

ful general points. Ulmschneider and Casorso, after describing in detail the National Agricultural Text Digitizing Project (NATDP) and its successors, extrapolate the effect of document delivery systems on library workflow, particularly in inter-library loan departments, and consider administrative, technical, and legal issues. Similarly, Hallman reviews various implementations of campus-wide information systems (CWISs). Although CWISs are now fading in importance as WWW resources proliferate, many of the technical and administrative issues that they engendered remain. CWISs suddenly shifted the focus of campus users from unintegrated computer services, such as online public access catalogs and departmental servers, to a more integrated system linking different databases. For libraries that decided to include their catalogs under a CWIS umbrella, the reality of competing information sources became apparent. As Hallman notes, the new services beg questions about ownership, the authenticity of information, and maintenance. They also position the operator of the CWIS as a publisher. For librarians, this new role fits uncomfortably into past practices and training. Hallman asserts that "Librarians should have a central role in expanding CWISs" and that the "task of overseeing CWISs belongs in campus libraries" (p. 169). In light of the competition posed by computer centers and by private companies on many campuses, these assertions seem rather optimistic.

Many of the papers contained in this collection help librarians involved in the procurement of library automation systems. One contribution is must reading for any librarian compiling a request for proposal (RFP). In "Use of a General Concept Paper as RFP for a Library System: A New Model for Library System Procurement," Mona Coutts, Charles Gilreath, Joe A. Hewitt, and John Ulmschneider share work done at the Triangle Libraries Research Network in North Carolina. For any librarian who has compiled a massive RFP, and for any vendor who has had to suffer through reading one, this paper comes as sweet relief. The authors recognize that the RFP should not

be viewed as a shopping list of specific, detailed functions, but rather as an expression of a library's vision of how technology will serve its long-term strategies. Too often libraries "fight the last war" in RFPs, attempting to fix the defects of their present systems in the new product. Rather than asking for creative solutions, librarians end up micromanaging the solutions themselves. As a result, library automation vendors all too often produce safe, pedestrian products designed to appeal to an overly cautious clientele. The authors of this paper propose that libraries express their vision of the future and ask vendors to become partners in realizing it.

Although somewhat dated, this collection contains papers that transcend specific products and services and that address issues of continuing concern. Particularly for librarians involved in system procurement processes, it provides invaluable guidance.—Robert Renaud, *University of Arizona Library*.

Dewey Decimal Classification: A Practical Guide. Lois Mai Chan, John P. Comaromi, and Mohinder P. Satija. Albany, N.Y.: Forest Press, 1994. 211p. \$40 (ISBN 0-910608-49-0). LC 93-23733.

Guide to the Use of UDC: An Introductory Guide to the Use and Application of the Universal Decimal Classification. I. C. McIlwaine, with participation from A. Buxton. The Hague, Netherlands: International Federation for Information and Documentation, 1993. 124p. (ISBN 92-66-00-703-X).

"The work of practical library classification, in its essence, is to find the appropriate place for a document in the overall scheme of the classification system being used, and to assign the appropriate notation from the classification schedules to the document. Therefore, the work of classification requires knowledge of both the contents of the book and the structure and mechanism of the classification system" (Chan, p. 35). The construction of lengthy classification numbers is among the difficulties in employing the *Dewey Decimal Classification (DDC)* scheme.

Long numbers are needed more often as the body of literature within disciplines, as well as the amount of interdisciplinary literature, increases. Construction of class numbers can indeed be confusing, even to seasoned catalogers, as the schedules themselves expand to accommodate shifts in knowledge. In *Dewey Decimal Classification: A Practical Guide*, Lois Mai Chan, John P. Comaromi, and Mohinder P. Satija have attempted to provide a practical manual for understanding "the proper methods of applying the DDC schedules; of locating and assigning the appropriate class number; and of synthesizing a class number if need be" (preface). This text succeeds admirably as both an explanation of the principles of classification and as a functional guidebook to the various methods of number building using the DDC.

