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AICPA

AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

***Center For
Knowledge and
Research Services
(AICPA Library)
Information Kit***

CENTER FOR KNOWLEDGE AND RESEARCH SERVICES FACT SHEET

Established:	Library established in 1918
Collection size:	93,000 catalogued pamphlets 33,000 books and bound journals 900 current periodical subscriptions 1,300 periodical titles 10-K and annual reports (all exchanges) on CD-ROM, 1990 to date
Staff:	8 professional librarians and 7 support staff
Clientele:	AICPA membership of 340,400 — as of January 31, 1999 AICPA staff of 680 Special libraries, for inter-library loans
Hours:	9:00 a.m. to 5:00 p.m. Monday through Friday, except 10:00 a.m. to 5:00 p.m. Tuesday
Publications:	AICPA Library Acquisitions. Monthly. Available on the AICPA FaxBack at 201-938-3787, and on the library's Web page at www.aicpa.org

The library staff prepared and published the *Accountants' Index* and **Accountants Database** from 1920 to 1991, and 1974 to 1991, respectively. These were licensed to UMI in 1992. UMI publishes the **Accounting & Tax Index** and produces the online file **Accounting & Tax**, available on the Dialog service. UMI can be reached at 800-521-0600.

The library maintains for its internal use its own bibliographic database covering the core journals as well as monographs added to the library from 1974 to date.

Toll-free number:	888-777-7077
Fax number:	201-938-3955
Internet address:	http://www.aicpa.org/members/div/libsvcs/index.htm
E-mail address:	library@aicpa.org

Statistics for fiscal year August 1997 to July 1998

Loans:	7,900 items
Research requests answered:	18,700 telephone requests 560 letter and e-mail requests
Written responses:	5,500

2/99

OVERVIEW

The AICPA library was established in 1918 to serve the information and research needs of the Institute's then 1,300 members. The collection has grown over the years from 2,000 books and pamphlets to over 126,000 books and pamphlets, plus 1,300 periodical titles including 900 current subscriptions, over 150 tax and financial loose-leaf services, and corporate annual reports on CD-ROM for all exchanges (New York, American and OTC), from 1978 to date. Also, 10-K reports are available for all exchanges from 1990 to the present. In a typical day, the staff answers over 60 telephone and e-mail requests.

The library maintains its own in-house bibliographic database of books, articles and pamphlets, which can be searched by subject, author, title, or key word to locate information in the collection. Other print and electronic indexes, access to the Internet and online databases expand the resources available.

The library's unique collection of historical and current accounting and business literature is heavily used by AICPA members and staff. As one member stated: *"The value lies in the ability of the librarians to tell me what is available and to get the materials to me . . . overnight, if necessary."*

After 80 years of service to the AICPA members and staff, the AICPA Library Services is changing its name to the **Center for Knowledge and Research Services (CKRS)** effective 1999 and is re-focusing its efforts to serve AICPA members and staff in three main areas. These are:

1. To serve as the library of record for the CPA profession
2. To serve as a critical broker of third-party information services
3. To provide expanded value-added market research services

Effective 10/1/98 the library began reporting to the Vice President for Knowledge Management and Strategic Planning, a position created in early 1998. Knowledge Management is about creating value within an organization through leveraging an organization's intellectual capital to gain a new competitive advantage. Within the AICPA, one of the primary repositories for the organization's intellectual capital is the library.

As the **Center for Knowledge and Research Services**, it continues the library's historical role as the library of record for the CPA profession, maintaining a collection with a significant range of publications and its electronic catalog and index of these assets. As an information broker, the role of the librarians will expand and their capabilities will be leveraged in the design and management of the AICPA's intranet content resources (for staff use) and also by providing appropriate Web links for the AICPA's Internet Web site (for use by members). Lastly, the librarians will be expanding their role in providing valuable customized market and other research to members to enable members to deliver value to their clients and employers.

Members are invited to take advantage of this excellent resource and service by calling the toll-free number listed below for assistance, or by sending an e-mail to library@aicpa.org.

Center for Knowledge and Research Services (Library)
American Institute of Certified Public Accountants
Harborside Financial Center
201 Plaza Three
Jersey City, NJ 07311-3881
Tel: 888-777-7077 Fax: 201-938-3955

Hours: 9:00 a.m. to 5:00 p.m. Monday through Friday,
except 10:00 a.m. to 5:00 p.m. Tuesday

LIBRARY COLLECTION

The library's collection concentrates on all information dealing with the accountancy profession. The comprehensiveness of coverage in these areas is equaled by few, if any, libraries in the country.

Materials covered in these areas include—

Accountancy Profession

Historical information . . . the CPA exam . . . peer review . . . career opportunities . . . women in accountancy . . . the management, marketing, personnel administration of an accounting firm . . . government oversight of the profession . . . directories of state and foreign societies of accountants

Accounting

Accounting principles and standards for the U.S. and Canada, U.K. and other foreign countries . . . management accounting . . . financial accounting . . . cost accounting . . . government contracts accounting . . . accounting systems and charts of accounts for specific industries and businesses . . . government/not-for-profit accounting . . . SEC requirements

Auditing & Attestation Services

U.S. and foreign principles and standards . . . financial auditing . . . internal auditing . . . management/operational auditing . . . EDP auditing . . . requirements of government agencies (e.g., GAO, OMB)

Taxation

Several federal tax services . . . federal tax cases as far back as the Board of Tax Appeals . . . revenue rulings . . . revenue procedures . . . PLRs . . . regulations . . . tax services for each state and Puerto Rico . . . state and federal tax forms going back more than ten years . . . taxation in foreign countries

Other subjects included in the collection are—

Management consulting services . . . personal financial planning . . . securities . . . data processing and computers . . . small business . . . compensation . . . management . . . bankruptcy . . . estates and trusts . . . education . . . personnel management . . . pensions and employee benefits . . . valuation of businesses . . . international business

MEMBER SERVICES

What can the AICPA Center for Knowledge and Research Services do for you?

