

BOOK REVIEWS

Cassaro, James P., comp. *Space Utilization in Music Libraries*. (MLA Technical Report, 20.) Canton, Mass. : Music Library Association, 1991. ISBN 0-914954-44-X 140 pages \$30.00 (U.S.)

As space becomes an increasingly acute problem affecting libraries today, many librarians may have to plan for library reorganization, renovation or even an entirely new building. Music librarians are no exception. They must also address additional problems unique to music collections. A typical music collection usually consists of materials in different formats such as books, scores, sound recordings and other audiovisual materials. This diversity of formats has a crucial impact on storage, library functions and services as well as facilities. An understanding of all the qualities peculiar to these different formats is essential for space planning in music libraries. There exists an abundance of literature on planning library space and facilities but few of them address the special needs of a music library in any detail. James P. Cassaro's *Space Utilization in Music Libraries*, the twentieth in the series of MLA Technical Reports, has long been awaited by music librarians and staff who are currently involved in space planning or expansion of their facilities.

Originally presented at the Music Library Association's pre-conference on space utilization held on February 20-21, 1990 in Tucson, Arizona, the papers collected in this report deal with the problems encountered in the planning and construction of music library buildings and facilities, from broader issues on preliminary planning to more specific topics such as floor loading problems, compact shelving, lighting and electricity. All but one of the articles were written by practicing music librarians or librarians in related areas. The chapter discussing the facilities consultant is the exception in that it is written by a building projects manager. Based on previous experience in space planning, these authors identify potential problems which may arise during the course of the construction process, indicate factors that need to be taken into account when seeking possible solutions, and provide practical advice.

The volume is divided into four sections. The first section focuses on various aspects of the planning process. The authors take a new approach to the planning project by relating it to the special needs of various groups of library users instead of different types of libraries as most literature on the topic does. The three chapters in this section explore the needs and activities of three groups of users: music scholars, performing students and potential users of the music collection in a public library. Indeed a performer will certainly use the library in a very different way from a musicologist. Serving

a wide range of users, music sections in public libraries need to take into consideration more diverse factors for space planning. It is therefore important to understand the different use patterns of various types of users and to identify their needs in order to make effective use of the space and to provide quality services

The second and third sections which contain articles on architectural and other technical matters concerning the construction work. The entire second section is devoted to discussions on how to communicate effectively with consultants, architects and other technical personnel. A rather extensive list of pertinent topics which librarians should discuss with relevant groups of people are outlined here with specific emphasis on the special requirements of music libraries. Other technical issues are further discussed in the third section, including estimation of space for music materials and facilities, problems of floor loading, use of compact shelving as well as lighting and electricity.

In his discussion of the space requirements, Michael Fling does not give a thorough account of the topic but rather he summarizes the most important elements for calculating shelf space for various kinds of music materials. This should be of particular interest to music librarians as music scores can appear in a wide variety of sizes: the normal shelf depth of nine inches is often too shallow for the majority of scores, and the height of scores, which is generally much taller than most books, also affects the determination of the number of shelves-per-unit. This is especially true for scores of contemporary works and the collected sets in the M2 and M3 classes of the LC classification scheme. Without knowing all these irregularities, space estimation based on the formulae found in general library literature can be misleading. For a more detailed discussion on this subject, one should consult Fling's *Shelving Capacity in the Music Library*, of the same MLA Technical Report series (Canton, Mass. : Music Library Association, 1981). Carl Rahkonen suggests to evenly distribute the materials and to place the heaviest load in the floor area with greatest strength. Floor loading is another significant area librarians should understand. Problems specific to sound recording collections are also discussed.

The fourth section of the book examines two more aspects of space utilization. The first chapter recommends creative yet effective use of the existing space by reevaluating the current library functions and examining the feasibility of reorganization. This is useful because extra space cannot always be allocated for further expansion in every library with a space problem. Instead, librarians must resort to other alternatives. Two case studies are

presented here. The final chapter looks at the human factors on the construction process and the adaptation to new facilities.

The report lacks a bibliography although Cassaro, in the introduction, does mention a handful of standard works. References are found at the end of most articles but the few sources cited are only those on specific issues. A number of special terms associated with music materials are frequently mentioned in the articles. General readers, who are not necessarily familiar with the special features of music materials, may benefit more if a glossary of these special terms had been provided. Much of the same can be said for the technical jargon used in this report. Samples of questionnaires, tables and local floor plans are provided and librarians should benefit from them. However, there are certain areas not covered in this report that are common to all types of libraries. For such information, Metcalf's *Planning Academic and Research Library Buildings*, second edition (Chicago, Ill.: American Library Association, 1986), a voluminous standard work, should be of help.

In spite of the minor shortcomings, this volume is indeed a valuable contribution to both the literature of space utilization and that of music librarianship. Any library which collects music materials and is planning or considering renovation will find the information presented in this report useful. It also serves as a very informative and practical guide for music librarians who are interested in the topic and for students in the music librarianship program.

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Baldwin, David A. *Supervising Student Employees in Academic Libraries*.
Englewood, CO: Libraries Unlimited, 1991.

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True to a statement made by the author, *Supervising Student Employees in Academic Libraries*, is the first book published on the subject of student employees in academic libraries. The author justified the writing of this book by declaring that student employees are a valuable force in academic libraries. The selecting, hiring, training and evaluation of student employees' performance is vital because of the significant contributions they make to the day-to day operation and overall growth of the organization.

The twelve chapters of the book cover all aspects of the working situation involving student employees in academic libraries. In the first three chapters included are descriptions of the basic principles of supervision; the role of the student employees and their supervisors in academic libraries. The fourth chapter states the need for a well defined and a stable organization for student employment. The hiring practice and procedure is covered in chapter five. Chapter six lists the important rules and regulations of making use of federal student financial aid. Chapters seven and eight highlight the principles and techniques of supervising and training student employees. Chapters nine and ten deal with performance evaluation and solving problems concerning student employees. Chapter eleven explains the legal rights and responsibilities of student employees and their supervisors. The last chapter deals with the unpleasant yet sometimes necessary procedures of disciplining and terminating of student employees.

Some may regard this book as overly simple and place it in the category of "how-to-do it" books. Actually, this book is done with care, thoughtful presentation, clarity of writing, and has an excellent bibliography for additional research. Included are tables which list pay rates and pay structures, forms that illustrate the various application and eligibility cases, and questionnaires designed to query potential supervisor abilities. These elements add substantial value to the book.

Baldwin's book is easy to read and full of common sense. Some of the principles outlined in the book, such as supervision, training and evaluation can be applicable to all supervisors in every organization.

The only piece missing in the otherwise complete presentation on the topic of the student employee in academic libraries may be a chapter devoted to the multi-culturalism of student employees. Generally speaking, there is a significant amount of student employees of various ethnic and racial backgrounds in academic libraries. The issues of helping these student employees to adapt to a culturally different working environment, of building a bridge among student employees, their supervisors, and of increasing multi-culturalism awareness may add a much needed dimension to this book.

A useful acquisition to academic libraries. *Supervising Student Employees in Academic Libraries* is recommended to supervisors, as well as student employees.

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