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** IMPORTANT NOTICE TO SUBSCRIBERS **

Because of ALA reorganization and the concomitant changes in the structure, activities, and publications of its Divisions, the publishing schedule for LRTS has been badly disrupted. In order to restore normal publication schedules, it has been necessary to reduce the size of one issue—this one. Material which normally would have appeared in this Summer issue will be published in an enlarged Fall issue.

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Contributors are requested to observe the following points when submitting articles for publication in LRTS.

Manuscripts should be submitted in two copies, typewritten, double spaced, and on one side of the paper only. Name and title or position should be included immediately below the title of the article. If the paper has been read at a meeting, this fact should be stated.

The University of Chicago Manual of Style will be used in editing manuscripts for printing. The editor reserves the right to return a manuscript to the author for revision if it is not in standard form; or to make minor corrections if that can be done without changing the meaning or style of the article. While normal editorial care will be given to each manuscript accepted for publication, authors are expected to assume full responsibility for the accuracy of all bibliographical citations.
HOW "good" is a dealer? Does he supply wanted material quickly and fill orders accurately? Does he report adequately? Does he follow up on out-of-stock items without prodding? Does he really search for out-of-print materials when search has been requested? Are frequent returns necessary because of his errors? Are his replies to inquiries prompt and clear? Are his invoices accurate and clear, making for easy identification of material? What about his prices: does he give discounts or add a service charge? Does he pay postage? What kind of a dealer does he add up to in comparison with fellow dealers in like materials and/or areas?

The Library of Congress felt that objective answers to some or all of these and similar questions in the case of each dealer whom we deal with on an "order" basis are needed for evidence on which to make judgments concerning his service; establish a standard for questions to be asked and conditions to be imposed on new dealers seeking Library business on an "order" rather than an "offer" basis, and, in fairness to present dealers, take them out of the "I think we have a lot of trouble with So-and-so" class unless the factual record puts them there. Also, from time to time we are questioned concerning the reliability and services of a dealer with the implication that we might do much better if we used such-and-such an outfit which is well-known to the inquirer. Here, again, a more objective evaluation stands us in good stead either to defend the current choice or obtain from the suggested dealer an offer based on conditions developed from the known and appraised current services. Our rating system does not apply, of course, to dealers submitting catalogs or specific offers. There the problems are primarily in description, pricing, and willingness to make reasonable adjustments.¹

Because of the incompleteness of our system, we agreed to submit for consideration the present state of the plan, the need for it, use to date, ideas for future development, and extend an invitation to other libraries for criticisms, comments, and experiences with their own dealer-rating programs.

We utilize three types of orders: "regular," "open," and "blanket." "Regular" orders are those issued for selections or recommendations from any source including specific offerings by a dealer. Orders for materials other than those offered to us are placed with the dealers whom we think

¹ The rating system can also be extended to cover bookdealers submitting catalogs; the criteria here would be the presence (and accuracy) or absence of notes on extracts, theses, parts of series, publisher, place and date of imprint. Prices and willingness to make adjustments are also factors to be considered.
will supply them quickly or at the best price depending on which factor is foremost in a given circumstance. "Regular" orders are issued formally with a unique order number and require a separate invoice. "Open" orders are arrangements made with dealers whereby items may be ordered at any time informally by telephone, teletype, or notice slip against an established order number, and all items ordered within a given period are billed on a single invoice. They are used with local outlets to acquire current items at the greatest speed and with various dealers or jobbers to permit receipt of all items bought on a single program-priced exchange material for a specific country, for example—from one source for greater control and simplicity of record keeping. They often are issued as a result of competitive bidding.

"Blanket" orders represent one of the outstanding differences between our purchase acquisition operations and those of most other American libraries in our attempt to obtain from all countries in all fields (except medicine, agriculture, and children's books) major current publications immediately upon publication without waiting for citation in trade publications, national bibliographies, reviews, or other selection media usually utilized by libraries. In order to implement this acquisitions policy, the Order Division has established a world-wide network of some 236 "blanket order" dealers and agents who are authorized to supply the Library with a copy or copies of all newly-published materials falling within certain designated categories. These "blanket order" agreements are issued in amounts ranging annually from $25.00 to $10,000.00 for two major categories of library materials: general materials excluding law, and law materials. These categories coincide with the two appropriations made by Congress for the Library's purchase acquisitions: Increase General and Increase Law.

