A. The attention devoted to reference services is perhaps the weakest part of the reader. Shipton's "The Reference Use of Archives" is limited in its specificity. And while it is good to have "A Scholar's View" represented by Laurence R. Veysey and by David B. Potts in "College Archives as Windows on American Society," beginning archivists will not find much practical advice in either article.

Some of the most useful material is found in the six appendixes, several of which had not been published previously. "Appendix B: The Family Education Rights and Privacy Act" nicely complements Charles B. Elston's excellent exposition of some of the legal problems involved in administering student records. Other appendixes provide guidance for handling theses and dissertations, preparing repository guides, and initiating records management procedures. Of particular note is the University of Wisconsin System's "Core Mission and Minimum Standards for University Archives," which formed the basis for similar guidelines recently adopted by the Society of American Archivists.

This welcome compilation is an indispensable tool for all archivists, librarians, and administrators concerned with college and university archives.—Mary E. Janzen, Chicago Historical Society, Chicago.

****CORRECTION****

The name of Bruce Fluesmeier was omitted as coauthor of the review of The Organization of Information Systems for Government and Public Administration, which appeared in our May issue, p.263-65.

ABSTRACTS

The following abstracts are based on those prepared by the ERIC Clearinghouse on Information Resources, School of Education, Syracuse University.

Documents with an ED number here may be ordered in either microfiche (MF) or paper copy (PC) from the ERIC Document Reproduction Service, P.O. Box 190, Arlington, VA 22210. Orders should include ED number, specify format desired, and include payment for document and postage.

Further information on ordering documents and on current postage charges may be obtained from a recent issue of Resources in Education.


Used as a primary text for a required one-hour basic research methods course at the College of Charleston, this handbook is designed to familiarize the student with the basic precepts and tools used in research. Each of the seven chapters represents a different step in the research process: (1) locating background information—encyclopedias; (2) locating books and monographs—card catalog; (3) locating magazine, journal, and newspaper articles—periodicals, periodical indexes,
and abstracts; (4) evaluating books, films, and plays—review sources; (5) locating biographical information; (6) tracing government legislation; and (7) citing sources—descriptive bibliography. Call numbers are provided for all reference sources cited, and a flow chart for basic research methodology is included. An appendix presents general information on the College of Charleston libraries, describes the Charleston Consortium, and provides a glossary.


One product of a research project dealing with the storage and maintenance of nonbook library materials, this annotated listing focuses on literature that discusses films, filmstrips, transparencies, slides, magnetic tape, maps, microforms, paintings, prints, phonorecords, photographs, and negatives. Titles dealing with the care of audio-visual materials in general are also included.

The Use of an On-Line Microfiche Catalog for Technical Service and Retrieval of Bibliographic Data. Final Report. Graduate School of Library and Information Science, Univ. of California, Los Angeles, 1979. 249p. ED 180 479. MF—$0.83; PC—$15.32.

The report describes the development and implementation of a prototype system that integrates a microfiche catalog into an on-line computer system for bibliographic control. Such a system permits the storage of catalog data not yet converted to digital form, data in ideographic form, data for large numbers of little-used records, and data for use with microcomputers. The five sections of the report include: (1) an overview of the project and a review of the potential for use of microfiche catalogs as components of computer-based systems; (2) a review of recent developments in the use of such catalogs, including a topically arranged bibliography and a synoptic analysis of it; (3) an operator's manual that specifies how to use the equipment involved and explains how the machine programs function and interrelate; (4) a description of the programs used in demonstrating the system; and (5) a cost/effectiveness evaluation of the system.

Circulation and Finding System. By A. R. Pierce. Blacksburg, Va.: University Li-
tenure; and (4) whether the library granted its professionals released time for research. Eighty percent of those questioned responded; 51 percent (thirty-five) of the libraries offer faculty status for librarians. Although most libraries incorporate evidence of research into their promotion and tenure requirements, very few make released time available on a regular basis. An examination of the promotion and tenure documents of these libraries revealed that, although criteria used to evaluate librarians resemble those used for their teaching colleagues, their work-week requirements and the length of their yearly contracts differ significantly. A summary of the responses to the questionnaire used in the study is included with the report.

**An Instructional Module on Library Research.** By Tom Rohmiller. Dayton, Ohio: Dayton Univ., 1977. 23p. ED 183 153. MF—$0.83. PC—$1.82.

Intended for college students whose library skills are inadequate for research at the university level, this self-instructional module introduces the user to bibliographies both conceptually and practically: i.e., what makes up a bibliography, how to use a bibliography, and how to compile a bibliography. The module has four sections: (1) bibliographies—definitions; (2) the card catalog as bibliography; (3) the periodical indexes as bibliographies; and (4) the search strategy and working bibliography. Each concludes with a set of short exercises, the answers to which are provided at the end.

**The OCLC Serials Sub-System: A First Evaluation.** By Neal L. Edgar and others. 1978. 41p. ED 183 161. MF—$0.83. PC—$3.32.

