

Tanselle on bibliographic and scholarly publications, Daniel Traister on books about books, and Peter M. VanWingen on relevant serials. This section is especially useful in providing a summary listing with critical comments for librarians and others wishing to keep up on current literature. VanWingen includes lists of periodicals by subject and alphabetically by title, with subscription information.

Current issues and programs make up the third group of nine essays, with entries on automation (Stephen Paul Davis); preservation (Carolyn Harris); theft (Marie E. Korey); and taxes and donations (Carol C. Henderson). Five programs or organizations are described: Columbia's Rare Book School, the American Antiquarian Society's Program in the History of the Book in American Culture, the Library of Congress's Center for the Book, ACRL's Rare Books and Manuscripts Section, and the Society of American Archivists. The essays in this group are brief factual surveys. Appended to Carolyn Harris's article on preservation is a list, with addresses, of selected preservation materials suppliers and conservation facilities.

The second major section of the book contains the lists and directories. The brief section on educational opportunities could and should be expanded. A reader unfamiliar with individual programs in the listed library schools, except for the entries covering Columbia's library school and that for the University of Denver, would be unable to determine from the entries whether the various programs would allow for significant specialization in the rare books and manuscripts field. The other lists are: associations, auctioneers, appraisers, libraries, and dealers. There is of course some duplication from lists available elsewhere, and the 210 pages devoted to dealers is, perhaps necessarily, unwieldy. The separate listing of appraisers is an especially useful directory.

In discussing periodicals for the rare book trade, Peter VanWingen points out that these types of publications often set standards in fine printing and graphic design. Unfortunately, this book, intended

for the rare book enthusiast, fails in both those areas. All purchasers of reference books can empathize with efforts to keep production costs down, but reading the textual sections of this book, interesting as they are, will make most readers cry out for larger and darker type. The contents of a valuable reference book deserve better presentation.—*Stephen H. Cape, Indiana University, Bloomington.*

Magrill, Rose Mary, and Doralyn J. Hickey. *Acquisitions Management and Collection Development in Libraries.* Chicago: American Library Assn., 1984. 241p. LC 84-9288. ISBN 0-8389-0408-4.

Library Acquisition Policies and Procedures. Ed. by Elizabeth Futas. Phoenix, Ariz.: Oryx, 1984. 2d ed. 615p. \$38.50. LC 82-42925. ISBN 0-89774-024-6.

It is a good time to reexamine the relationships between acquisitions and collection development work. Closely allied, these two areas form the heart of the library. And it is especially appropriate to turn attention to collection development at a time when available resources do not appear to be keeping pace with the costs of purchasing materials, paying salaries, and providing adequate equipment for the library staff and users, hence interfering with libraries' ability to provide for the varied needs of their patrons. The two books reviewed here are both revised versions of earlier works, updated precisely because libraries of all types have been experiencing both new economic constraints and, ironically, the pressures of technological advances, which are rarely inexpensive. It is the task of collection development, at times frustrating, to reconcile these conflicting demands in careful, rational, and creative ways.

An excellent work from nearly every angle, *Acquisitions Management and Collection Development in Libraries* builds on Stephen Ford's 1973 *The Acquisition of Library Materials*, also an ALA publication. Acquisitions work has become more complex since Ford's book appeared, and Hickey and Magrill leave no stone unturned in describing and reviewing the ways in which this aspect of library work can be managed. The book's premise is that "without

an effective acquisitions management and collection development program, the expectations of library users can never be met" (p. ix). This point is carried throughout the book: regardless of the size or type of library or the budget available, certain basic functions are crucial to fulfilling the goals of the institution. From here, Magrill and Hickey go on to discuss and evaluate those aspects, ranging from vendor performance to the structure of gifts and exchanges programs to bibliographic searching and faculty participation in collection development, which give form to an acquisitions department.

The division of the book into discrete task-oriented chapters is an especially strong point. The exposition within each section of the multiplicity of functions associated with what may, on the surface, seem to be a straightforward facet of the job helps to bring into focus the frequently blurred line between acquisitions and collection development work. The authors do more than report, however; in each chapter they propose a variety of innovative arrangements to serve as points of reference (and, perhaps, trial and error) for a range of library types—public, academic, special.

Collection development has been described as "one of the most discussed but least understood areas of librarianship" (p. 3). It encompasses so many tasks, small and large, part public service, part technical service, that it often does elude definition. Thanks are due to Magrill and Hickey for casting a bright light on a complex operation. They must also be praised for their apt use of statistics and the extensive bibliographies that follow each of the twelve principal sections. This book will be an enduring contribution to the field. It should be read by any individual who is curious about collection development and by library students with such an inclination and also should be kept close at hand by all who are involved, formally or informally, in this area. They will find it useful as they find themselves, for example, grappling with approval plans, organizing serials records, or facing the difficult task of developing written collection policies, locally, regionally, or nationally.

