

Handbooks for Library Management

by David F. Kohl, University of Illinois, Urbana

Six volumes that can change your library decision-making patterns . . .

1. Administration, Personnel, Buildings and Equipment
2. Acquisitions, Collection Development, and Collection Use
3. Reference Services and Library Instruction
4. Catalogs and Cataloging
5. Circulation, Interlibrary Loan, Patron Use, and Collection Maintenance
6. Library Education and Professional Issues

What the Kohl handbooks will mean to you . . .

When you're called upon for a decision that will affect the future operation of your library, where do you turn for guidance? Do you telephone a colleague? Do you attempt a literature search, knowing that you haven't the uninterrupted time to do it justice? Or are you forced to rely on guesswork?

In the future, when faced with this situation, you can reach for Kohl, confident that your question will fall into one of the 16 basic areas of administrative and management practices thoroughly researched in the journal literature of the past 20 years and reported in the six *Handbooks for Library Management*.



Will our staff's productivity increase with the implementation of automated work stations? If so, how long will it take for the increase to offset system and training costs?

If we widen our aisles for wheelchair access, how much stack space will we lose?

Does our paid holiday/sick leave/vacation schedule compare favorably with those of other academic libraries?

How does our current book expenditure per student compare with those of other school libraries nationwide?

Are our cataloging costs in line with those of other public libraries our size?

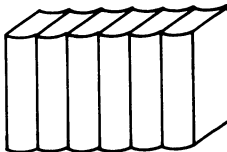
Should we be alarmed at the book loss rate in our special library? What is considered acceptable?

You'll find answers to these and hundreds of other questions about your library's operation in the six *Handbooks for Library Management*.

"Mr. Kohl has produced an outstanding work of reference. The library profession is in his debt."

Bernard Kreissman
Assistant for Library Matters to the Vice Chancellor,
Academic Affairs, University of California at Davis

In his introduction to the first volume of *Handbooks for Library Management*, Bernard Kreissman compares the six-volume set with other "seminal volumes" such as "Roget's" or "Winchell," whose one-word identifiers are almost universally recognized by library professionals. He says "... David Kohl has produced a work of library research information that may legitimately take its place among these major productions."



Handbooks for Library Management
David F. Kohl
Six-volume set, 1985.
ISBN 0-87436-399-3.
Hardbound.

Your decisions benefit from the experience of others . . .

According to Kreissman, "Kohl's concept is a model of simplicity. From 34 core library journals, he has isolated the central findings of each of the research articles published since 1960 (research interpreted here to include surveys and similar information gathering techniques). He has grouped the isolated selections into well-chosen topical categories and then arranged the findings by type of library (public, academic, school, special) and date. He provides a succinct summary of each and every research finding. He completes the work with an array of indexes . . ."



You'll locate directly relevant information within minutes . . .

Each *Handbook* is designed to solve a basic problem that plagues library managers and decision makers: They need information to help them with complex management issues, but they can't devote the time to involved literature searches necessary to generate specific, applicable answers. The work is organized by basic subject area, further divided into library type, leading the user to helpful, directly relevant information within minutes. Digests are informative, conveying the significant contents of the original. This feature is of particular benefit in smaller libraries where the original journals may not be available. Chronological arrangement of digests within each subject area adds a historical dimension to the findings, letting the user track developments in certain areas, such as disparities in salaries paid to men and women, or basic concepts of circulation, or design of study carrels.

Kohl will add authority to your decision making process . . .

Each of the six volumes covers two or more of 16 basic subjects in administrative and management practices. Whatever the subject, the user can turn immediately to the appropriate volume and can quickly locate the information needed, since the format in each volume follows the same basic pattern: An introduction, a list of journals surveyed, a detailed table of contents listing all subject headings, research findings arranged by subject, a bibliography of articles surveyed, and an alphabetical author index to the articles. Each volume features a Foreword by a distinguished librarian.

Cut here and insert in envelope

Yes! I want to improve my decision making with the Kohl Handbooks for Library Management.

Qty	Title	Price	Amount	Signature
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LHS15



by David J. Jones

Mass communication, culture and society in West Africa (ISBN 3 598 10569 X (Saur); ISBN 0 905450 18 3 (Zell)), edited by Frank Okwu Ugboajah, covers the press and media studies, largely in Nigeria, Liberia, Ghana, Senegal and Ivory Coast. Very scholarly, very informative. Published earlier this year by Hans Zell, an imprint of K. G. Saur. Review copy supplied by James Bennett Pty Ltd. DM86.00.

The atomic papers (ISBN 0 8108 1692 X) by Grant Burns, is 'a citizen's guide to selected books and articles on the bomb, the arms race, nuclear power, the peace movement and related issues'. 1130 entries, briefly but authoritatively annotated. 'I cannot pretend to cold objectivity when discussing the work of those who advocate preparing for the massacre of innocent millions' (Introduction). Published with more of a bang than a whimper by Scarecrow Press in 1984. Review copy supplied by James Bennett Pty Ltd. US\$22.50.

Women filmmakers: a critical reception (ISBN 0 8108 1660 1) by Louise Heck-Rabi, discusses the achievements of eleven female filmmakers, from Alice Guy-Blanche ('the world's first woman director') to Agnes Varda ('Mother of the New Wave'), with extensive reference to and assessment of the reactions of film reviewers and critics. From Scarecrow in 1984. Review copy supplied by James Bennett Pty Ltd. US\$27.50.

Department of Health, NSW: Publications July 1975-June 1980 (ISBN 0 7305 0874 9) is a list of publications of that rather prolific but far from prolix publisher, the former Health Commission (now Department of Health) of NSW. This 5-year cumulation supersedes annual lists issued by the Commission. Compiled and published by the Department of Health Library, PO Box K110, Haymarket, Sydney 2000. Gratis.

Pioneer and hardy survivor (no 3 in the Prahman Historical Series: ISSN 0811-272X) by L. B. McCalman, describes the life and times of the Prahman Mechanics' Institute and Circulating Library — born 1854 and still going strong. Now developing a Victorian and local history collection, and with a professional librarian to boot! *Pioneer and hardy survivor* costs \$2.50 plus 55c postage. The Mechanics' is at 140 High Street, Windsor 3181.

Dictionary of literary biography: volume 22: American writers for children 1900-1960 (ISBN 0 8103 1146 1) from Gale, edited by John Cech. Covers 43 writers of that ilk, including the authors of *The Wizard of Oz*, *Madeline*, *Raggedy Anne*, *Little house on the prairie* and *The little engine that could*. Well-edited, bite-size chunks, copiously illustrated, informative. Includes our very own Hugh Crago on the d'Aulaires. Published in 1983 by Gale and well up to standard. US\$82.00.