

ter college and university archives are presented in Nicholas C. Burckel's two especially well done articles, "Establishing a College Archives" and "The Expanding Role of a College or University Archives," and in Dwight H. Wilson's "No Ivory Tower: The Administration of a College or University Archives." Of the two case studies included in the volume, Clifford K. Shipton's "The Harvard University Archives" and Maynard Brichford's "The Illiarch," the latter will be more applicable to the majority of college and university archives.

The reader includes two useful treatments of records management, which often provides the economic rationale for archival programs: William Saffady's "Operational Guidelines," and "A Practical Approach" by William F. Schmidt and Sarah J. Wilson. The archivist's relations with other components of the university community are the subject of Brichford's "University Archives: Relationships with Faculty" and Miriam I. Crawford's "Interpreting the University Archives to the Librarian." Appraisal and processing of records and papers are discussed by both Brichford and Dellene M. Tweedale, although Tweedale's article, "Procurement and Evaluation of Materials for a University Archives," is somewhat dated.

The attention devoted to reference services is perhaps the weakest part of the reader. Shipton's "The Reference Use of Archives" is limited in its specificity. And while it is good to have "A Scholar's View" represented by Laurence R. Veysey and by David B. Potts in "College Archives as Windows on American Society," beginning archivists will not find much practical advice in either article.

Some of the most useful material is found in the six appendixes, several of which had not been published previously. "Appendix B: The Family Education Rights and Privacy Act" nicely complements Charles B. Elston's excellent exposition of some of the legal problems involved in administering student records. Other appendixes provide guidance for handling theses and dissertations, preparing repository guides, and initiating records management procedures. Of particular note is the University of Wisconsin System's "Core Mission and Minimum

Standards for University Archives," which formed the basis for similar guidelines recently adopted by the Society of American Archivists.

This welcome compilation is an indispensable tool for all archivists, librarians, and administrators concerned with college and university archives.—*Mary E. Janzen, Chicago Historical Society, Chicago.*

CORRECTION

The name of Bruce Fluesmeier was omitted as coauthor of the review of *The Organization of Information Systems for Government and Public Administration*, which appeared in our May issue, p.263-65.

ABSTRACTS

The following abstracts are based on those prepared by the ERIC Clearinghouse on Information Resources, School of Education, Syracuse University.

Documents with an ED number here may be ordered in either microfiche (MF) or paper copy (PC) from the ERIC Document Reproduction Service, P.O. Box 190, Arlington, VA 22210. Orders should include ED number, specify format desired, and include payment for document and postage.

Further information on ordering documents and on current postage charges may be obtained from a recent issue of Resources in Education.

Introduction to Bibliography and Research Methods Handbook. By Cerise Oberman-Soroka. Robert Scott Small Library, College of Charleston, Charleston, S.C. 1979. 53p. ED 179 213. MF—\$0.83; PC—not available.

Used as a primary text for a required one-hour basic research methods course at the College of Charleston, this handbook is designed to familiarize the student with the basic precepts and tools used in research. Each of the seven chapters represents a different step in the research process: (1) locating background information—encyclopedias; (2) locating books and monographs—card catalog; (3) locating magazine, journal, and newspaper articles—periodicals, periodical indexes,

and abstracts; (4) evaluating books, films, and plays—review sources; (5) locating biographical information; (6) tracing government legislation; and (7) citing sources—descriptive bibliography. Call numbers are provided for all reference sources cited, and a flow chart for basic research methodology is included. An appendix presents general information on the College of Charleston libraries, describes the Charleston Consortium, and provides a glossary.

A Bibliography of the Storage and Care on Non-Book Materials in Libraries with Selected Annotations. By Fred Sandner and others. School of Information and Library Studies, State University of New York at Buffalo. 1979. 62p. ED 179 246. MF—\$0.83; PC—\$4.82.

One product of a research project dealing with the storage and maintenance of nonbook library materials, this annotated listing focuses on literature that discusses films, filmstrips, transparencies, slides, magnetic tape, maps, microforms, paintings, prints, phonorecords, photographs, and negatives. Titles dealing with the care of audiovisual materials in general are also included.

The Use of an On-Line Microfiche Catalog for Technical Service and Retrieval of Bibliographic Data. Final Report. Graduate School of Library and Information Science, Univ. of California, Los Angeles, 1979. 249p. ED 180 479. MF—\$0.83; PC—\$15.32.

