

not yet developed to a point where they can replace the older methods.—*Ralph H. Parker, University of Missouri.*

## Cost of Library Services

*The Cost of Providing Library Services to Groups in the Purdue University Community—1961.* By Gerald L. Quatman. Lafayette, Ind.: Purdue University Library, 1962. 58l. Appl.

The purpose of the Purdue study was to determine the average cost of providing library services and facilities to members of the university engaged in research supported by organizations outside the university. This clientele works primarily in the science field, uses more current materials, and needs the material more quickly than others.

The author was a graduate research assistant at Purdue who worked with Purdue librarians and with a representative from the university's business office. The duration of the study was from February 1961—January 1962, a period of one year. Twenty survey days were selected. Entire days were used for a sample of usage. The days were selected to represent as equitably as possible other days with similar characteristics.

The information in this study will provide a basis for including library cost estimates in government and industrial research contract budgets, the purpose for which the study was made. But, in addition, it will provide librarians with a greatly needed study of true library costs. To know that the library cost to serve undergraduates is \$44.22 per year, that the graduate cost is 2.8 times as great as that to undergraduates, and that faculty cost is 2.267 times as great, would be invaluable information to the library administrator. These ratios reflect the fact that faculty members and graduate students use more costly library services than undergraduate students.

The process used by Quatman in arriving at his cost figures is well worth studying. It can be used as a guideline for future cost studies in libraries. These studies are greatly needed. The study was conducted in five steps:

1. The actual use of twenty library services was measured.
2. The costs of the services were computed.
3. The costs of the services were allocated to the using groups on the basis of percentage of use.
4. The total costs chargeable were divided by the number of persons.
5. The ratios of graduate student to undergraduate student library costs and faculty member to undergraduate student library costs were computed.

The tables are numerous, and the presentation is lucid. Table VIII shows the average percentage of time spent on various library services and table IX, the percentage of reference time spent on each type of question; table XII, which shows the distribution of the cost of library services, is exceedingly helpful to busy administrators. Quatman's study of space expenditures is perhaps the most original section of the study.

It is hoped that this study will stimulate other cost analyses in the library profession; all administrators need them constantly.—*Lorena Garloch, University of Pittsburgh.*

## Cataloging

*Sample Catalog Cards, Illustrating Solutions to Problems in Descriptive Cataloging.* By Robert B. Slocum. New York: The Scarecrow Press, 1962. 190p. \$4.50.

*Cataloging Made Easy.* By A. Stan Rescoe. New York: The Scarecrow Press, 1962. 210p. \$5.

The cataloger is always seeking help with the idiosyncrasies encountered in original cataloging. Here are two books which promise help. As Mr. Slocum points out in his preface, there are printed codes available for describing works with peculiar and unusual characteristics, but they often leave that element of vagueness that produced uncertainty in the first instance. *Sample Catalog Cards* provides, under appropriate headings, examples of what has been done on Library of Congress printed cards. *Cataloging Made Easy* summarizes rules and provides examples. Both will be useful to catalogers.