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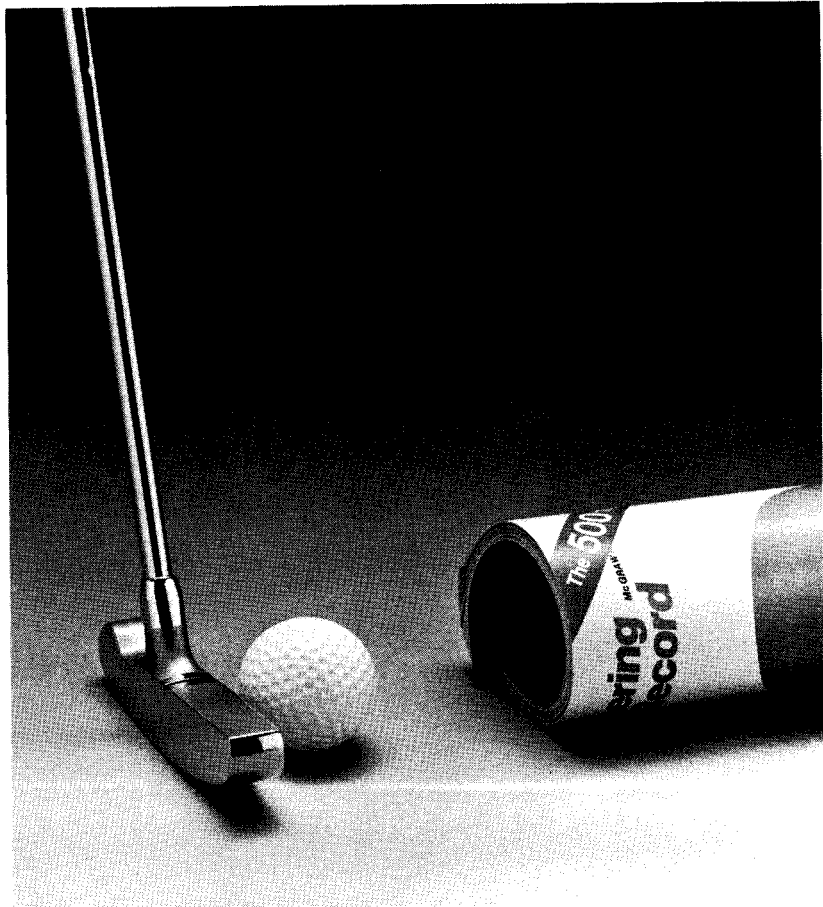
What's the competitive edge that keeps attracting not only the largest architectural and construction firms but firms of all sizes to our E&O liability program? It's insurance carefully customized by experts for the broadest possible coverage; with limits of \$20,000,000 or more. Add our competitive rates and you have an E&O program that's way better than par. And our quick, courteous service makes the business of professional liability a pleasure.

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*Engineering News-Record, May 18, 1978

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A User's Guide to This Issue and to AIA—The Editors	9
Facts About AIA in Brief	12
Getting Involved with AIA: The Committees—Nora Richter	22
Headquarters: What's What on the Third Floor	30
Profile of AIA Departments and Personnel	32
Contacts for Help at Headquarters	39
Guide to AIA Resources (Yellow Pages)	44
Books, Etc., to Order Through the Institute	97
Books, Etc., Available Through Components	109
Sources for AIA Contracts and Forms	117
AIA's Glossary of Commonly Used Acronyms and Abbreviations	122
Resources from Suppliers and Manufacturers	126

Cover: The Octagon from AIA Headquarters, by Carole Palmer

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Danbury Hospital discovers SunPanel™ is good medicine.

When Danbury Hospital decided to top its existing four-story diagnostic and treatment center with an eight-story tower, they decided to top that with LOF SunPanel solar collectors.

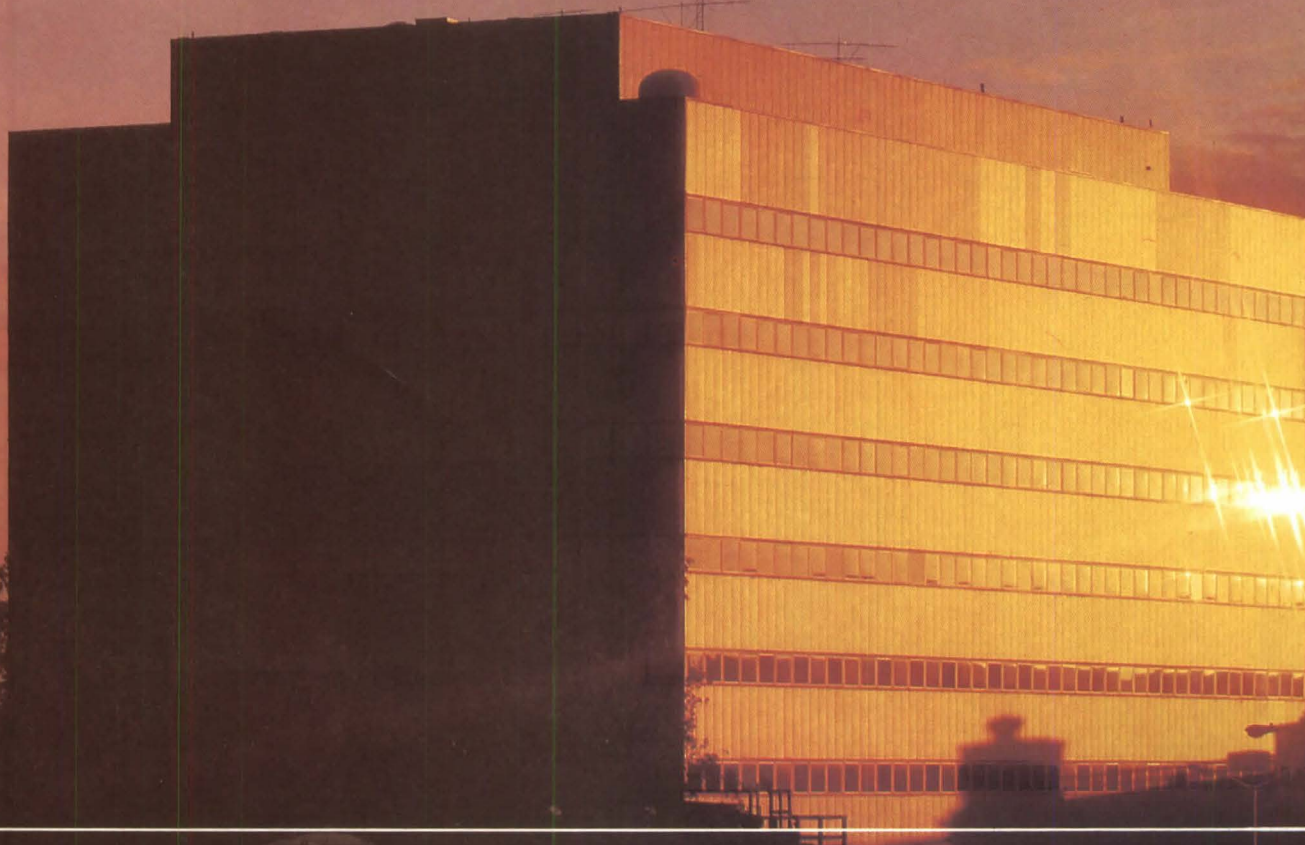
"Hospitals everywhere are concerned about rising costs," reports Frank J. Kuszpa, Jr., the Connecticut hospital's assistant director of engineering. "The factors behind most escalating costs are beyond our control. So we're doubly certain to seek out the conditions we can control. Like lower-cost building systems. And energy conservation."

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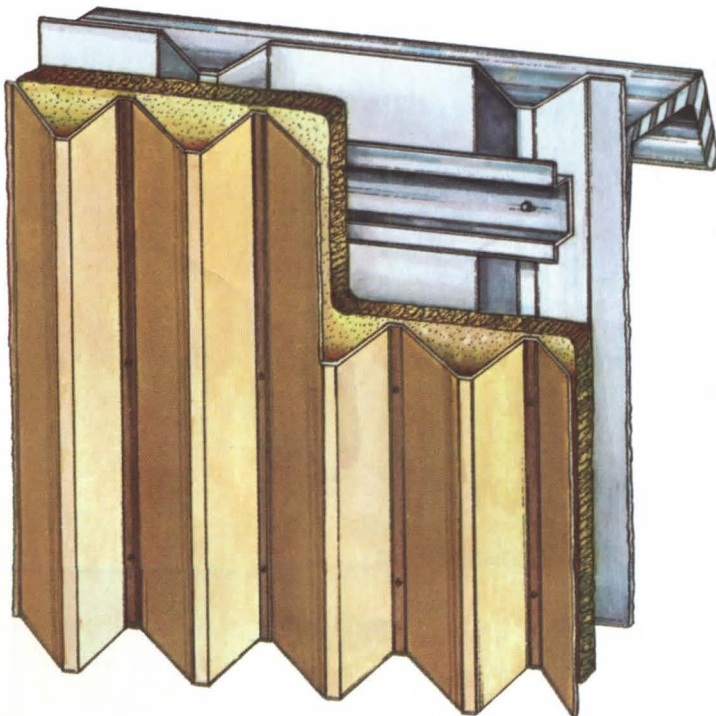
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 **ALCOA**

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AIA JOURNAL

A User's Guide to This Issue —and to AIA

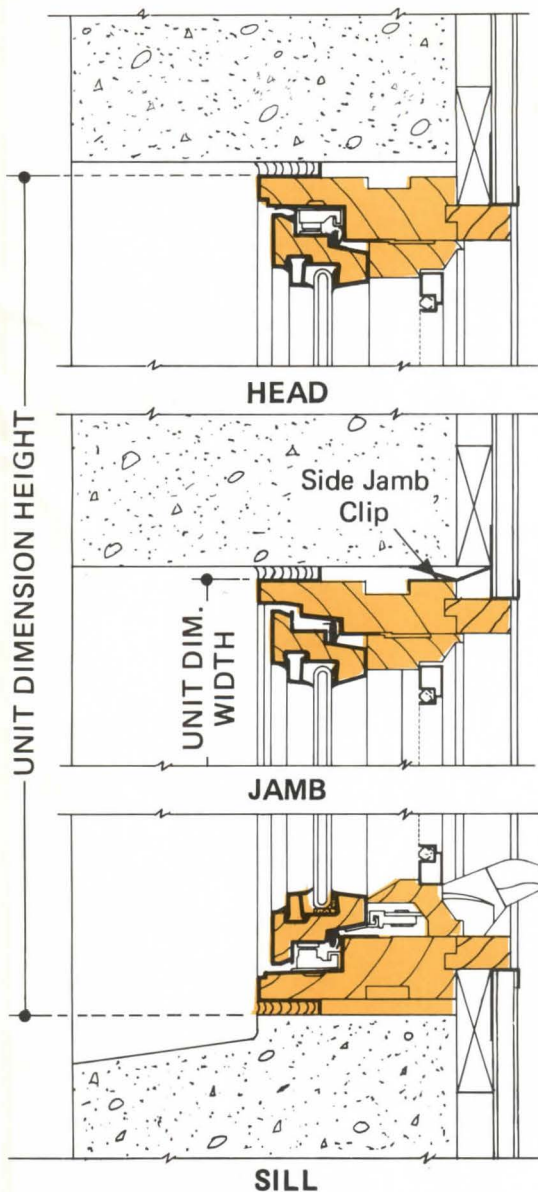
In planning this issue our approach has been consumer-oriented. Our effort in every instance has been to find ways to make it as useful as possible to the ultimate consumer of AIA resources, the member—and thus to make these resources more easily accessible.

We begin with a look at the basic structure of AIA, then review the makeup and activities of the committees that carry out so much of its work. Then we go “inside AIA” for an introduction to headquarters departments, not just in terms of function but also of staff, on grounds that many of AIA’s most important resources are human.

Following these things, and the core of the issue, is the third edition of AIA’s “Yellow Pages” directory of publications, audiovisual materials, training laboratories, meetings and services.

After the “Yellow Pages” come lists of books available through AIA’s publications marketing service; publications of AIA components, and distributors of AIA contracts and forms. The issue’s final element is a compendium of resources available from manufacturers, organized according to the Uniform Construction Index.

The editors.



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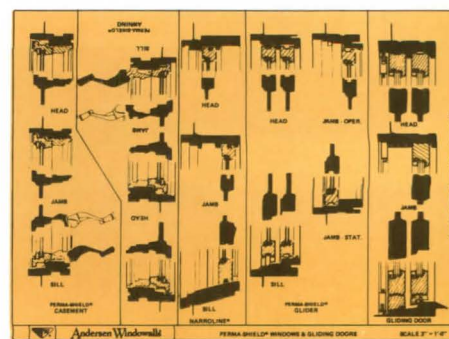
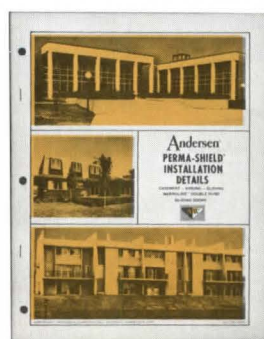
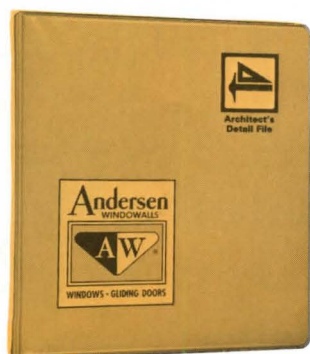
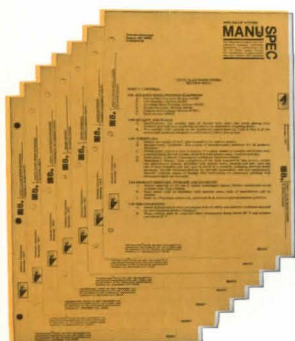
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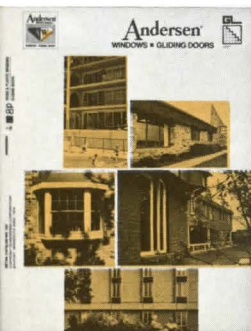
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Basic Facts About AIA

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, however, 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* and published in 1957, the Institute has grown steadily in membership and programs. Currently, there are approximately 30,000 members of AIA.

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.

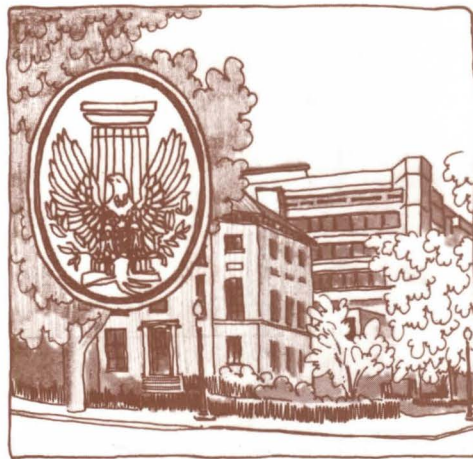
There are also associate members of the Institute, a category open to persons without architectural licenses who are employed under the direct supervision of a licensed architect in a capacity directly related to architectural practice, or those eligible by experience who are employed in circumstances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

Other categories of membership are AIA fellows, honorary fellows, honorary members and members emeriti. 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 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: As the charts that follow indicate, 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 com-



mittees. 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 mandate that a bylaw change be made. In such an instance, a task force could be formed to study the issue and to make a recommendation for action by the board of directors. Such convention resolutions give the board guidance and direction in terms of policy formulation.

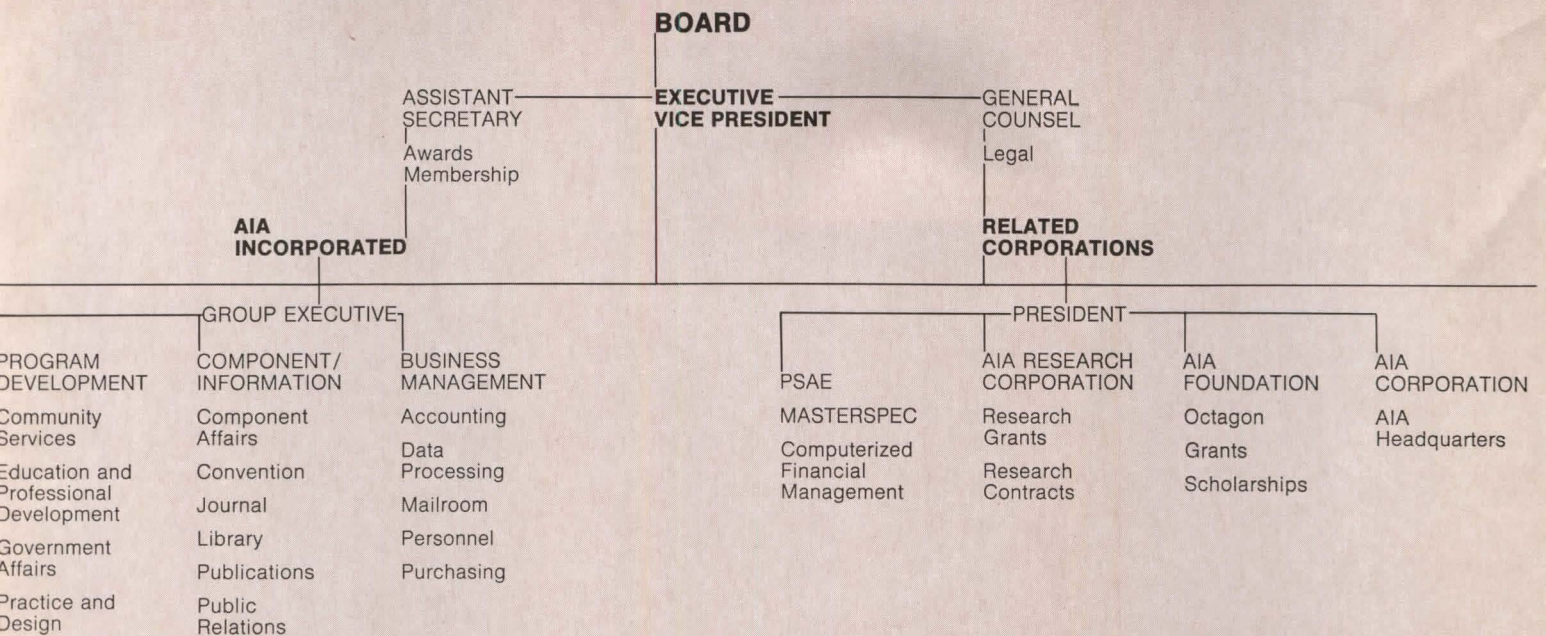
The bylaws may be amended by an affirmative vote of not less than two-thirds of all votes accredited to be cast at any meeting of the Institute. Due notice of the proposed bylaw change will have been sent to the membership prior to the vote.

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

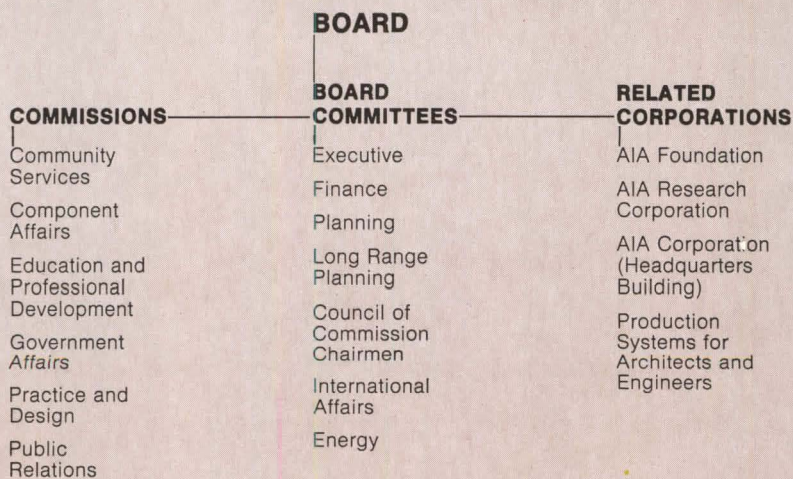
The code states as well that "members employed by organizations which act contrary to this code are themselves in violation if the violation occurs within their area of responsibility for policy or practice." Members who violate the code are subject to discipline by AIA "in proportion to the seriousness of the violation."

In all its efforts, the Institute aims at defining the goals of an architect's services as the creation of "an environment of orderliness and beauty," charging its members that they have obligations to society "beyond the requirements of law and business practice."

ADMINISTRATIVE ORGANIZATION CHART



BOARD/POLICY ORGANIZATION CHART



**ORGANIZATION OF
THE AMERICAN INSTITUTE
OF ARCHITECTS**

**BOARD OF DIRECTORS
EXECUTIVE COMMITTEE**

Committees

Finance
Planning
Council of Commission
Chairmen
Long Range Planning
International Affairs

Task Forces

Institute Structure
Design/Build

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**OFFICE OF
THE SECRETARY**

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National Judicial
Nominating

Juries

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Honor Awards Jury
Extended Use Jury
Institute Honors Jury
Honorary Members Jury
R.S. Reynolds Memorial
Awards Jury
Reynolds Aluminum Prize
for Architectural
Students Jury
Homes for Better
Living Juries
Other Awards Juries

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Research Editorial
Energy
Joint Energy Budget
ASHRAE—100P
ASHRAE—90-75
Energy Notebook

Task Force

Energy Analysis Manual

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AIA/AGC Liaison
A/E Federal Energy Liaison

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Convention
Library

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SERVICES**

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Environmental Education
Community Development

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Minority Affairs

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IDP Coordinating
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Architecture for Health
Architecture in Industry
Architecture for Education
Architecture for Arts
and Recreation
Architecture for Commerce
and Industry
Interior Architecture

Task Forces

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Professional Credentials
ACSA/AIA Educators Award
Capitol Hill Planning

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Society for Religious Arts
and Architecture
HUD/AIA Liaison

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Labor Liaison
A/E on Federal
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and Standards
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Regional Development
and Natural Resources
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MASTERSPEC Review
Practice Management
Architects Liability
Construction Management
Architectural Competitions

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R/UDAT
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Personnel Time Data
Market Forecast
Architectural Graphic
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Dimensional Coordination
Compensation Guidelines
Production Procedures
Life Cycles
Project Delivery

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National Construction
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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.

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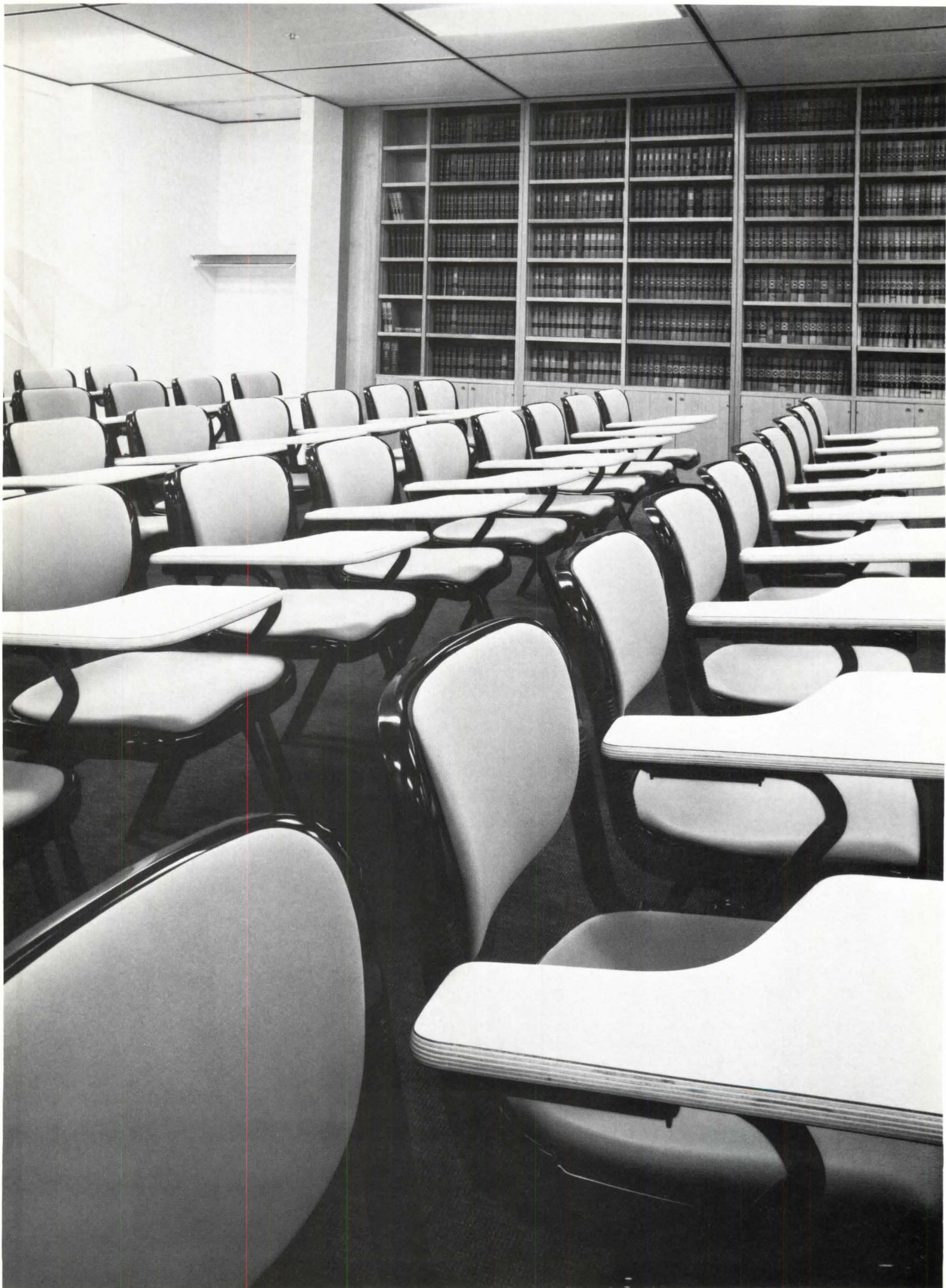


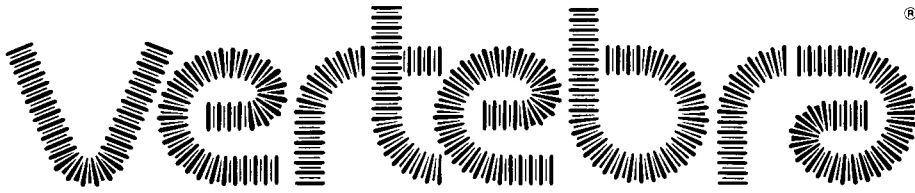
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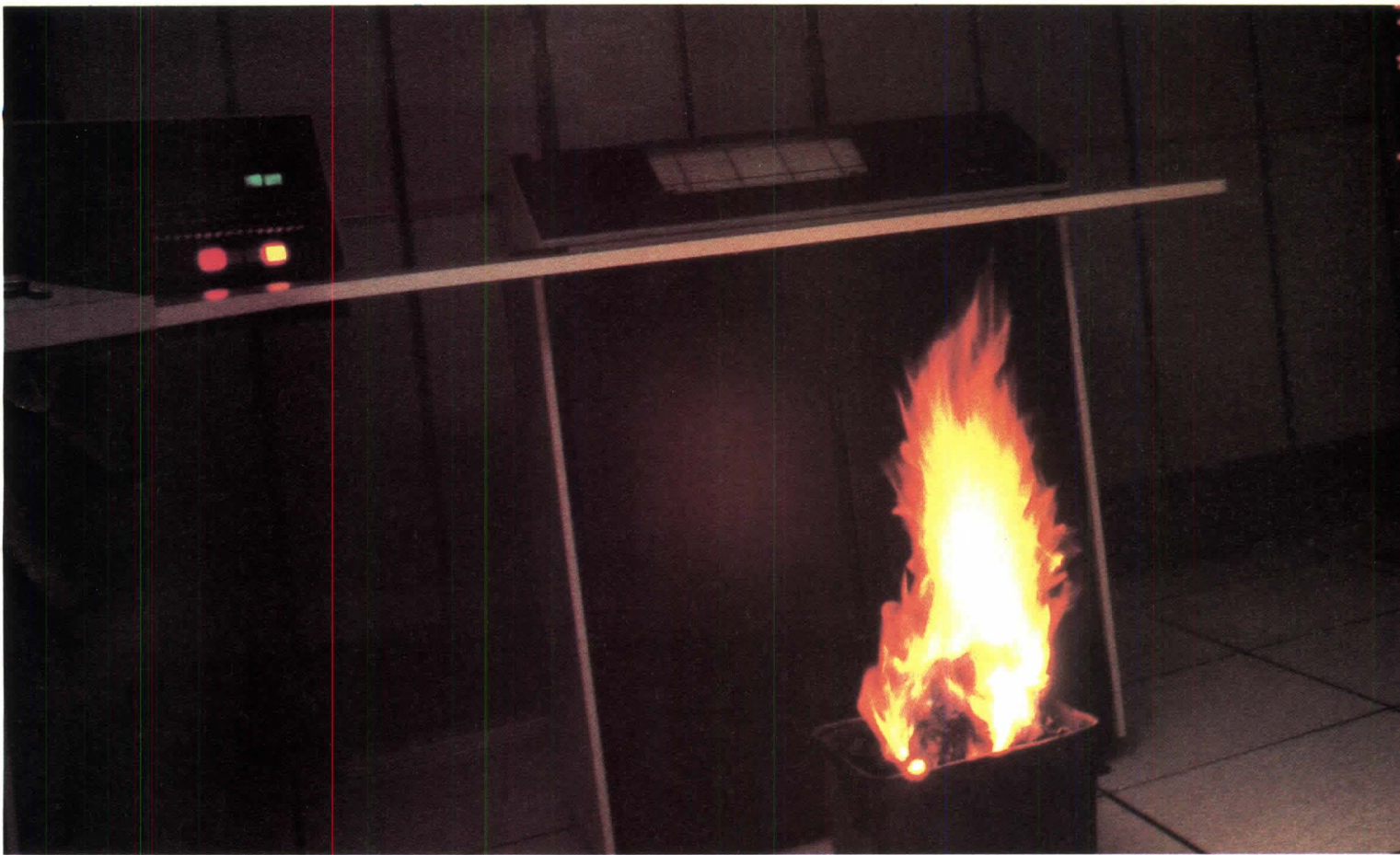
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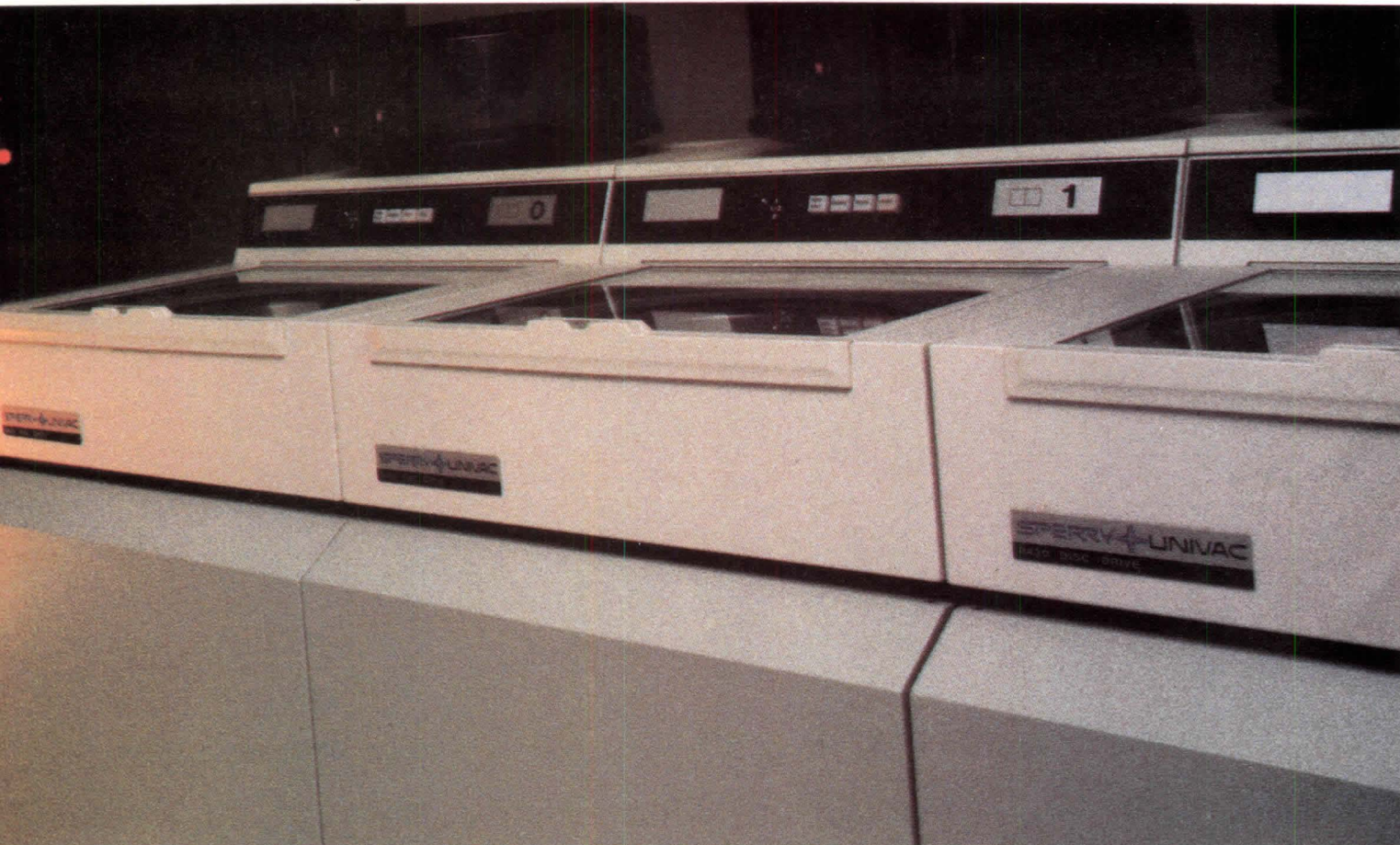
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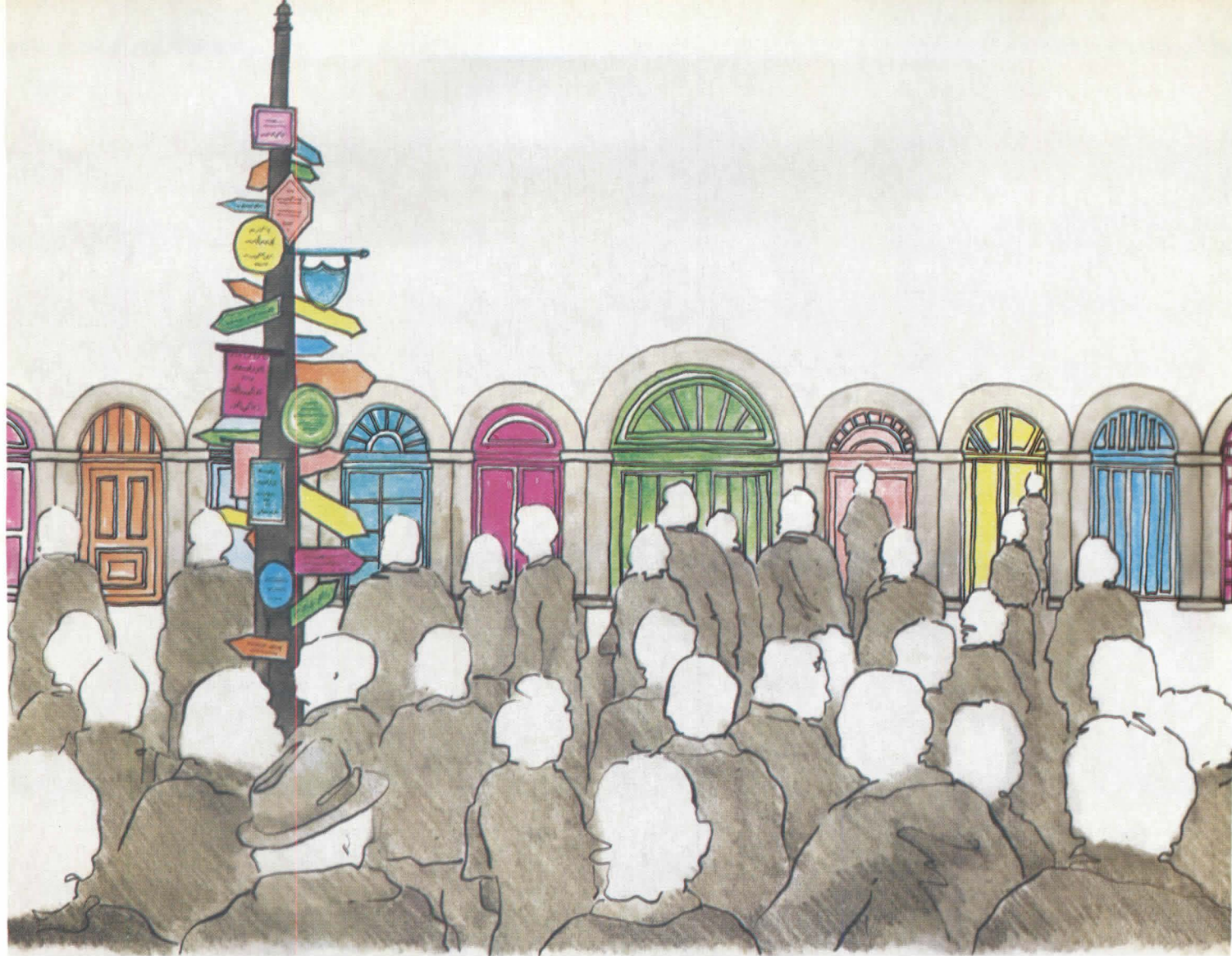
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Getting Involved with AIA: The Committees

For members, opportunities on a broad range of interests. By Nora Richter

How can an individual member influence AIA policy? One way, of course, is to run for office. A more common and more accessible means is involvement in AIA committees, of which there are currently 72. (For a complete list, *see p. 14.*)

At any given time, there are 900 to 1,000 Institute members actively involved in committee work. Over a decade, the committees could tap roughly a third of the total membership.

The routes to committee involvement vary. "It is the responsibility of the regional director to recommend members who would be interested in serving on a particular committee," said Jim Schuping, AIA administrator of component affairs. In some cases, members are asked to join by the committee itself. Regional directors often choose those who have been active in local committees. Emphasis is put on making and keeping these committees well represented geographically.

"If a president of a chapter is aggres-

sive, he will go after members for a national committee," Schuping added. "If not, the members must seek the opportunity for themselves. Members are chosen for the national committees with the thought that they have the knowledge needed and a strong commitment."

For most committees, members are nominated for one year and can be re-elected for two more years. In the professional interest committees, members are reconfirmed each year. This rotating system brings new blood into the committees. Members of task forces (23 of the 72 committees) are appointed by the president of the Institute.

Local politics can play into the nominating process. As past Institute President Rex Allen, FAIA, said, "In the past, the selection system has been extremely political. Members that should have didn't get on national committees because of this system." In California "there is a 10- or 12-year period moving up from local to

national committees," said Douglas Stenhouse, AIA, a member of the *Energy Notebook* Committee. "But, of course," he added, "it is partly a question of motivation."

Other members questioned indicated that if a member has an extreme interest in serving on a particular committee and if he or she contacts the regional director, there is a good chance to get involved. As William Morgan, FAIA, chairman of the design committee, said, "We are continuously interested in attracting persons who would be effective and willing to work. It takes a heck of a lot of work."

The committees meet formally from one to four times a year, but some conduct extra meetings. And, sometimes members will be asked to spend more time on special projects.

Monetary compensation to members for travel and expenses also varies. The chairmen, student members and council of architectural component executives

receive full funding (air fare and \$35 per day expenses); the regional representatives are partially funded (\$100 for round trip air fare). On the committees under the education and professional development and the practice and design commissions, only the members of the steering committee are fully funded. On the other committees and task forces, the members are fully funded. So, in some cases, members must cover their own expenses.

Is the time and money spent worth the effort? With participation comes "an educational experience," Schuping said. "One learns the inner workings of the Institute, gains a national perspective and a broader view of the profession." For Donald Whitmore, AIA, who is a member of the *Energy Notebook* committee, it is "an opportunity to accomplish something, an opportunity to meet and exchange information. It can be productive, useful." And, said Dick Rittleman, AIA, "It is an opportunity to bounce ideas around."

To increase the number of people who can participate in committees, AIA this year opened up the nine professional interest committees to an unlimited number of members. To do this and avoid the disadvantages of an unruly, oversubscribed committee system, the "corresponding" committees were created.

The nine corresponding committees are: housing, interior architecture, historic resources, architects in industry, architecture for commerce and industry, architecture for education, architecture for health, architecture for justice and architecture for the arts and recreation.

Each committee will have a core group of regular members who contribute their time and expertise concentrating on continuing education, information exchange, public policy review and initiatives and liaison with associated groups. Corresponding members will not be burdened with the usual commitment of time and energy, but will be kept abreast of all committee deliberations—by receiving all notices, meeting minutes and reports of the committee—and be invited to attend all meetings and to participate in projects.

Maurice Payne, AIA, director of professional interest programs at the Institute, introduced the concept and suggested that these expanded professional interest committees could generate academic papers and research in addition to performing traditional committee tasks.

The program, initiated in May, received more than 450 memberships by the beginning of August. There is a fee (\$9 per year/per committee for AIA members, AIA chapter professional affiliates, Asso-

Corresponding committees keep their members informed while demanding little time, energy.

ciation of Student Chapters/AIA students and libraries, and \$15 for all others) to cover printing, handling and postage costs of the materials.

With 72 committees, the list of accomplishments is long. A broad range of professional interests is studied by the committees, and if a new need arises a new committee or task force is developed. The task forces are formed to address a specific question and generally last a year or two when they are disbanded or transformed into committees.

As with any committee system, productivity depends upon the chairmen and the members and clear understandings of the tasks. Inevitably, some committees are not productive. But the list of accomplishments is impressive, which are annually reported to the board. Some committees have the basic function of overseeing the work of the AIA staff in a particular field. Other committees take more of an advocacy position. A cross section of committees and their activities follows:

- Eighteen members serve on the federal agencies committee which processes all AIA policy on federal procurement and reviews policy, regulations and procedures relating to the profession and the federal government. It monitors the federal marketplace and works closely with federal agencies to improve the design of federal buildings. During 1977, the following items, among others, were addressed: A/E procurement legislation, General Accounting Office reports on A/E performance, the Small Business Administration definition of A/E firms, reorganization of the federal government and new appointments to the Administration. In addition, the *Federal Marketplace: Are You Prepared?* was updated, a task force prepared an AIA policy on excellence in federal architecture and the committee hosted a reception for federal officials and members of Congress involved with public building policy and programs.

- Called the "conscience of the Institute on matters of design" by chairman Morgan, the design committee encourages excellence in design and promotes the importance of design in architecture and the environment, the "art of architecture." Its scope is broader than that of the federal agencies committee, and, says Morgan, "the most important activities

are not easily accomplished." The whole design committee is working with the urban design committee on the 1979 AIA convention program, a "celebration of design." One subcommittee is examining the state of design and design education. There is a continued effort to review the policies of AIA and to recommend ideas to guide the Institute in matters of design and to formulate a definition of design. Another subcommittee is working on a film to "inform" the public on what the art of architecture is in the 20th century.

- An important part of the energy committee's work during the past year was active participation in the development of the national energy policy. AIA supplied policy statements to Presidential staff and congressional committees encouraging energy conservation in the built environment. This committee's work in policy formulation sharply contrasts with that of the urban design committee of which one member reported, "the committee doesn't do enough policy formulation. We missed our chance with Carter's urban policy."

- The community development committee's task is to formulate and promote policies and programs which advance the concept of community and its context in improving the quality of urban and rural life of low-income people. Work completed during 1977 included suggestions for the revision of community block grant legislation; policy in support of community design centers, and the slide presentation "The Architect's Role in Commu-

Committees on documents, environmental education, energy, labor and historic resources.

nity Development," shown at the 1977 AIA convention. In meetings with officials from ACTION, HUD and other government agencies, the committee encouraged more support for community development and design centers. This December, the committee will revise AIA policies and recommend new ones concerning community development, housing and land use for minority and low-income groups.

- The environmental education committee advocates the inclusion of the built environment in elementary and secondary curricula. One of its goals is to "create" in students and those who influence students an awareness of and concern for the built environment as it relates to the total environment." It hopes to persuade federal, state and local governments to require such education in public schools.

- The *Energy Notebook* committee, with four members, reviews the contents of the notebook and suggests additions. "The notebook continues to cover a broad range of energy issues relating to building design," and this year, emphasis is being placed on "how the practitioner can integrate energy into day-to-day practice," said its annual report to the board. The committee also develops marketing strategies for the notebook, whose circulation now totals more than 1,000.
- In 1977, the documents committee completed revisions of 27 documents, and

17 revisions were in progress. AIA document B141, "Standard Form of Agreement Between Owner and Architect," went through major revisions. The revisions were required, in part, by the new edition in August 1976 of the document A201, "General Conditions of the Contract." Many of the revisions in B141 were developed in response to client concerns, particularly in regard to time, budgets, responsibility for construction costs, ownership of the construction documents and suspension or abandonment of the project. A revised and expanded

Compensation Guidelines for Architectural and Engineering Services was published (see May, p. 66).

- The labor liaison committee works for the development of a sound, working relationship with labor organizations at national and local levels. Last year, it conducted the first AIA-AFL/CIO craftsman of the year award. Beyond recognizing excellence of effort in the crafts, the award signified an important cooperative effort between AIA and AFL/CIO.
- The compensation management task force's assignment was to supervise the development, writing, editing and publishing of the client supplement to *Compensation Guidelines for Architectural and Engineering Services*. With the writing assistance of Stephen Kliment, FAIA, the supplement *Your Architect's Compensation* was developed and published this year. The task force, which is now disbanded, also studied ways to promote widespread acceptance and use of *Compensation Guidelines*.

- The committee on historic resources, which is now a corresponding committee, had a "banner year" in 1977, according to its annual report. It presented, with the National Park Service office of archeology and historic preservation (now the Historic Conservation and Reservation Service), a series of workshops on recertification of historic properties; participated with the National Heritage Trust Reorganization Team in developing a program to address national government programs in historic preservation, and maintained AIA's on-going cosponsorship of the Historic American Buildings Survey. It also continued monitoring and testifying on preservation legislation. The committee has worked up the concept of an "American architectural heritage year." AIA would sponsor a celebration of American architects and their work to educate the public to the value of design.

