

procedures receive only theoretical treatment by Ford. Indeed, Ford's work should be read prior to taking on Grieder because of its discussion of the various types and needs of libraries and of the ways to acquire the diverse types of library materials. Grieder provides a case study, as it were, of one library's operation, and thereby gives the student hands-on practice with acquisitions. The assumption of a university environment may create overly explicit reading but provides enough insight to the process of acquisitions for the sharp student to generalize for theory and then particularize to smaller operations.

The practicing librarian will find the work useful for review and perhaps restructuring forms, statistics gathering, and attitudes within his or her library. Because of Grieder's experience with faculty, the book comes off less than helpful for "academic faculty." The lore of the profession is replete with tales of faculty errors in ordering materials and in requesting materials for reserve; Grieder makes us abundantly aware of faculty weaknesses in these matters. I

question the public relations value of handing any faculty member this text.—James E. Weaver, *Whitworth College, Spokane, Washington.*

Information Work with Unpublished Reports. Part I, *Work in Large National Information Centres*, by A. H. Holloway, Elizabeth H. Ridler, Domenic A. Fucillo, and Marvin E. Wilson. Part II, *Work in Company-Based Information Units*, by B. Yates. A Grafton Book. Institute of Information Scientists, Monograph Series. Boulder, Colo.: Westview Press, in association with the Institute of Information Scientists, 1977. 302p. \$18.50. LC 76-43306. ISBN 0-89158-717-9.

The management of scientific and technical information poses special problems when the medium used is not conventional. Unlike journal articles and books, unpublished reports are not available to the public as a matter of right. This may be the reason why the book trade does not handle them. Their circulation is controlled by the originators to

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protect or refine fruits of private research or explore commercial possibilities and patenting.

However elusive these reports are, libraries cannot ignore them. They constitute an accepted channel of communication in scientific and technical circles. They are, therefore, primary source material. These reports seldom reappear in their original form or in entirety. In recent years, much has been said about the complexity of bibliographic control and dissemination of unpublished reports. The time is obviously ripe for a comprehensive manual that not only synthesizes the state of the art but also fills gaps in literature.

The book under review, first published in London in 1976, assumes a certain familiarity with information science terminology, but the authors cannot be faulted for technical treatment of the material. In fact, the two-part book introduces the reader to many types of unpublished reports and follows up with a thorough discussion of their origin and acquisition. Considerable attention is devoted to cataloging, abstracting, and indexing of the material. The subject analysis of the reports is a key element in any retrieval system, needing skill, ingenuity, and training on the part of the library staff, a fact well brought out in the book.

Particularly informative is the analysis of mechanization, automation, and computerization, especially in the treatment of microforms, including computer output microform (COM). To make the survey complete, the authors also delve into the question of security, storage, and weeding, as well as the organizational aspects of information centers. Part II examines the general principles as applied to the management of smaller company units where the pressure for fast retrieval may be severe on the librarian.

In addition to an extensive bibliography, the book contains handy lists of acronyms, abbreviations, and names and addresses of national information centers. While its focus is on larger centers and company-based units, the underlying principles have wider applications. Students as well as practitioners would, therefore, find the textbook treatment quite instructive.

Admittedly, the authors do not touch upon how the problems of unpublished materials are tackled in countries like Japan and Eastern Europe. This may be left for later editions. It is also true that there is more to say in each section of the book than is possible to compress within a volume. Perhaps it is too much to ask for a case study approach, which would have brought out specific practices, followed by some of the better known information centers and corporate libraries.—*Sarojini Balachandran, University of Illinois at Urbana-Champaign.*

Baker, Robert K. *Introduction to Library Research in French Literature*. A Westview Special Study. Boulder, Colo.: Westview Press, 1978. 137p. \$15 cloth; \$6.95 paper. LC 77-18074. ISBN 0-89158-060-3 (cloth); 0-89158-082-4 (paper).

This little volume of some 140 pages should henceforth be item number one in the impedimenta of every prospective French major or graduate student or, for that matter, anyone who wants to learn how to use a research library effectively.

Robert Baker, who qualifies both as reference librarian and French scholar, has put together a compendium that introduces the student to the library starting with the card catalog and its intricacies, the classification systems—Dewey and LC—LC subject headings, and, finally, the reference tools. These are mostly French, but some of the bibliographies would, of course, be of more general use. Baker's treatment of subject headings is especially praiseworthy, as he shows again and again how they may be used to open up new avenues of investigation.

One finds all the old stand-bys plus some more recent works like Paul Imbs' *Trésor de la langue française*, (1971-) and Fernande Bassan's *Bibliography of French Language and Literature* (1976), "addressed to the English-speaking reader with some knowledge of French." The *Livres disponibles '77*, which continues the *Catalogue de l'édition française*, and the 1977 *MLA Handbook*, which replaces the *MLA Style Sheet*, probably came out too late for inclusion; but these are bagatelles. Baker frequently suggests consulting a reference li-