

Haynes provides a clear background in the history of metadata, where it has its roots, and where it may be heading in the future, including metadata for bibliographic description, information retrieval, and business applications. *Metadata for Information Management and Retrieval* is an especially good survey of the issues and implications of metadata and its uses, how these affect precision and recall, retrieval and resource discovery, and management of information resources. Unlike other works in the field of metadata, this book does not require a cataloging background to be understood and appreciated.

However, readers with a cataloging background might learn quite a bit about metadata whose sole purpose is not resource description, including the importance of interoperability between well-established metadata standards, such as MARC, and newer standards whose purposes are enhancing information retrieval, rights management, the management of information resources, and the exchange of data between systems in an online environment. Overall, I would recommend this book to those selecting books for library and information science programs, technical services librarians with a metadata interest, and information professionals in the IT field.—*Jacqueline Samples (jacquie_samples@ncsu.edu), North Carolina State University Libraries, Raleigh.*

References

1. Priscilla Caplan, *Metadata Fundamentals for All Librarians* (Chicago: ALA, 2003).
2. Diane I. Hillman and Elaine L. Westbrooks, *Metadata in Practice* (Chicago: ALA, 2004).

Brief Review

Introduction to Serials Work for Library Technicians.

By Scott Millard. New York: Haworth, 2004. 147p. \$39.95 cloth (ISBN 0-7890-2154-4); \$24.95 paper (ISBN 0-7890-2155-2).

The book is billed on the cover as a “practical, how-to-do-it text for library technicians and library science students,” a much-needed addition to the library technician literature. Serials have been very much neglected in this realm. There is a section on serials in the seventh edition of *Introduction to Technical Services*, and there are dated (prior to 2000) serials management works, but they are exclusively directed to the library support staff.¹ Scott Millard has made an admirable attempt but, unfortunately, the result is a very uneven work.

The chapters cover acquisitions, ordering, receipt and check-in, cataloging, processing and shelving arrangements, claims, binding, renewals, cessations, automation, and new technology. Every chapter begins with a stated objective for a student using the chapter. For the most part, the chapters

accomplish the stated objectives of the individual chapter and of the book: they do lead the student step-by-step through the various serial processes. Along the way, the content shows the author’s experience and biases.

Much of the discussion of ordering, receipt, check-in, and processing focuses on manual methods, including the use of Kardex. The section on receipt and check-in contains a discussion of the advantages and disadvantages of using automated systems that leans heavily against automated systems. One of the disadvantages mentioned is “Training is necessary” (52), as if training were not necessary for a manual check-in process. A large portion of this chapter also is devoted to recording holdings, including a fairly detailed discussion of the MARC holdings standard. Given Millard’s previous negative review of an automated check-in system, I find the discussion of MARC (which can be of use only in an automated system) to be somewhat jarring. Also, given the discussion of MARC holdings, I find it curious that the MARC bibliographic structure is not addressed at all in the discussion of cataloging.

The cataloging chapter has some completely incorrect information, probably reflecting the author’s unfamiliarity with actual cataloging practice. For example, he states that “the first decision in cataloging a serial is to determine the main entry” (80). This has not been true since the second edition of the Anglo-American Cataloguing Rules (AACR2) was introduced in 1981. At that time there was a major change in the rules, requiring description of the entity before determining entry points. On the same page, the author indicates that “chapter 12 of AACR2 is devoted to cataloging serials.” He cites the 2002 edition of AACR2 in his bibliography, which means that he should have realized that chapter 12 is now devoted to continuing resources, which include (but are not exclusively) serials. Much of the rest of the chapter consists of gross simplifications of cataloging issues. Considering that this book is meant for library technicians, this is not a particularly egregious failing, but the factual errors are.

The index is very light and incomplete. For example, although there is some discussion of invoices in the text, and *invoice* and *debit memo* are included in the glossary, there is not a single reference to *invoice* or *invoicing* in the index. Under the entry “Title changes,” the pages from the cataloging chapter dealing with title changes (94–95) are omitted. Despite a substantial discussion of holdings creation and maintenance, there is no entry for *holdings creation* or *holdings guidelines*, just an entry for *holdings list*. I would not rely on this index to refer me to all appropriate pages in the book, although I suppose the book is short enough that I could skim it to find all pertinent areas.

As is appropriate for a book of this kind, there is very little theoretical discussion of any of the areas of serials work. However, some of the how-to instructions are so

specific that a novice reading this work would think that all libraries do their serials work in this exact manner; a few additional caveats would have been appropriate. Overall, the book appears to reflect the author's experience with serials—strong in acquisitions, check-in, holdings, and reading room maintenance, but weak in cataloging; strong in manual systems, but weak in automated systems; strong in traditional paper serials work, but weak in electronic journal management.

Despite its shortcomings, there is no other book, as of this writing, devoted exclusively to serials work for support staff. As a trainer of staff, I would use this book for

a general overview of the serials process, completely skipping the cataloging chapter. I'm still looking for the complete guide for serials work for support staff.—*Marguerite E. (Maggie) Horn* (maggie.horn@suny.edu), *Office of Library and Information Services, State University of New York, Albany*

Reference

1. G. Edward Evans, Sheila Intner, and Jean Weihs, *Introduction to Technical Services*, 7th ed. (Greenwood, Colo.: Libraries Unlimited, 2002).