

and how to get practical help. For 1984/85, the UMDC expenditures amounted to \$34,930. This included 80 percent of a librarian's time, and 85 percent of a technician's time. This also included the costs of supplies, computer contractual services, and equipment maintenance. It did not include the cost of office space, telephones, employment benefits, purchase or replacement of equipment, or the time contributed by the Library's Executive Director. Using figures given in the *Manual*, initial outlay for the project would range from \$23,000 to \$42,000, however, the *Manual* advises other cities to estimate the costs based on their particular situations.

Indicative of their cooperative attitude, the authors express their willingness to respond to general questions about the *Manual* and the Center in so far as they are able. The telephone numbers for the Center and the Library are listed in the introduction, along with the specific area of expertise for each author. In addition, they will make brief consulting visits at cost within Illinois, or arrange standard terms for extensive visits or trips outside of the state.

The second part of this review will appear in the next issue of *GPR*, and will deal with using the UMDC software and the actual construction of the indexes. It is hoped that it will include a report on the adaptability and convertibility of the software programs for use in a local situation such as at Penn State.

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### BOOKS AND OTHER MATERIALS RECEIVED

Breckenridge, Scott, D. *The CIA and the U.S. Intelligence System*. Boulder, CO: Westview Press, 1986. 364 pp. ISBN 0-8133-0282-X. \$33.00.

*Confidential U.S. State Department Central Files. The Philippine Republic: Internal Affairs and Foreign Affairs, 1950-1954*. Frederick, MD: University Publications, 1987. 37 reels of 35 mm microfilm (silver halide), with accompanying guide. ISBN 0-89093-960-8. \$2,400.

*Confidential U.S. State Department Central Files. The Philippine Republic: Internal Affairs and Foreign Affairs, 1945-1949*. Frederick, MD: University Publications, 1987. 35 reels of 35 mm microfilm (silver halide), with accompanying guide. ISBN 0-89093-959-4. \$2,300.

*Directory of Federal Libraries*. Edited by William R. Evinger. Phoenix, AZ: Oryx, 1987. 288 pp. ISBN 0-89774-244-3. LC 86-42744. \$65.00.

*Encyclopedia of Governmental Advisory Organizations, 1988-89*. Sixth ed. Edited by Denise M. Allard and Donna Batten. Detroit, MI: Gale Research, 1987. 1207 pp. ISBN 0-8103-0256-X. ISSN 0092-8380. LC 73-645823. \$450.00.

*Foreign Gazetteers of the U.S. Board on Geographic Names.* Bethesda, MD: Congressional Information Service, 1987. 1505 microfiches (silver halide), with accompanying guide (12 pp.). \$3,000.

*Government Information: An Endangered Resource of the Electronic Age.* Papers presented at the First Annual State-of-the-Art Institute, October 19–22, 1986, Washington, D.C. Washington: Special Libraries Association, 1986. 277 pp. ISBN 0-87111-322-8. \$21.75 (paper).

*Government Regulation of Business: An Information Sourcebook.* Compiled by Robert Goehlert and Nels Gunderson. (Oryx sourcebook series in business and management) Phoenix, AZ: Oryx, 1987. 464 pp. ISBN 0-89774-261-3. LC 86-31177. \$55.00 (North America); \$66.00 (Elsewhere).

Hernon, Peter and Charles R. McClure. *Federal Information Policies in the 1980s: Conflicts and Issues.* Norwood, NJ: Ablex, 1987. xii, 467 pp. ISBN 0-89391-382-0. LC 86-22292. \$54.50 (institutional); \$35.00 (personal).

Hernon, Peter and Charles R. McClure. *Unobtrusive Testing and Library Reference Services.* Norwood, NJ: Ablex, 1987. xiii, 240 pp. ISBN 0-89391-383-9. LC 86-28736. \$35.00.

*International Acronyms, Initialisms & Abbreviations Dictionary.* Second ed. Edited by Julie E. Towell and Helen E. Sheppard. Detroit, MI: Gale Research, 1987. 911 pp. ISBN 0-8103-2196-3. ISSN 0743-0523. LC 85-642206. \$160.00.

