

comparisons show your library is doing much better than others.

The astute library director appreciates the highly individualistic, sometimes eccentric, and always political nature of budget appropriation and allocation. To support the library's funding requests, the director uses whatever arguments and data allow him or her to make the best case for the library. Certainly the comparative data which the council's services and products help a library generate have a place in rationalizing budget requests. Such data constitute one implement in the library director's armamentarium.—*Albert F. Maag, Capital University, Columbus, Ohio.*

Lane, Alfred, H. *Gifts and Exchange Manual*. Westport, Conn.: Greenwood Press, 1980. 121p. \$15. LC 79-7590. ISBN 0-313-21389-5.

Alfred Lane, longtime head of the gift and exchange division of Columbia University Libraries, clearly explains the purpose of *Gifts and Exchange Manual* in his preface. "The book is not intended to be a treatise or a scholarly examination. . . . Nor does it attempt to examine the state-of-the-art." Rather, it is a how-to book, a handbook of procedures, a manual—as the title suggests. As such, its usefulness is probably limited to those who have a gift and exchange operation as a major portion of their responsibility.

The need for such a book is subject to debate. Of 121 pages, about half are text and half are appendixes. In the 121 pages are numerous blank pages and others that have great amounts of white space, including substantial margins. The net result is perhaps 20,000 original words constituting the text. Nevertheless, the procedures described have been tried and proven by the author and by others and should provide considerable help to persons with little gifts and exchange experience.

In chapter one Lane discusses the place of gifts and exchange in the library's organizational structure along with some of the qualities needed in personnel and typical responsibilities. Most of the comments are so elementary that they could go without saying. He presents a very weak argument in favor of the gifts and exchange librarian

needing a basic background in one or more foreign languages. However, he does emphasize the characteristics that provide the sine qua non of every gifts and exchange librarian—the public relations role and the ability to grasp the collection development trends in a specific library.

Chapters two and three are devoted to library exchange procedures, particularly those of academic libraries. Noted is the influence on the growth of exchanges of both UNESCO and the International Exchange Service of the Smithsonian Institution. Considerable discussion is given to specific kinds of materials, procedures, agreements, and records that are common to library exchanges. It is apparent that the costs associated with exchange operations may be significant, and both the obvious and hidden costs are frankly discussed. According to the author, "The economics of exchange have not been thoroughly studied, and certainly they should be." While the jury may still be out, a recent study by Mark Kovacic, "Gifts and Exchanges in U.S. Academic Libraries" (*Library Resources & Technical Services*, Spring 1980), tends to support Lane's feeling that gift and exchange programs can be a cost-effective means of acquisition.

The chapter on gifts to libraries offers a realistic look at the pros and cons in relation to library gifts. The importance of gifts to academic libraries should not be minimized because of the problems they can produce. There is substantial comment about library policies on estimates and appraisals and on the acceptance and disposition of gifts. The importance of having such policies can hardly be overestimated, as they will prevent subsequent misunderstandings. Reference is made to two basic documents: *Valuation of Donated Property* (IRS Publication no.451) and the ACRL Statement on Appraisal of Gifts (*C&RL News*, March 1973).

A couple of brief chapters are devoted to the activities related to selection from among the gifts received, specific utilization in the collections of a library, and disposal of unneeded items. A final chapter of two pages is concerned with rare books and manuscripts, appropriate for a gifts and exchange manual but contributing very little here. The remainder of the book—almost half—consists of appendixes and a brief in-

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Robert D. Stueart, *Simmons College, Boston* and  
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Harold R. Jenkins, *Director, Kansas City  
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August 1980 \$28.50

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dex. Two of the appendixes are made up of the IRS and ACRL documents mentioned previously. Another is a list of appraisers. The others give a few examples of gift policy statements and record forms.

The biblical author exclaimed, "There is no new thing under the sun" (Eccles. 1:9). This statement appears quite true of library gift and exchange operations. Maurice Tauber in his text *Technical Services in Libraries* (New York: Columbia Univ. Press, 1953) devoted thirty-two pages to gifts and exchange. Tauber acknowledged Alfred Lane's contribution to that book, referring to Lane's *Staff Manual of the Gifts and Exchange Division* (Columbia Univ. Library, 1949) and to his master's essay, "Exchange Work in College and University Libraries" (1950). The value of this present work rests not in the new material presented but in the convenient organization of the text and accompanying appendixes.—Don Lanier, *Northern Illinois University, DeKalb.*

**Manual of General Searching Procedures.**  
2d ed. Ithaca, N.Y.: Cornell University Libraries, 1980. 1v. (var. pag.) \$8. (Available from: Budget and Accounting Office, Cornell University Libraries, 234 Olin Library, Ithaca, NY 14853.)

This is the search manual of the Preorder Search Section of the Acquisitions Department of the Cornell University Libraries. As such, it consists of local instructions, and definitions of terms and abbreviations. Obviously, many practices could be transferred to any other acquisitions department with minimal adaptation; others would require extensive changes before becoming useful, particularly to a smaller library. Because it covers monograph searching only, its scope is limited, but it is exhaustive for the area it does cover.

How the introduction of AACR 2 will affect searching has no answer yet, but is a consideration for any department establishing new procedures or considering the revision of present ones. Cornell's manual, being a manual for current use, naturally does not attempt to predict any changes. Neither does it anticipate the introduction of computerized network acquisition systems, such as OCLC's subsystem, under development, or a commercial system such