coded yellow for 'Miscellaneous'. The style of the book
mingles quality of research with common-touch lan-
guage. Sir Allen Lane would surely have bought the rights
to later editions.

Penguins have ranged so widely in content, style and
targetted readership that they provide a social history in
micromos of British life in the mid-twentieth century:
Penguin Hansard, Puffins for children and young-at-
hearts, academic textbooks, the Forces Book Club, The
Things We See Series (at the suggestion of the Council of
Industrial Design)—and lots more! Due credit is given to
the predecessors of the Penguin, and Insel-Verlag in
particular highlighted for its imprints.

'Chronological Events' (1837-1985) forms a useful
appendix. Further interest is encouraged by information
on the Penguin Collection in Edinburgh University
Library, on the Penguin Collectors' Society, and in the
bibliography. Illustrations are apposite and fun to boot.
Alas, there is no index . . . but the good news is that one is
promised in any reprint/future edition.

MOYRA FORREST

Know your training films: directory & reviews of
business & management training films, videos & audio
visual training aids. London: Management Update,
(Vol. 1: Index. 191 p. ISBN 0-956679-13-4 as separate
separate vol.)

Volume 1 of this directory commences with a guide to
the use of the work, followed by three helpful check-
lists—planning training programmes, what to do on
the day of the meeting, and how to evaluate the training
programme. After these come a list of film distributors,
producers and sponsors with addresses and telephone
numbers; a list of abbreviations used in the directory
with their meanings; and two indexes, the first providing
access under title, with cross-references from significant
individuals, to about 1,250 films, videos, audio-visual
training packages and filmstrips dealing with a broad
range of subjects in the industrial, commercial and
public service field with the emphasis on management
and supervisory training, and the second providing
access under subject. Volume 2 contains detailed reviews
of some 280 of the titles listed in volume 1, the reviews
having been specially commissioned and sometimes
being very critical.

In the title index, film and series titles are given in
capital letters, while cross-references and comments on
scope are given in lower-case. The layout would be
improved by indenting the second and subsequent lines
of continuations. A few examples are given below.

ACCIDENTS NEED NOT HAPPEN Common hazards
which cause accidents
- ACE OF DIAMONDS Use of diamonds in industry
- ACTS & OMISSIONS Safety training
Adair, Dr. John
see LEADERSHIP
and LEADERSHIP MATTERS

An asterisk (*) in front of a title indicates that a review
appears in volume 2.

Each title entry refers to one of 28 subject headings
under which full details of each film, video or training
package are given. These subject headings are very
broad, with a few subdivisions (e.g. FINANCE: Account-
tancy; FINANCE: Banking; FINANCE: Insurance;
INDUSTRIAL RELATIONS; MANAGEMENT: General;
MANAGEMENT: Supervisors; MANAGEMENT: Techniques;
MARKETING: Advertising). A specific index would be
helpful; a trainer can presumably be expected to know
that films on quality circles and critical path analysis will
be listed under 'MANAGEMENT: Techniques' but he
might expect to find a film on pollution control under
ENVIRONMENT rather than as part of a series on 'Man-
aging Discontinuity' under 'MANAGEMENT: General.'

The indexer will not learn much from the subject
headings used here, but it is an extremely useful work of
reference which should be found in any library worthy
of the name.

K. G. B. BAKEWELL

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Publications received and publications noted

Automation at the Library of Congress: inside views,
edited by Suzanne E. Thorin. Washington, DC:
ix, 57 pp. 28 cm. (Pbk).

The Canadian style: a guide to writing and editing.
Toronto and London: Dundurn Press in co-operation
with the Department of the Secretary of State and the
Canadian Government Publishing Centre, Supply and
Services Canada, 1985. 256 pp. 23 cm. ISBN 0-919670-
93-8 (pbk): C$11.95. This work deals with spelling and
grammar, and how to lay out letters and
minutes.

Computer software cataloging: techniques and
elements/Deanne Holzberlein. New York: Haworth
Press, 1986. ix, 83 pp. 24 cm: Index. ISBN 0-86656-
477-2 (cased): $22.95. (Also published as Cataloging
and Classification Quarterly, 6 (2) Winter 1985/86.)

A guide to the modern literary manuscripts collection
in the special collections of the Washington Univer-
sity Libraries. St. Louis, MO: Washington University
This contains a list of 76 authors whose works are
included in the collections.


Register of learned and professional societies 85/86, (prepared by) the Foundation for Science and Technology. London: The London Science Centre, 1986. v, 320 pp. 21 cm. Indexes. (Pbk): £7.00. This lists about 300 learned and professional societies, giving for each the address, contact, aims, membership, publications, activities and facilities. A two-monthly newsletter for members is also published.


Union catalog of Clemens letters: a publication of the Mark Twain Project of the Bancroft Library, edited by Paul Machlis. Berkeley, Los Angeles and London: University of California Press, 1986. xi, 465 pp. 29 cm. 9 microfiches. ISBN 0-520-09688-6 (cased): $55.00. (University of California publications: Catalogs and bibliographies, vol. 1.) As well as the main list arranged by addressee, with its associated lists of keys, there are also lists on microfiche arranged by place, date, source-date, source-addressee and writer.

Have you tried the crawling method?

'Indexing is a chore that seems impossible when you first think about doing it but can be made manageable by sheer application and determination.

Authors can pay someone to index their books but this is expensive and the money can be saved by doing it yourself.

The easiest way is to read the script carefully, putting each separate reference or key word for whatever you consider should be in the index on an index card with the page number. These references will reproduce themselves several times before you are finished.

Then sort them out first by putting all references to one topic together on a single card and then alphabetically by spreading the cards out on the floor and crawling around among them. This is by far the most tedious stage of the operation.

The last stage is to make an alphabetical list of the references with page numbers and then check the text again to make sure that nothing has been missed.'