The selections of the "blanket order" dealer in a country which has good bibliographic control of its current publications (for example, most Western European countries) can be continuously examined. Our agreement requires the dealer to mark the entries in each current issue of a designated bibliography (usually the national bibliography) for those publications he has sent or is sending. He then airmails the checked copy to us.

The selections of dealers in countries which have no adequate bibliographic controls (most Latin American, Southeast Asian, and African countries) can be checked only sporadically, and in small part by comparison with annual lists of books published, requests from other libraries for printed LC cards, citations, and similar information.

The Order Division of the Library of Congress is organized on a functional basis with ordering, order controls, receiving and checking, invoice controls, and preparation of invoices for payment being handled by separate units or individuals. It thus becomes almost impossible for any one person to see and evaluate a dealer in his over-all relations to the Library: as book selector; supplier of specifically ordered materials; answerer of inquiries; shipper, packer, and provider of identifying data.
with shipments; biller; and follow-up of complaints, claims, requests for adjustments; and all the important details connected with the acquisition of books and periodicals in the markets of the world.

In an attempt to obtain an accurate assessment of a bookdealer's aggregate performance, a Dealer Rating system was developed which would bring together the judgments of all of the people involved in our relations with a dealer and apply to their judgments some objective designation of his relation to what we might consider the concept of an ideal dealer.

The formulation of the pattern or concept of the "ideal bookdealer" was realized by isolating the various factors constituting the dealer-library relationship. These were then viewed in the aggregate, and the constituent factors assigned relative weights in terms of their greater or lesser importance. The weights are of course subjective in the sense that they are our estimates of what we think the constituent factors are worth in relationship to each other. Nevertheless, the factors, as well as their assigned values, were developed out of our relationships with bookdealers and as such represent a pragmatic result.

While our major problem is concerned with the "blanket order" dealers who are selecting books for us, we also are interested in having a complete picture of the service we receive from "open order" and "regular order" dealers so that orders not tied to a particular dealer's catalog may be placed where the most effective service may be expected.

To obtain an analysis of dealer performance we want to have an objective score on his activities in terms of quantitative coverage, quality, understanding, invoices, and prices. The following factors are considered in each category:

1. **Coverage (0-45 points)**—the degree of coverage achieved considering the relative size of the book production, involving the number of supplementary selections necessary by LC (and dealer response to these supplementary selections), adequacy in supplying required multiple copies on blanket order, and frequency and condition of shipments.

2. **Quality (0-25 points)**—The general level of the supplied materials conforming to the provisions of the blanket order; also, the number and type of publications which are subject to return because they are contrary to the provisions of the blanket order.

3. **Understanding (0-15 points)**—Clearness and intelligibility of dealer's correspondence and reports; promptness in replying to LC requests and correspondence, and general understanding, as evidenced by the type of questions asked concerning the purchasing program.

4. **Invoices (0-15 points)**—Acceptability of invoices; including citation of order numbers for rapid identification of sup-
plied materials, notation as to issue of bibliography from which material was supplied and whether requests for special handling on payments are acceptably prepared.

Total Score (100 points possible)

The scores arrived at by conference between the persons actually working with the dealer's orders, shipments, or invoices, have given us an objective picture of our dealers' activities not before possible. This has in turn led to correspondence with individual dealers tending to correct the unsatisfactory areas in their services.

A further important area of dealer activity concerns the prices charged. To get an objective picture of this phase of dealer action, the prices charged by each dealer are analyzed as follows:

**Analysis of Prices**

Score one of the following three:

1. Discount on domestic prices (64 to 80 points)
2. Domestic prices (60 points)
3. Service charge on domestic prices (0 to 48 points)

Score one of the following two:

1. LC pays postage (0 points)
2. Dealer pays postage (20 points)

Total Score

It is obvious that this score card is slanted toward our "blanket order" dealers, and the item of coverage is not applicable to a dealer supplying material only on specific order. The ratings on understanding, invoices, and prices do apply, however, to "regular" dealers and the rating system can be used for a "regular" dealer with equal effectiveness, using 55 points as an ideal total for these three categories.