The authors have created a guide that functions better as a reference work than as a textbook. This guide might serve well as a supplementary text for a classroom situation. As a reference work, however, this guide would be useful for cataloging staff at all levels, as well as for those managers who have implemented a cataloging training program. It is logically composed, highly readable, and easily intelligible to those with even a minimal understanding of the DDC. Indeed, the cataloger at a one-person library would find the self-directed study of the guide to be fruitful. In order to be most effective, it is necessary to use this work in conjunction with the classification scheme itself; this is certainly vital in regards to the extensive number building exercises that cover the full range of subject disciplines. The set of compiled answers appears at the back of the book. The exercises are a handy resource from which educators, workshop leaders, and in-house trainers might profitably draw.

The overall architecture of the work is from the general to the specific, and from the simple to the complex. Each chapter provides a set of objectives, as well as an overview outline of major topics in textbook fashion. These topics are sub-ranged decimally for efficient navigation of chapter contents. Throughout the work

the authors relate the particular topic concerning the classification to its philosophical base, so as to illustrate its broader context. For example, in chapter 6, "Synthesis of Class Numbers or Practical Number Building," the authors discuss "the importance of building the right number in the context of providing access to what has been written" (p. 77). These types of associations are welcome reminders of the true functions of a cataloger.

Major topics are apportioned over the book's twelve chapters. The first three chapters cover the philosophy and history of the DDC along with its structure and organization. Chapter 1, "Introduction to the *Dewey Decimal Classification*," attempts to put DDC in context with the development of other general classification systems by describing the unique features of the system. Recognition is also given to those individuals who provided major contributions or enhancements through each subsequent edition. A brief, but useful explanation of the revision process via the DDC Editorial Policy Committee is included as further background information. Of particular help is chapter 3, "Structure and Organization of the Schedules: Notes and Instructions," which delineates the functions and applications of the various types of notes found in the schedules and tables. Chapter 4, "Subject Analysis and Classification of a Document," describes in explicit, incremental steps the principles of subject analysis and their application to and use with the DDC. Chapter 5, "Using the Relative Index," is a well-written explanation as to the structure, function, and appropriate use of this important feature. After chapter 5, the major portion of the text is then given over to explanations covering the various types of number building within the schedules themselves and also utilizing the auxiliary tables. The guide includes a selected bibliography as well as a helpful cross-referenced index. The brief glossary functions as a supplement to the glossary found in the first volume of DDC 20.

No other guide with such a practical focus on number building is as extensive or elaborate in its detailed explanations. It

is a most compact yet functional guide. Given the current enthusiasms for metadatabases on the Internet, it is fitting for such a text to appear that deals with the heart of a library: the organization of documents for access through an explanation of such a fundamental component of bibliographic control as the construction of classification numbers. Chan, Comaromi, and Satija have provided a most useful service to library users across the globe.

Guide to the Use of UDC: An Introductory Guide to the Use and Application of the Universal Decimal Classification, by I. C. McIlwaine, with participation from A. Buxton, "is intended as a purely practical aid to those who are studying the UDC or who are using it on a day to day basis for an information system of some kind" (p. 5). The text intentionally does not deal with the theory of classification in general, but with only the UDC in particular. Given this scope, the authors have put together a most worthwhile introductory text for both those individuals and institutions employing or considering utilizing the UDC system. The text begins with a rudimentary historical and theoretical exami-

nation of the UDC, which is followed by an understandable and informed description of the structure of the UDC, as well as an outline summary of the arrangement of disciplines and subdisciplines found in the UDC. The majority of the text is concerned with a detailed explanation of the practical application of the scheme. The text is replete with concrete examples that illustrate the concepts. The final chapters, "Uses of the UDC" and "Online Applications," provide excellent clarification on the functionality of UDC as a universal system and on the multiple tasks this system can undertake, adding tremendous value to the text. A brief glossary of relevant terms concludes the work.

As with the DDC guide, this text functions best as a reference guide. Explanations of complex concepts are quite intelligible and readable as an introduction to the system.

Both of these texts are very useful as reference tools for all individuals and organizations interested in and involved with providing bibliographic control at whatever level, both now, and in the foreseeable future.—*Stephen J. Smith, University of Illinois at Urbana-Champaign.*

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