

Education Department, Victor Reuther Files."

A further, though somewhat less disturbing, problem exists with the tendency to designate a manuscript accession as an individual's papers merely because that individual happened to collect the material. Thus, the Jean Gould "Papers" consist of "12 letters and part of another from Eugene Debs to C. W. Ervin."

Although attention to the problems described in this review would undoubtedly make the next edition of the Wayne State Guide more useful, nothing said here should discourage purchase of the publication. The importance of Wayne's collections alone would insure it a place on the shelves of every major research library even if the guide were not the useful finding tool it is. Given the enormous difficulties inherent in the production of such finding aids, the editor is to be congratulated on the generally high quality of his product. Many more venerable institutions will envy its appearance, and scholars will find it a useful introduction to Wayne's collections especially when used in conjunction with the repository's occasional newsletter.—*Richard Strassberg, Labor-Management Documentation Center, Cornell University, Ithaca, New York.*

***Studies in Library Management***, volume two. Edited by Gileon Holroyd. Hamden, Conn.: Linnet Books and Clive Bingley, 1975. 167p. \$10.00. (ISBN 0-208-01357-1)

Library management is an important aspect of librarianship, and this series will help shed light on present and future problems. This volume is divided in two major sections: management theory and techniques in the first; and nonprint materials, public relations, decentralization, and education in the second.

D. J. Foskett writes about "General Systems Theory and Organization" in which he attempts to cover the field in too little space. He does let the reader know this is not a simple subject and that it will require some digging to gain understanding. A. Gilchrist in "Consultancy, Systems Engineering and Libraries" points out that in the systems approach and in consultancy one

should take the large view, determine the problem(s), and identify all the factors involved—especially the human—in order to arrive at solutions.

J. Cloke's "Some Management Techniques in a London Library" lists ways one can gain ideas and identify trends through principles of investigation, organization and method questions, and operational research techniques. All are useful to management but are not a substitute. A number of charts are appended which would have been handier in the text.

The last essay in the first section is W. Y. Arms' "Operational Research in Libraries" where it is pointed out that when more than common sense in the decision process is needed one can utilize mathematical models to simulate a system.

The second part begins with C. Maguire and M. Track's "The Impact of Non-Print Materials on Library Administration," which indicates that the library's role is a confusing one; however, since humans perceive in numerous ways, many material formats are needed to meet needs and serve individuals fully. B. Usherwood in "Library Public Relations: An Introduction" states the library must become knowledgeable about all people in its service area and about itself. Then the library should take every opportunity to tell its story through the many internal and external communication channels available. R. Emery discusses "Some Human Problems of Decentralization," pointing out that while geographic distances may cause problems, poor administrative practices certainly will. Good communications, clear statements of purposes, and procedures are a necessity.

R. D. Stueart in "Education for Library Administrators" provides a summation. Social, educational, and technological advances are transforming libraries into complex organizations with many new problems. The librarian's job is becoming so intricate that job experience is not enough. Systems analysis, statistics, and management courses are needed in library education plus an effort to keep up afterwards. This volume will give librarians everywhere food for thought.—*J. Wayne Baker, Library Director, Ohio Northern University, Ada, Ohio.*