avoid them. 55 case study projects are discussed in detail. \$36.50.

Personnel Practices Handbook, 2nd Edition (2M138)

An 81-page (1978) guideline presenting the latest recommended personnel concepts; related specifically to architectural firms. Paperback, \$10.

***Philip Johnson: Writings (3M353)**

A 288-page (1978) collection of the AIA gold medalist's essays and lectures, with comments by Robert Stern, AIA. Subjects include Johnson's theory of modern architecture, his own work and great architects past and present. \$25.

***The Photography of Architecture and Design: Photographing Buildings, Interiors and the Visual Arts (3M333)**

In this 240-page book (1977) Julius Shulman shows how to become an architectural photographer. Describes how to obtain the best composition possible by building the right relationship between design elements and structural surfaces. \$25.

***Places for People: Motels, Hotels, Restaurants, and Bars, 3rd Edition (3M253)**

Emphasizing buildings and facilities for leisure-time use, this 320-page book (1976), edited by Jeanne Davern, Hon. AIA, includes a wide variety of hotels, resorts, lodges, restaurants, clubs, bars, camps, parks, plazas and playgrounds. \$26.50.

***Planning and Design of Airports (3M189)**

460-page book (1975) by Robert Horonjeff, which takes into account all requirements an airport designer must meet. Includes a summary of the provisions of the Airport and Airway Development Act of 1970. \$34.95.

***Planning Flexible Learning Places (3M118)**

The authors of the 183-page book (1977), Stanton Leggett and others, have combined their knowledge and experience to help the design professional understand the educator's needs and help the educator visualize the kinds of things that can be done to provide a better environment for learning. \$19.95.

***Planning the New Office: From Feasibility Study to Move-in for Managers and Planners (3M390)**

This new reference (1978) by Michael Saphier provides a comprehensive overview of the total effort involved in creating a new office. The role of each specialist concerned with office planning projects is described, with concise details of responsibilities, coordination and control. To ensure every step is fulfilled, there is a complete action checklist of everything that may be necessary during the planning process. \$18.50.

***Planning the Office Landscape (3M331)**

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314-page book (1976) by Barry Commoner which gives a good background on the economics of energy and natural resources. Paperback, \$2.75.

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***Professional Construction Management and Project Administration (3M121)**

125-page book (2nd edition, 1976) by William B. Foxhall, looking at professional services and who provides them. \$22.50.

***ProFile/ Architectural Firms/The American Institute of Architects: Official AIA Directory of Architectural Firms (4M310M)**

This 647-page volume (1978), edited by Henry W. Schirmer, AIA, presents the most detailed description of architectural firms in America ever published. Nearly 6,000 firms are grouped and cross-referenced for the greatest possible convenience. Included are names of the principals of every firm, current and projected work volume of every firm by building type and the geographic area of firm's practice. \$48; \$56 to others (4M310).

Project Delivery Approaches: An AIA Guide (2M702)

30-page publication (1976) edited by David S. Haviland of the AIA project management systems task force. This

guide is essentially a primer and is planned as the nucleus and framework for AIA development of a series of studies and guidelines for responsive and creative project delivery approaches. \$4.
***Pyramid (3M282)**

This 80-page text (1975) by David Macaulay follows the intricate step-by-step process of the building of an ancient Egyptian pyramid and the complex of surrounding temples and tombs. \$8.95.

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***Recycling Buildings (3M265)**

This lavishly illustrated 224-page (1976) collection edited by Elisabeth K. Thompson, FAIA, of the most successful examples of recycled buildings will appeal to ecologists, preservationists and most of all to architects, who will find a wealth of imaginative and innovative design ideas. \$24.95.

***Recycling Cities for People: The Urban Process (3M227)**

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***The Second Old House Catalogue (3M363)**

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***So This Is Where You Work! A Guide to Unconventional Working Environments (3M407)**

With text by Charles A. Fracchia and photographs by Marc Kauffman, this 128-page book (1979) shows how office space has been derived from conserving a dilapidated factory or an obsolete church, firehouse, railroad car, barn or even movie theater into an ideal law or dental office, clothing boutique or restaurant. Reviews what reconstruction or redecoration was done and what employers and employees, clients and customers have to say about the results. \$17.95; paperback (3M407P), \$6.95.

***Solar Age Catalog (3M292)**

This 233-page solar age compendium (1977), by the editors of *Solar Age Magazine*, is packed with information on products, theory and design, resources and individuals involved in the field. Solar professionals have contributed articles on many ways to save heat (Anderson), passive design (Wright) and fundamental heat theory (Kreider), among others. \$8.50.

Solar Architecture (3M234)

This 350-page book (1976), prepared by the Association of Student Chapters/AIA, is an excellent, photo-illustrated reference full of material on the history, components, natural context, research and the future of solar design. A result of the ASC/AIA annual forum held in Tempe, Ariz., November 1975, it is a comprehensive collection of expert presentations and panel discussions. Attendees included many of the nation's leading architects and researchers in the field. \$12.

***Solar Designing (3M271)**

In this 116-page book (1977) James Lambeth, AIA, provides an in-depth study of his personal experience in designing and building solar homes. With great detail, he discusses siting, materials, construction and climatic data and design skills to take advantage of a complex of environmental variables. \$11.95.

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***The Solar Home Book** (3M157)

This 297-page book (1976) by Bruce Anderson, AIA, and Michael Riodan is

outstanding due to the unified treatment of energy conservation, passive solar design and the more complex active solar energy systems. Attempts to get architecture and the design of houses away from waste in design, siting and use of materials and toward energy-conscious techniques. \$8.50.

***Space Adrift: Landmark Preservation and the Marketplace** (3M172)

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The Spacemaker Book (3M295)

In this 128-page book (1977), Ellen Liman analyzes every aspect of creating (and more efficiently arranging) adequate space to eat, sleep, dine, plan and live in. More than 300 specifically detailed illustrations pinpoint innovative solutions to the commonly encountered traumas of modern living arrangements. \$9.95; paperback (3M295P), \$4.95.

Standardized Accounting for Architects (2M705)

First published in 1950, this extensively revised manual (1978) brings the accounting system presented into conformity with the entire AIA financial management system. It is designed to provide a simple recordkeeping procedure that will yield appropriate financial data for routine tax and accounting purposes and for monitoring the operations of a firm. The double-entry system of bookkeeping employed allows the use of either the cash basis or the accrual basis for accounting. Subjects covered include: basic accounting principles, standardized accounting procedures, the basis system and the cash journals, adjusting and closing cash journal, and payroll and project expense accounting. A glossary of terms is provided. \$20.

***Summer Places** (3M379)

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times nostalgic look at the places where the rich and not-so-rich have long spent their summers—whether it be a cut-stone mansion in Newport, R.I., or a rustic split-log cabin in the Colorado Rockies. \$35.

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232-page book (1976) by Richard L. Crowther, AIA, which presents in non-technical language a survey of architecture and its relation to the natural environment and shows the reader how to create comfortable living situations while conserving fossil fuels. \$8.95.

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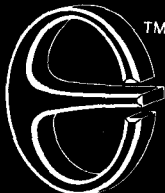


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***Water in Landscape Architecture (3M367)**

This profusely illustrated, 128-page book (1978), by Craig S. Campbell, deals in substantial detail with the technical as well as the esthetic principles of fountain design. Covers basic hydraulic principles, practical limitations, environment and available equipment. \$15.95.

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***Women in American Architecture (3M375)**

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Working in Government: A Profile Study of the Architect as a Public Employee (2M712)

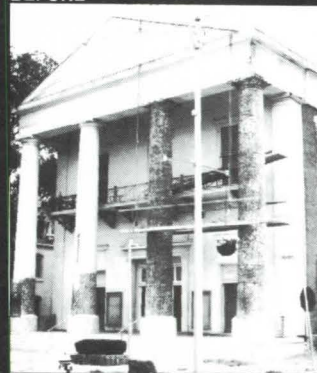
Prepared by the AIA architects in government committee (1978), the information presented in this report is intended to give the general public a better understanding of the various functions performed by architects in government; to give educators a clearer view of educational needs and opportunities, and government administrators an opportunity to make comparative assessments of architects in various agencies and at various levels of government. Developed from a survey of more than 2,000 architects in government conducted in 1976, it provides a comprehensive profile of those persons practicing as architects in the public sector. \$5.

***The Writings and Sketches of Matthew Nowicki (4M280)**

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*Denotes books published by organizations other than AIA; may not be in accord with AIA policy.

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The producers of products, systems, materials and supplies offer various resources, including publications, slide shows, films and design and layout services. All listings are free unless a price is indicated. This list was put together from responses received from supplier firms. The contents, in edited form, are solely the suppliers'. Their inclusion here is neither an endorsement nor a commentary on their substance. The list is organized according to the Uniform Construction Index in 16 categories of product areas.