This examination of the OCLC serials control subsystem points to positive and negative aspects of the OCLC system as they relate to serials and evaluates the system's serials cataloging capabilities. While this report assumes a knowledge of the basic operations of OCLC, it describes the system in general, its function in cataloging, and its serials check-in component, concluding that no widely accepted evidence exists to prove that the OCLC serials subsystem is any faster than a well-run manual system. Illustrations include diagrams of the OCLC data base and examples of system functions.


An analysis of a sample of 33,455 monographic records taken from the OCLC data base found that 94 percent of the sample's 50,213 subject headings were Library of Congress (LC) subject headings. Each record had an average of 1.4 LC subject headings; 18.6 percent of the records, however, had no LC subject headings assigned to them. Topical subject headings accounted for 70 percent of all LC subject headings, and 62 percent of all records contained at least one LC topical subject heading. Geographic subject headings accounted for 15 percent of the records. Each LC subject heading had an average of 0.78 subdivisions associated with it. Form divisions were the most common type found, followed closely by place and topical subdivisions. Period subdivisions were used relatively infrequently.

**Online Resource Sharing II. A Comparison of OCLC, Inc., Research Libraries Information Network, and Washington Library Network.** By Mary Ellen Jacobs and others. San Jose, Calif.: California Li-
This comparative study of three major on-line bibliographic systems is designed to provide assistance to library administrators in the assessment of the potential impact of such systems upon the operations of their libraries. A side-by-side arrangement of the text allows an overview of any specific characteristic under consideration. These characteristics are divided into several broad areas: (1) description, i.e., information on current services, access modes, characteristics of users, system start-up, user support services, and general system information; (2) searchability aspects, including the file system indexing, provisions for quality and authority control, and the command language and formats utilized; (3) applications to other library functions, e.g., circulation, reference, interlibrary loan, and management information; (5) financial and administrative arrangements with regional networks; and (6) system administration. Also included for each system are a chronology of system events, descriptions of announced future developments, a selected bibliography of evaluative studies, and a bibliography of training aids and manuals. Additional information on the individual systems that is not directly comparable is provided in a number of appendixes.


Compiled from responses to a questionnaire by the ninety-eight academic research library members and twelve nonuniversity members of the Association of Research Libraries, these 1978–79 statistics provide data on their collections, interlibrary loan programs, expenditures, and doctoral programs. University libraries are rank-ordered in fourteen different categories: (1) volumes in library; (2) gross number of volumes added; (3) microform holdings; (4) current serials; (5) professional staff; (6) nonprofessional staff; (7) total staff; (8) materials expenditures; (9) materials and binding expenditures; (10) salaries and wages expenditures; (11) total operating expenditures; (12) total items loaned; (13) total items borrowed; and (14) current serials expenditures. Four trends are noted from examination of the media figures for university library members: ARL libraries have increased only slightly in size since 1977–78; in 1978–79, volumes added rose 4 percent while expenditures rose 11 percent; serials expenditures rose at a greater rate than inflation, increasing 16.3 percent, and outlays for serials accounted for 54 percent of expenditures for materials; and the median ratio of items loaned to items borrowed remained at 2:1—a ratio that has been stable in ARL libraries over the past several years. The questionnaire is included.


Intended for users of on-line bibliographic retrieval systems, this set of learning modules incorporates instructional aids in three modes: textual, computer-assisted learning, and emulations of actual systems (DIALOG and ORBIT) that access a data base of segments of more than sixty commonly used source files. The textual materials can be used with local or remote access to the target systems, the emulators can be accessed remotely or brought up on any computer system supporting ANSI FORTRAN, and the computer-assisted learning and practice (CALP) sequences...
can be accessed remotely or implemented on a
system that maintains a capable lesson designer-
type language. The modules are followed by sec-
tions on data base structure and organization,
analyses and evaluations of the modules and the
collected use data, and the dissemination of the
training program. Appendixes contain selected
pages from two retrieval training manuals, an
illustration of use of CALP modules by trainees,
excerpts from runs of DIALOG and ORBIT emu-
lators, data collection forms, summaries of system
use, abstracts of FORTRAN programs, a descrip-
tion of a proposed cooperative project, and a list
of published articles and papers on scientific and
technical information services.

A Conservation Policy Statement for Re-
search Libraries. Occasional Paper
No.139. By Carolyn Clark Morrow. Urb-
ana, Ill.: Univ. of Illinois, 1979. 25p.
ED 184 533. MF—$0.83. PC not avail-
able from EDRS.

Designed to provide logical guidelines and to
outline optimum conditions for the conservation
of a research library collection, this “mock” policy
statement can be modified to a particular library's
situation. It includes principles of conservation
and elements of a comprehensive conservation
program, such as collection maintenance, and
organization of a conservation department. A selec-
tion of sixty-four readings provides the basis
for further study of conservation administration in
a research library.

An Alerting Service Bibliography on Librar-
ies, Media, and Educational Technology.
Comp. by Marilyn R. Laubacher. Syra-
cuse, N.Y.: ERIC Clearinghouse on In-
formation Resources, Syracuse Univ.,
1979. 34p. ED 184 553. MF—$0.83.
PC—$3.32.

