

Book Reviews

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Digitizing Audiovisual and Nonprint Materials: The Innovative Librarian's Guide. By Scott Piepenburg. Santa Barbara, California: Libraries Unlimited, 2015. 94 p. \$50.00 softcover (ISBN 978-1-4408-3780-7).

Anyone who works in a library knows that audiovisual materials can disintegrate and their playback equipment can quickly become obsolete. Does anyone remember the Betamax, or how about the laser disc? Digitization can be the solution to this problem. There are a handful of companies that will take care of this process for you, but if you are a do-it-yourselfer, then Piepenburg's new book, *Digitizing Audiovisual and Nonprint Materials*, is for you.

The best part is you do not have to be a rocket scientist to understand what Piepenburg has written. Anyone with a minimum understanding of technology can learn and follow the instructions in this book. The easy-to-read, conversational style book is a no-nonsense, step-by-step instruction manual. The author takes you through the entire process, starting with what to consider before taking on a project of this nature, the space requirements needed, the hardware and software required, and then focusing on both audio files and sound recordings as well as more complex video files. The book considers some of the more common audiovisual materials libraries have collected over the last half century, including "photographs, slides, records, cassettes, videotapes, and laserdiscs" (ix).

An entire chapter is devoted to hardware requirements and subsequent chapters provide greater detail about the hardware and software needed to capture a particular format, such as slides or sound recordings. In addition to the obvious hardware needs—computers, monitors, speakers, and scanners—the book covers other items most people probably have not considered, such as disc-labeling software. The author also discusses minute details such as how to name your files and where to save them (either on the computer's hard drive or backing them up to a larger separate storage device).

The book is divided into six chapters. The first two chapters cover such basics as things to consider before undertaking a digitization project, including some basic issues like space, lighting, and furniture. For example, if you are digitizing audiovisual materials, is there a secluded space where the noise and the music will not disturb staff and patrons? Is the electrical service adequate and does it have proper ventilation? Heat can wreak havoc on electrical equipment. Subsequent chapters are devoted to digitizing

photographs and slides, capturing and editing sound recordings, and working with various video formats.

Each chapter ends with a checklist reiterating the important points. The book also has an eleven-page glossary. The book is very graphic intensive, with lots of pictures and charts explaining the various technologies and software needed for these types of projects. Piepenburg goes so far as to highlight various pieces of the hardware (inputs and outputs) in the photographs, making it easy to follow his directions. The charts, as well, make it simple to decipher the technologies.

Piepenburg gets a little technical at times, but it is nothing most librarians would not understand. In the two chapters on digitizing photographs and slides, he discusses the do's and don'ts of various formats. For example, he advises "save the image as a .TIFF format as it is lossless, albeit more space intensive. Don't use .JPEG as it is a 'lossy' format and will not serve well if the image is later enlarged electronically" (22). The book ends with a chapter called "Finishing Up," which not only discusses storage of the digitized material, but provides helpful hints on how to store the originals, such as LP records, 8-track tapes, and CDs.

Most chapters are short, easy reads, and thirty-two sophisticated pages are devoted to audio recordings, where Piepenburg goes into particular detail about how to capture audio from records (LPs), cassette and tape decks, and other sources. He discusses the recording, editing, and exporting process for audio sources, providing details on how to use the freeware Audacity. In the chapter on capturing video, Piepenburg not only makes software suggestions, but also shares a particular video capturing and editing package that he has used.

Piepenburg is a cataloger by profession and obviously thinks like one. He suggests scanning and saving everything. Even if you do not plan to use the digitized master copies, the cataloging staff may need these items later as they create the metadata for the catalog. At one point in the book he suggests organizing images by topic first (for example churches), then geographic location. He reasons that "the thought process behind Library of Congress Subject Headings (LCSH) is that 'place' is often the first subdivision in the cataloging subject heading string since that is most often how people are looking for information on a specific topic" (16). For example, a patron looking for pictures of old churches (main heading) in the United States (location being the first subdivision). In all formats

he suggests saving the item “as is” and editing later for either image or sound correction. Researchers will want the master copy, while the public will most likely want the cleaned up version.

