

tions arranged chronologically or according to place of publication.

Accordingly, the basis for a system of bibliographic control consists of a series of descriptive entries that provide full information about the objective characteristics of each bibliographically distinct volume. The *National Union Catalog* represents one such set of descriptive records. In addition, this reference tool locates many copies of each work.

However, such descriptive entries are too long for the many secondary listings where scholars need to compare several entries in order to make judgments. Short-title entries rather than complete, neutrally descriptive entries provide sufficient description for these secondary listings. Moreover, such entries can be more easily rearranged in the various sequences that are useful for scholarly comparisons.

In the case of the Hand Printed Books Project, the machine-readable data file is in two parts. The first is a series of short-title entries for works printed before 1801, and the second is a series of so-called collocation files. These collocation files list selected titles from the basic file by address and can be used to record such information as scholarly judgment concerning the works printed by H. Hills, Jr., or a series of sermons arranged according to the date of delivery.

This is an interesting approach to bibliography and suggests (at least for machine-readable files) an easy way in which to separate the clerical aspects of bibliographic description from those problems of grouping that require judgment and scholarship. However, the assumption that short-title entries are more appropriate for machine-readable files than full description requires further discussion.

It should also prove possible to include far more detailed descriptions in a machine-readable file together with some form of marker that would identify the necessary data for short-title entries that could be used for display. In this way, the actual record could include such details as a complete list of all sermons included in a single bibliographically distinct volume or a complete table of contents for a monograph or even complete indexes. The entire question of what is needed in a full description of a bibliographically distinct vol-

ume requires further discussion.—D. Kathryn Weintraub, *University of Chicago*.

Bahr, Alice Harrison. *Microforms: The Librarians' View, 1978-79*. White Plains, N.Y.: Knowledge Industry Publications, 1978. 118p. \$24.50. LC 78-10645. ISBN 0-914236-25-3.

As stated in the introduction, this book covers criteria for selection, a brief review of traditional and innovative uses of microforms, and a discussion of the following questions: How can microform quality be detected? What format(s) should be bought and when do they save money? How should they be cataloged, shelved, and preserved? Who are the reputable dealers? How costly is equipment and how is it evaluated?

All these points are covered, mostly through quotations from and references to articles in various journals and to some other publications, with few original ideas and comments added. Sources cited are up-to-date as late as May 1978, but more than half of the 158 items in the bibliography refer to the *Journal of Micrographics* and the *Microform Review*.

This compilation of microform facts is too unorganized for perusal by the novice and offers little new to those who have kept up with developments in the field. Thorough editing might have produced a usefully organized and better written book, avoiding sentences like "One of the most important microform standards was the result of the federal government" (p. 28).

The chapter "Microform Selection and Acquisition" covers film types, polarity, formats, and standards. It lists a few selection tools and reasons for centralizing microform purchasing and management activities. There is no discussion of materials available in microform, of their contents, organization, etc.

After this emphasis on technical aspects, there is a warning that acquisitions librarians must avoid becoming lost in technical questions, thus losing sight of evaluating the library's need for the material. The assertion that lack of standardization need not be a deterrent to microform use because a library must "simply anticipate new directions in the field" and purchase accordingly is followed by the statement that "proliferation of size and format often requires enormous outlays for equipment" (p. 28-29).

The chapter on innovative uses includes information on reserve reading material in microform for correspondence and extension students, color fiche in place of slides for medical illustrations, various COM applications, and updatable (for adding new images to already exposed) film.

There is much useful data in the chapter "Space and Financial Implications of Microforms"; but several details in the cost comparison between hard copy and microforms are left out, such as microform equipment maintenance and hard copy reader table costs. No reasons are given for the statement that "Microforms can sometimes reduce cataloging loads" (p. 55).

Selection criteria for equipment are well organized. Specifications are given for eleven readers and two reader/printers, accompanied by illustrations and comments from twelve university librarians on their performance. There are already some newer and improved models on the market. The need for special reading equipment for ultra-microfiche is mentioned, but the fact that two of the described "tried and true" readers accommodate

lenses for them is not brought out specifically.

Appendix A contains the California State University and Colleges Microforms Policy Statements. Appendix B lists names and addresses of reader and storage equipment manufacturers and distributors.—*Leo R. Rift, Ithaca College, Ithaca, New York.*

Collection Development Policy for the University of Kansas Libraries. Edited by Ted Sheldon, with the assistance of Martha Kehde and Alexandra Mason. Lawrence, Kans.: Univ. of Kansas Libraries, 1978. 1v. (var. pag.) \$10. (Available from Collection Development Council, Univ. of Kansas Libraries, Lawrence, KA 66045.)

This volume has a 5-page introduction, a 1-page list of abbreviations, a 3-page table of contents, approximately 286 pages of subject statements, and an index of 22 pages. There are sixty-one collection development policy statements, with classics divided into four subsections and education into six. The longest statement is education's thirty-two pages, but averaging out to nearly five pages per statement. There are twenty-six authors listed, all designated as bibliographers, except for two from documents and the map curator and the university archivist.

It might have been helpful if the table of contents gave full pagination for each subject. The first page is given, such as C3-1, but not the final page; also, consecutive paging throughout the volume would be useful. The introduction states the collection development policy "provides an orderly outline of collecting activity within the University of Kansas libraries It helps bibliographers build a collection covering all fields of knowledge, aids in communicating the collection activities of the libraries to students, faculty, academic administrators, and others, and enhances the ability of the libraries to plan for future development the policy does not deal with the history of the collection though it intimately reflects that history"

The outline that guided bibliographers as they wrote the policy statements includes these elements: academic programs served, clientele served, a statement of relationships with other fields, exclusions/inclusions, primary and secondary languages collected, chronological emphasis, geographical emphasis, treatment of subject, types of material,

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