UCI 1: General Requirements

AM International, AM Bruning Division
A product catalog for engineering graphics is available. The catalog depicts reproduction equipment, aperture card duplicators, a complete line of sensitized materials for engineering reproduction, drafting media and furniture. The micrographics department carries: microfiche retrieval systems, microfiche camera/processors, duplicators, readers, reader/printers and the recently introduced 1830 Micro-publisher, which generates paper copies from microfiche.
Contact Gene Ast, Manager Sales Resources, 1834 Walden Office Square, Schaumburg, IL 60196.

Charrette
A 257-page catalog is available. It displays a full line of presentation and modeling materials, design equipment and drafting and graphic art materials.
Contact Charrette, 31 Olympia Ave., Woburn, MA 01888.

Constructors/Managers, Inc.
Presents a four-color brochure explaining how a joint venture with CM, Inc. enables an architect to participate in the project from beginning to end.
Contact Tandy Lofland, Vice President, Corporate Development, 2700 S. Post Oak Road, #2252, Houston, TX 77056, (713) 622-5030.

Kroy Industries Inc.
Offers brochures on the company's office supplies such as electric erasers, power lead pointers, transfer film and Kroy lettering machines.
Contact Jane Bergstrom, Communications Coordinator, Kroy Industries, Inc., Graphic Systems Division, 1728 Gervais Ave., St. Paul, MN 55109, (800) 328-1306.

Little, Brown & Co., Publishers
Publishes many books on architecture, some of the offerings are: *Built in Boston: City and Suburb*, Tucci; *Complexity and Contradiction in Architecture*, Venturi; *Transformations in Modern Architecture*, Drexler; *From Tepees to Towers: A Photographic History of American Architecture*, Hiller. The company's listings can be found in *Books in Print*; no titles are free.

Contact Little, Brown, Customer Service, 200 West St., Waltham, MA 02154.

Solar Age
Will supply a comprehensive technical guide to solar equipment that is up-dated bimonthly. The *Solar Products Specification Guide* carries information on nearly 400 products from more than 250 U.S. manufacturers. The guide is patterned after the "Uniform Construction Index" and printed on loose-leaf paper. The book's 26 sections are edited by solar engineers. Cost is \$120, including one year of updates.

Contact Solar Age, Department SG9, Harrisville, NH 03450.

Teledyne Post
Will supply a new four-color drafting catalog. The catalog features Post's complete line of drafting materials including drafting furniture and supplies.
Contact Teledyne Post, P. O. Box 803, Chicago, IL 60690.

Victor O. Schinnerer & Co., Inc.
The firm offers brochures explaining the Professional Liability Insurance Program. Along with the brochures, a series of articles—"Guidelines for Improving Practice" will be sent on request. Several full-day programs on loss prevention and professional liability are also offered.
Contact Victor O. Schinnerer & Co., Inc., 5028 Wisconsin Ave. N.W., Washington, D.C. 20016.

Wide-Lite Corporation
Will supply a new six-page folder highlighting the design services from Wide-Lite such as Illumination Investment Analyses, remote-terminal access and other services from the company's application engineering group.
Contact Wide-Lite Corporation, P.O. Box 606, San Marcos, TX 78666.

UCI 2: Site Work

ARMCO
The company offers a new 24-page catalog which illustrates a complete line of fabricated steel and engineered plastic products widely used in drainage, environmental control and construction projects. Design and engineering data

are included for ARMCO Corrugated Steel Pipe, Pipe-Arch and Water Control Gates.

Contact Teb Baines, Armco Construction Products, Department GEN-8778, Middletown, OH 45042, (513) 425-5138.

Copper Development Association, Inc.
Will distribute sources on copper, brass and bronze equipment for lawns and planting and site improvements.
Contact Robert C. Carmody, Supervisor/Production Services, Copper Development Association, Inc., 405 Lexington Ave., New York, NY 10017, (212) 953-7300.

UCI 3: Concrete

Ceco Corporation
Will supply illustrated catalog #4001-DD describing concrete forming services for poured in-place reinforced concrete buildings. The guide shows design opportunities utilizing Ceco Flange forms, Longforms or Longdomes for one-way joist construction and two-way joist construction using Ceco Steeldomes and Fiberglassdomes. The booklet also covers other Ceco forming services including beam, slab, wall and column forming.
Contact J. Arthur Gustafson, Ceco Corporation, 561 W. 26th St., Chicago, IL 60650, (312) 242-2000.

Concrete Reinforcing Steel Institute
The institute offers several publications including: a brochure listing technical literature available for a fee, a design award booklet with pictures of the award-winning buildings and a series of publications on case history reports.
Contact Concrete Reinforcing Steel Institute, 180 N. La Salle St., Chicago, IL 60601, (312) 372-5059.

Sidley Precast Building Systems
A brochure illustrating the company's precast building systems for warehouse-industrial, office, high-density residential and parking building types is offered.
Contact Anthony Joy, Building Systems Marketing, 435 Main St., Youngstown, NY 14174, (716) 745-3662.

Simpson Timber Co.
Has an eight-page brochure showing the company's line of reuse concrete form panels.

Contact Dean Matthews, Simpson Timber Co., 900 Fourth Ave., Seattle WA 98164.

Symons Corporation, SMC Division
Will distribute three booklets. The first

Resources from Suppliers and Manu- facturers

is "Chemicals for Curing, Hardening and Sealing Concrete" (79-08). This illustrated, 20-page brochure gives an overview as well as detailed information on architectural sealers and form release agents. The second brochure (79-09) describes Symons Magic Kote. The third, "Architectural Form Liners and Concrete Forming Systems" (78-02), reviews the esthetic and economic aspects of architectural concrete.

Contact Alan P. Diercks, Advertising/Promotion Administration, Symons Corporation, 200 E. Touhy Ave., Des Plaines, IL 60018, (312) 298-3200.

Thoro System Products

Will provide its orange binder, which is a catalog of the entire Thoro System line of waterproofing products for masonry and concrete. Additional service is available: a two-day instructional and "hands-on" experience in Indiana, California, Pennsylvania or Belgium. Room and board will be paid by the company.

Contact Frank E. Fiske, Manager Marketing Communications, Thoro System Products, 7800 N.W. 38th St., Miami, FL 33166.

W. R. Meadows, Inc.

Offers numerous catalogs describing its Sealtight line of products that include expansion joints of various types, key joints, curing, sealing, hardening and dustproofing compounds, form release agents, bonding agents, concrete set accelerators, airport-highway joint sealers and nonmetallic grout.

Contact Robert G. Stilling, Vice-President Sales, W. R. Meadows, Inc., P.O. Box 543, Elgin, IL 60120, (312) 742-4500.

UCI 4: Masonry

Brick Institute of America

Provides a complete series of publications containing technical, design and engineering information on the construction of brick masonry buildings. Information is also available on energy conservation, including passive solar design and detailed calculations, worksheets, utilized ASHRAE 90-75 standards and the effects of mass. Other publications cover architectural and structural design, fire resistance, sound control, guide specifications and reprints of appropriate ASTM standards. A catalog of the institute's literature and aids is available.

Contact Charles N. Farley, Director of Marketing, Brick Institute of America, 1750 Old Meadow Road, McLean, VA 22102, (703) 893-4010.

Burns & Russell Co.

Offers a comprehensive, full color booklet featuring Spectra Glaze, prefaced glazed concrete block walls. The company also offers a spec-data sheet which has recently been updated and current test reports for ASTM federal specifications. A new 12-minute LaBelle cassette presenting facts on masonry walls is also available.

Contact Burns & Russell Co., P.O. Box 6063, Baltimore, MD 21231.

Cold Spring Granite Co.

Catalogs available illustrating granite colors.

Contact F. Peters, Cold Spring Granite Co., 202 S. Third Ave., Cold Spring, MN 56320, (612) 685-3621.

GII Corporation, Glasweld Products Division

Offers literature describing Qasal, a man-made stone analogue for architectural cladding. Also offered are project profiles, job photos, design and technical data, case histories and design and engineering assistance.

Contact Glasweld Products Division of GII Corporation, One Embarcadero Center, Suite 611, San Francisco, CA 94111, (415) 981-3385.

Harding & Cogswell, Corporation

Offers a literature packet which includes brochures describing the company's textured Indiana Limestone panels. Technical details and specifications are included in the packet.

Contact Harding & Cogswell, Corporation, P. O. Box 714, Bedford, IN 47421, (800) 457-4040.

Metropolitan Ceramics, Inc.

The company has issued a series of six catalog sheets showing its Ironrock and Normandie paver lines in a variety of installations.

Contact Metropolitan Ceramics, Inc., Department CS-479, P. O. Box 9240, Canton, OH 44711.

Sanspray Corporation

Presents "Sanspray—Prefinished Natural Stone Panels" brochure. This eight-page piece covers basic product data on Sanspray's stone on plywood or (FRC board) panels. A product sample as well as a product data and installation guide are available.

Contact Debra McClenahan, Sanspray Corporation, 630 Martin Ave., Santa Clara, CA 95050, (408) 244-3292.

Stark Ceramics, Inc.

