

to provide a checklist with commentary on all the essentials of managing. How to construct a department manual, work with a consultant, analyze systems, and face a computer are included along with all the other tools, techniques, and activities which determine accountability.

This is an invaluable contribution certainly for the new administrator, but perhaps even more for the seasoned department head who has lived through, but not always well, the changes in personal attitudes and must continue to exert every talent and skill to do what must be done for goal fulfillment under present economic restrictions.

No longer is there the excuse that books on management are provided only by the business field. Library department heads now have one of their own.—*Dorothy P. Ladd, Associate Director for Technical Services, Boston University Libraries.*

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