

Recent Publications

BOOK REVIEWS

Management and Costs of Technical Processes: A Bibliographical Review, 1876-1969. By Richard M. Dougherty and Lawrence E. Leonard. Metuchen, N.J.: Scarecrow Press, 1970. 145p. \$5.00.

This bibliographical review of nearly one hundred years of technical processing literature is a very useful reference tool for the librarian and library science student engaged in selecting and evaluating management and cost techniques. The literature search was undertaken to discover possible methodological approaches for cost analysis in the Colorado Academic Libraries Book Processing Center Project. The authors, Richard M. Dougherty and Lawrence E. Leonard, were then the Principal Investigator and Project Director, respectively.

"The Evolution of Library Cost Studies," a chapter preceding the bibliography, documents the development of cost study methodologies for the technical processes employed by librarians from the early days of Dewey until the introduction of the computer. A noteworthy observation made by the authors is that although the employment of multiple methodological techniques to study a problem represents a development of the sixties, most of the better cost studies published in the sixties were based on the usually imprecise diary record.

Publications listed in the bibliography include those which present (1) specific technical processes procedures, e.g., "cataloging, bibliographical searching, serials handling," (2) cost information, and (3) techniques of analysis, design, and evaluation of technical processes procedures. The compilers attempted to include all items

relating to technical processes cost data, but not all material on systems analysis and design. Deliberately excluded were materials concerned with business problems and industrial engineering. The topic of automation was largely omitted, but a fourteen-item bibliography composed mostly of bibliographies relating to the analysis and design of automated systems is included. The compilers found that a surprising number of articles have not been listed in any standard bibliographical tool, a point which attests to the value of this bibliography.

The 853 unannotated entries with multiple listings in a single dictionary arrangement under subject headings include 558 different items. Use of the book is facilitated by the "see" and "see also" references and the scope notes which define certain headings. Symbols indicate (1) items especially recommended by the compilers; (2) 182 items which include explanations of methodological techniques used—diary record, motion and time study, sampling techniques, mathematical models, questionnaires, interviews; and (3) citations not examined by the compilers. Access to the entries is obtained through a table of contents which lists the subject headings, and through an author index.

The general format and the clarity of the page layout make the book easy to use. There are a few misprints in the text as well as errors in the alphabetical arrangement of the subject headings.

This bibliography and the introductory commentary not only provide sources of methodological techniques in costing technical processes but also serve to motivate further attention to this activity on the part of the profession. The work is of value to any type of library and is essential to library school libraries. *Management and*

Costs of Technical Processes lays substantial groundwork toward fulfilling the compilers' prediction that "the seventy-year cost information drought will end."—*Florence E. DeHart, Kansas State Teachers College, Emporia.*

The Southern Historical Collection: A Guide to Manuscripts. By Susan B. Blosser and Clyde N. Wilson, Jr. Chapel Hill, The Southern Historical Collection, University of North Carolina Library, 1970. 252, 48p. \$7.00.

The Southern Historical Collection of the University of North Carolina does not collect books, pamphlets, or newspapers; its sole concern is manuscripts. Since its foundation in 1930, with Professor J. G. de Roulac Hamilton as director, the Collection has concentrated on the preservation of southern materials, primarily private papers, and upon the organization and description of these resources to make them readily available for research. Dr. Hamilton, manuscripts collector *non pareil*, crossed and recrossed the South many times in his faithful Ford searching for manuscripts in private hands and persuading owners that their treasures belonged in the Southern Historical Collection. If necessary, Dr. Hamilton pursued descendants of prominent Southerners beyond southern boundaries to achieve his purpose. His successor, Dr. James W. Patton, under whose direction the Collection more than doubled in size between 1948 and 1967, and the present director, Dr. J. Isaac Copeland, have continued the policy of concentrating upon southern materials of interest to historians and other students of the South.

Since publication in 1941 of the first guide to the Southern Historical Collection, the size of the Collection's holdings has more than quadrupled. This handsome, well-designed, and well-edited, new, paper-bound *Guide* supplants the earlier one, offering succinct but adequate descriptions of some five million pieces organized into nearly 4,000 groups of papers.

Is there a need for guides to manuscript collections now that the *National Union Catalog of Manuscripts* has undertaken to

make known the resources of every manuscript repository in the United States? The answer of any serious scholar would be "yes." Of necessity, the NUC-M sets standards which exclude single items (and even small groups unless they are lumped together), groups of microforms, and typed copies. Therefore a number of important manuscripts in the Southern Historical Collection are not listed in NUC-M. Also, the shape and scope, the personality, if you please, of a special collection can scarcely be discerned from perusal of the NUC-M. Such items as Group 672, a record of slave births kept in the margins of a Georgia planter's medical manual, or Group 1825, records of the Matrimony Creek Primitive Baptist Church (1776-1814), or Group 1093, consisting of a letter from Isaac L. Baker in 1807 giving family news from Philadelphia and describing the recent student rebellion at Princeton are not important in themselves, but seeing them juxtaposed with larger, more substantial groups of family correspondence, diaries, and legal and business papers gives one a sense of the range and depth of this particular Collection devoted to a region endlessly fascinating to historians.

In format, the *Guide* is straightforward and self-explanatory. Standard abbreviations are used, including the U.S. Post Office's two-letter zip code designations for states. The abbreviations are made plain in a table immediately preceding the body of the text. Groups are arranged numerically by accession number through 3901. Included are the formal name (in bold face), inclusive dates, approximate number of items or linear feet of shelf space, description of chief persons, places, and topics, and a citation to related groups. In the left margin, under group number, notation is made of the state or states most prominent in that group. Frequently two or three states appear, often more, e.g., beside the papers of the Southern Tenant Farmers Union, 1934-1967, one finds: AR, MO, TX, LA, FL, CA, DC. An appendix immediately following the main group descriptions lists a dozen groups of manuscripts (including 18½ feet of Thomas Wolfe papers) in the North Carolina Collection of the University Library.