of MRDF, worksheets, MARC/MRDF records, ISBD(G) punctuation, and a chapter for data file producers and distributors with guidelines for bibliographic descriptions of their files. The text is followed by a 250-item glossary of MRDF related terms and an index. Although this manual relates in detail the descriptive cataloging of MRDF, it is not a manual on how to catalog. It is assumed that those using it have an understanding of, or access to, AACR2.

MRDF cataloging is in its infancy, and the rules have not been fully tested. The very nature of MRDF makes it impossible to foresee what technological advances await. Dodd describes her work as a first effort on the road to a new cataloging venture. She succeeds admirably in illuminating an area where AACR2 guidelines do not adequately define bibliographic elements as they specifically apply to MRDF, and where there is no specific industry to control or standardize the bibliographic representation of MRDF.

Judith Rowe, in her foreword to the manual, summarizes the value of this publication: "Dodd has provided the guidance which data producers, data archivists, and data librarians need to supply consistent bibliographic information about the MRDF which they service, has provided the instructions and examples which catalogers need for the production of catalog cards for MRDF, and has laid the groundwork for the development of the additional products and services which users require for improved access to the growing collections of MRDF now available to them. We are all in her debt."—Marianne I. Gaunt, Rutgers—The State University.


It is an ambitious undertaking to try to cover in one work the range of library processes as they apply to the serials format. Marcia Tuttle, in Introduction to Serials Management, presents a very detailed, practical discussion of that broad topic. In addition to serials acquisition, cataloging and public service, there are chapters on collection development, preservation, and data and resource sharing. The stated primary audience is library school students and librarians new to serials work, however, the secondary audience probably expands to include the rest of the profession.

Although this work deals with basic theory as it applies to serials, the emphasis is clearly on practice. For example, in the chapter on serials acquisition there is a section entitled "What to Do with the Mail." In the serials cataloging chapter is a most helpful discussion: "What the Rules Do Not Tell You." In general a number of practical approaches to a process are presented. Often, however, categorical statements regarding the "best" or "only" way to handle an issue provide a glimpse of the strong opinions that tend to surface whenever the topic is serials. All discussions and the bibliography are quite current, providing a snapshot of the current
Managers View Information
Arey Ripin MacDonald
LC 82-19570/casebound/$24.50
Offers a new focus on the attitudes of information professionals and their corporate managers. The data provided in this comprehensive study can help you to build a more effective working relationship with your corporate managers and can lead to a more effective positioning of the library within your organization. This book will be useful to both the practitioner and the student.

Management By Design: Library Management, Vol. II
Shirley Loo, ed.
The variety and complexity of situations that librarians handle daily require proficiency in management as well as information techniques. In this timely new book, experienced library managers offer advice to decision makers on Ways to improve these techniques.

Managing the Electronic Library: Library Management Volume III
Michael E. D. Koenig, ed.
In this collection of essays, information professionals can find practical ways to tailor the new technologies to the services they provide. In addition to articles on managing, planning, and staffing, there are essays on marketing and consulting — topics of interest to library managers who want to reduce costs and enhance the value of information in their organizations.

Barbara Ivancho, ed.
LC 83-10168/softcover/$16.75
The position descriptions presented in this book — from information resource manager to support staff — represent various special libraries — from those in advertising and banking firms to those in specialized departments in public and university libraries. They can be used to help managers write job descriptions for their own libraries, as samples for personnel departments, and as evaluation guidelines.

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status of serials treatment. Statements are frequently based on the present state of the economy, standards, database coverage or technology, and would be somewhat invalidated with a significant change in any of those conditions. However, such instances are well qualified with the critical, environmental definitions so that future readers will be able to examine them for validity.

The annotated bibliography contains over six hundred citations, and is arranged with subcategories that generally parallel chapter headings; that is, major serials treatment categories. The book was originally conceived as a text to facilitate the teaching of serials management in library schools. The annotated bibliography will provide students with a most effective guide to further study. — Shere Connan, Stanford University Libraries.


The purposes of this book are “to help librarians in deciding upon and implementing actions necessary to help overcome the unfavorable stereotype that has plagued the library profession throughout this century . . . to provide fuller understanding of the stereotype—its pervasive-ness in the library profession, the multitude of ways in which it is manifested, and the many ways in which it affects librarians and their behavior.” (Stereotyping is defined as “the general inclination to place a person in categories according to some easily and quickly identifiable characteristic, such as sex, ethnic membership . . . or occupation, and then to attribute to him qualities believed to be typical of members of that category.”) Among the more important components of stereotypes are alleged personality and intellectual traits.

The hypothesis used by the author is: “Librarians handle their identity, as bestowed on them by the stereotype, in the manner of a minority group; their response is similar to that made by members of minority groups in response to minority status.” (A minority group is “any group of people who because of their physical or cultural characteristics, are singled out from others in the society . . . for differential and unequal treatment, and who therefore regard themselves as objects of collective discrimination.”)

The methodology used was adapted from a study of minority groups and consisted of a quantitative content analysis of journal articles, chapters in books, and news reports written about the stereotype of librarians by members of the library profession during the period 1921–April 1978. Sentences in the documents that were judged to be like a typical minority group response were counted and classified. Five categories of responses were analyzed: (1) acceptance of the stereotype—confirmation of negative view of librarians; (2) concern with in-group purification—stereotype is the result of only a few members of the group who should conform to majority behavior; (3) denial of differences—librarians are just like other people; (4) denial of group membership—dissociation of oneself from others in the profession; (5) for group action—to combat the unfavorable stereotype.

Of the 499 documents examined, 77 fit the study’s specifications for inclusion. A coding of sentences based upon the classification of responses noted above reveal that: 24 percent were category 1 type responses, i.e., acceptance of stereotype; category 2—38 percent; category 3—24 percent; category 4—8 percent; category 5—6 percent. The author concludes from this that the evidence supports the hypothesis and that being a librarian “is a burden and is perceived as being a burden. Librarians do regard themselves as receiving differential treatment, and they do see themselves as being objects of collective discrimination.”

This reviewer has major problems with the research design and conclusions of this study. No attempt was made to balance the negative findings in the study by identifying the favorable components of the librarian stereotype, or analyzing positive statements in the literature that contradict these responses. And so, of course, the evidence examined supports the hy-