Kraus, Krandell. *How to Get a Federal Job.* New York: Facts on File, 1986. xi, 180 pp. ISBN 0-8160-1224-5; 0-8160-1532-5 (pbk). \$19.95; \$9.95 (pbk).

*The Library of Congress: A Documentary History.* Edited by John Y. Cole. Bethesda, MD: CIS Academic Editions, 1987. 550 microfiches (silver halide) and guide (96 pp.). ISBN 0-88692-122-8 (guide). LC 87-15511.

*National Negotiating Styles.* Edited by Hans Binnendijk. Washington: U.S. Government Printing Office, 1987. ix, 147 pp. GPO order no. 044-000-02165-0. Su Doc No. S 11.114:N31/3. LC 87-619801. \$4.50.

*The Nonaligned and the United Nations.* Edited by M.S. Rajan, et al. Dobbs Ferry, NY: Oceana, 1987. 388 pp. ISBN 0-379-20788-5. \$25.00.

*The Papers of Andrew Jackson: Guide and Index to the Microfilm Editions.* Edited by Harold E. Moser, et al. Wilmington, DE: Scholarly Resources, 1987. lxviii, 343 pp. ISBN 0-8420-4007-2. LC 86-33831. \$50.00.

*The Publishing and Review of Reference Sources.* Edited by Bill Katz and Robin Kinder. New York: Haworth, 1987. 336 pp. ISBN 0-86656-571-X. LC 86-22910. \$34.95.

*Strengthening the United Nations: A Bibliography on U.N. Reform and World Federalism.* Compiled by Joseph Preston Baratta. (Bibliographies and Indexes in World History: no. 7) Westport, CT: Greenwood, 1987. 360 pp. ISBN 0-313-25840-6. LC 87-134. \$45.00.

Sulzer, John H. *Revised Classification Scheme for Pennsylvania State Publications*. Harrisburg, PA: State Library of Pennsylvania, 1987. xviii, 164 pp. (Penn. class. no. PE 136.2:C614r.

Thorndale, William and William Dollarhide. *Map Guide to the U.S. Federal Censuses, 1790-1920*. Baltimore, MD: Genealogical Publishing, 1987. 445 pp. \$49.95.

*Transfer of Scholarly, Scientific and Technical Information between North and South America: Proceedings of a Conference*. Edited by Victor Rosenberg and Gretchen Whitney. Metuchen, NJ: Scarecrow, 1986. xxxviii, 701 pp. ISBN 0-810-81935-X. LC 86-15625. \$59.50.

*United Nations Codification of State Responsibility*. Edited by Marina Spinedi and Bruno Simma. Dobbs Ferry, NY: Oceana, 1987. 430 pp. ISBN 0-379-20877-6. \$75.00.

United States. Department of Agriculture. *1986 Agricultural Chartbook*. (Agriculture Handbook no. 663) Washington: U.S. Government Printing Office, 1986. 124 pp. GPO order no. 001-019-00488-6. SuDoc no. A 1.76:663. \$5.50.

United States. General Accounting Office. *Freedom of Information: Cost of Collecting and Processing Fees*. Washington: U.S. Government Printing Office, 1987. SuDoc no. GA 1.13:GGD-87-58 FS.

United States. General Accounting Office. *Patent Policy: Recent Changes in Federal Law Considered Beneficial*. Washington: U.S. Government Printing Office, 1987. Su Doc no. GA 1.13:RCED-87-44.

United States. General Accounting Office. *Statistical Reports: Information on Standard Industrial Classification Codes*. Washington: U.S. Government Printing Office, 1987. SuDoc no. GA 1.13:GGD-87-34 BR.

*The U.S. Senate Historical Office Oral History Collection: Interviews with Senate Staff*. Wilmington, DE: Scholarly Resources, 1987. 14 interviews on 40 microfiches (silver halide). \$140.00 (Interviews also available separately).