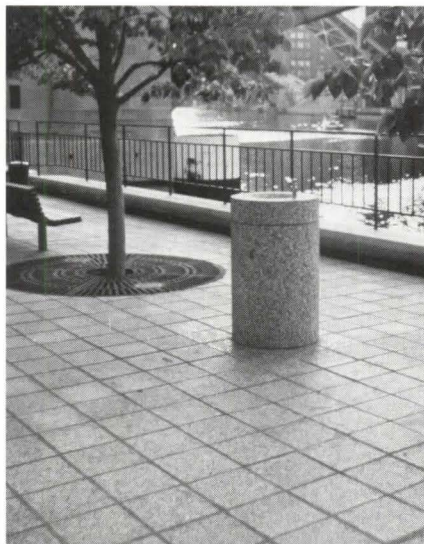
- The committee on architecture for commerce and industry, another corresponding committee, held a clinic that brought together the architect, owner and contractor of a 380-acre IBM industrial complex in San Jose, Calif., and featured a short course by IBM personnel on computers as they relate to the design process. Work in progress includes a document on "Energy Savings Practice and Retro-Fit" for publication by the Small Business Administration; publication of a new project delivery document; up-dating of two existing bibliographies, "Environmental Impact Statements" and "Value Engineering and Life Cycle Costing," and development of a new bibliography, "Design Build." □

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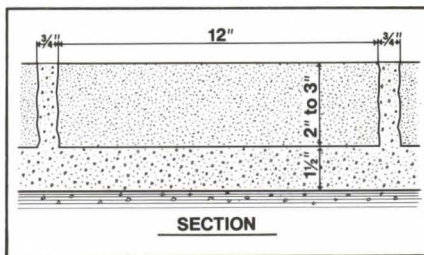
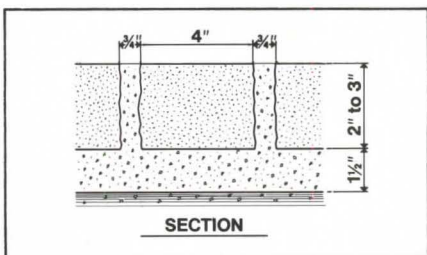
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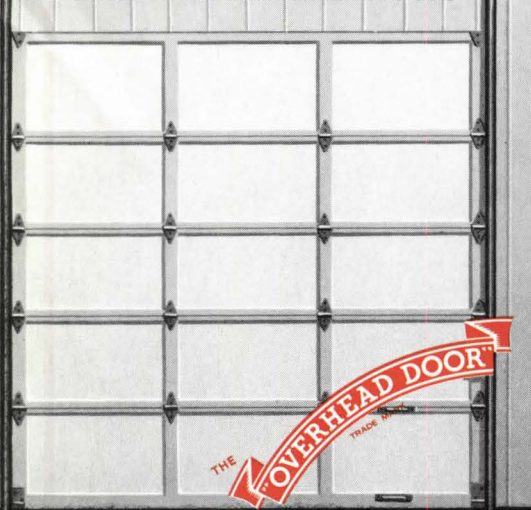
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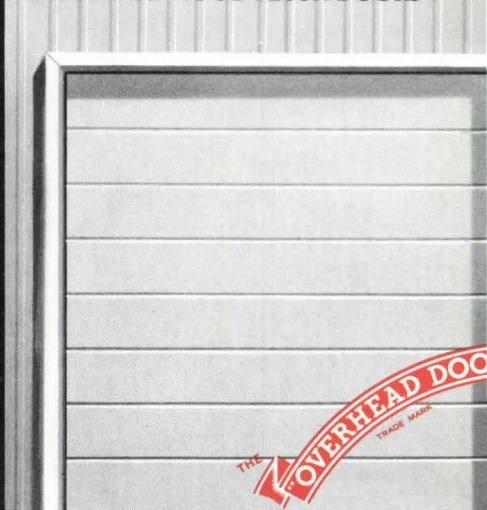
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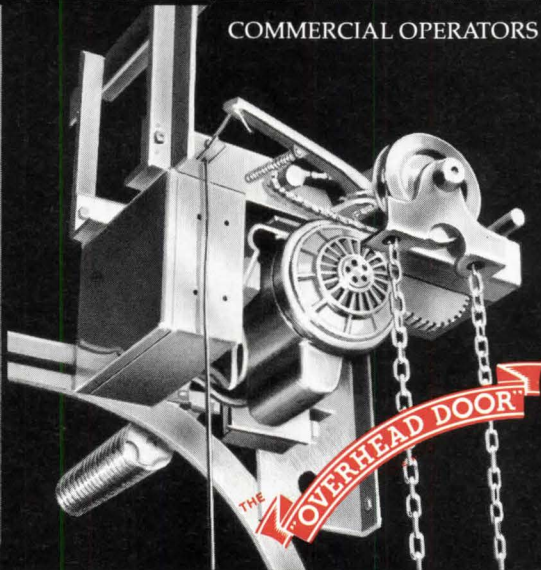
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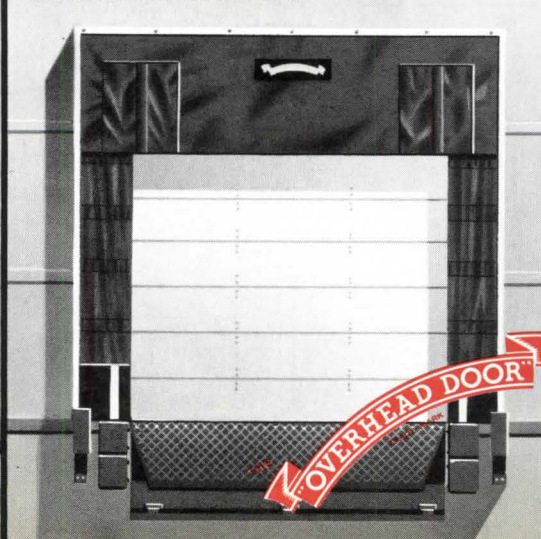
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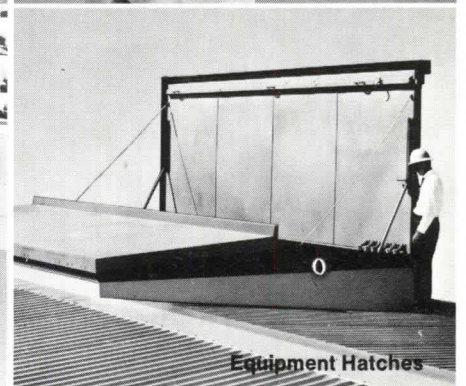
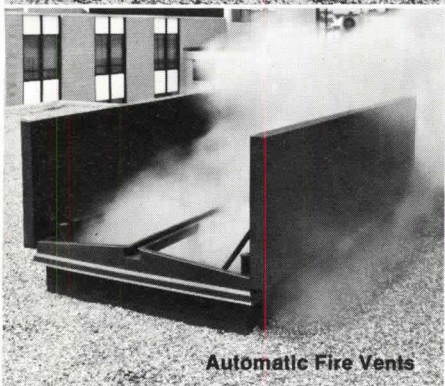
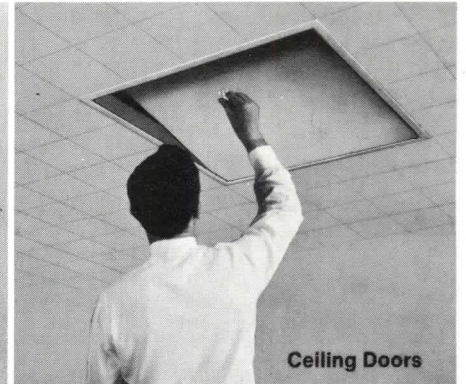
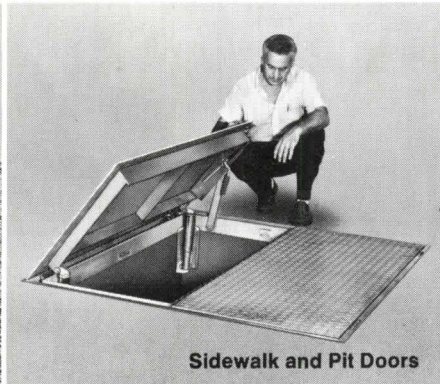
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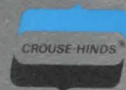
The basic forms of light.

Crouse-Hinds Bollards.

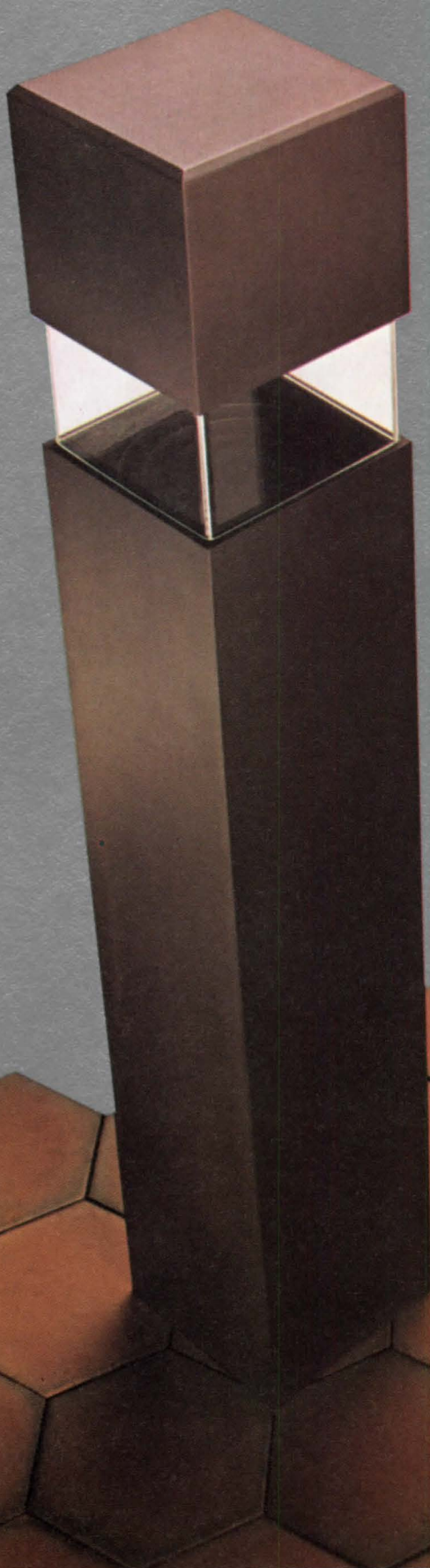
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Circle 16 on inform

Headquarters



Third Floor Offices

- 1 Journal
- 2 Education
- 3 Practice
- 4 Group Executive
Program Development
- 5 Group Executive
Component/Information
- 6 Energy Programs
- 7 Community Services
- 8 Component Affairs
- 9 Government Affairs
- 10 Public Relations
- 11 Conventions
- 12 Publications



Illustration by Nathaniel H. Cohen

Profile of AIA Departments and Personnel

Who does what at headquarters, and some frequent questions and answers.

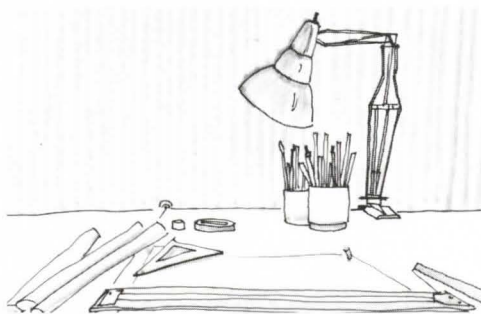
The assistant secretary's office

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 office is available to provide interpretations by the secretary of what is and is not ethical practice, according to AIA's code of ethics and professional conduct.

Just begun in August is a members service desk with a members-only hotline to the resources at AIA. If a member does not know specifically who to ask and what to ask for, there will be staff answering the phone on workdays, between 8:30 A.M. and 5 P.M. Eastern time, able to answer questions, direct members to proper staff specialists for detailed information and follow up on the inquiry to make sure the member receives the information and help he requires. The members service desk is also the place for members to direct suggestions and complaints about any aspect of AIA. The telephone number is (202) 785-5954.

New in the awards program is the reduction of registration fee for the honor awards program from \$75 to \$50, beginning with the 1979 awards. It is hoped that this will encourage greater participation by AIA members.

Assistant Secretary Tom Bennett joined AIA in 1971 and was director of congressional liaison and director of state component affairs before assuming his present duties last June. 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. from the University of Michigan and an M.A. in communication from Boston University.



Illustrations by Carole Palmer

The department of practice and design

has four divisions: codes and standards, design and environment, practice and documents/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/AGS has recently been consolidated into one division. It 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. Twice a year, it publishes the "Building Construction Legal Citator," 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/AGS division can help members with questions about contract provisions, copyright, ownership of drawings and fees.

The environment division develops AIA public policy positions in areas of urban design, planning, design, transportation, housing, natural resources, etc.,

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 50 R/UDATs since the program began, in such places as Phoenix; Shreveport, La.; Akron, Ohio; Reno, 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 an insurance program and monitors it, and produces an annual report on professional liability insurance. The division is in the process of developing a financial management system, to be ready by late 1979. Some pieces are in operation already, namely 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 the new *Standardized Accounting for Architects*, which spells out uniform manual accounting procedures specially designed for small and medium-size offices. In the next year, the department will be adding a *Financial Management Handbook* and an AIA time data bank, with information gathered from members on average time requirements for various professional services.

Michael B. Barker, AIP, 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 extensively on urban and architectural issues and is an associate professor at George Washington University.

Director of codes and standards is James Dowling, who took the position in 1971 after eight years as technical man-



ager and building code consultant for U.S. Gypsum. Dowling has a B.S. in applied science.

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

Director of design and environment is John C. Gaillard, who holds a B.Arch. (Auburn University) and a master's of city planning (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 nine years. Before joining AIA, Class was in private practice with his own firm. His B.Arch. is from the University of Pennsylvania.

Here are some frequently asked questions of the practice and design department.

Q: How do I request a R/UDAT?

A: Submit an application with: statement of problem, letters indicating broad community support for a R/UDAT and a letter from the local AIA chapter indicating that funds are available to pay all expenses of the R/UDAT. Direct it to the design division.

Q: How much are typical R/UDAT expenses?

A: \$7,000 to \$10,000.

Q: Is there information available on architectural competitions?

A: There is the "Guidelines for Architectural Design Competitions." The design division also has lists of competitions currently advertised or announced in major U.S. architectural periodicals.

Q: What is the most recent edition of "General Conditions?"

A: A201 was published in August 1976. Call the documents/graphic standards division to order it: (202) 785-7254.

Q: What is AIA doing to improve contracts for public housing work?

A: The AIA housing committee is cooperating with HUD to prepare a jointly approved contract B181. Call the documents division for any information on contracts being revised, publication dates, etc.

Q: Is there a committee on construction specification?

A: Yes, a new committee was formed and met for the first time in July. There is also a MASTERSPEC review committee that works with the Production Systems for Architects and Engineers.

Q: Where do I obtain information on the computerized financial management system?

A: AIA has turned the responsibility for this over to the firm of Harper & Shuman, 1278 Massachusetts Ave., Cambridge, Mass. 02138.

Q: Where may I obtain professional liability insurance to cover errors and omissions?

A: AIA and National Society of Professional Engineers jointly commend and monitor an insurance program offered by Victor O. Schinnerer & Co. through Continental Casualty Co. Contact your local independent insurance agent on this first. If your agent does not handle this type of insurance, contact Ernest Blackwell, Assistant Vice President, Victor O. Schinnerer & Co., 5028 Wisconsin Ave. N.W., Washington, D.C. 20016. Telephone: (202) 686-2850.

Q: How much professional liability insurance should an architect have, and how does one reduce the premium?

A: Both of these questions should be discussed with your agent. As a general rule of thumb, the coverage should be equiva-

lent to your past year's gross billings or more. Premiums may be reduced by an active quality control program in your office, good client relations and the use of "specific project coverage" insurance which may be reimbursable according to your contract with the client.

Q: Where do I purchase codes and standards?

A: We have a printed list of codes, standards and the phone numbers and addresses of their promulgating organizations. Call (202) 785-7253. We do not, however, sell codes and standards.

Q: What information does AIA have about barrier free design?

A: We can send you a list of books and other literature on barrier free architecture. AIA is a founding member of the National Center for a Barrier Free Environment and we participate in its activities, programs and seminars. We are also members of the American National Standards Institute committee A117.1 and involved in reviewing the standard's content. We can send information on these activities, but we cannot act as consultants to solve individual compliance problems. To obtain extensive information in this area, contact the National Center for a Barrier Free Environment, Seventh and Florida N.E. 20002. Telephone: (202) 544-7333.

Q: I am running into problems attempting to comply with . . . (the Consumer Product Safety Commission's glazing standard, a section of a building code, etc.) What should I do?

A: We cannot make interpretations on these questions. Our advice is to contact the promulgator of the regulation and ask for an official interpretation.

Q: Do you have any information on . . . (testing reports, health care facilities, metric conversion, fire ratings, illumination requirements, minimum office space standards, etc.)?

A: In many cases, we do have some information and can forward it to you. If not, we can direct you to a probable source such as Underwriters Laboratory, the National Fire Protection Association, the National Bureau of Standards, etc.

The department of education and professional development

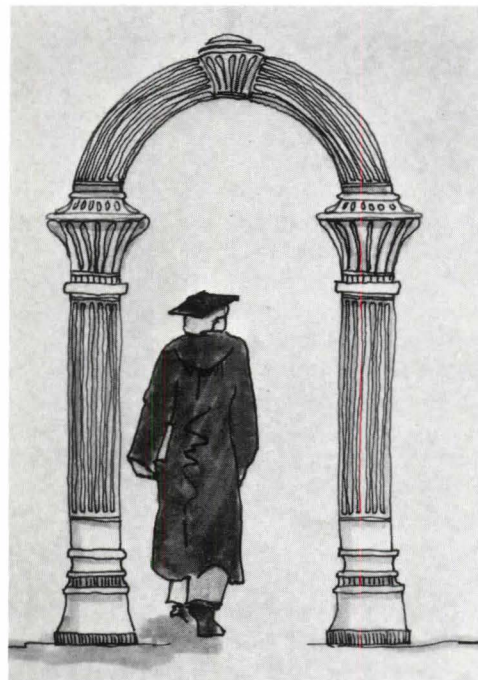
is concerned with education—before, during and after formal architectural training. It prepares and disseminates material on the career of architecture not only for schoolchildren but for professionals who are interested in the full range of alternatives to private practice.

It administers a number of 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 postgraduate study and research.

The department also administers the architectural technicians' training program approval procedure, a vehicle to advise and counsel two-year schools in training architectural technicians.

The continuing education division offers approximately 30 "live" programs a year, of which 10 or 12 are new. Examples from last year include energy audits and financial analysis of building projects. 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"



(see publications). It cosponsors a master's of business administration program at Florida Atlantic University, Boca Raton, for working professionals, a three-year program requiring five weeks on campus each year.

Five 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 aug-

ment the practical experience. There are now 21 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 student from each accredited architectural school. It also cosponsors the Association of Collegiate Schools of Architecture/AIA educators award in recognition of distinguished life's work in architectural education. This year's winner was Lawrence Anderson, FAIA (see July, p. 86).

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.

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 his B.Arch. from the University of Utah, receiving a Henry Adams medal, after having been graduated with a B.A. 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 Peter Wood, B.A. and M.Arch., Yale University, who taught at the University of Texas at Arlington before joining AIA in 1976. Director of education programs (career counseling, scholarships, awards) is Ray Charity Jr., B.Arch., Hampton Institute. Charity came to AIA in 1975 after four years as a city planner in Newport News, Va.

Maurice Payne, AIA, director of professional interest programs, has been with AIA for 11 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. from Washington University and an M.Arch. 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. Director for 1978-79 is John Wilson-Jeronimo, a student at University of Miami in Florida, on leave for his year's tour of duty.

Q: Where can I find a program on seismic forces? What do you know about the solar heating and cooling workshop offered by the Department of Energy?

A: The continuing education division keeps tabs on programs throughout the country. Contact us, (202) 785-7354, for information.

Q: Why don't you have a program on construction supervision?

A: It is from these questions that we find out what the membership is interested in.

Q: How does our local chapter start a continuing education program, can we make money doing it and what subjects should we do one on?

A: The continuing education division can help chapters begin such programs. It also has lists of recommended speakers and information on what subjects have proved popular or not. Whether you need help or not, call us to reduce scheduling conflicts with similar programs nearby. You will probably not make money.

Q: What is the best school of architecture?

A: The Institute does not rate schools; however, the education division does provide quantitative information on schools of architecture. The division also provides assistance and advice in researching program objectives, philosophies and emphasis. Advice is offered on how to narrow down the field of possible schools.

Q: Where can I find scholarships?

A: AIA has a series of scholarship programs, each with specific eligibility requirements. In addition to AIA's distributing the scholarship program brochure, the education division does limited research on fellowship and research opportunities from other sources.

Q: I was just graduated from school and am looking for a job, can you help?

A: We cannot help you find a job, but if you are between school and licensing, you should know about the intern-architect development program (IDP). AIA is working with firms and beginning architects throughout the country to structure those years of practical training. If the firm you work for is not yet participating, contact Rob Rosenfeld, continuing education, (202) 785-7355.

Q: I am still a student and looking for a summer or part-time job, can you help?

A: ASC/AIA has a job survey available that lists firms amenable to hiring students.

Q: I'd like to do a program on architecture for a group of prospective architects. Do you have any useful materials?

A: Yes, write or call for our career awareness package including slides, script, books and other materials.

Q: Since students can't enter AIA competitions, are there competitions they can enter?

A: ASC/AIA organizes national student design competitions with many institutions, e.g., McDonald's, Culinary Institute, Architectural Woodworking Institute, and more. These are regularly announced in *ASC News* and *CRIT*, ASC/AIA's biannual magazine.

Q: Can a student be involved in AIA directly?

A: Yes, a member of ASC/AIA is eligible to be a student member of AIA committees, juries and the National Architectural Accrediting Board's visits to schools. Members are reimbursed for travel when they serve as ASC/AIA appointments.

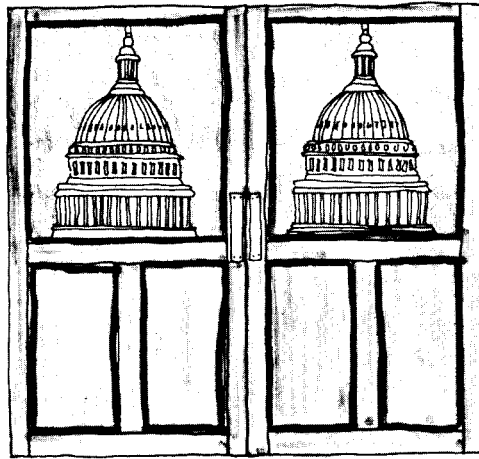
The government affairs

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.

In addition, the department lobbies public agencies to staff key positions in administration of design and construction with architects. At the same time, it circu-



lates information to architects 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 an M.Arch. in urban design from Catholic University.

Director of congressional liaison is David Caney, an architect and lawyer who formerly worked for the Senate committee on appropriations. He holds a B.Arch. from Carnegie Institute of Technology and a J.D. (law degree) from Antioch College. Director of the federal agency liaison is Bruce Shafer, who joined AIA in 1973. Shafer holds a B.Arch. from North Carolina State University and an M.Arch. from the University of Virginia.

Q: How do I get work with the federal government?

A: We conduct a course on A/E government contracting twice a year, for which a written manual is available all year round; and staff can give specific advice on procedures.

A: What can I do to stay informed on what's happening in Congress that will affect my practice and issues of importance to me? How can I be involved?

A: You can register in the AIA minuteman program. We will send you annually an update on pending legislation and a record of how each legislator voted on relevant issues that session. Any time a piece of legislation is in front of your representative or senator, we will send you a fact sheet on the legislation and the AIA position for you to study in deciding how to lobby your congressmen. Whenever new congressmen are elected, we will send you a card to complete asking for your interest and cooperation and the

names of the legislators from your district. All AIA members are invited to contact the government affairs department for information on specific pieces of legislation, their current status and AIA's efforts concerning them.

Q: Are government A/E selections really honest? Can my congressmen help?

A: AIA is actively involved in strengthening procedures for A/E selection to avoid the kind of situation that developed in Maryland. We have prepared model legislation to establish procedures such as professional selection panels which we think will open up the process and more evenly distribute the work. (As for the other half of the question, our advice is that your congressmen are not a good bet. Agencies have been known to take delight in getting even with congressional inquiries by not cooperating. The standard response is to shelve such suggestions.)

Q: How could I get a job in Washington?

A: The government affairs department can provide information on procedures for civil service employment and listings of job vacancies.

Q: I have a problem with GSA, Army Corps of Engineers, NAVFAC, HUD or HEW (to name only a few). Can you help?

A: On a case by case basis, federal agency liaison staff can assist you in resolving problems or questions with respect to any of the federal agencies.

Q: Where do I get copies of the standard forms 254 and 255? How do I fill them out?

A: Write the U.S. Government Printing Office, Superintendent of Documents, Washington, D.C. 20402. Make checks payable to the Superintendent of Documents. Cost: SF254, 25 copies at \$3.40; SF255, 20 copies at \$3.60. There are detailed instructions included with the forms but if you have specific problems not covered by these, call (202) 785-7382 and we will try to help you.

Q: I am an architect in government. What is AIA doing for those of us employed in federal, state and local governments?

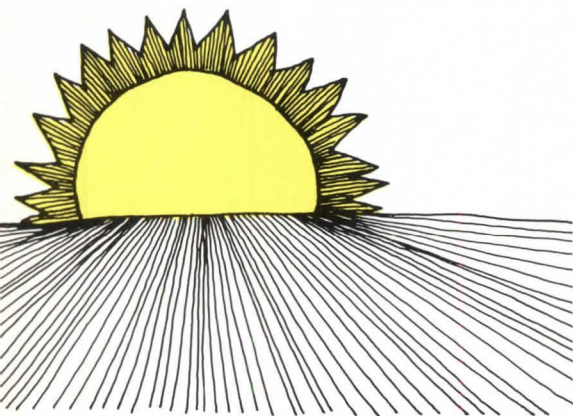
A: A lot. Call Steve Biegel for more information: (202) 785-7384.

The AIA energy staff is not really a department, but a program under the office of program development. It coordinates the resources of AIA and AIA Research Corporation, and its executive administrator, Charles R. Ince Jr., jointly holds the position of vice president of AIA/RC.

Its primary tasks are to prepare information for distribution on energy-related subjects, primarily the *Energy Notebook* and *Energy Analysis Manual* (see publi-

cations), 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. Staff member Joseph A. Demkin, AIA, sits on the National Energy Advisory Council, an advocacy group promoting better national energy policy. In addition, the department monitors resources, such as which AIA members are knowledgeable in the technology of energy conservation or alternative energy systems.

Ince joined AIA/RC in 1976. 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 his B.A. and B.Arch. 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.

Executive director of energy programs is David C. Bullen, AIA, PE, a former vice president of Caudill Rowlett Scott, who received his B.Arch. from Texas Tech University. Bullen, as a project manager with AIA/RC 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."

Demkin, director of energy programs, is responsible for the program's energy publications. After 13 years in private practice in Delaware, he joined the Institute in 1973 in the department of professional practice. He has participated in the National Bureau of Standards "Design and Evaluation Criteria for Energy Conservation in New Buildings" and the American Society of Heating, Refrigerating and Air-Conditioning Engineers Standard 90-75. His B.Arch. is from Pennsylvania State University.

The component affairs

department is charged with delivering Institute resources and programs to the 267 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 and local government programs division aids chapters in understanding and affecting state and local legislation and government administration. Among the "hottest" issues currently are relicensing and A/E selection. The division maintains a clearinghouse of information, including copies of legislation, administrative rules, government studies and reports, expert testimony, AIA position papers and other background. Notification of all state legislation relating to architecture or energy is made automatically to each state component.

There is a variety of publications put out: "Government Alerts," "Guidelines" (prepared for chapters, these may include model legislation or legislative guidelines, general material on the subject and strategies for component action), case studies and a periodic newsletter. State government affairs seminars are conducted each fall for component executives and committee members to discuss issues and develop strategies. Generally, legislators and government officials serve as faculty for these. In addition, a team of AIA officers, Institute staff and executives from other component will go to a specific chapter and help either expand its government affairs activities in general or address a particular issue.

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

Each year the department conducts national/component seminars, a kind of one-day sample continuing education program with four different topics and speakers. Component assistance 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 national, the division sponsors three regional grassroots conventions each January. In 1979, they are scheduled for Washington, D.C., New Orleans and Los Angeles. 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 eight 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 and local government programs, has a substantial background in legislative affairs. She has worked for three national legislators as staff aide and holds a B.A. in political science and an M.A. in legislative affairs. Director of component services is Susan S. Allen. She holds a B.A. and M.A. in history from the University of Illinois. Before joining AIA this August, she was executive assistant of Call For Action, Inc. and, earlier, a legislative analyst with American Mining Congress.

Q: How many states have passed architect selection laws and has AIA developed a model selection law for components to recommend to their state legislatures?

A: Thirteen states have passed laws which require architect selection on the basis of competence and qualification rather than fee. Only one—Maryland—passed a law requiring fee to be one of several factors in the selection process. AIA has developed two model bills for AIA component consideration. The first selection procedure is based on the "Brooks bill" method of selection used by GSA and other federal agencies. The "selection board" method utilized in Minnesota and Louisiana is also recommended for AIA component consideration. Both procedures are described in "The Selection of Architects for Public Construction" which can be obtained by calling component affairs, state and local government programs, (202) 785-7386. Publications and other materials on A/E selection are available from AIA's governmental information clearinghouse.

Q: Are state statutes of limitations common for design professionals and how do they limit architects' liability?

A: Over 40 states have special statutes of limitation which average 10 years as the period of limitation. A key attribute of these statutes is the starting point of the time period. Most statutes require that

the time begins to run at substantial completion of the building rather than from when the cause of action takes place.

Information on these statutes, including related cases and articles justifying such legislation is available from AIA.

Q: In the course of designing a building for the city, an ordinance passed to require 1 percent of the construction cost to be used for art. Have any cities and states passed similar legislation?

A: The component affairs department can send you copies of the numerous 1 percent for art laws that have been passed and other information on how to administer such a program.

The community services

department has been 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 and out of a department of its own since that time.

The current structure is the community services department, with broadened responsibilities. First, of course, is what is now called minority resources. The department works to involve minority and woman representatives on AIA committees and task forces and other activities of the Institute. It maintains an active liaison with agencies of the federal government, checking to make sure they are meeting affirmative action goals, and has published a directory of minority A/E firms for them to use. If an architect thinks he or she has been discriminated against by a public agency, this is the place to check for help.

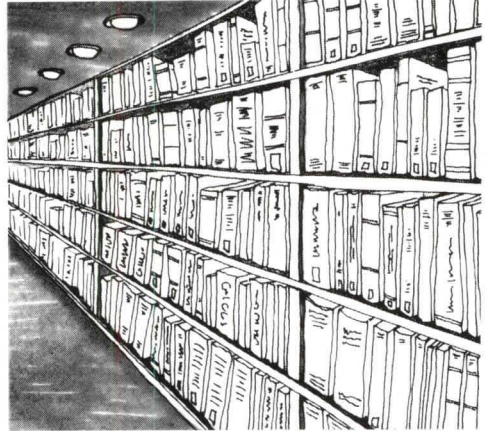
The department also coordinates the 80 or so community design centers that exist around the country and provides expert advice when needed. It is also pushing for legislation to fund the centers. The department is also coordinating the work of several AIA commissions to draft an AIA urban policy.

A third task given to the department is the environmental education program. The department offers a wide variety of



films, books and other materials for teachers or those who want to create a program, and can give advice on what other resources exist. It conducts workshops to train teachers in ways of involving awareness of the built environment in their curricula. It has also developed model legislation that would facilitate state environmental education programs.

The position of administrator of the department is temporarily vacant.



The AIA library is a resource available not only to staff but to all AIA members. Much of the 20,000-volume collection circulates, and reference books as well as the more than 400 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 14 films for sale or loan and 10 slide shows for rent or loan, as well as 9,000 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.

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. in library science, an M.A. in art history and an B.F.A. in fine arts. Before joining AIA's staff five years ago, she worked at several university libraries.

The public relations department

puts much of its effort into spreading the good word about architecture to the general public and the word about the Institute to its members.

But the department also performs as a consultant. It provides guidance to local and state chapters on how to improve their newsletters and magazines and tips on more effective public relations methods. Consultation is offered to individual members—by mail, telephone and in person—preparing for the delivery of speeches, television appearances, teaching engagements, etc.

Muriel Campaglia has headed public relations since 1971. She came to AIA from Urban America Inc. where she was senior editor of *City* and assistant director of the information center. Her career includes varied and extensive experience in both public relations and journalism. She has edited trade magazines, worked in the promotion department of the *Philadelphia Inquirer* and at one time did public relations for the architectural firm of Vincent G. Kling in Philadelphia.

Subsidiary Corporations

The AIA Research Corporation was established in 1972 as a nonprofit organization to do applied research in architecturally related areas. Its support comes primarily from contracts and grants from government agencies, private industry and foundations.

During its brief history, AIA/RC has undertaken 89 projects, 61 of them funded by federal agencies. Of these, 60 were related to energy issues, nine to post-occupancy evaluation, four to seismic safety design and the rest covered a wide range of subjects. Approximately half of its project income is used to contract the services of architects, engineers and other professionals in an attempt not only to fulfill its contracts but to broaden the profession's role in undertaking research on environmental issues. The corporation's project income has grown from a 1973 total of \$180,000 to a 1978 estimated total of \$10 million. 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 during the past year 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 standards; collecting information on the selected solar energy building projects involved in HUD's solar residential demonstration program; helping the Department of Energy design a national competition for passive solar energy; developing seismic design requirements for police and fire stations of 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, one-week seminars for architectural faculty. Recent examples have been on seismic design at the University of Illinois and Stanford University, and energy design at Harvard University. The corporation also maintains a research information retrieval service, a data bank with information on research projects and reports eventually to cover every aspect of architectural practice. John P. Eberhard, FAIA, is president of the corporation.

Production Systems for Architects and 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 (Computerized Financial Management System), an automated management and accounting system/service. Both of these are available on a subscription basis.

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

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 an 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 in 1814.

The foundation has a board of 15 trustees, at least six of whom are corporate members of AIA. The members of the foundation are the officers and directors of AIA and the president of the foundation, Jeanne Butler Hodges.

Associated Organizations

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. Hayden P. Mims is executive director.

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 determination on accreditation. A list of all programs that are accredited is published each September.

Dr. Hugo Blasdel is executive 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 with their own programs as well. 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: providing schools with lists of woman and minority teaching candidates and faculty interested in visiting other schools for a semester or summer program; 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's executive director is Roger Schlutz, AIA.

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; a slide lecture and collection on the history of Washington architecture; a curriculum on architecture for elementary schools, and a directory of preservation organizations in Washington.

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

Contacts for Help at Headquarters

The following is AIA's key word index, a quick reference for finding which staff member can help with which questions. Telephone exchanges begin with 785 unless noted.

The American Institute of Architects
 1735 New York Avenue, N.W.
 Washington, D.C. 20006
 (202) 785-7300

Subject	Staff	Telephone
Academies	Maurice Payne, AIA	7364
Accident Insurance	William G. Wolverton	7322
Accounting Office	Ronald J. Panciera	7325
Accounting System, Manual	Alan B. Stover, AIA	7391
Accounting System, Computerized	Robert A. Class, AIA	7257
Accreditation of Architectural Schools	Hugo Blasdel, NAAB	833-1180
	James E. Ellison, AIA	7347
Advertising (AIA Journal)	Michael Wood	7282
Advertising by National AIA	Muriel Campaglia	7259
Advertising: ethical restrictions	Thomas P. Bennett	7802
Advisory Council, Energy	Joseph Demkin, AIA	7252
	David Bullen, AIA	7248
Advocacy		7234
A/E Procurement in the States	Elizabeth Chalmers	7385
	Arnold J. Prima Jr., AIA	7374
A/E Selection	Arnold J. Prima Jr., AIA	7374
Affirmative Action (Minorities)		7234
(Women)	Peggy McCarthy	7377
Agreements (AIA Forms) Interpretations	Charles R. Heuer, AIA	7240
Orders/Sales	Terry L. Peck	7285
AIA Corporation	David O. Meeker Jr., FAIA	7310
AIA Filing System		7257
AIA/Ford Scholarship Program	Raymond Charity Jr.	7349
AIA Foundation	Jeanne Butler Hodges	638-3105
AIA Minority/Disadvantaged Scholarship Program	Raymond Charity Jr.	7349
AIA Research Corporation Switchboard	John P. Eberhard, FAIA	785-7808
		785-7800
AIA Standard Documents Interpretation	Charles R. Heuer, AIA	7240
Orders/Sales	Terry L. Peck	7285
Annual Committee Reports	Thomas P. Bennett	7802
Arbitration	Alan B. Stover, AIA	7391
Architect/Engineer Liaison	James B. Scheeler, FAIA	7315
Architect/Owner Relations	Robert Packard, AIA	7254
Architects Handbook of Professional Practice	Alan B. Stover, AIA	7391
Orders/Sales	Terry L. Peck	7285
Architects in Government	Bruce H. Schafer	7382
	Steve Biegel	7384
	Maurice Payne, AIA	7364
Architects Liability Board	Dale Ellickson	7249
Architectural Education Counseling	Raymond Charity Jr.	7349
Architectural Graphic Standards Orders/Sales	Robert Packard, AIA	7354
	Kathie Davis	7274

Subject	Staff	Telephone
Architectural Secretaries Association	Terry L. Peck	7285
Architectural Study Tours	Syed Ali	7397
	Mical Visser	
Architectural Training	Suzon Loomis	7355
ASHRAE	Joseph A. Demkin, AIA	7252
Assistant Secretary of the Institute	Thomas J. Bennett	7802
	Harriet Halbig	7849
Assistant Treasurer of the Institute	William G. Wolverton	7322
Association of Collegiate Schools of Architecture	Roger Schluntz, AIA	785-2324
	Exec. Director	
	James E. Ellison, AIA	7347
	Susan Cosgrove Holton	7294
Archives, Baldwin Memorial		
Association of General Contractors	Robert Packard, AIA	7254
Association of Student Chapters	Student President	7272
	James E. Ellison, AIA	7347
Audio Tape Cassettes		7357
Audiovisual Materials	Barbara Heiberger	7295
Awards Programs	Maria Murray	7390
Barrier Free Architecture	Arthur Duncan	7253
Benefit Insurance	William G. Wolverton	7322
Bibliographies, Requests for Board of Directors	Susan Cosgrove Holton	7294
	Thomas P. Bennett	7802
	Harriet Halbig	7389
Board of Directors Energy Committee	Joseph A. Demkin, AIA	7252
	David Bullen, AIA	7248
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Building Codes & Regulations	James R. Dowling	7256
Building Security	James R. Dowling	7256
Building Standards	James R. Dowling	7256
Building Types & Design	Maurice Payne, AIA	7364
	Harold Glover	7229
	Michael Cohn	7366
Business Management Dept. Bylaws (Institute)	William G. Wolverton	7322
	Thomas P. Bennett	7802
	Harriet Halbig	7849
	James Schuping	7378
Bylaws (Component)	James Schuping	7378
CACE	Raymond Charity Jr.	7349
Careers in Architecture	Charles R. Heuer, AIA	7240
Cases, Legal Citations	Tom Ainsworth	7335
Change of Address	Elizabeth Chalmers	7385
Clearinghouse of State Legislation		
Codes and Regulations Center	James R. Dowling	7256
Codes and Standards	James R. Dowling	7256
COFPAES	Arnold J. Prima Jr., AIA	7374
College of Fellows	Syed Ali	7397
	Mical Visser	
Community Design Center Program (CDC)		7234
Community Development Act	Michael B. Barker, AIP	7359
	John Gaillard	7363
Community Services		7229
Compensation Management	Robert A. Class, AIA	7257
Competitions, Architectural	John Gaillard	7363
Competitive Bidding	Elizabeth Chalmers	7385
Component Affairs	James Schuping	7378
Chapter	James Schuping	7378
State	Elizabeth Chalmers	7385

Subject	Staff	Telephone
Computerized Financial Management System	Robert A. Class, AIA	7257
Computerized Specifications	John H. Schruben, FAIA	7369
Conference on Federal Agency Construction Programs	Bruce H. Schafer Steve Biegel	7382 7384
Congressional Liaison	David Caney John Devaney	7379 7381
Congressional Punch List	David Caney	7379
Construction Contract Administration	Robert Packard, AIA	7254
Consumer Products Safety Commission	James R. Dowling	7256
Continuing Education Program	Peter J. Wood	7355
Contractor-Architect Relations	Robert Packard, AIA	7254
Contractors Liaison	Robert Packard, AIA	7254
Contracts and Forms Interpretations	Charles R. Heuer, AIA	7240
Orders/Sales	Terry L. Peck	7285
Controller	William G. Wolverton	7322
Convention, AIA	Frank X. Brown	7395
	Ketchie Brassel	7396
Copyrights (AIA Documents)	Charles R. Heuer, AIA	7240
Corporations	Alan B. Stover, AIA	7391
Cost-Based Compensation	Robert A. Class, AIA	7257
Council of Architectural Component Executives (CACE)	James Schuping	7376
Council of Black Architectural Schools	Raymond Charity Jr.	7349
Current Techniques in Architectural Practice	Robert A. Class, AIA	7257
Data Processing	Tom Ainsworth	7335
Design Competitions	John Gaillard Maria Murray	7363 7390
Design Programs	Maurice Payne, AIA	7364
Dimensional Coordination	James R. Dowling	7256
Disability Insurance	William G. Wolverton	7322
Disciplinary Actions	Maureen Marx	7392
Documents Board	Robert Packard, AIA	7254
Documents Subscription Service		
Interpretations	Charles R. Heuer, AIA	7240
Orders/Sales	Terry L. Peck	7285
Dues (AIA Membership)	Ronald J. Panciera Donna Atchinson	7326 7328
Educational Fellowships and Grants	Raymond Charity Jr.	7349
Election Kits	David Caney	7379
Emblem of Institute	Harriet Halbig	7849
Energy Division	Joseph A. Demkin, AIA David Bullen, AIA	7252 7248
Energy Education Task Force	Joseph A. Demkin, AIA	7252
Engineer-Architect Interprofessional Relations	James A. Scheeler, FAIA	7315
Environmental Education		7234
Environmental Impact	Joseph A. Demkin, AIA David Bullen, AIA	7252 7248

Subject	Staff	Telephone
Equal Employment Opportunity		7234
Errors and Omissions Insurance	Dale Ellickson, AIA	7249
Ethics	Thomas P. Bennett Harriet Halbig	7802 7849
Executive Committee Meetings	Thomas P. Bennett Harriet Halbig	7802 7849
Executive Vice President	David O. Meeker Jr., FAIA	7310
Executives, Component Federal Agencies	James Schuping Bruce H. Schafer	7378 7382
Committee	Steve Biegel	7384
Federal Agency Programs	Bruce H. Schafer Steve Biegel	7382 7384
Fees	Alan B. Stover, AIA	7391
Fellows Program	Maureen Marx	7392
Filing System, Product Literature	Becky Burt	7247
Film Sales/Loans	Barbara Heiberger	7295
Financial Management	Robert A. Class, AIA	7257
Fire Safety in Buildings	James R. Dowling	7256
Five Presidents' Council	James E. Ellison, AIA	7347
General Conditions	Robert Packard, AIA	7254
Government Affairs Department	Arnold J. Prima Jr., AIA	7374
Graphic Standards, Architectural	Robert Packard, AIA	7306
Orders/Sales	Kathie Davis	7274
Grassroots	James Schuping	7378
Handbook of Professional Practice, Revisions, etc.	Robert Packard, AIA	7254
Orders/Sales	Terry L. Peck	7327
Headquarters Building	William G. Wolverton	7322
Historic Preservation Programs	Maurice Payne, AIA	7364
Honor Awards and Special Awards Program	Maria Murray	7390
Honorary Fellows	Maurice Payne, AIA	7364
Honorary Members	Maria Murray	7390
Hospitalization Insurance	William G. Wolverton	7322
Housing Programs	Harold Glover	7229
ICED Liaison	James A. Scheeler, FAIA	7315
Industry, Architects in	Maurice Payne, AIA	7364
In-Hospital Insurance	William G. Wolverton	7322
Insurance		
Benefit	William G. Wolverton	7322
Liability	Robert Packard, AIA	7254
Interior Architecture	Maurice Payne, AIA	7364
Interior Design Documents	Robert Packard, AIA	7254
International Architects/Agencies	Steve Biegel	7384
International Practice	Steve Biegel	7384
International Relations	Steve Biegel	7384
International Competitions	John Gaillard	7388
Interiors Industry Liaison	Robert Packard, AIA	7254
Intern-Architect Development Program	James E. Ellison, AIA	7347
Intern-Architect Supplementary Education Program	James E. Ellison, AIA	7347
Internship Activities	James E. Ellison, AIA	7347
Inter-Society Color Council	James A. Scheeler, FAIA	7315
Joint Venture		7234

Subject	Staff	Telephone	Subject	Staff	Telephone
Journal			National Forum on	Michael B. Barker, AIP	7359
Editor	Don Canty	7277	Growth Policy		
Circulation Manager	Gladys McIntosh	7285	National Legislation	David Caney	7379
Production Manager	George Dant	7284		John Devaney	7381
Publisher	Michael J. Hanley	7270	National Legislation,	Joseph A. Demkin, AIA	7252
Sales Manager	Michael M. Wood	7282	Energy	David Caney	7379
Labor Liaison	Arnold J. Prima Jr., AIA	7374	National Program, Energy	Joseph A. Demkin, AIA	7252
	Bruce H. Schafer	7382		David Bullen, AIA	7248
Legal Citator	Charles R. Heuer, AIA	7240	NCARB (National Council	Hayden P. Mims,	659-3996
Legal Counsel	Nancy Truscott	7388	of Architectural	Exec. Director	
	Alan B. Stover, AIA	7391	Registration Boards)	James E. Ellison, AIA	7347
	Alan B. Stover, AIA	7391	National Organization for		7234
Legal Resource Center			Minority Architects		
Legal Questions			News Releases	Laura Baker	7264
Documents	Charles R. Heuer, AIA	7240	Nominations for National	Maureen Marx	7392
Local and State	Elizabeth Chalmers	7385	Institute Office		
Government			Notebook Task Force	Joseph A. Demkin, AIA	7252
Other Matters	Alan B. Stover, AIA	7391	(Energy)	David Bullen, AIA	7248
Legislation, National	David Caney	7379	Occupational Safety and	James R. Dowling	7256
	John Devaney	7381	Health Act (OSHA)		
	Elizabeth Chalmers	7386	Octagon House	Jeanne Butler Hodges	638-3105
Legislation, State	David Bullen, AIA	7248	Partnerships	Alan B. Stover, AIA	7391
Legislative Evaluation and	Joseph A. Demkin, AIA	7252	Pension Programs	William G. Wolverton	7322
Assistance (Energy)	David Caney	7379	Personnel Office	Sheila Neary	7324
Legislative Minuteman			Personnel Time Data	Robert A. Class, AIA	7257
Program			Policy Statements	Thomas P. Bennett	7802
Liability Insurance	Dale Ellickson, AIA	7249	Practice and Design Dept.	Michael B. Barker, AIP	7359
Library	Susan Cosgrove Holton	7294	Practice Division	Robert A. Class, AIA	7257
Licensing and Registration	Hayden P. Mims,	659-3996	Practice Management	Robert A. Class, AIA	7257
	NCARB		Preservation Programs	Maurice Payne, AIA	7364
	James E. Ellison, AIA	7347	Press Relations (National)	Robert Amato	7263
Liens	Alan B. Stover, AIA	7391	(Local)	Laura Baker	7264
Life Cycle Cost Analysis	Robert A. Class, AIA	7257	Public Relations Letter	Robert Amato	7264
Life Insurance	William G. Wolverton	7322	Procurement—Federal	Bruce Schafer	7382
Mailroom	Andrew Baine	7339	Agency Procedures	Steve Biegel	7384
Mailing Lists	Kathie Davis	7274	Producers Council Liaison	James A. Scheeler, FAIA	7315
Man Hour Data Bank	Terry L. Peck	7285	Product Literature Filing	John H. Schruben, FAIA	7369
MASTERSPEC	John H. Schruben, FAIA	7369	System		
Media Relations			Production Procedures	Robert A. Class, AIA	7257
National	Robert Amato	7263	Production Systems for	John H. Schruben, FAIA	7369
Local	Laura Baker	7264	Architects and Engineers		
Meetings (at Headquarters)	Mical Visser	7398	Professional Development	James E. Ellison, AIA	7347
Membership Directory	Terry L. Peck	7285	Professional Liability	Robert Packard, AIA	7254
(order)			Insurance		
MEMO	Peter McCall	7265	Program Development	James A. Scheeler, FAIA	7315
Metric Council	James R. Dowling	7256	Group		
Minimum Property	James R. Dowling	7256	Programming,	Robert A. Class, AIA	7257
Standards			Architectural		
Minority Data Bank		7234	Project Delivery	Robert A. Class, AIA	7257
Minority/Disadvantaged	Raymond Charity Jr.	7349	PSAE	John H. Schruben, FAIA	7369
Scholarships			Public Relations Dept.	Muriel Campaglia	7259
Minority Survey		7234	Public Relations Letter	Laura Baker	7264
Minuteman Program	David Caney	7379	Public Service TV and	Muriel Campaglia	7259
Model Building Codes	James R. Dowling	7256	Radio Announcements		
National A/E Liaison	James A. Scheeler, FAIA	7315	Publications Distribution	Terry Peck	7285
National AIA Committees	Laurie Fitzpatrick	7387	Publications Marketing	Kathie Davis	7274
National Architectural	Hugo Blasdel	833-1180	Recertification	James E. Ellison, AIA	7347
Accrediting Board	James E. Ellison, AIA	7347	Regional/Urban Design	Michael B. Barker, AIP	7359
National Council of	Hayden P. Mims,	659-3996	Assistance Teams	John Gaillard	7363
Architectural	Exec. Director		(R/UDAT)		
Registration Boards			Registration	Hayden P. Mims,	659-3996
National Conference of	James R. Dowling	7256	NCARB		
States on Building			James E. Ellison, AIA		7347
Codes and Standards					
National Construction	James A. Scheeler, FAIA	7315			
Industry Council	David Caney	7381			

continued on page 130

Owner: Massachusetts Bureau of Building Construction, Boston, Mass.;
Architect and Engineer: C. E. Maguire, Inc., Waltham, Mass.; Steel
Fabricator: A. O. Wilson Structural Co., Cambridge, Mass.; General
Contractor: Franchi Construction Co., Inc., Newton, Mass.

Steel permits redesign to meet seismic code change

Boston State College was bursting at the seams after enrollment leaped from 800 students in the 1950s to nearly 10,000 in the 1970s. The college found itself on the verge of losing its accreditation because its library threatened to fall below American Library Association standards.