The report describes the development and implementation of a prototype system that integrates a microfiche catalog into an on-line computer system for bibliographic control. Such a system permits the storage of catalog data not yet converted to digital form, data in ideographic form, data for large numbers of little-used records, and data for use with mini- and microcomputers. The five sections of the report include: (1) an overview of the project and a review of the potential for use of microform catalogs as components of computer-based systems; (2) a review of recent developments in the use of such catalogs, including a topically arranged bibliography and a synoptic analysis of it; (3) an operator's manual that specifies how to use the equipment involved and explains how the machine programs function and interrelate; (4) a description of the programs used in demonstrating the system; and (5) a cost/effectiveness evaluation of the system.

Circulation and Finding System. By A. R. Pierce. Blacksburg, Va.: University Li-

braries, Virginia Polytechnic Institute and State Univ., 1979. 30p. ED 183 141. MF—\$0.83. PC—\$3.32.

This report describes an on-line minicomputer-based system, combining library inventory control with catalog access, that was implemented at Virginia Tech's main library in order to meet the demands of increased circulation activity and rising staff costs. Following overviews of the institutional environment, the systems development department, and the library, the history, system objectives, and major functions of the automated circulation and finding system (CFS) are illustrated. CFS procedures related to circulation, data entry, and reference are explained, as well as the system's impacts on administration, management reports, and serials control. Displays of file descriptions, on-line circulation transactions, on-line finding transactions, and batch jobs precede a summary of system benefits and a list of references.

Costs and Benefits of Federal Depository Status for Academic Research Libraries.

By Sandra K. Faull. Chicago: American Library Assn., 1979. 21p. ED 183 143. MF—\$0.83. PC—\$1.82.

A cost analysis study of the Association of Research Libraries' member institutions that have depository status was conducted in order to evaluate the benefits received from the federal depository system. Information received from a small sample of the member libraries provides the basis for discussion of costs and benefits. Cost factors considered include staff needs, space needs, equipment costs, outreach and program costs, access to commercial reference tools, and discarding documents. Benefits examined concern: (1) time saved by receiving material unsolicited as opposed to manning a major acquisitions program for documents; (2) savings of receiving a large body of material free of charge; and (3) savings in original cataloging if a library belongs to OCLC. A bibliography and a list of commercial reference tools are provided.

Faculty Status, Research Requirements, and Released Time. By Jack E. Pontius and others. 1978. 19p. ED 183 147. MF—

\$0.83. PC—\$1.82.

All United States academic members of the Association of Research Libraries (ARL) were surveyed to determine: (1) how many hours a week librarians were expected to devote to their primary assignment; (2) how many months a year they worked compared to most other faculty members on their campus; (3) whether research and scholarship were requirements for promotion and

tenure; and (4) whether the library granted its professionals released time for research. Eighty percent of those questioned responded; 51 percent (thirty-five) of the libraries offer faculty status for librarians. Although most libraries incorporate evidence of research into their promotion and tenure requirements, very few make released time available on a regular basis. An examination of the promotion and tenure documents of these libraries revealed that, although criteria used to evaluate librarians resemble those used for their teaching colleagues, their work-week requirements and the length of their yearly contracts differ significantly. A summary of the responses to the questionnaire used in the study is included with the report.

An Instructional Module on Library Research. By Tom Rohmiller. Dayton, Ohio: Dayton Univ., 1977. 23p. ED 183 153. MF—\$0.83. PC—\$1.82.

Intended for college students whose library skills are inadequate for research at the university level, this self-instructional module introduces the user to bibliographies both conceptually and practically: i.e., what makes up a bibliography, how to use a bibliography, and how to compile a bibliography. The module has four sections: (1) bibliographies—definitions; (2) the card catalog as bibliography; (3) the periodical indexes as bibliographies; and (4) the search strategy and working bibliography. Each concludes with a set of short exercises, the answers to which are provided at the end.

The OCLC Serials Sub-System: A First Evaluation. By Neal L. Edgar and others. 1978. 41p. ED 183 161. MF—\$0.83. PC—\$3.32.

