

Book Reviews

Margaret Rohdy, Editor

MARC Manual: Understanding and Using MARC Records. Deborah J. Byrne. 2d ed. Englewood, Colo.: Libraries Unlimited, 1998. 263p. \$34 (ISBN 1-56308-176-8) LC 97-35961.

Cataloging with AACR2R and US-MARC for Books, Computer Files, Serials, Sound Recordings, Video-recordings. Deborah A. Fritz. Chicago: American Library Association, 1998. 580p. \$60 (ISBN 0-8389-0728-8) LC 97-32939.

The second edition of the *MARC Manual*, which was first published in 1991, is updated throughout, with new chapters on MARC format integration and the community information format. Byrne intends this book to be useful to all practicing librarians—not just catalogers, but also administrators, library vendors, and library science students. She succeeds in her goal of explaining what MARC (MACHine-Readable Cataloging) is, why it is important, and how it works.

Introductory chapters, "MARC Theory and Development," "MARC Format Structure and Content Designation," and "Patterns in the MARC Format," precede the book's longest chapter, "Major MARC Bibliographic Codes." This chapter is a field-by-field presentation of the MARC format with "Description, Potential Uses, Caveats" for each field. Byrne emphasizes format integration: chapter 3 is devoted to the topic, and revisions throughout this edition focus on specific format integration-related changes in MARC coding. In addition to the lengthy treatment of the MARC bibliographic format, there are separate chapters on the authority format, the format for holdings data, and the format for community information.

Byrne follows this detailed informa-

tion on MARC content designation with several chapters on the use of MARC records: "MARC Records in Electronic Form," "MARC-Based Online Systems," and "MARC Use in Different Types of Libraries." Chapters 7 and 8, "MARC Database Processing" and "MARC Database Products," will be most useful to libraries automating their catalog for the first time. The processing services that vendors can provide (e.g., de-duping, holdings consolidation, correction of filing indicators, smart bar-code processing, and authority control) are covered in detail and accompanied by a discussion of the information that libraries must provide to vendors, the decisions they will need to make, and options they should consider. Byrne concludes the section with a discussion of the pricing of MARC database systems.

The layout of the book is attractive. Folder icons distinguish chapters, sections, and subsections; a magnifying glass identifies USMARC definitions; and ! in the left margin indicates a MARC field or code with major changes since the book's first edition. Unfortunately, there is no overall explanation of these symbols.

Despite the author's expressed concern for timeliness, the book lacks explicitness and consistency as to its currency. In general, changes made through Update No. 2 (March 1996) of the *USMARC Bibliographic Format* (1994) are shown; however, several earlier changes are not included. For example, the code for Core level description (approved in June 1994) is not included in the discussion of Encoding Level. The 856 field (Electronic location and access) was first approved in January 1993. Byrne includes it with the community information format, but not in the field-by-field presentation of the

MARC bibliographic codes, where it is essential information for many users of this book. The March 1996 changes in the first indicators for X00 fields are included, but the 1993 deletion of the second indicators 0 and 1 for fields 700-730 is not. Byrne does not mention the 1991 *USMARC Format for Classification Data*, which predates the community information format (1993).

In the *MARC Manual*, careless editing is apparent in several instances. Under Type of Record code (p. 63), the definition of Non-musical sound recording is given for the code g (Projected medium), while the definition of Projected medium and the code i for Non-musical sound recording are omitted. Though she includes the current definition of the 740 field, Byrne retains its pre-1993 name, Added Entry - Variant Title (p. 125). In chapter 12, which is new for this edition, Byrne notes that "the community information format is the newest format (first published in 1993)" (p. 233). Chapter 11 begins with a statement that the holdings format "is the youngest of the USMARC formats, being published in 1990" (p. 229). This sentence, accurate in the 1991 edition of the book, should have been omitted from this edition.

Byrne's book will be compared to Walt Crawford's *MARC for Library Use* (2d ed., 1989), which appeals to the same audience. Crawford includes separate chapters for each type of bibliographic material for which a MARC format existed when he wrote the book, while Byrne presents all of the major bibliographic codes in one format-integrated chapter, focusing on the MARC fields rather than on the types of material. Both books have separate chapters on the Authorities and Holdings formats. Crawford includes chapters on intra- and inter-record linking fields, on non-Roman text, and on extensions of the USMARC format developed by the bibliographic utilities, as well as a more extensive glossary. Byrne provides a chapter on the community information format and useful chapters on MARC processing and products.

While there are many manuals (e.g., *Maxwell's Handbook for AACR2R*, 1997)

that explicate the *Anglo-American Cataloguing Rules*, 2d ed. revised (*AACR2R*), and at least two (Byrne and Crawford) that describe and explain the MARC format, Deborah Fritz's *Cataloging with AACR2R and USMARC for Books, Computer Files, Serials, Sound Recordings, Videorecordings* is the first to correlate the cataloging rules with MARC content designation. The book is based on the author's more than eight years' experience in leading MARC cataloging workshops; its intended audience is original and copy catalogers in all types of libraries and library science students.