An area which has not yet been explored specifically via the rating route is that of "regular" order response to orders: time in filling; follow-up on out-of-stock material; speed, completeness, and accuracy of reports.

Such judgments can be fitted into the present scheme for use with "regular order" dealers as the number values given each category are entirely arbitrary and have meaning only in comparative use with figures of other dealers based on similar judgments.

It is the policy of the Library of Congress to buy current materials in the country of publication insofar as feasible. To arrive at some objective picture of dealer activities in any country, the ratings of the several dealers (general blanket order, Law blanket order, continuations) are entered on a country sheet. This tabulation permits easy comparison of dealers in the same area, indicates dealers subject to correction or watching and,
conversely, acts as a deterrent to people with special interests who recommend that a dealer be discontinued for some minor reason.

The following examples indicate the type of picture obtained by our present method.

**Example A**

"Blanket order" dealer supplying both law and general material

<table>
<thead>
<tr>
<th>Possible</th>
<th>Rated at</th>
<th>Coverage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>40</td>
<td>Indicating a high degree of original selection, relative low supplementary selections needed, good adherence to terms of order in respect to number of copies supplied, and frequent shipments in good condition.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Possible</th>
<th>Rated at</th>
<th>Quality:</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>23</td>
<td>Indicating that most items supplied fall within the purviews of the blanket orders with few subject to return.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Possible</th>
<th>Rated at</th>
<th>Understanding:</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>15</td>
<td>Absolutely no fault to find with dealer's correspondence and reports; promptness and general understanding of all phases of operation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Possible</th>
<th>Rated at</th>
<th>Invoices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>15</td>
<td>Excellent invoices acceptable in all respects.</td>
</tr>
</tbody>
</table>

*Total score—93 points out of a possible 100*

Analysis of prices:
- Domestic prices charged—60 points
- Dealer pays postage —20 points

*Total score—80 points out of a possible 100*

This dealer thus rates exceptionally high and represents an excellent supplier.

**Example B**

"Blanket order" dealer for law

<table>
<thead>
<tr>
<th>Possible</th>
<th>Rated at</th>
<th>Coverage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>30</td>
<td>Indicating supplementary selections are high</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Possible</th>
<th>Rated at</th>
<th>Quality:</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>20</td>
<td>Indicating doubtful competence in selection.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Possible</th>
<th>Rated at</th>
<th>Understanding:</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>10</td>
<td>Frequent trouble with dealer in response to requests and interpretation of instructions.</td>
</tr>
</tbody>
</table>

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Possible

Rated at

Invoices:

15

15

Entirely acceptable.

Total score—75 out of a possible 100 points

Analysis of prices:

Domestic prices—60 points

LC pays postage—0 points

Total score—60 points out of a possible 100 points

This dealer is located in an area under good bibliographic control and in a country having a number of well-established dealers. Needless to say, we are on the lookout for a more satisfactory agent in the area of selection and understanding of our needs and instructions.

The general "blanket order" dealer in the same country as the law "blanket order" dealer cited above, has given us exceptionally good selection, bibliographic, and other book service in a manner showing a clear understanding of the problems involved and our particular needs; his invoices are highly accurate and his other business services are those expected from a first-rate business establishment. However, for this service we pay a substantial service charge as well as postage which brings his rating on prices down to 40 points out of a possible 100. There is no question in our minds, however, that a service charge in this case is entirely justifiable. We would gladly pay a service charge in the case of the law dealer if his services improved proportionately with the charge made.