This examination of the OCLC serials control subsystem points to positive and negative aspects

of the OCLC system as they relate to serials and evaluates the system's serials cataloging capabilities. While this report assumes a knowledge of the basic operations of OCLC, it describes the system in general, its function in cataloging, and its serials check-in component, concluding that no widely accepted evidence exists to prove that the OCLC serials subsystem is any faster than a well-run manual system. Illustrations include diagrams of the OCLC data base and examples of system functions.

Subject Heading Patterns in OCLC Monographic Records. Research Report. By Edward T. O'Neill and Rao Aluri. Columbus, Ohio: Ohio College Library Center, 1979. 93p. ED 183 167. MF—\$0.83. PC—\$6.32.

An analysis of a sample of 33,455 monographic records taken from the OCLC data base found that 94 percent of the sample's 50,213 subject headings were Library of Congress (LC) subject headings. Each record had an average of 1.4 LC subject headings; 18.6 percent of the records, however, had no LC subject headings assigned to them. Topical subject headings accounted for 70 percent of all LC subject headings, and 62 percent of all records contained at least one LC topical subject heading. Geographic subject headings accounted for 15 percent of the records. Each LC subject heading had an average of 0.78 subdivisions associated with it. Form divisions were the most common type found, followed closely by place and topical subdivisions. Period subdivisions were used relatively infrequently.

Online Resource Sharing II. A Comparison of: OCLC, Inc., Research Libraries Information Network, and Washington Library Network. By Mary Ellen Jacobs and others. San Jose, Calif.: California Li-

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brary Authority for Systems and Services, 1979. 171p. ED 183 220. MF—\$0.83. PC not available from EDRS.

This comparative study of three major on-line bibliographic systems is designed to provide assistance to library administrators in the assessment of the potential impact of such systems upon the operations of their libraries. A side-by-side arrangement of the text allows an overview of any specific characteristic under consideration. These characteristics are divided into several broad areas: (1) description, i.e., information on current services, access modes, characteristics of users, system start-up, user support services, and general system information; (2) searchability aspects, including the file system indexing, provisions for quality and authority control, and the command language and formats utilized; (3) processes and products associated with on-line cataloging, acquisitions, and serials control; (4) applications to other library functions, e.g., circulation, reference, interlibrary loan, and management information; (5) financial and administrative arrangements with regional networks; and (6) system administration. Also included for each system are a chronology of system events, descriptions of announced future developments, a selected bibliography of evaluative studies, and a bibliography of training aids and manuals. Additional in-

formation on the individual systems that is not directly comparable is provided in a number of appendices.

ARL Statistics, 1978-79. A Compilation of Statistics from One Hundred and Ten Members of the Association of Research Libraries. Compiled by Carol A. Mandel and Mary P. Johnson. Washington, D.C.: Association of Research Libraries, 1979. 60p. ED 183 221. MF—\$0.83. PC—\$4.82.

Compiled from responses to a questionnaire by the ninety-eight academic research library members and twelve nonuniversity members of the Association of Research Libraries, these 1978-79 statistics provide data on their collections, interlibrary loan programs, expenditures, and doctoral programs. University libraries are rank-ordered in fourteen different categories: (1) volumes in library; (2) gross number of volumes added; (3) microform holdings; (4) current serials; (5) professional staff; (6) nonprofessional staff; (7) total staff; (8) materials expenditures; (9) materials and binding expenditures; (10) salaries and wages expenditures; (11) total operating expenditures; (12) total items loaned; (13) total items borrowed; and (14) current serials expenditures. Four trends are noted from examination of the media figures for university library members: ARL libraries have increased only slightly in size since 1977-78; in 1978-79, volumes added rose 4 percent while expenditures rose 11 percent; serials expenditures rose at a greater rate than inflation, increasing 16.3 percent, and outlays for serials accounted for 54 percent of expenditures for materials; and the median ratio of items loaned to items borrowed remained at 2:4—a ratio that has been stable in ARL libraries over the past several years. The questionnaire is included.

Among ALA's list of outstanding reference books of 1979...

A GUIDE TO PUBLICATIONS OF THE EXECUTIVE BRANCH

by Frederic J. O'Hara

"...O'Hara's work is without peer and is a significant contribution to the growing reference literature dealing with U.S. government publications." —CRLN

295p Cloth, \$35.00 Paper, \$17.50
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P.O. Box 1808 Ann Arbor, MI 48106

Training Modules for Use of Scientific and Technical Information Services. By Elaine Caruso. Washington, D.C.: National Science Foundation, 1977. 141p. ED 184 505. MF—\$0.83. PC—\$9.32.