Though Boston State was locked into a high-density urban area, the trustees decided to stay put. They asked the architects to develop a structure which would meet existing A.L.A. standards for space and number of volumes. They also wanted additional classrooms, a theater/auditorium complex, and other facilities in a building that would present a new image for the college. Quite a challenge: all this plus an oddly shaped site.

The architect's solution was to provide each separate function with its own level, resulting in a building of unusual configuration. It was originally designed in concrete.

Late design change

When the design was about one-third complete, the site was declared applicable to Zone Two seismic code requirements. The structure had to be virtually redesigned to meet possible earthquake conditions.

Because of its irregular shape, a concrete frame and flat slab approach wouldn't work as a total moment-resisting structure. The architects decided on individual steel frames for each of the five main units of the building. They had to have the ductility that they knew steel would provide for earthquake design.

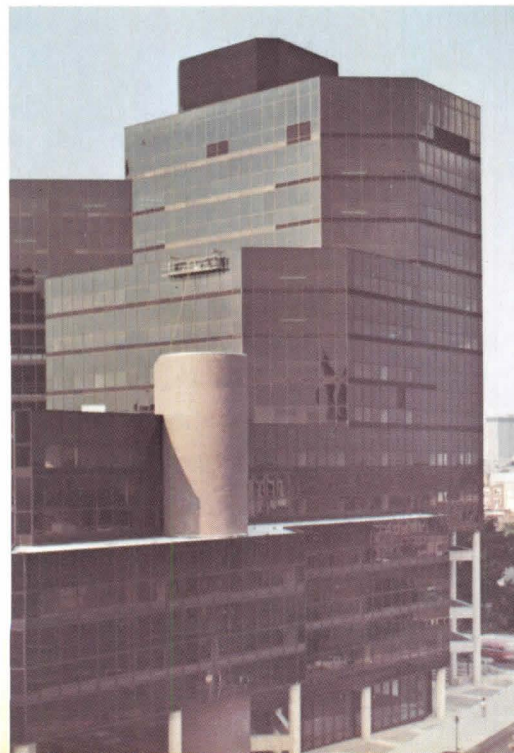
They got what they wanted with steel, without having to compromise on site, design, or functions.

We offer a broad range of technical advisory services for school and college structures, as well as many other building types. Our preliminary frame analysis program, for example, is designed to help you develop the most efficient frame for your building. It will be most beneficial to you and




The theater/auditorium complex.

Building detail shows steel's versatility in framing unusual shapes for both striking architectural effect and a difficult site solution.





**depend
on
Bethlehem**



your client if it is conducted early in the design phase before architectural parameters have been finalized. This allows our Buildings Group and your structural engineer freedom to develop an optimum frame design.

Our large library of practical design and engineering aids, product catalogs, building case history studies, and slide presentations are also available upon request. Just get in touch with your Bethlehem Sales Engineer through the nearest Bethlehem sales office. Bethlehem Steel Corporation, Bethlehem, PA 18016.

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 Philadelphia (215) 561-1100
 Pittsburgh (412) 281-5900
 St. Louis (314) 726-4500
 San Francisco (415) 393-4800
 Seattle (206) 285-2200
 Ask for Sales Engineer

Directory of AIA Resources

A/E Selection

The Architect and Client (1-HBC5)
Chapter 5 (1975) of the Architect's Handbook of Professional Practice, this document covers the selection of an architect, including methods of selection and summary. \$.90/\$.60.

Available through Publications Fulfillment Division.

Architect/Engineer Selection in Maryland: Competitive Bidding on Trial
36-page publication (1976) reporting on the operation of Maryland's A/E selection law which passed in 1974 and which requires architects to submit technical and price proposals for state construction projects. Free.

Available through State and Local Government Programs Division, Component Affairs Department (785-7386).

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.

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.

Planning City Hall

20-page publication (1975) prepared for the International City Management Association, under 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 and Local Government Programs Division, Component Affairs Department (785-7386).

Securing A/E Work with State Government Agencies

14-page publication (1975) containing a Florida case study which can serve as a model for states developing guides on how to obtain state contracts and increase state expenditures for construction. Free.

Available through State and Local Government Programs 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 and Local Government Programs 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 and Local Government Programs Division, Component Affairs Department (785-7386).

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

A 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.

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 and Local Government Programs Division, Component Affairs Department, 785-7385; nongovernmental projects—Professional Interest Programs Division, Education & Professional Development Department, 785-7364. See also: Architect-Client Relationship; Government Affairs; National Government Affairs; State and Local

AIA

AIA Aids to the Small Office: A Special Report

20-page special issue of the AIA MEMO (December 1973) intended to help smaller firms easily find and use AIA materials available to them. Free.

Available through Public Relations Department (785-7260).

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.

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.

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 Has the Books You Need (6-N711)

Pamphlet updated periodically describing the newest books available for purchase through AIA. Order form included. Free.

Available through Publications Fulfillment Division.

AIA Headquarters Slide Show

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

Available through Audio-Visual 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-M136A)
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.

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 (5-N703)

American Institute of Architects in bold black letters with AIA emblem on heavy-duty white paper. Ideal for offices, meetings, convention displays. 21" x 30".

\$1 each. AIA members only.

Available through Publications

Fulfillment Division.

AIA Research Corporation

AIA/RC Descriptive Brochure.

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

Budget by Programs

Reorganization of AIA's budget by generic groups showing less detail than the Program and Budget. It makes the budget easier to understand. Issued once a year. Free.

Available through Executive Office

(785-7312).

Economic Action Report

8-page special publication (April 1975) which includes an inventory of resources available from AIA and elsewhere to improve the economic condition of the architect. Includes a report of the economic charrette which was held January 6 and 7, 1975. Free.

Available through Public Relations

Department (785-7260).

Minutes of the Board of Directors

Minutes of the Executive Committee

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

Organizational Directory (4-P105)

Lists headquarters staff, membership of commissions, committees and task forces, board of directors, and component officers and executives. Free to components and committees; \$6 for AIA members only.

Available through Publications

Fulfillment Division.

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 Budget

Review of Institute budget by department, with descriptions of all Institute programs. Issued three times per year: approved copy after December board meeting. Free.

Available through Executive Office

(785-7312).

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.

Slide shows:

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 Fulfillment Division.

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)

2-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.

Publications:

What You See Is What You Get

30-minute slide show (1976) outlining programs presented at grassroots and publications available from national AIA. Free loan.

Available through Local Component

Affairs Division, Component Affairs

Department (785-7378).

For further information about AIA in

general, contact the Public Relations

Department, 785-7259.

See also: Octagon

Affirmative Action

Affirmative Action and Equal Employment, A Guidebook for Employers

A 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.

A Directory of Minority Architectural/Engineering Firms (4-M709A)

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.

Slides of the Work of Minority Architects

Collection of over 400 slides documenting the work of minority architects. Free loan.

Available through Audiovisual Division,

Library (785-7295).

For further information about affirmative action, contact the Office of the Administrator, Community Services Department, 785-7234.

See also: Women in Architecture

Aged

Housing for the Elderly (3-S208)

One-hour cassette (1972) on specific design requirements in providing housing for the elderly. \$9.95.

Available through Publications

Fulfillment Division.

For further 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.

See also: Barrier Free Architecture

Air Structures

Air Structure (3-S105)

Cassette, 60 slides, and reference sheet (1972) on new space-enclosing method involving types, engineering design and criteria, materials criteria, and code requirements. \$14.40.

Available through Publications

Fulfillment Division.

Arbitration

AIA Adoption of the AAA Construction Industry Arbitration Rules

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

Practice & Design Department
Available through Documents Division,
(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. See also: Contracts (Documents)

Architect-Client Relationship

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).

The Architect and Client (1-HBC5)

Chapter 5 (1975) of the Architect's Handbook of Professional Practice, this document covers the selection of an architect, including methods of selection and a summary. \$.90/.60.

Available through Publications Fulfillment Division.

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.

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).

One of These Days You're Going To Build. Don't You Wish You Knew When?

Full-page reproducible advertisement proof (July 1975) which explains advantage of beginning design phase of a project before funds are available for construction. Free. Quantities limited.

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.

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.

Ten Businessmen Talk About Their Architects (4-N806)

A large, handsome booklet (1972) in which 10 businessmen describe the client-architect relationship in enthusiastic, but frank, terms. Designed as a companion-publication for the ads listed in the flyer above, it also is a useful business presentation piece. Clients quoted include a banker, an industrialist, a dairy owner and a county commissioner. Single copies free; ten for \$5.

Available through Public Relations Department (785-7260).

There's a Way to Save on Your Next Building

Full-page reproducible advertisement proof (November 1975) which encourages clients to write to AIA for the pamphlet "Nobody Wants To Listen to Your Problems—Right? Wrong." Free. Quantities limited.

Available through Public Relations Department (785-7260).

When You Think It's Too Soon to Call an Architect, Maybe You Should

Full-page reproducible advertisement proof (September 1975) which explains advantage of beginning design phase of a project before funds are available for construction. Free. Quantities limited.

Available through Public Relations Department (785-7260).

You and Your Architect (4-N802)

16-page publication (1973) by David R. Dibner, 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.

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).

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

See also: A-E Selection, Public Relations

Architects

Architects/Architecture (1977, International Masonry Institute)

16mm, color, 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 Frazen, 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 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, through *Audiovisual Division Library (785-7295)*.

Conversation with an Architect
2-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 and Who's Your Architect? Bumper stickers, \$1 each. Available through *Association of Student Chapters/AIA at AIA Headquarters (785-7272)*.

First Principles
16mm color film, 18 minutes (1974). Produced by the International Masonry Institute, this is an excellent film on the work of Louis I. Kahn. Free loan to AIA members only. Available through *Audiovisual Division, Library (785-7295)*.

Two Architects (1965, British Aluminium Co., Ltd.)

16mm, black and white, 20 minutes. Shows the processes involved in the planning and construction of the Engineering Laboratory in Leicester, England, designed by the firm of Stirling & Gowan. Free loan to AIA members and schools of architecture only. Available through *Audiovisual Division, Library (785-7295)*.

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 *Public Relations (785-7260)*.

For further information about AIA members and membership procedures, contact the *Membership Records Division, Office of Assistant Secretary, 785-7802*.

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

See also: *Membership*

Architectural Firms

For information about architectural firms, contact the *Library, 785-7293*.

See also: *Office Management*

Architectural Periodicals

ACSA News

Newsletter issued five times during the academic year, containing news about architectural schools. Available only by membership. Price: \$10 for students; \$16 for AIA members; \$20 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)*.

Association of Student Chapters News

Monthly newsletter published by ASC/AIA. Includes news items of interest to architectural students. Free to ASC/AIA members.

Available through the *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, film reviews, government alerts, etc. Free. Available through *Local Component Affairs Division, Component Affairs Department (785-7377)*.

CRIT

The architectural student journal bi-annual magazine published by the Association of Student Chapters/AIA. Includes feature articles and news items written by and about the architectural student. Free to students in ASC/AIA member schools. Yearly subscription rate \$4.

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

Government Alert for Components

Bulletin published periodically 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 \$3; free to ACSA members; \$9 per year without membership to all others.

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

Journal of Architectural Research

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 *Gladys McIntosh, Circulation Manager (785-7327)*.

Journal of Architectural Research

Information Sheet

One page sheet describing the Journal of Architectural Research: examples from recent issues, list of editorial board members and contributing editors, subscription and submission information and form. Free.

Available through *Journal of Architectural Research, AIA headquarters*.

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).

Review of Architectural Periodicals (RAP) (4-S101-1)

Monthly program which is a capsule review of articles appearing in more than 60 journals and other information-sources on architectural topics. One year subscription \$60; 2-year subscription \$100 (4-S101-2).

Available through Publications Fulfillment Division.

Architectural 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.

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 21 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.

Architect's Handbook of Professional Practice — Supplement Service (4-P102) Subscriptions to the Supplement Service bring the latest editions of the documents contained in the Handbook directly to subscribers. \$8.

Available through Publications Fulfillment Division.

Current Techniques in Architectural Practice (2-M701)

275-page book (1976) edited by Robert Allan Class, and Robert E. Koehler. An overview of architectural practice, with emphasis on management, plus a comprehensive, annotated bibliography. Published jointly by AIA and Architec-

tural Record Books. \$25.

Available through Publications Fulfillment Division.

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).

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.

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.

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.

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).

Two Architects (1965, British Aluminium Company, Ltd.)

16mm, black and white, 20 minutes. Shows the processes involved in the planning and construction of the Engineering Laboratory in Leicester, England, designed by the firm of Sterling & Gowan. Free loan to AIA members and schools of architecture 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.

See also: Computer Applications; Financial Management; Office Management; Project Management

Architecture (General)

AIA Guide to the Architecture of Washington, D.C.

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.

Conversation with an Architect

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

Available through Public Relations Department (785-7260).

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.

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.

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

4-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 Professional Interest Programs Division, Education & Professional Development Department (785-7364).

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

See also: History of Architecture

Arts and 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.

Weekend U.S.A.

16mm color slide-film, 14 minutes (1973). Shows Americans enjoying recreation facilities, as well as the architect's input. No narration; music only. Free loan to AIA members only.

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

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 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 cassette tape and script (1975). Produced by the International Masonry Institute, the show details techniques for cold weather masonry construction. Free loan to AIA members only.

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

The Architect as a Land Developer

(3-S104) A one-hour cassette and example sheet (1972) on the development process, with "do's" and "don't's" of handling land development in the architectural office. \$9.95.

Available through Publications Fulfillment Division.

Architects/Architecture

(1977, International Masonry Institute)

16mm, color, 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.

Architectural Career Awareness Package

80 color slides with script (1976) 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 six assorted pamphlets. \$30.

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

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.

Audio-Visual Materials

5-page annotated list (1978) of audiovisual materials available for loan and/or sale from the AIA Library. Free.

Available through Library (785-7293).

Beating the Averages

16mm color film, 26 minutes (1972). Raymond Burr, in his role as Ironside, shows vividly how architectural barriers affect the handicapped. Free loan.

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

The Best We Can Do?

16mm color film, 15 minutes (1968). Zeroes in on the large housing developments which have created wastelands of ugliness around most major cities and shows what good design can do to create new towns. Free loan.

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

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

The audiovisual librarian will supply on request bibliographies of A/V materials on various architecture and planning top-

ics. 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.

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 fire safe. Includes slides from the film, "The Towering Inferno." \$15 prepaid.

Available through Publications Fulfillment Division.

A Child Went Forth

16mm color and black and white film, 28 minutes (1970). Shows how city schools can either destroy or uplift children. Free loan.

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

Computer Applications in Architectural Practice

(3-S210) Cassette (1972) which reviews ways in which architects have successfully used computers to improve or extend services and reduce costs. \$9.95.

Available through Publications Fulfillment Division.

Construction Contracts

(3-S103) One-hour cassette (1972) dealing with the legal problems associated with the construction phase of office projects. \$9.95.

Available through Publications Fulfillment Division.

Courthouse Design as an Emerging New Market

(3-S225) Set of three cassettes (1976) which surveys the major design, planning and marketing issues involved in the area of courthouse facility design. \$15.95. Case study only \$9.95.

Available through Publications Fulfillment Division.

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 com-

ponents only, *through Audiovisual Division, Library (785-7295)*.

Current Techniques in Architectural Lighting (3-S223)

Cassette and slides (1975) illustrating a wide range of lighting solutions. \$14.40. *Available through Publications Fulfillment Division.*

Developing a Student Chapter

15-minute black & white videotape (1976) discussing the problems and supplying answers to important questions about student chapters, their formation, services and promulgation. Loan copies available for \$5 handling charge; copies \$20.

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

**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 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.

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 (4-Q117)

16mm color film, 25 minutes (1973). Focusing on the pedestrian mall, this film deals with the ways European and American cities are handling (or avoiding) the problems of making downtowns more attractive places for people. Free loan to

AIA members only, *through Audiovisual Division, Library (785-7295)*.

Purchase price \$125.

through Publications Fulfillment Division.

Economic Action: A Bibliography of Selected AIA Library Holdings and Audio-Visual Materials

82-page bibliography (1975) of books and audiovisual materials on 14 subjects (practice, landscape architecture, estimating, etc.) prepared in response to the January 1975 AIA economic charrette. Free.

Available through Library (785-7293).

Environmental Awareness Television Spot

60-second, 16mm color sound television spot (1971). Shows children learning to influence their environment by moving large, building-like boxes around "streets." Free to chapters.

Available through Public Relations Department (785-7260).

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.

Expanding Your Practice Through Energy Design (3-S226)

A two-cassette set, including conversations with members of one firm successfully making this their specialty, and also with John Eberhard, president of AIA Research Corp. Covers the steps one goes through with a client, as well as with a consulting engineer on fundamental design approaches. \$12.95.

Available through Publications Fulfillment Division.

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).

Fire Safety Considerations in the Design of High-Rise Buildings (3-S214)

Cassette (1975) reviewing the available information on the behavior of fire and its implications for design and construction of highrise buildings. \$9.95.

Available through Publications Fulfillment Division.

First Principles

16mm color film, 18 minutes (1974).

Produced by the International Masonry

Institute, this is an excellent film on the work of Louis I. Kahn. Rent \$5 to AIA members only.

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

Flexible Space: Designing for Change (3-S209)

Cassette (1972) which identifies major problems of designing for change, particularly in offices. \$9.95.

Available through Publications Fulfillment Division.

Housing for the Elderly (3-S208)

One-hour cassette (1972) on specific design requirements in providing housing for the elderly. \$9.95.

Available through Publications Fulfillment Division.

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.

Introduction to Joint Ventures: A Means to More Commissions (3-S227)

A conversation with David Dibner, FAIA (author of a book on this subject), on the ins and outs of a business relationship which enable you to obtain commissions you could not get on your own. \$9.95.

Available through Publications Fulfillment Division.

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 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.

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.

New Business Opportunities in Preservation and Restoration (3-S220)

A two-hour set of cassettes (1976) that focuses on the socio-economic and political aspects of adaptive use. A variety of instructive case studies are drawn from the 1974 recycling old buildings conference, held by the Boston Architectural Center. \$12.95.

Available through Publications Fulfillment Division.

New Markets and Methods (3-S221)

This one-hour cassette (1975) explores several sources of new business leads and marketing ideas; includes hints on what clients are looking for and how to respond. \$9.95.

Available through Publications Fulfillment Division.

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.

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).

Office, Partnership, Consultant, and Architect Contracts (3-S102)

Cassette (1972) containing practical set of guidelines for dealing with legal problems and liabilities in architectural practice. \$9.95.

Available through Publications Fulfillment Division.

Opportunities in Correctional Architecture (3-S222)

Two cassettes and printed material (1975) describing where the work is, who awards it and issues and approaches in this field. Includes a bibliography and business development sheet. \$12.95.

Available through Publications Fulfillment Division.

Opportunities in Industrial Architecture (3-S219)

The two cassettes (1975) contain "inside" accounts of architects inside and outside industry: working with management, making each dollar count, new building trends and other current issues. \$12.95.

Available through Publications Fulfillment Division.

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.

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).

Preparing Environmental Impact Statements (3-S215)

This cassette (1975) is intended to aid the architect in role as environmental consultant to a developer who must prepare an environmental impact statement on project's effect on its surroundings. \$12.95.

Available through Publications Fulfillment Division.

Public Outdoor Sculpture of New York (Environmental Communications)

20 color slides with booklet. Shows the variety of art works which have been placed in public sites in New York City since 1967. Rent \$5 to AIA members only.

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

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).

The Right of Way

16mm color film, 14 minutes (1968). Shows how highways can ruin cities and how good design can employ highways to improve urban areas. Free loan.

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

R/UDAT Television Spot: 'AIA Gainesville'

60-second, 16mm color sound television spot (1974). Describes the 1972 Regional/Urban Design Assistance Team Program in Gainesville, Ga. Free to chapters.

Available through Public Relations Department (785-7260).

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.

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.

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.

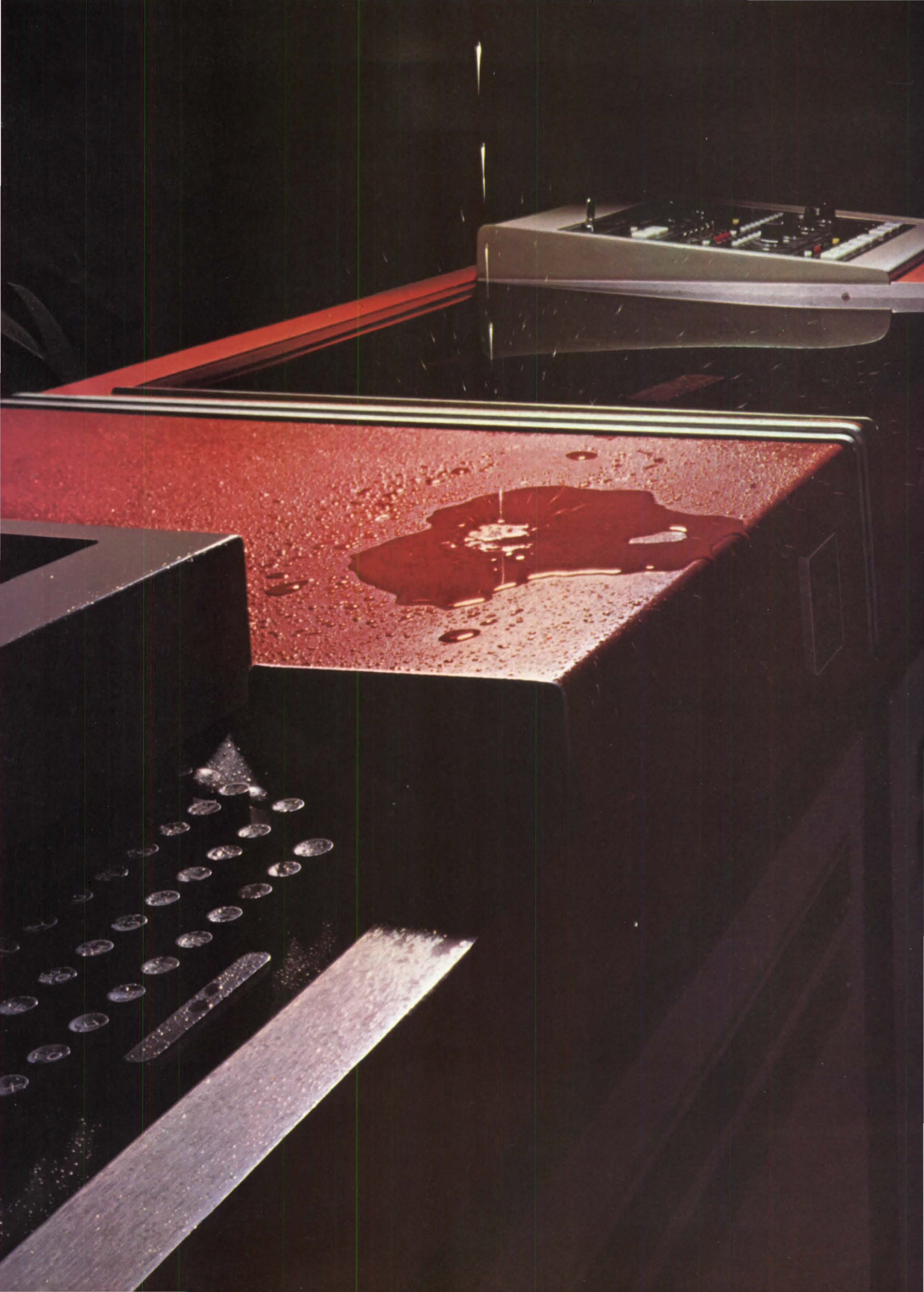
Shelter (Environmental Communications)

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 9,000 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



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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).

Sonambient

33 $\frac{1}{3}$ recording of Harry Bertoia's "Sounding Sculptures." Free loan to AIA members only.

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

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).

Transactional Analysis (3-S217)

This cassette (1974) sets forth some of the principles of the TA system as they shed light on common human relations problems confronted in architectural office situations. \$9.95.

Available through Publications Fulfillment Division.

Tension Membrane Structures

10 color slides on these tent like structures which enable architects to enclose vast areas of space with minimal supporting posts. Rigidly stable structures combine fabric membrane with woven steel

cables against rigid compression structural elements. \$10.

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

Waterfronts: Opportunities in Land Development and in Marketing Architectural Services (3-S211)

Cassette and 69 slides (1972) on the development of San Antonio, Tex., and a taped discussion by the architectural firm's principals of their marketing strategy with experts in land development, business management and marketing. \$14.40. Available through Publications Fulfillment Division.

We Have to Be Able to Do It Ourselves (4-Q116)

16mm color film, 26 minutes (1972). Discusses community design centers — what they are, how they work and what they do. Free loan, through Audiovisual Division, Library (785-7295).

Purchase price \$50 (for used copies in good condition), through Publications Fulfillment Division.

Weekend U.S.A.

16mm color slide-film, 14 minutes (1973). Shows Americans enjoying recreation facilities, as well as the architect's input. No narration; music only. Free loan to AIA members only. 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.

What You See Is What You Get

30-minute slide show (1976) outlining programs presented at grassroots and publications available from national AIA. Free loan.

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

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 architecture design or history. Nominators must be colleagues, students or former students of the candidate.

Contact Awards Division, Office of Assistant Secretary (785-7802).

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 (785-7802).

AIA Honor Awards 1977 (6-N602)

Brochure describing the programs, including eligibility requirements, submission procedures, entry dates and fees, etc. Contains a tear-off entry slip. Free. Available through Publications Fulfillment Division.

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).

Architectural Firm Award

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

Contact Awards Division, Office of Assistant Secretary (785-7802).

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 (785-7802).

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) of 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 (785-7802).

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. Automatically sent to all entrants who submit entry slips and checks for the program. Free.

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

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 (785-7802).

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 (785-7802).

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 (785-7802).

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 (785-7802).

National Awards Programs

Semi-annual list of national AIA awards programs and award programs offered by other organizations. Free.

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

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.

Contact Awards Division, Office of Assistant Secretary (785-7802).

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 (785-7802).

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 (785-7802).

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 (785-7802).

Slide Loans

The audiovisual librarian maintains a slide collection of approximately 9,000 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, 785-7802. Questions regarding competitions should be directed to the Staff Executive for Competitions, 785-7390.

Barrier Free Architecture

Beating the Averages

16mm color film, 26 minutes (1972). Raymond Burr, in his role as Ironside, shows vividly how architectural barriers affect the handicapped. Free loan. *Available through Audiovisual Division, Library (785-7295).*

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 an historic base for design decisions. \$4.

Available through Library (785-7293).

Bibliographies of AIA Library Holdings and Periodical Articles

The library staff will prepare on request bibliographies of the books in the library and/or periodical articles on specific subjects or building types. Members can identify books they wish to borrow from these lists. Free.

Contact Library (785-7293).

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).

Bibliography of Bibliographies

4-page alphabetical list (1976) 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 *Library* (785-7293).

Bibliography of Information for Facility Planning for Special Education (3-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. \$3.

Available through *Publications Fulfillment Division*.

Economic Action: A Bibliography of Selected AIA Library Holdings and Audio-Visual Materials

82-page bibliography (1975) of books and audiovisual materials on 14 subjects (practice, landscape architecture, estimating, etc.) prepared in response to the January 1975 AIA economic charrette. Free.

Available through *Library* (785-7293).

Energy Bibliography

List of 200 energy publications, including periodicals and newsletters, covering such subjects as thermal and visual comfort; illumination; climate and micro-climate as far as temperature, humidity, solar radiation and wind; location as far as solar radiation; form as far as temperature, humidity and natural ventilation, convection and infiltration using wind; solar systems and building load analyses.

Prepared by *AIA Research Corporation*.

Available for \$1.50 (postage and handling) from *AIA/RC at AIA headquarters* (785-7800).

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 *Office of the Administrator, Community Services Department* (785-7234).

Environmental Impact Statements Bibliography

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

Available through *Library* (785-7293).

Recent Accessions

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

Available through *Library* (785-7293).

Value Engineering and Life Cycle Bibliography

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

Available through *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. A primer prepared by the life cycle cost analysis task force of AIA. (1978), \$10.

Available through *Publications Fulfillment Division*.

Value Engineering and Life Cycle Bibliography

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

Available through *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*.

Building Types

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).

Bibliographies of AIA Library Holdings and Periodical Articles

The library staff will prepare on request bibliographies of the books in the library and/or periodical articles on specific subjects or building types. Members can identify books they wish to borrow from these lists.

Contact *Library* (785-7293).

See also headings on individual building types.

Careers in Architecture

Architecture in Community and Junior Colleges

224-page publication (1975) identifies those two-year colleges offering courses of instruction in architecture or related subjects. Geared towards high school students. \$3.

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

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*.

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*.

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).

Getting into Architecture (4-N201)

8-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.

Probing Alternative Career Opportunities

A survey of architectural graduates, 1970-76. \$10 complete package. *Available through the Association of Student Chapters/AIA, at AIA Headquarters (785-7272).*

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.*

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

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.

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 fire safety 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.

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

See also: Fire Safety, Legal Concerns

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.

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 the Administrator, Community Services Department (785-7234).

Community Design Centers Profile

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

Available through Community Services Department (785-7234).

Community Development Block Grants: Opportunities for Shaping Urban Growth

17-page publication (revised 1978) which identified 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 and Local Government Programs Division, Component Affairs Department (785-7386).

Involving Architects in the Community Development Block Grant Programs: A Strategy Guide For AIA Components

25-page publication for chapter and 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 and Local Government Programs Division, Component Affairs Department (785-7386).

We Have to Be Able to Do It Ourselves (4-Q116)

16mm, color film, 26 minutes (1972). Discusses community design centers—what they are, how they work and what they do. Free loan, *through Audiovisual Division, Library (785-7295).*

Purchase price \$50 (for used copies in good condition), *Available through Publications Fulfillment Division.*

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

See also: Urban Planning

Competitions

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 or director, Design and Environment Programs (785-7363).

Student Competitions

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

For further information about competitions in general, contact the Staff Executive for Competitions (785-7390).

Components, AIA

Advisory Form of Chapter Bylaws

21-page publication (1963) showing recommended form for chapter bylaws. Free. Available through Local Component Affairs Division, Component Affairs Department (785-7377).

AIA Poster (5-N703)

American Institute of Architects in bold black letters with AIA emblem on heavy-duty white paper. Ideal for offices, meetings, convention displays. 21" x 30". \$1 each. AIA members only.

Available through Publications Fulfillment Division.

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 Local Component Affairs Division, Component Affairs Department (785-7377).

Chapter Planning Seminars

Fall seminars for incoming chapter officers held in six regions of the country. 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 Local Component Affairs 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 Local Component Affairs 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 Executive Administrative Manual

Looseleaf volume (1975) prepared by the Council of Architectural Component Executives (CACE) intended to help component executives improve their efficiency and competence. Includes sections on documents, administration, programs, budgets, public relations, etc., with outline of materials to be inserted by individual executives. Supplemental guidelines and reference materials sent periodically by CACE, AIA and/or the American Society of Association Executives. Free. One per chapter.

Available through Local Component Affairs 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, film reviews, government alerts, public relations hints, etc. Free.

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

Component Presidents' Manual

Descriptive manual on yearly chapter operations, including planning, programming and budgeting techniques. Free. One per chapter.

Available through Local Component Affairs 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.

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 Affairs Demonstration Projects

Financial assistance to individual components involved in government affairs projects that can be replicated by components in other states. Funding is available for development of technical information, legislative drafts and issue reports.

Contact State Component Affairs Division, Component Affairs Department

Government Alert for Components

Bulletin published periodically 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).

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 and Local Government Programs 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 *Local Component Affairs Division, Component Affairs Department (785-7377)*.

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) of Administrator, Component Affairs (785-7378)*.

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 and Local Government Programs 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 and Local Government Programs Division, Component Affairs Department (785-7386)*.

Involving Architects in the Community Development Block Grant Programs: A Strategy Guide For AIA Components

25-page publication for chapter and 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 and Local Government Programs 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 (785-7802)*.

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)*.

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 and Local Government Programs Division, Component Affairs Department (785-7386)*.

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)*.

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)*.

State Government Seminars

Fall seminars in each region of the country for state component government affairs committee members, lobbyists and other component officers. Seminars develop strategies on state legislative issues anticipated in next sessions of state legislatures.

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

State Government Surveys

Surveys of the state components are conducted to collect timely information on state governmental issues such as A/E

selection, statutes of limitations, incorporation of architectural firms, stock school plans, etc. Survey results are reported so that components know which of them share the same problems and may have developed solutions. Audio-tape cassette.

Contact *State and Local Government Programs Division, Component Affairs Department (785-7386)*.

Computer Applications

Computer Applications in Architectural Practice (3-S210)

Cassette (1972) which reviews ways in which architects have successfully used computers to improve or extend services and reduce costs. \$9.95.

Available through *Publications Fulfillment Division*.

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 headquarters*.

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*.

See also: *Financial Management*

Construction Industry

All-Weather Construction

65 color slides with cassette tape and script (1975). Produced by the International Masonry Institute, the show details techniques for cold weather masonry construction. Free loan to AIA members only.

Available through *the Audiovisual*

Division, Library.

See also: *Steel Construction*

Construction Bonds and Insurance Guide (2-M163)

Looseleaf reference book (1973) 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. \$7.50.

Available through Publications Fulfillment Division.

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.

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.

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.

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. \$3.50.

Available through Publications Fulfillment Division.

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.

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.

Value Engineering and Life Cycle Bibliography

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

Available through Library (785-7293).

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

See also: *Contracts (Documents); Project delivery*

Continuing Education

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.

Land Development (4-T102) \$85.

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

Marketing Architectural Services (4-T103) \$85.

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

Intensive group learning experiences designed to provide the architect with new and expanded skills. Under the direction of nationally known experts, the architect gains an exposure to the subject, works in

a simulated practice situation, and then evaluates performance. One-day sessions, except where noted.

The Architect and the Law
Architects as Land Developers
Construction Management
Financial Analysis of Building Projects:
A New Market for Architects
Historic Preservation/Rehabilitation/
1976

Learning in Professional Practice
Life Cycle Cost Analysis (two-day lab)
For information on content, instructors and dates, 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/non-member prices are given.

Air Structures (3-S105) \$12.95/\$14.40
The Architect as a Land Developer
(3-S104) \$8.95/\$9.95

The Architect's School Client: Who and Why (3-S228) \$8.95/\$9.95

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

Computer Applications in Architectural Practice (3-S210) \$8.95/\$9.95

Construction Contracts (3-S103) \$8.95/\$9.95

Courthouse Design as an Emerging New Market (3-S225) \$14.35/\$15.95

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

Expanding Your Practice Through Energy Design (3-S226) \$11.65/\$12.95

Fire Safety Considerations in the Design of High-Rise Buildings (3-S214) \$8.95/\$9.95

Flexible Space: Designing for Change (3-S209) \$8.95/\$9.95

Housing for the Elderly (3-S208) \$8.95/\$9.95

Introduction to Joint Ventures: A Means to More Commissions (3-S227) \$8.95/\$9.95

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

New Business Opportunities in Preservation and Restoration (3-S220) \$11.65/\$12.95

New Markets and Methods (3-S221) \$8.95/\$9.95

Office, Partnership, Consultant and Architect Contracts (3-S102) \$8.95/\$9.95

Opportunities in Correctional Architecture (3-S222) \$11.65/\$12.95

Opportunities in Industrial Architecture (3-S219) \$11.65/\$12.95

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

Preparing Environmental Impact Statements (3-S125) \$11.65/\$12.95

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

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

Transactional Analysis (3-S217) \$8.95/\$9.95

Waterfronts: Opportunities in Land Development and in Marketing Architectural Services (3-S211) \$12.95/\$14.40

Cassettes are available from Publications Fulfillment Division.

Intern-Architect Development Program (IDP)

Counseling Materials: The AIA department of education and professional development and the NCARB, partners in the new 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 (2-N206), \$32 to AIA members and Intern-Architects, \$40 to nonmembers; and SupEdGuide Catalog (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. 3-4 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 2½ 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 (RAP)

A monthly publication, RAP provides reviews of current articles about architects and the profession, covering more than 60 journals, magazines and other information

sources each month, keeping architects abreast of important developments in the profession. One year subscription (4-S101-1) \$60; Two year subscription (4-S101-2) \$100.

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

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.

Contracts (Documents)

AIA Building Construction Legal Citator (2-M119)

Two-volume set (1975) listing all court decisions relating to AIA standard contracts in A, B and C series, with copies of all editions of these contracts. \$54.50. Update for the 1971 edition (this material is already incorporated into the 1973 and 1975 editions of the Citator) only: \$12.50 (2-M119A). Update for the 1973 edition (already incorporated into the 1975 edition) only: \$13 (2-M119B). One binder (for expanding 1973 and previous editions): \$6.50 (2-M119C).

Available through Publications Fulfillment Division.

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.

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 21 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.

Architect's Handbook of Professional Practice—Supplement Service (4-P102)

Subscriptions to the Supplement Service bring the latest editions of the documents contained in the Handbook directly to subscribers. \$8.

Available through Publications Fulfillment Division.

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.

Construction Contracts (3-S103)

One-hour cassette (1972) dealing with the legal problems associated with the construction phase of office projects. \$9.95.

Available through Publications Fulfillment Division.

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.

Master List of Documents Instruction Sheets

Annual listing of instruction sheets, as distributed through the Handbook

Supplement Service, which has been issued since 1971. Free.

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

Office, Partnership, Consultant, and Architect Contracts (3-S102)

Cassette (1972) containing practical set of guidelines for dealing with legal problems and liabilities in architectural practice. \$9.95.

Available through Publications Fulfillment Division.

Owner-Architect Agreements (1-HBC9)

Chapter 9 (1970) of the Architect's Handbook of Professional Practice, this document covers percentage of construction cost agreements, multiple of direct personnel expense agreement, fee plus expenses agreement, comparative summary of documents B131, B231, B331 and miscellaneous agreements. \$1.80/1.20.

Available through Publications Fulfillment Division.

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.

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.

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, 785-7327.

See also: Air Documents; Construction Management; Project Delivery

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, Michigan, Minnesota, Montana, Nebraska, New Jersey, New Mexico, 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 p. 117. 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/CM	Owner-Contractor Agreement Form—Stipulated Sum—Construction Management Edition (5/75)60	.40
A107	Short Form for Small Construction Contracts—Stipulated Sum (4/78)60	.40
A107A	Instruction Sheet	N/C	N/C
A111	Owner-Contractor Agreement Form—Cost Plus Fee (4/78)60	.40

		Non-Member Price	Member Price
A111A	Instruction Sheet	N/C	N/C
A201	General Conditions of the Contract for Construction (8/76)	1.50	1.00
A201/CM	General Conditions of the Contract for Construction—Construction Management Edition (1/75)	1.50	1.00
A201/SC	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 (9/69)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)60	.40
A701A	Instruction Sheet	N/C	N/C

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/CM	Standard Form of Agreement Between Owner and Architect—Construction Management Edition (5/75)60	.40
B151	Owner-Architect Abbreviated Form of Agreement (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)	3.00	2.00
B162A	Instruction Sheet	N/C	N/C
B171	Standard Form of Agreement for Interior Design Services (11/77) ..	.60	.40
B171A	Instruction Sheet	N/C	N/C
B352	Duties, Responsibilities, and Limitations of Authority of Full-Time Project Representative (4/70)35	.23
B431	Standard Form of Questionnaire for the Selection of Architects for Educational Facilities (1/72)30	.20
B551	Statement of Architect's Services (6/72)	1.00	.67

		Non-Member Price	Member Price			Non-Member Price	Member Price
B727	Standard Form of Agreement Between Owner and Architect for Special Services (10/72)60	.40	F723	Project Progress Report—1972	4.50	3.00
B801	Standard Form of Agreement Between Owner and Construction Manager (12/73)60	.40	F725	Project Summary Report—1972	4.50	3.00
C SERIES/Architect-Consultant Documents				F SERIES/Compensation Guidelines Forms and Worksheets			
C141	Standard Form of Agreement Between Architect and Engineer (1/74)60	.40	F800	Complete Set of 2 Each of 24 Forms Needed—F810 through F860 (1978)	4.80	3.20
C431	Standard Form of Agreement Between Architect and Consultant for Other Than Normal Engineering Services (3/72)60	.40	F810	25 SHEETS PER UNIT Scope of Designated Services Worksheet (unphased)	2.40	1.60
C801	Joint Venture Agreement (3/72)60	.40	F820	Phase Compensation Worksheet (unphased)	2.40	1.60
D SERIES/Architect-Industry Documents				F850	Project Time and Payment Schedule	2.40	1.60
D101	Architectural Area and Volume of Buildings (6/74)30	.20	G SERIES/Architect's Office and Project Forms			
D200	Project Checklist (5/73)	1.80	1.20	25 SHEETS PER UNIT			
E SERIES/Architect-Producer Documents				G602	Soil Investigation and Engineering Services Agreement (2/74)	4.50	3.00
E101	Technical Literature for the Construction Industry (7/72)60	.40	G610	Owner's Instructions for Bonds and Insurance (6/73)	4.50	3.00
F SERIES/Architect's Accounting Forms—Manual System				50 SHEETS PER UNIT			
25 SHEETS PER UNIT				G601	Land Survey Requisition (10/72)	4.50	3.00
F101	Cash Journal—1949	2.40	1.60	G701	Change Order (4/78)	4.50	3.00
F102	Cash Journal—1949	2.40	1.60	G702	Application and Certificate for Payment (4/78)	4.80	3.20
F103	Cash Journal—1949	2.40	1.60	G703	Continuation Sheet for G702 (4/78)	4.80	3.20
F104	Cash Journal—1953	2.40	1.60	G704	Certificate of Substantial Completion (4/78)	4.50	3.00
F105	Cash Journal—1949	2.40	1.60	G705	Certificate of Insurance (2/73)	4.50	3.00
F106	Cash Journal—1949	2.40	1.60	G706	Contractor's Affidavit of Payment of Debts and Claims (4/70)	4.50	3.00
F107	Journal Form—1949	2.40	1.60	G706A	Contractor's Affidavit of Release of Liens (4/70)	4.50	3.00
F201	Payroll Journal—1953	2.40	1.60	G707	Consent of Surety to Final Payment (4/70)	4.50	3.00
F202	Payroll Journal—1949	2.40	1.60	G707A	Consent of Surety to Reduction in or Partial Releases of Retainage (6/71)	4.50	3.00
F203	Payroll Journal—1949	2.40	1.60	G708	Architect's Field Order (4/70)	4.50	3.00
F301	Ledger Account Form—1949	2.40	1.60	G709	Proposal Request (4/70)	4.50	3.00
F401	Job Expense Record Form—1953 ..	2.40	1.60	G711	Architect's Field Report (10/72)	4.50	3.00
F402	Employee Record Form—1953	2.40	1.60	G712	Shop Drawing and Sample Record (10/72)	4.50	3.00
F403	Fixed Assets Record—1949	2.40	1.60	G801	Application for Employment (6/75)	4.50	3.00
F404	Note and Investment Record—1949	2.40	1.60	G802	Invoice for Architectural Service (4/70)	4.50	3.00
50 SHEETS PER UNIT				G804	Register of Bid Documents (4/70) ..	4.50	3.00
F501	Trial Balance—1953	3.60	2.40	G805	List of Subcontractors (4/70)	4.50	3.00
F502	Balance Sheet—1953	3.60	2.40	G807	Project Director (4/70)	4.50	3.00
F503	Profit and Loss Statement—1949	3.60	2.40	G809	Project Data (4/70)	4.50	3.00
F504	Indirect Expense Factor—1953	3.60	2.40	G810	Transmittal Letter (4/70)	4.50	3.00
F601	Time Record Sheet—1971	4.80	3.20	G811	Employment Record (11/73)	4.50	3.00
F603	Expense Voucher Nonpersonnel—1953	2.10	1.40	G813	Temporary Placement (1/74)	4.50	3.00
F605	Expense Record—1953	2.10	1.40	Architect's Handbook of Professional Practice—Chapters			
F701	Billing Extract—1972	4.50	3.00	HBC1	The AIA Handbook—197390	.60
F703	Aged Accounts Receivable—1972 ..	4.50	3.00	HBC2	The Construction Industry—1969 ..	.90	.60
F712	Project Payroll Cost Worksheet—1972	4.50	3.00	HBC3	AIA and Related Organizations—1972	1.80	1.20
F714	Detail of Expenses—1972	4.50	3.00				
F716	Time Distribution Summary—1972..	4.50	3.00				
F721	Project Estimating and Budget Worksheet—1972	4.50	3.00				

		Non-Member Price	Member Price		Non-Member Price	Member Price
HBC4	Careers in Architecture—1972	1.80	1.20	Architect's Handbook of Professional Practice		
HBC5	The Architect and Client—197590	.60	M104	Architect's Handbook of Professional Practice (Set of 2 Volumes)	30.00 20.00
HBC6	The Architect's Office—1971	1.80	1.20	M104A	Architect's Handbook/ <i>Contents Only</i>	20.00 13.32
HBC7	Insurance and Bonds of Suretyship— 1969	1.80	1.20	M104B	Architects Handbook/ <i>Two Binders</i> <i>Only</i>	10.00 6.66
HBC8	The Architect and Public Relations— 197190	.60	Miscellaneous Items — Code 4 (no discount)		
HBC9	Owner-Architect Agreements—1970	1.80	1.20	A521	Uniform Location of Subject Matter (1977)	2.00 1.00
HBC10	Interprofessional Agreements—197590	.60	Obsolete AIA Documents		
HBC11	Project Procedures—1969	1.80	1.20	Photocopies of outdated AIA documents will be provided at \$5 each.		
HBC12	Construction Documents— Drawings—197090	.60	<i>Contact Publications Fulfillment Division (785-7327).</i>		
HBC13	General Conditions of the Contracts for Construction—1977	1.80	1.20	Architect's Handbook of Professional Practice — Supplement Service (4-P102)		
HBC14	Construction Documents— Specifications—1972	1.80	1.20	Subscriptions to the Supplement Service bring the last editions of the documents contained in the Handbook directly to subscribers. \$8.		
HBC15	Construction Cost Analysis—197090	.60	<i>Available through Publications Fulfillment Division.</i>		
HBC16	Selection of Contractors—197190	.60	<i>For further information about interpretation of AIA documents, contact the Documents Division, Practice and Design Department, 785-7254.</i>		
HBC17	Owner-Contractor and Contractor- Sub-contractor Agreements— 1973	1.80	1.20	<i>See also: Contracts (Documents)</i>		
HBC18	Construction Contract Administration—1973	1.80	1.20			
HBC19	Legal Concerns—1969	1.80	1.20			
HBC20	Marketing Architectural Services— 1975	1.80	1.20			
HBC21	The Architect as Preservationist— 197190	.60			

Cookbooks

Designs from the Cookhouse (4-M164)
219-page book including prize recipes from spouses of the members of the board of directors of AIA; proceeds from sales go to the AIA Minority Disadvantaged Scholarship Fund. \$5.
Available through Publications Fulfillment.

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: \$9 for students; \$16 for AIA members; \$20 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).

ASC/AIA Guidelines for Conventions and Conferences

Brochure outlining program, administrative, public relations, financial and follow-up points which should be considered in executing a successful convention or conference. Free.

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

ASC/AIA Student Forum

Annual convention sponsored by the Association of Student Chapters/AIA, to bring together architectural students from around the country.

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

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

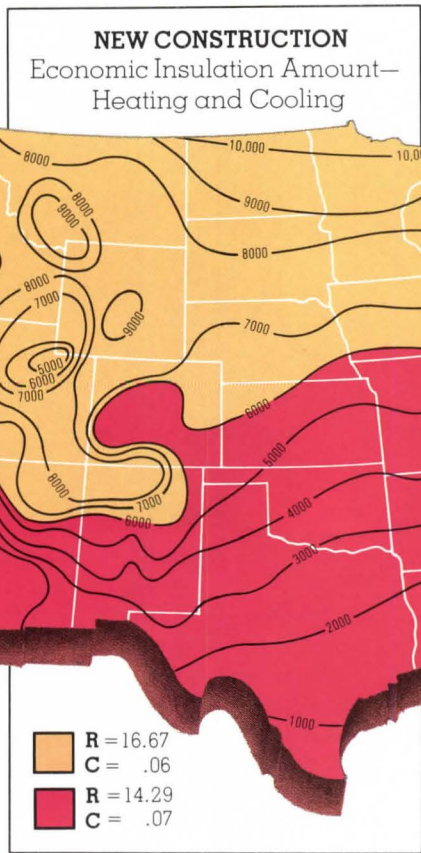
80 color slides with script (1976) for use by high school counselors or architects lecturing young groups of prospective architects. Includes "Architecture in Community and Junior Colleges," "Architecture Schools in North America" and six assorted pamphlets. \$30.

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

How saving money on roof insulation is a quick way to go broke



Cutting down on roof insulation is like cutting your financial throat. Roof insulation makes good economic sense.

