Book Reviews

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Music Description and Access: Solving the Puzzle of Cataloging. By Jean Harden. Middleton, WI: A-R Editions, 2018. 354 p. $100.00 (ISBN 978-0-89579-848-0)

Note: The reviewer has known the author for over twenty years, regularly interacting with her at national music library conferences. The reviewer will strive to provide as impartial review of the book as possible.

In 2013 the rules for solving the puzzle changed with the implementation of Resource Description and Access (RDA), bringing new opportunities for providing improved access to information. As with any major change, people need assistance in understanding and incorporating new rules. This can be especially true when dealing with special formats, like printed or recorded music, where the basic rules do not always seem pertinent to the "puzzle" before you. This brings us the aptly titled new book *Music Description and Access: Solving the Puzzle of Cataloging* by Dr. Jean Harden. Harden is a long-time practitioner and educator in the field of music cataloging, and has been recognized nationally for her contributions to the profession. In her latest work, Harden attempts to solve the cataloging puzzle.

Harden describes her book as "both a textbook for students and a handbook and reference source for practicing catalogers" (back cover). The book is broken into two main parts: "Setting the Stage" and "Practical Cataloging." Part 1 begins with an introduction to concepts of cataloging, a description of the various musical formats currently available, and concludes with a brief history of cataloging in general and music cataloging in particular. Probably the most important section of this part centers on a discussion of what Harden refers to as the "Functional Requirements (FR) Family" (12). This is a collection of documents created by the International Federation of Library Associations and Institutions (IFLA) that includes Functional Requirements for Bibliographic Records (FRBR), Functional Requirements for Authority Data (FRAD), and Functional Requirements for Subject Authority Data (FRSAD). These documents, especially FRBR, are what RDA was based upon and basically make up the organizational structure for the remainder of this book. As Harden states, "FRBR is concerned with entities and attributes, plus the relationships among them, that are currently recorded in bibliographic records" (13). There are three groups of entities in FRBR, but this review focuses on those of Group 1 (Work, Expression, Manifestation, Item). Group 1 entities are listed in order of most abstract to most concrete. A practical example of these entities is Harden's book itself. The Work is the idea she had for the book, the Expression is the actual draft of the book, the Manifestation is the published book itself, and the Item is the copy of the published book from which this review was created. While all four entities are important in terms of cataloging, the reviewer believes that the most important are Manifestation and Item as they deal with the real-world items that we face on a regular basis.

Part 2 makes up the majority of the book and consists of eleven chapters. There is a final chapter on archival description by guest author Maristella Feustle. Harden issues a warning that catalogers should always have a copy of RDA and the appropriate best practice documents on hand and consult them regularly. This book should not be treated as a replacement for these works, but rather a supplement to them. Chapters 3 through 6 are used to identify the object being cataloged. Chapters 3 and 4 cover the transcription (copying the data exactly as it appears on the source) of information from an object, and the sources from which to take said information. Chapter 5 deals with the recording (adding the data but not in the same form as it appears on the source) of information, particularly in relation to the object's carrier (e.g., the physical format). Chapter 6 reiterates what was covered in the previous three chapters but couches it in terms of the Machine-Readable Cataloging (MARC) encoding standard. I believe that Dr. Harden chose this arrangement because the RDA content standard was created independent of any specific encoding schema, and in this manner readers can use the book with whatever encoding standard they choose to work. However, MARC is the schema currently used by the majority of libraries, and it makes sense to demonstrate how RDA appears when using it. Chapter 7 describes the work(s) and expression(s) present in this object, while chapter 8 looks at the persons or groups responsible for said object. Chapter 9 looks at the access points for all the entities present in an object, and chapter 10 discusses their relationships to one another. Finally, chapter 11 deals with classification and subjects. The book then concludes with appendices on MARC coded fields and online cataloging resources, a glossary, and a select bibliography.

