

hard to implement. A little looking, if we would but try it, will show also that if the idea is worth anything, it has been around for a long time. The value of the present volume, and of some of the other writing in this centennial year, is that it might help to thwart that pervasive tendency to assume that everything is new under the sun.

Here is William Frederick Poole's excellent reminder, made in 1893, of the essential nature of library instruction for college students. Here is a discussion of the circulation of tennis racquets from public libraries in 1894. Here is a prediction of a quarter-century ago that interlibrary loan will collapse of its own weight unless a process is developed for reimbursing the lender. Here is E. C. Richardson calling in 1890 for "a central, national, lending library of the least frequently needed books," and here is Harvard's President Eliot in 1902 repeating his earlier suggestion that the library community needed two or three joint storage repositories "for books out of use," and Frederick Crunden advocating business-like practices in libraries in 1887, and Liberty Hyde Bailey pleading for library service to rural populations in 1908. And many more.

As a general matter, this reviewer does not like anthologies, but he feels that the present one is somewhat exceptional in several ways: (1) it does, after all, observe our centennial; (2) the selection is excellent (although every library historian who reads it will doubtless miss at least one old friend); (3) the introductory headnotes are useful; and (4) the topical grouping of the selections is well done.

This collection anthologizes articles only; all but one of the forty selections are from journals. There are seventeen articles from the *Library Journal*, although only five of them appeared in the last seventy years. The *Library Quarterly* is represented by ten selections, of which eight appeared before 1952. Three of the four pieces from *College & Research Libraries* were published in the last fifteen years. *American Libraries* and the *Wilson Library Bulletin* each have two entries, and the balance are from other sources.

It would be a salutary thing if all librarians were to read this book. But I guess we won't all do that, will we?—David Kaser,

Graduate Library School, Indiana University.

Crix, F. C. *Reprographic Management Handbook*. London: Business Books, 1975. 288p. \$23.50. (ISBN 0-220-66258-4)

New, Peter G. *Reprography for Librarians*. London: Clive Bingley; Hamden, Conn.: Linnet Books, 1975. 109p. \$7.00. (LC 75-11631) (ISBN 0-208-01373-3)

LaHood, Charles G., and Sullivan, Robert C. *Reprographic Services in Libraries*. Chicago: American Library Assn., 1975. 74p. \$4.50. (LC 75-25585) (ISBN 0-8389-3166-9)

Just a few years ago, the word "reprographic" was not found in most librarians' vocabularies. Thanks to works like Nitecki's *Directory of Library Reprographic Services*, the term is becoming familiar, gradually replacing "photoduplication," "document copying," and "documentary reproduction." It is generally understood to cover same-size and changed-size copying (reduction to micro- or enlargement to "large print" size), as well as duplicating (spirit, mimeograph) and small offset printing. Micrographics is a branch of reprography.

Crix's book emphasizes duplicating and printing. Less comprehensive, but still informative, is his coverage of copying; micrographics is kept to a scant five pages. This is the work of an experienced professional who is thoroughly knowledgeable in all aspects of his field: technology, personnel, management. Although the author's background is British and his book is general rather than library-oriented, it is so practical and well-reasoned that it can help American librarians with many personnel and other administrative problems. Crix's approach is pragmatic, his common sense delightful, his style direct. Managers of (no matter how embryonic) reprographic services, librarians who consider establishing such services, and students interested in duplicating technology can profit from this well-illustrated book.

Peter New counts on a much larger audience, writing for the librarian and library school student with a general interest in this subject, rather than the manager or the specialist. He attempts to cover the whole

range of reprographic processes, including micrographics and such auxiliaries as collating, report typing, headlining, and binding in less than one-third the space that Crix took. Thus, no more than a first glance at any one subject may be reasonably expected. Yet there are plenty of insights and interesting, pertinent comments to intrigue the well-versed reader.

The author holds that it is incumbent upon librarians to become knowledgeable about the new information transfer media, since they are, after all, in the information transfer business. The text illustrates the need for some expertise. For example, how else can the librarian ask the right questions of salesmen, who extol the advantages, but are silent about, and often ignorant of, the shortcomings of their machines in library service? Or how can the librarian evaluate "cost per copy" figures which can be misleading due to the omission of waste and other important cost factors?

Several significant statements deserve attention in the two brief chapters devoted to micrographics. New emphasizes the importance of image orientation on microfilm and stresses the great practical advantages of position A (with text lines perpendicular to the film edge) over position B (lines parallel with the film edge). Whenever the film stops between frames, in position A the lines are complete and readable; in B, incomplete and unreadable; the film must be moved until the image is centered—a nuisance. Yet in the U.S. position B is often preferred because it uses less film—never mind that it wastes the users' time and strains their patience.

New's points about preparing texts for micropublications are also well taken. On p.40 he summarizes some basic considerations: keep all material one way to avoid having to rotate the image (impossible with most microfiche readers); repeat illustrations as often as they are discussed in the text; include notes on the frame to which they belong instead of putting them at the end of the chapter. In sum, this is a very brief introduction, but valuable to those who need it.

LaHood and Sullivan concentrate on those phases of reprography that interest librarians most: full-size copying and mi-

crographics. The generation of the book was prompted and prodded by the Reproduction of Library Materials Section of ALA-RTSD. It was intended to help librarians and library administrators with the administrative aspects of library reprographics. Technological detail is kept to a minimum; policy considerations are emphasized.

Questions of financing, accounting, fee-setting, location, and personnel are treated, as well as administrative, bibliographical, and technical considerations. What kinds of restrictions need to be imposed on copying certain types of library materials; where to locate coin-operated machines for easier monitoring of book-mutilating users; how to handle orders for copyrighted materials, commercial reprinters, cooperative projects; how much searching to do on orders; what to do about requests for extensive (and time-consuming) quotations—these are the kinds of questions the concise book sets out to answer. The authors write with the authority of first-hand knowledge acquired in many years of service and leadership in this field, Charles LaHood being the chief and Robert Sullivan a former assistant chief of the Library of Congress Photoduplication Service.

These three books overlap astonishingly little in their subject coverage. The material on management by Crix and that by LaHood and Sullivan complement rather than duplicate each other. Some of New's useful comments on micrographics are not found elsewhere. Librarians will profit from reading all three.—Francis F. Spreitzer, *University of Southern California Library, Los Angeles.*

Hassall, A. G., and Hassall, W. O. *Treasures from the Bodleian Library*. New York: Columbia Univ. Pr., 1976. 160p. \$75.00. (LC 75-33231) (ISBN 0-231-04060-1)

Artistically reproduced here in color are pages from thirty-six illuminated manuscripts in the great Bodleian collection. All but three of the manuscripts cited are listed in volumes 1 to 3 of the monumental catalog, *Illuminated Manuscripts in the Bodleian Library* (Oxford: Clarendon Press, 1966-73). One Byzantine manuscript and