

where do Renford and Hendrickson discuss what topics or titles can best be covered in any particular form of instruction and why. For example, in the section on the presentation aspects of the single lecture, they suggest ways of organizing material so that students are interested and engaged by it, but they never touch on pure BI theory: why certain concepts are appropriate to certain levels of users, how concepts should be sequenced, and how to present a versatile search strategy that can be transferred by the student to other disciplines and institutions. This omission is regrettable, but to cover these areas the text would need to be twice as long. Perhaps we should be grateful that the book has appeared at all—and not a moment too soon for most of us.

Bibliographic Instruction: A Handbook is most highly recommended, in fact should be required, anywhere academic BI is seriously undertaken. Together with the ACRL volume (which, by the way, is currently being revised by a committee chaired by Beverly Renford), it provides an excellent what-to-consider manual for the practitioner.—Mary W. George, Princeton University Library, Princeton, New Jersey.

The Library and Information Manager's Guide to Online Services. Edited by Ryan E. Hoover. Professional Librarian Series, V.12. White Plains, N.Y.: Knowledge Industry Publications, 1980. 270p. \$29.50 hardcover; \$24.50 paper. LC 80-21602. ISBN 0-914236-60-1 hardcover; 0-914236-52-0 paper.

A distinguishing feature of *The Library and Information Manager's Guide to Online Services* is the depth of documentation cited for every major topic covered. The citations reflect the relative maturity of online services at the start of the 1980s. Anyone new to the field today faces information overflow, when a decade earlier the newcomer had only a few personal accounts to read. In a thorough manner, this *Guide* succeeds in focusing attention on key managerial issues and in presenting both valuable factual data and various viewpoints on controversial topics.

The *Guide* consists of ten individually authored chapters. Two chapters by Ryan E. Hoover—"Overview of Online Information Retrieval" and "The Mechanics of Online

Searching"—are excellent introductions for any uninitiated searcher. Databases, their producers, and vendors of services are concisely reviewed in two chapters by Kathleen Sheton and Alice Bahr. Management concerns and questions of service policies are summarized by Donald T. Hawkins, while specific areas are further explored in three subsequent chapters. John C. Blair's paper focuses on measurement and evaluation of various aspects of online services and their management; promotion is covered with helpful hints and illustrative examples in a chapter by Alice Bahr; and Kristyn Kuroki discusses the range of available training modes for searchers. A chapter by Mary Berger and Barbara Quint is devoted to the growth and role of online user groups, a topic not as yet extensively documented in the literature. The final chapter, by Ryan Hoover, presents a view of the future in which a greater reliance on electronic storage and retrieval of information will permit the information specialist to provide information on demand, without the need for physical library buildings and collections.

The reference use of the *Guide* is enhanced by a glossary of more than eighty online phrases, a short selected bibliography, numerous citations footnoted at the end of each chapter, and a detailed index.

The *Guide* is the twelfth title in the publisher's Professional Librarian series, which emphasizes practical information about technological developments, supported by operational examples. It is an easily usable package of practical information to aid those interested in online services. Topics discussed are of universal interest to any type of library. However, as noted in the text, academic libraries have not met yet the full potential to use such services, and thus this *Guide* may be of particular interest to their users and staff.—Danuta A. Nitecki, University of Illinois, Urbana-Champaign.

Annual Review of Information Science and Technology, Vol. 15, 1980. Edited by Martha E. Williams. White Plains, N.Y.: Knowledge Industry Publications, 1980. 413p. \$42.50. LC 66-25096. ISBN 0-914236-65-2. ISSN 0066-4200.

It is no exaggeration to say that the *ARIST* volumes have received more praise than any other information science publica-