Offers four informational fact sheets on various products: high brick, Structural Glazed Facing Tile (SGFT) for radiation protection; SGFT for water and sewage treatment plants, and jumbo utility bricks. The company will also supply an 18-minute slide and tape presentation cover-

ing all aspects of Stark Structural Glazed Facing Tile.

Contact C. J. Deimling, Stark Ceramics, Inc., P. O. Box 8880, Canton, OH 44471, (800) 321-0662.

Stucco Stone Products, Inc.

Will supply brochures containing information and color photographs on a complete line of manufactured stone veneers. Contact Phil Meredith, Marketing Manager, Stucco Stone Products, Inc., P.O. Box 237, Napa, CA 94558, (707) 255-1727.

Thoro System Products

see p. 125 (UCI 3)

UCI 5: Metals

Aluminum Association

Offers a new 208-page edition of "Aluminum Standards and Data," a basic reference to mechanical, physical and other properties of aluminum. The book is divided into three sections: information of a general nature, nomenclature of industry terms and standards. Single copies of the book are available in hard copy or microfiche.

Contact Aluminum Association, Publications Department, 818 Connecticut Ave. N.W., Washington, DC 20006, (202) 862-5156.

Architectural Aluminum Manufacturers Association

Offers a 124-page "Metal Curtain Wall, Window, Store Front and Entrance Guide Specification Manual." The manual covers the use of all metals: aluminum as well as copper, carbon steel, high-strength steel, stainless steel and patterned metal sheets. The association also offers a 96-page "Aluminum Store Front Entrance Design Guide Manual" which deals with design information on swinging, sliding and revolving doors, frames and framing, package entrances, installation, glazing and glass. Manuals are \$9 each.

Contact Architectural Aluminum Manufacturers Association, 35 E. Wacker Drive, Chicago IL 60601, (312) 782-8256.

ARMCO

Offers a "Performance Guide Specifications" booklet which describes newer energy-saving products such as standing seam metal roof systems with concealed metal fasteners and exterior wall systems of metal-faced cellular foam-cored sandwich panels. The company also offers

a brochure on ARMCO's 12-inch building columns.

For the booklet contact ARMCO Building Systems, Department LMB-1778, Middletown, OH 45042. For the brochure contact Western Steel Division, ARMCO, Department LH-1578, 1455 West Loop S., Houston, TX 77027.

Bilco Co.

The 1979 catalog describing the company's complete line of steel and aluminum roof scuttles, fire vents, floor, pit and sidewalk doors is available. Descriptions, technical data, details, specifications are included, and the brochure is fully illustrated.

Contact John M. Lyons, President, Bilco Co., P.O. Box 1203, New Haven, CT 06505, (203) 934-6363.

Copper Development Association, Inc.

Will provide literature on copper, copper-alloy gratings, manhole covers, troughs, wheelguards, floor plates, stair treads, thresholds, ornamental metal, balusters and treillage.

Contact Robert C. Carmody, Supervisor/Production Services, Copper Development Association, Inc., 405 Lexington Ave., New York, NY 10017, (212) 953-7300.

Engineered Components Inc.

An overview of the company is presented in a six-page, four-color brochure. Photography and diagrammatic renderings illustrate the line of ECI's products which are designed for conventional and pre-engineered buildings.

Contact ECI, P.O. Drawer C, Stafford (Houston), TX 77477, (713) 499-5611.

Epic Metals Corporation

Publications available are: Epicore Composite Floor System covering the use of Epicore composite deck in commercial and industrial projects requiring relatively short spans and heavy loading; a brochure describing the use of Epicore composite deck with precast beams, poured-in-place concrete beams and the patented Epicore Slab beam; a 16-page four-color brochure describing the use of Epicore composite deck in structures designed with long spans and residential loading; an all new, 24-page brochure depicting a deck selection chart and technical tables; "A Guide to Specifying Finishes," and a four-page, four-color brochure on Epic pre-engineered buildings.

Contact Epic Metals Corporation, 11 Talbot Ave., Rankin PA 15104, (412) 351-3913.

GII Corporation

Presents a booklet concerning the Thermal Barrier Enveloping System, a unitized wall panel system. Offerings include performance and design data, job photos and

cost analyses. Other publications cover veneer and insulating panels, Glasweld and Mirawal inorganic finishes and high performance interior and exterior surfaces.

Contact GII Corporation, One Embarcadero Center, Suite 611, San Francisco, CA 94111, (415) 981-3385.

H. H. Robertson Co.

A 14-page full color brochure covering numerous application photos of the company's interior and exterior roof decking finishes, styles and different end-use possibilities of roof products is offered.

Contact Paul W. Blanchard, Product Manager, H. H. Robertson Co., 400 Holiday Drive, Pittsburgh, PA 15220.

Harry Lunstead Designs

Will supply brochures and technical information on its two Etched Metal finishes, Etched Brass and Etched Pewter.

Contact John Kennel, Lunstead Designs, 8655 S. 208th St., Kent, WA 98031, (206) 852-6920.

Inryco, Inc.

Catalog 37-1, "Inryco/Milcor Steel Framing Systems" is a 32-page technical publication containing section properties, loading tables, construction details and other data on cold formed steel studs and steel joists for framing load bearing exterior and interior walls, curtain walls, partitions, floors and roofs. Catalog 37-2, "Inryco/Milcor Steel Framing for Low Rise Residential, Institutional and Commercial Construction," is an eight-page brochure describing and illustrating the use of light structural steel framing in lowrise applications.

Contact Richard Boyle, Milcor Division, Inryco, Inc., P.O. Box 393, Milwaukee, WI 53201.

Metal Lath/Steel Framing Association

Offers numerous publications. Will send an order form and a brochure with description of publications.

Contact Doug Buemi, Associate Director, Metal Lath/Steel Framing Association, 221 N. LaSalle St., Chicago, IL 60601, (312) 346-1600.

Steel Deck Institute

Criteria for composite floor construction are available from the Steel Deck Institute in the completely new *Design Manual for Floor Decks and Roof Decks*. Floor deck material includes design recommendations, illustrations of typical assemblies and a design example to explain the procedure for choosing the right product for a given application.

Contact Steel Deck Institute, P.O. Box 3812, St. Louis, MO 63122, (314) 965-1741.

Vecta Contract

A template containing Vecta Contract products in 1/8 x 1/4-inch scale is available. Useful for Tappo layouts. Request from representative or factory.

Contact Howard Sutton, Director of Communications, Vecta Contract, 740 W. Mockingbird Lane, Dallas, TX 75247, (214) 631-2880.

UCI 6: Wood & Plastics

American Plywood Association

Offers a number of publications, audio-visual aids and services demonstrating the varied uses of plywood. They include: 12-page, full-color booklet (C40) providing design and application details for plywood used in various residential and commercial roof systems; a 20-page catalog (T810) edited by William A. Baker describes each of the technical publications available from the association; "Stains and Paints on Plywood," (B407) covers plywood storage, edge sealing, recommended stains and paints, weathering, maintenance and refinishing. The company also offers a fold-out wall chart (X330), illustrating the variety of treatments for vertical, horizontal, window and corner joints and a 14-page publication (B420) detailing the 24-inch framing module.

Additional publications include: "Plywood Construction for Fire Protection" (W305); "Plywood Construction for Noise Control" (W460) and 36 pages of updated background information and construction details in "All-Weather Wood Foundation," (A400). The association also publishes an illustrated, 32-page booklet (B460) "Plywood Ideas for Multi-Family Housing" and a 24-page pamphlet (B380) presenting accounts of nine renovations in which plywood was a major component.

The association also offers a number of films. Available for loan or purchase are: "Finished Plywood Siding," an 11-minute survey of the association's recommendation for finished plywood siding; "AWWF in Rapid City," a 15-minute look at the All-Weather Wood Foundation at work in Rapid City, S.D. The eight-minute "APA Glued Floor System" shows how a Pacific Northwest builder installs a glued floor in hours. In the six-minute "Plenum Wood System," builders and engineers discuss the plenum heating/cooling system. "The Engineered 24-inch Framing System" shows the construction of a 24-inch single-wall home. Purchase prices of the films vary.

Four other films are available on a loan

basis. These are: "In Pursuit of Happiness," a 25-minute presentation of the nation's housing needs; "Design vs. Nature's Violence," a 22-minute film showing plywood structures that withstood the 1964 Alaska earthquake; "Plans Approved," a 27-minute film on the importance of building codes, and "Miracle in Wood," a look at the development of plywood.

In addition, field representatives will supply design professionals with information on plywood and design assistance. A binder containing 25 construction guides is also available. For this service, contact Herman Glover, Director, Field Services Division, American Plywood Association, P.O. Box 11709, Tacoma, WA 98411, (206) 565-6600. For publications and films, contact Lynn Cox, Public Relations, P.O. Box 11700, Tacoma, WA 98411, (206) 565-6600.

California Redwood Association

Offers four guides: a plywood guide, a landscape guide and interior and exterior guides. Each brochure provides information on wood patterns, grades, grains and finishes.