To date we have been able to apply the rating system fully to "blanket order" dealers only. Our agents for serials and periodicals remain to be completely rated, and an easy, automatic, and continuous revision system is still in the planning stage. If it can be developed to a point where we easily can add to presently acquired statistics simple notes which will act as continuing guides to the various facets of a dealer's operations, we will feel that our system has become full grown. Is the effort worth while? We think so. During the course of a year we may receive over 2,000 titles and several hundred invoices from a single dealer, and as in other phases of life, the errors and areas of trouble are apt to stand out while the larger percentage of consistently good selections, shipments, and billings are lost sight of. We hope that our fully-developed rating standard will enable us to give credit where credit is due and detect errors or deviations in service at an early stage to the benefit of both the dealer and the Library.
A Few Words About Catalog Department Manuals

ROBERT B. SLOCUM,
Associate Catalog Librarian, Cornell University, Ithaca, New York.

G. K. CHESTERTON once remarked that if anything were worth doing, it was worth doing badly. This apothegm would apply to what, for lack of a better term, might be called the catalog department manual or workbook. An inadequate manual is better than none.

This conviction will be contested by librarians who have had unfortunate experiences with manuals which they have never taken the time and effort to improve. Moreover, I have been unable to find much material in library literature which would help prospective framers of a manual. At various points in our library careers we have been confronted with light or weighty volumes which bore the title: "staff manual". Perhaps they were little more than sheaves of directives from the chief librarian's office or memos from the library's personnel officer. Manuals carry the connotation of deadly reading, and most of us have steeled ourselves to avoid them. A manual for the catalog department is, of course, a more specialized item with a presumably greater capacity to jade. But it has its place, and it fulfills a definite need.

Coleman Maze in his book "Office Management" (New York, Ronald Press) says: "A manual is an orderly collection of instructions—directive pertaining to the affairs and activities of a business, job or method". The catalog department manual could be defined as an aid to catalogers containing information unavailable in the standard printed tools (e.g., the ALA and LC rules, the classification schedules and the subject heading lists) but necessary for consistent performance of tasks within a particular library.

A manual should start with a title page and a table of contents (although there are manuals that do not make these concessions). The prefatory remarks would yield, among other things, a history of the catalog department. Historical data would be highly illuminating to newcomers or to future library historians, and they might help answer the question: how did the department get where it is today? Catalog departments are involved with many records, but oddly enough they seem to have little interest in records of their own beginnings and progress.

Technical instructions are the major part of any manual. No catalog department functions well without the constant issuing of memoranda on changes in routines and techniques. Therefore the manual should be a loose-leaf affair that would permit easy removal of obsolete material and insertion of new. Sample forms should accompany the instructional materials; written directions unaccompanied by illustrations are often puzzling. Much aimless wandering would be spared the cataloger if the manual contained a graphic and verbal representation of the location of
special shelf lists, specialized bibliographies, and reference volumes and other tools. Standard abbreviations, the publishing offices of lesser-known publishers, the subject and linguistic specialties of members of the department and the library, a bibliography of esoteric but helpful reference tools, a statement of marking, binding and other routines, and a list of important bibliographical dates—these are only a few things a cataloger would like to have near at hand, in one place, rather than, as is now the case, unavailable or scattered through several printed sources.

The details in the manual must be found quickly through an index, patterned most likely after that of the LC or ALA rules. A poor index is an excuse for the cataloger to run continually to a reviser or experienced hand for explanations rather than search laboriously through his written guide for the information he seeks. The index should provide for the insertion of references to new and revised material. Enough space could be left between original index entries for these insertions; and the loose-leaf form offers the possibility of revising single sheets.

In the actual construction of the manual it would be wise at the outset to call for the cooperation of the entire staff in order to gain the experience and the know-how of old hands as well as the freshness of view that often comes from people relatively new to the staff. Each cataloger might be asked to describe in writing the steps he goes through with his usual assignments. In the course of his description the cataloger may emphasize things he feels need special clarification, things that might be neglected if only a small group were asked to make suggestions. In the preliminary stages, what is wanted is the widest range of experience and opinion. For the final work, however, we have to revert to an editor or board of editors to revise the collected material. After this process the results would be submitted to all the catalogers to test their readability and comprehensiveness. More suggestions and further revision and rewriting will ensue before the final draft is produced. The job of revision, to be sure, will continue as long as the department has a manual. A Committee on the Staff Manual could well be a permanent fixture in the catalog department which takes pride in a good handbook for the guidance of its present and future staff.

