

research, discusses content analysis and the available literature in this field, and describes several research projects as next steps.

The volume as a whole is stimulating and thought-provoking. It is not easy reading, and, as the authors point out, familiarity with the studies referred to is desirable. In view of the tremendous amount of work involved in surveying and sifting the literature it is regrettable that more definite conclusions could not be offered; but this clear indication of our ignorance of the influence of reading upon people should make us give serious thought to the possible methods for learning more about this fundamental aspect of our work.

Hypothesizing of the five effects of reading, which is one of the fundamental contributions of this study, may or may not offer a more objective or more promising approach to the problem than does Miss Plummer's "Seven joys of reading," or the cliché of librarianship to the effect that we supply books for "information, inspiration, and recreation." Furthermore, it should be noted that this volume is limited to the direct effects of reading, even though the indirect effects of reading may in fact be much more important. There is some indication of generalizations on the basis of narrow studies that do not claim general applicability; and the value and validity of some of the studies cited to prove points made in the text are open to question. We might note, also, that there do appear to be some inconsistencies: in the first chapter, for example, the authors minimize the existent evidence on the values of reading by the use of a standard propaganda technique (imputing ulterior motives) as follows: "Certain values have been imputed to reading by the scholars and writers who have made

their fortunes and their reputations by writing. . . . It is not remarkable that those for whom reading is thus a vested interest should declare that reading is a good thing. . . ." However, in the last chapter of the book, the authors quote testimony from the writings of Floyd Dell, Emil Ludwig, Jacques Maritain, Margaret Sanger, Arthur E. Hertzler, Jack London, Lincoln Steffens, and others to "prove" from these so-called case studies that the five effects of reading set up in this volume do exist.

In spite of these and other possible shortcomings, the authors have done a very good job of what they set out to do, and this book merits careful study by librarians and by all others who are interested in reading and in readers from any point of view.—*Ralph R. Shaw, United States Department of Agriculture Library, Washington, D.C.*

Dictionary of Occupational Titles. U.S. Employment Service, Division of Standards and Research, Washington, D.C., 1939. 3 vols.

THE TITLE of this valuable work is too modest. It scarcely suggests the wealth of information for the librarian or any reader interested in modern industry, which is packed into the 1900 pages of its three volumes. Intended primarily for the use of workers in the federal Employment Service, the *Dictionary* summarizes the results of a great number of job analyses and industrial field studies, which should find a far wider field of usefulness than in public placement offices.

Part I, "Definitions of Titles," contains the main substance of the work, and is complete in itself for library and general use. Parts II and III are more specifically for Employment Service offices. Part II

sets forth the detailed classification of occupations, with their code numbers. For the librarian or layman its chief interest lies in the number and types of jobs connected with each industry. Part III is a set of conversion tables from the old to the new classification numbers.

In the first volume, 29,744 names of jobs are defined in terms of the industries with which they are associated and the actual processes performed. Titles of operators, rather than occupations, are used; e.g., "laborer" rather than "labor," "machinery and tool designer" instead of "machine design." The material in the definitions was obtained by trained job analysts who studied and recorded individual jobs in business establishments throughout the United States. From their schedules of two to twenty pages, these summaries were written, by a masterly process of "boiling down," and were then submitted to labor unions, trade associations, schools, business firms, and other agencies and individuals, for comment and criticism. The editors emphasize the fact that the *Dictionary* is regarded as a first edition, with no claim to completeness.

The definitions vary from two or three lines to some 250 words. The print is small but clear, and careful choice of words, as well as such mechanical devices as the use of abbreviations for the names of industries, and of upper-case for cross-references, makes possible the compressing of remarkably exact, definite detail into very small space.

The "Directions for Use," immediately preceding the body of the dictionary, clearly explain the references, code numbers, etc. For the sake of the general user, the librarian may wish that a separate list of abbreviations had been inserted in these preliminary pages, instead

of a reference to the industrial classification in one of the appendices; but since the abbreviated names of industries are fairly easy to interpret, the omission is not serious.

The appendices comprise a glossary of technical terms, including business and trade expressions, and names of machines, tools, and materials; a list of commodities sold in retail and wholesale trade, with the occupational titles of their vendors; and an alphabetical list of industries, with their abbreviations, definitions, and the occupations connected with each.

Aside from its obvious importance for vocational guidance, the *Dictionary* should prove especially valuable to the general reference librarian faced with the growing interest in trade and technical subjects. With an educational background chiefly literary and sociological, many of us feel the need of some handbook of technical terminology, and some means of making a rapid survey of the newly significant industries. For these purposes the *Dictionary* is a mine of information. The job descriptions include many brief explanations of technical terms, definite and clear despite the apparent casualness with which they are interjected, in parentheses, into the main definition. These special terms are collected in alphabetical order in the glossary following the body of the *Dictionary*. Terms are by no means confined to the formal ones of textbook usage; while actual slang is not included, popular synonyms are freely used. "Cowpuncher" and "buckaroo," "donkey doctor," "printer's devil," appear in their alphabetical place and are neatly assigned to their classification number, or given a reference to the more dignified word.

The appendix showing the industrial classification of occupations furnishes a

most helpful method of learning about an industry: ten minutes spent in looking up the thirty-odd titles listed under "aircraft manufacturing," for instance, will leave one with a better knowledge of the practical processes involved than many a textbook.

It is, perhaps, to be expected from the nature and initial purpose of the *Dictionary* that the professions should be less carefully treated. The definition of "librarian," and the list of occupations under "library" are disappointing, and the same is true to some extent of "teacher," "lawyer," etc. However, it is in the very fields that have hitherto been most neglected, and where the need of exact knowledge is coming to be most urgent, that the *Dictionary* is strongest. It should be of interest to reference librarians, readers' advisers, and all librarians who wish to know more about the trades represented by a large number of their borrowers and an increasing proportion of their books.—*Ethel Blumann, Public Library, Oakland.*

Organization and Personnel Procedure.

. . . *A Suggested Plan.* Subcommittee on Schemes of Service of the A.L.A. Board on Salaries, Staff, and Tenure. American Library Association, 1940. 36p.

THE MANUAL on *Organization and Personnel Procedure*, written by the A.L.A. Board on Salaries, Staff, and

Tenure, Subcommittee on Schemes of Service, summarizes the best current practices in these fields and proposes some fine new concepts. It should be especially helpful to librarians who are trying to convince their governing boards of the necessity of bettering the internal administration of their libraries. If its recommendations are followed, libraries will be run more democratically than most of them have been in the past.

Especially commendable is the section on promotions. Such a statement as, "length of service, unaccompanied by increased efficiency and interest in the profession is a reason against rather than in favor of promotion. Seniority is a determining factor only when two or more candidates have equal qualifications," indicates a point of view that will help prevent libraries from becoming bureaucratic. The sections on tenure, separation from service, and opportunities for self-development are all liberal in tone.

The chapter on working conditions makes the mistake of going into too much detail in several places. For instance, "When the schedule permits, the supervisor will allow the staff a few moments for smoking or rest in the middle of the morning and again in the middle of the afternoon." If librarianship is a profession, such minor regulations as this are unnecessary.—*R. E. Ellsworth, University of Colorado Libraries, Boulder, Colo.*