But only when you know how much you really need. Too little and you'll be buried in fuel cost. Too much insulation and it'll seem like forever before you recover the cost.

Here's a not too farfetched example to show you what we mean: A million-square-foot (1,000,000) plant with a minimum amount of roof insulation "R" 2.77 ("C"—0.36) in the northern part of the country with 7,000 degree-days and 500 cooling hours. It can cost you \$129,700 per year to heat and cool.

Assuming a 5% annual inflation in fuel costs, seven years from now the same building will conservatively cost you a whopping \$208,250 to heat and cool per year.

But there's more to come. The original equipment cost

for heating and cooling our not so farfetched example could run as high as \$1,900,000. How's that for a quick way to go broke!

How to avoid going broke

Take a hard look at these two "Economic Insulation" maps. Using 7,000 degree-days, 500 cooling hours and 80°F temp. difference. The map for a new roof recommends an "R" of 16.67 ("C" of .06). Translated into energy costs a year, that's only \$25,000 to heat and cool this building. A savings of \$104,700 the first year and a possible reduction in equipment cost of \$1,500,000.

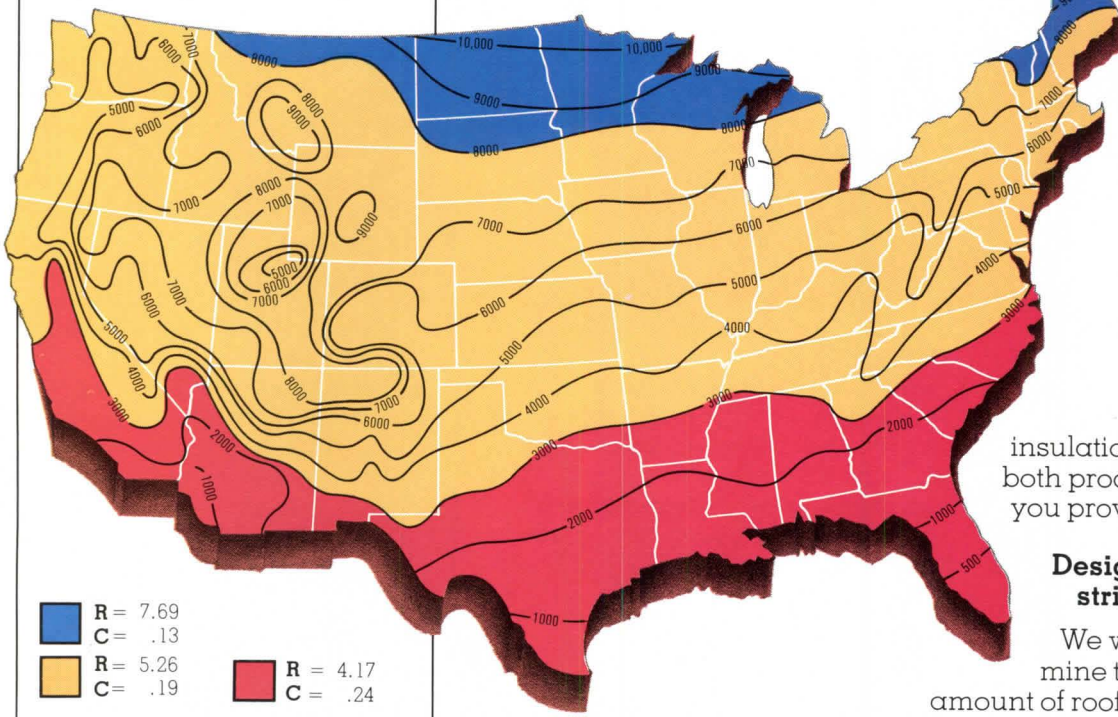
How the maps were developed

Owens-Corning has taken twenty years of energy management experience and put it into a computer.

We used a metal-deck commercial or industrial building, with gas heat and electric cooling, as our base. We did thorough calculations for degree zones throughout the country. Then we factored in a 15-year building life. A 5% annual fuel inflation estimate. We put corporate income taxes at 48%. Electric costs at \$0.03kwh, \$1.80/M cu. ft. (1 million btu) for gas. Equipment costs were pegged at \$1000/ton—cooling. \$35/1 M btu—heating. Plus 5% equipment maintenance cost. Roof resist-

RE-ROOFING

Economic Insulation Amount—
Heating and Cooling



insulation requirements, both products will give you proven performance.

Design help with no strings attached

We will help you determine the economic amount of roof insulation. EMS 3 is hardly a salesman. It's there to help owners, engineers and architects obtain energy-efficient roofs.

Of course we want to sell you our insulation. We believe if we help you find the economic amount of roof insulation you'll probably come to us for the right insulation for your roof.

What you should do now

Planning a new building or replacing an old roof? Incorporate the "economic insulation" amount from the maps into your specifications. If you're not directly involved in specifications, pass them along to the person who is. If there is anything that you don't understand about insulation, call your local Owens-Corning representative. That phone call might keep you from going broke.

Want more information on our roof "economic insulation" amount maps, or how to talk to our computer, drop us a line. Write to A. K. Meeks, Owens-Corning Fiberglas Corporation, Fiberglas Tower, Toledo, Ohio 43659.

OWENS-CORNING
FIBERGLAS
REGISTERED TRADEMARK

*T.M. Reg. O.-C.F. Corp.

© O.-C.F. Corp. 1978

ance: 1.50—summer, 1.11—winter. Insulation ¾" fiber glass.

For equipment design an 80°F temp. diff. and deck ETD of 62°F were used. Allowed for 10% roof insulation cost adjustment and 75% heating system efficiency. The maps are the result.

If you're designing a new roof or replacing an old one, you can tell at a glance the economic amount of insulation you should be using for your project. Pure and simple.

Talk to our computer about your special requirements

Our "economic insulation" maps should cover most of new roofing and re-roofing projects. If your roof is a special case, you can talk to our EMS 3 computer by using a touchtone telephone or computer terminal. Give EMS 3 the basic information about your project and EMS 3 will tell you the economic insulation amount based on your input. It will also give your projected first-year heating and cooling savings, equipment savings on new construction, and added insulation cost. We'll send you full details so you

can call EMS 3 about your special requirements.

Ask us about our roof insulation

We've got Fiberglas* Roof Insulation and Fiberglas Urethane Roof Insulation (FURI). Depending on your design and

Fiberglas Roof Insulation Thermal Values

"R"	"C"	Nominal Thickness
9.09	.11	2-1/4"
7.69	.13	1-7/8"
6.67	.15	1-5/8"
5.26	.19	1-5/16"
4.17	.24	1-1/16"
3.70	.27	15/16"
2.78	.36	3/4"

FURI Insulation Thermal Values

"R"	"C"	Nominal Thickness
20.00	.05	3-3/4"
16.67	.06	3-3/16"
14.29	.07	2-5/8"
12.50	.08	2-3/8"
11.11	.09	2"
10.00	.10	1-13/16"
9.09	.11	1-11/16"

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 in Community and Junior Colleges

224-page publication (1975) which identifies those two-year colleges offering courses of instruction in architecture or related subjects. Geared towards high school students. \$3.

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

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*.

Association of Student Chapters News

Monthly newsletter published by ASC/AIA. Includes news items of interest to architectural students. Free to ASC/AIA members.

Available through *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 bi-annual magazine published by the Association of Student Chapters/AIA. Includes feature articles and news items written by and about the architectural student. Free to students in ASC/AIA member schools. For others, yearly subscription rate of \$4.

Available through the *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 architec-

tural secretary and/or recent architectural graduate to the administrative functions of an architectural practice.

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

Developing a Student Chapter

15-minute black and white videotape (1976) discussing the problems and supplying answers to important questions about student chapters: their formation, services and promulgation. Loan copies available for \$5 handling charge; copies \$20.

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

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).

Environmental Education Activists and Current Projects

19-page publication (1975) prepared by the AIA environmental education committee, listing people and projects relating to environmental education. Free.

Available through *Office of the Administrator, Community Services Department* (785-7324).

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 *Office of Administrator, Community Services Department* (785-7234) and *State and Local Government Programs Division, Component Affairs Department* (785-7386).

Environmental Education: A Strategy Guide for AIA Components

45-page publication which presents the AIA policy on environmental education, contains state legislative guidelines and strategies for implementing a statewide program.

Available through *State and Local Government Programs Division, Component Affairs Department* (785-7386).

Environmental Education Teaching Tools

40-page annotated catalog (1975) prepared by the environmental education committee, listing information on re-

sources (books, games, films, etc.) for environmental education. Free.

Available through *Office of the Administrator, Community Services Department* (785-7324).

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 *Office of Administrator Community Services Department* (785-7234).

Intern-Architect Development Program: Counseling Materials

AIA department of education and professional development and the NCARB, partners in the new intern-architect development program (IDP), will provide information packages through the counseling network to local professional advisers who will be in direct contact with intern-architects. Information will focus on broad career options, immediate job opportunities, economy outlook, the future of the profession and AIA programs and activities.

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

Journal of Architectural Education

Quarterly (during academic year) journal of the Association of Collegiate Schools of Architecture (ACSA). Single issue \$3; free to ACSA members; \$9 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.

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 (785-7802).

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).

A Teacher Introduction to Environmental Education

31-page booklet (1975) 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 Office of the Administrator, Community Services Department, (785-7234).

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.

See also: *Careers in Architecture*; *Continuing Education*

Educational Facilities

Bibliography of Information for Facility Planning for Special Education (3-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. \$3.

Available through Publications Fulfillment Division.

A Child Went Forth

16mm color and black and white film, 28 minutes (1970). Shows how city schools can either destroy or uplift children. 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.

Employment

Job Survey Information for Architectural Students

153-page publication (1976) which attempts to determine potential employment opportunities for architectural students and graduates. \$2 for ASC/AIA members; \$15 for all others.

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

For further information about employment opportunities for architects in certain areas of the country, contact local component offices.

Energy

Basics of Solar Heating and Hot Water Systems (4-RC209)

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.

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).

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 chairpersons and executives. Available through Publications Fulfillment Division.

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.

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 Bibliography

List of 200 energy publications, including periodicals and newsletters, covering such subjects as thermal and visual comfort; illumination; climate and micro-climate as far as temperature, humidity, solar radiation and wind; location as far as solar radiation; form as far as temperature, humidity and natural ventilation, convection and infiltration using wind; solar systems and building load analyses. Prepared by AIA Research Corporation. \$1.50.

Available through AIA Research Corporation (785-7800).

Energy Conservation in Building Design (4-RC201)

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.

Energy Notebook (5-pen)

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 1977 edition (5-PER) \$90 nonmember; \$60 AIA member.

Available through Publications Fulfillment Division.

Expanding Your Practice Through Energy Design (3-S226)

A two-cassette set includes conversations with members of one firm which specializes in energy design, and with John Eberhard, President of AIA Research Corp. Covers the steps one goes through

with a client, as well as with a consulting engineer, on fundamental design approaches. \$12.95.

Available through Publications Fulfillment Division.

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.

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.

National Energy Advisory Council

Organized in December 1974 as an outgrowth of several AIA energy studies, the council provides a focal point for the promotion of effective national programs of energy conservation research.

For further information, contact Director of Energy Programs, Office of the Group Executive for Program Development (785-7252).

New Design Concepts for Energy Conserving Buildings (3-RC210)

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.

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.

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.

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.

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.

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.

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

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 AIA/RC (785-7800).

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 and Local Government Programs Division, Component Affairs Department (785-7386).

The Sun: A New Aesthetic Challenge for Architecture (Z-3)

By John P. Eberhard, FAIA.

Drawing upon analogies in music, poetry and art, text discusses solar energy as an esthetic challenge for architecture.

Covers technological implications' potential for enhancing the quality of life. Illustrated text of a speech given by Eberhard, president of the AIA Research Corporation. A small gift book. Soft cover, 37 pages, \$4.50.

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

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, 24" x 30". Single copy \$4, two or more \$3.25 each.

Available through Publications Fulfillment Division.

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.

Architectural Design and the Social Sciences (2-R111)

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

Available through Publications Fulfillment Division.

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.

Design Review Boards: A Handbook for Communities (2-VP101)

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.

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 Awareness Television Spot
60-second, 16mm color sound television spot (1971). Shows children learning to influence their environment by moving large, building-like boxes around "streets." Free to chapters.

Available through Public Relations Department (785-7260).

Environmental Impact Statements Bibliography

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

Available through 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 prepaid.

Available through Publications Fulfillment Division.

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

Interprofessional Commission on Environmental Design (ICED)

Report issued in March and September each year which briefly outlines Institute programs' progress from last ICED meeting. Free.

Available through the Executive Office (785-7312).

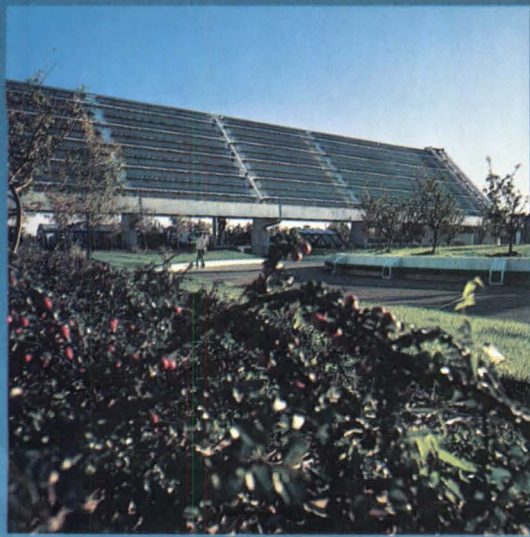
Life Experiences in Environmental Design (4-M127)

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.

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



Shown is a dramatic SUNPAK installation on a novel, new 60,000 sq. ft. Federal Office Building in Saginaw, Michigan. This 7,000 sq. ft. system plays an integral part in the building's overall energy-efficient design. It will provide in excess of 50% of year-round heating and cooling needs.

WE BUILD A PIPELINE TO THE SUN

One solution to the energy shortage comes up every morning. The sun.

And what's the most practical way to put solar energy to work? At Owens-Illinois, we think the answer is our SUNPAK™ solar collector—a glass "pipeline" to the sun.

This patented system converts sunlight into useful energy by using O-I's evacuated glass tubing technology. SUNPAK's vacuum insulation and specially designed selective coatings help it collect and retain heat even in high winds and winter cold. This provides a relatively flat efficiency vs. temperature curve.

SUNPAK's collector tubes are spaced on two diameter centers to enhance the light collection characteristics and cost effectiveness of the system. And it operates using either liquid or air, with no significant difference in thermal performance. Only a manifold change is required for the conversion.

As an option to the system, we also offer the SUNPAK Shaped Reflector (SSR). A specular reflector with a unique nonimaging design that collects diffuse light efficiently and makes tracking the sun unnecessary. And SUNPAK collectors with SSR typically provide at least 25% more energy than those using a diffuse reflector.

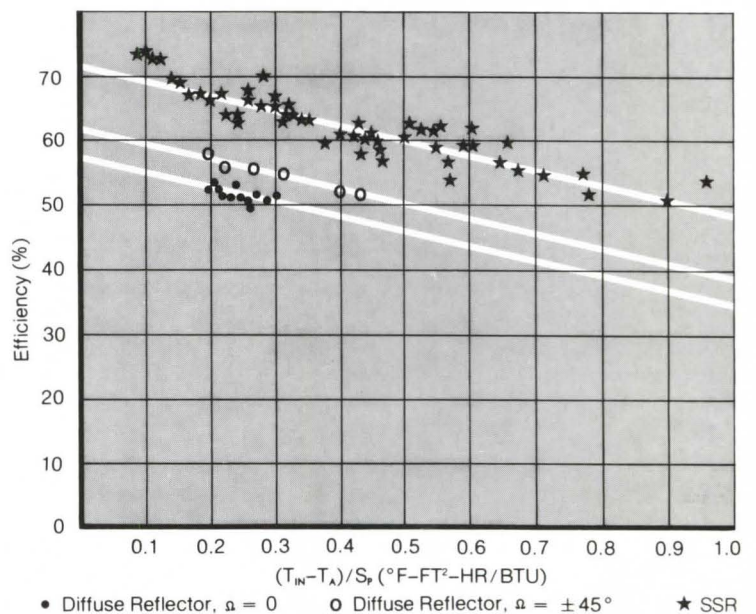
SUNPAK represents a quantum improvement in solar energy collection technology. O-I has already installed SUNPAK systems in a variety of commercial and industrial applications across the country. And its potential for usage in heating, cooling and other

various industrial processes is limitless.

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Toledo, Ohio 43666
(419) 247-9099



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Data points correspond to inlet temperatures (T_{IN}) over the range 70°F-200°F and an average ambient temperature (T_A) of 55°F. The solid lines are best fits to the data. The diffuse reflector shows the efficiency increase with hour angle, while points for the SSR fall along the same line for all hour angles. S_p is the insolation in the tilt plane of the collector.

SUNPAK™

From the Energy Products and Ventures Group of Owens-Illinois 

winners. Based on a project of the Western Communities Architects' Association, a section of the Chicago Chapter/AIA. Free.

Available through Publications Fulfillment Division.

Preparing Environmental Impact Statements (3-S215)

This cassette (1975) is intended to aid the architect in role as environmental consultant to a developer who must prepare an environmental impact statement on project's effect on its surroundings. \$12.95.

Available through Publications Fulfillment Division.

Social Science and Design: A Process Model for Architect and Social Scientist Collaboration (2-R110)

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

Available through Publications Fulfillment Division.

Socio-Physical Technology (2-UP202)

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.

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.

See also: Landscape Architecture; Urban Planning

Ethics

Code of Ethics and Professional Conduct (6-J330)

2-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 of directors and the membership. Free.

Available through Publications Fulfillment Division.

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.

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-K103)

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. \$10.

Available through Publications Fulfillment Division.

Financial Management

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.*

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 Personnel Time Data Bank Program. \$30.

Available through Publications Fulfillment Division.

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.

Economics of Architectural Practice (2-M114)

65-page book (1968) prepared by Case and Co., giving the results of a survey of costs of architectural services. Published by AIA. \$5.50.

Available through Publications Fulfillment Division.

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 PSAE, 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.

Methods of Compensation for Architectural Services (2-M111)

104-page book (1969) by Case and Co. which reviews compensation methods for architectural services with guides for improving services and business efficiency. \$8.50.

Available through Publications Fulfillment Division.

Profit Planning in Architectural Practice (2-M113)

83-page book (1968) by Case and Co. which is a management tool for establishing billing rates, determining direct and indirect cost controls and determining realistic compensation and profit. \$4.50.

Available through Publications Fulfillment Division.

Your Architect's Compensation (4-N902)

Designed as a companion piece to forthcoming (1978 edition of *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.

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.

See also: *Architectural Practice; Computer Applications; Office Management*

Fire Safety

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 fire safe. Includes slides from the film "The Towering Inferno." \$15 prepaid.

Available through Publications Fulfillment Division.

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 fire safety curricula in education, and a program to implement the proposed recommendations. Free.

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

Fire Safety Considerations in the Design of High-Rise Buildings (3-S214)

Cassette (1975) reviewing the available information on the behavior of fire and its implications for design and construction of highrise buildings. \$9.95.

Available through Publications Fulfillment Division.

For further information about fire safety, contact the Codes and Standards Division, Practice & Design Department, 785-7256. See also: *Codes and Standards*

Government Affairs— National

AIA Legislative Program

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 (1977) giving names and addresses of architects employed by federal, state and local governments. \$5.

Available through Publications Fulfillment Division.

Capitol Directory, U.S. Congress

Annual sheet containing names, room numbers and telephone numbers of senators and representatives. Free. Available through Congressional Liaison Division, Government Affairs Department (785-7379).

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 representative and senators. Verbal 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

Annual 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 over 30 Federal agencies and the U.S. 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.

For further information about congressional activities, contact the Congressional Liaison Division, Government Affairs Department, 785-7379. Questions relating to federal agencies should be directed to the Federal Agency Liaison Division, Government Affairs Department, 785-7382.

See also: A-E Selection

Government Affairs— State and Local

Architect/Engineer Selection in Maryland: Competitive Bidding on Trial

36-page publication (1976) reports on the operation of Maryland's A/E selection law. Passed in 1974, law requires architects to submit technical and price proposals for state construction projects. Free.

Available through State and Local Government Programs Division, Component Affairs Department (785-7386).

Architects in Government Roster (2-M161)

List (1977) giving names and addresses of architects employed by Federal, state and local governments. \$5.

Available through Publications Fulfillment Division.

Community Development Block Grants: Opportunities for Shaping Urban Growth
17-page publication (1976) which 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. Free.

Available through State and Local Government Programs 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 (785-7385).

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 Office of Administrator, Community Services Department (785-7234) and State and Local Government Programs Division, 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 and Local Government Programs Division, Component Affairs Department (785-7386).

Environmental Education: A Strategy Guide for AIA Components

45-page publication which presents the AIA policy on environmental education, contains state legislative guidelines and strategies for implementing a statewide program.

Available through State and Local Government Programs 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 and Local Government Programs Division,

Component Affairs Department (785-7386).

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 and Local Government Programs Division, Component Affairs Department (785-7386).

Government Affairs Demonstration Projects

Financial assistance to individual components involved in government affairs projects that can be replicated by components in other states. Funding is available for development of technical information, legislative drafts and issue reports.

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

Government Alert for Components

Bulletin published periodically 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).

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 and Local Government Programs 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 and Local Government Programs 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 establish-

ment of a legislative program, lobbying, campaigning and evaluating a legislative session. Free.

Available through State and Local Government Programs 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.

Involving Architects in the Community Development Block Grants Programs

A Strategy Guide for AIA Components.

25-page publication 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 and Local Government Programs 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 and Local Government Programs 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 and Local Government Programs 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, back-

ground information and strategies for component action on significant governmental issues.

Contact State and Local Government Programs 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 Candidates Nights" and calendars for state and local elections.

Available through State and Local Government Programs 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 and Local Government Programs Division, Component Affairs Department (785-7386).

Securing A/E Work with State Government Agencies

14-page publication (1975) containing a Florida case study. Report serves as a model for states developing guides on how to obtain state contracts and increase state expenditures for construction. Free.

Available through State and Local Government Programs 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 and Local Government Programs Division, Component Affairs Department (785-7386).

State Government Seminars

Fall seminars in each region of the country for state component government affairs committee members, lobbyists, and other component officers. Seminars develop strategies on state legislative issues anticipated in next sessions of state legislatures. *Contact State Component Affairs Division, Component Affairs Department (785-7385).*

State Government Surveys

Surveys of the state components are conducted to collect timely information on state governmental issues such as A/E selection, statutes of limitations, incor-

poration of architectural firms, stock school plans. Survey results are reported so that components know which of them share the same problems and may have developed solutions.

Contact State and Local Government Programs Division, Component Affairs Department (785-7385).

State and Local Government Programs' Activities

Sheet (1976) describing activities and services, such as Governmental Information Clearinghouse, state government surveys, state legislative alert system, publications, etc. Free.

Available through State and Local Government Programs 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.

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).

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 and Local Government Programs 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 and Local Government Programs Division, Component Affairs Department (785-7386).

What Is Your Stake in Government Affairs?

3-page pamphlet (1975) designed to encourage political action by AIA members. Free.

Available through State and Local Government Programs 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 and Local Government Programs 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.

See also: A/E Selection

Historic Preservation

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.*

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 Jeannie 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.

Historic Preservation/Rehabilitation/1976

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

Contact Continuing Education Division, Education and Professional Development Department.

New Business Opportunities in Preservation and Restoration (3-S220)

Two-hour set of cassettes (1976) that focuses on the socio-economic and political aspects of adaptive use. A variety of instructive case studies are drawn from the 1974 recycling old buildings conference, held by the Boston Architectural Center. \$12.95.

Available through Publications Fulfillment Division.

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).*

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 Avenue, 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.

See also: Remodeling

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.

The Best We Can Do?

16mm, color film, 15 minutes (1968).

Zeroes in on the large housing developments which have created wastelands of ugliness around most major cities and shows what good design can do to create new towns. Free loan.

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

Homes for Better Living Awards

Brochure describing the annual award program open to custom-designed houses, merchant-built houses and multifamily housing 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 (785-7802).

Housing for the Elderly (3-S208)

One-hour cassette (1972) on specific design requirements in providing housing for the elderly. \$9.95.

Available through Publications Fulfillment Division.

National Housing Policy

A 10-page report (1976) prepared by the AIA housing committee. Identifies and discusses major obstacles to solving America's housing problems. Free.

Available from Professional Interest Programs Division, Department of Education and Professional Development (785-7229).

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.

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. 23-25, 1978, San Francisco.

Contact Professional Interest Programs Division, Education and Professional Development Department (785-7364).

Dealing Effectively with the Corporate Client

By Robert Fearon, AIA. August, 1975. Single copies free to AIA members. Available through Professional Interest Programs Division, Education and Professional Development Department (785-7229).

Opportunities in Industrial Architecture (3-S219)

The two cassettes contain "inside" accounts of architects inside and outside industry: working with management, making each dollar count, new building trends and other current issues. \$12.95. Available through Publications Fulfillment Division.

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 (2-M163)

Looseleaf reference book (1973) prepared by Bernard B. Rothschild, FAIA, containing information on bonds and insurance related to construction projects, with glossary of insurance terms and suggested checklist. \$7.50.

Available through Publications Fulfillment Division.

Insurance and Bonds of Suretyship (1-HBC7)

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.

Liability Insurance Annual Letter

Annual report prepared by the Architects Liability Board alerting members to current liability concerns. Free.

Available through Practice Division, Liability Program (785-7347).

Professional Liability Insurance Flyer

3-page flyer explaining AIA's commended professional liability insurance program. Free.

Available through Documents Division, Practice and Design Department (785-7347).

Project Liability Insurance Flyers

2 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 (785-7347).

For further information about liability insurance, contact the Documents Division, 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

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

4-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. Pub-

lished by AIA. \$17.50.

Available through Publications Fulfillment Division.

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.

Introduction to Joint Ventures: A Means to More Commissions (3-S227)

A conversation with David Dibner, FAIA, on the ins and outs of a business relationship which enable you to obtain commissions you could not get on your own. \$9.95.

Available through Publications Fulfillment Division.

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 1979 exhibit will be available in March 1979.

Contact Professional Interest Programs (785-7229).

Courthouse Design as an Emerging New Market (3-S225)

Set of three cassettes (1976) which surveys the major design, planning and marketing issues involved in the area of courthouse facility design. \$15.95.

Available through Publications Fulfillment Division.

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.

Opportunities in Correctional Architecture (3-S222)

Two cassettes and printed material (1975) describing where the work is, who awards it, and issues and approaches in this field. Includes a bibliography and business development sheet. \$12.95.

Available through Publications Fulfillment Division.

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).

California State Land Use Planning

10-page publication (1975) by the state land use task force, California Council/AIA. Contains guidelines on how to develop a state land use planning program. Free.

Available through Office of the Administrator, Practice and Design Department (785-7359).

Costal Zone Management: Balancing Growth Protection

Coastal Zone Management: Component Guide. These two booklets will assist coastal state components in positive action toward effecting coastal zone management plans with design input in their states. Free.

Available through director, State and Local Programs (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.

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).

Where We Live

Reproducible of a cartoon (1974) for magazines and newspapers which urges

communities to adopt new land use policies. Free.

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.

See also: Real Estate; Urban Planning

Legal Concerns

AIA Building Construction Legal Citator (2-M119)

Two-volume set (1975) listing all court decisions relating to AIA standard contracts in A, B and C series, with copies of all editions of these contracts. \$54.50. Update for the 1971 edition (this material is already incorporated into the 1973 and 1975 editions of the Citator) only: \$12.50 (2-M119A). Update for the 1973 edition (already incorporated into the 1975 edition) only: \$13 (2-M119B). One binder (for expanding 1973 and previous editions): \$6.50 (2-M119C). Available through Publications Fulfillment Division.

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.

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 general counsel serve as corporate legal advisers to AIA, its related corporation and to components and members regarding the corporation bylaws, contracts, antitrust and tax matters and other activities.

Contact Office of General Counsel (785-7389).

Office, Partnership, Consultant, and Architect Contracts (3-S102)

Cassette (1972) containing practical set of guidelines for dealing with legal problems and liabilities in architectural practice. \$9.95.

Available through Publications Fulfillment Division.

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.

See also: Codes and Standards; Contracts (Documents)

Library

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 Library (785-7293).

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).

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 Library (785-7293).

Bibliographies of AIA Library Holdings and Periodical Articles

The library staff will prepare on request bibliographies of the books in the library and/or periodical articles on specific subjects or building types. Members can identify books they wish to borrow from these lists.

Contact Library (785-7293).

Bibliography of Bibliographies

4-page alphabetical list (1976) 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 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 Library (785-7293).

Economic Action: A Bibliography of Selected AIA Library Holdings and Audio-Visual Materials

82-page bibliography (1975) of books and audiovisual materials on 14 subjects (practice, landscape architecture, estimating, etc.) prepared in response to the January 1975 AIA economic charrette. Free.

Available through 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 nearly 20,000 cataloged volumes, over 400 current periodicals, reference books and indexes. The response will vary: either specific information or bibliographies of books and/or periodical articles will be provided. Free.

Contact Library (785-7293).

Recent Accessions

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

Available through Library (785-7293).

Services to Members

Sheet (1973) describing the AIA library's services to AIA members. Free.

Available through 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. See also: *Audiovisual Materials*.

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.

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.

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.

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.

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.

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.

New Markets and Methods (3-S221)

This one-hour cassette (1975) explores several sources of new business leads and marketing ideas; includes hints on what clients are looking for and how to respond. \$9.95.

Available through Publications Fulfillment Division.

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.

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.

Successful Selling of Professional Services: Winning the Contract Before the Presentation (4-T106)

A 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.

Waterfronts: Opportunities in Land Development and in Marketing Architectural Services (3-S211)

Cassette and 69 slides (1972) on the development of San Antonio, Tex., and a live-taped discussion by the architectural firm's principals of their marketing strategy with experts in land development, business management and marketing. \$14.40.

Available through Publications Fulfillment Division.

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 Division (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. 23-25, 1978, San Francisco.

Contact Professional Interest Programs Division, Education & Professional Development Department (785-7366).

ASC/AIA Guidelines for Conventions and Conferences

Brochure outlining program, administrative, public relations, financial and follow-up points for a successful convention or conference. Free.

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

ASC/AIA Student Forum

Annual convention sponsored by the Association of Student Chapters/AIA, to bring together architectural students from around the country.

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, if librarians from schools of architecture, firms and special libraries.

Contact Library (785-7293).

Chapter Planning Seminars

Fall seminars for incoming chapter officers, held in 10 regions of the country.

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 Local Component Affairs Division, Component Affairs Department (785-7378).

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 Division (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 Division (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 30 federal agencies and the U.S. Congress. 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 Local Component Affairs 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 Division (785-7395).

Information on Convention Cities

Various brochures, maps and other general information about city in which the AIA national convention will be held. Free.

Available through Convention Division (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 Division (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 Division (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 Division (785-7395).

State Government Seminars

Fall seminars in each region of the country for state component government affairs committee members, lobbyists and other component officers. Seminars develop strategies on state legislative issues anticipated in next sessions of state legislatures. Contact State Component Affairs Division, Component Affairs Department (785-7385).

For further information about meetings in general, contact the Convention Division, 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.

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 (785-7802).

For further information about membership procedures, contact the Membership Records Division, Office of Assistant Secretary, 785-7802. Questions pertaining to the Honorary Membership (Hon. AIA) should be referred to Awards Division, Office of Assistant Secretary 785-7802; 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.

Membership Recruitment

Why AIA? With AIA After Your Name . . .

Two brochures explain the values of AIA membership. Useful for chapter recruitment of nonmembers, full explanation of all major AIA efforts to new members. Available from each AIA component or chapter office.

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 (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. \$2.50.
Available through Publications Fulfillment Division.

Octagon

AIA Headquarters Slide Show
50 color slides, with script and cassette tape (1974). Past AIA President Archibald Rogers 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. 61 illustrations, seven in full color. \$6, postpaid.
Send check to The Octagon, 1799 New York Avenue, N.W., Washington, D.C. 20006 (638-3105).

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.

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 21 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.

Architect's Handbook of Professional Practice—Supplement Service (4-P102)

Subscriptions to the Supplement Service bring the latest editions of the documents contained in the Handbook directly to subscribers. \$8.
Available through Publications Fulfillment Division.

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.

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

Looseleaf 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.

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.

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.

Current Techniques in Architectural Practice (2-M701)

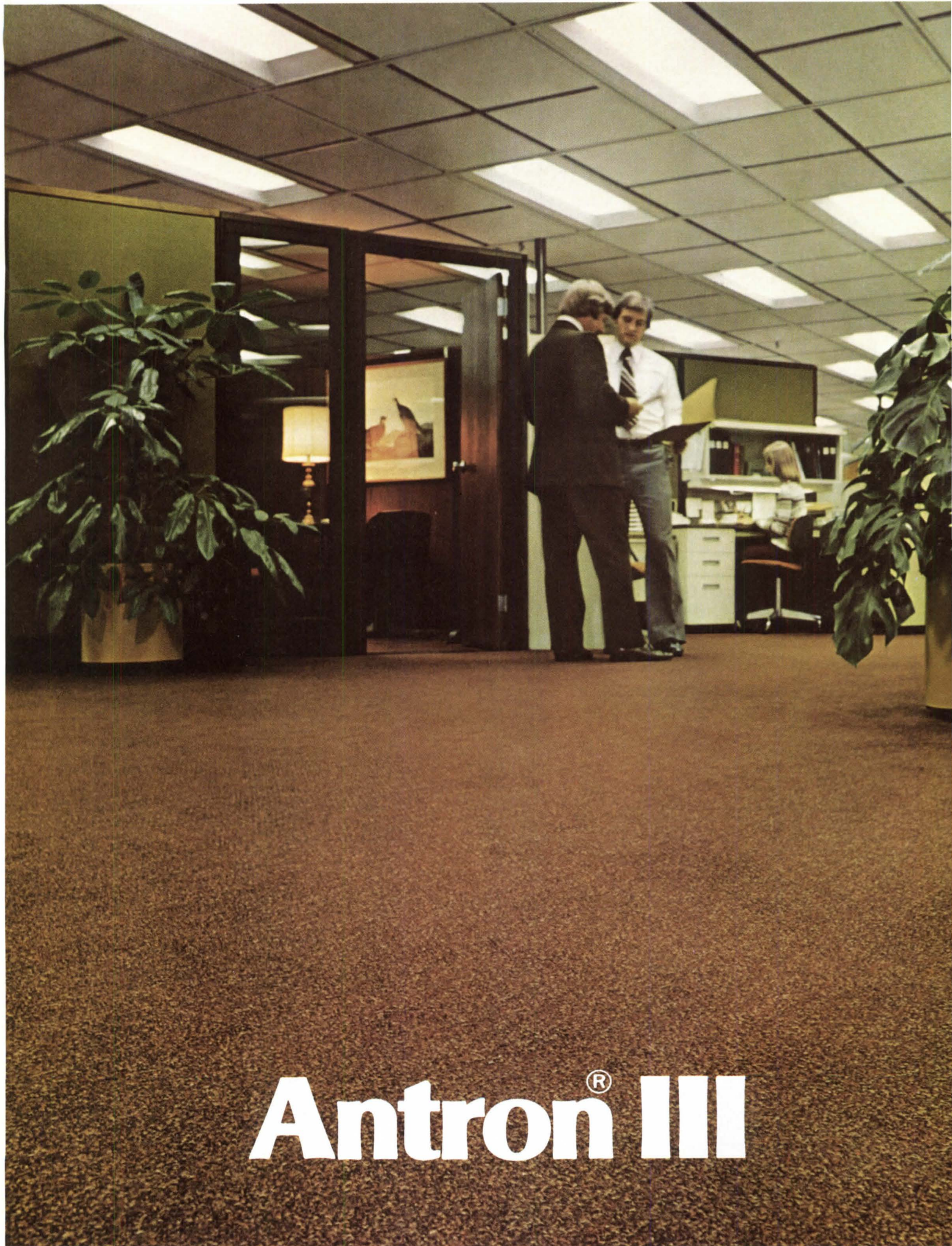
275-page book (1976) edited by Robert A. Class and Robert E. Koehler, which is a cohesive overview of the practice of architecture. Published jointly by AIA and Architectural Record Books. \$25.
Available through Publications Fulfillment Division.

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.

Design Disciplines: An Overview of Office Practice

A series of seminars produced and spon-



Antron[®] III

Antron® III hollow filament nylon.

The carpet fiber with lasting good looks and durable static protection. At Upjohn.

"Antron" III hides soil. Antron* III hollow-filament nylon is designed to mask the presence of soil. You can see the remarkable hollow-filament structure of this fiber in this 250X electron micrograph. The four microscopic voids optically scatter light to hide soil. This configuration also creates the effect of blending soil concentrations into the overall carpet look. The smooth exterior shape minimizes soil entrapment to facilitate cleaning.

"Antron" III controls static shock. "Antron" III nylon offers built-in protection against static shock. Its nylon sheath and core of polymeric conductive material is designed to control the generation of static electricity comfortably below the level of human sensitivity. This protection works well in all locations, including areas where relative humidity is extremely low. Extensive Du Pont tests confirm "Antron" III maintains effective static control even after 3 million traffics, repeated vacuuming and regular shampooing.

"Antron" III is durable. Fiber loss due to abrasive wear is negligible, in regular or

Flooring Contractor: Central Tile and Terrazzo Company, Kalamazoo, Michigan

* Du Pont registered trademark. Du Pont makes fibers, not carpets.

heavy-traffic sites, with pile of "Antron" III nylon. And "Antron" III has a subdued luster which, unlike bright or sparkle luster fibers, does not dull rapidly in contained high-traffic areas.

Why Upjohn chose "Antron" III.

The Upjohn Company wanted carpet outstanding in low maintenance, wear resistance, and long-term appearance-retention qualities for its International Division headquarters in Kalamazoo, Michigan. That's why they selected and installed more than 11,000 square yards of carpet with pile of "Antron" III nylon throughout the building. And that's why "Antron" III nylon is the leading contract carpet fiber brand.

Specifiers' Information Kit—

Write, Du Pont Contract Carpet Fibers, Centre Road Building, Wilmington, Delaware 19898, for a manufacturers' resource list, a commercial office building specification guide, a maintenance manual and an "Antron" III anti-static brochure.

Magnification of 250X "Antron" III nylon showing hollow filaments and round, anti-static filament.



**MAN LIFE
MADE MADE
FIBERS BETTER**

Antron® III

hollow filament nylon

The leading contract carpet fiber brand.



Of

sored 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.

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.

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.

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.

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.

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.

Transactional Analysis (3-S217)

This cassette (1974) sets forth some of the principles of the TA system as they shed light on common human relations problems confronted in architectural office situations. \$9.95.

Available through Publications Fulfillment Division.

Uniform Construction Index: A System of Formats for Specifications, Data Filing, Cost Analysis and Project Filing (2-K103)

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. \$10.

Available through Publications Fulfillment Division.

Presentation Techniques

Conducting Winning Presentations (4-T105)

An 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.

Professional Interest Committees

Corresponding Committees

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 corresponding committees are: Architects in Industry Committee (785-7366) Commerce and Industry, Committee on Architecture for (785-7229) Education, Committee on Architecture for (785-7366) Health, Committee on Architecture for (785-7366) Justice, Committee on Architecture for (785-7229) Arts and Recreation, Committee on Architecture for (785-

7366) Historic Resources, Committee on (785-7366) Housing Committee (785-7229) Interior Architecture, Committee on (785-7364)

Contact Professional Interest Programs.

Programming

Emerging Techniques 2—Architectural Programming (2-RP102)

68-page book (1968) by Benjamin H. Evans and C. Herbert Wheeler Jr., 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. \$5.

Available through Publications Fulfillment Division.

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

See also: Computer Applications

Project Delivery

Design/Build/Bid (3-M199)

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

Available through Publications Fulfillment Division.

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.

Development Building: The Team Approach (2-M135)

130-page book (1972) by C. W. Griffin. A guide to project development. Published by AIA. \$7.50.

Available through Publications Fulfillment Division.

Emerging Techniques 2—Architectural Programming (2-RP102)

68-page book (1968) by Benjamin H.

Evans and C. Herbert Wheeler, Jr., 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.

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*. \$17.50.

Available through Publications Fulfillment Division.

Project Delivery Approaches:

An AIA Guide (3-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. \$3.

Available through Publications Fulfillment Division.
See also: Construction Management; Contracts (Documents)

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

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.

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 Poster (5-N703)

American Institute of Architects in bold black letters with AIA emblem on heavy-duty white paper. Ideal for offices, meetings, convention displays. 21" x 30".

\$1 each. AIA members and components only.

Available through Publications Fulfillment Division.

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).

The Architect and Public Relations

(1-HBC8)

Chapter 8 (1971) of the Architect's Handbook of Professional Practice, this document outlines selection of public relations counsel, the architect's office, civic activities, the news media, public relations for the AIA chapter, project development and ethical considerations.

\$.90/.60.

Available through Publications Fulfillment Division.

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).

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).

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.

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.

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.

One of These Days You're Going to Build. Don't You Wish You Knew When?

Full-page reproducible advertisement proof (July 1975) which explains advantage of beginning design phase of a project before funds are available for construction. Free in limited quantities.

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.

Public Relations Aids

Brochure (July 1976) listing public relations materials available through AIA. Listings under general subjects, such as "Press Relations and Publicity," "Environment and Design Education," "Client Education," "Membership and Program Development," etc. Free.

Available through Public Relations Department (785-7260).

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).

Ten Businessmen Talk About Their Architects (4-N806)

A large, handsome booklet (1972) in which 10 businessmen describe the client-architect relationship in enthusiastic, but frank, terms. Designed as a companion publication for the ads listed in the flyer above, it also is useful for client presentations. Clients quoted include a banker, an industrialist, a dairy owner and a county commissioner. One copy free; 10 for \$5. *Available through Public Relations Department (785-7260).*

There's a Way to Save on Your Next Building

Full-page reproducible advertisement proof (November 1975) which encourages clients to write to AIA for the pamphlet "Nobody Wants To Listen to Your Problems—Right? Wrong." Pamphlet explains how hiring an architect can help save money and time on a project. Free in limited quantities.

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.

When You Think It's Too Soon to Call an Architect, Maybe You Should

Full-page reproducible advertisement proof (September 1975) which explains advantage of beginning design phase of a project before funds are available for construction. Free in limited quantities.

Available through Public Relations Department (785-7260).

Where We Live

Reproducible of a cartoon (1974) for magazines and newspapers which urges communities to adopt new land use policies. Free.

Available through Public Relations Department (785-7260).

For further information about public relations in general, contact the Office of the Administrator, Public Relations Department, 785-7259.

See also: Architect-Client Relationship; Audiovisual Materials; Marketing

Publications Sales

AIA Has the Books You Need (6-N711)

Pamphlet updated periodically describing the newest books available for purchase through AIA. Order form included. Free. *Available through Publications Fulfillment Division.*

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.*

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 Fulfillment Division (785-7327).

For further information about publications which are sold and to place orders, contact the Publications Fulfillment Division, 785-7327.

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

The Architect as a Land Developer (3-S104)

A one-hour cassette and example sheet (1972) on the development process, with "do's" and "don't's" of handling land development in the architectural office. \$9.95.

Available through Publications Fulfillment Division.

Land Development Game Seminar (4-T102)

A 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.

Waterfronts: Opportunities in Land Development and in Marketing Architectural Services (3-S211)

Cassette and 69 slides (1972) on the development of San Antonio, Tex., and a live-taped discussion by the architectural firm's principals of their marketing strategy with experts in land development, business management and marketing. \$14.40.

Available through Publications Fulfillment Division.

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 documents 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 and Local Government Programs 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 Publications Fulfillment Division.

For further information about registration of architects in general, contact the National Council of Architectural Registration Boards, at AIA Headquarters, 659-3996.

Research

AIA Research Survey, 1975-76 (2-R112)

100-page survey (1975) edited by Don Conway, AIA, and Lorle Wolfson of current building research activities, including a list of sources of research information. \$5.50.

Available through Publications Fulfillment Division.

The Architectural Research Roundtable: A Report (Z-1)

By the AIA Research Corporation. Proceedings of the architectural research roundtable on the future role of architectural research. September, 1975 conference was sponsored by the National architectural research. September 1975 Bureau of Standards, AIA, the AIA Research Corporation and the Association of Collegiate Schools of Architecture. Areas emphasized: opportunities, strategies, resources, delivery and application. Soft cover, 22 pages, \$3.

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

Journal of Architectural Research

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 Gladys McIntosh, Circulation Manager, AIA Headquarters (785-7327).

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. The response will vary: Either specific information or bibliographies of books and/or periodical articles will be provided. Free.

Contact Library (785-7293).

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).

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).

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).

The Noisy Landscape

16mm color film, 14 minutes (1969). 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.

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

Space Planning

Flexible Space: Designing for Change (3-S209)

Cassette (1972) which identifies major

problems of designing for change, particularly in offices. \$9.50.

Available through Publications Fulfillment Division.

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.

MASTERSPEC—The Specification Writing System

6-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 available upon request. Free.

Contact PSAE, Inc., a wholly owned corporation of AIA, at AIA Headquarters (785-7246).

MASTERSPEC Workshops

A new, 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 anywhere in the continental U.S. to a minimum of 25 attendees, approximate fee of \$40 per attendee, on a first-come-first-served basis. Accredited by continuing education department of AIA for 1.0 C.E.U.

Contact PSAE, Inc., a wholly owned corporation of AIA, at AIA Headquarters (785-7246).

PSAE MASTERSPEC Slide Packet

Consists of a packet of slides and accompanying text on MASTERSPEC, the professions' nationwide master specification system used by architects and engineers to help translate design concepts into construction documents. Free loan.

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, 785-7369. See also: *Working Drawings*

Tours

Architectural Study Tours

Annual two-week trip held immediately after the AIA national convention to varying foreign places of architectural interest. All AIA members and their families may participate.

Contact *Special Events Division* (785-7397).

Transportation

The Right of Way

16mm color film, 14 minutes (1968). Shows how highways can ruin cities and how good design can employ highways to improve urban areas. Free loan. Available through *Audiovisual Division, Library* (785-7295).

For further 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 subsurface. \$6 (paper).

Available through *Publications Fulfillment Division*.

Urban Planning

The Best We Can Do?

16mm color film, 15 minutes (1968). Zeroes in on the large housing developments which have created wastelands of ugliness around most major cities and shows what good design can do to create new towns. Free loan.

Available through *Audiovisual Division, Library*.

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 (4-Q117)

16mm color film, 25 minutes (1973). Focusing on the pedestrian mall, this film deals with the ways European and American cities are handling (or avoiding) the problems of making downtowns more attractive places for people. Free loan to AIA members only, through *Audiovisual Division, Library* (785-8295). Purchase price \$125.00.

Through *Publications Fulfillment Division*.

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*.

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*.

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).

A Plan for Urban Growth: Report of the National Policy Task Force

14-page report (1972) prepared by the AIA national policy task force, concerning a plan for national urban growth. Free.

Available through *Office of the Administrator, Practice and Design Department* (785-7359).

Regional/Urban Design Assistance Team Program Information Sheet

5-page publication (1974) on the R/UDAT program: how to prepare the summary report, suggested schedule, accommodations and useful techniques. Free.

Available through *Design and Environment Program Director, Practice and Design Department* (785-7363).

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*.

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*.

R/UDAT Television Spot: AIA Gainesville

60-second, 16mm color sound television spot (1974). Describes 1972 Regional/Urban Design Assistance Team Program in Gainesville, Ga. Free to chapters. Available through *Public Relations Department (785-7260)*.

Report of the Constraints Conference

21-page report (1973) prepared by the AIA national policy task force, of the conference held in 1972 at Harvard University, where various experts on urban policy discussed ways to overcome constraints relevant to proposals for national growth policy. Free.

Available through *Office of the Administrator, Practice and Design Department (785-7359)*.

The Right of Way

16mm color film, 14 minutes (1968). Shows how highways can ruin cities and how good design can employ highways to improve urban areas. Free loan.

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

Structure for a National Growth Policy

This 14-page report (1973) is the third report of the AIA national policy task force, responding to criticisms of the first report. Free.

Available through *Office of the Administrator, Practice and Design Department (785-7359)*.

What is Regionalism?

AIA Journal reprint on regional planning and development. Free.

Available through *Director, design and environment programs (785-7363)*.

Why Ugliness, Why Not?

240 color slides, in Carousel trays, with script and reel-to-reel tape (1970). Shows the effect of good and bad design on the city. Free loan.

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

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*.

See also: *Community Development; Environmental Design; Land Use; New Towns; Waterfronts*

Waterfronts

Waterfronts: Opportunities in Land Development and in Marketing Architectural Services (3-S211)

Cassette and 69 slides (1972) on the development of San Antonio, Tex., and a live-taped discussion by the architectural firm's principals of their marketing strategy with experts in land development, business management and marketing. \$14.40.

