

the text in English and/or French. The closing date for the manuscript is given as November 1973.

In the body of the text international centers are listed first, followed by national centers arranged alphabetically by the English names of countries. Information under each entry includes: General data (official name(s) in original language, English and French translation, acronyms used, address, short history, staff, subject coverage, library holdings); services offered (abstracting, bibliographic and literature searches, translations, publications, reproduction services, consultant services); and other data as to payments and language used. Information on libraries tells if the library is open to the public and gives statistics on books, periodicals, microforms, and specialized materials.

The guide is described as "selective" and not "comprehensive," but the selection policy is not clearly defined. Included are technical centers, technical libraries attached to technical institutions or to universities, national scientific libraries, and documentation centers. Some national libraries (Brazil, the Ivory Coast, Nigeria) are listed, although many other national libraries provide bibliographic and documentation services as well.

The extent of coverage under the various entries is uneven, depending on the amount of information provided through the questionnaire. It is stated that only those centers returning the questionnaire were included, and only those in "major subject fields"; however a look at the index reveals a number of specialized topics.

A comparison with the 1969 edition shows some puzzling changes, both in expansion and decrease, most obvious for India (an increase from 6 to 40), Czechoslovakia (from 13 to 20), Sweden (from 7 to 15), France (from 19 to 22), Israel (from 7 to 12). The United Kingdom dropped from 15 to 4, and the United States from 13 to 4 (one of which is new). The reader has no explanation for these changes and omissions.

The inclusion of many new countries from the Third World and Latin America is welcome, but one also notes the deletion of others, such as the Congo, Jamaica,

South Africa, and the Republic of China (Taiwan), without adding the People's Republic of China.

Since the paperback does not open flat, the binding will not withstand frequent use as a reference tool, and the narrow inner margins will make rebinding difficult. The inflationary trend in publishing is evidenced not only in the price increase (the 1969 hardcover edition sold for \$6.00) but throughout the guide when comparing increases in prices for journals listed and services provided.

For future editions the compilers are urged to list the names of all institutions that qualify for inclusion and not just those that return the questionnaire. This would provide a much more meaningful reference tool for global coverage.

The guide is highly recommended to academic and research libraries as the information contained is valuable and otherwise difficult to obtain.—*Josephine Riss Fang, Professor of Library Science, Simmons College, Boston, Massachusetts.*

Dowell, Arlene Taylor. *Cataloging with Copy: a Decision-Maker's Handbook*. Littleton, Colo.: Libraries Unlimited, Inc., 1976. 295p. \$15.00. LC 76-1844. ISBN 0-87287-153-3.

Catalogers are generally thought to be well-organized persons, who reason carefully, weigh decisions precisely, and seek the most efficient and suitable answers to problems. The effective use of Arlene Taylor Dowell's *Cataloging with Copy* will certainly enhance that image. The book is written with the obvious conviction that cataloging can be more effectively and more efficiently done if the problems are anticipated and procedures are clearly defined beforehand.

Using a carefully constructed outline, numerous charts and illustrations, and neat summaries at the end of each chapter, the author has brought together a useful framework for making the many decisions confronting a cataloger who is seeking to integrate outside cataloging into a local existing system. She is to be commended for identifying almost every conceivable problem that might arise when a cataloger is faced

with divergent alternatives in the use of catalog copy.

The book should be quite useful to library school students and new catalogers. For those catalogers with considerable experience, there is perhaps too much detail and tedious repetition, although many will welcome the handy reminder of the alternatives they face daily. Detailed discussion is provided regarding integrating the description, main entry, added entries, subject headings, and classification/call numbers into an existing system. The format consists of many questions, followed by alternative answers, each of which is accompanied by a list of the benefits and liabilities that will result from any decision made. A summary of the questions and alternative answers is provided at the end of each chapter, and then a comprehensive summary closes the entire work.

The author has provided a great deal of help to the novice in understanding the idiosyncrasies of Library of Congress practice. Several appendixes also provide useful information, such as a comparison of ISBD and pre-ISBD punctuation rules, a sample copy cataloging manual, and descriptions of commercial sources of equipment for photocopying entries from book catalogs, duplicating services, sources of catalog card sets, and processing sets.

The author effectively demonstrates that "it is possible to use outside copy exactly as it appears *only* if the library and its users are willing to accept the potential consequences: varying forms of entry; lack of some locally needed entry points; subject separation of editions and other related materials; errors or discrepancies that cause mis-filing or that convey misinformation; widely variant classification for the same subject, editions, or translations; and insufficiently complete call numbers" (p.231). A careful reading of *Cataloging with Copy* should provide any cataloger with a better understanding of the perplexities of copy cataloging.—*John L. Sayre, Director of University Libraries, Phillips University, Enid, Oklahoma.*

Studies in Library Management. Volume Three. Edited by Gileon Holroyd. London: Clive Bingley; Hamden, Conn.: Linnet Books, 1976. 192p. \$10.00.

ISBN 0-85157-213-8 Bingley; ISBN 0-208-01526-4 Linnet; ISSN 0307-0808.

The aim of this series of studies is to acquaint librarians and library students with the latest developments and trends in management theory and practice. This third volume in the series contains six studies drawn from both sides of the Atlantic and one from Australia.

The first study, by Ralph Blasingame and Mary Jo Lynch, looks at the work of the Public Library Association on defining new standards or guidelines for public library systems and is a rewrite of their contribution to the debate on this topic. For those, like the present writer, who are not fully conversant already with the debate this paper should be of considerable interest and value. The authors' analysis of the traditional public library and its setting is one which could be usefully applied to other libraries outside the public sector.

James A. Hennessy's study on urban information management requires very careful reading and a background knowledge of British local and national government to be fully understood, and this paper may be beyond the reach of many library students particularly in the U.S.A. Elizabeth Orna presents a clear and far-sighted view of the structure and inner workings of an industrial training board and the importance to the development of an effective service for an organization.

Patricia Layzell Ward's study of the career patterns of U.K. librarians is mainly of interest for its survey of trends over the past forty years. Gileon Holroyd's survey of the Maryland manpower studies, whilst making interesting reading, is also a valuable starting point for selecting parts of the Maryland project for reading in depth.

The study on finance and librarians deals with the financial background to British public libraries and universities. Whilst this background is only too familiar to practising British librarians in these sectors, the details are accurate and up to date and would make valuable reading for students specializing in these fields of librarianship. Colin F. Cayless' concluding paper on evaluating administrative effectiveness is as much a literature survey as an evaluation.

All the studies are very readable, and the majority contain a commendable lack