Contact California Redwood Association, One Lombard St., San Francisco, CA 94111, (415) 392-7880.

CYRO Industries

Literature on Acrylite FF, acrylic sheet and transparent plastics is available. Color brochures display the uses of plastics in modern construction.

Contact M. F. Ludington, Communications Assistant, CYRO Industries, 697 Route 46, Clifton, NJ 07015, (201) 546-7900.

Diller Corporation

Offers brochures and samples of Dillerwood book matched wood, high pressure laminates, Dillercloth linen laminates, Homapel metallic laminates and regular laminates in glossy solid colors and special surface finishes.

Contact Milton Diller, President, Diller Corporation, 6126 Madison Court, Morton Grove, IL 60053, (312) 966-4100.

Dimensional Plastics Corporation

Has brochures and samples of the company's copolymer transparent glass fiber reinforced structural panel. The new panel is shown in the literature in a variety of colors and decorator's combinations.

Contact Dimensional Plastics Corporation, Department A/J, 1065 E. 26th St., Hialeah, FL 33013, (305) 691-5961.

Kemlite Corporation

A new eight-page, two-color brochure no. 819 Rev., explaining Kemlite's low smoke Fire-A Glasbord frp panel for use

in institutional buildings as well as its full line of other USDA-accepted fiber glass reinforced plastic building panels is available. Brochure gives sizes, colors, physical properties, installation suggestions and fastening tips. Panels are recommended for use as wall and ceiling panels or as wainscot over walls that receive heavy abuse.

Contact Richard Ehrson, Kemlite Corporation, P.O. Box 429, Joliet, IL 60434, (815) 725-1112.

Klem Panel Connectors

Offers a brochure on Klem connectors which are used to join panels for exhibits, displays or interior space division. No machining or preparation is required, as the connectors are held in place by pressure only. A price list is available. Contact Anthony Joy, Building Systems Marketing, 435 Main St., Youngstown, NY 14174, (716) 745-3662.

Monitor Products

Introduces literature reflecting both the technical and design aspects of the company's plastic laminate line. The publication features base, wall-hung and tall cabinets, and specialized storage systems for educational, industrial and medical facilities.

Contact Gene Winebrenner, National Sales Manager, Monitor Products, 3000 S. Alaska, Tacoma, WA 98409, (206) 475-5800.

Osmose Wood Preserving Co. of America

Offers brochures detailing the specifications and benefits of Osmose pressure treated preservative systems to prevent decay, rot and termite attack. Also available are data sheets and a four-page brochure concerning the Osmose Flame Proof fire retardant wood treating process. Another four-page brochure outlines the uses and applications of the Osmose K-33 wood treating processes. Contact Osmose Wood Preserving Co. of America, 980 Ellicott St., Buffalo, NY 14209.

Penply

Offers a brochure covering descriptive and technical information for Penply Western Red Cedar Exterior 303 Plywood Siding.

Contact Penply, P.O. Box 311, Port Angeles, WA 98362, (800) 426-7067.

Ralph Wilson Plastics Co.

"Wilsonart Brand Metallic Laminates," a new eight-page brochure features the 17 different copper and aluminum bas-relief and design surfaces.

Contact Ralph Wilson Plastics Co., 600 General Bruce Drive, Temple, TX 76501, (817) 332-7635.

Red Cedar Shingle & Handsplit Shake Bureau

Presents an eight-page brochure "Red Cedar Shingles & Shakes," depicting the textures and patterns available with shingles and shakes. Several examples are shown.

Contact Red Cedar Shingle & Handsplit Shake Bureau, Suite 275 515 116th Ave. N.E., Bellevue, WA 98004, (206) 453-1324.

Shake and Shingle Panels, Inc.

Offers literature on preassembled, eight-foot red cedar roofing (SR-11) and siding (SNW-8) panels.

Contact O. Steven Martin, General Manager, Shake and Shingle Panels, Inc., 980 S. Fifth St., San Jose, CA 95112.

Simpson Timber Co.

Offers an eight-page, Ruf-Sawn Redwood Plywood brochure. The four-color photos illustrate the variety of form and function attainable with redwood plywood. Examples of effects possible with redwood plywood are shown with design details. A selection of patterns and grades to fit a wide range of designs are displayed.

The company also offers a new Stucco 316 brochure. Applications of Stucco 316 in all parts of the country are featured. Material descriptions are detailed in the publication, including sizes available, finishing and application instructions. Contact Dean Matthews, Simpson Timber Co., 900 Fourth Ave., Seattle, WA 98164.

TECO

Offers a folder, "Energy Conservation Through Innovative Wood Framing Techniques." The main emphasis of the folder is placed on the use of increased insulation in walls and ceilings. This calls for a modification in wood framing methods and suggested revised methods are pointed out in the folder.

Contact TECO, 5530 Wisconsin Ave., Washington, DC 20015, (301) 645-8288.

Trus Joist Corporation

A 94-page technical manual is available. The manual is a comprehensive reference source and contains product descriptions, available profiles, detail concepts, roof and floor span and load tables and extensive technical data.

Contact Trus Joist Corporation, P.O. Box 60, Boise, ID 83707.

Western Wood Products Association

Offers a newly revised second edition of the *Western Wood Use Book*, a design sourcebook. More than 300 pages of text, illustrations, examples, photographs, design tables, loads and deflections for joists and beams. Includes span computer

for calculating spans, spacing, sizes, grades, species and loading for dimension lumber. Cost \$20.

Contact Shar Escudero, Western Wood Products Association, Yeon Building, Portland, OR 97204, (503) 224-3930.

Weyerhaeuser Co.

A full color, 12-page catalog on Weyerhaeuser Prefinished Siding Panel 15, a structural aluminum-overlaid plywood panel for exterior walls and decorative panel applications is offered. The company will also provide a fully illustrated catalog describing 10 different types of architectural flush wood doors. Includes technical data on door construction and performance plus architectural specifications and handling instructions.

Contact Weyerhaeuser Co., Box B, Tacoma, WA 98477.

UCI 7: Thermal & Moisture Protection

American Colloid Co.

Offers a variety of technical information on waterproofing including CSI Spec-Data, CSI Manu-Spec, General Information Folder VP-500 and case histories. A slide presentation on installation is also available.

Contact Harold R. Lee, Manager, Building Materials Division, American Colloid Co., 5100 Suffield Court, Skokie, IL 60077, (312) 966-5720.

Copper Development Association, Inc.

Has a full color booklet on copper and copper-alloy roofing and flashing products.

Contact Robert C. Carmody, Supervisor/Production Services, Copper Development Association, Inc., 405 Lexington Ave., New York, NY 10017.

CYRO Industries

see p. 127 (UCI 6)

GII Corporation, Mirawal & Glasweld Divisions

Offers Sweet's reprints, brochures, design data and color samples of Glasweld and Mirawal veneer and insulating architectural panels.

Contact GII Corporation, One Embarcadero Center, Suite 611, San Francisco, CA 94111, (415) 981-3385.

Grefco, Inc., Building Products Division

Catalogs detailing uses of perlite aggregates, Permalite perlite rigid roof insulation and Permalite urethane roof insulation are all available. A sample sandwich of insulation is also available.

Contact Arthur H. Schneider, Merchandising Manager, Grefco, Inc., 3450 Wilshire Boulevard, Los Angeles, CA 90010.

H. H. Robertson Co.

Will supply brochures on several topics including: Forma2wall honeycomb-core laminated flat wall building panels; Formawall foam insulated flat wall building panels and flat and profiled insulated metal wall panels for architectural, commercial and industrial buildings. The company will also provide a 52-page catalog showing numerous detail drawings and general information tabled on Formawall Forma2wall and Forma3wall metal wall panels.

Contact David A. Horning, Marketing Manager, H. H. Robertson Co., 400 Holiday Drive, Pittsburgh, PA 15220.

Homasote Co.

The company offers an architectural catalog containing descriptive literature, detail specifications and other information covering its complete product line of structural insulating material and decorative paneling.

Contact Homasote Co., P.O. Box 7240, West Trenton, NJ 08628.

Howmet Aluminum Corporation

Will provide brochures and Sweet's catalog reprints on Series 4500 Thermal Sliding Glass Door and Thermal Curtain Wall. The information includes specifications, technical data, photographs of installed units and application guides. Also available is AAMA booklet describing step-by-step procedure for calculating exact energy savings.

Contact Mike Edwards, Marketing Manager, Howmet Aluminum Corporation, Architectural Products Division, Terrell, TX 75160, (214) 563-2625.

Inryco, Inc.

Catalog 22-1 describes prefinished, steel wall panels, both preinsulated and field insulated. Catalog 34-1, "Inryco/Milcor Roof Hatches and Doors" is a 12-page booklet containing product data and suggested specifications for roof hatches, automatic heat and smoke vents, floor doors and sidewalk doors available in steel and aluminum.