Available through *Publications Fulfillment Division*.

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 (785-7377)*.

What Do They Have in Common?

(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, 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*.

Women in Architecture: A Special Report

8-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, 785-7315*.

See also: *Affirmative Action*

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*.

For further information about the 7th edition of *Architectural Graphic Standards*, contact the *Editor, Architectural Graphic Standards, Practice and Design Department, 785-7306*.

See also: *Presentation Techniques; Specifications*

When it comes to professional liability protection, there's only one name to know. Schinnerer.

To most architects today, professional liability protection is a matter of course. 21 years ago it was a matter of luck.

We remember. That's why, back in 1955, we sat down with AIA, NSPE, and Continental Casualty Co., one of the CNA insurance companies, and came up with a breakthrough:

The first truly broad form liability coverage, for every qualified professional, in every state of the Union.

We've been right behind you and your clients ever since. With the first nationwide network of claims specialists. The first Joint Venture insurance. The first Equity Interest coverage. The first Construction Management protection. The only Post-Retirement policy. The only Special Project policy. The most comprehensive Loss-Prevention service in the industry. The only coast-to-coast team of expert

defense attorneys, with offices in nearby cities and towns across the country. And the leading carrier in the field—licensed in each and every state and territory.

It's a 21-year record of leadership and performance. A record built on trust. Because we've always considered your interest first. And through good times and bad, while other companies have come and gone, we've been here. Our professionals have always been protected.

So when you consider what's at stake—your good name, your practice and possibly your whole career—there's really only one question to ask:

Why settle for anything less than the best?

Victor O.

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The newest building panel in the Southwest. Molenco Span-Rib.

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Molenco Span-Rib comes standard in galvanized steel from 18 ga. to 24 ga. with an overall coverage of 36". One full yard.

A LONG-REACH PANEL

Span-Rib allows purlin spacing from 5 feet to 14 feet depending on gauge of product. (Call Molenco for actual load and physical property tables).

VERSATILITY OF MATERIALS

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- Span-Rib is offered in the following standard materials:
- Galvanized steel
- Aluminum alloy coated
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- Painted Steel (wide color range)
- Korad¹ (hostile environment coatings)
- Duranar² coatings
- Fluropon³

1 Korad is a registered trademark of Korad, Inc.

2 Duranar is a registered trademark of Pittsburgh Plate Glass Industries.

3 Fluropon is a registered trademark of DeSoto, Inc.

ALUMINUM

- Mill finished aluminum
- Embossed aluminum
- Alclad aluminum
- Painted finish aluminum (wide color choice)
- Korad (hostile environment coatings) (Korad, Inc.)
- Duranar coatings (PPG)
- Fluropon

SPECIAL METALS

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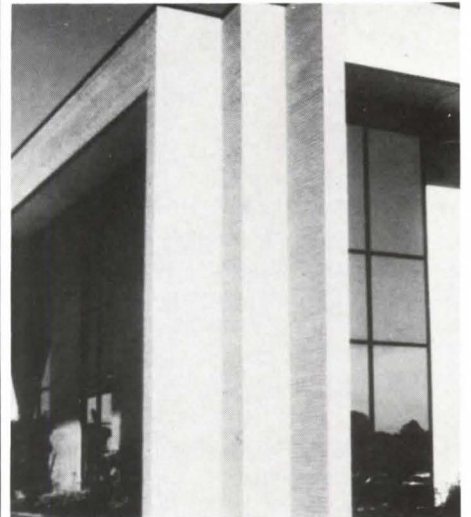
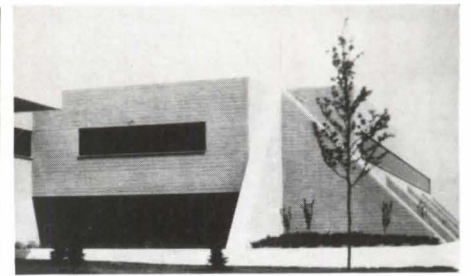
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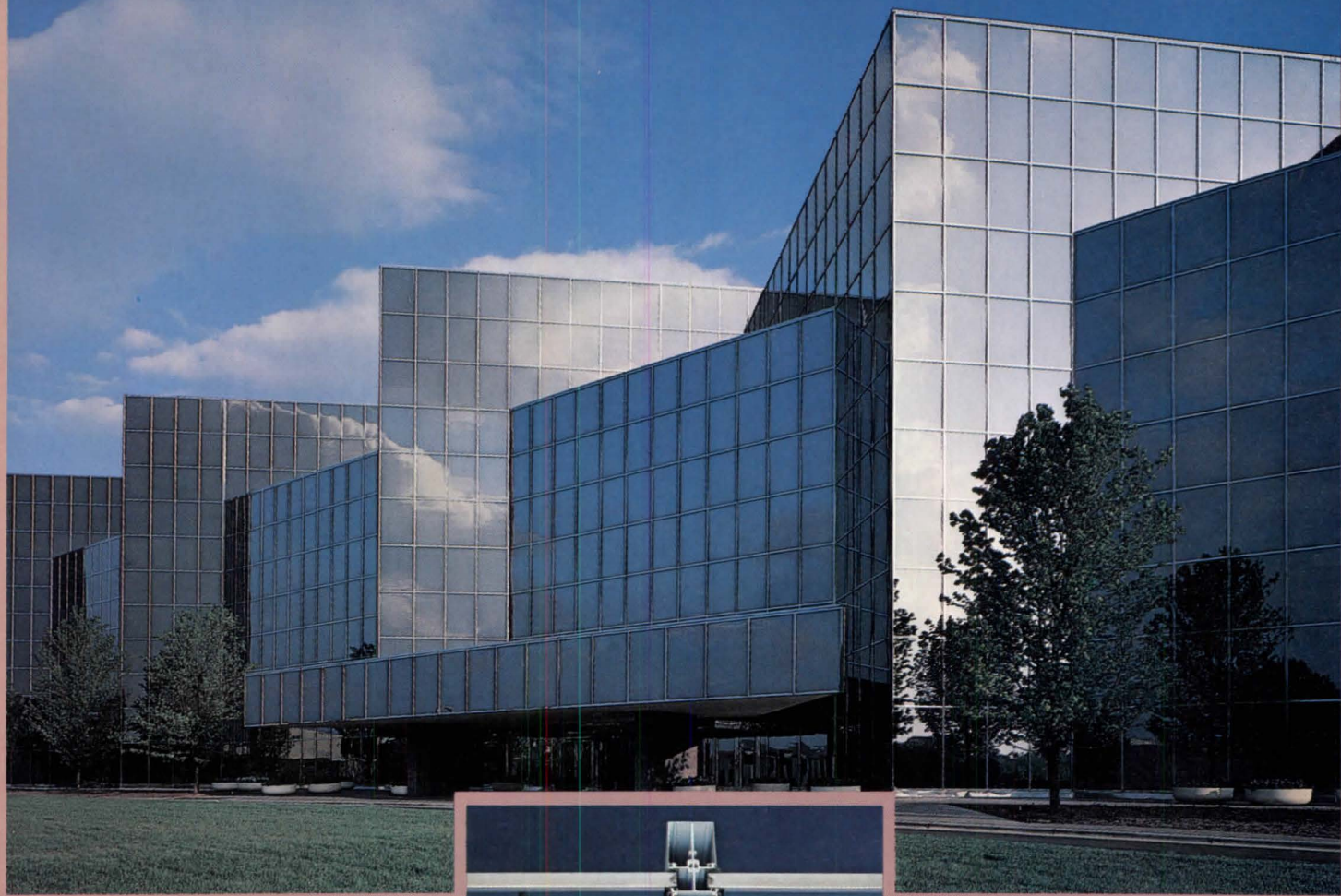
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A

Alternative Natural Energy Sources in Building Design (3-M323)

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. Published by Van Nostrand Reinhold \$6.95 (paper).

The American Courthouse (3-M187)

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. Published by the Institute of Continuing Legal Education, the University of Michigan. \$40.

American Interiors: Architectural Digest Presents a Decade of Imaginative Residential Design (3-M325)

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. Published by Viking Press, \$35.

Anatomy of a Park (3-M126)

180-page manual (1971) by Albert J. Rutledge on park design. Published by McGraw-Hill. \$21.50.

Ancient Architecture (3-M179)

415-page book (1974) by Seton Lloyd and others. Volume 4 of the History of World Architecture series published by Abrams. \$37.50.

The Architect as Developer (3-M235)

This 202-page book (1976) by John Portman and Jonathan Barnett 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. Published by McGraw-Hill. \$25.

Architectural Delineation: A Photographic Approach to Presentation (3-M128)

310-page book (1971) by Ernest E. Burden, presenting a totally new approach

to architectural rendering. Published by McGraw-Hill. \$27.

Architectural Graphic Standards (3-M103)

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. Published by John Wiley & Sons. \$50.50.

Architectural Photography (3-M238)

This 164-page book (1976) by Joseph Molitor shows how architectural photographer must understand composition, perspective, scale and mass, and relate each to building's physical structure. 217 black and white and 31 color photographs explain each step in detail. Published by John Wiley & Sons. \$23.75.

Architectural Registration Handbook (3-M155)

Annual test guide prepared by the National Council of Architectural Registration Boards for those taking the professional examination for architectural registration. Published by Architectural Record. \$19.50.

Architectural Rendering (3-M147)

326-page book (1972) by Albert O. Halse, which is a thorough guide to successful architectural rendering. Published by McGraw-Hill. \$32.50.

Architectural Secretaries Handbook (4-M131)

Looseleaf 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 (4-M131A)

Updated information for 1975 edition *only* of ASA Handbook. Material is included with 1978 edition of Handbook. \$3.50.

Architecture and Energy (3-M279)

A compelling 322-page (1977) study by Richard G. Stein, 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. Published by Doubleday & Co. \$12.95.

Architecture in America: A Pictorial History (3-M229)

This 832-page, two-volume set (1976) by G. E. Kidder Smith provides an invaluable historical record of America's own unique contributions to world architec-

ture. 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. Published by American Heritage/Norton. \$45.

Architecture Schools in North America (3-M124)

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

B

Baroque Architecture (3-M123)

407-page book (1971) by Christian Norberg-Schulz. Volume 2 of the History of World Architecture series published by Abrams. \$37.50.

Basics of Solar Heating and Hot Water Systems (4-RC209)

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 (3-M109)

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. Published by Viking Press. Paperback edition. \$7.95.

The Bed and Bath Book (3-M346)

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. Published by Crown Publishers \$30.

Bod File: A Resource Book for Designers and Illustrators (3-M343)

By E. Denny and P. Terrazas, this unique source book contains over 1,500 illustrations of human figures. They are drawn at architectural scale of 1"=1'-0". Book includes section on automobile bodies, too. Soft cover, 188 pages; \$15.

Bucket of Oil (3-M174)

87-page book (1974) by William W. Caudill and others, giving examples of building designs that conserve energy and meet human and esthetic needs at the same time. Published by CBI Publishing Co., Inc. \$6.95.

Building Contracts for Design and Construction (3-M224)

352-page book (1976, second edition) by Harold D. Hauf, 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. Published by John Wiley & Sons. \$21.25.

Building Cost File (3-M148)

Annual compilation of more than 16,000 unit costs covering all phases of general building construction. Four regional editions. Published by Van Nostrand Reinhold. \$24.95 (specify East, Central, Southern or Western edition).

Building Early America (3-M129)

407-page volume (1976) edited by Charles E. Peterson, containing the proceedings of a symposium celebrating the 250th birthday of the Carpenters' Company of the City and County of Philadelphia. Contains chapters on the history of building and building materials and on historic preservation. Published by Chilton Book Co. \$19.95. Paperback \$9.95.

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.

Building Without Barriers for the Disabled (3-M232)

This 80-page book (1976) by Sarah Harkness and James Groom 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. Published by Whitney Library of Design. \$10.95.

Business and Preservation: A Survey of Business Conservation of Buildings and Neighborhoods (3-M355)

Written by Raynor M. Warner and others, this 295-page (1978) book fills the existing information gap on business involvement in preservation. The 71 projects

profiled here illustrate the ways in which business has either made use of existing buildings or given support to others for their preservation. These projects involve preservation of old buildings, industrial facilities, neighborhoods and commercial districts by profit-oriented, privately and publicly owned commercial, industrial and service organizations. The case studies presented in this book provide useful examples for other businesses interested in building and community preservation, and for citizen groups interested in obtaining support for these causes. Published by INFORM. \$14.95 (paper).

Byzantine Architecture (3-M221)

383-page book (1974) by Cyril Mango. Volume 8 of the History of World Architecture series published by Abrams. \$37.50.

C**Carpenter Gothic: 19th Century Ornamented Houses of New England (3-M344)**

This 160-page volume (1978) by Alma de C. and Deidre B. McArdle is the first to document, in text and photographs, the highly ornate, wooden ornamentation, known as Carpenter Gothic, in New England. Published by Whitney Library of Design. \$24.50.

Cast Iron Decoration: A World Survey (3-M290)

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. Published by Whitney Library of Design. \$27.50.

Castle (3-M284)

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. Published by Houghton Mifflin. \$9.95.

Cathedral (3-M192)

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. Published by Houghton Mifflin. \$9.95.

Chair (3-M314)

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. Published by T. Y. Crowell. \$19.95.

City (3-M193)

112-page book (1974) by David Macaulay, showing the development of a Roman city, from the planning stage through construction. Ages 10 up. Published by Houghton Mifflin. \$9.95.

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.

Comprehensive Architectural Services (3-M105)

241-page book (1965) edited by William Dudley Hunt, which covers all facets of the professional requirements, responsibilities and involvement of architects in professional capacities and conduct of business. Published by McGraw-Hill. \$17.95.

Concepts in Architectural Acoustics (3-M225)

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. Published by McGraw-Hill. \$26.50.

Concepts in Thermal Comfort (3-M186)

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. Published by Prentice-Hall. \$12.95.

Construction Delay: Responsibilities, Risks and Litigation (3-M246)

This 384-page book (1976) by James O'Brien provides the basic legal knowledge needed to avoid court action resulting from delay liabilities implicit in typical building contracts. 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. Published by CBI Publishing Co., Inc. \$18.50.

Construction Law in Contractor's Language (3-M307)

This 352-page book (1977) by McNeil Stokes is the first book in recent years dealing 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. Published by McGraw-Hill \$21.95.

Converted into Houses (3-M228)

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. Published by Viking/Penguin Press. \$15. Paperback (3-M228A) \$6.95.

Court House: A Photographic Document (3-M340)

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. Published by Horizon Press. \$35. Paperback (3-M340A) \$18.95.

Creative Communications for a Successful Design Practice (3-M300)

This 192-page book (1977) by Stephen A. Kliment, 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. Published by Whitney Library of Design. \$22.50.

Creative Control of Building Costs (3-M107)

239-page book (1967) edited by William Dudley Hunt, examining the principles of cost control as an intrinsic part of the entire architectural process. Published by McGraw-Hill. \$24.95.

Current Techniques in Architectural Practice (2-M701)

275-page book (1976) edited by Robert Allan Class, AIA and Robert E. Koehler. An overview of architectural practice, with emphasis on management, plus a comprehensive, annotated bibliography. Published jointly by AIA and Architectural Record Books. \$25.

D

Design Cost File (3-M149)

223-page book (1976) which contains completely updated prices for more than 1,300 composite building systems. Published by Van Nostrand Reinhold. \$29.95.

Design for a Limited Planet: Living with Natural Energy (3-M313)

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. Published by McGraw-Hill. \$14.50. Paperback (3-M313A) \$6.95.

Design of Cities (3-M102)

336-page book (2nd edition, 1976) by Edmund N. Bacon comparing the spatial forms and subtle beauties of ancient and modern cities with a multitude of drawings, photographs, maps and plans. Paperback edition published by Penguin Books. \$9.95.

Designing and Building a Solar House: Your Place in the Sun (3-M251)

288-page book (1977) by Donald Watson 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 factors on the sites. Includes complete checklist of equipment needs and a comprehensive source list of products and material. Over 400 illustrations. Published by Garden Way Publishing. (3-M251) \$13.95. Paperback (3-M251A) \$8.95.

Designing for the Disabled, Revised Third Edition (3-M356)

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. Published by RIBA Publications Ltd. \$47.50.

Designing Houses: An Illustrated Guide (3-M336)

This 152-page guide (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. Published by Overlook Press. \$10.

Designing the Open Nursing Home (3-M289)

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. Published by McGraw-Hill. \$18.50.

Dimensions: Space, Scale, and Shape in Architecture (3-M308)

In this 192-page book (1976) Charles Moore and Gerald Allen show why "dimensions" are far more than height, width and depth. They are anything that affects our preception of space, scale and shape. Short opening essays explain why all dimensions must be a concern of effective architecture. Published by McGraw-Hill. \$12.95.

Dodge Construction Systems Costs, 1978 Edition (3-M273)

An invaluable reference source, this 262 page (1978) 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. Published by F. W. Dodge Building Cost Services. \$36.80 (paper).

Dodge Manual for Building Construction Pricing and Scheduling, 1978 Edition (3-M274)

This 292-page (1978) 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. Published by F. W. Dodge Building Cost Services. \$33.80 (paper).

Drawings by American Architects (3-M154)

613-page book (1973) by Alfred M. Kemper which is a collection of renderings from over 100 architectural offices illustrating a wide range of techniques and various viewpoints. Published by John Wiley & Sons. \$42.75.

E

Earthquake Resistant Design: A Manual for Engineers and Architects (3-M143)

In this 374-page book (1977), B. 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. Published by John Wiley & Sons. \$29.95.

Earthscape: A Manual of Environmental Planning (3-M337)

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. Published by McGraw-Hill. \$24.50.

Energy Conservation in Buildings (3-M184)

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. Published by Construction Specifications Institute. \$20.

F

Financial Management for Architectural Firms (2-M108)

163-page book (1970) by Arthur Andersen and Co., explaining new techniques and procedures for overall firm management with examples of forms and reports. \$12.

Frank Lloyd Wright's Usonian Houses: A Case for Organic Architecture (3-M328)

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. Published by Whitney Library of Design. \$24.50.

G

The Golden Age of Shop Design: European Shop Interiors 1880-1939 (3-M338)

This is a 128-page (1976) pictorial survey, edited by Alexandra Artley, of the Art Nouveau and Art Deco facades of early department stores and specialty boutiques. Published by Whitney Library of Design. \$22.50.

Gothic Architecture (3-M285)

444-page book (1977) by Louis Grodecki. Volume 9 of the History of World Architecture series published by Abrams. \$37.50.

Great Houses For . . . View Sites, Beach Sites, Wood Sites, Steep Sites, Flat Sites (3-M293)

248-pages (1976), edited by Walter F. Wagner, 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. Published by McGraw-Hill. \$21.50.

Great Moments in Architecture (3-M315)

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. Published by Houghton-Mifflin. \$11.95. Paperback (3-M315A) \$5.95.

Guidebook to Occupational Safety and Health (3-M144)

326-page book (1973) presenting information all employers need to know regarding their responsibilities to their employees. \$4.

Available through Publications Fulfillment Division.

H

Heating, Ventilating, and Air-Conditioning Estimating Manual (3-M305)

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. Published by McGraw-Hill \$24.95.

High-Tech: The Industrial Style Source-Book for the Home (3-M352)

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. Published by Clarkson N. Potter. \$27.50.

History of Art, 2nd Edition (3-M141)

This 768-page volume (1977) by H. W. Janson, includes several new and important features created especially for this edition: an illustrated guide to understanding architectural diagrams; four illustrated charts dramatizing and coordinating works of art in time and space; four large maps locating every important site mentioned in text; a comprehensive glossary. Published by Abrams. \$28.50.

Hospital and Health Care Facilities (3-M345)

This 193-page volume (1978), edited by Louis Redstone, helps solve overall planning and construction problems; covers the gamut from small clinics to large public hospitals. Published by McGraw-Hill. \$24.50.

Hospital Planning Handbook (3-M134)

242-page book (1976) by Rex Whitaker Allen and Ilona von Karolyi, which outlines the processes involved in planning health care facilities and hospitals. Published by John Wiley & Sons. \$17.

Hotels, Motels, and Condominiums: Planning and Design (3-M243)

250-page book (1976) by Fred Lawson is unique 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. Published by CBI Publishing Co. Inc. \$39.50.

The House Book (3-M347)

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. Published by Crown Publishers. \$30.

A House is a House for Me (3-M350)
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. Published by Viking Press. \$5.95.

Housebuilding for Children: Six Different Houses That Children Can Build for Themselves (3-M334)

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. Published by Overlook Press. \$10.

Houses Architects Live In (3-M302)

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. Published by Viking Press. \$17.95.

Paperback (3-M302A) \$8.95.

Housing (3-M237)

This 483-page book (1976) by John Macsai 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. Published by John Wiley & Sons. \$34.

Housing for the Elderly: The Development and Design Process (3-M142)

A 174-page (1975) ready-to-use guide, by Isaac Green 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. Published by Van Nostrand Reinhold. \$14.95.

How a House Happens (3-M287)

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. Published by Walker & Co. \$5.95.

How to Prepare Professional Design Brochures (3-M223)

277-page book (1976) by Gerre Jones, 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. Published by McGraw-Hill. \$19.95.

Huts,hovels and Houses (3-M351)

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. Published by Addison-Wesley. \$5.95.

I

Interior Landscaping: Building Design for Interior Foliage Plants (3-M301)

This 200-page book (1977) by Richard L. Gaines 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. Published by Architectural Record. \$22.95.

The International Consultant (3-M270)

A 224-page book (1976) by H. Peter Guttman. *The* comprehensive guide to international consulting. 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. Published by McGraw-Hill. \$18.50.

Introduction to Joint Ventures: A Means to More Commissions (3-S227).

A conversation with David R. Dibner (author of a book on this subject), on the ins and outs of a business relationship which enable you to obtain commissions you could not get on your own. \$9.95.

Islamic Architecture (3-M317)

A 424-page book (1975) by John D. Hoag. Volume 11 of the History of World Architecture series published by Abrams. \$37.50.

J

Joint Ventures for Architects and Engineers (3-M139)

205-page book (1972) by David R. Dibner, which covers all the important

details of joint ventures with step-by-step procedures. Published by McGraw-Hill. \$25.

K

The Kitchen Book (3-M348)

Terence Conran provides thousands of ideas, in this 352-page (1977), for making kitchens attractive and functional. Discusses ways to design the ideal kitchen. Published by Crown Publishers. \$30.

L

Late Baroque and Rococo Architecture (3-M178)

415-page book (1974) by Christian Norberg-Schulz. Volume 3 of the History of World Architecture series published by Abrams. \$37.50.

Legal Aspects of Architecture and Engineering, 2nd Edition (3-M319)

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. Published by West Publishing Co. \$17.95.

Living With Energy (3-M320)

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. Published by Viking Press. \$14.95. Paperback (3-M320A) \$5.95.

A Look At Architecture: Columbus, Indiana (3-M185)

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. Published by the Columbus Visitors Center. \$5.

Looking Into Houses: 60 Solutions to Design Problems (3-M294)

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. Published by Whitney Library of Design. \$22.50.

M

Management: Tasks, Responsibilities, Practices (3-M197)

839-page book (1974) by Peter Drucker which deals with the techniques of effective management and studies its tasks and requirements. Published by Harper & Row. \$17.50.

Manual of Built-Up Roof Systems (3-M110)

241-page book (1970) by Charles William Griffin of practical information and fundamental theories of built-up roofs, with illustrations. Published by McGraw-Hill. \$23.50.

Manual of Steel Construction (3-M117)

960-page book (1971, 7th edition) prepared by the American Institute of Steel Construction, containing the latest information on structural steel specifications. \$20.

The Masterbuilders (3-M329)

A 299-page survey (1977) by Henry Cowan of building design achievement from ancient times to the 19th century. Published by John Wiley & Sons. \$19.95.

Methods of Compensation for Architectural Services (2-M111)

104-page book (1969) by Case & Co. which reviews compensation methods for architectural services with guides for improving services and business efficiency. \$8.50.

Model Building for Architects and Engineers (3-M133)

152-page working guide (1971) by John Rueger Taylor to well-executed, realistic models for architectural, engineering and interior designs. Published by McGraw-Hill. \$22.95.

N

Natural Solar Architecture (3-M322)

A 254-page handbook (1978) by David Wright for those wanting to find out more about the passive approach to solar architecture. Shows the natural and simple approach in designing homes. Published by Van Nostrand Reinhold. \$7.95 (paper).

Neighborhood Conservation: A Handbook of Methods and Techniques (3-M252)

256-page book (1976) by Robert McNulty and Stephen Kliment is the first comprehensive reference of definitive information on political, legislative, social, financial and physical requirements of neighborhoods. Based on the major con-

ference sponsored by the National Endowment of the Arts. Contains conference proceedings, case studies from 45 American cities, listing of national, regional and local resources. Published by Whitney Library of Design. \$18.95.

New Dimensions in Shopping Centers and Stores (3-M158)

323-page book (1973) by Louis Redstone on every phase of planning and constructing shopping centers. Published by McGraw-Hill. \$27.50.

The New Downtowns: Rebuilding Business Districts (3-M222)

330-page book (1976) by Louis G. Redstone, 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. Published by McGraw-Hill. \$26.50.

New Towns Planning and Development: A Bibliography (3-M153)

256-page bibliography (1973) by Gideon Golany, consisting of over 4,500 entries on information written about new towns in the 20th century. Published by the Urban Land Institute. \$10.

New Uses for Old Buildings (3-M327)

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 and more. Published by Whitney Library of Design. \$29.95.

O

Office Planning and Design (3-M267)

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. Published by McGraw-Hill. \$25.

Opportunities in Architecture Today (3-M112A)

117-page book (1975) by Robert J. Piper, analyzing all occupational facets of the architectural profession. Paperback. Published by Vocational Guidance Manuals. \$3.95.

The Opulent Eye: Late Victorian and Edwardian Taste in Interior Design (3-M339)

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. Published by Whitney Library of Design. \$25.

Oriental Architecture (3-M191)

435-page book (1975) by Mario Bussagli. Volume 6 of the History of World Architecture series published by Abrams. \$37.50.

Outdoor Sculpture: Object and Environment (3-M330)

Margaret A. Robinette's 192-page study (1976) discusses variety, significance and functions of outdoor sculpture and its use in contemporary society. 175 photographs. Published by Whitney Library of Design. \$24.50.

P

Pedestrians Only: Planning, Design and Management of Traffic-Free Zones (3-M278)

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. Published by Whitney Library of Design. \$24.95.

Perception and Lighting as Formgivers for Architecture (3-M316)

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. Published by McGraw-Hill. \$33.95.

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.

Personnel Practices Handbook, 2nd Edition (2-M138)

An 81-page (1978) guideline presenting the latest recommended personnel concepts; related specifically to architectural firms. Softcover, \$10.

Philip Johnson: Writings (3-M353)

A 288-page (1978) collection of the AIA gold medalist's essays and lectures, with comments by Robert Stern. Subjects include Johnson's theory of modern architecture, his own work and great architects past and present. Published by Oxford University Press. \$25.

The Photography of Architecture and Design: Photographing Buildings, Interiors and the Visual Arts (3-M333)

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. Published by Whitney Library of Design. \$25.

Places for People: Motels, Hotels, Restaurants, and Bars, 3rd Edition (3-M253)

Emphasizing buildings and facilities for leisure-time use, this 320-page book (1976), edited by Jeanne Davern, includes a wide variety of hotels, resorts, lodges, restaurants, clubs, bars, camps, parks, plazas and playgrounds. Published by McGraw-Hill. \$23.95.

Planning and Design of Airports (3-M189)
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. Published by McGraw-Hill. \$32.50.

Planning Flexible Learning Places (3-M118)

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. Published by McGraw-Hill. \$19.95.

Planning the Office Landscape (3-M331)

Alvin E. Palmer and M. Susan Lewis describe, in this 188-page book (1977), the theoretical aspects of office landscaping and its practical applications from the planning stage through final installation. Published by McGraw-Hill. \$19.50.

Plazas for People (4-M342)

This 44-page report (1978) by Don Miles studies open spaces in downtown Seattle. Questions like "what attracts people to downtown plazas and parks?" and "how can they be improved?" are answered. Published by Project for Public Spaces, Inc. \$6.50.

The Poverty of Power: Energy and the Economic Crisis (3-M140)

314-page book (1976) by Barry Commoner which gives a good background on the economics of energy and natural resources. Published by Alfred A. Knopf. \$10. Paperback (3-M140A) \$2.75.

Pre-Columbian Architecture of Mesoamerica (3-M220)

336-page book (1973) by D. Heyden and P. Gendrop. Volume 7 of the History of World Architecture series published by Abrams. \$37.50.

Presentation Drawings by American Architects (3-M304)

375 pages (1977) of nearly 600 illustrations by Alfred M. Kemper show the techniques and approaches used by leading architectural firms in preparing presentation drawings. Published by John Wiley & Sons. \$26.75.

Primitive Architecture (3-M318)

A 382-page (1975) study by Enrico Guidoni. Volume 12 of the History of World Architecture series published by Abrams. \$37.50.

Professional Construction Management and Project Administration (3-M121)

125-page book (2nd edition, 1976) by William B. Foxhall, looking at new professional services and who provides them. Published jointly by AIA and Architectural Record. \$17.50.

ProFile/Architectural Firms/The American Institute of Architects: Official AIA Directory of Architectural Firms (4-M310A)

This 647-page volume (1978), edited by Henry W. Schirmer, 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. Published by Archimedia. \$48. \$56 to nonmembers (4-M310).

Profit Planning in Architectural Practice (2-M113)

83-page book (1968) by Case & Co. which is a management tool for establishing billing rates, determining direct and indirect cost controls and

determining realistic compensation and profit. \$4.50.

Pyramid (3-M282)

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. Published by Houghton-Mifflin. \$8.95.

R

Recycling Buildings (3-M265)

This lavishly illustrated 224-page (1976) collection edited by Elizabeth K. Thompson, of the most successful examples of recycling buildings will appeal to ecologists, preservationists and most of all to architects, who will find a wealth of imaginative and innovative design ideas. Published by McGraw-Hill. \$22.50.

Recycling Cities for People: The Urban Process (3-M227)

224-page book (1976) by Laurence and Sherrie Cutler offers practical, tested methods for solving urban problems. Topics include balancing old and new developments, efficient use of downtown areas, maximizing benefits of urban highways. Published by Cahners Books International. \$25.

Reliance Building Jigsaw Puzzle (4-M230)

This 400-piece jigsaw puzzle features D. H. Burnham's Reliance Building. One of two in a projected series titled "Architectural Heritage of Chicago," puzzle is done in sepia from a Hedrich-Blessing photograph. Full history of the structure is on back of box. Completed size is 12 $\frac{3}{4}$ " x 19". All sales final. \$7.

Renaissance Architecture (3-M122)

401-page book (1971) by Peter Murray. Volume 1 of the History of World Architecture series published by Abrams. \$37.50.

Residential Interiors Today (3-M326)

In this 144-page book (1977) edited by Catherine C. Crane, interior designers function as imaginative problem solvers. Selected from the pages of *Residential Interiors*. Published by Whitney Library of Design. \$25.

The Restoration Manual (3-M115)

181-page book (1966) by Orin M. Bullock on how to "read" older structures in order to preserve and reconstruct them in a manner compatible with their original design and construction. Published by Silvermine. \$13.95.

Robie House Jigsaw Puzzle (4-M231)
Frank Lloyd Wright's landmark, the second in "Architectural Heritage of Chicago" series of puzzles is in sepia, from a Hedrich-Blessing photograph. History and importance of the house outlined on back of box. Completed size: 12¾" x 19". All sales final. \$7.

Rockefeller Center: Architecture as Theater (3-M354)

In this 248-page (1978) book, Alan Balfour offers an intriguing analysis of the planning and construction of the great metropolitan complex whose influence is still felt by architects, designers, engineers and urban planners throughout the world. Provides a new insight into the evolution of complex design solutions that combine esthetic quality with functionalism—solutions that helped create a remarkable humane environment. Published by McGraw-Hill. \$19.95.

Roman Architecture (3-M286)

416-page book (1977) by John B. Ward-Perkins. Volume 10 of the History of World Architecture series published by Abrams. \$37.50.

Romanesque Architecture (3-M190)

431-page book (1975) by Hans E. Kubach. Volume 5 of the History of World Architecture series published by Abrams. \$37.50.

S

Simplified Guide to Construction Management for Architects and Engineers

(3-M239)

This 288-page book (1976) by James Gorman covers state-of-the-art CM procedures plus potential developments in today's increasingly complex building projects. Sample contract documents, field reports and project case histories simplify planning and organization of CM services within existing design construction organization. Published by Cahners Books International. \$14.95.

Solar Age Catalog (3-M292)

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. Published by Brick House Publishers. \$8.50.

Solar Designing (3-M271)

In this 116-page book (1977) James Lambeth 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 integration of design skills to take advantage of a complex of environmental variables. Published by Lambeth Design Studio. \$10.

Solar Energy and Housing Design (3-RC203)

By Giffels Associates, Inc., Detroit.

Presents a systematic process for selection of solar energy systems applicable to four climatic regions of the continental U.S. and incorporation of these systems into lowrise, multifamily dwellings. Includes a survey of solar collection and storage components. Soft cover, 145 pages, \$15.

Solar Energy: Fundamentals in Building Design (3-M303)

This 304-page book (1977) by Bruce Anderson is a comprehensive treatment of the rationale, design and construction of buildings utilizing solar energy. Treats the spectrum of literally hundreds of ways of handling solar energy in building design. Published by McGraw-Hill. \$23.95.

Solar Energy Home Design (3-RC206)

By Total Environmental Action, Inc., Harrisville, N.H. Using an air type solar system, single-family solar dwelling designs are developed for four U.S. climatic regions. Explains engineering and design methods used. Extensive drawings, charts, tables, include a list of over 100 solar component manufacturers. Soft cover, 198 pages, \$12.75.

Solar Heated Houses For New England and Other North Temperate Climates (3-RC205)

By Massdesign, Cambridge, Mass. Book uses over 200 computer simulations to examine performance and costs of a wide variety of solar heating systems and energy conservation measures. Includes system design sizing rules and their implications for dwelling design, too. Revised August 1976. Soft cover, 68 pages, \$7.50.

Solar Heating Design by the f-Chart Method (3-M312)

This 200-page book (1977) by William Beckman, et al., provides a practical method for combining a solar collector to heat either liquid or air, an energy storage unit (a water or pebble bed) and a conventional auxiliary furnace or heater into one economical system to supply the entire heating load. Covers sizing solar space or water heating systems, utilizing the solar collector, storage tank and all associated equipment. Published by John Wiley & Sons. \$22.50.

The Solar Home Book (3-M157)

This 297-page book (1976) by Bruce Anderson 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. Published by Brick House Publishers. \$8.50.

Solar-Oriented Architecture (3-RC204)

By The Solar Energy Applications Team, Arizona State University.

Contains summaries and drawings of 70 dwellings utilizing solar energy for heating and cooling. Detailed descriptions and 10 full sets of drawings depicting dwellings which illustrate the four principal methods of using solar radiation. Includes an analysis of the basic principles of solar space heating and an evaluation of design implications. Soft cover, 142 pages, \$12.50.

Space Planning: Designing the Office Environment (3-M250)

160-page book (1976) by Lila Shoshkes written for architects and clients alike.

The most up-to-date survey of office design techniques and procedures now available. Surveys all aspects of the design process: user needs analysis, data gathering, all aspects of office environment, such as light, acoustics, power, furniture and safety. Implications of computer utilization also discussed. Published by Architectural Record Books. \$17.50.

The Spacemaker Book (3-M295)

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. Published by Viking Press. \$9.95. Paperback (3-M250) \$4.95.

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.

Sun/Earth: How to Apply Free Energy Sources to Our Homes and Buildings (3-M150)

232-page book (1976) by Richard L. Crowther, which presents in nontechnical 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. Published by Solar Group/Architects. \$12.95.

Supermannerism: New Attitudes in Post-Modern Architecture (3-M306)

This 354-page book (1977) by C. Roy

Smith is concerned with the new attitudes that provide the contextual background of design and architecture in America today. This is the first book about the revolution against the "modern" style and the development of the current period in architecture and design now referred to as "post-modern." Published by E. P. Dutton Co. \$9.95.

T

Ten by Warren Platner (4-M276)

This 224-page volume (1975) presents 10 projects by Platner, one of the Nation's best-known architects, interior designers and designers of furniture. Published by McGraw-Hill. \$15.

Theater Design (3-M281)

George Izenour, in this 480-page book (1977), introduces general terminology, types of theater design, detailing and defining auditoriums, stages, sight and hearing lines, and the basics necessary to an appreciation of theater design. Concert halls, with their specific acoustical characteristics, are fully covered. Published by McGraw-Hill. \$60.

This Business of Building Design: An Approach to Architecture, as an Art and a Business: The Pearce Corporation (3-M156)

This 151-page volume (1976) by Keith Ray, illustrates how a small firm can couple ethical business methods with good design to bolster and maintain a successful practice—through use of feasibility studies for future growth, use of construction management and the services it can provide for the client. Published by Greatlakes Living Press. \$12.95.

Time, Cost and Architecture (3-M309)

The theme of this 192-page book (1975) by George Heery is the efficient control of time and cost in design and construction of large projects is the major theme of this book. By considering equally the contribution to a project of all professional disciplines involved in a project, the author presents an economic approach to construction management with an eye to greater profits. Published by McGraw-Hill. \$22.95.

Time-Saver Standards for Architectural Design Data (3-M181)

1,042-page handbook (1974) by John Hancock Callender containing necessary technical design data, both old and new. Particularly useful for the preliminary stages of the design process. Published by McGraw-Hill. \$39.95.

Time-Saver Standards for Building Types (3-M173)

1,065-page handbook (1973) by Joseph

DeChiara and John Hancock Callender, including basic planning design data from a wide variety of sources, systematically presented for 10 major building types. Published by McGraw-Hill, \$42.50.

Toolchest: A Primer of Woodcraft (3-M288)

This 48-page book (1973) by Jan Adkin is a rare work of craftsmanship; more than a primer, it is a celebration of the basic skills and tools a handworker needs. Illustrations are clean and sharp and effective as a freshly whetted chisel. For ages 10 and up. Published by Walker & Co. \$6.95.

Townhouses and Condominiums: Residents' Likes and Dislikes (3-M162)

105-page book (1973) by Carl Norcross which surveys residents of 49 condominium and townhouse projects. Published by the Urban Land Institute. \$15.

200 Years of American Architectural Drawing

In this 304-page book (1977), David Gebhard and Deborah Nevins consider how drawings are used, then present the drawings themselves—arranged in six chronological periods—from neoclassicism through Beaux-Arts to the more eclectic period of the present. Published by Whitney Library of Design. \$30.

U

Unbuilt America: Forgotten Architecture in the United States from Thomas Jefferson to the Space Age (3-M236)

This 320-page book (1976) by Alison Sky and Michelle Stone presents approximately 300 conceptually significant, unrealized U.S. projects in architecture and the environmental arts proposed during the past two centuries. With increasing interest in historical preservation, this book is the first to show what was never built and to examine why. Lavishly illustrated. Published by McGraw-Hill. \$17.50.

Underground (3-M383)

This 112-page book (1976) is David Macaulay's exploration of the complicated below-ground life-support systems: water, electricity, gas, telephone. Traces the structure of skyscrapers, follows sewage and drainage lines and explains the construction of a subway. Published by Houghton Mifflin. \$9.95.

Uniform Construction Index: A System of Formats for Specifications, Data Filing, Cost Analysis, and Project Filing (2-K103)

A comprehensive data filing format (1972) for design and construction information; a format for filing project correspondence; the CSI format for con-

struction specifications; an estimator's cost analysis format, and a key word index interrelated with the specifications and data filing formats. \$10.

Urban Design: The Architecture of Towns and Cities (3-M116)

243-page book (1965) by Paul D. Spreiregen exploring and explaining the design and layout of communities, interrelating commercial and industrial development with residential and institutional areas. Published by McGraw-Hill. \$24.50.

The Use of Land (3-M175)

318-page report (1974) of the Rockefeller Brothers Fund task force on land use and management. Published by Crowell. \$3.95.

V

Vacation Houses, 2nd Edition (3-M296)

This all-new 244-page (1977) second edition, edited by Jeremy Robinson and Martin Filler, presents the most outstanding designs of the past five years. Whole range of sites, sizes and budgets is included, making this volume an indispensable design source for the architect and his client. Published by McGraw-Hill. \$19.95.

W

What Can She Be? An Architect (3-M176)

48-page book (1974) by Gloria Goldreich. For the younger reader, the text describes how a building is planned and the architect's instructions are carried out by the construction industry people. Published by Lothrop, Lee & Shepard. \$4.50.

Women in American Architecture (3-M375)

This 224-page book (1977) edited by Susana Torre is the first in-depth survey to summarize and evaluate women's role in the American architectural profession. Its comprehensive research and extensive illustrations make this book a vital chapter in the documentation of women's changing social roles. Published by Whitney Library of Design. \$25.

The Writings and Sketches of Matthew Nowicki (4-M280)

This 58-page book (1973) by Bruce H. Schafer is the only publication available containing the work of this unique educator/architect. Though he was never fully acknowledged during his lifetime, the design philosophy of this staunch humanist is a synthesis of several trends in modern architectural thought. Published by University of Virginia Press. \$8.



Restored and Preserved

*Converted Into Houses (3-M228)

By Charles Fracchia and Jeremiah Bragstad. Serves as a guide book for creative recycling of non-residential 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. Hard-cover, 96 pages, 216 color photographs (1976). \$15.00 Non-member, \$13.50 AIA member. Paperback (3-M228A) \$6.95 Non-member, \$6.15 AIA member

*The Old House Catalogue (3-M299)

Compiled by Lawrence Grow. Listed under one cover are 2,500 products, services, and suppliers for restoring, decorating, and furnishing period houses—from Early American to 1930s Modern. This much needed book ends the difficult chore of finding old materials and objects, or places that fashion reproductions. Softcover, 240 pages, 400 illustrations (1976). \$7.95 Non-member, \$7.15 AIA member

*The Restoration Manual (3-M115)

By Orin M. Bullock Jr. Invaluable reference on how to “read” older structures in order to preserve and reconstruct them in a manner compatible with their original design and construction. Hardcover, 181 pages (1966). \$13.95 Non-member, \$12.55 AIA member

*Historic Houses Restored and Preserved (3-M268)

By Marian Page. Behind-the-scenes view of the restoration of 19 Historic houses—representing four styles of architecture—their philosophies of preservation and priorities. Hardcover, 208 pages, 200 photographs (1976). \$25.00 Non-member, \$22.50 AIA member

*Denotes books published by organizations other than AIA; may not be in accord with AIA policy.

*Recycling Buildings: Renovations, Remodelings, Restorations, and Reuses (3-M265)

Edited by Elisabeth K. Thompson. This lavishly illustrated collection of the most successful examples of recycling buildings will appeal to ecologists, preservationists, and most of all to architects, who will find a wealth of imaginative and innovative design ideas in the rapidly expanding area of the profession. Hardcover, 224 pages, 282 photographs, 32 in full color (1976). \$22.50 Non-member, \$20.25 AIA member

*Space Adrift: Landmark Preservation and the Marketplace (3-M172)

By John Costonis. Presents “the Chicago Plan,” an ingenious approach for protecting landmark buildings. Involves government purchase of a landmark’s unused development potential, followed by sale of “development rights” to a developer who can then make new buildings larger and more profitable than zoning regulations normally permit. Hardcover, 207 pages, illustrated (1974). \$10.00 Non-member, \$9.00 AIA member

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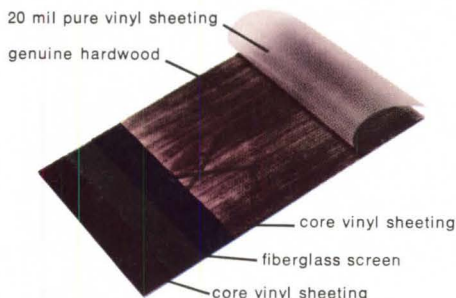
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wood flooring/vinyl bonded

Two years ago, Gump's world-famous specialty gift store in San Francisco installed a new floor of GenuWood® II in their main display area. They chose the Jeffersonian pattern, in warm, beautiful walnut. The rich tones and patterns of real wood set an elegant background for the quality merchandise that is Gump's hallmark.

After two years of intensive foot traffic, this handsome floor shows no signs of wear. The only maintenance it needs is occasional damp mopping and buffing.

The secret of GenuWood II's lasting beauty is its unique construction, in which real wood veneers are

protected by an invisible layer of 20-mil clear vinyl on top, and a resilient backing underneath. Only 1/8" thick, GenuWood II comes in squares, random width planks up to 48" long, and in a variety of



herringbone and parquet patterns. It's easy to apply directly over any existing flat, sound floor.

You can choose from a wonderful variety of real woods: walnut, oak, English brown oak, dark walnut, teak, mahogany, cherry and rosewood. For the name of the GenuWood representative nearest you, call Sweet's toll-free Buyline, 800-255-6880, or PermaGrain Products, Inc., 215-565-1575.

More than just a pretty floor.



22 West State Street, Media, Pa. 19063 (215) 565-1575

*Trademark: PermaGrain Products, Inc.



Now there are four basic exteriors for Type III buildings.

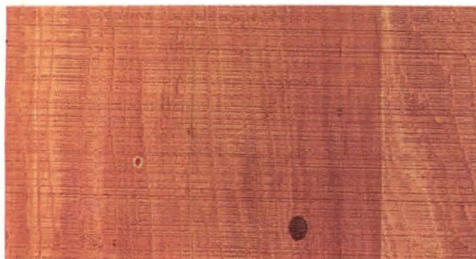
Anyone who's designed or built light commercial structures in the 50,000 square foot range knows about steel curtain walls, concrete and masonry. We'd like to introduce you to something else: Simpson plywood sidings.

Simpson Redwood Plywood offers the natural beauty of redwood at a price that's fully competitive with other light commercial

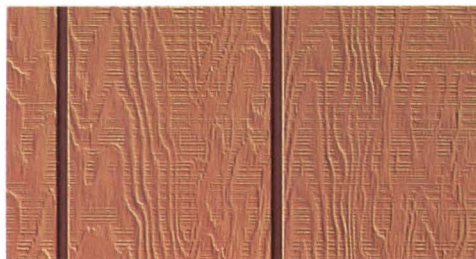
siding materials. And Simpson Ruf-Sawn 316 gives builders an attractive saw textured resin overlaid surface that takes paint beautifully, and requires virtually no maintenance. Both can be fire retardant treated and successfully restrained or painted. Something that makes the 4-story wood-clad commercial building an economic reality.

That's why architects Ware-Malcomb-Gardner & Associates used Simpson Redwood Plywood in the building you see here. They needed four floors to satisfy the program requirements; and wanted the natural beauty of redwood. Fire treated Simpson redwood plywood was a natural solution.

Either redwood plywood or Ruf-Sawn 316 panels could be the perfect solution for your next light commercial project. We'd like to tell you more about both. Just write Simpson Timber Company, 900 Fourth Avenue, Seattle WA 98164.



Redwood Plywood



Ruf-Sawn 316

Plywood Sidings
Simpson

Circle 28 on information card

Books, Etc., Available Through Components

Following are the resources offered by AIA components located throughout the country. For materials, contact the component at the address noted in italics.

Alabama Council

Alabama Courthouses

80 slides, cassettes and script; outlines and lists representative architectural projects designed by Alabama architects since 1819. Loan only, \$5 handling, two-week limit.

Faces of Architecture in Alabama

Prepared as 1978 architects' handbook. \$7.50.

Historic Montgomery Sketchbook

Black and white sketches plus history of eight little-known but historically important structures in the capitol city. Art and calligraphy by Jay Leavell, Hon. AIA. \$2.50.

150 Years of Architecture in Alabama

80 slides, cassettes and script describe development of architectural styles in Alabama since 1820. Loan only, \$5 handling, two-week limit.

Religious Architecture in Alabama

80 slides, cassettes and script trace development of churches and temples in Alabama since pioneer days. Loan only, \$5 handling, two-week limit.

Standards of Service

Eight-page brochure for presentation to clients or prospective clients. Brochure free, send 50 cents postage and handling. Available through Alabama Council of Architects/AIA, P.O. Box 237, Montgomery Ala. 36101, (205) 264-3037.

Arizona Society

Arizona Construction Industry Reference Book 1978

Lists of Arizona architects, engineers and other design professionals, city, county and state officials. Also cites the statutes pertaining to the industry, codes of all major municipalities. A complete reference work. \$15 postpaid.

Construction Cost Management

Manual based on a seminar by Kris Neilson of McKee-Berger-Mansueto. Includes transcript of lecture, questions and answers, samples of all materials used. \$10 postpaid.