In her preface, Fritz states: "The purpose of this book is to bring together—in one place—information about the cataloging rules, various sources of rule interpretations, and the MARC coding standards. It cannot claim to be a completely comprehensive tool; it is limited in scope to five types of material only; it is not meant to replace the rules or interpretations or coding manuals; and it does not include every rule or MARC tag. . . . But this work will give the cataloger facing a MARC record on a computer screen, or a blank template/workform, a place to start" (p. vii).

The book includes only the parts of the MARC format that relate to the cataloging rules for books, computer files, serials, sound recordings, and videorecordings. Thus there is no history of MARC, no description of the Directory structure, no background discussion of format integration, and no information about cataloging maps or archival materials. The book consists of unbound, three-hole punched 8 ½-inch by 11-inch sheets. Most of the information is packed into tables and lists, Fritz's solution to the problem of showing the complex patterns and relationships in the MARC format and the rules for bibliographic description.

In the first introductory chapter, Fritz lists basic cataloging tools and describes the relationship of these tools, the cataloging rules, and the MARC format to this book. For each updatable tool she specifies the latest update used. Here she also describes the conventions used in the book; many of the explanations are repeated where appropriate to make the book easier

to use. The second chapter is a detailed discussion of the cataloging process and types of cataloging, from straightforward copy cataloging to creating original records.

Bibliographic description is the focus of chapters 3–7. Fritz introduces each chapter with a list of “Cataloging Steps” for the type of material and then presents, in tables arranged by MARC field, detailed guidelines for searching, matching records, editing records, cataloging different editions, and original cataloging. Guidelines for both USMARC and OCLC records are included. The *AACR2R* rules are clearly paraphrased, but if the rule is too complex to be safely paraphrased, Fritz refers the reader to the cataloging rule itself. She places her own hints for cataloging and coding in brackets to distinguish them from those taken from official sources. The MARC tables, or “cheat sheets” as Fritz calls them (p. 3), are quick reminders of basic information for each field: repeatability, indicators, subfields, end punctuation, LC and OCLC input standards, cataloging rule numbers, prescribed sources of information, and related fields. Each chapter includes a list of specific tools, beyond those listed in chapter 1, that are useful in cataloging that type of material. Several chapters include additional information tailored to the type of material. The “Books” chapter includes discussion of CIP (Cataloging-in-Publication) and large-print books. In “Serials,” the editing sections are divided into “Same issue” and “First-Later issues” to provide guidance when the item in hand is not the one described in the bibliographic record. “Videorecordings” concludes with a Video Viewing Notes worksheet.

Chapter 8, “Tags,” constitutes almost half the book. All fixed and variable field tags from the Leader to the 830 field, including the 049 field for OCLC local holdings and 09X for locally assigned call numbers, are listed. The tables of fixed field codes, arranged by USMARC character position, include OCLC and Bibliofile labels, a blank space for local system labels, and a helpful column of related MARC fields. Each variable field is presented with the applicable *AACR2R*

rules and Library of Congress rule interpretations (LCRIs). Chief source, repeatability, LC and OCLC input standards, indicators, subfields, and end punctuation are listed in “cheat sheet” tables with each field.

Chapter 9 covers choice and form of name and title access points, based on chapters 21–25 of *AACR2R*, but limited to those access points applicable to books, computer files, serials, sound recordings, and videorecordings. Each type of access point is linked to applicable cataloging rules, LC rule interpretations, and MARC tags.

The chapters on bibliographic description and the “Tags” chapter include many of the same details, such as MARC indicators, subfields, input standards, and end-of-field punctuation, first in the context of the cataloging process and then in relation to the parts of the bibliographic description. In addition, Fritz provides ready-reference access, in appendixes, to MARC indicators, end-of-field punctuation, and sources of information for the bibliographic description.

The subject of these two books is the same, but their approaches to the topic and their potential uses are very different. Deborah Byrne’s *MARC Manual*, a thorough introduction to the MARC format, can be used as a reference tool or a textbook. In *Cataloging with AACR2 and USMARC*, Deborah Fritz assumes a knowledge and understanding of MARC and focuses on the relationship between MARC coding and *AACR2R* cataloging rules. As a tool designed for the practicing cataloger, this book would be even more useful if it were available in electronic form, for installation on catalogers’ workstations.—*Judith Hopkins (ulcjh@acsu.buffalo.edu), State University of New York at Buffalo*

Research Misconduct: Issues, Implications, and Strategies. Ed. Ellen Altman and Peter Herson. Contemporary Studies in Information Management, Policy, and Services. Greenwich, Conn.: Ablex Publishing Corp., 1997. 206p. \$37.50 (ISBN 1-56750-341-1) LC 97-18061.