The values of a worthwhile manual are these: It will help orient newcomers quickly as to the flow of work and the location and uses of tools within and outside of the department. It should decrease the number of “secrets” held by catalogers: “decisions” or procedures adopted by one or more catalogers at the oral behest of an administrator who bypasses revisers and the nebulous standards of a department without a written code. The manual would serve as a channel of communication and information between the departmental administrators and the workers-on-the-job, since the material that goes into the manual is the result of cooperative thinking.

In these days of arrearages and special projects where does one find the time for planning good manuals? The hard-pressed administrator and librarian will advance the argument that the task of manual preparation
will consume too much time and effort, when there is no assurance that such time and effort will be justified by the end result. On the other hand, a manual which standardizes procedures, a manual that is continually referred to by administrators, revisers, and catalogers will prove its usefulness in the long run by the qualitative and quantitative increase in the output of the catalog department. Those of us who share this belief have the task of convincing the sceptic who measures only by statistics; if this can be done, time can be found.

The cataloger follows definite and sometimes minute rules; this is because his card catalog must be standardized if it is to be intelligible to the users. But the cataloger has a higher calling: correct identification of a bibliographical item, getting on intimate terms with its contents, bringing to the user data not available in the book itself, and fitting the book intelligently into the library's collections. The well-written manual will free time and energy for this higher calling because it will make standardization easier to attain.

**REVIEWS**


The first edition of this scheme under its old title *Army Medical Library Classification,* published in 1951, was reviewed in the Fall, 1951, issue of the *Journal of Cataloging and Classification,* and it is unnecessary to repeat here anything that was written there.

In comparing this scheme with others, two points, not always borne in mind, must be stressed. Firstly, it was devised solely for use in one library. This does not mean that other libraries may not find it useful for adoption: to many, indeed, the fact that it is based on the largest collection of medical monographs in the world may present itself as a strong recommendation. The absence of any provision for borderline and frankly non-medical topics, such as occur from time to time in most medical libraries, will probably, however, be found inconvenient. Such subjects are provided for in the Library of Congress classification, with which this scheme is linked, and many of them will be found in the index with the LC classmarks. Any library adopting this scheme will therefore have to possess also at least some of the volumes of the LC scheme. The second point to be stressed, now for the first time made clear on the title-page, is that this is a scheme only for the arrangement of books on the shelf. It is thus essentially different in purpose from, and can be much simpler than some other schemes, such as that of the present reviewer, which, whatever its origin, is now intended and is in fact used by libraries of many different kinds and for material other than books, e.g. collections of reprints, bibliographical references, and classified catalogues.

Changes from the first edition are comparatively few and mainly confined to matters of detail, such as the redefinition and enlargement of existing sections and the addition of new ones for new topics, though it is noteworthy that these additions are only half as numerous as the omissions of
subdivisions that were present in the first edition but have been found unnecessary in practice. The nomenclature has been "modernized" in some cases, at time unnecessarily and pedantically, e.g., "dermatitus medicamentosa" for "drug exanthems." Cross references and explanatory notes are more plentiful, and some rationalization of form numbers has been effected. The asterisks, which in the first edition indicated numbers applied to 19th century titles, have been omitted, and a greatly-simplified subject classification for 19th century monographs has been added as a separate schedule. The index is slightly more detailed, but a warning is needed about the presence of numerous "ghost" entries. Terms such as "Italian leprosy," "Izumi fever," and "Kakke" appear in the index, but not in the schedules. It is a good plan to avoid cluttering up the schedules with such synonyms and to include them only in the index, but they should be indicated there in some special way, otherwise the uninitiated user is left with a doubt in his mind as to the accuracy of the index entry.—Cyril C. Barnard, Librarian, London School of Hygiene and Tropical Medicine.