Intended for users of on-line bibliographic retrieval systems, this set of learning modules incorporates instructional aids in three modes; textual, computer-assisted learning, and emulations of actual systems (DIALOG and ORBIT) that access a data base of segments of more than sixty commonly used source files. The textual materials can be used with local or remote access to the target systems, the emulators can be accessed remotely or brought up on any computer system supporting ANSI FORTRAN, and the computer-assisted learning and practice (CALP) sequences

can be accessed remotely or implemented on a system that maintains a capable lesson designer-type language. The modules are followed by sections on data base structure and organization, analyses and evaluations of the modules and the collected use data, and the dissemination of the training program. Appendixes contain selected pages from two retrieval training manuals, an illustration of use of CALP modules by trainees, excerpts from runs of DIALOG and ORBIT emulators, data collection forms, summaries of system use, abstracts of FORTRAN programs, a description of a proposed cooperative project, and a list of published articles and papers on scientific and technical information services.

A Conservation Policy Statement for Research Libraries. Occasional Paper No.139. By Carolyn Clark Morrow. Urbana, Ill.: Univ. of Illinois, 1979. 25p. ED 184 533. MF—\$0.83. PC not available from EDRS.

Designed to provide logical guidelines and to outline optimum conditions for the conservation of a research library collection, this "mock" policy statement can be modified to a particular library's situation. It includes principles of conservation and elements of a comprehensive conservation program, such as collection maintenance, and organization of a conservation department. A selection of sixty-four readings provides the basis for further study of conservation administration in a research library.

An Alerting Service Bibliography on Libraries, Media, and Educational Technology. Comp. by Marilyn R. Laubacher. Syracuse, N.Y.: ERIC Clearinghouse on Information Resources, Syracuse Univ., 1979. 34p. ED 184 553. MF—\$0.83. PC—\$3.32.

Monographs of current interest in the fields of libraries, information science, media, and educational technology are cited in this annotated bibliography. Titles listed are selected from the publications received for review at the ERIC Clearinghouse on Information Resources. The 119 citations are indexed by subject, and a directory of publishers' addresses is provided.

Assimilation of Government Publications in Study and Research. Final Report July, 1978 through June 30, 1979. By Beverly P. Lynch. Chicago: Univ. of Illinois, Chicago Circle, 1979. 24p. ED 184 571. MF—\$0.83. PC—\$1.82.

This report describes a four-day institute funded by the U.S. Office of Education to in-

crease the utilization of government publications by extending the knowledge of academic reference librarians about them. Librarians from twenty-five universities attended the institute, and discussion centered on the use of government publications in humanities, social sciences, and sciences. Available publications and materials were enumerated, and speakers provided examples of the use of government information sources in their research. An evaluation of the institute follows, with a discussion of the responses to the questionnaire given to the participants. The majority of responses were positive, and it is recommended that additional regional institutes be held, to inform reference librarians of available publications, as well as a national institute. Appended to the report are the agenda for the institute, a list of the twenty-seven reference librarians who participated, and the questionnaire that was distributed.

OTHER PUBLICATIONS OF INTEREST TO ACADEMIC LIBRARIANS

Andrews, Barry G., and Wilder, William H. *Australian Literature to 1900: A Guide to Information Sources.* American Literature, English Literature, and World Literatures in English Information Guide Series, v.22. Detroit: Gale, 1980. 472p. \$28. LC 74-11521. ISBN 0-8103-1215-8.

Bailey, Herbert S., Jr. *The Art and Science of Book Publishing.* Austin: Univ. of Texas Pr., 1980. 216p. \$7.95. LC 80-50253. ISBN 0-292-70351-1.

A paperback reprint of a work first published in 1970 by Harper.

Balachandran, Sarojini. *Energy Statistics: A Guide to Information Sources.* National World Information Guide Series, v.1. Detroit: Gale, 1980. 272p. \$28. LC 80-13338. ISBN 0-8103-1419-3.

Baskin, Barbara H., and Harris, Karen H. *Books for the Gifted Child.* Serving Special Populations Series. New York: Bowker, 1980. 263p. \$16.95. LC 79-27431. ISBN 0-8352-1161-4.