Bibliographies*

Bibliographies are generated from our in-house database, and list articles, books and pamphlets in the library pertaining to your subject from which you can select materials. Bibliographies can also be generated from other sources.

Reference Assistance and Book Loans

A librarian will research your request for relevant information. We answer requests ranging from specific information such as stock quotes* or foreign exchange rates* to broader subject requests such as how to value a dental practice or accounting for bankruptcy. If requested, publications on specific topics will be loaned.* If the library does not have information relating to your question, we will refer you, when possible, to other sources of information. The library does not provide tax research, but can supply copies of specific tax rulings, court cases, Internal Revenue Code sections and articles on tax topics.

* *There is a fee for this service. Some minimum charges apply. See the Price Schedule on page 7.*

Database Searches and Market Research*

The library has access to hundreds of databases which we will search for you upon request. Information retrieved may include bibliographic citations, abstracts, full text articles or court cases, financial information, statistics, or tax decisions/rulings.

Photocopying*

Copies of specific articles, cases, tax decisions/rulings, tax forms, stock quotes, consumer price index figures, annual reports, or 10-K reports will be provided upon request in compliance with copyright regulations.

AICPA CIRCULATING LIBRARY

Members of the AICPA may borrow books, journals and pamphlets under the following regulations. These regulations also apply to interlibrary loans.

Loan Period

Materials may be retained for two weeks. For materials sent by mail, the due date is four weeks from the date of mailing. A maximum of ten items may be borrowed at any one time. If there is any unusual delay in delivery, please notify the library immediately to allow us to trace the package and adjust the due date. Returned items postmarked on or before the due date will not incur overdue fines.

Renewals and Overdue Fines

Members may call on or before the due date and request one additional period of two weeks, which will be granted, provided no other request has been made for the same material. Borrowers are invoiced for overdue items at 25 cents per business day per item for materials not returned on time.

Delivery

Materials are sent first class or priority insured mail. Borrowers pay the cost of postage both ways. Overnight delivery* or fax* are available upon request. Materials borrowed by mail must be returned by insured mail; priority insured or overnight courier is preferable.

Loss or Damage

Borrowers are responsible for the safe return of library materials. Use insured mail and please pack and wrap library materials securely for return to the library. Use padded jiffy bags or sturdy cardboard containers, suitable for the weight of library materials.

Noncirculating Materials

Reference works, bound journals, newspapers and materials that cannot be replaced do not circulate.

* There is a fee for this service. Some minimum charges apply. See the Price Schedule on page 7.

OTHER RESOURCES

Accountants' Index

The *Accountants' Index*, published from 1920 to 1991, was prepared by AICPA library staff. Beginning in 1992, a new quarterly index became available from UMI/Data Courier. Entitled *Accounting & Tax Index*, it includes catalog records for books and pamphlets in the AICPA library. For more information call UMI Customer Service at 800-521-0600, ext. 2734.

Accountants Database

The **Accountants Database**, covering 1974 to 1991, was incorporated into the UMI/Data Courier online file, **Accounting & Tax Database**. It became available on Dialog, on File 485, as of August 1992. AICPA library catalog records for books and pamphlets are included on an ongoing basis. This File is updated weekly, and it also contains abstracts of journal articles and some full text articles. For more information call UMI at 800-521-0600.

PRICE SCHEDULE*

SERVICES	MEMBERS	NON-MEMBERS**
BIBLIOGRAPHIES from AICPA Library Database	Gratis	\$35.00 (prepaid) plus \$3.00 handling
DATABASE SEARCHES including CD-ROM Databases	\$20.00 minimum plus research fee of \$20.00	Not available
FAX — EXPEDITED	\$1.00 per page plus \$20.00 fee to expedite for same-day or two-hour service within normal business hours	\$7.00 per page plus \$35
FAX — NORMAL	\$1.00 per page plus \$5 for 24 to 48 hour service within normal business hours	\$7.00 per page plus \$30
LOST MATERIALS	Cost of publication, a \$10.00 service fee plus overdue fine	Same
OVERDUE FINE	\$.25 per business day per item	Same
OVERNIGHT MAIL	Cost plus \$20 fee to expedite	Cost plus \$30 fee to expedite
PHOTOCOPIES	\$3.00 minimum/\$.30 per page plus \$3.00 handling charge	\$6.00 minimum/\$.60 per page plus \$3.00 handling charge
POSTAGE	A. \$3.00 minimum 1st class mail. B. Cost plus \$3.00 handling for priority-insured mail	Same
QUOTES (Stock prices, exchange rates, capital changes, CPI, etc.)	\$5.00 each	Not available
RESEARCH	\$20.00 (minimum)	Not available

*Prices subject to change.

**Libraries only.

CENTER FOR KNOWLEDGE AND RESEARCH SERVICES
TOLL FREE: 888-777-7077, FAX: 201-938-3955

EFFECTIVE 2/1/99

