cific recommendations and will occasion some disagreement. The backbone of the diagnostic portion of the toolbox is the triumvirate of the Norton Utilities, PC Tools, and Mace Utilities. They also discuss programs such as Spinrite, Atsift, Check-It, and System Sleuth. Their strong recommendation that you keep a copy of Sidekick handy is a good example of sound, practical, experienced advice.

The second portion of the chapter is devoted to reviews of user-oriented software. They end up recommending, after extensive discussion of the pros and cons, the old familiar faces: dBASE, Lotus 1–2–3, and whatever word processor you are most familiar with. While one could quibble about the selections and wish that there was more discussion of shareware dbms' and spreadsheets, the type of argument for and against a given program is a model everyone should copy. In particular, there is a fine discussion of why a library system should standardize its software.

The chapter on Configuration Management gets at the heart of PC management — keeping track of where everything is and who has what. The authors will send you a free disk with several programs they have devised including PC Tender, a database management program for inventorying your hardware and software. Next is a chapter on software policy with a statement that should be adopted by every library. There is a chapter on how to get organizational commitment to support microcomputers. Solid, practical advice on hardware selection follows. The specific problems of dealing with CD-ROM are given a detailed hearing, including examples of how to deal with the Microsoft Extensions and the non-Microsoft Extensions. The final chapter reviews tools, supplies, and vendors of various types of supplies.

There are two disk offers included in the book. The first is for the inventory program discussed above. The second is for Hoffman's "Hack", a series of examples on how to solve the problems of CD-ROM disk conflicts. Neither disk was sent to the reviewer and thus they cannot be evaluated here. But the disks are offered free and appear to be a fine value.

PC Management is an eminently readable book for anyone concerned with the coordination and performance of a library's microcomputer environment. It is filled with practical examples based on years of experience. It's specific recommendations might become dated in time, but the approach to the problem is long lived.

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IT Strategies for Information Management. D. BAWDEN AND K. BLAKEMAN. Butterworths, London (1990). vii+257 pp., £40, ISBN 0-408-00810-5.

Managing Information: Information Systems for Today's General Manager. A. KNIGHT AND D. SILK. McGraw-Hill, New York (1990). x+258 pp., £24.95, ISBN 0-07-707086-0.

Both of these books are concerned with the effective use of information technology (IT) in organizations. In both cases the intention is explicit, but is expressed in different ways. Bawden and Blakeman direct their work at the managers of information services departments and hope, thereby, that such managers will make a more effective impression on the organization as a whole:

> . . . we try to consider the whole spectrum of the new information technologies . . . and their relevance to the whole of information services, including such things as library services, records management and archives, etc. Indeed, we go beyond this, in considering an expanded role for information services in introducing and operating the new technologies on an organization-wide basis.

Knight and Silk, on the other hand, direct their work at general managers in business, to try to help them to understand how information and IT may help them to achieve "business success":

> The effective use of information is a key to business success. The difficulty is that the nature of business, and the role of information within it, are changing. At the same time modern Information Technology (IT) offers a bewildering range of choice and opportunity for handling business information. . . .
>   This book is designed to help. Its objective is to equip practicing general managers to use information effectively in order to improve business performance.

As is so often the case, therefore, we have approaches to what is essentially the same problem from different points of view. The result is that each book falls short of an ideal integration of information science, information technology, and management that ought to be feasible.

Knight & Silk come closest in attempting the ideal integration. However, they quickly slide from