MANAGEMENT–JEWISH

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the English editions of which are being published by the British Standards Institution in London. These are available either as "Full editions"—in separate booklets covering whole classes or certain parts of them—or in a "Medium Edition," with shorter class numbers suitable for the needs of most libraries, which will be published in 1985. Full editions exist for class 2 (Religion) and 9 (History). (British Standards must be ordered in the U.S. through the American National Standards Institute in New York.)

A "U.S. Information Center for the UDC" is housed at the College of Library and Information Services of the University of Maryland (College Park, MD 20742). A master file of all English UDC editions and annual updates is kept here, as well as about a dozen editions in other languages. UDC users in North America may turn to the Center for advice and information.

References

Freeman, R.R., "The management of a classification scheme: modern approaches exemplified by the UDC Project of the American Institute of Physics." *Journal of Documentation* Vol. 23 (1967), pp. 304-320.

Weinberg, Bella Hass, "Judaica Classification Schemes for Synagogue and School Libraries: A Structural Analysis," *Judaica Librarianship,* Vol. 1 No. 1 (Fall 1983), pp. 26-30.

Prof. Hans H. Wellisch teaches in the College of Library and Information Services of the University of Maryland and currently serves as the President of the American Society of Indexers.

My role as Contributing Editor for Management is to encourage people to write articles on management and to shepherd them through part of the editorial process. In this first column, I invite readers to contribute not only full-fledged articles on management to *Judaica Librarianship,* but also smaller reports, notices, and thoughts that can be combined into a column from time to time.

What is "management," and what constitutes a Judaic angle that justifies a place in this journal?

Without going into dictionary or textbook definitions, management is goal-setting, planning, budgeting, implementing, quantifying, evaluating, reporting. Management really covers every area of library activity.

And what is "Judaic"? It is that something that sets our libraries— or departments— apart from others. It is the special subjects or languages, the problems of "right-to-left" or of multiple languages, the appropriate partners for exchange of materials, the specialized clienteles, the suppliers of funds, etc.

Now, granting that everything, more or less, that goes on in a library involves management, it is inevitable that this column will overlap the other departments of the journal. [See Margot Berman's column on synagogue library gift policy in this issue — Eds.] Other members of the Editorial Board may lay claim to any of the following suggested topics:

1. *Photoduplication price structures*
2. *Computers in administration*
3. *Managing slide collections*
4. *Managing microform collections*
5. *Circulation systems*
6. *Staff structures*
7. *Salary scales*
8. *Acquisitions profiles*
9. *Evaluating gifts*
10. *Interlibrary loan policies*
11. *Preservation policies*
12. *Disposing of duplicates*
13. *Staffing*
14. *Priorities in cataloging*

If you have an interest in writing on any of the above, or on other aspects of management, please communicate with me, and we shall define the scope of the study you plan to undertake and the report or article that you hope to write. Remember that the Judaic aspect (liberally interpreted) of what you treat, or a comparative approach between general and Judaica libraries, is what makes the article eligible for publication in *Judaica Librarianship.*

In the meantime, until the articles begin to flow in a steady stream, and even after, there are always things going on in your libraries or in your thoughts that you should want to share with colleagues. My column— giving each contributor credit— can be the conduit for these sharings. If you learn about new equipment that might be useful in Judaic libraries, the management column may not be the place for too technical a description; but this is the place to describe how the hardware might improve productivity. If your library is experimenting with, or just thinking about, new policies, techniques, or devices in the organization of tasks; in interpersonal relations; in recruiting—let us know. If you have public relations ideas or successes, interlibrary activities that are worth expanding, communications innovations, new ways of doing old things, report them.

As I see it, your studies and articles should be useful summaries of the state of something important, or thoughtful and deliberate projections for the future. My column, through your input, may also become the place for less formal reports, news, and even flights of fancy on the subject of managing the Judaica library.

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