This study answers an international need for information on union catalogs for librarians initiating them and for those working with established union catalogs. At the outset, Dr. Brummel emphasizes the importance of guaranteed library cooperation in the initial stages and well-planned, adequate financial support for long-term, effective operations. Although considerable material has been written about specific union catalogs in various countries, no single work has been devoted to the comparison of those in existence throughout the world. Such is Dr. Brummel's task, and the result is an extremely valuable handbook on the pitfalls of starting or continuing these tools.

Historical notes are given on certain characteristic union catalogs of Germany, Great Britain, the Netherlands, Switzerland, France, the United States, and Canada. Factual information on specific catalogs in these countries is presented to the exclusion of others in other parts of the world primarily because from these come the basic characteristics of the union catalogs of the present. Therefore, this is not a complete study of all union catalogs, historically or otherwise, but a concise, clear explanation of the modern ones in operation—their merits, stability, and effectiveness.

Knud Larsen's definition ("a union catalog is a catalog listing in one sequence the holdings or part of the holdings of two or more libraries") is accepted for Dr. Brummel's study. There are different types of catalogs based on the geographical location of participating libraries: local, regional, national, and even international. Local union catalogs are found in the central library of American university libraries covering the holdings of all the university's special libraries, as well as catalogs in communities which have many libraries. Regional union catalogs are found in countries where size makes one national union catalog inadequate, i.e., the United States, Great Britain, Germany, and France. National union catalogs are found in the United States, Great Britain, Switzerland, and the Netherlands. The latter two are more truly national in character. International union catalogs of general character do not really exist. The Catalogue Collectif des Bibliothèques de Belgique, initiated in 1908 to include the holdings of the world's largest libraries, was an international attempt which met with failure because it was too ambitious. In addition to union catalogs based on geographical areas, there are also special types according to subjects of research, such
as the Central Technical Catalogue at Delft, and types of literature such as union lists of periodicals, or foreign publications to be found in a particular country.

The aims of the union catalog must be established at the outset. A specific program of activities should be maintained, and the temptation to add additional functions in order to justify a catalog's existence (as in the case of regional union catalogs of the United States) must be curbed. The first and most important function is the location of a given book or periodical. The secondary tasks are assistance in interlibrary loans, coordination in acquisitions among cooperating libraries, and bibliographical information. The principles of administration and techniques are the same for all types of union catalogs. Local and regional union catalogs have the advantage of closer personal contacts to insure the success of the undertaking. However, the frequent failure of local union catalogs is due to lack of attention to organization details. The establishment of national union catalogs combined with the simultaneous development of regional union catalogs is sometimes desirable and even successful as in Great Britain and France. Such cooperation is unusual in the United States, but this is gradually being overcome, although a clear-cut program is sadly lacking.

The choice of libraries to be included is important. In Germany all university libraries are included. In the United States and the Netherlands both academic and industrial libraries form the nucleus of the union catalogs. Popular libraries are generally excluded because of the similarity and the turnover of their holdings. The size of the libraries to be included is not as important as the caliber of their collections. Larger libraries as well as the smaller special libraries are the pillars of all general union catalogs. The difficulties met in incorporating the smaller libraries are greater because their continued cooperation is often not guaranteed. Another factor in selection of libraries to be included is the availability of their collections for interlibrary loan or for personal consultation by outsiders.

In the choice of material to be included a warning is given against the incorporation of only a special collection of a larger general library rather than the whole. Confusion results and the catalog's reliability suffers. Certain kinds of literature are omitted from general catalogs, i.e., children's books, pamphlets less than 100 pages, fiction prior to a certain date, government publications, etc. Care must be taken from the outset so that limitations on kinds of literature to be included are carefully planned and justified. A final limitation for consideration is that of limitation to a given period. In Germany new union catalogs have excluded materials prior to specific dates, i.e., in Hamburg books dealing with natural sciences, medicine, and technology were included only if published after 1929. Dr. Brummel points to the dangers of limiting material to a given period; and he considers LeRoy C. Merritt's opinion "research is not apt to respect arbitrary lines drawn by librarians, and that success of the union catalog depends on its willingness to answer all requests and meet all demands, irrespective of their research character ..." entirely valid.