While Hickey and Magrill's book is a comprehensive volume concerned with all shades and hues of acquisitions work, taking for granted that collection development and acquisitions go hand-in-hand, *Library Acquisition Policies and Procedures* takes a more narrow approach. First published in 1978, this revised edition consists of a short introduction to the subject and to the survey methodology, followed by the complete acquisitions policies of ten academic and fourteen public libraries. Also included is a compilation of partially reprinted policies from another handful of institutions.

In the brief introduction, the author oversimplifies what it has meant to libraries to be faced with decreasing resources. She refers to collection development as "current jargon," as if it were a passing fancy. Futas establishes a strange dichotomy between quality and quantification in building and maintaining collections, claiming that the need to be more accountable for money spent has brought about the "demise of quality collections . . . it has meant the downplaying of goals and objectives, principles of selection, and intellectual freedom" (p. vi). I would argue, as I suspect would Magrill and Hickey, quite the opposite: it is precisely because of this difficult process of institutional soul-searching and analysis that librarians have been forced to work still harder to establish meaningful priorities and to devise careful collection policies.

The book is an ambitious undertaking, born as it was of an extensive survey and report of responses. Futas, however, does little more than lay out policies from libraries as dissimilar as Gallaudet College, South Seattle Community College, Boise Public Library, and Fort Vancouver Regional Library. Her purpose is unclear insofar as she warns her readers away, in her final introductory paragraph, from adopting the policies of other institutions even partially. This would seem to defeat the original purpose of presenting "sample" policies, since examining the results of the efforts of other institutions holds no danger as long as the unique set of circumstances of one's own library are taken into consideration before attempting to devise

a comprehensive collection development policy. General models can and should be followed, especially in these days of increasing national-level cooperation. By no means will that lessen the amount of local effort and careful planning that must go into a policy. We are not interested in copying each others' policies; we do want to learn by sharing insights and processes. That goal is indeed possible by referring to this book and to the many examples of acquisitions policies it presents.

In reporting on the survey she conducted to determine the extent to which libraries have written and/or unwritten acquisitions policies, Futas shares some useful information with her readers. However, of some 4,500 questionnaires distributed, only 327 "usable" responses were returned. From this information the author has created a profile of academic and public library collection policies and processes. The idea is a good one; it is unfortunate that Futas did not disaggregate her respondents further by size, however, since the categories of "public" and "academic" make subtle analysis difficult at best. For example, the range of materials budgets represented in her first group, academic libraries, runs from \$0-\$9,999 (two libraries) all the way to \$1 million or more (some twenty libraries), with a peak at \$100,000-\$249,999. It is impossible to draw any meaningful conclusions about patterns in academic libraries with such a wide spread of statistical information. Yet, for example, Futas uses this data to calculate percentages about who initiates order requests. It is not surprising that her survey shows that the number of bibliographers and collection development officers who are responsible for orders is low (9 percent and 16 percent, respectively), nor that faculty participation is high (55 percent); most smaller academic libraries are understaffed in their collection development functions and rely heavily on faculty for initiation of orders. Had the author grouped her respondents according to size, a different and more accurate picture would have emerged.

In conclusion, it should be stressed that these two books are not truly comparable. The Futas volume is important as an example of the wide range of ways in which

libraries organize their acquisitions functions. It will be a useful working tool for staff participating in the development of policies, although its audience will necessarily be more narrowly defined than the readership of the Magrill and Hickey work. The latter will only serve as a guide to the intricacies of collection development work and as a source of citations for further reading on many related subjects.—*Deborah Jakubs, Duke University.*

Retrospective Conversion: From Cards to Computer. Ed. by Anne G. Adler and Elizabeth A. Baber. Ann Arbor, Mich.: Pierian, 1984. 312p. \$39.50. LC 84-81656. ISBN 0-87650-177-3.

Most libraries today are facing or have already faced the task of converting paper card catalogs to machine-readable files, with attendant planning and discussions of local policies and procedures to be followed in the conversion process. Because of this common simultaneous process, the American Library Association LITA ISAS/RTSD Retrospective Conversion Discussion Group serves as a popular forum for airing retrocon issues. Case studies are interesting starting points for the group's biannual meetings, providing the same excellent background material that warrants their use in the many journal articles that treat retrospective conversion. An entire book composed of case studies of retrospective conversion projects, however, makes for difficult reading. Lack of an index makes access to specific topics virtually impossible, so that one must read every detail of every project or else know in advance which project most closely matches the needs of his or her institution.

The editors obviously had good intentions in bringing together the separate projects into one book, since their early experience had shown them that not much was available on retrospective conversion. Their solution was to collect the papers presented at the discussion group with two updated versions of original projects into this book. As with many other collections, the articles themselves vary in style and depth. Some have been tightly edited for publication while others appear to be the original speech presented to the dis-