Contact J. C. Shelhorse, Inryco, Inc. P.O. Box 393, Milwaukee, WI 53201, or Richard Boyle, Milcor Division, Inryco, Inc., P.O. Box 393, Milwaukee, WI 53201.

Johns-Manville

Offers two pieces on built-up roofs. First is the "1979 Handbook for Built-Up Roofs" which contains a wide range of roof specifications, utilizing various products for different inclines and types of decks used in most areas in the U.S. Second is a 28-page brochure highlighting a method for calculating heat loss as well as how to determine the proper amount of

continued on page 131

America's oldest building for higher learning has a lesson in it for us.

The Christopher Wren Building of the College of William and Mary. America's oldest academic building in continuous use. And a testament to the permanence, the practicality and the beauty of brick in architecture.

Executed after the design of renowned English architect Christopher Wren in 1699, the structure stands today as a fitting monument to America's educational history. Solid,

functional and simplistically handsome, it serves as a reminder of man's persistent appreciation of the material and suggests the wisdom of its continued use.

All that brick was to the architects of the past, it remains for those of the present and the future. Today's new shapes, new colors, and new concepts for the use of brick assure its place in building history.



Brick Institute of America

1750 Old Meadow Rd.,
McLean, Va. 22102

Circle 41 on information card



Talk is cheap. Our figures speak for themselves.

R6.43

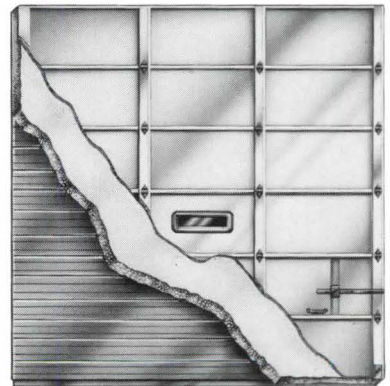
It seems a lot of people in the industry can talk a good game on the subject of saving energy. But when it comes to results, there's likely to be more confusion than conservation. That's why at the Overhead Door Corporation we use a consistent set of standards and methods to determine energy efficiency. Reliable because they're ASTM—the same ones used by architects and engineers.

Take our Commercial Insulated Sectional Steel Door. It has an R 6.43 value you can depend on. Inside we've added noise-dampening, thermally-efficient polystyrene foam insulation that's proven cost-effective.

And as on all our commercial sectional doors, our Posi-tension[®] drum is a standard feature.

But our door is only the beginning of energy savings. We have an entire "package" ranging from seals, shelters and strip doors to a full line of electric door operators for more energy efficient Loading Dock operation.

We back our commitment with a nationwide network of over 400 distributors. They sell, install, service and provide warranty protection for all our products. They're ready to work with you to help close the door on energy waste. And, best of all, they speak your language.



OVERHEAD DOOR CORPORATION
P.O. Box 222285, Dallas, Texas 75222 (214) 233-6611

Circle 42 on information card

UCI from page 128

insulation for minimizing heating and air-conditioning equipment costs.

The company also offers numerous publications. They are: "Asbestogard Vapor Barrier System" (BU-181); "Fesco Board Spec Data Sheet" (BU-260), and "Roof Insulation, Drainage and Vapor Retardant Systems" (BU-315). New publications include: "Fesco Re-Roof" (BU-398); "Fesco Dri-Deck Roof Insulation" (BU-352); "Rigid Roll Insulation" (PB-15A); "ITP Money Clip System Insulation" (PB-37A), and "Architectural Panels" (BSD-25A). Additionally, vinyl covered Fiberglas samples (Glas-Ply) for built-up roofs will be sent on request.

Contact *Johns-Manville, Building Systems Division, Ken-Caryl Ranch, Denver, CO 80217.*

Kaiser Aluminum & Chemical Corporation

Will supply Zip-Rib aluminum roofing and siding Design Guide. The 60-page illustrated booklet includes design considerations, other Zip-Rib accessories, anchor and fastener guidelines, suggested specifications and design details.

Contact *Kaiser Aluminum & Chemical Corporation, Sales, 300 Lakeside Drive, 748 KB, Oakland, CA 94643.*

Kalwall Corporation

A color brochure describing the Kalwall system of insulated translucent roof systems for skylights, sky roofs, geo-roof and canopies is offered.

Contact *Bruce Keller, Kalwall Corporation, P.O. Box 237, Manchester, NH 03105.*

Ludowici-Celadon Co.

Has literature on clay roof tile products.

Contact *Glenn Hieke, Assistant Sales Manager, Ludowici-Celadon Co., 201 N. Talman Ave., Chicago, IL 60612, (312) 722-7700.*

Owens/Corning Fiberglas Corporation

Will supply the Owens/Corning 1979 Organic Built-Up Roofing Products and Systems brochure (no. 1-RW-8845), outlining roofing systems and specifications. Also available is the company's Sweet's catalog reprint (no. 1-RI-3950), showing glass fiber products and their end uses in diverse markets, installation specifications and offers assistance in preparing energy saving calculations.

Contact *Diann L. Stechschulte, Roofing Products Operating Division, Owens/Corning Fiberglas Corporation, Fiberglas Tower, Toledo, OH 43659, (419) 248-8000.*

Perlite Institute, Inc.

Offers a new four-page publication dealing with the "U" value data for insulated and uninsulated concrete block wall, veneer wall and cavity wall constructions. Data are presented in both English and SI (International) units.

Contact *Perlite Institute, Inc., 45 W. 45th St., New York, NY 10036.*

Red Cedar Shingle & Handsplit Shake Bureau

see p. 127 (UCI 6).

Rmax Inc.

Offers literature on the company's Therm-asheath, Thermawall and Thermarof insulation products.

Contact *Jan Dorman, Rmax, Inc. 13215 Welch Road, Dallas, TX 75221.*

Rollamatic Roofs Inc.

Offers Sweet's catalog reprint and standard detail sheets for both operable and stationary skylights. The company will also assist architects and designers with their specific design and engineering criteria.

Contact *Carolyn Meyer, Rollamatic Roofs Inc., 1400 Yosemite Ave., San Francisco, CA 94124, (415) 822-5655.*

Sandell Manufacturing Co., Inc.

A four-page brochure showing PolyLite Joint Sealant will be provided by the company. The publication focuses on the sources of failure in caulked joints and the Sandell PolyLite-B Sealant Security System.

Contact *Max Wasserman, Sandell Manufacturing Co., Inc., 324 Rindge Ave., Cambridge, MA 02140.*

Terminix International, Inc.

Will supply brochure on Vapo-Chek, a polyethylene membrane installed on crawl space ground to prevent moisture from invading construction above.

Contact *Susie Simon, Terminix International, Inc., P.O. Box 17167, Memphis, TN 38117, (901) 766-1333.*

Thoro System Products

see p. 125 (UCI 3)

TNEMEC Co., Inc.

"Architectural Portfolio" gives detailed information on a broad range of coating systems, developed to meet functional requirements for protection, decoration and/or identification. Individual coatings are described by type and primary properties.

Contact *TNEMEC Co., Inc., P.O. Box 1749, Kansas City, MO 64141, (816) 474-3400.*

Varco-Pruden Metal Buildings Systems

Offers an eight-page brochure on its metal roofing systems. The brochure features three roof systems, the VP300, the SSR standing seam and the Panel Rib.

Contact *Drew Schumacher, Varco-Pruden Metal Buildings Systems, P.O. Box*

17967, Memphis, TN 38117, (901) 767-5910.

W. R. Meadows, Inc.

Offers a variety of catalogs describing its Sealtight line of products that include membrane waterproofing, waterproofing protection course, roof protection joint sealers, structural sealants and waterstops. Contact *Robert G. Stilling, Vice President Sales, W. R. Meadows, Inc., P.O. Box 543, Elgin, IL 60120, (312) 742-4500.*

UCI 8: Doors & Windows

Algoma Hardwoods, Inc.

Offers brochures on the company's wood and plastic doors, including "Novodor" and "Stay Strate" acoustical and lead lined doors. Technical assistance and additional information on hardwood plywood are available.

Contact *J. Alan Groessler, Sales Manager, Algoma Hardwoods, Inc., 1001 Perry St., Algoma, WI 54201, (800) 558-8032.*

Andersen Corporation

Introduces a new booklet proposing that it is not necessary to reduce the number and size of windows and sliding doors to save energy. Other publications offered include: a detail catalog, commercial applications and permashield installation booklets.

Contact *Jack Ullrich, Andersen Corporation, Bayport, MN, 55003.*

Cal-Wood Door

Offers free technical literature on its complete line of wood fire doors that incorporate the "SLM" edge system along with hardware reinforcement options.

Contact *Jim Brower, Sales Department, Cal-Wood Door, P.O. Box 1656, Santa Rosa, CA 95402, (707) 542-6426.*

Ceco Corporation

Offers "Steel Door Catalog # 2040-Z," showing the company line of steel side-hinged doors, steel frames and door hardware. The company makes flush doors in honeycomb hardware and foamed-in-place urethane cores, narrow stile doors and UL fire doors for commercial, industrial, institutional and multiunit residential buildings.

