

it is not necessary to summarize the contents. The present reviewers seek only to emphasize significant features in the two sections of the book, the first on physical protection, and the second on insurance.

The responsibility for the prevention and detection of fire rests with the chief library officer. He can delegate, of course, but he remains finally accountable. He can make recommendations to his governing board, seek its authorization, or otherwise pretend that it assumes final responsibility, but, when the fire is out, he will find himself still accountable. Best, therefore, that he read this report carefully whether his building is old or new. He will then understand why he should secure expert advice on the prevention of fire occasioned by mechanical or electrical failure; why he must maintain good housekeeping practices; and, why he must define staff responsibility and verify, by test or drill, that it is understood and accepted. He will learn that he should acquaint his local firefighters with his building and its equipment.

Librarians who are planning new buildings will be derelict if they fail to read and heed. The wide open, or modular, building presents a problem that requires the professional attention of a fire protection engineer. The report gives practical advice on the fusing of ballasts in tube lighting, on the choice of acoustical ceiling tile, and other important, sometimes neglected, details.

The extent of library loss by fire is considerable, despite the relative infrequency of major disaster. In fifty years, fifty-seven college and university libraries had fires with reported losses of \$2,700,000. If the average holds, some ACRL member will be reporting a \$50,000 loss in 1964.

The purpose of the section on insurance is to make the librarian "aware of general insurance practices so that he may deal effectively with representatives of the insurance industry and . . . familiar with some of the unusual problems he might be required to face." Following a recapitulation of day-to-day responsibilities for safety and the development of an accident prevention checklist, risks and coverages are discussed and the new Model Policy presented.

Traditionally, librarians have considered

that tax-supported libraries, as local government agencies, are self-insured, and that such libraries incur no liability as a result of accidents unless the library administration has been negligent. A careful reading of the chapter "Liability Insurance" will not prove or disprove this theory, but it should cause the librarian to consult legal counsel for clarification of the applicable laws on public liability limits. With such counsel the librarian will be more able to understand the library's and his personal liability for such actions as violation of copyright by photocopying, accidents involving staff members using personal automobiles to perform library duties, accidents involving minors employed in violation of workmen's compensation laws, etc.

In order to understand the effects of co-insurance, use of actual cash value rather than replacement cost value, improper evaluation of insurable risks, the librarian should consult an insurance counselor. An insurance counselor will require time to study and evaluate the Model Policy since he will be less familiar with its coverage than those of the Public and Institutional Property Policy and the Fine Arts and Valuable Papers Policy which have been purchased by many of the more progressive libraries.

The statement that library buildings are insurable on the same basis as other structures but that the content and liability coverages are quite different is correct; however, the suggestion (p. 153) that most libraries can be categorized as charitable, nonprofit organizations is questionable. Tax-supported libraries are usually agencies of local or state government.

This book is recommended for all students and teachers of library administration. It is *the* essential handbook for those who are responsible for the library's house-keeping and insurance programs.—*Robert A. Miller and Nevin W. Raber, Indiana University.*

**The President, the Professor and the College Library.** By Guy Lyle. New York: H. W. Wilson Co., 1963. 88pp. \$2.50. (63-9749).

Since librarians are inclined often to seek facts from one another but seldom wisdom, the library essay—a brief disquisition on

something librarianship written to please and instruct—has never comprised a large segment of the literature of the profession. The occasional volumes of essays such as W. W. Bishop's *Backs of Books*, that bear periodic reading, are quite rare, yet in the opinion of this reviewer Guy Lyle has now produced one in a little book with a big rubric, *The President, the Professor and the College Library*. Every academic librarian will find it useful but pleasant reading.

The book is disarmingly naive in structure. It contains such varia as a list of accredited library schools, a short discourse on the "image" of the librarian—written by a professor of foreign languages—the ACRL Standards for College Libraries, and four essays by Mr. Lyle, three of which had been read to library conferences during 1961 and 1962, and one which was written for the occasion. The resulting pot pourri, believe it or not, is indexed. There is no apparent reason for the book to succeed, yet most readers will no doubt agree that it does and that much of its charm is actually due to its unpretentiousness.

Lyle's papers are entitled "The College Administration and the Library," "Developing the College Library Book Collection," "Use and Misuse of the College Library," and—the original one—"Blueprint for a College Library." His lifelong experience in academic library administration makes his comments sage and his counsel prudent. In bibliothecal public relations the author is no crash-programmer; he judiciously advocates good service and the soft-sell. "Do well," he seems to urge, "and let people know it gently."

Although addressed primarily to the college level complex of faculty, administration, and librarian, the book will be good reading as well for those involved in university level work. The informed librarian, furthermore, will find little in the volume that is new to him, although he may find much that he has not previously heard so well expressed, as well as some useful ideas that he has probably never previously attempted to formulate in his mind. It would be a blessing, however, if all presidents and professors in the land could be got to read these essays since they define our basic positions articulately and well.

It is appropriate that this little volume is

neatly manufactured in attractive format.—*D.K.*

**Library Furniture and Equipment: Proceedings of a Three-Day Institute Conducted at Coral Gables, Florida, June 14-16, 1962. Sponsored by the Library Administration Division, American Library Association, in Cooperation with the University of Miami. Chicago: ALA, 1963. 68p. \$1.75.**

In the Foreword to the publication, Al Trezza, executive secretary of LAD, states that the Miami Equipment Institute was so successful that the decision was made to hold separate equipment and buildings institutes in alternate years. And this is what is happening. Certainly the institute, devoted solely to furniture and equipment, rather than to buildings and equipment, was eminently successful. It was intelligently and efficiently planned and executed. There were not only expert librarians in attendance, but also experts from the furniture and equipment houses. The principal participants were not merely eminently qualified; they were actually among the world authorities in their various fields. When Keyes Metcalf, for example, delivers a full treatise on book stack selection, there is little more to be said on the subject.

In the section dealing with furniture selection for the library, Martin Van Buren, Edna Voigt, and Edward G. Stromberg bring to the discussion a tremendous amount of knowledge, experience, and wisdom.

The panel discussion on specification writing and bidding procedures for furniture and shelving fills a gap in the existing literature of the subject, and the librarian faced with his own specification writing could probably do a good job after careful perusal of this section. Hoyt Galvin, Homer Lombard, and Hal Syren deserve credit for having brought enlightenment and even interest and excitement to an otherwise extremely technical and mundane chore.

William Hawken has two excellent short addresses on (1) equipment and methods of photocopying and (2) equipment and methods in the production of full-size copy from microtext. These are constantly changing, and we must have someone like Mr.