

been used in organizing black literature, as found in the *Dictionary Catalog of Negro Life and Literature*, New York Public Library. When Clack studied LC's treatment of black subject headings, she concluded that its subject analysis "is not adequate to accommodate black literature in a systematic array as a unique body of literature," that there were inconsistencies between headings listed in the index and those listed in the outline, and that use of the system often fails to lead to the retrieval of relevant documents. After page-by-page review of the LC subject analysis system, Clack pulled all subjects together in a single listing that the librarian may see the picture as a whole. The nonrelevant list is designed to complement the relevant materials within a public catalog and to show the array of specific subjects on which published documents exist.

Those who know black literature well will conclude that this book is incomplete. What is lacking most is a list of headings useful to the comprehensive collection which extends the LC list and the nonrelevant list. Even then, headings which Clack terms nonrelevant may well be relevant in a comprehensive collection.

Part I is a mixture of short, but vital topics that might well have been expanded into separate volumes. It might have been better to omit this section altogether and expand Part II, which appears to be the main thrust of the volume. More critical subject analysis of headings, showing patterns in their establishment, might also have been given. Although the volume is arranged in two parts, the overall plan and progression of the work is confusing. So is the language used in the text.

More than it does, the volume should stress that the LC subject headings list and classification schedules were designed to fit materials which are in the Library of Congress. Because LC does not collect all materials published, it has a built-in system for eliminating subject classifications which might be useful in more specialized collections.

It is unfortunate that this book was published just at the time that LC was revising its subject headings list for black themes, substituting the word "Afro-American" for

"Negro" when relating to blacks in the U.S., the word "blacks" for "Negro" when referring to blacks in other countries. Numerous changes also appear within the new list.

The strength of the work is that it pulls together in a handy volume lists of relevant and nonrelevant headings on black subjects which may be found in library catalogs. Librarians and library school students who are less familiar with black history and culture and its literature may also find Part I of some value.—*Jessie Carney Smith, University Librarian, Fisk University, Nashville, Tennessee.*

Borko, Harold, and Bernier, Charles L. *Abstracting Concepts and Methods*. Library and Information Science. New York: Academic Press, 1975. 250p. \$14.95. (LC 75-13069) (ISBN 0-12-118650-4)

The authors have filled the long-standing need for a good text on abstracting with a well-organized, readable work. While the stated audience is library school students, it should also be more broadly useful for self-teaching and as a supplementary tool for training in abstracting services. Furthermore, this is not the kind of text the reader trudges through because it is good for him; it is actually readable and interesting. This judgment was confirmed by use of the book with a course in abstracting and indexing.

There are three sections: background on the nature of abstracts and abstracting services, with criteria, instructions, and standards; abstracting procedures; a miscellany on management, automation, and personnel; the purposes of journal literature; a good projection of future trends; automatic abstracting; and career opportunities.

The section on evaluation of abstracts in the chapter on automatic abstracting could well have been placed elsewhere; it is a sad commentary on the field that most of the formal work on evaluation of abstracts has been done in research on automatic abstracting.

Abstracts are placed in their context as a major type of document surrogate, and the historical review of abstracts and abstracting services shows the use of this form over the millennia from the earliest written

documents. Organization and procedures in abstracting services today are described with a variety of well-chosen examples.

The sections on preparation of abstracts cover the numerous variations in style and content, always emphasizing standards where these exist, with many illustrations and examples. The major emphasis is on abstracting of journal literature, using the conventional complete sentence form; the extremely terse form of abstract exemplified by the *New York Times Index* and its Information Bank, where articles, capitalization, etc., are minimized, is not covered.

The section on organization, management, and publication of abstracting services carries the reader through the stages from document selection and assignment to layout and final printing. While some attention is given to definition of the scope of a publication, such a vexing subject could have been covered more thoroughly.

A wealth of examples is given, of abstracting instructions used by a variety of services, of types of abstracts and of different types of indexes to abstracts. As a result, the book could be used as a "how-to" manual, but the reader would almost unavoidably learn "why" at the same time.

Exercises, some with possible answers, provide further guidance in editing, selection of clear, unambiguous terminology, and reduction of verbosity. They seem well chosen and useful, and an informal test with volunteers led to positive results.

Two general features of the work deserve special comment. First, it is readable and interesting. Second, the balance between emphasis on present procedures and future developments is excellent. The authors describe both research in abstracting and innovations in journal and secondary service production which influences the way abstracting is done. The picture would have been more current if it had included a description of the system now used by the American Institute of Physics, where the front matter for journal articles is prepared in machine-readable form, and copy for both the journal and later abstracting and indexing coverage is produced from the same keying.

The index is well prepared to serve its purpose, and there are a current bibliogra-

phy and a useful glossary of terms. Technically, the book is well produced, with a minimum of typographical errors and quality reproductions of example pages of abstracting services.—*Jessica L. Harris, Division of Library & Information Science, St. John's University, New York.*

Harvey, Joan M. *Specialised Information Centres*. London: Clive Bingley; Hamden, Conn.: Linnet Books, 1976. 112p. \$7.50. (LC 75-22152) (ISBN 0-208-01521-3 Linnet) (ISBN 0-85157-202-2 Bingley)

Campbell, Malcolm J., ed. *Manual of Business Library Practice*. London: Clive Bingley; Hamden, Conn.: Linnet Books, 1975. 186p. \$10.00. (LC 75-20223) (ISBN 0-85157-178-8 Bingley; 0-208-01359-8 Linnet)

Although these two books cover somewhat divergent fields, they do in a way supplement each other in supplying information of value to readers in the U.S. and will be reviewed together.

YOU WILL HAVE—
"CONFIDENCE"

In Our Complete
Periodicals Service—
All American and Foreign Titles

Promptness is a Traditional part
of McGregor Service . . . as well as:

- EXPERIENCE
- TRAINED PERSONNEL
- FINANCIAL STABILITY
- AMPLE FACILITIES
- RESPONSIBLE MANAGEMENT

An attractive brochure is
available for the asking.

SUBSCRIBE TO
MCGREGOR
PERIODICALS
BULLETIN

OUR
43rd
YEAR

MCGREGOR

Magazine Agency

MOUNT MORRIS, ILLINOIS 61054