The optimum size of a union catalog is a problem which has appeared only in the National Union Catalog of the Library of Congress. Unless the staff grows with the size of the catalog, the file will undoubtedly contain multiple errors in filing, huge backlogs, and tremendous editing problems. Your reviewer does not entirely agree with this premise. The simple facts of housekeeping by which a considerable number of these problems could be solved are not discussed. Some solutions to these problems, i.e., division of the catalog by dates of publication,
or by types of material, or by separating serials from monographs, or less important materials from the more important are presented. The suggestion is made that such separate division may become more common in the years to come.

The arrangement of entries in a union catalog is normally alphabetical, although variation in the application of the alphabetical sequences are used. In Halle, for instance, no attempt is made to separate the publications of authors bearing the same surname and first name. Anonymous works are frequently filed in a separate alphabet. Dr. Ch. W. Berghoeffer set up the Frankfurter Sammelkatalog in 1891 and developed a filing system which divided the catalog in three sections: 

"(a) the personal section, including all author entries as well as anonymous entries containing a personal name; 
(b) the geographical section, containing all anonymous works cataloged under a geographical name occurring in the title; 
(c) title section, containing all anonymous works which could be cataloged by a subject catchword."

This system goes one step further by filing all authors according to the surname without considering first names or initials. The Berne union catalog has adopted this system in its author catalog. In addition, it applies phonetic principles so that Meyer, Mayer, Maier, etc., are interfiled, and the titles are filed according to the catchword of the title. The time and labor saved in filing and editing in this system is from 30 to 50 percent at Berne. This system implies phonetic principles so that Meyer, Mayer, Maier, etc., are interfiled, and the titles are filed according to the catchword of the title. The time and labor saved in filing and editing in this system is from 30 to 50 percent at Berne. This system assumes that a union catalog's primary purpose is to locate a title rather than supply all the works by a given author. This is a debatable theory, particularly in regional union catalogs when frequent requests are made concerning the availability of all the works of a single author.

A chapter on the methods of organization of union catalogs points out that the methods vary according to the circumstances involved, the geographic area, the condition of the catalogs in the libraries to be included, the staff available, and the financial possibilities. A careful study of the various methods used in the compilation of existing and new union catalogs are treated in some detail. The use of microphotography in the organization of union catalogs is considered to be the cheapest and most efficient as proved by the National Library of Canada's use of 16 mm. film and enlarging and printing the cards on photostat paper. However, Dr. Bauhuis of Heidelberg has adapted the inconvenience of working with printed lists and microphotography into a unique and economical system for his particular union catalog.

A full chapter is devoted to the administration and maintenance of union catalogs, the staff required, the financial support necessary to assure continuing operations, and the activities to be undertaken. There is a strong note of warning against over-enthusiasm in the beginning and failure to assure funds and leadership for long term operations. A summary of the present activity and status of national union catalogs, and a chapter on the publication of union catalogs of books and union lists of periodicals and an extensive bibliography complete this invaluable handbook. At long last, a modern appraisal of union catalogs has been completed. The problems, the questions, and most of the answers are presented in understandable, realistic facts.—Eleanor Este Campion, Director, Union Library Catalogue of the Philadelphia Metropolitan Area.


Dr. Tauber made his report on the Cataloguing department of the Queens
Borough Public Library, Jamaica, New York, at the request of the Librarian, Harold W. Tucker, who raised the following questions: (1) What should be the functions of the Cataloguing department? (2) What would be an effective organizational and administrative pattern for the department? (3) How should the work be divided among professional and clerical personnel? (4) What kinds of catalogs should the Library maintain? (5) How may the operations of the department be more effectively coordinated with related activities of the several units of the Library? (6) In what ways might the production of the department be increased? The report answers these questions concerning manpower, facilities, operation, and costs by relating the findings to the possible avenues of procedure for the future.

The outline of the functions of the Cataloguing department shows responsibility for the major segments of cataloging for the Library system. It has the basic responsibility for the preparation of records for books, pamphlets, serials, documents, special collections, and music records for the major catalogs; public, official, 9 departments, and 69 branches, as well as for the shelf list. The Preparations division is a part of the department and here the books are provided with call numbers, pockets, book cards, and plastic jackets to cover the dust jackets. It is recommended that there should be no change in the basic functions of the Cataloguing department, but that a cataloging policy should be established in regard to various materials received by the Library. During 1954-55, a total of 112,037 volumes were added.

