dex. Two of the appendixes are made up of the IRS and ACRL documents mentioned previously. Another is a list of appraisers. The others give a few examples of gift policy statements and record forms.

The biblical author exclaimed, "There is no new thing under the sun" (Eccles. 1:9). This statement appears quite true of library gift and exchange operations. Maurice Tauber in his text *Technical Services in Libraries* (New York: Columbia Univ. Press, 1953) devoted thirty-two pages to gifts and exchange. Tauber acknowledged Alfred Lane's contribution to that book, referring to Lane's *Staff Manual of the Gifts and Exchange Division* (Columbia Univ. Library, 1949) and to his master's essay, "Exchange Work in College and University Libraries" (1950). The value of this present work rests not in the new material presented but in the convenient organization of the text and accompanying appendixes.—*Don Lanier, Northern Illinois University, DeKalb.*

Manual of General Searching Procedures. 2d ed. Ithaca, N.Y.: Cornell University Libraries, 1980. 1v. (var. pag.) $8. (Available from: Budget and Accounting Office, Cornell University Libraries, 234 Olin Library, Ithaca, NY 14853.)

This is the search manual of the Preorder Search Section of the Acquisitions Department of the Cornell University Libraries. As such, it consists of local instructions, and definitions of terms and abbreviations. Obviously, many practices could be transferred to any other acquisitions department with minimal adaptation; others would require extensive changes before becoming useful, particularly to a smaller library. Because it covers monograph searching only, its scope is limited, but it is exhaustive for the area it does cover.

How the introduction of AACR 2 will affect searching has no answer yet, but is a consideration for any department establishing new procedures or considering the revision of present ones. Cornell's manual, being a manual for current use, naturally does not attempt to predict any changes. Neither does it anticipate the introduction of computerized network acquisition systems, such as OCLC's subsystem, under development, or a commercial system such

as Baker and Taylor's LIBRIS.

George Lowry's *A Searcher's Manual* (Shoe String, 1965), based on the Searching Unit of the Acquisitions Department of the Columbia University Libraries, is a similar manual that is less slanted toward one library's unique practices. In gaining its universality, it sacrifices some of its potiential to spark ideas for new methods springing from specific practices. Also, because of its age, it does not include searching in the data bases of any of the computer networks such as OCLC's. It would be worth having, however, if one needs to make a study of existing manuals before developing one's own.

Another source for ideas is Ted Grieder's 1978 book *Acquisitions: Where, What, and How* (Greenwood Press). This book contains a useful chapter on compiling a search manual. However, it also was published before the author had much experience with network searching and, in addition, is intentionally more general than Lowry's manual.

Anyone wanting a good example of a detailed search manual for a large university library will find Cornell's to be a worthwhile purchase.—*Martha Willett, Indiana State University, Evansville.*

Cargill, Jennifer S., and Alley, Brian. *Practical Approval Plan Management.* Phoenix, Ariz.: Oryx, 1979. 95p. $12.95. LC 79-23389. ISBN 0-912700-52-1.

After several years in hiding, articles and books on approval plans have reappeared, with an entire conference being devoted to the subject last fall. Jennifer Cargill, head of acquisitions at Miami University (Ohio) and Brian Alley, head of technical services at Miami, have joined this renaissance with a study directed to the librarian who needs guidance in actually establishing and operating approval plans. Since the two major books on acquisitions (Ford, *Acquisitions of Library Materials;* Grieder, *Acquisitions*) give little guidance in this area, a practical study is certainly a worthwhile goal. Unfortunately, the book falls short of its promise.

The slim volume (only eighty-eight pages, not including a very short bibliography and index) covers establishment of approval plans, selection of a dealer, profiling, processing of material received, bids and contracts, and fiscal management. The latter two chapters, which are the strongest, provide some information not readily available. The majority of the book, however, gives only a general overview and fails to convey to the reader the complexity involved in operating a successful approval plan. The authors do not provide a critical analysis of approval plans but unwarrantably assume that such plans are the most efficient and economical way to obtain books. The study is based primarily on approval plan services offered by Blackwell North America and Baker and Taylor; these two dealers are often quoted and used uncritically as sources of information. This is a questionable practice, something akin to quoting OCLC to prove the advantages of networking. Variations of approval plans, such as those designed to obtain publications of certain presses or authors, are not mentioned, nor is there any information on foreign plans (except for a few comments about Blackwell's, England), a major oversight as such plans can't be built on the same model used to construct domestic plans. Also missing is any description of monitoring the plans to verify receipt of materials, or how to claim nonreceived items.

The simplistic view of approval plans and the lack of coverage of many important topics related to approval plans make it impossible to recommend this book. This is unfortunate, for not only is the topic important, but also the authors have demonstrated much better work in their quarterly publication, *IULC Technical Services Newsletter.*—*William Schenck, University of North Carolina at Chapel Hill.*

United States. Library of Congress. Processing Dept. *Library of Congress Cataloging Service, with a Comprehensive Subject Index.* Bulletins 1–125. Detroit: Gale, 1980. 2v. $78. LC 79-25343. ISBN 0-8103-1103-8.

This handsomely bound two-volume set is a reprint of all *Cataloging Service* bulletins emanating from the Library of Congress, beginning with the first in June 1945 through Spring 1978. The bulletins, which reflect LC policy and practice in every area of monographic and serials cataloging, are an indispensable tool in every cataloging de-