Harden's recommendations are easy to follow and replete with numerous examples. Part 1 and the many

historical asides that appear throughout part 2 provide a context as to the where and why cataloging evolved in its current state. One problem the reviewer sees is that he wished it was available electronically—either as a whole, or at least the second part that addresses practical cataloging issues. Like many catalogers, the reviewer operates in an almost completely digital environment. The reviewer recommends this book to anyone who catalogs music materials on a regular basis.—*Robert Freeborn (rbf6@psu.edu), Penn State University*

Practical Preservation and Conservation Strategies for Libraries. By Brian J. Baird, illustrated by Jody Brown. Lanham, MD: Rowman & Littlefield, 2018. 137 p. $35.00 softcover (ISBN 978-1-5381-0959-5).

The rapid proliferation of electronic resources (e-resources) in library collections and the increasing use of digitization as a preservation tool has altered the preservation landscape. Despite these changes, the need for libraries to plan their preservation and conservation workflows and processes continues. Baird's *Practical Preservation and Conservation Strategies for Libraries* is intended as an overview of methods that can be used by small public and academic libraries where staff, funding, and time is at a premium. The book focuses on print materials, although limited attention is paid in the final two chapters to other types of materials. The book takes a holistic approach to the preservation and conservation cycle. Evaluation and assessment of preservation needs, development of preservation workflows, basic book repairs, disaster planning, and digital preservation are the topics covered in the book's eleven chapters.

In the first chapter, Baird discusses the impact of e-resources on the preservation landscape. Despite the increased percentage of e-resources as part of library's collections, Baird argues that most preservation work undertaken by libraries will be with print materials and that the preservation strategies outlined in the book focus on print. Each chapter is intended to build on the last one to provide readers a complete picture of each component involved. The first step is to evaluate your institution's preservation needs. Chapter 2 addresses the environmental considerations. Data on the optimum conditions for printed matter is shared. Different methods to evaluate temperature, humidity, and other environmental considerations that affect the life and longevity of a book are also discussed.

Usage of print materials is another element to be analyzed. Surveys are a useful method of collecting and evaluating information on the books in your collection, how they are bound, and how frequently they circulate to see what patterns occur. Random samples can be taken from the stacks or items set aside for repair. Recording and storing the information surveyed facilitates analysis of the data and enables it to be used for comparison in later surveys. Baird provides a sample survey that might be suitable for small academic libraries and discusses how to analyze survey results. The survey results will reveal information on how various book bindings endure wear and tear. In chapter 4, Baird stresses the need to integrate preservation strategies into collection development. Information on what book bindings fare best can be used when selecting new materials for purchase. Baird also walks readers through the steps involved in book training, and on affixing dust-jacket protectors and paperback stiffeners. Illustrations accompany his directions.

Chapter 5 briefly notes some of the preservation resources available to libraries once they have evaluated their needs and are ready to research how to meet those needs. Chapter 6 covers library binding. Baird suggests how to select a commercial bindery, how to select appropriate materials to be bound, and reviews different binding options. He discusses cooperative agreements between institutions and how they may be an advantageous way for libraries to pool their limited resources. In-house book repair is another option, especially if staff time and interest allows. Baird provides step-by-step instructions (with accompanying illustrations) on basic paper mending and spine repair techniques in chapter 7. In chapter 8, Baird discusses the means of making preservation treatment decisions, including using the Balanced Scorecard method developed by Kaplan and Norton. The number of preservation decisions that need to be made can be alleviated by training staff and patrons on the proper care of books. In chapter 9, Baird opines that incorporating guidelines on handling materials into workflows will enable materials to circulate longer and provides a bulleted list of guidelines to be used.

An integral part of preservation and conservation is being prepared for when disasters strike. All libraries should have a disaster plan at the ready. Many libraries' plans are accessible and can be consulted when drawing up your own. Baird touches on the effects of fire, smoke, and water damage on various types of library materials. While these are the primary things to consider when undertaking disaster planning, bedbugs and other kinds of insect damage are also worth factoring in, although insect-related emergencies are not discussed. Baird concludes by discussing how digital preservation issues differ from traditional preservation methods and describes how digitization can be a powerful tool for preservation. Metadata and storage and migration issues involved in digitization are briefly discussed. More information on the topic would have been a nice feature, though it may be beyond the scope of the book.