Bibliographie de Québec, 1821-1967. Québec: Bibliothèque nationale du Québec, 1980. 2v. ISBN 2-551-03716-6 (édition complète).

V.1: Tome 1, Notices établies par le Bureau de la bibliographie rétrospective. V.2: Tome 1, Index.

"Chaque tome comprend 2 volumes: un volume de 1000 notices et un volume de 6 in-dex."

Biblioteca Comunale, Siena. *Inventario dei manoscritti della Biblioteca Comunale di Siena, a*

- cura di Gino Garosi. II (mss. 151-346). Inventari e cataloghi toscani, 2. Firenze: Giunta Regionale Toscana, 1980. 379p. Lire 16,000.
- Bock, D. Joleen, and Tompkins, Ernest W. *Learning Laboratories: Individualized Adult Learning*. LJ Special Report #14. New York: Bowker, 1980. 32p. \$5; cash with order, \$3.95. ISBN 0-8352-1318-8. ISSN 0362-448X.
- Boeder, Robert B. *Malawi*. World Bibliographical Series, v.8. Santa Barbara, Calif.: Clio Books, 1979. 165p. \$28.50. ISBN 0-903450-22-4.
- Brewer, Jeutonne. *Anthony Burgess: A Bibliography*. Scarecrow Author Bibliographies, no.47. Metuchen, N.J.: Scarecrow, 1980. 175p. \$10. LC 80-413. ISBN 0-8108-1286-X.
- Business Organizations and Agencies Directory*. 1st ed. Anthony T. Kruzas and Robert C. Thomas, editors. Detroit: Gale, 1980. 894p. \$72. LC 80-32. ISBN 0-8103-1135-6.
 Subtitle: A Guide to Trade, Business, and Commercial Organizations, Government Agencies, Stock Exchanges, Labor Unions, Chambers of Commerce, Diplomatic Representation, Trade and Convention Centers, Trade Fairs, Publishers, Data Banks and Computerized Services, Educational Institutions, Business Libraries and Information Centers, and Research Centers.
- Carlson, Douglas W.; Pausch, Lois M.; and Robertson, Margaret W. *Guide to the Papers in the John Hunter Walker Collection, 1911-1953*. Robert B. Downs Publication Fund, no.6. Urbana, Ill: Univ. of Illinois Library and Graduate School of Library Science, 1980. 114p. \$15. LC 80-16678. ISBN 0-87845-056-4. (Available from: Publications Office, Graduate School of Library Science, 249 Armory Building, Champaign, IL 61820.)
- Carroll, Margaret, comp. *Acronyms Relating to International Development*. Ottawa: International Development Research Centre, 1980. 162p. \$9. ISBN 0-88936-208-4. (Distributed by: UNIPUB, 345 Park Ave. South, New York, NY 10010.)
 Title also in French and Spanish.
- Cofer, Charles N. *Human Motivation: A Guide to Information Sources*. Psychology Information Guide Series, v.4. Detroit: Gale, 1980. 176p. \$28. LC 80-14341. ISBN 0-8103-1418-5.
- Committee of Australian University Librarians. Seminar, Canberra, 1979. *Storage Options for Australian University Libraries. Papers from the Committee of Australian University Librarians (CAUL) Seminar Held in Canberra on 25 August 1979*. Edited by John McKinlay. La Trobe University Library Publications on Library Administration and Technology, no.2. Bundoora: La Trobe University Library, 1980. 38p. \$A4.90 plus postage. ISBN 0-85816-236-9. (Available from: La Trobe University Bookshop, Bundoora, Victoria 3083, Australia.)
- Dahl, Hartvig. *Word Frequencies of Spoken American English*. Essex, Conn.: Verbatim, 1979. 348p. \$60. ISBN 0-930454-07-3. (Distributed by Gale.)
 "The word frequencies in this book were produced by computer programs from carefully keypunched transcripts which were transcribed directly from audio tape recordings of 15 randomly selected sessions from each of 15 separate psychoanalytic cases. . . ."
- Dime Novels: Escape Fiction of the Nineteenth Century*. Ann Arbor, Mich.: University Microfilms International, 1980. 67p. LC 80-13452. ISBN 0-8357-0516-1 (v.1).
 A guide to unit 1 of the microfilm collection of the same title, listing the novels included by author and by title. A total of seven units are projected for the collection.
- Directory of British Associations & Associations in Ireland*. 6th ed. G. P. Henderson and S. P. A. Henderson, editors. Beckenham, Kent: C. B. D. Research Ltd., 1980. 486p. \$125. (Distributed by Gale.)
 Subtitle: Interests, Activities and Publications of Trade Associations, Scientific and Technical Societies, Professional Institutes, Learned Societies, Research Organisations, Chambers of Trade and Commerce, Agricultural Societies, Trade Unions, Cultural, Sports and Welfare Organisations in the United Kingdom and in the Republic of Ireland.
- The Directory of Directories: An Annotated Guide to Business and Industrial Directories, Professional and Scientific Rosters, and Other Lists and Guides of All Kinds*. 1st ed. James M. Ethridge, editor. Cecilia Ann Marlow, assistant editor. Detroit: Information Enterprises, 1980. 722p. \$56. ISBN 0-8103-0270-5. (Distributed by Gale.)
 ". . . contains completely updated versions of all 4,000 entries from the six 1977-78 issues of *Directory Information Service*, plus 1,000 brand-new listings."
- Directory of International Business Travel and Relocation*. 1st ed. Detroit: Gale, 1980. 853p. \$85. LC 80-15799. ISBN 0-8103-0997-1.
 Subtitle: The Who, What, and Where Handbook for International Business Travel and Operations, Covering Country Characteristics, Travel Documents, Currency, Customs, Pets, Airports, Hotels, Tipping, Holidays, Health, Housing, and Further Sources of Information. "Taken from *Overseas Assignment Directory Service* prepared by the editors of Knowledge Industry Publications, Inc."
- Directory of Research Grants, 1980*. William K. Wilson, editor, and Betty L. Wilson, co-editor. Boulder, Colo.: Oryx Press, 1980. 356p. \$39.50 (plus \$1.25 postage and handling). LC 76-

