

# Review Articles

## College and University Business Administration

*College and University Business Administration*. Compiled by the National Committee on the Preparation of a Manual on College and University Business Administration. Volume II. Washington, D.C.: American Council on Education, 1955. 267p. \$4.50.

The first volume of this manual was concerned with the principles of college and university accounting, budgets and budgetary accounting, financial reports, audits, and the allocation of indirect expenditures and determination of costs. The current volume is devoted to discussions of purchasing, physical plant, property and liability insurance, inventory of plant assets, management of auxiliary enterprises, organized activities and service departments, student affairs, non-academic personnel, staff welfare, investment management, sponsored research administration, and legal problems.

The discussion directly related to the library in this volume is concerned with inventory of plant assets. The following statement in the volume represents specific suggestions regarding equipment:

Books are included in the category of equipment. New accessions, including microfilms, and the cost of binding periodicals, should be added to the inventory control records at cost and included in the plant asset accounts, appropriate adjustments being made for books lost or disposed of.

The general library should maintain a record of all books acquired by the institution, regardless of the source of funds used. The records thus maintained will suffice as a detailed inventory record, and need not be duplicated in the details of the inventory of the physical plant property.

Although this is the only statement referring directly to the library, there are many discussions of problems which are of concern to the college or university librarian. For example, the section dealing with "Ethics and Public Relations" under "Purchasing" contains basic suggestions for librarians in

dealing with agents and others who supply materials. Under "Physical Plant" many of the problems of academic librarians are considered. These include building planning, space utilization, operation and maintenance, heating, repairs and decoration, control of keys, fire protection, and similar matters.

The section dealing with "Sponsored Research Administration" describes various types of contracts, and notes procedures involved in the proposal, negotiation, and implementation of agreements. By implication, the urgency for considering the library in any research project is suggested. This probably should have been made more specific, for experience has shown that contractual arrangements should designate allotments for library services. In some institutions, special forms which are used in such agreements include specifications for funds for the library.

An extensive bibliography includes a section, which is not complete, dealing with "Libraries, Museums, and Audio-Visual Departments."—*Maurice F. Tauber, Columbia University.*

## The American Book Collector

*The American Book Collector*. Published ten times a year at 1822 School St., Chicago 13, Ill. \$5.

For six years *The American Book Collector* (formerly *The Amateur Book Collector*, vol. 1-5) has been publishing interesting and useful articles and bibliographical information for book collectors and students of literature. Edited and published by W. B. Thorsen of Chicago, the journal fills the needs of those librarians who never seem to have time to keep up with the many specialized periodicals dealing with the varied events in the world of books.

In an editorial of the Summer, 1956, issue, Editor Thorsen reported:

We have at this writing, after completing six years, exactly 106 library subscribers in the