Designing for Human Behavior

Manual prepared on a seminar by C. M. Deasy, FAIA. Contains transcript of lecture, questions and answers, samples of all materials. \$10 postpaid.

Designing for the Physically Handicapped

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

New Directions in Architectural Programming

Manual based on seminar led by Willie Pena, 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.

Atlanta Chapter

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.

Birmingham Chapter

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, 1821 28th St. S., Birmingham, Ala. 35209, (205) 871-0927.

Cleveland Chapter

AIA Chapter Guide to Cleveland

Photographic guide (1971) for 78 Cleveland buildings; addresses and architects identified. Includes maps of building locations, city map and section of state map. \$5 (checks must accompany order).

Buckeye Housing Rehabilitation Design Manual

Prepared by the chapter housing committee for the Buckeye Neighborhood Hous-

ing Services, Inc., for use with its clients. In addition to describing the typical Buckeye wood frame two-family house, the manual covers maintenance and repair, remodeling complexities, costs and a do-it-yourself planning kit with typical plans, elevations and furniture cutouts. Richly illustrated, the manual contains 120 pages in ring binder. \$20.

Available through Cleveland Chapter/AIA, 125 The Arcade, Cleveland, Ohio 44114, (216) 771-1240.

Colorado Society

Colorado Construction Industry Reference Book

A comprehensive directory of professional services and products provided by the construction industry in Colorado (365 pages; 1978). Includes membership rosters of the construction related professional organizations. \$12.50.

CSA Letter

Newsletter, sent monthly to Colorado AIA membership, focusing on Colorado AIA programs, services and activities. Free.

The Techniques of Professional Liability Loss Prevention

A 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.

Columbus Chapter

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 Foundation of the Columbus Chapter/AIA, 1631 Northwest Professional Plaza, Columbus, Ohio 43220, (614) 451-7654.

Connecticut Society

Why Use an Architect?

Excellent for presentation to prospective clients, this brochure has enjoyed popularity among architectural firms. 100 copies: \$50 plus shipping; 50 copies: \$26.50 plus shipping; 25 copies: \$13.75 plus shipping.

Available through Connecticut Society of Architects/AIA, 85 Willow St., New Haven, Conn. 06511, (203) 865-2195.

Dallas Chapter

Dallas AIA Handbook

Roster of chapter members and firms; includes prospectus, bylaws, related organizations, etc. \$5 to architects; \$15 to others, plus \$1 handling.

Dallasights

A softcover/art book (192 pages) with 526 large black and white duotone photographs. Guest authors contributed essays on various facets of Dallas, including its residents, 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.

East Bay Chapter

Mechanical/Electrical Syllabus, 1977 edition

For those preparing for licensing examinations, including equivalency and professional. Useful as review tool by previously licensed architects. \$16.75, AIA members; \$21.75 to others. Check must accompany order.

Structural Engineering Syllabus, 10th edition

For those preparing for licensing examinations, including equivalency and professional. Contains nine sections, including an important one on seismic design. \$21.95, AIA members; \$26 to others. Check must accompany order. California residents should include 6.5 percent sales tax.

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

Georgia Association

Georgia Association, AIA Reference Book

An annual publication that lists all registered architects in Georgia and includes as well general and technical information. \$8.

Services of the Architect

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

Westbrook

A booklet with maps, illustrations and drawings which document the history of the manor 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.

Guam and Trust Territory Chapter

Guide Book to the Architecture of Guam

Photographic and narrative presentation of prehistoric as well as contemporary architecture found on the island of Guam. \$6.

Available through Guam/Trust Territory Chapter/AIA, P.O. Box 283, Agana, Guam 96910.

Houston Chapter

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.

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. \$1.

Houston Membership Director, 1978

Pictorial roster of 1,000+ chapter members, giving biographical information on each member, firm, type membership, etc., and including national, state and local AIA officers, government officials, building codes, bylaws, registration boards, etc. \$10 to architects; \$25 to others.

Available through Houston Chapter/AIA, 3121 Buffalo Speedway, Suite 404, Houston, Tex. 77098, (713) 629-0191.

Illinois Council

Inland Architect

A monthly publication of Midwest architecture and urban planning. Annual subscription (in U.S.) \$10.

Available through Illinois Council of Architects and Chicago Chapter/AIA, 310 S. Michigan Ave., Suite 210, Chicago, Ill. 60604.

Indianapolis Society

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, 1403 N. Delaware St., Indianapolis, Ind. 46202, (317) 632-6550.

Minnesota Society

A Guide to the Architecture of Minnesota

Prepared by David Gebhard and Tom Martinson, this 469-page 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. \$14.95 hardbound; \$8.95 paperbound.

Available through the Architectural Center, 402 N.W. Skyway, St. Paul, Minn. 55101, (612) 227-0761.

MSAIA Goals for 1978

This booklet outlines the major goals of the component for 1978, including an outline description of each committee, its continuing efforts and current goals for the year. Contains committee members, an organizational chart, a talent pool. Free.

Study of Compensation/Professional Fees: A Management Study of Minnesota Architectural Firms

This 25-page study (Sept. '77) was prepared by the MSAIA compensation management committee and includes raw data on firms' gross billings, gross professional fees received by Minnesota firms, hourly

rate for principals' time by firm size, methods of compensation, problem areas of undercompensation, fees received on recent projects, use of the multiplier factor.

Study of Principals Compensation, Employee Salaries and Personnel Practice: A Management Study of Minnesota Architectural Firms

Prepared by the MSAIA office procedures committee in Sept. '77, this 25-page study gives data on characteristics of firms and their employees; employee benefits; bonus, profit-sharing and retirement programs; summary of 1976 compensation and salaries; principals' and owners' compensation, and categorically listed employees' salaries.

What Architects Do

An eight-page highly illustrated description of an architect's services, with simple explanations of the design process, methods of compensation and ways to select an architect. Descriptive selections on the variety and extent of an architect's services. Orders of 300 or more, \$30/100 copies; otherwise, 35 cents each.

Available through *Michigan Society of Architects/AIA*, 314 Clifton Ave., Minneapolis, Minn. 55403, (612) 874-8771.

Mississippi Chapter

The AIA Handbook '77-'78, Mississippi Chapter Edition

This 1977 publication lists all AIA members in Mississippi as well as all registered architects. It includes general professional information and detailed data about AIA in Mississippi. \$5.

Available through *Mississippi Chapter/AIA*, P.O. Box 12515, Jackson, Miss. 39211, (601) 956-9755.

Mississippi Architect

A quarterly magazine. Annual subscription rate, \$4; \$1 for single copies.

Available through *Delta Design Group, Mississippi Architect*, P.O. Box 112, Greenville, Miss. 38701.

Nebraska Society

New Architecture in Nebraska

A photographic and narrative presentation of contemporary architecture in Nebraska. \$10.

Available through *Nebraska Society of Architects/AIA*, 1910 S. 44th St., Omaha, Neb. 68105.

New Jersey Society

Careers in Architecture

Directory of architectural schools in U.S., Canada and Mexico, with information on eligibility requirements, degrees, costs, etc. \$3.

Available through *New Jersey Society of Architects/AIA*, 110 Halsted St., East Orange, N.J. 07018, (201) 672-7901.

New York Chapter

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 7/78 first class rates).

NYC/AIA 1978 Membership Directory

More than 1,400 member names with mailing addresses and business telephone numbers. \$10 to members; \$25 to others.

Available through *New York Chapter/AIA*, 20 W. 40th St., New York, N.Y. 10018, (212) 730-1221.

North Carolina Chapter

Architectural Services Series

Six pamphlets, prepunched and trimmed for easy filing in looseleaf binders for clients and the public on architecture, how to obtain architectural services and the services an architect provides. The pamphlets are illustrated with photographs and drawings. Among the titles of the pamphlets: "What Is Architecture?" and "The Architect's Services." Free to the public; 25 cents each to architects who plan to distribute them to clients.

North Carolina Architect

A bimonthly magazine of architecture and allied arts in North Carolina. Annual subscription rate, \$6 for general public; \$3 for AIA members and students.

Available through *North Carolina Chapter/AIA*, 115 W. Morgan St., Raleigh, N.C. 27601, (919) 833-6656.

Northern California Chapter

Recommended Standards on Production Procedure, vol. 1

A 24-page publication (1974) prepared by chapter committee on production office procedures. Contains uniform formats

for: abbreviations, symbols, coordination of consultant's documents, lettering and dimensions, material indications, sheet design, room material schedule, door schedule, all of which are to be used in the development of working drawings.

Recommended Standards on Production Procedure, vol. 2

A 30-page publication (1975), continuing vol. 1. Contains drawing numbering system, terminology, window and louver schedule, partition indications and schedule, modular casework schedule, finish hardware schedule, toilet and bath accessory schedule, equipment schedule.

Vol. 1 and 2, \$7.50; \$5.50 each if ordered separately, to AIA member; nonmember, vol. 1 and 2, \$10; \$7.50 each if ordered separately.

Recommended Standards on Production Procedure—Continuing Education.

Slide presentations on information contained in two volumes mentioned above. Produced and presented by the NC/AIA committee on production office procedures; covers introduction to standards, philosophy and description of recommendations. Committee members' presentation is given as a service at a nominal fee and cost of travel from San Francisco and any appropriate subsistence or accommodations.

Your Architect and Energy: Savings for Educational Facilities

The chapter's education facilities committee in 1976 prepared this four-page report which is aimed at promoting more work for school architects while providing a substantial service to school administrators faced with the need to promote energy conservation in their facilities. 75 cents each.

Available through *Northern California Chapter/AIA*, 790 Market St., 3rd Floor, San Francisco, Calif. 94102, (415) 362-7397.

San Diego Chapter

AIA Guide San Diego

This pocket-sized guidebook (1971, reprinted 1977) has pull-out individual tours of the greater San Diego area. Covers about 200 buildings, 1820 to 1976. Each tour contains description, history, picture of each building. \$6.50.

Urban Design San Diego

A "white paper" published by the chapter in 1973. This document became the catalyst for the current urban design activities and concerns in the San Diego region and is primarily a glossary of urban design principles and solutions. \$1.25.

You See San Diego

A guidebook (1977) which is concerned with the overall environment, how buildings relate to each other and form complexes, neighborhoods and cities, and how the urban fabric is used and evolves. It also is concerned with issues of development and design policy. \$6.50.

Available through San Diego Chapter/AIA, 233 A St., Suite 207, San Diego, Calif. 92101, (714) 232-0109.

Southern Arizona Chapter

Getting into . . . SAC/AIA

An introductory pamphlet that tells prospective new members of the benefits, services and costs of joining the chapter. Free.

SAC/AIA Firm Directory

A pamphlet that lists all chapter member firms, giving their addresses, telephone numbers and AIA member principals. Updated bimonthly. Free to prospective clients.

SAC/AIA Perspective

Chapter newsletter, sent monthly to all members of the chapter. Includes sections on local, state, regional and national news and contains a special series entitled "Supplemental Information," focusing on specific design requirements such as designing for the handicapped. Subscription rate, \$10 yearly.

Solar Report 1

A pamphlet published by the energy task force that includes a basic bibliography of solar energy related books and materials. Free.

Available through Southern Arizona Chapter/AIA, 4901 E. Fifth St., Suite 206, Tucson, Ariz. 85711, (602) 881-1777.

Spokane Chapter

1977 Design Recognition Program

A 79-page publication that depicts all design award-winning projects of the chapter through 1977, national AIA awards won by Spokane firms and Expo '74 special entry; lists all Spokane member firms. \$4, plus 50 cents postage. *Available through Spokane Chapter/AIA, P.O. Box 2204, Spokane, Wash. 99210.*

Spokane's Historic Architecture

A sketchbook tour of Spokane, including 53 historic buildings dating from 1869 and two maps indicating the location of the structures. Compiled by the chapter and published by Eastern Washington Historical Society in 1977. \$2.50.

Available through Eastern Washington Historical Society, W. 2316, First St., Spokane, Wash. 99204.

Texas Society

A Guide to Agencies and Codes for Health Facilities in Texas

Published in 1976 by TSA's architecture for health committee, this document lists and summarizes the many complex and overlapping standards and regulations affecting the construction and design of health facilities in Texas, giving the agencies responsible for their enforcement. Limited supply of copies available at no charge.

Texas Architect

Award-winning bimonthly magazine of TSA. Annual subscription rate, \$8 within the continental U.S.A.

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.

Tulsa Chapter

Guidelines for the Selection of Architects

Prepared for discussion with city and county government bodies. Includes criteria for evaluation, selection procedures, methods of compensation and problems of competitive selection. \$1.25.

Available through Tulsa Chapter/AIA, 2250 E. 49th St., Tulsa, Okla. 74105, (918) 749-0516.

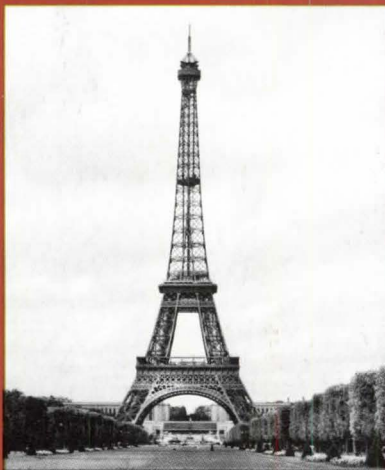
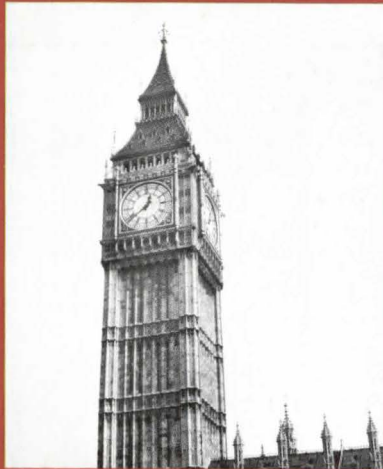
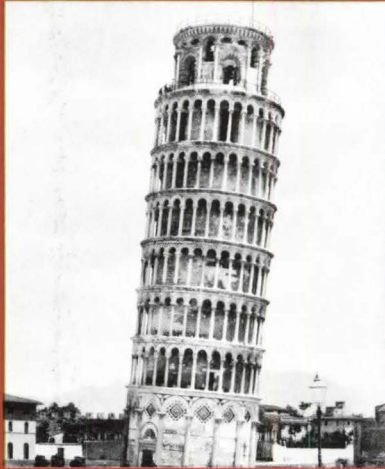
Wisconsin Society

Historic Wisconsin Architecture

A guidebook (revised edition, 1976) to historic buildings in Wisconsin, including sections on Frank Lloyd Wright, Louis H. Sullivan, Purcell & Elmslie. Pictures, maps and short descriptions of more than 100 buildings. \$2, plus 50 cents postage and handling.

Available through Wisconsin Society of Architects/AIA, 819 N. Marshall St., Second Floor, Milwaukee, Wis. 53202, (414) 276-2250.

For further information about component activities in general and component government affairs, contact Administrator, Component Affairs, AIA Headquarters, (202) 785-7378.

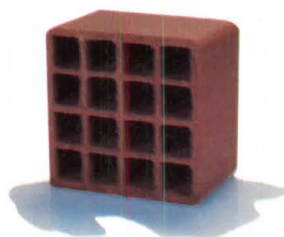


THE 4 MOST REMARKABLE TOWERS OF THE LAST 800 YEARS

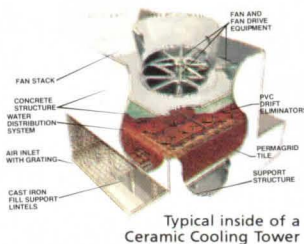
The Leaning Tower of Pisa, Big Ben Tower in London, and the Eiffel Tower in Paris have their own beauty, individual style, and were constructed to stand the test of time. This has made them remarkable landmarks throughout the world.

A cooling tower from CCT Cooling Systems also has these remarkable qualities. A Ceramic Cooling Tower can be designed to complement any architectural style and can be engineered to fit any shape. Unlike other towers which are built to *general cooling specifications*, a Ceramic Cooling Tower is designed and engineered to meet your individual cooling requirements. **Remarkable!**

Like the other famous towers, a Ceramic Cooling Tower also stands the test of time. The PERMAGRID fill is guaranteed for 25 years. All Ceramic Cooling Towers are certified by the Cooling Tower Institute for 100% thermal performance. Our first tower, built with PERMAGRID fill over 30 years ago, is still in service today. **Remarkable!**



PERMAGRID fill has negligible water absorption



Typical inside of a Ceramic Cooling Tower

All Ceramic Cooling Towers are constructed of masonry or concrete with PERMAGRID tile fill. Ceramic Cooling Towers are virtually indestructible, and impervious to chemical, fungus, and ultra violet attack and are immune to wooden cooling tower problems of deterioration, fire, and icing failures. **Remarkable!**

Call us today for more information about our complete family of remarkable cooling systems. You will find a Ceramic Cooling Tower is **the most remarkable** tower of the last 800 years.



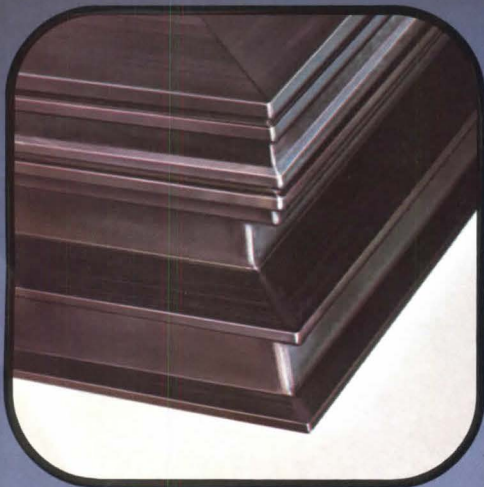
CERAMIC COOLING TOWER COMPANY

A Subsidiary of Justin Industries
P. O. Box 425 Fort Worth, Texas 76101
Phone: 817/335-2474 Telex: 758236

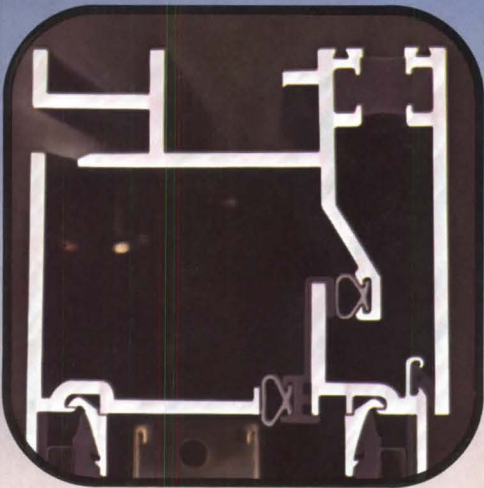
Sales offices in major cities throughout the United States International offices, Fort Worth, Texas

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Disco's revolutionary T-2001 thermal window will reduce initial HVAC equipment costs, maintenance and energy use



Heli-arc welded corners give greater in-place frame stability.



Poured-in-place polyurethane thermal break provides a full $\frac{3}{8}$ " separation between the interior and exterior surfaces of the frame members.



Blind maintenance is virtually eliminated with the fully enclosed narrow slat venetian blind. Blinds are available in any color, and can be raised, lowered or turned without opening the window by using the control knob.



Independent life-cycling costing studies show that the cost of the T-2001 used in commercial buildings place investment recovery periods at four to five years. On a 20-to-40 year projection the T-2001 will save millions of dollars by reducing energy costs and maintenance.

The T-2001 is the only side-hinged, in-swinging aluminum casement window with a poured-in-place polyurethane thermal break which provides a full $\frac{3}{8}$ " separation between the interior and exterior surfaces of the frame members.

The corners are heli-arc welded and the windows are wedge-glazed to provide a high compression seal between the glass and aluminum. Disco's T-2001 has a U-value of 0.46.

(Air-to-air coefficient of heat transfer in B.T.U.'s per-hour-per-square-foot-per-degree fahrenheit.) It has a shading coefficient factor of 0.20 which represents an 83% reflection of solar heat. Sound transmission is reduced to a STC rating of 41. We can provide certified test results from an independent laboratory on these performance factors.

For more information write Disco or send us your specifications for a no-cost, independent life-cycling costing study on your next project. It will prove our T-2001 is the best commercial thermal window on the market.



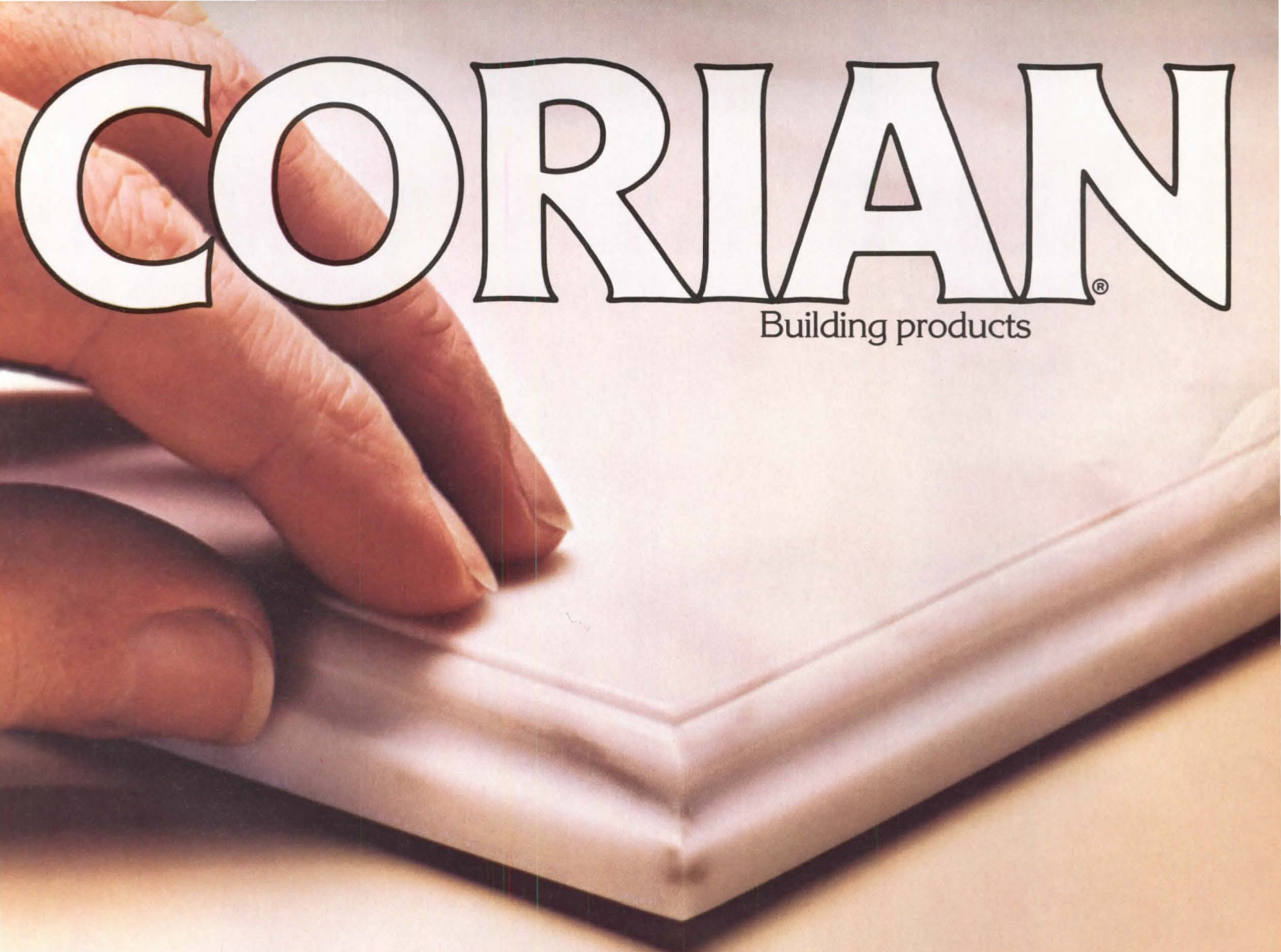
DISCO Aluminum Products Company, Inc.

P.O. Box 1019 · Selma, Alabama 36701 · Phone: 205/875-9283

Circle 30 on information card

CORIAN[®]

Building products



CORIAN[®] makes your most imaginative ideas suddenly practical.

With opalescent beauty. Easy care. Wood-like workability.

CORIAN[®] building products are your ideal choice for interior horizontal and vertical surfacing applications where you need a combination of beauty, durability and easy care.

Add to this a workability that approaches that of a fine hardwood, and you can quickly see that many of the imaginative customizing ideas you may have considered and abandoned are now beautifully practical with CORIAN.

All this is possible because CORIAN, unlike laminated or coated synthetic products, is solid, with color and pattern all the way through.

The result is a deep, opalescent quality...a smooth, pleasing touch...exceptional stain and impact resistance...plus simplified care and repair.

Quite simply, CORIAN brings you "practical elegance"...practicality with a flair. And isn't that really at the heart of every design problem?



CORIAN[®] is available in sheet stock for kitchen and bath countertops, wall wainscoting, bathtub and shower surrounds and custom surfaces. One-piece molded tops and bowls of CORIAN for kitchen, bath or bar also available. For more information, write: Du Pont, Room 36214, Wilmington, DE 19898.

*CORIAN is Du Pont's registered trademark for its methacrylate building materials.



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WALL IN A DAY'S WORK

Gold Bond Durasan/Contempo-Wall systems

Handsome, modern walls go up quickly and economically when you specify vinyl-surfaced Gold Bond Durasan gypsum panels. Applying Durasan is a timesaving, one-trade operation...usually less costly than using field-applied vinyl over finished drywall. The tough, abrasion-resistant vinyl surface assures durability, easy cleanability and low maintenance costs. And Durasan offers a wide variety of patterns, in three panel widths, and in lengths up to 14 feet, for complete design versatility. A new standardized metal trim makes doorway framing fast and easy.

For permanent walls that must meet a variety of sound and fire ratings, 1/2" or 5/8" Durasan gypsum panels provide the ideal face layer. When movable walls are required, use Durasan with one of the Gold Bond Contempo-Wall Systems.



Contempo-Wall A-B-C Demountable Systems.

Contempo-Wall Systems provide all the properties of permanent partitions while retaining complete flexibility for space utilization...today, and tomorrow. The systems utilize the full range of Durasan panels, accessories and trim for partitions in ceiling, cornice and rail heights, to meet privacy and traffic routing needs. Contempo-Wall Systems can also utilize regular gypsum wallboard.

For more information on Durasan and Contempo-Wall, contact your nearby Gold Bond Representative; see Sweet's Architectural Catalog File Section 9; or write Gold Bond Building Products, A Division of National Gypsum Company, Dept. AIA (Durasan/Contempo-Wall), Charlotte, North Carolina 28211.

A The Adhesive Contempo-Wall System. Panels are attached by adhesive to standard screw stud framing. No battens needed.

B The Batten Contempo-Wall System. Five combinations, including a Durasan cover to match partition panels. Furnished with black vinyl base.

C The Clip Applied Contempo-Wall System. Features spring steel clips attached to steel H-Stud. Eliminates exposed fasteners. Combines with 5/8" Durasan and clear satin anodized or bronze finished aluminum components.

Answers that make the difference.



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Sources for AIA Contracts and Forms

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602-881-1777

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Oakland
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- AACJC**
American Association of Community and Junior Colleges
- AAHC**
American Association of Hospital Consultants
- AAHP**
American Association for Hospital Planning
- AAMA**
Architectural Aluminum Manufacturers' Association
- AASA**
American Association of School Administrators
- ACA**
American Correctional Association
- ACEC**
American Consulting Engineers Council
- ACSA**
Association of Collegiate Schools of Architecture
- AGC**
Associated General Contractors
- AGS**
Architectural Graphics Standards
- AHA**
American Hospital Association
- AHCA**
American Health Care Association
- AIA**
American Institute of Architects
- AIA/RC**
AIA Research Corporation
- AIP**
American Institute of Planners
- ANSI**
American National Standards Institute
- APEC**
Automated Procedures for Engineering Consultants
- APHA**
American Public Health Association

APT

- Association of Preservation Technology
- ARTRA**
American Road and Transportation Builders Association
- ASA**
Architectural Secretaries Association
- ASC**
Association of Student Chapters, AIA
- ASCE**
American Society of Civil Engineers
- ASCP**
American Society of Consulting Planners
- ASHRAE**
American Society of Heating, Refrigerating and Air Conditioning Engineers
- ASID**
American Society of Interior Designers, Inc.
- ASLA**
American Society of Landscape Architects
- ASPO**
American Society of Planning Officials
- ASTM**
American Society for Testing and Materials
- AUA**
Association of University Architects

B

- BCMC**
Board of Coordination of Model Codes
- BLM**
Bureau of Land Management (Department of Interior)
- BOCA**
Building Officials and Code Administrators
- BOMA**
Building Owners and Managers Association International
- BOMI**
Building Owners and Managers Institute

BOR

- Bureau of Outdoor Recreation (Department of Interior)
- BRAB**
Building Research Advisory Board
- BRI**
Building Research Institute
- ## C
- CAA**
Commonwealth Association of Architects
- CABO**
Council of American Building Officials
- CAC**
Construction Action Council
- CDC**
Community Design Center
- CEFP**
Council of Educational Facility Planners
- CEU**
Continuing Education Unit
- CSI**
Construction Specifications Institute

D

- DDO**
Department of Defense
- DOE**
Department of Energy
- DOT**
Department of Transportation

E

- EEOC**
Equal Employment Opportunity Commission
- EFL**
Educational Facilities Laboratories Inc.
- EPA**
Environmental Protection Agency

ERDA
Energy Research and
Development Administration

F
FAA
Federal Aviation Administration
(Department of Transportation)

FCARM
Federacion de Colegios de Arquitectos
de la Republica Mexicana

FEA
Federal Energy Administration

FHA
Federal Housing Administration
(Department of Housing and
Urban Development)

FHWA
Federal Highway Administration
(Department of Transportation)

FIA
Federal Insurance Administration
(Department of HUD)

FmHA
Farmers Home Administration
(Department of Agriculture)

FPAA
Federacion Panamericana de
Asociaciones de Arquitectos
(Pan American Federation of
Architects Associations)

FPC
Federal Power Commission

FRA
Federal Railroad Administration
(Department of Transportation)

G
GSA
General Services Administration

H
HABS
Historic American Buildings Survey

HEW
Department of Health,
Education and Welfare

HUD
Department of Housing and
Urban Development

I
ICBO
International Conference of
Building Officials

IES
Illuminating Engineering Society

IMI
International Masonry Institute

ITC
Intertechnical Corporation

M
MCSC
Model Code Standardizations Council

N
NAAB
National Architectural
Accrediting Board

NACO
National Association of Counties

NAHB
National Association of Home Builders

NAVFAC
Naval Facilities Engineering
Command (Department of the Navy)

NBS
National Bureau of Standards

NCARB
National Council of Architectural
Registration Boards

NCIC
National Construction
Industry Council

NCSBCS
National Conference of States on
Building Codes and Standards

NEA
National Education Association

NEAC
National Energy Advisory Council

NESCA
National Environmental
Systems Contractors

NFPA
National Fire Protection Association

NFPCA
National Fire Prevention and
Control Administration

NIAE
National Institute for Architecture
Education

NLC
National League of Cities

NOMA
National Organization of Minority
Architects

NPS
National Park Service
(Department of Interior)

NRBA
National Recreation and Park
Association

NSBA
National School Board Association

NSPE
National Society of Professional
Engineers

NTIS
National Technical Information Service

O
OMBE
Office of Minority Business Enterprise

P
PBS
Public Buildings Service
(General Services Administration)

PC
Producers Council Inc.

PSAE
Production Systems for
Architects and Engineers

R
RAIA
Royal Australian Institute of Architects

RAIC
Royal Architectural Institute
of Canada

RANN
Research Applied to National Needs
(National Science Foundation)

RIBA
Royal Institute of British Architects

S
SAH
Society of Architectural Historians

SBA
Small Business Administration

SBC
Standard Building Code

SBCC
Southern Building Code Congress

SCUP
Society for College and University
Planning

SEIA
Solar Energy Industries Association

SMPS
Society for Marketing
Professional Services

U
UBC
Uniform Building Code

UIA
Union Internationale des Architectes

UL
Underwriters' Laboratories

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A

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B

Start hiring draftsmen

C

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Defective pricing

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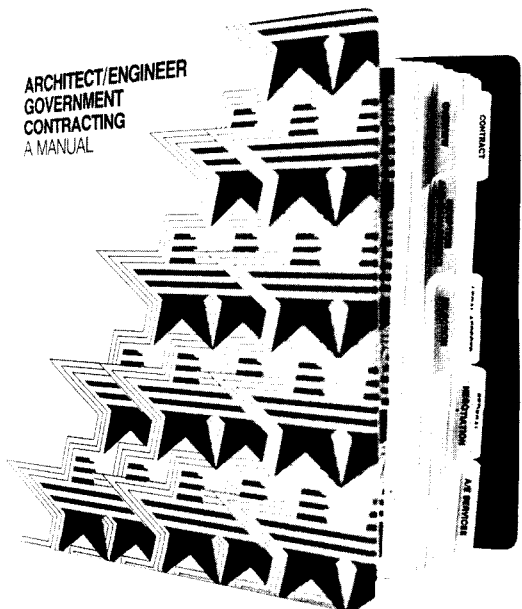
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UCI 1: Office Supplies & Equipment

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Contact Diazit Co., U.S. Route 1, Youngsville, NC 28596; Tel: (800) 334-6641.

Teledyne Post

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Contact J. F. Stickel, Advertising Manager, Teledyne Post, 700 Northwest Highway, Des Plaines, IL 60016.

UCI 2: Sitework

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Clean City Squares Inc.

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Contact Helen Brinkman, P.O. Box 6797, St. Louis, MO 63144, Tel: (800) 325-3048.

Landscape Forms, Inc.

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Contact Bruce Deming, Route 3, Kalama-zoo, MI 49001, Tel: (616) 381-0396.

UCI 3: Concrete

Ceco Corporation

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Contact J. Arthur Gustafson, Ceco Corporation, 561 W. 26th St., Chicago, IL 60650, Tel: (312) 242-2000.

Concrete Reinforcing Steel Institute

Offers numerous publications for sale, including the "1978 CRSI Handbook," a hardbound 944-page volume, at \$27, and the "Manual of Standard Practice," soft-bound, for \$2. Also, a "Publications & Programs" brochure, available without charge to design professionals.

Contact Victor A. Walther Jr., Director of Marketing, Concrete Reinforcing Steel Institute, 180 N. LaSalle St., Chicago, IL 60601, Tel: (312) 372-5059.

Owens-Corning Fiberglas Corporation

Offers a free guide to company line of Fiberglas Formboard (1-RW-3947). Contact G. C. Norman, Roofing Products Operating Division, Owens-Corning Fiberglas Corporation, Fiberglas Tower, Toledo, OH 43659.

Portland Cement Association

Offers its "1978 Cement and Concrete Publications Catalog," a 47-page volume with descriptions, technical literature, research and development bulletins and computer programs about concrete, concrete products and cement. Free. Contact Mario Catani, 5420 Old Orchard Road, Skokie, IL 60077, Tel: (312) 966-6200.

Symons Corporation

Offers literature on wall, column and beam forming systems; tunnel, traveling and custom forms; flying desk systems; Fiberglas forms; form liners; form ply-

wood and shoring systems; form coatings, and accessories for concrete construction. Contact Ronald C. Dobrunz, Symons Corporation, 200 E. Touhy Ave., Des Plaines, IL 60018, Tel: (312) 298-3200.

UCI 4: Masonry

Brick Institute of America

Offers a number of publications containing technical, design and engineering information on construction of brick masonry buildings. Information is available on energy conservation, including detailed calculation worksheets utilizing 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 ASTM standards. A catalog of the institute's literature and aids is available without charge.

Contact C. N. Farley, Director of Marketing Promotion, Brick Institute of America, 1750 Old Meadow Road, McLean, VA 22102, Tel: (703) 893-4010.

Burns & Russell Co.

Offers Sweet's catalog reprints, spec-data sheets and fliers containing information on company lines of unit masonry. Free. Contact Alexander B. Martin, Burns & Russell Co., P.O. Box 6063, Baltimore, MD 21231.

GIBCO, Inc.

Offers two brochures describing the use and testing of MORT-R FAT and PLAST-R FAT products to be used instead of lime for masonry and plaster mortars.

Contact A. E. Gibson, GIBCO, Inc., 5551 S. Lewis, Tulsa, OK 74105, Tel: (918) 749-7500.

Johns-Manville Corporation

Offers free technical literature on Dura-Tred floor planks (BU-191A). Contact J-M Product Information Center, Ken-Caryl Ranch, Denver, CO 80217, Tel: (303) 979-1000.

Johns-Manville Sales Corporation

The company offers free technical literature on Struct-O-Wall architectural panels. A slide presentation on the architectural panels may be purchased for \$35. Contact J-M Product Information Center, Ken-Caryl Ranch, Denver, CO 80217, Tel: (303) 979-1000.

"Ceco helped us finish this job five months ahead of schedule ...they're pros"

The new Mutual Benefit Life and IBM Plaza: 28 stories over Kansas City, Missouri. Constructed on a "fast track" basis, the entire concrete structure took only fourteen months to complete.

"On a fast track job, the concrete forming can make or break you. That's why we went with Ceco," said Bill Roach, project manager. "Ceco completely formed a twenty thousand square foot floor every six working days. And they not only did it fast, they did it right. Our savings on labor and equipment costs were substantial. What's more, tenants were moving in five months ahead of schedule."

Ceco formwork specialists are professionals. They give you solid cost information — then stick to it. In the planning stage Ceco can provide structural design assistance; and make practical forming recommendations based on 64 years of experience.

When you're ready to build, Ceco can provide complete forming services coast-to-coast. Experienced crews. Ready-to-use forming equipment. And standardized forming systems for the most sophisticated architectural designs. All on a lump sum basis.

Contact your local Ceco office for complete details.

Architects: Mies van der Rohe, Inc.
General Contractors: Paschen, Inc. and Eldridge, Inc.
(joint venture)
Structural Engineers:
Jack D. Gillum and Associates



Ceco forming specialists formed a total of 834,000 square feet of flooring and averaged one completed 20,000 square foot floor every six working days.



The performance pros in concrete forming



concrete
forming
services

The Ceco Corporation • General Offices
5601 West 26th Street • Chicago, Illinois 60650
Circle 34 on information card

National Concrete Masonry Association

Offers a free catalog of design and technical aids for concrete masonry construction. The manual includes listings of literature and audiovisual materials on all types of buildings, specifications, energy conservation, noise control and other architectural considerations.

Contact National Concrete Masonry Association, P.O. Box 135, McLean, VA 22101, Tel: (703) 790-8650.

Proscio, Inc.

Will supply descriptive information on the SureKlean lines of masonry cleaning and restoration products. The company will also provide guide specification for the application of SureKlean products, as well as job site assistance and contractor referrals. Sales representatives are located in most major cities.

Contact Michael G. Boyer, Proscio, Inc., P.O. Box 4040, Kansas City, KS 66104, Tel: (913) 281-2700.

Stark Ceramics

A slide and tape presentation covers descriptive and technical aspects of the company line of structural glazed facing file. Illustrates applications, installation procedures and design alternatives. The company also publishes a 24-page brochure which includes the same information, plus details on wall construction, estimating, layout, color engineering and bonding patterns. Both the brochure and the presentation are free.

Contact C. J. Deimling, Stark Ceramics, Inc., P.O. Box 8880, Canton, OH 44711, (216) 488-1211.

Vermont Marble Co.

The company offers a "Color Selector and Use Guide," installation details and guide specifications. Slides and visual aids showing shop bonding and mechanical ISR installation systems are also available. All free.

Contact L. D. Young, Manager, Building Sales, 61 Main St., Proctor, VT 05765.

Whitacre-Greer

Offers Sweet's catalog reprint showing installations, color panels for architectural face brick and pavers, specifications and installation patterns. Individual catalog sheets are available for face brick and pavers lines. All publications are free.

Contact Mike Longo, Sales Manager, Whitacre-Greer, Waynesburg, OH 44688, Tel: (216) 866-9331.

UCI 5: Metals

Armco Inc.

Free literature available on company lines of fasteners and supports, light gage metal framing, metal joists and stairs and structural metal framing.

Contact E. M. Rains, Armco Inc., P.O. Box 600, Middletown, OH 45043, Tel: (513) 452-2535.

Bethlehem Steel Corporation

Numerous publications detailing the uses of steel in the built environment are available from the company, including construction product catalogs and building case histories. Design and engineering aids are also supplied.

Contact F. E. Cronin, Production and Media Director, Bethlehem Steel Corporation, Advertising Division, Martin Tower, Bethlehem, PA 18016, Tel: (215) 694-5438.

Binkley Co.

Offers literature and engineering services pertaining to the manufacture of metal wall systems. Free.

Contact Kenneth L. Cole, National Sales Manager, Building Products Division, Binkley Co., 12115 Kacjkand Road, Suite 100, St. Louis, MO 63141, Tel: (314) 434-7110.

Butler Manufacturing Co.

Eight-page brochure describes the Triodectic building system, suitable for both single- and multilayer frames. The system lends itself to any geometrically derived configuration—flat grids, folded plates, arches, cylindrical shells, domes and hyperbolic paraboloids. Suggested for arenas, restaurants, pool enclosures and shopping malls.

Contact Jim Ladesich, Valentine-Radford, Inc., P.O. Box 13407, Kansas City, MO 64199, Tel: (816) 842-5021.

Inryco, Inc.

Catalog 20-1 is a directory of materials on cellular and noncellular floor decks adaptable to composite beam design. 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. All free.

Contact Donald Schroeder, Milcor Divi-

sion, Inryco, Inc., P.O. Box 393, Milwaukee, WI 53201.

U.S. Steel Corporation

Offers material on "Super-C Steel Framing," including a detail drawing binder on "Super-C Steel Floor Joists and Super-C Steel Studs." The drawings show framing details for residential and light commercial construction. Other literature contains load span and loading tables, installation procedures for single- and multifamily housing and life-cycle cost analyses. All free.

Contact John M. Vranic, Room 2113, U.S. Steel, 600 Grant St., Pittsburgh, PA 15237.

U.S. Steel Corporation

Will supply catalog of construction literature, summarizing 81 publications on steel construction. The catalog covers steel grades and properties, floor plate, tubing and pipe, bars, wire and cable and sheetsteels as well as applications in reinforcing, residential, commercial and highway construction. Free.

Contact Manager, Construction Advertising, U.S. Steel Corporation, P.O. Box 86 (A420), Pittsburgh, PA 15230.

VPI

Offers catalog and installation instructions for Vinyl-Rail vinyl handrail covering. Samples are also available. Free.

Contact: Michael T. Brandt, P.O. Box 451, Sheboygan, WI 53081, Tel: (414) 458-4664.

UCI 6: Wood & Plastics

American Plywood Association

Offers a number of publications, audiovisual aids and services demonstrating the varied uses of plywood. They include: the 40-page "All-Weather Wood Foundation" (Form A400), a summary of the wood foundation's advantages, design details and installation techniques, with cost comparisons; a 16-page "Technical Index" (Form T810) and a 12-page "Plywood Publications Index" (Form B300), and the 32-page "Plywood Ideas for Multi-family Housing" (Form B460), covering the uses of plywood in apartments and other high density developments, with design ideas and plywood systems information. "Plywood Residen-

tial Construction Guide" (Form Y405), illustrates the common applications of plywood in residential construction, and the 56-page "Plywood Commercial/Industrial Construction Guide" shows commercial and industrial applications. Further publications include: "Engineering 24 Framing and Plywood" (Form B420), a 16-page presentation of techniques, cost comparisons, span tables and testimonials for using plywood over lumber framing spanned on a 24" module; "Plywood Construction for Fire Protection" (Form W305), a 32-page guide to wood/plywood systems that meet code and insurance requirements; "Plywood Construction for Noise Control" (Form W460), a 12-page summary of acoustical information, FHA recommendations and STC and IIC ratings for 47 plywood construction assemblies; "Plywood Floor Systems" (Form C50); "The Plen-Wood System" (Form B480), a 30-page guide to the design and installation of the plenum, including the NAHB Underfloor Plenum Manual. The association also publishes "Plywood for Remodeling—Commercial, Industrial and Institutional" (Form B380), "Joint Details for Exterior Plywood Wall Systems" (Form X330) and "Stains and Paints on Plywood" (Form B407), an eight-page summary of care and preparation, edge sealing and preparation of surfaces for refinishing. All literature is free.

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 recommendations for finished plywood siding and "AWWF in Rapid City," a 15-minute look at the All-Weather Wood Foundation at work in Rapid City, S.D. The 8-minute "APA Glued Floor System" shows how a Pacific Northwest builder installs a glued floor in hours. In the 6-minute "Plen-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 films vary.

Four other films are available free 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 2277, Tacoma, WA 98401, Tel: (206) 272-2283.

For publications and films contact Linda Carlson, Public Relations, P.O. Box 2277, Tacoma, WA 98401, Tel: (206) 272-2283.

California Redwood Association

Will supply descriptive and technical information on exterior, interior and landscape applications of redwood. Samples and photographs are included. The packages are free.

Contact Pamela Allsebrook, California Redwood Association, One Lombard St., San Francisco, CA 94111, Tel: (415) 392-7880.

Congoleum Corporation

Offers portfolio describing Congoleum Flor-Ever commercial vinyl flooring.

Contact Dennis C. Cook, 195 Belgrave Drive, Kearney, NJ 07032, Tel: (201) 991-1000.

Diller Corporation

Offers brochures on Dillerwood book-matched wood high pressure laminates and Dillercloth linen laminates, both available in 4x8 panels.

Contact Milton Diller, President, 6126 Madison Court, Morton Grove, IL 60053, Tel: (312) 966-4100.

E. I. Du Pont de Nemours & Co.

Offers brochure describing Du Pont Corian line. Includes descriptions of successful applications, \$2.00.

Contact Martin J. Sennett Jr., Du Pont Co., Public Affairs, Wilmington, DE 19898.

Georgia-Pacific

The 1978 catalog contains 88 pages of information on prefinished wall panelings, exterior plywood, lumber and hardboard sidings and gypsum products. The catalog includes product details, applications and suggested assembly and installation procedures. Free.

Contact R. E. Morse, Georgia-Pacific Corporation, 900 S.W. Fifth Ave., Portland, OR 97204, Tel: (503) 222-5561.

Hager Hinge Co.

Will provide full line catalogs, condensed catalogs and template drawings. All free.

Contact Stephen M. Tenholder, 139 Victor St., St. Louis, MO 63104, Tel: (314) 772-4400.

Masonite Commercial Division

Offers free brochure providing information on colors and textures for the Marlite brand plank, a 16"x8" prefinished hardboard material with tongued-and-grooved edges to simplify installation over old walls and framing. Marlite planks are only one-third the size of conventional panels and can be installed by one person. Contact Patrick Marcouiller, Marlite, 202 Harger, Dover, OH 44622, Tel: (216) 343-6621.

Masonite Corporation

The company offers a 28-page brochure on its lines of decorative interior paneling for residential and commercial applications. Specifications, installation instructions and guarantees are included. Free. Contact D. C. McQuilken, Masonite Corporation, 29 N. Wacker Drive, Chicago, IL 60606, Tel: (312) 372-5642.

Osrose Wood Preserving Co. of America, Inc.

Offers brochures describing the company's all-weather wood foundation systems, fire retardant wood products and pressure preservative wood products for a variety of applications, including offshore (submerged) use. The free booklets contain extensive technical details. Carousel slide and tape presentations on these product lines are also available. In addition, the company offers free correspondence course on wood preservation.

Contact Paul A. French, 980 Ellicott St., Buffalo, NY 14209, Tel: (716) 882-5905.

Penply

Offers brochure covering descriptive and technical information for Penply Western Red Cedar Exterior 303 Plywood Siding. Free.

Contact Penply, P.O. Box 311, Port Angeles, WA 98362, Tel: (800) 426-7067.

Pope & Talbot, Inc.

Will supply brochures on interior and exterior decorative plywoods, plus machine stress rated lumber for industrialized housing.

Contact John Postman, Pope & Talbot, 1700 S.W. Fourth, Portland, OR 97201, Tel: (503) 228-9161.