47074. ISBN 0-912700-33-5. ISSN 0146-7336.

Duke University, Durham, N.C., Library. *Guide to the Cataloged Collections in the Manuscript Department of the William R. Perkins Library, Duke University*. Richard C. Davis and Linda Angle Miller, editors. Santa Barbara, Calif.: Clio Books, 1980. 1,005p. \$32.50. LC 79-28688. ISBN 0-87436-299-7.

Elling, Ray H. *Cross-National Study of Health Systems: Concepts, Methods, and Data Sources: A Guide to Information Sources*. Health Affairs Information Guide Series, v.2. Detroit: Gale, 1980. 293p. \$28. LC 79-24028. ISBN 0-8103-1449-5.

Encyclopedia of Business Information Sources. 4th ed. Edited by Paul Wasserman, Charlotte Georgi, and James Way. Detroit: Gale, 1980. 778p. \$72. LC 79-24771. ISBN 0-8103-0368-X. Subtitle: A Detailed Listing of Primary Subjects of Interest to Managerial Personnel, with a Record of Sourcebooks, Periodicals, Organizations, Directories, Handbooks, Bibliographies, On-Line Data Bases, and Other Sources of Information on Each Topic.

Evans, Frank B., comp. *The History of Archives Administration: A Select Bibliography*. Documentation, Libraries and Archives: Bibliographies and Reference Works, 6. Paris: Unesco, 1979. ISBN 92-3-101646-6. (Distributed by: UNIPUB, 345 Park Ave. South, New York, NY 10010.)

Foreign Versions of English Names and Foreign Equivalents of United States Military and Civilian Titles. Detroit: Grand River Books, 1980. 227p. \$22. ISBN 0-8103-1015-5. (Distributed by Gale.)

... originally published by the United States Department of Justice, Immigration and Naturalization Service, as document M-131, Rev. 1973."

Fraser, James H., comp. *Children's Authors and Illustrators: A Guide to Manuscript Collections in United States Research Libraries*. With the assistance of Renée I. Weber. Phaerdrus Bibliographic Series, no.1. New York: K. G. Saur, 1980. 119p. \$14.80. LC 79-24990. ISBN 0-89664-950-4.

Gillespie, Paul D.; Katzenberger, Paul; and Page, John. *Problems of Document Delivery for the EURONET User*. Technical Report prepared for the Commission of the European Communities Directorate General for Scientific and Technical Information and Information Management, March 1979. New York: K. G. Saur, 1979. 228p. \$18. ISBN 3-598-10069-8.