This small book is packed with information and librarians of any caliber will find it easy to follow Piepenburg’s instructions to begin a digitization project of their own. The low-barrier technical threshold should not deter anyone. The book ends with the advice to “have fun.” Librarians and archivists will enjoy reading this fast-paced book and most likely learn a thing or two in the process.—*Brian F. Clark (bf-clark@wiu.edu), Western Illinois University, Macomb, Illinois*

Fundamentals of Technical Services. By John Sandstrom and Liz Miller. Chicago: ALA Neal-Schuman, 2015. 213 p. \$64.00 softcover (ISBN 978-1-55570-966-2). ALA Fundamentals Series.

This latest monograph in the ALA Fundamentals Series continues the series’ mission of providing a broad overview of an area of library science. Written by a Cataloging Librarian and an Acquisitions Librarian from New Mexico State University Library, *Fundamentals of Technical Services* communicates the conceptual practices clearly and succinctly. The tone of writing clearly conveys the authors’ enthusiasm and passion for technical services and emphasizes the crucial role that technical services staff play in providing access to resources through purchasing, cataloging, physical processing, and authority control.

This book begins with a chapter describing the management of technical service departments, followed by a chapter on library systems. The subsequent six chapters follow the general workflow of technical services: “Collection Development,” “Acquisitions,” “Cataloging,” “Physical Processing,” “Authority and Catalog Maintenance,” and “Collection Management.” Each chapter provides basic foundational knowledge; lists of key terminology with clear definitions, trends and issues related to each chapter’s subject; and recommended print resources for further reading. As is stated multiple times thorough out the text, this is an introductory text, and as such, does not contain vast quantities of historical information. Though the book can certainly be read through in its entirety, each chapter could be consulted distinctly as a surface introduction to that area of technical services, supplemental to more substantial works.

The introduction explains that it was intended for use by library science students and as a resource for staff or faculty whose positions have been reassigned to technical services departments. The latter audience is strongly emphasized. The initial section in each chapter is titled “Before you Begin” and instructs readers to answer questions about their library’s current practices, to collect institutional policies, or to identify staff attitudes about a subject before reading the

chapter. It is unlikely that a graduate student would have access to this information.

Each chapter contains reading aids that display concepts graphically or elaborate on associated topics. Sidebar texts are included for related concepts such as library security systems in the chapter on Physical Processing, or listing tips for holding effective meetings in the Managing Technical Services chapter. Diagrams of basic workflows included in both the Acquisitions chapter for monograph and serial acquisitions and in the Cataloging chapter for the cataloging workflows for physical and electronic materials display concepts that would have been tedious to explain solely within the text. The book also includes four well-written yet brief appendixes about specific cataloging-related topics: “Content Standards” outlines RDA and its differences from AACR2; “Classification Systems and Call Numbers” depicts the Dewey Decimal and Library of Congress classification systems; “Subject Term Lists” describes the utility of providing subject access, and Library of Congress Subject Headings specifically; and finally “MARC Digital Format” describes MARC bibliographic and MARC holdings formats, with descriptions of selected common fields. Finally, the terminology and definitions found in every chapter are compiled into a glossary.

Each chapter concludes with a brief description of trends, and though these trends are those that are most current, they are handled with excessively broad strokes. Another idiosyncrasy of this book is the inclusion of incongruous statements: in a discussion of budget meetings the reader is cautioned to “keep your facial expressions neutral at all times. . . . Believe it or not, a poorly timed arched eyebrow can change the entire tone of a discussion” (47). At random, an individual Milwaukee Public librarian’s searches being redirected in her catalog are cited as examples of successful authority control (129–30), though there is no explanation of why she was mentioned or included. While neither of these comments is inappropriate, they lend a certain chattiness that seems inconsistent with the tone of the remaining text. One final small criticism is that the acronym OCLC is only explained using its initial usage and not the current fuller form (86).

Despite the uneven tone, all chapters were well-organized, accessible, and enjoyable to read; the chapters on Acquisitions and Cataloging were particularly well-conceived. I was very pleasantly surprised to find chapters that included discussions of both cataloging maintenance and collection maintenance, since similar texts frequently only discuss these areas in a cursory manner. The concluding “Collection Maintenance” chapter includes descriptions of activities that could involve staff from multiple areas of the library (i.e., not only technical services staff) such as the review of gift materials for possible addition to the library collection, deselection or weeding, the replacement of lost