Monographs of current interest in the fields of
libraries, information science, media, and educa-
tional technology are cited in this annotated bib-
lography. Titles listed are selected from the pub-
lications received for review at the ERIC Clearinghouse on Information Resources. The 119
citations are indexed by subject, and a directory
of publishers’ addresses is provided.

Assimilation of Government Publications in
Study and Research. Final Report July,
1978 through June 30, 1979. By Beverly
P. Lynch. Chicago: Univ. of Illinois, Chi-
MF—$0.83. PC—$1.82.

This report describes a four-day institute
funded by the U.S. Office of Education to in-
crease the utilization of government publications
by extending the knowledge of academic refer-
ence librarians about them. Librarians from twen-
ty-five universities attended the institute, and
discussion centered on the use of government
publications in humanities, social sciences, and
sciences. Available publications and materials
were enumerated, and speakers provided exam-
les of the use of government information sources
in their research. An evaluation of the institute
follows, with a discussion of the responses to the
questionnaire given to the participants. The
majority of responses were positive, and it is rec-
commended that additional regional institutes be
held, to inform reference librarians of available
publications, as well as a national institute.
Appended to the report are the agenda for the in-
tstitute, a list of the twenty-seven reference libra-
rians who participated, and the questionnaire that
was distributed.

OTHER PUBLICATIONS OF
INTEREST TO ACADEMIC
LIBRARIANS

Andrews, Barry G., and Wilder, William H. Aus-
tralian Literature to 1900: A Guide to In-
formation Sources. American Literature,
English Literature, and World Literatures in
English Information Guide Series, v.22. De-

Bailey, Herbert S., Jr. The Art and Science of
Book Publishing. Austin: Univ. of Texas Pr.,
1980. 216p. $7.95. LC 80-50253. ISBN 0-292-
70351-1.

A paperback reprint of a work first published in
1970 by Harper.

Balachandran, Sarojini. Energy Statistics: A
Guide to Information Sources. National World
Information Guide Series, v.1. Detroit: Gale,
1980. 272p. $28. LC 80-13338. ISBN 0-8103-
1419-3.

Baskin, Barbara H., and Harris, Karen H. Books
for the Gifted Child. Serving Special Popula-

Bibliographie de Québec, 1821–1967. Québec:
Bibliothèque nationale du Québec, 1980. 2v.
V.1: Tome 1, Notices établies par le Bureau de
la bibliographie rétrospective. V.2: Tome 1, Index.

“Chaque tome comprend 2 volumes: un
volume de 1000 notices et un volume de 6 in-
dex.”

Biblioteca Comunale, Siena. Inventario dei man-
oscritti della Biblioteca Comunale di Siena, a

Recent Publications / 491


Title also in French and Spanish.


"The word frequencies in this book were produced by computer programs from carefully keypunched transcripts which were transcribed directly from audio tape recordings of 15 randomly selected sessions from each of 15 separate psychoanalytic cases."


A guide to unit 1 of the microfilm collection of the same title, listing the novels included by author and by title. A total of seven units are projected for the collection.


"... contains completely updated versions of all 4,000 entries from the six 1977-78 issues of Directory Information Service, plus 1,000 brand-new listings."


"Taken from Overseas Assignment Directory Service prepared by the editors of Knowledge Industry Publications, Inc."

Separate sections for English, French, and Arabic.


"... second volume in a series that is being published at two-year intervals, and replaces Gertrude Forrester's *Occupational Literature (1971).""


Historical Biographical Dictionaries Master Index: A Consolidated Index to Biographical Information Concerning Historical Personages in Over 35 of the Principal Retrospective Biographical Dictionaries. Edited by Barbara McNell and Miranda C. Herbert. 1st ed. Gale Biographical Index Series, no.7. Detroit: Gale.


"... originally conceived as a training aid to instruct new filers at a law school library. The information and the procedures contained in this manual are valid and useful to any library or to any persons involved with the filing of looseleaf products."


"... provides an overview of bibliographical tools, with various developments in the field being discussed in detail. Special emphasis has been placed on problems faced by librarians in developing countries."


"... prepared and published under the auspices of the International Association of Agricultural Librarians and Documentalists."


"... includes author, subject, and title indexes for over 3,000 speeches delivered from 1828 to 1978. A listing of the works indexed, with full bibliographic citations, precedes the indexes."


"... published as a companion to the Township Atlas of the United States to provide, in a single volume, all available population totals for counties and cities" and assembled from volumes of the decennial census of population from 1790 through provisional estimates of 1976.


"... contains more than 1,000 definitions of psychiatric terminology and descriptions of people who have made significant contributions to the field. Seven tables and a list of 85 commonly used abbreviations are included."


"... a cumulative subject index of trade and consumer publications of interest, published in the United States." Volumes for 1977 and 1978 also available.


Remley, Mary L. Women in Sport: A Guide to Information Sources. Sports, Games, and Pas-


... a reprint of the section of the National Union Catalog, Pre-1956 Imprints dealing with the author heading 'United States' and its subdivisions.


... primarily based on the thirteenth edition of the Encyclopedia of Associations. . . . This second edition has expanded its coverage to include entries from the Directory of Special Libraries and Information Centers, 5th edition, and from Research Centers Directory, 5th edition.