Glossary of Conference Terms: English, French, Arabic. 2d rev. ed. Paris: Unesco, 1980. 91, 83, 113p. \$22.50. ISBN 92-3-001567-9. (Distributed by: UNIPUB, 345 Park Ave. South, New York, NY 10010.)

Separate sections for English, French, and Arabic.

Glossary of Insurance Terms. Edited by Thomas E. Green, Robert W. Osler, and John S. Bickley. Santa Monica, Calif.: Merritt Co., 1980. 234p. \$11.95. LC 79-93067. ISBN 0-930868-06-4.

Goodman, Leonard H. *Current Career and Occupational Literature: 1977-1979*. New York: Wilson, 1980. 333p. \$15 U.S. and Canada; \$18 other countries. LC 78-106850. ISSN 0161-0562.

"... second volume in a series that is being published at two-year intervals, and replaces Gertrude Forrester's *Occupational Literature* (1971)."

Gottsegen, Gloria Behar, and Gottsegen, Abby J. *Humanistic Psychology: A Guide to Information Sources*. Psychology Information Guide Series, v.6. Detroit: Gale, 1980. 185p. \$28. LC 80-16204. ISBN 0-8103-1462-2.

Historical Biographical Dictionaries Master Index: A Consolidated Index to Biographical Information Concerning Historical Personages in Over 35 of the Principal Retrospective Biographical Dictionaries. Edited by Barbara McNeil and Miranda C. Herbert. 1st ed. Gale Biographical Index Series, no.7. Detroit: Gale,

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1980. 1,003p. \$125. LC 80-10719. ISBN 0-8103-1089-9.
- History of the Family and Kinship: A Select International Bibliography.* Edited by Gerald L. Soliday, with Tamara K. Hareven, Richard T. Vann, and Robert Wheaton, associate editors. A project of the *Journal of Family History*, the National Council on Family Relations. Millwood, N.Y.: Kraus International Publications, 1980. 410p. \$50. LC 80-11782. ISBN 0-527-84451-9.
- Howell, John M. *John Gardner: A Bibliographical Profile.* With an afterword by John Gardner. Carbondale: Southern Illinois Univ. Pr., 1980. 158p. \$12.95. LC 79-22167. ISBN 0-8093-0935-1.
- Hughes, Barbara. *Catalog of the Scientific Apparatus at the College of Charleston: 1800-1940.* Edited with additional material by Ralph Melnick. Charleston, S.C.: College of Charleston Library Associates, 1980. 94p. \$10 (prepaid). (Available from: the College of Charleston Library Associates, Robert Scott Small Library.)
- International Research Society for Children's Literature. *Responses to Children's Literature: Proceedings of the Fourth Symposium of the International Research Society for Children's Literature, Held at the University of Exeter, September 9-12, 1978.* Edited by Geoff Fox and Graham Hammond with Stuart Amor. New York: K. G. Saur, 1980. 141p. \$17.80. LC 79-25963. ISBN 0-89664-949-0.
- Johnson, C. M. *Filer's Guide for Looseleaf Services in a Law Library.* Milwaukee: Knier Associates, 1979. 1v. (loose-leaf). \$15 (plus \$2 postage and handling).
 "... originally conceived as a training aid to instruct new filers at a law school library. The information and the procedures contained in this manual are valid and useful to any library or to any persons involved with the filing of looseleaf products."
- Jorgensen, Joseph G. *Western Indians: Comparative Environments, Languages, and Cultures of 172 Western American Indian Tribes.* San Francisco: W. H. Freeman, 1980. 673p. \$49.95. LC 80-12564. ISBN 0-7167-1104-4.
- Keeslar, Oreon. *Financial Aids for Higher Education, 80-81 Catalog.* 9th ed. Dubuque, Iowa: Wm. C. Brown Co., 1980. 1,002p. \$20.50. LC 76-645208. ISBN 0-697-06126-4.
- Keresztesi, Michael, and Cocozzoli, Gary R. *German-American History and Life: A Guide to Information Sources.* Ethnic Studies Information Guide Series, v.4. Detroit: Gale, 1980. 372p. \$28. LC 79-24065. ISBN 0-8103-1459-2.
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