Contact *Harold R. Gilpin, Marketing Manager, Ceco Corporation, 5601 W. 26th St., Chicago, IL 60650, (312) 242-2000.*

Cookson Co.

Presents a "1979 Catalog of Rolling Doors" and associated products. The full

color, 28-page catalog depicts a comprehensive compilation of information, data, drawings and specifications, greatly simplifying selection and specifying. Other Cookson specialty custom-made products include rolling fire doors, rolling counter fire doors, security doors and grilles, power operators and slide coiling closures. Contact Robert A. Cookson, The Cookson Co., 700 Pennsylvania Ave., San Francisco, CA 94107, (415) 826-4422.

Copper Development Association, Inc.

A 21-page, full color booklet on copper and copper-alloy doors, window frames, curtain walls, store front equipment and building hardware is available. Contact Robert C. Carmody, Supervisor/Production Services, Copper Development Association, Inc., 405 Lexington Ave., New York, NY 10017, (212) 953-7300.

CYRO Industries

see p. 127 (UCI 6).

Du Pont Co.

Presents a new brochure "Creative Design with Lucite Acrylic Sheet." The 12-page booklet includes product performance data on Lucite used for glazing on doors and windows.

Contact Ann McIntosh, Public Affairs, du Pont Co., Wilmington, DE, (302) 774-5852.

Howmet Aluminum Corporation

Will distribute brochures and Sweet's catalog reprints on interior door frames, Nightwatch panic doors, store fronts, curtain walls and sliding glass doors. Publications contain information on the all-aluminum door frames and the concealed rotary astragal for increased security.

Contact Sam Caldwell, Howmet Aluminum Corporation, Architectural Products Division, P.O. Box 629, Terrell, TX 75160, (214) 563-2625.

Inryco, Inc.

Catalog 33-1, "Inryco/Milcor Metal Access Doors" is an eight-page booklet providing product data on steel access doors for servicing entry to electrical, plumbing and mechanical equipment in walls and ceilings. Six styles of doors include a fire rated unit and models designed specifically for various types of wall construction and facings.

Catalog 36-1, "Inryco Telescoping Door," is a 12-page catalog with descriptive information on a new design in power operated industrial, commercial and institutional doors. Telescoping action of curtain permits continuing operation even in severe weather.

Contact Richard Boyle, Milcor Division, Inryco, Inc. P.O. Box 393, Milwaukee, WI 53201.

LCN Closers

Will supply a 12-page catalog focusing on the problems of entrance accessibility for people who are elderly, disabled or handicapped. Contains information pertaining to handicapped codes and regulations along with a full line of door closers designed expressly to make doorways barrier free.

Contact Joseph P. Welling, LCN Closers, Princeton, IL 61356, (815) 875-3311.

Kalwall Corporation

A color brochure explaining Kalwall's premium light transmitting, highly insulated pre-engineered and prefabricated building panel system for buildings and window replacements is available.

Contact Bruce Keller, Kalwall Corporation, P.O. Box 237, Manchester, NH 03101, (603) 627-3861.

Kawneer Co.

The company offers a number of publications describing its line of swinging and automatic entrances, including brochures on the Sam II single acting concealed closer system for butt hung and offset pivot aluminum glazed doors. Material is available on limit stop hardware, which permits the opening of a vertically pivoted window for emergency ventilation, but stops the vent four to six inches away from the frame to reduce the danger of objects falling out. In addition, a 24-page booklet contains drawings, dimensions and photographs to guide specifying hardware for Kawneer aluminum entrances. A 16mm film illustrates methods of increasing security in doors equipped with panic exit devices.

Contact J. D. Ely, Kawneer Co., Inc., 1105 N. Front St., Niles, MI 49120, (616) 683-0200.

Libbey-Owens-Ford Co.

Offers numerous booklets and design aids. Selected publications will be provided at a minimal cost. Some of the offered titles are: "How to Predict Interior Daylight Illumination" (brochure M-44 76), \$1; "LOF Heat Gain Calculator," \$0.35; "LOF Sun Angle Calculator," \$5; "Special Daylight Designing Kit," \$6; "Breaking the Sound Barrier," (brochure AR-3); "Glass for Construction" (LOF's Sweet's Insert 8.26/li), and "LOF Uniform Static Load Calculator."

Contact LOF Merchandising Department, Libbey-Owens-Ford Co., 811 Madison Ave., Toledo, OH 43695.

Marvin Windows

Will supply the Marvin architectural file. This loose-leaf manual contains construction details and elevation tracing details on Marvin wood windows. The book also provides complete literature on the Marvin line, which includes casements, double

hangs, single hangs, gliders, awnings, bows, bays and patio doors.

Contact Marvin Windows, Warroad, MN 56763.

Overhead Door Corporation

The company will accept requests for its catalogs describing company lines of commercial, residential and industrial doors, including metal rolling doors, fire doors, sectional doors and electric door openers. Also offered is a booklet featuring the company's loading dock equipment line. Information includes specifications, application guides, technical information and installation photography.

Contact Robert E. Pierson, Advertising Manager, Overhead Door Corporation, P.O. Box 22285, Dallas, TX 75222, (214) 233-6611.

PPG Industries

Will supply a new booklet describing architectural glasses designed to save energy and improve indoor comfort in buildings and homes. The 32-page illustrated booklet gives performance and appearance characteristics for PPG's complete line of glass products and glazing systems. The company will also include a new pamphlet on aluminum doors and frames for commercial buildings. The four-page pamphlet demonstrates features of the silhouette doors and frames by PPG.

Contact Lawrence P. Galanter, PPG Industries, Public Relations Department, One Gateway Center Pittsburgh, PA 15222, (412) 434-3076.

Richards-Wilcox Manufacturing Co.

Offers three bulletins. Bulletin A-411 contains information and detail specifications for interlocking metal rolling doors, fire doors and fire shutters. Among the doors is model FD, UL listed fire door-A,B,C & D ratings; also featured is an automatic closing device. Described with complete details are electric door-grill operators especially designed for this style of operation. Bulletin A-420, a 64-page catalog, provides details concerning sliding, swinging and vertical lift door, hardware sets, fusible links, door frames and the electric operators. The third bulletin, A-410, a 12-page publication, gives details on the company's line of doors. Styles available: wood, wood and metal, tin covered woodcore, channel frame, steel plate, corrugated sheet metal, special corewood and aluminum covered.

Contact Paul E. Boudouin, Advertising Manager, Richards-Wilcox Manufacturing Co., 174 Third St., Aurora, IL 60507, (312) 897-6951.

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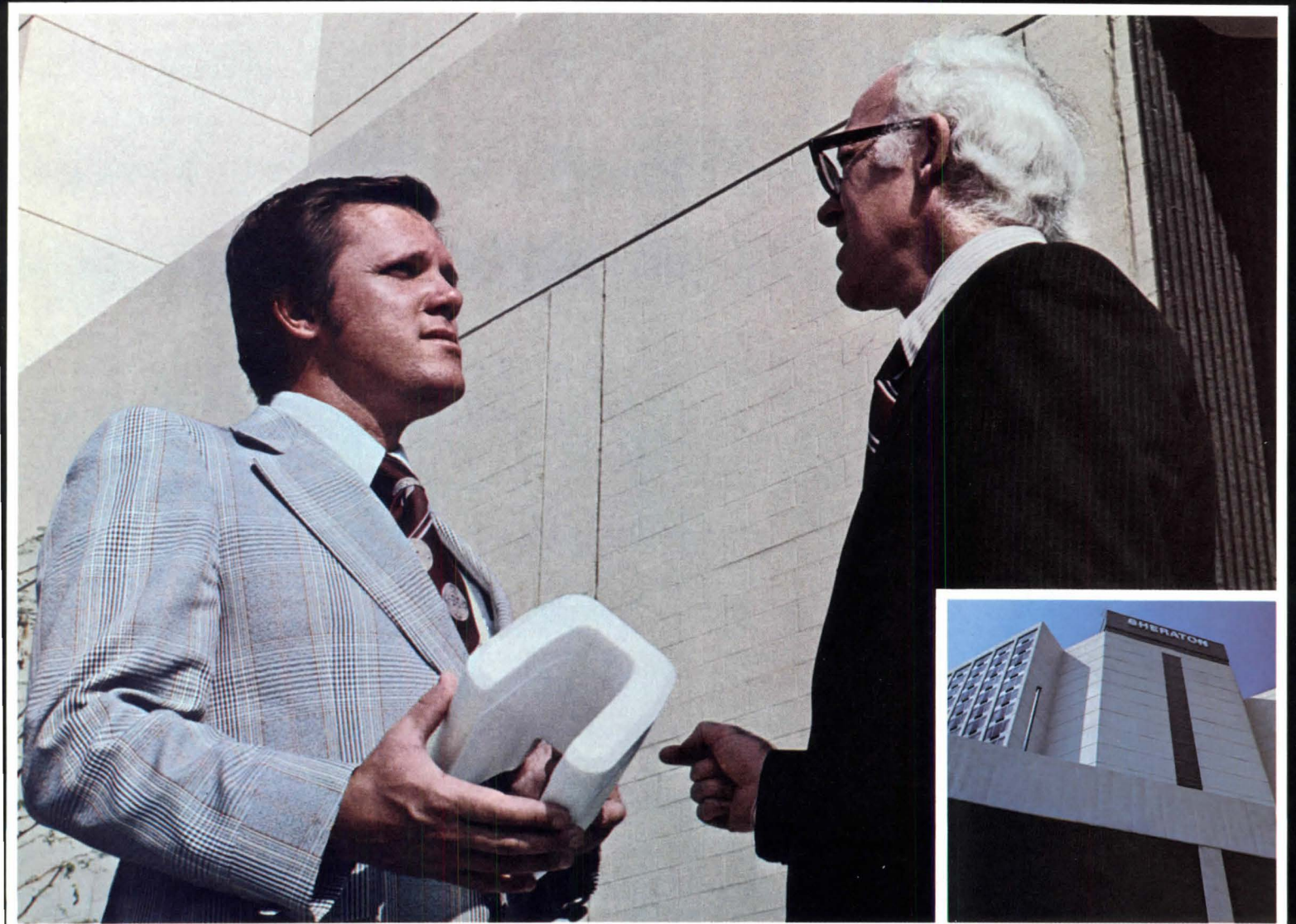
Last winter Dale Kirchner insulated the Sheraton St. Louis...in his block plant