Headquarters Contacts from page 41

Subject	Staff	Telephone
Research Corporation	John P. Eberhard, FAIA	785-8778
Research Fellowships	Raymond Charity Jr.	7349
Retirement Plan	William Wolverton	7322
Retirement Plan Development Trust	William Wolverton	7322
Review of Architectural Periodicals	Peter Wood	7355
Rules of the Board	Thomas P. Bennett	7802
Scholarship Programs	Raymond Charity Jr.	7349
Schools of Architecture	Roger Schluntz, AIA	785-2324
Seal of Institute	Harriet Halbig	7849
SF 254-255	Bruce Schafer	7382
	Steve Biegel	7384
Social Events	Syed Ali	7397
	Mical Visher	7397
Solar Energy	Joseph A. Demkin, AIA	7252
	David Bullen, AIA	7248
Specialty Contractors	Robert Packard, AIA	7254
Specifications	John H. Schruben, FAIA	7369
Standard Accounting Manual	Robert A. Class, AIA	7257
Standard Documents		
Interpretations	Charles R. Heuer	7240
Orders/Sales	Terry L. Peck	7285
Standards of Ethical Practice	Thomas P. Bennett	7802
	Harriet Halbig	7849
State Coalition (Energy)	Joseph A. Demkin, AIA	7252
	David Bullen, AIA	7248
State Government Affairs	Elizabeth Chalmers	7385
State Government Affairs Committee	Elizabeth Chalmers	7385
State Legislative Information	Elizabeth Chalmers	7385
State and Local Government Documents	Elizabeth Chalmers	7385
State Registration Laws	Elizabeth Chalmers	7385
Student Affairs	Student President	7272
	James E. Ellison, AIA	7347
Student Building Type Competitions	Maurice Payne, AIA	7364
Subcontractor Liaison	Robert Packard, AIA	7254
Sureties	Robert Packard, AIA	7254
Switchboard	Hilda Gasch	7300
Technical Training Schools Program	Raymond Charity Jr.	7349
Training Laboratories, Architectural	Suzon Loomis	7355
Uniform Construction Index	James R. Dowling	7257
Unprofessional Conduct Charges	Maureen Marx	7392
Urban Programs		
Regional/Urban Design	John Gaillard	7363
Assistance Teams	Michael B. Barker, AIP	7359
Use of Headquarters by Outside Groups	Syed Ali	7397
Utility Demonstration Program (Energy)	Joseph A. Demkin, AIA	7252
Value Analysis	Bruce H. Schafer	7282
	Steve Biegel	7384
VISTA/AIA Joint Program	Harold Glover	7229
Women in Architecture	Peggy McCarthy	7315
Yellow Pages	Richard H. Freeman	7250



"I wanted to create a sophisticated, inviting setting for a high fashion shop. I used Western Wood."

WILLIAM L. FLETCHER, FAIA

Helen's, of Course! in Beaverton, Oregon, sells women's fashions. When the building was being planned, the owner, *Helen Gell*, stressed that she wanted a "warm feeling." And the building had to be "responsive to the surrounding neighborhood," a residential district. After weighing the variables, architect William L. Fletcher decided that one building material met almost all the structural and visual requirements—Western Wood.

Western Wood has a natural warmth and charm that other building materials don't have. And it blends, beautifully, into any surroundings. What's more, Western Wood doesn't distract from window merchandise. It actually highlights garments. Helen's, of Course! sells in-fashion garments. It seems only fitting that Helen's is housed in a building made with material that's never out of fashion. Western Wood.



Western Wood Products Association

Dept. AIA-878, Yeon Building, Portland, Oregon 97204
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Free Product Literature And Technical Assistance

- Tell me more about Western Wood's use in light commercial construction. Send your free booklets.
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Ralph Wilson Plastic Co.

Offers brochure showing the Wilsonart laminated plastic Design Group I collection for 1978. Separate booklets illustrate Lokweld 700 nonflammable contact adhesive and Wilsonart Chem-Surf, a chemical-resistant laminated plastic for laboratory surfaces.

Contact Drew Beards, Ralph Wilson Plastics Co., 600 General Bruce Drive, Temple, TX 76501.

Symons Corp., see p. 126**Trus Joist Corporation**

Offers descriptive and technical literature on company products, including Micro-Lam engineered lumber, the TJI Residential I-Beam Joist and the I-45 roof/floor joist system. Free.

Contact J. S. Borsage, Trus Joist Corporation, P.O. Box 60, Boise, ID 83707.

UCI 7: Thermal & Moisture Protection

American Colloid Co.

Offers a variety of technical information on waterproofing and dampproofing, including CSI Spec-Data, CSI Manu-Spec, General Information Folder VP-500 and case histories. A slide presentation on installation is also available. All are free.

Contact Harold R. Lee, Manager, Building Materials Division, American Colloid Co., 5100 Suffield Court, Skokie, IL 60076, Tel: (312) 966-5720.

Armco Inc.

Free literature available on company lines of metal roofing and preformed walls.

Contact E. M. Rains, Armco Inc., P.O. Box 600, Middletown, OH 45043, Tel: (513) 425-2535.

Bilco Co.

The company offers a manual of information on roof scuttles, ceiling access doors, fire vents, floor, pit and sidewalk doors. The guide contains detailed descriptions, cross sections, specifications and related data on standard and special size units.

Contact Bilco Co., New Haven, CT 06505, Tel: (203) 934-6363.

Butler Manufacturing Co.

Offers brochures on company lines of wall and roof panels, including energy-efficient panels and the F-103 Foam Sandwich Panel. Booklets also available on the MR-24 metal roof. All free.

Contact Jim Ladesich, Valentine-Radford, Inc., P.O. Box 13407, Kansas City, MO 64199, Tel: (816) 842-5021.

Celotex Corporation

Will supply product information sheets on Thermax insulation and company lines of commercial roofing, waterproofing, coatings and cements. Free.

Contact Kenneth A. Schweikhart, Communications Manager, Celotex Corporation, P.O. Box 22602, Tampa, FL 33622, Tel: (813) 871-4811.

Cem-fil Corporation

The company will supply a Sweets' catalog reprint describing GRC custom designed architectural panels. CSI Specification Data Sheet also available. All free.

Contact J. Jones, Cem-FIL Corporation, 120 Spence Lane, Nashville, TN, Tel: (615) 883-7563.

Consolidated Aluminum Corporation

Will supply literature on ALUCOBOND material, a composite of thin sheets of aluminum and a thermoplastic core.

Publications on cladding, interior and general applications are available without charge.

Contact P. Castle, Market Manager, ALUCOBOND, Consolidated Aluminum Corporation, 11960 Westline Industrial Drive, St. Louis, MO 63141, Tel: (314) 878-6950.

Dow Chemical U.S.A.

Offers a number of publications containing information on the company's roofing and insulation products, including:

"Use of Styrofoam Brand Insulation with Sheet and Liquid Membrane Products" (5.68); "Reroofing with Styrofoam RM Brand Insulation" (5.75) and "A Guide to Long-Term Performance in Roofs" (179-5057-77A). A slide presentation on Insulated Roof Membrane Assembly is also available. A separate "Guide to Plaza Construction" (179-5098-77) discusses the applications of Insulated Roof Assembly Design and Styrofoam RM brand insulation to plaza deck construction. Both the publications and the slides are free.

Contact Inquiry Services, Dow Chemical U.S.A., 1703 S. Saginaw Road, Midland, MI 48640, Tel: (517) 636-1000.

Elwin G. Smith Division

Will supply free catalogs illustrating company lines of metal walls and roof systems.

Contact Ted J. Manick, Elwin G. Smith Division, 100 Walls St., Pittsburgh, PA 15202, Tel: (412) 761-7474.

Environmental Glass Products

Offers Sweet's catalog reprints, plus brochures on energy-conserving glass and Sht-R-Gard detention glass. All are free.

Contact Donald J. Segin, Sales Manager, Environmental Glass Products, 4815 Cabot Ave., Detroit, MI 48210, Tel: (313) 582-6200.

Follansbee Steel Corporation

Will supply brochures on Terne and TCS product lines. Free.

Contact Jay F. Carey II, Follansbee Steel Corporation, Follansbee, WV, Tel: (304) 527-1260.

Georgia Pacific, see p. 130**GII Corporation**

Offers Sweet's catalog reprints, brochures, design data and installation instructions for Glasweld and Mirawal interior finish panels and partition systems. A film on application uses and installation procedures is also available. Free.

Contact Mineral Fiber Division, GII Corporation, Suite 611, One Embarcadero Center, San Francisco, CA 94111, Tel: (415) 981-3385.

Granco Division, National Steel Products Co.

Offers a six-page catalog illustrating company lines of preformed wall and roof panels. Includes installation instructions and suggested specifications. Free.

Contact Michael Pizzitola, Manager, Insulated Products, Granco Division, National Steel Products Co., P.O. Box 40490, Houston, TX 77040.

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. Both free.

Contact J. C. Shelhorse, Inryco, Inc., P.O. Box 393, Milwaukee, WI 53201, or Thomas Konopasek, Milcor Division, Inryco, Inc., P.O. Box 393, Milwaukee, WI 53201.

Johns-Manville Sales Corporation

The company offers technical literature on its line of construction products, including laminated panels (BSD-49A), Rigid-Roll metal building insulation (PB-15A), Microlite "L" Metal Building Insulation (PB-17A), ITP/Money Clip System insulation for metal buildings (PB-37A), Roof Insulation Systems (BU-27A), Fesco Board (BU-260), Fesco Foam (BU-315-A), Factory-Tapered Dri-Deck Roof Insulation (BU-315A), and Fiber Glass Building Insulations (HIG-260-A). The company

will also supply literature on membrane roofing (BU-3020A), roofing accessories, roofing coatings and cements (BU-280-A) and product lines such as the Abestogard Vapor Barrier System (BU-181A), Woodlands Fiber Glass Shingles (RF-307A) and Fiber Glass Shingles (RF-316A). Descriptive and technical information is also available on the company lines of solid vinyl siding (VS-2A), architectural panels (BSD-25A), Permatone 'S' for metal buildings (PB-5A), 5/8" architectural panels for metal buildings (PB-26A) and 1/4" architectural panels for metal buildings. All literature is free; a slide presentation on the company lines of composite building panels is available for \$35.

Contact J-M Product Information Center, Ken-Caryl Ranch, Denver, CO 80217, Tel: (303) 979-1000.

Kaiser Aluminum

Offers "Design Guide" (ZR-140), featuring the Zip-Rib Aluminum Roofing and Siding System. Free.

Contact R. J. Webster, Advertising Manager, Kaiser Aluminum, 748 Kaiser

Building, Oakland, CA 94643, Tel: (415) 271-3707.

Kalwall Corporation

Offers brochure describing Kalwall Insulated Translucent Roof Systems, a light transmitting, insulated pre-engineered and prefabricated building panel system.

U factor options are .15 and .40 and light transmission can range from 3 to 86 percent. Shading coefficients are from .94 to less than .06. Free.

Contact Bruce Keller, Kalwall Corporation, P.O. Box 237, Manchester, NH 03105, Tel: (603) 627-3861.

Karnak Chemical Corporation

The company catalog shows current lines of roofing, waterproofing, insulation mastics and industrial coatings. Individual data sheets on each product are included, and samples are available on request. All of it is free.

Contact Frederick T. Jelin, Karnak Chemical Corporation, 330 Central Ave., Clark, NJ 07066, Tel: (201) 388-0300.

Koppers Co., Inc.

Offers several brochures describing company lines of roofing products, including: the "KMM Membrane," a roofing and

waterproofing material; "Koppers Laminated Wood Structures" (Brochure FP-810) and "Koppers Red Cedar Shakes and Shingles." A brochure is also available on pressure treatments for protection against termites, decay and flame spread. All brochures are free.

Contact Huck DeVenzio, 1901 Koppers Building, Pittsburgh, PA 15219.

Liskey, Inc.

Will supply product literature on company lines of access flooring for computer rooms, open plan offices and other special applications. An eight-minute slide presentation is also available.

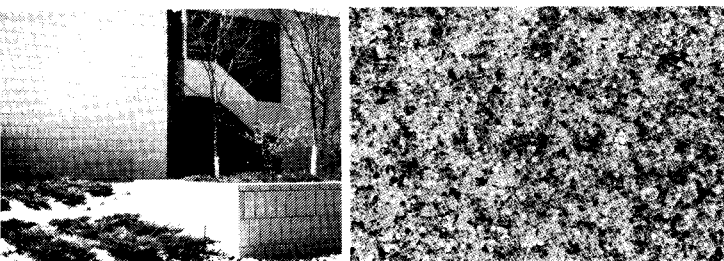
Contact Frank E. Gibson, Manager, Technical Services, Liskey, Inc., P.O. Box 8748, Baltimore, MD 21240, Tel: (301) 796-3300.

Masonite Corporation

Offers a 24-page brochure describing company lines of hardboard siding. Includes applications, specifications and finishing instructions. Free.

Contact D. C. McQuilken, Masonite Corporation, 29 N. Wacker Drive, Chicago, IL 60606, Tel: (312) 372-5642.

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VARI-TONE™ glazed block walls
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Facing of ceramic particles in a variegated satin texture of natural earth-tone hues. Low U-Factors. Meet OSHA, JSDA, other Gov't specs. Low cost fire insurance and improved fire safety. Sanitary surface. Can't peel or blister. No refurbishing. Large block go up faster. Thru-wall, load-bearing units eliminate expense of back-up wall. One trade. Job-site delivery. 72 colors. Plain, scored, variegated & sculptured faces (Photo, right, above, shows VARI-TONE™ face section actual size).

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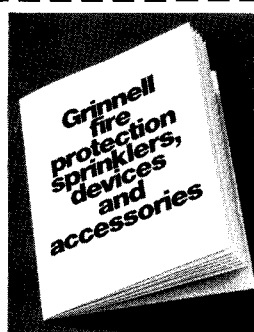
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FIRM ADDRESS _____

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STATE _____ ZIP _____

Circle 37 on information card

Monier Co.

Will supply "Technical Information Pack" for design professionals, containing specifications, drawings and recommended installation practices for company line of roof tiles. Free.

Contact Roger D. Thompson, Vice President for Marketing, Monier Co., P.O. Box 5567, Orange, CA 92666, Tel: (714) 538-8822.

Neogard Corporation

Offers 3-ring binder catalog and guide specifications for systems. Free.

Contact Mike Steele, Director, Marketing & Sales, P.O. Box 3528, Dallas, TX 75235, Tel: (214) 357-4305.

Owens-Corning Fiberglas Corporation

Offers descriptive and technical information on company line of roofing products, including: Sweet's catalog reprints on roof insulations and built-up roofing (1-RW-3950-N and 1-RW-5393-H); a fact sheet on Suburban Thatch organic shingles (5-RR-8597); a brochure on the company line of organic shingle products (5-RR-8430) and a four-page foldout on "The Cost-Efficient Roof" (5-RI-8448-A). A brochure is also available on the Owens-Corning Energy Management System for determining the most cost-efficient roof insulation for a building. All publications are free.

Contact G. C. Norman, Roofing Products Operating Division, Owens-Roofing Fiberglas Corporation, Fiberglas Tower, Toledo, OH 43659, Tel: (419) 248-8779.

Peninsula Plywood

Offers catalog illustrating company lines of western red cedar plywood siding. Free.

Contact Karl J. Altenender, P.O. Box 311, Port Angeles, WA 98362, Tel: (206) 457-4421 or (800) 426-7017.

Polymer Building Systems, Inc.

Product data available on PBS/800/L75 Utility Panels, a rigid urethane sheathing and roofing underlayment, including suggested application instructions, thermal performance and code approvals. The company offers similar information on PBS/900/1 Composite Roof Insulation. All free.

Contact Charles M. Imlah, Director of Communications, Polymer Building Systems, Inc., 6918/6942 Gage St., Riverside, CA 92504.

Red Cedar Shingle & Handsplit Shake Bureau

Offers a number of publications on selected aspects of shingles and roofing tiles, including roof detailing, ventilation, insulative properties, applications and

product selection. A brochure on economy grades of shingles and shakes is also available. All are free.

Contact Virgil G. Peterson, Manager Red Cedar Shingle & Handsplit Shake Bureau, 515 116th Ave. N.E., Suite #275, Bellevue, WA 98004.

Rollamatic Roofs Inc.

Offers eight-page Sweet's catalog reprint and standard detail sheets for both operable and stationary skylights. The company will also review any preliminary drawings submitted and offer technical and budget advice. Both the publications and the review service are free.

Contact Carolyn Meyer, Rollamatic Roofs Inc., 1400 Yosemite Ave., San Francisco, CA 94124.

Sandell Manufacturing Co.

The company will provide a free analysis of proposed building sealant gasket assemblies, roof expansion joints and through-wall flashing details. Model specifications, technical literature and drawings are also available. Free.

Contact Max Wasserman, 324 Rindge Ave., Cambridge, MA 02140, Tel: (617) 491-0540.

Terminix International, Inc.

Will supply brochure on Vapo-Chek, a polyethylene membrane installed on crawl space ground to prevent moisture from invading construction above. Free.

Contact Susie Simon, Terminix International, Inc., P.O. Box 17167, Memphis, TN 38117, Tel: (901) 767-8720.

Thiokol Corporation/Chemical Division

Offers "Joint Design Digest," a comprehensive survey of joint design, including sections on establishing the proper width-to-depth ration for sealants, the selection and use of backing materials and recommended joints for curtain wall and concrete construction. A separate brochure is available on insulating glass. Free.

Contact Market Communications, P.O. Box 8296, Trenton, NJ 08650, Tel: (609) 396-4001.

Tremco, Inc.

Offers literature on sealants and glazing products, including spec-data sheets on product lines. The company also offers the "Total Capacity Service," a single source for all sealing and glazing needs. Film, ausioscan and slide shows are available. All publications and services are free.

Contact C. R. Musante or M. E. Kronback, Tremco Inc., 10701 Shaker Boulevard, Cleveland, OH 44104, Tel: (216) 229-3000.

Varco-Pruden

Will supply "Energestics" booklet which reviews all company products for energy efficiency and compares them with con-

ventional building materials. Energy efficiency is expressed in both R and U values. The brochure also introduces the company's new energy efficient wall and roof system. Free.

Contact G. A. Schumacher, 5100 Poplar Ave., Suite 20k, Memphis, TN 38137, Tel: (901) 767-5910.

Vincent Brass & Aluminum

Offers descriptive and technical information on Colorklad including Sweets catalog reprints, specification data sheets, suggested details and color samples.

Contact Marvin V. Hork, Building Products Manager, Vincent Brass & Aluminum, P.O. Box 360, Minneapolis, MN 55440, Tel: (800) 328-7772.

W. R. Grace & Co.

Offers detailed information on Zonolite Wall Insulation Systems, Roof Deck System, Monokote Fireproofing, and Zonolite 3300 Fireproofing for exposed urethane. Free.

Contact John Cain, W. R. Grace & Co., Construction Products Division, 62 Whittemore Ave., Cambridge, MA 02140, Tel: (617) 876-1400.

UCI 8: Doors & Windows

Adams Rite Manufacturing Co.

Will supply a 16-page catalog describing company lines of hardware for metal and glass doors, including locks, latches, electric strikes, exit devices and other specialized hardware. A four-page leaflet, "Protection for Any Building Starts Here," covers the most common forced entry techniques and suggests ways to prevent them. Both free.

Contact Russ Hawe, Adams Rite Manufacturing Co., Tel: (213) 699-0511.

American Gas Association

Offers an energy analysis computer program to help design professionals and building owners assess the energy costs of existing structures and propose modifications. Design assistance for new structures is also available. Using actual data for weather, building construction, operation, scheduling and equipment, calculations are performed to determine building thermal needs and equipment energy needs. This service is free.

Contact David S. Wood, American Gas

Association, 1515 Wilson Boulevard, Arlington, VA 22204, Tel: (703) 524-2000.

Andersen Corporation

Offers Sweet's catalog reprint showing company line of wood windows and gliding doors, vinyl clad windows and gliding doors, including sizes, construction details and installation guidelines. A "Commercial Applications Book" contains installation photos and drawings, and additional technical performance information is available under separate cover. The company also offers a book of technical details on its Perma-Shield window and gliding door products for commercial and residential buildings. Tracing detail sheets and templates are also available. All free. Contact Jack M. Ullrich, Sales Promotion Manager, Andersen Corporation, Bayport, MN 55003, Tel: (612) 439-5150.

ASG Industries

Offers Sweet's catalog reprints of their float, sheet and rolled glass products for exterior and interior glazing. Descriptive and technical literature is also available on the use of laminated glass for security, detention and soundproof applications. An energy conservation brochure shows types of glass suitable for use in passive solar designs, and describes insulating units available with solar glass. All free. Contact Jacques Edwards, Product/Market Manager, ASG Industries, P.O. Box 929, Kingsport, IN 37622, Tel: (615) 245-0211.

Binswanger Mirror Co.

Will supply 40-page catalog listing company lines of bifold, sliding and framed mirrors. Selections shown include pier sets, console sets and cheval mirrors in woodcraft and contemporary collections. Free.

Contact Jan Bess, Binswanger Mirror Co., P.O. Box 17127, Memphis, TN 38117, Tel: (901) 761-3150.

Cal-Wood Door

Will supply "Flush Wood Doors," containing eight pages of details on flush door constructions, and "Fire Doors," which describes fire door constructions and listings. Both are free.

Contact Charles Lohman, Vice President, P.O. Box 1656, Santa Rose, CA 95402, Tel: (707) 542-6426.

Caradco Window & Door Division, Scovill

Offers "Architectural Tracing File" containing pre-cut tabs for all Caradco windows and doors, product photography,

technical data and complete specifications. Contact Harry Muir, Caradco Windows & Doors, 201 Evans Drive, Rantoul, IL 61866, Tel: (217) 893-4444.

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. The catalog is free.

Contact Harold R. Gilpin, Marketing Manager, Ceco Corporation, 5601 W. 26th St., Chicago, IL 60650, Tel: (312) 242-2000.

Cookson Co.

Will supply catalog of rolling fire doors, rolling counter fire doors, security doors, power operators and side coiling enclosures. Free.

Contact Robert A. Cookson, 700 Pennsylvania Ave., San Francisco, CA 94107, Tel: (415) 826-4422.

Disco Aluminum Products Co., Inc.

Offers specifications and performance data on company lines of aluminum thermal windows and sliding glass door units. Cost analyses and engineering assistance also provided. All free.

Contact Bill Battle, Vice President, Sales and Marketing, P.O. Box 1019, Selma, AL 36701, Tel: (205) 875-9283.

Ferro Enameling Co.

Offers catalog showing details, specifications and photographs of completed jobs. The booklet includes color samples. Free. Contact Milton Bromberg, 1100 57th Ave., P.O. Box 2246, Oakland, CA 94621, Tel: (415) 532-0266.

General Electric

Will supply 24-page brochure on Lexan sheet glazing products to increase protection against burglary and vandalism. Detailed installation and maintenance guidelines are included.

Contact General Electric Co., Specialty Plastics Department, Plastics Division, Sheet Products Section, One Plastics Avenue, Pittsfield, MA 01201.

Georgia Pacific, see p. 130

GII Corporation

Will supply catalogs, case histories and engineering design input for company's Thermal Barrier Wall System with Miraweld, Glasweld or Qasal finish. Includes installation techniques, two-faced panel system, patented thermal barrier joint design, drawings, etc. Free.

Contact Porcelain Enamel Division, GII Corporation, Suite 611, One Embarcadero Center, San Francisco, CA 94111, Tel: (415) 981-3385.

Horton Automatic

Will supply a 1" shelf-type design and layout catalog for company lines of automatic doors. Free.

Contact Don Moerbe, P.O. Box 22285, Dallas, TX 75222, Tel: (214) 233-6611.

Howmet Aluminum Corporation

Brochures, tests and engineering data available on store front, curtain wall, and thermal and security lines. Free.

Contact Mike Edwards, Marketing Manager, P.O. Box 629, Terrell, TX 75160, Tel: (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. Free.

Contact Richard Boyle, Milcor Division, Inryco, Inc., P.O. Box 393, Milwaukee, WI 53201.

Catalog 36-1, "Inryco Telescoping Door," is an eight-page catalog with descriptive and technical information on a new design in power operated industrial, commercial and institutional doors. Telescoping action of curtain permits continuing operation even in severe weather. Free.

Contact Thomas Konapasek, Milcor Division, Inryco, Inc., P.O. Box 393, Milwaukee, WI 53201.

Kalwall Corporation

Offers booklet on "Kalwall Insulated Translucent Wall Systems" for exterior and interior walls, a light transmitting, pre-engineered and prefabricated building panel system for buildings and window replacements. U options are .06, .15, .24 and .40. Light transmission options at 3 to 83 percent. Shading coefficient options from .84 to .04. Free.

Contact Bruce Keller, Kalwall Corporation, P.O. Box 237, Manchester, NH 03105, Tel: (603) 627-3861.

Kawneer Co.

The company offers a number of publications describing its lines 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 4 to 6 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. All free. Contact *D. P. MacCarthy, Kawneer Co., Inc., 1105 N. Front St., Niles, MI 49120, Tel: (616) 683-0200.*

Kinnear, Division of Harsco Corporation
Offers the 24-page "Bulletin #186," containing information on details, dimensional tables and specifications for interlocking slat-type or metal rolling service doors, fire doors and fire shutters. The catalog also discusses metal rolling grills, counter shutters, sectional type overhead doors, dock seals and power operators designed for these doors. Free. Contact *Robert E. Hastings, General Sales Manager, Kinnear, Division of Harsco Corporation, P.O. Box 598, Columbus, OH 43216.*

LCN Closers

The eight-page catalog describes the company lines of special closers for handicapped installations, including LCN Swing Free, Equalizer, Smoothee and SuperSmoothee closers, plus overhead concealed closers. Economical Niftee II nonhanded closer is also shown. The catalog lists dimensions, sizes, finishes and warranty information. It is free. Contact *LCN Closers, Schlage Lock Co., Princeton, IL 61356.*

Libbey-Owens-Ford Co.

Offers various brochures, including: "How to Predict Interior Illumination," "Heat Gain Calculator," "Sun Gain Calculator," "Glass For Construction," "Utilizing a Natural Resource" (Sunpanel solar collectors) and "Vari-Tran Coated Glass." A glass load calculator is also available.

Contact *T. J. Cullen, Libbey-Owens-Ford Co., 811 Madison Ave., Toledo, OH 43695, Tel: (419) 247-4865.*

Marvin Windows

The Marvin Architectural File contains detail scale drawings for window units and patio doors. Catalog #6 and descriptive literature are included in the package. Free.

Contact *Morris C. Taylor, Marvin Windows, P.O. Box 100, Warroad, MN 56763.*

Masonite Commercial Division

Offers free four-page catalog on Marlite brand door/frame systems for commercial use.

Contact *Patrick Marcouiller, Marlite, 202 Harger, Dover, OH 44622, Tel: (216) 343-6621.*

W. B. McGuire Co., Inc.

Offers eight-page brochure on complete line of impact traffic doors and transparent strip doors for personnel and fork truck traffic. The brochure provides design criteria and specifying factors to be considered. Individual specification sheets also available for each model. All free. Contact *George Atwell, Administrative Manager, P.O. 636, Hudson, NY 12534, Tel: (518) 828-7652.*

McKee Door Co.

Offers selector guides for overhead doors, electric door openers, rolling steel doors and electric gate operator systems. Free. Contact *Robert D. Bohnas, Vice-President, Marketing, McKee Industries, P.O. Box 1108, Aurora, IL 60507, Tel: (800) 323-0810.*

Overhead Door Corporation

Catalogs describe company lines of commercial, residential and industrial doors, including metal rolling doors, sectional doors and entrance door systems. A separate booklet describes the company's loading dock equipment line. Publications include specifications, application guides, technical information and installation photography. Free.

Contact *Robert E. Pierson, Advertising Manager, Overhead Door Corporation, P.O. Box 22285, Dallas, TX, Tel: (214) 233-6611.*

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. All free.

Contact *Tom Hufford, Manager, Marketing Series, P.O. Box 3324, San Francisco, CA 94119, Tel: (415) 467-1100.*

Steelcraft Manufacturing Co.

Offers a number of publications describing company products, including the "Architect's Technical Data Manual," containing specifications and details for all company products; "Full Line Brochure," portraying complete product line; "Design Manual," showing steel architectural systems for exterior wall sections, window walls, store fronts, etc. Product

samples available. The company also offers a film on the use and need for fire-rated entries and a cassette presentation on insulated doors. All free.

Contact *Richard Brian, 9017 Blue Ash Road, Cincinnati, OH 45242, Tel: (513) 745-6400.*

Tremco, see p. 133

Velux America, Inc.

Offers an architectural binder containing information on Velux roof windows and accessories. Includes installation details and instructions. Free.

Contact *John H. Graves, Velux-America, Inc., 74 Cummings Park, Woburn, MA 01801, Tel: (617) 935-7390.*

Von Duprin, Inc.

Offers Sweet's catalog reprint showing company lines of exit devices. Bulletin No. 774 provides information on the 33 series manual and electrically operated exit devices. All free.

Contact *Charles Heckman, Von Duprin, Inc., 400 W. Maryland St., Indianapolis, IN 46225.*

J. G. Wilson

Offers a 28-page catalog describing company line of rolling door products. A brochure on Tee-M Storage Units for bicycles and trash cans is also available. Both publications are free.

Contact *J. L. Bevan, Executive Vice President, J. G. Wilson Corporation, P.O. Box 599, Norfolk, VA 23501, Tel: (804) 545-7341.*

Windsor Door Co.

Offers information and specifications on company lines of upward-acting sectional doors (catalog #WSCI-782) and metal rolling doors (catalog #678). The catalogs suggest applications in plants, warehouses, hangars and terminals. Both are free.

Contact *Larry Pahlow, General Sales Manager, Windsor Door Co., 5800 Scott Hamilton Drive, Little Rock, AR 72209, Tel: (501) 562-1872.*

UCI 9: Finishes

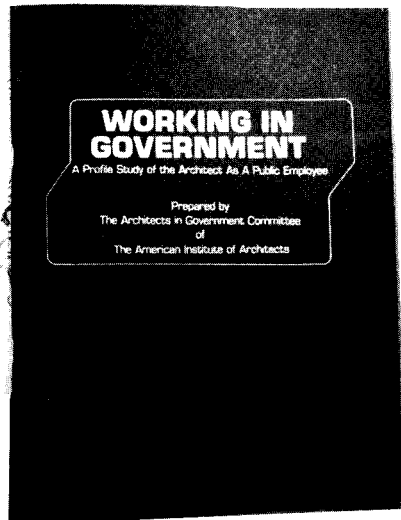
American Olean Tile Co.

Will supply literature on glazed ceramic tile, ceramic mosaics and quarry tile. In addition, the company maintains an architectural design department to assist architects with large color coordination projects and in preparing ceramic tile murals. A swimming pool design service is also available. Company sales representatives located throughout the country

NEW BOOKS

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Compensation Guidelines for Architectural and Engineering Services, 2nd Edition (2-M188)

Prepared by AIA with the assistance of the American Consulting Engineers Council, this 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. Includes fixing the responsibility and costs for each item of service and estimating professional compensation and reimbursable expenses relating to the services selected. A revision of the popular COMPENSATION MANAGEMENT GUIDELINES FOR ARCHITECTURAL SERVICES, this second edition aims to fulfill the need for greater simplicity, comprehensiveness, uniformity of detail, and broader concerns. Softcover, 160 pages (1978) \$12.50 Non-member, \$10.00 AIA and ACEC members.

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. Softcover, 12 pages (1978) Not available to non-members, \$2.00 AIA and ACEC members.

Your Architect's Compensation (4-N902)

Designed as a companion piece to forthcoming (1978) edition of **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 single copy Available in bulk so architects may supply copies to their clients (4-N902B) \$15.00 for 25 copies, AIA members *only*.

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

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; 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 over 2,000 architects in government conducted in 1976, it provides a comprehensive profile of those persons practicing as architects in the public sector. Softcover, 40 pages (1978). \$5.00 Non-member, \$4.00 AIA member.

ProFile/Architectural Firms/The American Institute of Architects: Official AIA Directory of Architectural Firms (4-M310)

Edited by Henry W. Schirmer. Presents in one volume 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. Invaluable reference volume for practitioners investigating the possibility of associations or joint ventures. Hardcover, 674 pages (1978). \$56.00 Non-member, \$48.00 AIA member (4-M310A)

TO ORDER

Order from: Manager, Publications Marketing, 1735 New York Avenue, N.W., Washington, D.C. 20006.

Make checks payable to the American Institute of Architects. District of Columbia residents add 5 percent sales tax.

For first class, air mail, special delivery, air express handling add 20 percent to total amount of order.

Foreign orders must include postage in the amount of 20 percent added to total amount of order. Check or money order must be payable in U.S. dollars.

will provide technical information and assistance in other tile related areas as well. A set of films on the company product lines may be obtained through these regional offices. All publications and services are free.

Contact Louis D. Methfessel, American Olean Tile Co., 100 Cannon Ave., Lansdale, PA 19446, Tel: (215) 855-1111.

Armstrong Cork Co.

Offers product literature, catalogs, samples and specification data on company lines of resilient flooring products, carpeting, ceiling systems, acoustical wall systems and cork wall coverings. Most are free.

Contact P. H. Unger, Armstrong Cork Co. Lancaster, PA 17604, Tel: (717) 397-0611.

Bi-Wood International

Offers four-page brochure detailing descriptive information on and uses of hardware paneling. Free.

Contact Scott Ledbetter, Bi-Wood International, P.O. Box 17276, Memphis, TN 38117, Tel: (901) 761-3490.

Bruces Hardwood Floors

Triangle Pacific Co.

Has available two sample cases, one containing glue-down plank and parquet floors, the other showing nail-down plank floors. Attached information cards include detailed product specifications.

Contact Dave Hickman, Bruce Marketing Manager, Triangle Pacific Co., 4255 LBJ Freeway, Dallas, TX 75234, Tel: (214) 661-2800.

Columbus Coated Fabrics,

Division of Borden Chemical Co.

Will supply a guide to company products, specifications, and 8x10 sampling. All free.

Contact Burgess Holevar, Columbus Coated Fabrics, 1280 N. Grant Ave., Columbus, OH 43216, Tel: (614) 225-6079.

Cooke Paint and Varnish Co.

Offers CSI spec-data sheets, product information manual, color cards and decks and product samples for B. F. Goodrich KOROSEAL vinyl wallcovering samples, and a variety of product information brochures. All free.

Contact Ron Malowney, Cooke Paint and Varnish Co., P.O. Box 389, Kansas City, MO 64141, Tel: (816) 391-6238.

DAP Inc.

Offers architectural sealant catalog, technical data sheets, color cards for sealant

selection and other literature. Free.

Contact W. B. Aberth, Vice President, DAP Inc., P.O. Box 277, Dayton, OH 45401, Tel: (513) 253-7151.

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. Both are free.

Contact Ed Hoerster, Market Manager, DeSoto Inc., 1700 S. Mount Prospect Road, Des Plaines, IL 60018, Tel: (312) 391-9000.

Dow Badische Co.

Offers a selection and specification guide to the company lines of contract carpets. The booklet includes information on basic carpet construction, installation and maintenance. Free.

Contact Sharon Mohnney, Drawer D, Williamsburg, VA 23185, Tel: (804) 887-6573.

Flexi-Wall Systems

The company offers descriptive and technical information on Flexi-Wall plaster. Price lists, test results and a swatchbook are also available. All free.

Contact H. Levy, Executive Vice President, Flexi-Wall Systems, P.O. Box 477, Liberty, SC 29657, Tel: (803) 855-0500.

Georgia Pacific, see p. 130

Gold Bond Products

The company offers a 32-page brochure on Gold Bond mineral fiber and wood fiber acoustical ceiling tiles and panels, including pattern descriptions, installation photos, fire and sound ratings and specifications. Similar publications are available on Gold Bond Durasan and Gold Bond demountable partitions for office, classroom and commercial use.

Contact I. G. Poole, 2001 Rexford Road, Charlotte, NC 28211, Tel: (704) 365-0950.

Hillyard Chemical Co.

The company publishes booklets listing specifications for treating and maintaining various types of flooring. Includes step-by-step directions and diagrams of suggested techniques. Spec-Data sheets and Sweet's catalog reprints are available.

Company representatives will also supervise application procedures at the job site. All free.

Contact Dan Belcher, Director of Advertising and Marketing, Hillyard Chemical Co., 302 N. 4th St., St. Joseph, MO 64502, Tel: (816) 233-1321.

Howmet Aluminum Corporation

Will supply brochures, tests and technical data for both custom and standard aluminum ceiling grids. Free.

Contact Mike Edwards, Marketing Man-

ager, P.O. Box 629, Terrell, TX 75160, Tel: (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. Free.

Contact Richard Boyle, Milcor Division, Inryco, Inc., P.O. Box 393, Milwaukee, WI 53201.

Kentucky Wood Floors, Inc.

Offers a color brochure and specification sheets on product lines, listing sizes, patterns and prices. Samples are also available. The company will provide specification writing assistance, including "take-off" assistance for quantity necessary and recommended layout for individual floor plans. All publications and services are available without charge.

Contact John P. Stern, 7761 National Turnpike, Louisville, KY 40214, Tel: (502) 368-5836.

K.S.H., Inc./K-Lux Division

Catalog sheets and consumer literature are available showing product information, applications, colors, textures, instructions. Literature free; cassette presentations are \$15 and \$30.

Contact Brian J. Raleigh, Marketing, K.S.H., Inc., 10091 Manchester Road, St. Louis, MO 63122, Tel: (314) 966-3111.

Mannington Mills, Inc.

Will supply its "Architectural File" containing resilient flooring specifications, color brochures and samples. Free.

Contact Frank D. Hearst, Mannington Mills, Inc., P.O. Box 30, Salem, NJ 08079, Tel: (609) 935-3000.

National Terrazzo & Mosaic Association, Inc.

Offers its "Design Data Book," containing information on patterns, colors and textures, and a "Technical Data Book," with specifications for various types of terrazzo and related finishes. Also gives traceable architectural details of terrazzo floor and wall systems. One copy of each book is available to design professionals at no charge. A short film, "Terrazzo Today," covers major aspects of the terrazzo industry, including cost comparisons, maintenance information, new techniques, design ideas and exterior applications. Available on a loan basis.

Contact Derrick Hardy, Executive Director, National Terrazzo & Mosaic Association, 2-A W. London St., Leesburg, VA 22075, Tel: (703) 777-7683.



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Olympic

The company will supply a color kit containing samples of their solid color and semitransparent stain. Also available are an audiovisual presentation showing correct application procedures and an 11-minute film on wood. Area managers will assist in color coordination at job site if desired. All free.

Contact Olympic Headquarters, 2233 112th Ave. N.E., Bellevue, WA 98004.

Osmose Wood Preserving Co. of America, Inc.

The company will provide color cards, specifications and data sheets to illustrate its waterproof, wood preserving exterior stains. Free.

Contact Paul A. French, 980 Ellicott St., Buffalo, NY 14209, Tel: (716) 862-5905.

Permagrain Products, Inc.

Will supply architectural folders containing descriptive literature and technical information on PermaGrain flooring, GenuWood II flooring, Cork-O-Plast and Multi-Play. Sample swatch cards are also available. The company will also provide a slide set presentation covering descriptive and technical aspects of installation. All free.

Contact J. Joseph Egan, 22 W. States St., Media, PA 19063.

Potlach Corporation

Offers an eight-page brochure showing company line of prefinished hardwood planking and complete specification data. The company will also supply an "Architect's Sample Kit" of hand samples. The publications are free; the kit is \$5.

Contact Ramon Mallett, Sales Manager, Potlach Corporation, P.O. Box 916, Stuttgart, AR 72160, Tel: (501) 673-1606.

PPG Industries, Inc.

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. All free.

Contact H. A. McCoy, Assistant Advertising Manager, Coatings and Resins Division, PPG Industries, Inc., One Gateway Center, Pittsburgh, PA 15222, Tel: (412) 434-3892.

Pratt Lambert Inc.

The company offers a manual which discusses painting and finishing specifications by substrate, interior and exterior, including product descriptions and application procedures. It also offers a complete product catalog, detailing technical data for company products including mill thicknesses, approximate coverage per gallon and drying times. Also offered is a paint color selection guide containing color swatches arranged by family. All publications free.

Contact Michael H. Fruth, Advertising Manager, Pratt & Lambert Inc., P.O. Box 22, Buffalo, NY 14240, Tel: (716) 873-6000.

Roper Eastern

Offers technical brochures and shop drawings for company lines of exposed and concealed acoustical grid systems. Sales representatives will also provide technical assistance upon request. Both the literature and the advice are free.

Contact Alfred A. Reed, Manager, Building Systems, 9325 Snowden River Parkway, Columbia, MD 21046, Tel: (301) 992-6741.

Standard Dry Wall Products

Offers Circular 71-E on use of Thoraseal Plaster Mix to prevent "rubbing" of concrete on construction site. Includes photographs of over block, poured in place concrete and multiple surface applications. Free.

Contact Standard Dry Wall Products, 7800 N.W. 38th St., Miami, FL 33166, Tel: (305) 592-2081.

Tremco, see p. 133

United States Gypsum Co.

Offers "Architectural Reference Library SA-99" containing folders on various applications of company building products. Package includes technical information, test data, assembly instructions, detail drawings and specifications. Contains information on sound control and environmental ceilings, gypsum veneer and plaster systems, vinyl-surfaced gypsum panels, paints and coatings.

Contact United States Gypsum Co., Public Relations, 101 S. Wacker Drive, Dept. 124, Chicago, IL 60606, Tel: (312) 321-3850.

VMC Corporation

Offers free brochure suggesting application procedures for RUFF-IT acrylic wall covering.

Contact John Keneally, VMC Corporation, P.O. Box 628, Woodinville, WA 98033, Tel: (800) 426-8041.

Whitacre-Greer

Will supply free ad reprints for company line of 5/8"-thick interior pavers.

Contact Mike Longo, Whitacre-Greer, Waynesburg, OH 44688, Tel: (216) 866-9331.

UCI 10: Specialties

American Canvas Institute

Offers color brochure on architectural uses of canvas, including information on types of fabric, weight, strength, coatings, hardware and energy conservation. Free.

Contact William F. Jordan, Executive Director, 10 Beach St., Berea, OH 44017, Tel: (216) 243-0121.

Charles Parker Co.

The 48-page "Sales Catalog for 1978" gives details on the company line of wash-room equipment and accessories, grab bars, soap dispensers and cabinets. Free.

Contact Charles Parker Co., 290 Pratt St., Meriden, CT 06450.

Childers Manufacturing Co.

Will supply literature describing company's Spring-Lok Roofing System, carports, enclosed garages and architectural fascia panels.

Contact Jan Stolte, Advertising Coordinator, Childers Manufacturing Co., P.O. Box 7467, Houston, TX 77008, Tel: (713) 869-3441.

Excel Manufacturing Corporation

Brochures and other product literature are available on the company lines of wall-mounted electric hand and hair dryers. Free.

Contact William P. Matthews, Executive Vice President, Excel Manufacturing Corporation, P.O. Box 365, E. Longmeadow, MA 01028, Tel: (413) 525-4531.

GII Corporation

Offers Sweet's catalog reprints, brochures, design data and color samples for Glasweld mineral fiber products and Mirawal porcelain enamels. Literature on Qasal mineral fiber architecture panels is also available. All information is free.

Contact Mineral Fiber Products Division or Porcelain Enamel Division, GII Corporation, Suite 611, One Embarcadero Center, San Francisco, CA 94111, Tel: (415) 981-3385.

Inryco, Inc.

Catalog 36-3 "Inryco/Milcor Stainless Steel Corner Guards," provides design and ordering information on stainless steel sections to help protect corridor cor-

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SOLAR LAW

Present and Future,
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by Sandy F. Kraemer

Here is the first comprehensive coverage of existing solar legislation which, additionally, comes to grips with solutions to potential questions of law arising out of accelerated utilization of solar energy.

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SOLAR LAW will interest and be-



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About the Author

Sandy F. Kraemer is a Colorado Springs (Colorado) lawyer whose combined background in engineering and law has been channeled in support of new legal concepts to encourage solar energy development.

Author of many articles on solar law, he has sponsored relative state legislation and local ordinances. He is sought as a legal counselor by solar industries, is a nationally recognized speaker on energy policy and solar law. He serves as a consultant to the Phoenix Solar Project which is supported by the National Science Foundation.

Kraemer received his B.S. from Stanford University and J.D. from the University of Colorado for which he presently serves as a member of the Board of Regents.

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Circle 39 on information card

ners, elevator openings, etc. against impact from carts and other mobile equipment. Free.

Contact Thomas Konapasek, Milcor Division, Inryco, Inc., P. O. Box 393, Milwaukee, WI 53201.

Masonite Commercial Division

Has brochure on Marlite brand high pressure laminate and economy toilet compartment systems, which come in floor mounted and overhead braced models. Each model is available in corner, wall-to-wall, free standing and alcove layouts with handicap size doors available. Booklet is free.

Contact Patrick Marcouiller, Marlite, 202 Harger, Dover, OH 44622, Tel: (216) 343-6621.

Merchandising Equipment Group

Will provide illustrated catalogs, brochures and installation case histories on company lines of storage and shelving systems. Free.

Contact Rosalie Roth, Merchandising Equipment Group, Inc., 100 Bidwell Road, P.O. Box 328, South Windsor, CT 06074, Tel: (203) 289-8267.

Richards Wilcox Co.

Offers six-page brochure describing the operable wall system, a top-hung manually operated system incorporating uniform, basic components to accommodate individual job needs. Includes detailed product description, dimensional drawings, specifications, panel storage configurations and an illustrated selection chart. Free.

Contact Paul E. Baudouin, 174 Third St., Aurora, IL 60507, Tel: (312) 897-6957.

Roper Eastern

Will supply brochures and shop drawings for company line of demountable drywall partition framing. Technical assistance is also available. Both the literature and the assistance are offered without charge.

Contact Alfred A. Reed, Manager, Building Systems, 9325 Snowden River Parkway, Columbia, MD 21046, Tel: (301) 992-6741.

Scott Plastics Co.

Offers illustrated signage catalog and sampler to design professionals. Free.

Contact David B. Gibson, Manager, Advertising and Sales Promotion, P.O. Box 2958, Sarasota, FL 33578.

Terminix International

Booklets describe Terminix methods of termite control through chemical barriers and gas fumigation. Free.

Contact Susie Simon, Terminix International, Inc., P. O. Box 17167, Memphis, TN 38117, Tel: (901) 767-8720.

Vaughan Walls, Inc.

Will supply an "Architectural Design Manual," a 200-page guide to company products, with specifications and detail drawings. Free to design professionals. Contact *Wayne Bettner, Vaughan Walls, Inc., 6061 N. Guion Road, Indianapolis, IN 46254, Tel: (317) 299-0700.*

UCI 11: Equipment**Ceramic Cooling Tower Co.**

Offers descriptive and technical information for company lines of custom-designed cooling towers. Includes installation photographs and cost estimates. A separate brochure is available on the PSM evaporative cooling system. The company will also supply information on federal guidelines for Ultimate Heat Sink projects. Free.

Contact *Lee Newman and John Hubenthal, P.O. Box 425, Fort Worth, TX 76101, Tel: (817) 335-2474.*

General Electric Co.

Offers brochures and application data for large screen television projectors suitable for training and management displays. Free.

Contact *Jerrold P. Gunderson, Electronics Park 6-206, Syracuse, NY 13221.*

Johns-Manville Corporation

Offers free technical literature on Colorlith/Colorceran laboratory counter tops. A Colorlith/Colorceran slide presentation is available for \$35.

Contact *J-M Product Information Center, Ken-Caryl Ranch, Denver, CO 80217, Tel: (303) 979-1000.*

Kelley Co.

Individual four-page brochures contain specifications for three new model lines of Kelley Dyna-Load permanent dock-levelers. Includes illustrated descriptions of design and construction features. Free. Contact *John Hazelwood, Advertising Manager, Kelley Co., Inc., 6720 N. Teutonia Avenue, Milwaukee, WI 53209, Tel: (414) 352-1000.*

Kinnear, Division of Harsoc Corporation

Brochure "#180" describes Kinnear Loading Dock Seal with "floating" design that moves up and down with the motion of the truck during loading and unloading, reducing abrasion. The brochure is free. Contact *Robert E. Hastings, General Sales Manager, Kinnear, Division of Harsoc Corporation, P.O. Box 598, Columbus, OH 43216.*

Labconco Corporation

Offers "Labconco Laboratory & Apparatus Catalog," containing descriptive and technical information on all Labconco fume hoods, glove boxes and related equipment. "How to Select the Right Fume Hood" discusses types of fume hoods available and suggests factors to consider in selection, including type of air removal system, TLV's and OSHA. Both free.

Contact *Deborah Baker, Advertising Manager, Labconco Corporation, 8811 Prospect, Kansas City, MO 64132, Tel: (816) 363-6330.*

W. B. McGuire Co., Inc.

Offers three brochures on company lines of hydraulic and mechanical dock levelers, loading door seals and shelters, dock lights and bumpers. A seven-minute film is available on the Autodock System, an automated loading door system. All free.

Contact *George Atwell, Administration Manager, P. O. Box 636, Hudson, NY 12534, Tel: (518) 828-7652.*

Merchandizing Equipment Group,

see p. 139

Pellerin Milnor Corporation

The "Laundry Planning File" contains information on commercial and institutional washing machinery, information on on-premises laundry for different types of institutions and a set of laundry planning questionnaires. A second file is available on automated washer extractors and related materials handling systems, with information on a water and heat recovery system as well. The company also offers laundry cost and equipment analyses and laundry layout drawings. A 10-minute film on the Hands-Off Washing system may be scheduled through company representatives. All literature, films and services are free.

