

most helpful method of learning about an industry: ten minutes spent in looking up the thirty-odd titles listed under "aircraft manufacturing," for instance, will leave one with a better knowledge of the practical processes involved than many a textbook.

It is, perhaps, to be expected from the nature and initial purpose of the *Dictionary* that the professions should be less carefully treated. The definition of "librarian," and the list of occupations under "library" are disappointing, and the same is true to some extent of "teacher," "lawyer," etc. However, it is in the very fields that have hitherto been most neglected, and where the need of exact knowledge is coming to be most urgent, that the *Dictionary* is strongest. It should be of interest to reference librarians, readers' advisers, and all librarians who wish to know more about the trades represented by a large number of their borrowers and an increasing proportion of their books.—*Ethel Blumann, Public Library, Oakland.*

*Organization and Personnel Procedure.*

. . . *A Suggested Plan.* Subcommittee on Schemes of Service of the A.L.A. Board on Salaries, Staff, and Tenure. American Library Association, 1940. 36p.

THE MANUAL on *Organization and Personnel Procedure*, written by the A.L.A. Board on Salaries, Staff, and

Tenure, Subcommittee on Schemes of Service, summarizes the best current practices in these fields and proposes some fine new concepts. It should be especially helpful to librarians who are trying to convince their governing boards of the necessity of bettering the internal administration of their libraries. If its recommendations are followed, libraries will be run more democratically than most of them have been in the past.

Especially commendable is the section on promotions. Such a statement as, "length of service, unaccompanied by increased efficiency and interest in the profession is a reason against rather than in favor of promotion. Seniority is a determining factor only when two or more candidates have equal qualifications," indicates a point of view that will help prevent libraries from becoming bureaucratic. The sections on tenure, separation from service, and opportunities for self-development are all liberal in tone.

The chapter on working conditions makes the mistake of going into too much detail in several places. For instance, "When the schedule permits, the supervisor will allow the staff a few moments for smoking or rest in the middle of the morning and again in the middle of the afternoon." If librarianship is a profession, such minor regulations as this are unnecessary.—*R. E. Ellsworth, University of Colorado Libraries, Boulder, Colo.*