By the time they got the hole dug for the new Sheraton St. Louis Hotel, Kirchner Industries had it insulated. They used Korfil expandable polystyrene inserts, installed in standard masonry units at Kirchner's block plant, 20 miles from the site.

Sheraton architect Larry Smith of Spire Corporation, specified Korfil insulated blocks because "they provided an economical exterior wall system with excellent 'U' value." Having used Korfil on other projects, Mr. Smith was already familiar with its outstanding qualities. "Korfil saved us time and labor...reduced the overall cost of a comparable masonry wall, and provided an insulation method far superior to other types of insulated wall systems."

Fact is, Korfil nearly doubles the insulation value of any masonry wall. It's a guaranteed consistent insulation method that helps make it easier and less costly to meet the new Federally mandated Energy Code Requirement.

Look for us in the 1979 Sweets Catalog for all the facts you need. We have block plants nationwide, ready to show you how easy it is to insulate your next building before the hole is dug.



Dale Kirchner, Kirchner Industries (left) with H. Shelby Pruett, Jr. Executive V.P. Spire Corporation, design firm of the new Sheraton St. Louis.

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Circle 43 on information card

UCI from page 132

Schlage Lock Co.

The annual catalog S-79 and other product brochures provide information on handcrafted custom-made locks and a wide array of material and technical service information is available on various lock series. The company also offers two 8mm films, "Just for Kicks," showing the benefits of reinforced wood jambs, and "Visit with Schlage," showing how locks are made. Films are on a loan basis.

Contact Tom Hufford, Manager, Marketing Series, P.O. Box 3324, San Francisco, CA 94119, (415) 467-1100.

Simpson Timber Co.

Offers an eight-page brochure on Simpson International doors. Shows carved, old world design doors.

Contact Dean Matthews, Simpson Timber Co., 900 Fourth Ave., Seattle, WA 98164.

3M

A three-minute color film showing the application of "Scotchint" Sun Control Film is available. The cartridge film is designed to be screened continuously on a Fairchild projector. The presentation focuses on the product's year-round window insulating benefits while illustrating ease of application. 3M will pay half the cost of \$22.40; retailers may forward a check for \$11.20 plus \$1 to cover postage and handling when placing an order.

Contact 3M Film Offer, Film Distribution Services, P.O. Box 34295, Clermont, IN 46234.

Wasco Products, Inc.

see p. 142 (UCI 13).

UCI 9: Finishes

Alcan Aluminum Corporation

Presents a brochure on integrated ceilings which contains descriptions, photographs and specifications for Alcan Planar and Alcan Plenum Mask ceiling systems. Alcan also offers a technical brochure on Alcan Canopy Systems. This publication contains information on canopy use in walking covers, marquees, free-standing canopies and wall and post supported canopies.

Contact Alcan Building Products, P.O. Box 1234, Department R, Youngstown, OH 44501.

American Olean Tile Co.

The company offers full color literature on all product lines along with an annual product catalog. An architectural design

department to assist architects in preparing ceramic tile murals and swimming pools is also available.

Contact Louis D. Methfessel, American Olean Tile Co., 1000 Cannon Ave., Lansdale, PA 19446, (215) 855-1111.

American Seating Co.

Offers a 28-page booklet, "Acoustics and the Open Plan" by acoustical consultant James E. Sulewsky. Details a formula for acoustics in the open plan and includes comprehensive research and testing results.

Contact Laurie VanderStoep, Marketing Communications Coordinator, American Seating Co., 901 Broadway N.W., Grand Rapids, MI 49504.

Armstrong Cork Co.

Offers a six-page folder on the company's new Quadralon 441 Luminaire Ceiling System for low energy usage. The folder also contains guide specifications and photometric data.

Contact Robert H. McKowen, Armstrong Press Services, Extension 674, Armstrong Cork Co., P. O. Box 3001, Lancaster, PA 17604, (717) 397-0611.

Badische Corporation

Presents a Contract Carpet Selection and Specifications Guide, newly revised for 1979. The full color brochure includes complete specifications for more than 180 carpets made of Zefran and Zeflon fibers. The company also offers the Zefstat Anti-Shock Carpet Warranty, a six-page brochure examining static build-up in carpet including factors which cause static and explains how to permanently control it.

Contact Sharon Mohoney, Contract Carpet Consultant, Badische Corporation, Drawer D, Williamsburg, VA 23185, (804) 887-6573.

Bruce Hardwood Floors

Presents four pieces of literature. First, is the Bruce catalog (Key 87), illustrating the entire Bruce product line with pictures and copy. Room scenes are shown for each product. Second, the Hardwood Floor Care Guide (Key WCG), discusses the proper maintenance of the company's floors. Third, presentation kits with literature (SK-1) describes the samples. Kits are available for a nominal charge. Fourth, Sweet's catalog reprints are offered.

Contact Bruce Hardwood Floors, 4255 LBJ Freeway, Dallas, TX 75234, (214) 661-2277.

Burke Industries, Flooring Products Division

Offers literature, color brochures and samples on a complete line of rubber flooring products. The line includes 31 rubber tile colors in three patterns, 32 cove and carpet base colors and 11 stair

tread colors.

Contact Kathy Kellett, Advertising Coordinator, Burke Industries, P.O. Box 190, San Jose, CA 95103, (408) 297-3500.

Celanese Fibers Marketing Co.

In a 19-page, four-color brochure, the company presents "The Story of Fortrel PCP," producer colored polyester for contract grade carpets. It includes Fortrel PCP specifications, test data, colorfastness, lightfastness and static propensity charts, spot removal information and the Celanese five-year wear guarantee for contract carpets made of 100 percent Fortrel PCP which meet the Celanese Standard Performance requirements.

Contact Joan Asher, Celanese Fibers Marketing Co., 1211 Ave. of the Americas, New York NY 10036.

Cooper Development Association, Inc.

The association will supply several booklets on copper and copper-alloy wall tiles, antistatic carpeting, flooring and wall covering.

Contact Robert C. Carmody, Supervisor/Production Services, Copper Development Association, Inc., 405 Lexington Ave., New York, NY 10017, (212) 953-7300.

Desoto, Inc.

Will supply brochure describing the functions, features and applications of Fluoropon fluorocarbon coating for metal building panels. A color chip brochure displays over 30 color choices.

Contact Jerry Rex, Market Manager, Desoto, Inc., 1700 S. Mount Prospect Road, Des Plaines, IL 60018, (312) 391-9000.

Donn Corporation

The staff of Donn professionals will answer questions and provide information on the company's suspended ceilings, light fixtures, carpeting, railing and access floor systems.

Contact Bert Lahm, Donn Corporation, 1000 Crocker Road, Westlake, OH 44145, (216) 871-1000.

