dinavia, and the U.S.A. If you are already involved in instruction programs, you might be bored by variations of the same theme; the authors become bogged down in detail of "how we do it good in our library." This is the kind of information that might be best summarized in chart or table form, since it is comparative in nature.

In one chapter, the authors offer a lucid discussion of user education and its integration into the functioning of the academic library. They point out that working on a library instruction program sometimes leads to modifications of existing library practices—something to which we should surely be open, since all of our practices and policies need to be reviewed from time to time in light of changing user needs. Included in the book are also a brief, cogent, and fair discussion of user education in the U.S.A. and a final summing up of needs for resources and staffing in user education programs.

It was somewhat annoying for an American reader to come across acronyms that were never explained (OSTI, CNAA, etc.) and at least one author referred to in the text who was never cited in the final list of references. The writing style throughout is extremely dry. But if you're an Anglophile, you'll be charmed to know that at one British university students are allowed a "tea break" in the midst of their library instruction exercise.—*Ellen Meltzer, University of California, Berkeley.*

Cope, Gabriele E. *Coping with the OCLC Cataloging Subsystem.* Kay Y. Hoffman, technical designer. Lincoln, Neb.: Ego Books, 1978. 81p. $8.40 prepaid. (Available from Ego Books, 6011 Meadowbrook La., Lincoln, NB 68510.)

Since the development of OCLC in 1971, numerous manuals describing its use have been published. One of the latest is Gabriele E. Cope's and Kay Y. Hoffman's *Coping with the OCLC Cataloging Subsystem.*

The value of the work is that the authors have gathered information that has appeared in other manuals, notably those distributed by OCLC, Inc. Although they have not compiled a definitive volume, the authors have presented a clear and concise summary of how the system operates. It is important to note that

one cannot master the use of OCLC simply by reading this book. According to the authors, "Interpretation of the text and demonstrations on the terminal by an instructor are essential to master the intricacies of the OCLC system" (p.vii).

The book is divided into nine sections, and the authors explain that the manual "is organized in such a manner that parts of it might be used separately." Topics covered include terminal operation, catalog card formats and profiles, and bibliographic searching. Illustrations are provided for the OCLC 100 keyboard, sample screens, catalog cards, and catalog card profiles. Additionally, the reader is referred to appropriate documents throughout the volume.

A preface gives a bibliography of manuals, cassettes, newsletters, and workbooks, and a glossary provides a group of succinct definitions. An appendix contains sample work forms that may be used by those learning to catalog on-line. The single-page index is a major drawback to the volume, especially when compared to those found in OCLC manuals.

The best source for those using or learning to use the OCLC terminal is *On-Line Cataloging*, which contains flow charts, full-page illustrations of the terminal, thorough descriptions of the system, and tables. The preparation of catalog card profiles is similarly well delineated in the *Design of Formats and Packs of Catalog Cards*. These manuals should be consulted for a thorough understanding of the system.

Because this volume will become outdated very quickly, it is hoped that it will be continually revised. Despite these limitations, this book will prove a useful supplement to library science and cataloging department collections.—*Lucy T. Heckman, St. John's University, Jamaica, New York.*

Fothergill, Richard, and Butchart, Ian. *Non-Book Materials in Libraries: A Practical Guide.* London: Clive Bingley; Hamden, Conn.: Linnet Books, 1978. 256p. $17.50. LC 78-15999. ISBN 0-85157-253-7 Bingley; 0-208-01673-2 Linnet.

This work on nonbook materials (NBM) is written from a distinctly British perspective. According to the authors, the book is intended "to provide the librarian with the skills to select, control and exploit" (p.8) nonbook materials.

Chapter 1 is devoted to a brief definition of their topic and a historical overview of the development of NBM. Chapter 2 identifies the range of users and why they have not fully utilized the nonbook format.

The authors appropriately note in chapter 3 the problems faced by librarians in the use of NBM. The remainder of the chapter is devoted to discussing the types of materials used in NBM, the various formats, the equipment necessary for each format, and, finally, simple guidance on the operation of the equipment. The basic principles of NBM in this section are well stated, and the beginner to the field will find some helpful material.

From a practical vantage point, the most important part of this book is chapter 4, where selection techniques and sources (primarily British) are identified; cataloging, classification, and indexing are explored (the authors support for NBM the use of the same standard