

Thurlow (see "Graduate Theses Accepted by Library Schools in the United States, 1950-1951—Supplement," *Library Quarterly* 22:36-37, January, 1952), and the essay by Malcolm (George Peabody) listed in the *Library Quarterly* 20:296, October, 1950. There may be others, as no effort was made to check all items.

Material relating to college and research libraries may be estimated as abundant when one realizes that 12 pages of entries are needed for "College and university librarians" and "College and university libraries" and its various subdivisions. Many more references of special interest are included under such headings as Acquisitions, Bibliographical control, Bibliography, Cooperation, Photographic reproduction and projection, Reference books, Research and the library, and Research materials.—*Maurice F. Tauber, Columbia University.*

## Management Terms

*The Management Dictionary; Standardization of Definitions and Concepts of the Terminology in the Field of Personnel Management.* By A. E. Benn. New York, Exposition Press, 1952. 376p. \$7.50.

It is fairly easy for a reviewer to pick out faults in a compilation of this sort, especially a pioneer reference book in its field. One can criticize the omission by the *Management Dictionary* of a definition for cost accounting (one of the 14 topics specifically mentioned as being within the scope of the book). Then there is an elaborate, inconsistent system of indirect entries, using DEPARTMENTAL RANKING, ORDER OF MERIT and ORGANIZATION, COMMUNIST-ACTION; but GUARANTEED ON-TRIAL RATE and 100 PER CENT PREMIUM PLAN. There are numerous cross references, but one looking under COMMUNIST-ACTION ORGANIZATION; RATE, GUARANTEED ON-TRIAL; or PREMIUM PLAN, 100 PER CENT would not find any guide. The compiler's penchants for listing abbreviations twice, with and without the periods (as ALA, A.L.A.) and for the expression "and so forth" are annoying.

However the essential criteria in judging a dictionary are the proper choice of words and phrases to be included and the accuracy and

clarity of the definitions. To insure excellence in these endeavors, the compiler analyzed statistically over 50,000 possible concepts; definitions were compiled from 8600 current (1945-) sources, including some 3300 periodicals, 2600 newspapers, 1400 pamphlets, 1200 monographs and 100 speeches. Only those concepts defined similarly at least five times were retained. Thus the method of compiling items and defining them seems unusually valid.

The definitions should be correct as far as they go, though in that for the LABOR-MANAGEMENT RELATIONS ACT not too much light is cast on the provisions:

"Federal legislation, enacted June 23, 1947, which amends the National labor relations act of 1935; it deals with labor and management relations affecting interstate commerce. Abbreviated L.M.R.A. Syn.: Taft-Hartley law."

This characteristic is neither rare nor, on the other hand, typical.

The dictionary can be improved, and a possible future second edition should be more satisfactory. It provides definitions of words and phrases, with their synonyms and antonyms, and explanations of symbols and formulas, brought together for the first time in one alphabetic list. For its accuracy and convenience, it is recommended to business, industrial engineering, labor and personnel management libraries.—*Robert Scott, Engineering Library, Columbia University.*

## Marginal Punched Cards

*Marginal Punched Cards.* By Howard F. McGraw. Washington, D.C., The Scarecrow Press, 1952. 218p. \$4.50.

Many librarians shy away from articles containing statistics set forth with highly technical explanations that only practising experts can appreciate. They are apt to treat similarly the descriptions of punched card routines that have been appearing the last few years in regard to the bibliographic control of the literature of scientific and technical subjects. The relatively small number of articles on library applications of punched card systems has shown a conscious effort on the part of the writers to use terms familiar to any librarian with an ordinary knowledge of mathematics, but Dr. McGraw takes the extra precaution of warning readers on page 61 of his book:

(Librarians who have had no experience with