The sections of the survey that answer the Librarian's next three questions are most detailed and specific, yet there is very much significant material here for all libraries. The Cataloguing department organization, administration, division of work, and the kinds of catalogs maintained were carefully scrutinized. Dr. Tauber observed the department in action, used annual reports for statistics, interviewed personnel, and studied job analysis questionnaires made out for him. The staff averages forty people, and they are praised for their cooperation, and the innovations suggested by some are approved.

The organization developed from an existing personnel situation, rather than on a sound management basis. By this is meant that the lines of relationships—and the activities themselves in certain cases—are derived from the nature of the personnel in the department, rather than from a carefully worked out program of distributing responsibility. It is proposed that the major responsibilities of the unit be divided into cataloging, clerical routines, and preparations. The cataloging of material would be divided by subject, rather than by form, and revision would be concentrated in the hands of a chief reviser. The Superintendent would devote no time to this activity, and on the basis of careful analyses, those catalogers who have been in the department for a sufficient length of time would be allowed to send cards through without revision. Strict routines for this latter step would be worked out, and catalogers would be allowed to work on a more independent basis. Only those individuals who could, after a reasonable period of time (no longer than a year), catalog without revision of all their work, would be allowed to remain in the department as catalogers. At the present time, the pattern of revision suggests a goal of precision that is too costly to justify.

A census was taken of the indexes and files maintained by other units, and the findings indicated that many of them should be evaluated in terms of staff time and use. The Cataloguing department should absorb any of the activities which might better be done by them.
In answering the last question concerning production, Dr. Tauber points out that if the recommendations which were made to the previous questions were carried out, production should improve, since his point of view is to provide maximum opportunity for the professionals to spend their efforts and time on cataloging. He states that it is hazardous to relate a particular library's catalog production, or costs, in terms of similar factors in other libraries, but he does feel that the professional catalogers at Queens have a low average production rate and they should be given the opportunity to bring it up to a minimum such as that suggested by Felix Reichmann in the October, 1953, issue of Library Trends, which gives the minimum standards as follows: with LC cards, 5 titles; without LC cards, 2 titles per hour. The key to production is the cataloger, but a simple way of adding to production is to improve equipment and working quarters.

Sweeping changes are indicated in the number of people employed, types of positions, duties, and responsibilities. There is a very helpful outline of those responsibilities which have been described as professional and clerical in library literature, as well as by librarians who have endeavored to differentiate duties in large cataloging departments.

Of course, a survey does not attempt to bring out the reaction of the staff to the recommendations, and it is not customary to issue a supplementary report to show which recommendations were effected, and with what results, but over and over Dr. Tauber mentions the readiness of the personnel to accept change. For example, he says that "the assignments in the Cataloguing department need modification so that catalogers will be relieved of duties which can be done satisfactorily by clerical staff. In discussions with clerical staff, there appeared to be a reasonable readiness to accept this division as proper. The resulting conditions of such a division of work generally are helpful in creating an esprit de corps which is beneficial to the morale of the personnel. It gives the clerical staff the opportunity of contributing in a precise way to the production of the department." Of the professional staff, he observes that they have been receptive to change, and several members of the Department are active members of the New York Regional Catalog Group. (I hope he is implying that this is a good way to keep up with advances in cataloging.) With such cooperation, it is hoped that Mr. Tucker has been able to make many of the suggested changes, and that they have been beneficial.—Miss Frankie Gene Castelletto, Senior Librarian, Catalog Department, Los Angeles Public Library.

MAIL VOTE ON MOVING ALA HEADQUARTERS

In accordance with ALA constitutional provisions, a mail vote of ALA membership on a petition to set aside Council action at Kansas City moving ALA Headquarters from Chicago to Washington will be held this fall. The ballot for the mail vote will appear only in the September issue of the ALA Bulletin. RTS members are urged to exercise their membership right to vote on this important issue.