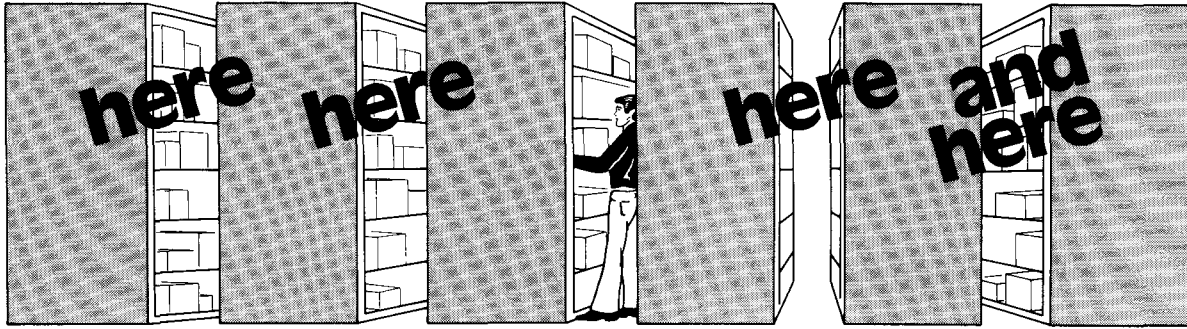
Du Pont

The company's contract specialists present a series of specification guides on commercial carpet of "Antron" III nylon, updating information on selecting carpet for educational, health care, business/commercial and food/lodging service facilities. The new guides provide detailed information on carpet construction, color selection, cleanability and performance features.

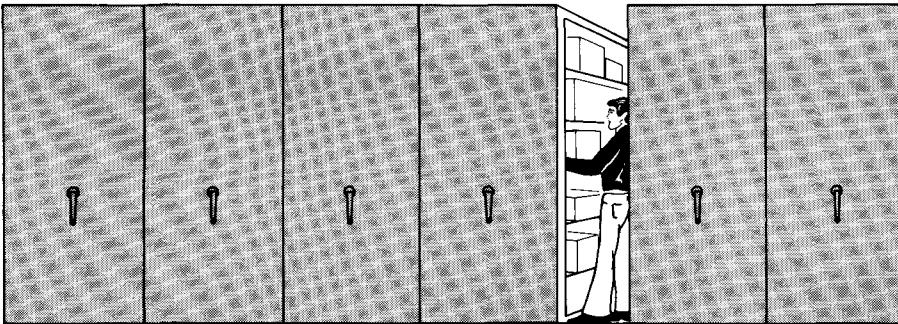
Contact Felix Connally, Du Pont Textile Fibers Centre Road, Wilmington, DE 19898.

continued on page 136

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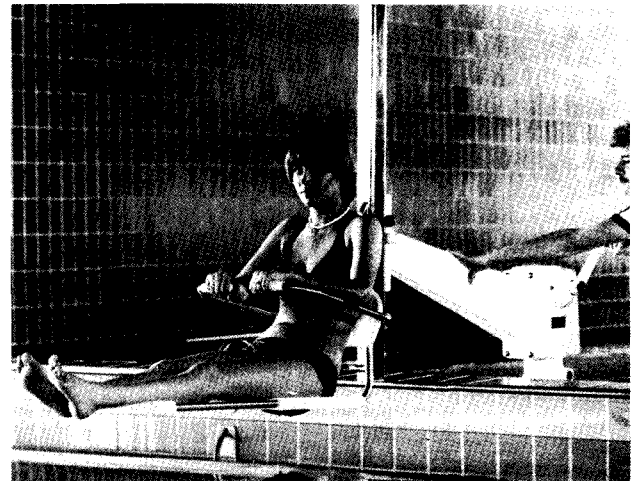
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Circle 45 on information card

UCI from page 134

Flexi-Wall Systems

The manufacturers of Plaster in a Roll for problem walls will supply a specifications kit containing a swatch book, test data, specifications, price list and a sample room kit order form.

Contact Henry Levy, Executive Vice President, Flexi-Wall Systems, P.O. Box 88, Liberty, SC 29657, (803) 855-0500.

Gail International Corporation

Offers Sweet's catalog reprints and other product catalogs containing information on glazed and unglazed ceramic tile for walls and floors, swimming pools, heavy duty work areas and also for precast concrete exterior surfaces.

Contact Gail International Corporation, 1481 N. Main St., Orange, CA 92667, (714) 997-9383.

H. H. Robertson Co.

Provides a 24-page catalog showing a new multicoating system for metal and roof products. Depicts examples of Versacor Coating protecting steel against acid rain, pollution, ultraviolet radiation and other forms of environmental attack.

Contact Richard S. Heilman, Product Manager, H. H. Robertson Co., 400 Holiday Drive, Pittsburgh, PA 15220.

Howmet Aluminum Corporation

Will provide brochures, tests and technical data for both custom and standard aluminum ceiling grids.

Contact Mike Edwards, Marketing Manager, Howmet Aluminum Corporation, Architectural Products Division, P.O. Box 629, Terrell, TX 75160, (214) 563-2625.

Inryco, Inc.

Catalog 37-9, "Inryco/Milcor Metal Lath Products," is a 12-page publication containing product data on various styles of metal lath, corner beads, casing beads and other lathing accessories and information on recommended spacings of supports, sound transmission classifications, fire resistive ratings, etc.

Contact Richard Boyle, Milcor Division, Inryco, Inc., P.O. Box 393, Milwaukee, WI 53201.

Integrated Ceilings, Inc.

Offers a new brochure entitled "Ceiling Design Ideas/Retailing." Published for designers with a special interest in retail stores, restaurants and malls, the new 12-page booklet contains full color photographs of 19 recently completed installations using a variety of the firm's lighted and decorative ceiling systems. The company also offers the movie "Ceil-

ings" which won the "gold camera award" in the sales promotion category of the 1978 U.S. Industrial Film Festival. The 12-minute film is complete with an animated history of ceiling design, a live sequence of Integrated Ceilings, Inc.'s installations and an original score and music by Joseph Bird.

Contact Nancy Woolslayer, Integrated Ceilings, Inc., 2231 Colby Ave., Los Angeles, CA 90064, (213) 272-1136.

Kentucky Wood Floors

Offers a color brochure describing the company's collection of custom-made or stock designs available in a wide range of both domestic and exotic woods. Features Brittany parquet flooring in pre-assembled squares in quartered oak.

Contact Kentucky Wood Floors, Inc., 7761 National Turnpike, Louisville, KY 40204, (502) 368-5836.

Monstanto

The company will supply a comprehensive Carpet Product Selection Guide, a three-section folder describing first generation nylon and advanced generation nylon carpet fibers. Bulletins enclosed in the folder have tables giving information on denier, luster and dyeability, along with a detailed description of the particular fiber. Included in the package is a bibliography of Monstanto publications.

Contact Monstanto Textiles Co., Technical Publications Department, P. O. Box 2204, Decatur, AL 35602.

Nora Flooring

Provides a folder containing a spec-data sheet, a color guide and installation photographs of Norament flooring. The flooring is featured in the publication and a description of the discs-pastilles which pattern the rubber flooring is also included.

Contact Nora Flooring, 4201 Wilson Ave., Madison, IN 47250, (812) 273-1852.

Olympic Stain

Presents "Before You Begin," a color how-to brochure on staining and painting. Illustrated step-by-step instructions simplify finishing for the homeowner all the way from selection of materials through clean-up. The 16-page brochure covers Olympic solid color and semitransparent stains, acrylic latex Olympic stain and Olympic overcoat.

Contact Paul Kosche, Sales/Promotion Manager, Olympic Stain, P.O. Box 1497, Bellevue, WA 98009.

Owens/Corning Fiberglas Corporation

The ability to design an open office plan that achieves both long-term economies and sophisticated design is described in a new brochure. "The Open Office Comes of Age" focuses on the design of the

Flint Ink Corporation's headquarters in Detroit. Owens/Corning also offers a 28-page, four-color brochure detailing each of its 11 new Integrated Ceiling Systems. Along with the other publications, the company offers a brochure detailing each of its commercial acoustical ceilings boards and panels and interior products.

Contact Roger Bell, Owens-Corning Fiberglas Corporation, Fiberglas Tower, Toledo, OH 43659, (419) 248-7505.

PPG Industries

Offers booklet describing painting recommendations for interior and exterior applications (no. 384); catalog of products for architectural coatings, including Speedhide paint (no. 166); individual product bulletins and technical data on specific paint (no. 353); Safety Color Coding (OSHA) Bulletin (no. 615). Design Color System color selection aids choice of tone.

Contact H. A. McCoy, Assistant Advertising Manager, Coatings and Resins Division, PPG Industries, Inc., One Gateway Center, Pittsburgh, PA 15222, (412) 434-3892.

R. C. Musson Rubber Co.

Offers a color catalog depicting a complete line of commercial, industrial and institutional stair treads, safety design tile, rubber flooring, cove base, corner guards and accessories. The brochure has cross section drawings, available colors and shows the many different surface designs and styles.

Contact R. C. Musson Rubber Co., 1320 E. Archwood Ave., Akron, OH 44306, (216) 773-7651.

Roper Eastern

Offers brochures on exposed and concealed acoustical suspension systems, drywall direct hung suspension systems and demountable partition systems.

Contact L. T. McGovern, Building Systems, Roper Eastern, 9325 Snowden River Parkway, Columbia, MD 21046, (301) 992-6746.

Samuel Cabot Inc.

Offers descriptive literature, technical data sheets, wood stained slats, liquid samples and architectural specifications for company's stains and paints.

Contact William A. Montgomery Jr., Advertising Manager, Samuel Cabot Inc., One Union St., Boston, MA 02108.