Contact *A. W. Wasldorf, Senior Vice President, Pellerin Milnor Corporation, P.O. Box 400, Kenner, LA 70063, Tel: (504) 729-7381.*

Stanley Hardware

A 16-page brochure is available containing information on company lines of architectural builders hardware and architectural casework builders hardware. Contact *John F. Mosely, Marketing Manager, Architectural Hardware, Stanley Hardware, 195 Lake St., New Britain, CT 06050, Tel: (203) 225-5111.*

Ralph Wilson Plastics Co.

Offers free "Architect/Specifier Product Reference Catalog." Contact *Thomas J. McCarthy, Wilsonart, 600 General Bruce Drive, Temple, TX 76501, Tel: (817) 778-2711.*

UCI 12: Furnishings**Alma Desk Co.**

Will supply catalogs for desks, credenzas, seating and AD systems. Slides and planning assistance are also available. All of it is free.

Contact *Beven W. Mills, P.O. Box 2250, High Point, NC 27261, Tel: (919) 885-4101.*

AmSe Co.

Literature is available on company line of open office furniture. "Acoustics in the Open Plan" discusses acoustics and open office systems. The company will also provide space planning for open office furniture, including layout, color selection and equipment listings. All free.

Contact *J. E. McEvoy, Director of Marketing Administration, 901 Broadway N.W., Grand Rapids, MI 49504.*

B&R America

Offers poster showing company lines of upholstery and casegoods. Free.

Contact *Guido E. Baumgartner, Vice President, Sales, Stendig International, Inc., 410 E. 62nd St., New York, NY 10021.*

Bekeart Steel Wire Corporation

Offers an eight-page brochure describing the use of Bekitex/Bekinox for permanent static control in carpeting. Free.

Contact *Charles S. Ender, 7612 Perimeter Center East, Atlanta, GA 30345, Tel: (404) 393-0030.*

Bigelow-Sanford, Inc.

Offers a number of publications illustrating company lines of contract carpets, including instructions for installation and maintenance procedures. Free.

Contact *Roger W. Smith, Advertising Manager, Bigelow-Sanford Inc., P.O. Box 3089, Greenville, SC 29602, Tel: (803) 242-7151.*

Celanese Fibers Marketing Co.

Offers 16-page brochure providing descriptive and technical information on Fortrel PCP producer colored polyester carpet fiber for commercial grade carpet. Includes specifications, test date, Fortrel polyester carpet performance standards FT-207 and spot removal chart. Free.

Contact *Joan Aher, Celanese Fibers Marketing Co., 1211 Avenue of the Americas, New York, NY 10036, Tel: (212) 764-8746.*



Flint. A new primitive art form.

Now the ageless beauty of nature itself is yours to work with. In Flint. One of the warm, rich colors of American Olean's Primitive[®] ceramic tile collection — the natural thing to use.[™]

Flint has a soft, handcrafted texture. And it's unglazed, so its sculptured beauty endures even moderate commercial wear. It cleans with just a damp mopping.

Flint and unglazed, earthy Terra Cotta are among the wide range of Primitive colors now available. Add to that four distinctive shapes for endless, imaginative design possibilities.

See Flint (shown in 8" x 8") and the entire Primitive line at any American Olean Showroom or Color Center. Or send for a copy of our Primitive Brochure. Write to: American Olean Tile Company, 2567 Cannon Ave., Lansdale, Pa. 19446. Primitive.

As new as the world is old.
Circle 40 on information card



A National Gypsum Company

E. I. DuPont

New specification guides for Antron III Nylon list criteria for carpet selection. Free.

Contact *W. F. Morris, E. I. DuPont, Wilmington, DE 19899.*

Falcon Products, Inc.

Offers catalog illustrating company lines of furniture. The catalog includes photographs and specifications, and contains a special section on health care furnishings. Both traditional and contemporary styles are available. Free.

Contact *Carole Glaser, Advertising Manager, Falcon Products, Inc., 9387 Dielman Drive, St. Louis, MO 63132, Tel: (314) 997-5600.*

Fixtures Manufacturing Corporation

Offers new catalog featuring company's line of office furniture. Will also provide seating plans to design professionals who specify their needs. Both services free.

Contact *Joel Polsky, Inside Sales, Fixtures Manufacturing Corporation, 1645 Crystal, Kansas City, MO 64166, Tel: (816) 241-4500.*

GF Business Equipment

Offers free catalogs describing company's lines of office furniture, filing and storage equipment and open office systems. Planning assistance available from the GF Systems Group, also without charge.

Contact *J. L. Morgan, Advertising Manager, GF Business Equipment, Youngstown, OH 44501, Tel: (216) 746-7271.*

Harter Corporation

Literature and slide presentations available on company lines of general and executive office seating. The company also offers material on acoustical moveable walls and partitions with aluminum or oak frames. All free.

Contact *Joe Perkins, Sales Manager, Harter Corporation, Box 400, Sturgis, MI 49091, Tel: (616) 651-3201.*

Herschede Hall Clock Co./**Arnold Industries, Inc.**

Offers free brochure illustrating company lines of grandfather and grandmother clocks.

Contact *Stuart Vance, Herschede Hall Clock Co., Arnold Industries, Starkville, MS 39759, Tel: (601) 323-3854.*

Howard Family Room Furniture/**Arnold Industries**

Free four-page brochure describes seven furniture groupings for family rooms,

including the "Big John" and "Circa 80" lines.

Contact *Stuart Vance, Howard Family Room Furniture, Arnold Industries, Inc., Box 825, Starkville, MS 39769, Tel: (601) 323-5481.*

Kimball Office Furniture Co.

Will supply literature on company furniture lines, including brochures and spec-data sheets. Slides, transparencies and black and white glossies are also available for all lines. All free.

Contact *Ron Werner, Kimball Office Furniture Co., 1549 Royal St., Jasper, IN 47546, Tel: (812) 482-1600.*

Kimball Office Furniture Co.

Will supply literature illustrating suggested layouts for company line of wood office furniture. The company also offers swatches from the Maharam fabric line. Both are free.

Contact *John T. Thylen, Vice President, Kimball Office Furniture Co., Division of Kimball International, Inc., P.O. Box 460, Jasper, IN 47546, Tel: (812) 482-1600.*

Knoll International

The company offers brochures, catalogs and price lists for its fabric and furniture lines. Slides are available for individual products and installation instructions. Prices vary according to the type of material desired.

Contact *Carl Magnusson, Director, Marketing-Communications, Knoll International, 919 Third Avenue, New York, NY 10022.*

Krueger

Will supply brochures covering company lines of seating and tables for offices, conference rooms, classrooms, lecture halls and other commercial and institutional areas. The company also offers a planning service for fixed seating and table products, as well as a slide presentation of their Vertebra line of automatically adjustable responsive seating. All free.

Contact *James A. Hurd, General Sales Manager, P. O. Box 8100, Green Bay, WI 54208.*

Ludlow Carpet Cushion

"The Intelligent Floor" fact folder contains background information, descriptions, draft specifications and data sheets for company lines of floor coverings. The company also offers a slide presentation on manufacturing techniques and quality control. Both are free.

Contact *John F. Carter, Ludlow Carpet Division, 145 Rosemary St., Needham Heights, MA 02194, Tel: (617) 444-4900.*

Madison Furniture Industries

Offers press kits on company's Neocon 10

line, including photographs and description. Free.

Contact *Larry Boyan, P.O. Box 111, Canton, MS 39046, Tel: (601) 859-3771.*

Meisel Products

Will supply color brochures on company collections of special decor prints and photo decor programs. The company offers a collection of color slides for selection of photographic art, mostly outdoor natural landscapes. The brochures are free; there is a charge for the slides.

Contact *Carol Stewart, Manager, Photo Design Division, Meisel Photochrome Corporation, P.O. Box 222002, Dallas, TX 75222, Tel: (214) 637-0170.*

Merchandizing Equipment Group,
see p. 139**Metropolitan Furniture Corporation**

Catalogs and price lists available.

Contact *Elvin Case, Vice President, Metropolitan Furniture Corporation, 950 Linden Ave., S. San Francisco, CA 94080, Tel: (415) 871-6222.*

Herman Miller Inc.

Will supply product literature on company's line of furniture. Quantities up to 100 are free. Four design aid publications are also offered for sale: "The Office, a Facility Based on Change," \$5.50; "Facility Influence on Productivity," \$7.50; "Dormitory Environment," \$5.50, and "Action Office Acoustic Handbook," \$5.50.

Contact *Herman Miller, Inc., Sales Aid Center, Zeeland, MI 49464, Tel: (616) 772-3440.*

Plan Hold Corporation

Offers free catalog of company line of filing and storage systems.

Contact *David L. Krause, Director of Marketing Services, Plan Hold, 17621 Von Karman Ave., Irvine, CA 92714.*

Rudd International Corporation

Offers contract and health-care catalogs illustrating furnishings for commercial, institutional health care and residential applications. Textile catalog and samples also available. The company will supply a slide presentation explaining laminated wood production. All free.

Contact *Alan Von Eggers Rudd, 1066 31st St. N.W., Washington, D.C. 20007, Tel: (202) 333-5600.*

Stendig Inc.

Offers a "Designers' Survival Index" poster showing company lines of

European-designed furniture. Free. Contact **Guido E. Baumgartner, Vice President, Sales, Stendig International, Inc., 410 E. 62nd St., New York, NY 10021.**

Thonet
Offers catalog describing company lines of contract seating, tables, health care and educational casegoods and mattresses for institutional use. Catalog includes binder, product photographs, specifications and finish charts. Samples of fabrics and finishes also available. All free. The company also offers three slide presentations for use by design professionals. The "Thonet Story" presents the company history and the casegoods lines, while a second film describes the design development program in molded plywood. Slide sets available on a loan basis.

Contact **John Riederer, Thonet, 491 E. Princess St., P. O. Box 1587, York, PA 17405, Tel: (717) 845-6666.**

Vecta Contract
Provides color brochures, swatch cards and catalogs upon request. Additional aids, including fabric samples, presentation photos and specifications are also available free of charge. The company also offers two 35mm slide sets introducing Vecta Contract products. Set #1 covers conference and area seating, while set #2 emphasizes dining areas, bank and office furnishings and accessories.

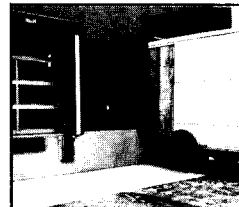
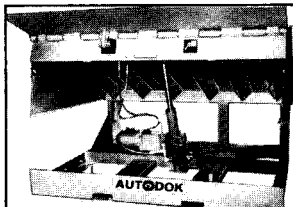
Contact **D. O. Todd, Advertising Manager, Vecta Contract, 740 W. Mockingbird Lane, Dallas, TX 75247, Tel: (214) 631-2880.**

UCI 13: Special Construction

American Louver Co.
Will supply catalog sheets showing injection molded lenses and metalized louvers with r.f. shielding for use with lighting fixtures. Material samples are also available. Company representatives located in most major cities will assist in design application of company products. All free. Contact **Robert F. Carlson, 7700 Austin Ave., Skokie, IL 60077, Tel: (312) 966-0300.**

American Plywood
Offers "Plywood for Concrete Forming," Form V345, a 32-page publication covering plywood forming techniques, including technical data and examples. Free. Contact **Linda Carlson, Public Relations Department, P. O. Box 2277, Tacoma, WA 98401, Tel: (206) 272-2283.**

Loading Dock Equipment



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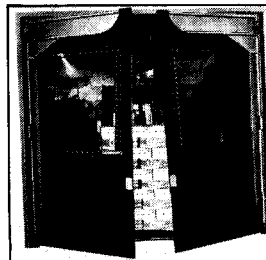
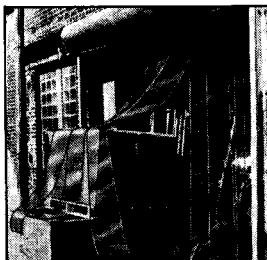
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W.B. McGuire Company
One Hudson, N.Y. 12534
Tel: 518-828-7652

Birdair Structures, Inc.

Offers catalog designed to assist the architect in designing fabric structures. Free.

Contact Robert J. Shelton, 2015 Walden Ave., Buffalo, NY 14225.

Butler Manufacturing Co.

Offers color brochure outlining the advantages of the pre-engineered Landmark building system and integrated components. Free.

Contact Butler Manufacturing Co., Buildings Division, P. O. Box 917, Dept. LMP, Kansas City, MO, 64141.

Chamberlain Manufacturing Corporation

Will supply their integral "Roof Brochure," a four-page publication describing a joint venture with a skylight manufacturer to provide a collector-roof system. Includes potential active/passive solar applications. A specification sheet lists technical information for solar collectors available. The company also offers F-Chart Thermal Analysis, an analysis of the percentage of load supplied by solar system on a monthly and yearly basis.

All free.

Contact John E. Balzer, 845 Larch Ave., Elmhurst, IL 60126, Tel: (312) 279-3600.

Chester Products, Inc.

The company will supply descriptive literature, specifications, drawings and details for its product lines. Free.

Contact Charles G. Isaacs, Chester Products Inc., 1298 Lafayette Ave., Middletown, OH 45042.

Chevron U.S.A./Asphalt Division

Offers construction specifications and product information for tennis court construction and lighting and running track construction. Free.

Contact William C. Bradshaw, Chevron U.S.A. Asphalt Division, P. O. Box 7643, San Francisco, CA 94120, Tel: (415) 894-4871.

Johns-Manville Corporation

Offers a free 24-page catalog featuring 10 interior ceiling systems. Includes a selection guide and technical information on ceiling suspension systems, acoustical materials, Holophane, lighting and air distribution systems.


Contact J-M Product Information Center, Ken-Caryl Ranch, Denver, CO 80217, Tel: (303) 979-1000.

Kalwall Corporation

Offers System Design Guide for Solar-Kal Airheater, detailing residential, commercial and industrial applications. Lightweight panels with removable single or double Sun-Lite Premium polymer covers are the major components of the system. A brochure describes Sunwall Insulated Solar Collector Cover Systems, which use a specially developed panel system to capture the sun's energy for heating and cooling buildings. Sunwall has a solar transmission range between 65 and 82 percent. U-factor insulation options relate to the solar transmission and range between .21 and .414. Literature is also available on corrosion resistant, insulated and light transmitting pre-engineered structures for swimming pool enclosures, water treatment facilities and other buildings. A slide set demonstrates the use of passive solar systems in build-

Specify ParaFlyte Quality
Swimming Pool Deck Equipment.

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KDI Paragon Inc.

Paulding St., Pleasantville, N.Y. 10570 • 514/769-6221
See How We Work Under 13.22KD or Write For Catalog

Circle 42 on information card

**Owens-Corning announces
their third
Professional Skills Workshop**

“TACTICS”

“Tactics” is a business management conference designed specifically for roofing contractors to assist in:

- Sharpening business skills
- Staying abreast of roofing technology
- Broadening interests and knowledge

Professional Skills Workshop III will be held in San Francisco, October 5-8. Enrollment: \$265 (man & wife), \$215 (single).

For details contact your nearest OCF sales office or write V. P. Meeks, Owens-Corning Fiberglas Corp., Fiberglas Tower, Toledo, Ohio 43659.



Circle 43 on information card

ing throughout the U.S. All publications free: the System Design Guide and the slide set cost less than \$15 each.

Contact Scott Keller, *Kalwall Corporation*, P. O. Box 237, Manchester, NH 03105, Tel: (603) 668-8186.

KDI Paragon, Inc.

Offers four-page "Architect's Bulletin and Specification Folder" on the Passwall swimming pool system and automatic surge control for competitive pools. A 24-page catalog of swimming, pool, deck and underwater equipment is also available, with specifications and drawings included. Free.

Contact Philip Sperber, P.E., *KDI Paragon*, 12 Paulding St., Pleasantville, NY 10570, Tel: (914) 769-6221.

Mitchell Engineering Co.

Will supply "Metal Building Systems Brochure # 8500," featuring a wide range of building variations suitable for the basic Mitchell Engineering structural systems. Includes detailed structural diagrams of the clear span Rigid Frame System, the Post and Beam Rigid Frame System, the Clipped Truss System and the Flush Wall System. The "Pre-Engineered Metal Building Catalog #MCCI-7" shows representative buildings utilizing Mitchell structural systems. Both are free.

Contact Robert A. Russell, Manager, *Sales Promotion & Advertising, Mitchell Engineering Co.*, P.O. Drawer 911, Columbus, MS 39701, Tel: (601) 328-6722.

UCI 14: Conveying Systems

Courion Designs Inc.

Offers brochure describing company lines of freight elevators, dumbwaiter doors, Cart-matic and Tote-matic material handling systems, and other industrial and institutional doors and windows. Free.

Contact William R. Tracy, P.O. Box 7389, St. Louis, MO 63177.

Dover Corporation/Elevators

Offers an "Elevator Planning Guide," containing data necessary to planning an elevator installation. Includes cover speeds, capacities, hoistway and car dimensions, and entrance requirements. Information on special models for the handicapped is also available. All free. Contact Brad Evans, *Dover Corporation, Elevator Division*, P. O. Box 2177, Memphis, TN 38101, Tel: (601) 393-2110.

Howmet Aluminum Corporation,

see p. 134

UCI 15: Mechanical

American Standard

Will supply 18-page "Production Selection Catalog," illustrating most residential plumbing fixtures, with some commercial and institutional types also shown. Plumbing drawing templates are available at \$1 each for plan views in 1/4", 1/8" and 1/16" scales, and elevation templates in 1/4", 3/8" and 1/2" scales.

Contact Willard Marrion, *American Standard*, P. O. Box 2003, New Brunswick, NJ 08903, Tel: (201) 885-1900.

Bradley Corporation

Offers 30-minute film presentation on "Barrier-Free Washroom Design" for the physically handicapped. Free.

Contact R. D. Falconer, *Bradley Corporation*, P.O. Box 309, Menomonee Falls, WI 53051, Tel: (414) 251-6000.

Carrier Air Conditioning

Offers a 20-page brochure explaining the workings of the variable air volume system and a 12-page booklet on roof-mounted central air handling equipment. Both are free.

Contact Henry F. Colton, *Carrier Machinery & Systems*, Carrier Parkway, Syracuse, NY 13221.

Ceramic Cooling Tower Co., see p. 140

Eljer Plumbingware

Offers its "Watersaving Fixtures and Fittings" catalog of residential and commercial fixtures and fittings. Also publishes a fashion bathroom color and equipment catalog. Both are free.

Contact E. Harold Boyles, *Advertising Manager, Eljer Plumbingware*, Wallace-Murray Corporation, Three Gateway Center, Pittsburgh, PA 15222, Tel: (412) 471-2402.

Elkay Manufacturing

Has Stainless Steel Institutional Products Catalog #IPC-3 listing products for hospitals, schools, churches and public buildings. Wash sinks, wall service sinks and faucets featured. The company also offers a tape presentation on the Diacore line of washerless faucets and a 15-minute film describing Elkay's manufacturing process. Catalog free: \$10 charge for each audiovisual presentation kit.

Contact Chris Mochel, Manager, *Public Relations*, 2700 S. 17th Ave., Broadview, IL 60153.

Grinnell Fire Protection Co.

The 24-page brochure "Form/Function/Fire Protection" shows the use of sprinkler systems in a wide variety of buildings. Free.

Contact Joseph P. Riley, *Advertising Manager, Grinnell Fire Protection Systems*

Co., Inc., 10 Dorrance St., Providence, RI 02903, Tel: (501) 456-5674.

Halsey Taylor Division, King-Seeley Thermos Co.

General Catalog 157f/Ta covers company lines of electric water coolers, fountains and accessories. The catalog includes a color chart, specifications, dimensional diagrams and an application chart. The company also offers a design kit demonstrating its modular wall system. All materials are free.

Contact Joseph F. Grgula, *Advertising Manager, Halsey-Taylor*, Freeport, IL 61032, Tel: (815) 235-0066.

Johns-Manville Corporation

Offers brochures on "Thermal/Acoustical Products and Systems" (IND-3211) and "Air Handling Systems: Fiber Glass Duct, Flexible Metal Duct, Transite Duct and Fiber Glass Duct Insulations and Liners" (FG-409). Both are free.

Contact J-M Product Information Center, *Ken-Caryl Ranch*, Denver, CO 80217, Tel: (303) 979-1000.

Kohler Co.

Offers 164-page K-200 catalog of plumbing fixtures and fittings for residential and commercial installations. Features pictures, descriptions and specifications for bathtubs, lavatories, toilets, urinals, drinking fountains, sinks and environmental enclosures. A 60-page catalog of plumbing products for hospitals, nursing homes and clinics is also available. In addition, the company will supply plumbing drawing templates in 1/4" and 1/8" scale. Six 16mm films on various product lines and production facilities are available. Titles include: "Concern: A Kohler Trademark," "Quality: Cast in Iron," "Environment," "Habitat," "Centura" and "Fiberglas: The Kohler Way." Catalogs are free and films are available on a loan basis.

Contact Jim Bordeau, *Plumbing Product Advertising, or Lewis Hildebrand, Advertising and Promotional Services, Kohler Co.*, Kohler, WI 53044, Tel: (414) 457-4441.

National Fire Protection Association

Offers a number of publications on fire safety, including the "National Fire Code and the National Electrical Code." Separate handbooks on fire protection and electrical codes are available. The associ-

ation will also provide other publications and visual aids on fire safety in buildings. All publications are free.

Contact Peter T. Force, Manager of Marketing & Sales, NFPA, 470 Atlantic Ave., Boston, MA 02210.

Pacific Pumping Co.

Will supply sales bulletins, catalogs, performance curves, recommended specifications and dimension data. Slides of various pumps are available. All free.

Contact Thomas E. Lewis, P.O. Box 12924, Oakland, CA 94615, Tel: (415) 562-5128.

Puritan-Bennett Corporation

Offers "Planning Guide for Medical Gas Pipeline Systems," containing information on medical gas manifolds, medical air compressors, medical vacuum pumps, zone and shut-off valves, wall and ceiling gas outlets, medical gas alarm systems, etc. Includes NEPA Pamphlet 56F, CGA Pamphlet P-2.1 and a guide to preparing specifications for medical gas distribution systems. Separate brochures are available on company line of medical vacuum pumps and medical air compressor forms 848543, 848544, 848545 and 848548. All free.

Contact J. Fred Brown, Puritan Equipment, Inc., 10800 Pflumm Road, Lenexa, KS 66210, Tel: (913) 888-4000.

Solaron Corporation

The company offers a 150-page "Application Engineering Manual" to assist the design professional in laying out a Solaron system. The manual covers air-type and liquid-type systems, major components of the system, system operation, system sizing, collector array configurations and building design requirements, air balancing and duct sizing and fuel savings calculations.

Contact William J. Tryon, Solaron Corporation, 300 Galleria Tower, 720 S. Colorado Boulevard, Denver, CO 80222, Tel: (303) 759-0101.

Spencer Turbine Co.

Bulletin 260 describes "How to Design Vacuum Systems." The booklet contains sections on the types of systems available and suggests sizing and layouts for hospitals, schools and other buildings. Bulletin 270 covers the components of central and self-contained vacuum systems. Both publications contain charts and diagrams, and both are free.

Contact John P. Serignese, Director of Marketing Services, Spencer Turbine Co., 600P Dayhill Road, Windsor, CT 06095.

Sterling Radiator, Division of Reed National Corporation

Offers catalog literature describing Versa-Line finned tube radiation and Classic finned-tube enclosures. Includes custom

enclosure photographs and drawings. The literature is free.

Contact Robert F. Neveu, Advertising Manager, Sterling Radiator, Division of Reed National Corporation, 260 N. Elm St., Westfield, MA 01085, Tel: (413) 568-9571.

Tyler Pipe

Offers brochure on "Tyler RufWall DWV System" for residential and commercial construction. A specification manual is available for the Wade products line, which includes floor, roof and area drains, carrier fittings for commercial water

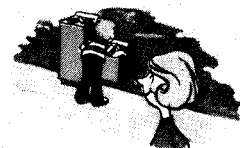
closets, cleanouts, interceptors and frost-proof hydrants. The manual includes prices, cross-references and an 80-page technical section. Free.

Contact Bob Clendennen, Advertising Manager, Tyler Pipe, P.O. Box 2027, Tyler, TX 75710, Tel: (214) 882-5511.

UCI 16: Electrical

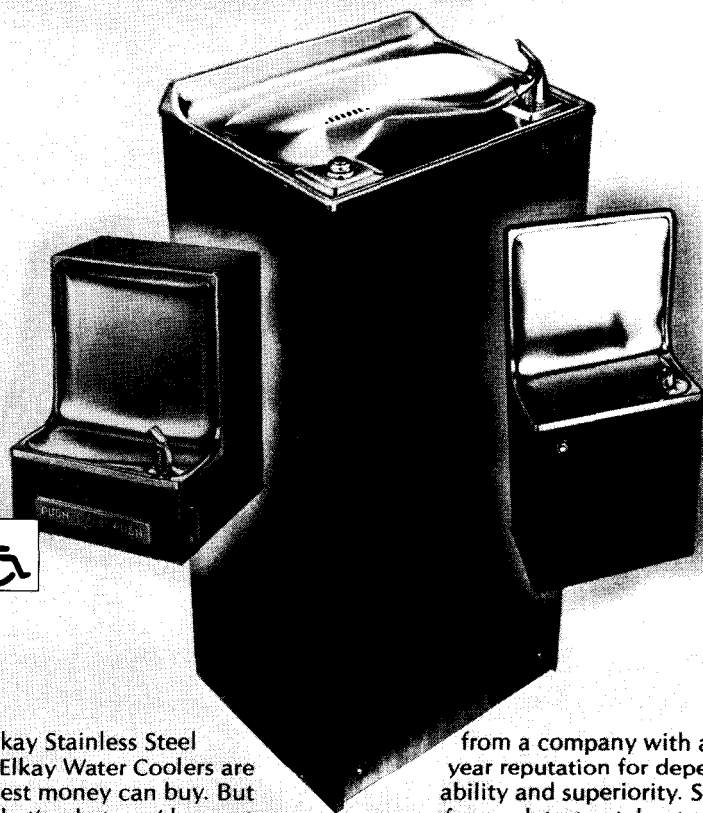
American Louver Co.

Offers catalog showing eggcrate louvers, lenses and metalized Parabolic Louvers



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YOUR CLIENT,
YOUR REPUTATION.

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Like Elkay Stainless Steel Sinks, Elkay Water Coolers are the finest money can buy. But then, that's what you'd expect

from a company with a 50 year reputation for dependability and superiority. Send for our latest catalog today.

Elkay versus the ordinary. There's no comparison.

ELKAY

MANUFACTURING COMPANY
2700 South Seventeenth Avenue
Broadview, Illinois 60153 Department 059-24

for use in luminous ceilings and lighting fixtures. Samples of products shown in catalogs are available. In addition, company representatives located in most major cities will assist design professionals in the selection and application of company products. All free.

Contact Robert F. Carlson, 7700 Austin Ave., Skokie IL 60077, Tel: (312) 966-0300.

Crouse-Hinds Co.

Offers catalog package describing company line of architecturally styled luminaires and floodlights, including in-

formation on lighting designs and street furniture systems for general and pedestrian areas. A lighting proposal service is available for major projects. Following an analysis of the customer's needs, company representatives will make recommendations on luminaires, product specification and energy conservation, including backup data. Laboratory facilities are available for testing new fixtures and verifying performance data. Publications are free; there is a charge for the service. Contact David L. Vercelloni, Product Line Administrator, Crouse-Hinds Co.,

P.O. Box 4999, Syracuse, NY 13221, Tel: (315) 477-8144.

Day-Brite Lighting

Will supply catalogs and application data for company lines of integrated ceiling systems, electroconnect, flexible lighting and power distribution network and discreet fluorescent and HID lighting fixtures. An 18-minute audiovisual program on electro-connect flexible wiring is also available. All free.

Contact Harvey E. Welch, Vice President, Marketing, Day-Brite Lighting Division, Emerson Electric Co., 8100 W. Florissant, St. Louis, MO 63136.

GUTH Lighting, Division of General Signal

Has catalogs of company lines of luminaires for industrial, institutional and commercial applications. Application brochures for industrial and exterior luminaires. Free.

Contact M. A. Drone, 2615 Washington, P.O. Box 7079, St. Louis, MO 63177, Tel: (314) 533-3200.

Hunter Division, Robbins & Myers, Inc.

Catalog describes heating products for residential and commercial use, including Heatmaster convention baseboard, fan-forced in-wall heaters, floor drop-in heaters, bathroom heaters and portables. Wall thermostats, relays and controls also listed and illustrated. Additional catalogs describe the company line of ventilating and circulating fans, as well as the Original Olde Tyms Ceiling Fan. Companion energy bulletins explain energy-saving features and installation tips. All free.

Contact Jim Bacon, Hunter Division, Robbins & Myers, Inc., 2500 Frisco Ave., P. O. Box 14775, Memphis, TN 38114, Tel: (901) 743-1360.

Inryco, Inc.

Catalogs 21-4 and 21-13 cover Inryco N-R-G-Flor, which combines prepunched cellular deck, bottomless trench duct and preset inserts for increased flexibility of in-floor electrification distribution.

Contact J. C. Shelhorse, Inryco, Inc., P. O. Box 993, Milwaukee, WI 53201.

Integrated Ceilings, Inc.

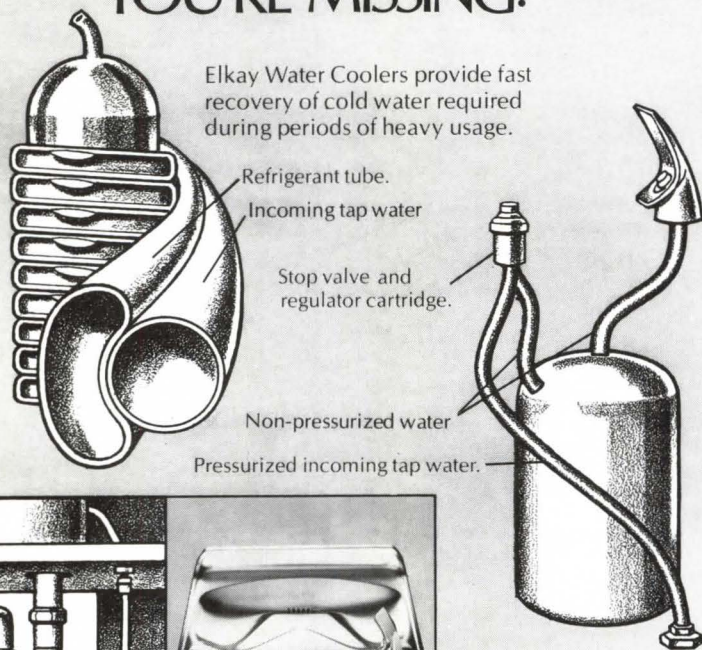
The company offers a 16-page catalog and a 150-page hard cover binder describing its products. Specification guides are also available. The 12-minute film "Ceilings" includes a demonstration of the products and a sequence on their installation. All free. Sales representatives are located in most major cities.

Contact J. H. Blitzer, President, Integrated Ceilings, Inc., 2231 Colby Ave., Los Angeles, CA 90064, Tel: (213) 272-1136.

Intertherm, Inc.

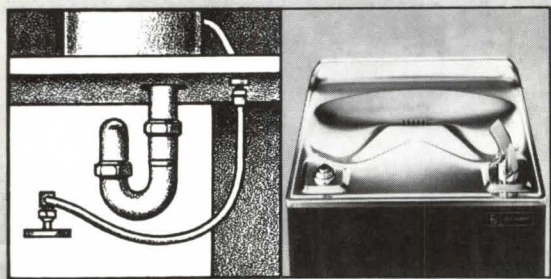
Will supply brochure on the company's

IF YOU'RE NOT USING ELKAY WATER COOLERS, LOOK AT WHAT YOU'RE MISSING:



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patented, electrohydraulic invention for heating homes, apartments and other buildings. Free.
Contact E. Bent Hotze, 3800 Park Ave., St. Louis, MO 63110, Tel: (314) 771-2410.

ITT Outdoor Lighting

Will supply three-ring binder of architectural outdoor luminaires with mounting data and ordering information. Free.
Contact Neal Johnson, Southaven, MS 38671, Tel: (601) 342-1545.

Johns-Manville Corporation

Offers technical literature on the Holophane line of lighting products, including an application guide to energy-efficient high pressure sodium lighting (HL-299) and brochures on Holophane luminaires, HID floodlights and low-glare lenses. All literature is free.

Contact J-M Product Information Center, Ken-Caryl Ranch, Denver, CO 80217, Tel: (303) 979-1000.

Libbey-Owens-Ford

Offers descriptive and technical brochures on LOF Sunpanel Solar Energy Systems.
Contact Lloyd E. Bastian, Libbey-Owens-Ford Co., 1701 E. Broadway, Toledo, OH 43605, Tel: (419) 247-4355.

Megatherm

Offers a six-page brochure on Megatherm Thermal Storage Systems, a load management tool providing space heating, domestic water and/or process water requirements. Includes information on equipment and installations.

Contact C. E. Mellor, Megatherm, 803 Taunton Ave., E. Providence, RI 02914, Tel: (401) 438-3800.

Moldcast Lighting

Offers a 10-section "Specifying Catalog," covering company lines of incandescent and high intensity discharge lighting fixtures. Charts, technical data, article reprints and ad reprints are also available. The company offers several 35mm films on lighting products and will provide slides and photographs upon request. All publications and visual aids are free.

Contact Bill St. Clair, Moldcast Lighting, Route 80 at Maple Ave., Pine Brook, NJ 07058.

Nelson Electric

Offers brochures on several product lines, including the Nelson field fabricated heating cable, a parallel resistance water heater with a series of heating zones to produce a constant watt per square foot. Booklet provides tables on watts per foot, heater data and temperatures to maintain. Information is also available on MCT Floor-Let and Multi Cable Transit. All free.

Contact Barry Holcombe, General Sales Manager, P. O. Box 726, Tulsa, OK 74101, Tel: (918) 627-5530.

North American Philips Lighting Corporation (NORELCO)

Offers a 12-page brochure on the story of low-pressure sodium lighting. Free.
Contact Craig Ringuette, NORELCO, One Bank St., Hightstown, NJ 08520.

Pyrotronics

Will supply A/E's specifications of all components of the company's universal alarm control systems which utilize early warning fire and smoke detectors (ionizations, photoelectric, flame) and Halon 1301 extinguishing systems. Free.

Contact H. C. Lein, Manager of Marketing Communications, 8 Ridgedale Ave., Cedar Knolls, NJ 07927, Tel: (201) 267-1300.

Rauland Borg Corporation

Company offers a "Sound and Communications Equipment Catalog" containing information on a number of product lines, including: professional sound equipment; school sound/communications systems; Call-A-Nurse communications for extended care health facilities and the Touchcom internal communications system. Company representatives will also assist architects on sound and communication design upon request. Both the literature and the advice are offered at no charge.

Contact Carl Dorwaldt, Rauland-Borg Corporation, 3535 W. Addison St., Chicago, IL 60618, Tel: (312) 267-1300.

Simplex Time Recorder Co.

Offers descriptive and technical information on proprietary communications systems, including control of utilities, fire alarms, security and energy management. Free.

Contact Raymond J. LeBlanc, Simplex Plaza, Gardner, MA 01441.

Walker Parkersburg, Division of Textron Inc.

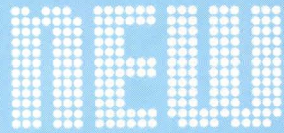
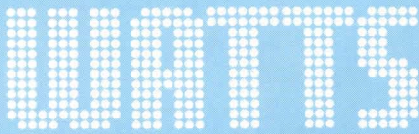
Offers a binder containing literature on underfloor duct, surface raceways, overhead raceways, floor boxes, service fittings and T/P poles. The company will also loan a 10-minute audiovisual presentation covering applications and installation. Both the literature and the tapes are available without charge.

Contact Larry S. Grimsley, Box 1828, Parkersburg, WV, Tel: (304) 485-1611.

Wide-Lite Corporation

The company offers application and design information on its products, including manual and automatic dimming controls for HID lamps, the Spectra VIII sharp cutoff downlight, Spectra IX Mall Lights and Spectra V Series III luminaires. All literature is free.

Contact Ruthmary Durham, Wide-Lite Corporation, P.O. Box 606, San Marcos, TX 78666, Tel: (512) 392-5821.



HOME BUILDERS DESIGN WITH OPERATING COSTS AS A GOAL.

A recent study of "Builders' Practices in Energy Conservation"* by Professional Builder magazine disclosed some interesting facts. Natural gas was reported as either unavailable or restricted by 108 out of 173 builders. Oil was reported to be either unavailable or restricted by 45 of the same builders. In contrast, 161 of the 173 builders said that electricity was readily available. Their use of electricity is further documented by the percentage of builders who reported its application in space heating, cooling, cooking, and water heating as shown in Table 1.

operate. The horror stories about electric heating costs are legion. On the other hand, *many homeowners are extremely happy with their electric bills*, even when compared with nearby homes of comparable size fueled by gas or oil. The difference is in the basic design of the system.

Granted energy conservation is more important to home buyers, and hence is being factored into designs by home builders. Since builders are insulating more and paying more attention to heat loss and heat gain characteristics of their building envelopes, you

the hands of the lowest bidder. The results are predictable and can neutralize all the good planning that goes into the structure.

More performance oriented mechanical and electrical design that is coordinated with the building structure is needed for best results. The vast array of new electrical appliances for space and water heating, cooling, and cooking requires that carefully evaluated scientific judgments be made from the outset. Local climate conditions, fuel costs and billing procedures all have a bearing on the outcome. It is not enough to allocate a space somewhere off in a corner for the furnace, water heater, and air conditioner and expect the lowest bid to produce the best results. The whole housing package must be designed as an integrated system, if electricity is to fulfill its real potential. *What is needed is a design with operating costs as a goal, not a result.*

Who pays for the additional costs? No one, because there need not be any. The small additional investment in design can probably be compensated for in a more efficiently built structure. And with better plans and specifications to bid from, qualified electrical contractors can produce a more efficient and less costly job. For help in working with design professionals in your area, contact a qualified electrical contractor. He knows that good teamwork pays off for everybody.

TABLE 1

	Heating	Cooling	Cooking	Hot Water
Single Family	54.9%	86.1%	82.9%	62.1%
Multi-Family	50.3%	72.1%	67.6%	47.9%

* Copyright 1977 by Cahners Publishing Co.

Of course, these conditions vary from region to region to some extent. But, the trend toward all-electric building certainly seems to be motivated by necessity as much as anything else. Since most builders realize that electricity generated from coal, nuclear fuel and hydro-power is our most realistic alternative to scarce oil and gas one might think that electrical contractors are overjoyed at the growth potential they can anticipate. But the outlook is a mixed blessing. A disgruntled homeowner is hard to live with.

You see, in their rush to provide energy efficient housing, builders may be overlooking some significant design aspects of all-electric structures. Merely installing electric appliances in a conventional structure can result in a very expensive home for the owner to

may be interested in what a Colorado firm, Applied Science and Engineering, found out about homes in the Denver area. As reported in Air Conditioning, Heating & Refrigeration News, AS&E found that highly insulated homes can consume as much energy as lightly insulated ones. They found that excessive infiltration, the process that carries warm air out of the house and cool air in, can account for up to 57% of building heat loss. This heat escapes through vents, chimneys, and flues required by fossil-fired furnaces and hot water tanks. Electric heat does not require such ventilation and obviously offers great advantages, if effectively designed. But when it comes to the electrical and mechanical systems, too often design responsibility is placed in



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Aluminum Company of America . . . 8
Creamer Lois/FSR, Inc.

American Gas Association 6
J. Walter Thompson Co.

American Olean Tile 143
Lewis & Gilman, Inc.

Andersen Windowwalls 10-11
Campbell-Mithun, Inc.

Azrock Floor Products 7
Glenn, Bozell & Jacobs

Bethlehem Steel Corp. 42-43
Van Brunt & Co.

Bilco Company, The 28
Ben Mochan Assoc. Inc.

Burns & Russell Co. 133
Marc Smith Co.

CECO Corporation 127
Fensholt, Inc.

Ceramic Cooling Tower Co. 113
Bartlett Advertising

Cold Spring Granite Co. 24
Kerker & Associates

Crouse-Hinds Co. 29
Rumrill-Hoyt, Inc.

Disco Aluminum Products Co. . . . 114
Bonzo & Associates

DuPont CORIAN® Building
 Products 115
N. W. Ayer

DuPont, E. I. de Nemours 84-85
BBD&O

Elkay Manufacturing Co. 148-149
Post, Keyes, Gardner

General Electric Co. cov. 3
Ross Roy of New York

Gibco, Inc. 94

Grinnell Fire Protection Sprinkler
 Systems 133
Hutchins/Y&R

Gold Bond Bldg. Products 116
Faller, Klenk & Quinlan

Haws Drinking Faucet Co. 17
Pacific Advertising Staff

Heidapal 121

Howmet Aluminum Corp. 95
Kerss, Chapman, Bua & Norsworthy

Johns-Manville
 (Bldg. System Div.) 52-53
Broyles, Allebaugh & Davis, Inc.

Johns-Manville (Holophane Div.) . . 96
Broyles, Allebaugh & Davis, Inc.

KDI Paragon 146
Lloyd S. Howard Assoc.

Kimball Office Furniture Co. cov. 2
Keller-Crescent Co.

Krueger/Ideo Communications . . 18-19

Libbey Owens-Ford Co. (LOF) . . 4-5
Campbell-Ewald Co.

McGuire, W. B., Inc. 145
R. T. Blass, Inc.

Moncrief-Lenoir Mfg. Co. 93
Ketchum, MacLeod & Grove

National Electrical Contractors
 Assoc. (NECA) 151
*VanSant, Dugdale
 Keyes, Martin & Co.*

Olympic Stain cov. 4
Kraft, Smith

Overhead Door Corp. 26-27
Kerss, Chapman, Bua & Norsworthy

Owens-Corning
 Pyrotronics, Inc 20-21
Keyes, Martin & Co.

Fiberglas Corp. 66-67-146
Ogilvy & Mather

Owens-Illinois, Inc. 72-73
Howard Swink Advertising

PPG Industries
 (Coatings & Resins) 139
Thompson & Matelan

PermaGrain Products, Inc. 107
Aitkin-Kynett

Rudd International Corp. 1

Schinnerer, Victor O. & Co. 92
Govatos/Dunn

Shand, Morahan Co. 2
Hakanson & Associates

Sherard's, Inc. of Colorado Springs. 141

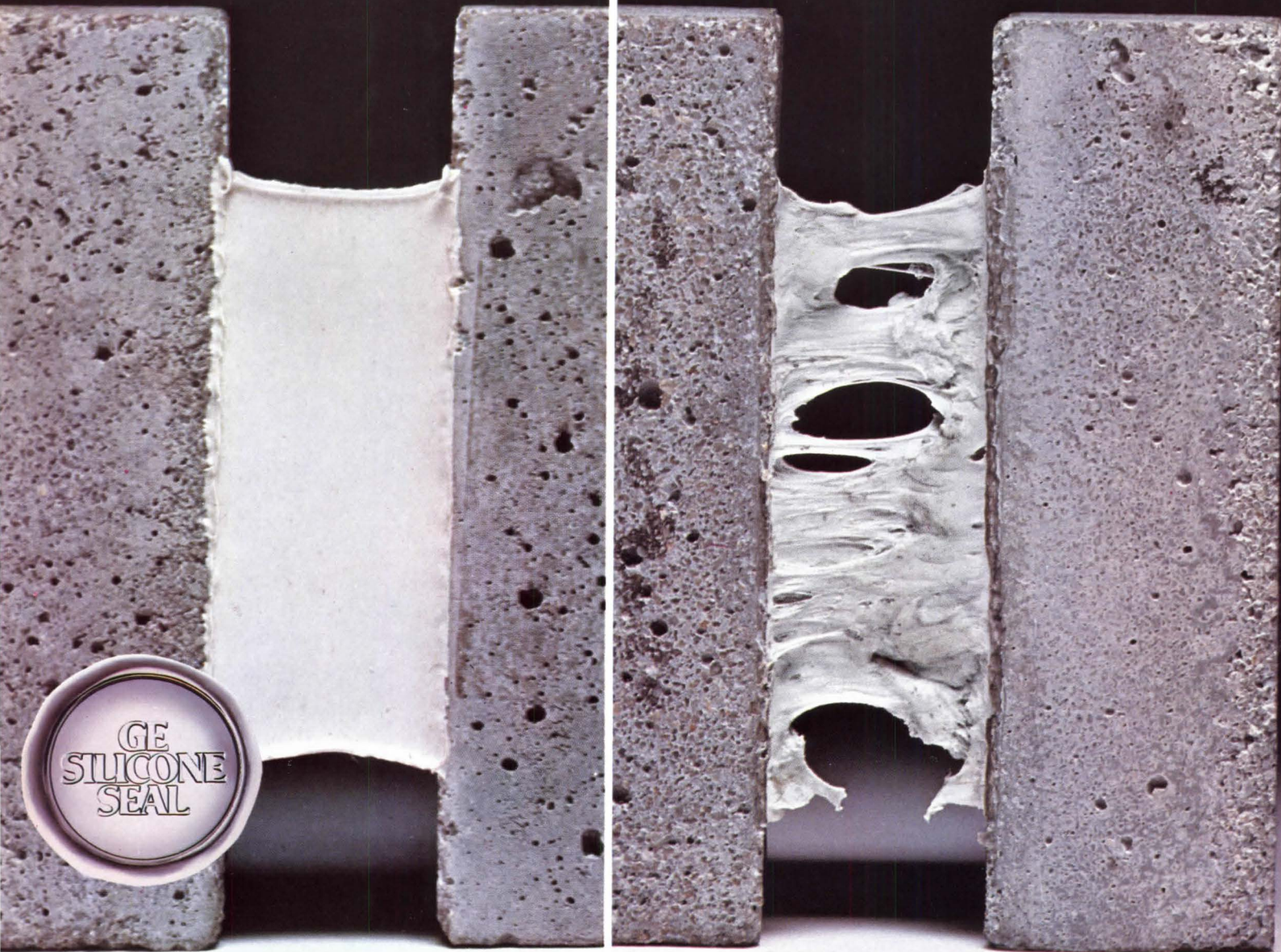
Simpson Timber Co. 108
Kraft, Smith

Turner 25

Western Wood Products Assoc. . . . 131
McCann Erickson, Inc.

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General Electric silicones make quality performance sealants that virtually eliminate costly call-backs.

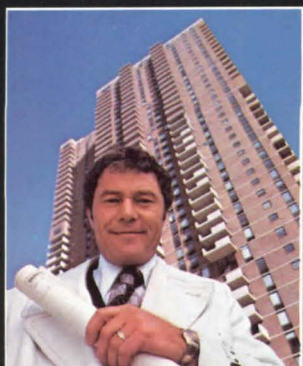
Just ask Robert J. Capazzi, President of Jobin Waterproofing Corp., who used GE silicone sealants for New York's new 1,700 unit Manhattan Plaza: "GE silicone sealants deliver reliability that reduces call-backs to just about zero. With other types of sealant, call-backs have cost me as much as \$2,000."

That's because other sealants don't perform like GE silicones. With strong, flexible, weathertight bonding that, in some grades, withstands

extension/compression cycles of $\pm 50\%$. With superior resistance to extreme temperature swings, wind, rain and ultraviolet attack. With excellent adhesion to properly prepared surfaces.

Manhattan Plaza required over 200,000 linear feet of sealant, including masonry-to-masonry, metal-to-masonry and metal-to-metal. Bob said, "In each instance, GE silicone sealants performed beautifully, and that meant more profit at the bottom line. Period."

For full information, contact: Section 444, Silicone Products Dept., General Electric Co., Waterford, N.Y. 12188.



Architect: David Todd Associates, New York.
General Contractor: HRH Construction Co., New York.
Waterproofing: Jobin Waterproofing Corp., Farmingdale, N.Y.

GENERAL  ELECTRIC

Circle 46 on information card

A better way to stain wood. A better way to save money.



Architect: Mithun & Associates, Bellevue, WA.

Construction costs on the new fire station in Bellevue, Washington were kept to a minimum with the help of Olympic Machine Staining: no weather delays, no painting scaffolds, no bare wood exposed by shrinkage.

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And it dries to a beautiful uniform finish. Choose any Olympic Stain, semi-transparent or solid color. For the name of the Olympic Machine Stainer nearest you, write Olympic, Dept. MS, 2233 112th Avenue N.E., Bellevue, WA 98004.


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MACHINE
STAINING**

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