

author—is that on “Facsimiles and Fakes.” (In observing of the facsimile that “an exact copy is a menacing thing to those who pursue originals,” frequently figuring “in the nightmares of collectors,” and causing booksellers “more trouble than almost any other factor in their business;” Carter records further that the facsimile has also been known to prove upsetting to “the studied equanimity of librarians”).

The book is characterized throughout by excellence of treatment and has good measure both of Mr. Carter’s poignant style and wit and of his temperate and sensible approach to matters of collecting. The latter quality is perhaps best demonstrated in his discussions of “Rarity,” “Condition,” and “The Chronological Obsession;” while examples of the former are found in his strictures on such things as “Deckle-Fetishism,” “Esteemed,” “Issue-Mongers,” and “Point-Maniacs.”

An interestingly handled aspect of the volume is the labeling that is present in a number of places to identify certain bibliographical features. The endpapers (one word according to Carter) are rather interestingly done, being labeled as either “paste-down” and “free,” with clear indications of the “head,” “fore-edge,” “hinge,” and “tail.” This treatment is carried on, too, through the pages of front matter, and also in the body of the book under such topics as “Shoulder-Notes,” “Side-Notes,” “Margins,” and “Guide Letters.”

From “Abbreviations” to “Yellow-Back,” *ABC for Book-Collectors* is a sound and valuable work. It is a book that ought to be included with the book-collecting literature of all academic libraries and on the personal shelves of a great many librarians as well.—*Edward Connery Lathem, Dartmouth College Library.*

Technical Methods in Libraries

Library Organization and Management of Technical Reports Literature. By Bernard M. Fry. (The Catholic University of America Studies in Library Science, ed. by James J. Kortendick, No.1) Washington, The Catholic University of America Press, 1953. 140p. \$2.50.

The Use of Photography for Clerical Routines: A Report to the American Council of

Learned Societies. By Ralph R. Shaw, Washington, American Council of Learned Societies, 1953. 85p. \$1.00.

Although these two monographs deal with different subjects, they are reviewed together here because they represent the type of detailed studies which are necessary if librarians are going to place technical problems in their proper perspective. Fry’s comprehensive treatment of reports literature and Shaw’s report on the intensive application of the photoclark to library clerical routines should be welcomed as professional efforts to approach the problem of controlling a special type of material and to reduce the costs of operations, respectively.

Fry’s monograph discusses the nature and scope, administration, sources, processing, cataloging, storing, and security problems of technical reports, which have become increasingly abundant in recent years. It is estimated that about 75,000 unpublished technical reports are issued annually in the United States by research projects supported by the Federal Government. Thousands of other reports are also being produced by private agencies not on contract with the government. How to acquire, organize, record, and service them represent important questions to the research librarian. Fry has isolated the background of and present experience with reports literature. He also discusses the Technical Information Service of the Atomic Energy Commission, and provides such helps as a glossary of terms, four appendices on related data, and an extensive bibliography.

The librarian of the college, university, or special library which collects large quantities of technical reports will find this publication a useful guide. In both the discussion and the 14 exhibits, there are data which are up-to-date and practical. The work as a whole emphasizes the significance of security classifications to documents which are primary sources for progressive research. It is also clear from Fry’s observations that the situation in regard to reports literature is likely to continue to be complex, and that there is a need for trained workers in the field.

It is easy for some to criticize library techniques and routines and to accuse librarians of giving them undue emphasis. It is fortunate, however, that there is available a Ralph Shaw, first to be awarded the Melvil Dewey

Medal, who takes an active concern in trying to do something about techniques. In *The Use of Photography for Clerical Routines*, which Shaw describes as "a cooperative report in the fullest sense of the term," we have an example of an experiment which might well be a pattern for similar studies in the future. First used for two years at the U.S. Department of Agriculture Library, the photoclerk has been applied to clerical routines in the current experiment in three large public libraries, six large university libraries, one small university library, and one library of the federal government. One other library has applied the photoclerk, but is not included in the report. The 11 libraries, as of December 31, 1952, reported savings on one-time applications of \$10,049.11, and savings on continuing applications of \$26,604.48. The experiments covered more than 130 different kinds of operations. The report lists 129 types of operations. Of these, 41 were successful in all libraries in which they were tried. It is also worth noting that "None of the procedures tested by two or more libraries was unsuccessful in all the libraries in which they were tried."

Among the major categories of routines in which there were applications were the following: administration, reference and bibliography, circulation, acquisition, cataloging, serials work and bindery. Among the im-

portant implications for management which were reported included the following: librarians working with the photoclerk were forced to think about routines which were in practice, new ideas were suggested, policies and basic organizations were reviewed, operations were integrated and sometimes eliminated, forms were reduced and simplified, errors were reduced, service was increased quantitatively and qualitatively, maximum use of lowest grade skills was permitted and the scientific management approach was demonstrated.

The report suggests that any library which has occasion to copy as many as 25,000 to 30,000 items a year (whether they be catalog cards, overdue notices, personnel records, reserve requests, etc.) could justify the equipment. The ingenuity used in applying the systems rather than the size apparently is the determining factor. "College and special libraries, with their much greater bibliographic load and specialized reporting," notes Shaw, "could probably justify the equipment almost regardless of the size of the library."

This report should be carefully examined by all administrators. Undoubtedly, applications will differ from library to library. There is reason to believe, however, on the basis of the evidence presented by this report that librarians may have available to them a time-saver of considerable importance.—*Maurice F. Tauber, Columbia University.*

Reference Tools for U.S. Government Documents

Three important reference tools for use with U.S. government documents have just been brought back into print through the cooperation of J. W. Edwards, Publisher, Inc. and the ACRL-ARL Committee on the Reproduction of Bibliographic and Reference Works. The publications are: *Checklist of United States Public Documents, 1789-1909* (1736 pages, \$16.30 per copy); Ames, *Comprehensive Index to the Publications of the United States Government, 1881-1893* (1594 pages, \$41.60 per copy); Poore, *A Descriptive Catalogue of the Government Publications of the United States, 1774-1881* (1400 pages, \$14.40 per copy). Orders should be placed with J. W. Edwards, Publisher, Inc., Ann Arbor, Michigan. Mr. Edwards has information on other titles which have been approved by the Joint Committee and which will be republished when there is sufficient indication of need.

Index to Volume XIV

The Index to Volume XIV will appear in the January, 1954, issue. In the past, the preparation of the Index prevented prompt issuance of the October number, so in the future the index for a previous volume will be a part of the January number.