

Swartzburg, Susan G. *Preserving Library Materials: A Manual*. Metuchen, N.J.: Scarecrow, 1980. 293p. \$12.50. LC 80-11742. ISBN 0-8108-1302-5.

Because of the specialization often required for many of its procedures, preservation is a forbidding area for most librarians. This volume fills a long-standing need for a basic and comprehensive text on the subject, one that presents preservation in a clear, nontechnical fashion. It is not a manual on how to perform various techniques, but rather an introduction to the general requirements for care of all types of library materials. As such, it is a valuable aid for librarians since the job of making our holdings accessible also requires a commitment to maintaining those materials in good, usable condition.

Swartzburg emphasizes the importance of proper collection management, or good housekeeping, as a key element in any preservation program. Throughout, she makes clear what can be accomplished by regular staff and notes the stages at which the aid of a professional conservator is required. She strikes a sensible balance in her discussion on care between rare materials and those that are for wider, and therefore heavier, use. The difficulty for any one library to go it alone in a thorough and systematic effort is also recognized, and Swartzburg strongly recommends cooperative conservation ventures.

Beginning with an overview and historical perspective on library materials and their care, Swartzburg then details the requirements for care of books, emphasizing environmental factors as well as proper handling. A significant chapter deals with disaster planning and another treats bookbinding. A very clear and concise chapter concerns the historical development of paper and the problem of acidic deterioration. The balance of the text, roughly one-third, is about nonbook materials, most notably photographs, slides, and movie films, though such items as maps, paintings, manuscripts, sound recordings, and videotapes are also included. Each chapter of text is followed by a list of selected readings on the subject.

The narrative portion occupies less than one-half of the volume. In addition, there are several appendixes relating to preserva-

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tion, the most useful of which are an annotated list of periodicals and one of organizations. The latter is especially valuable in that a short history of the organization is supplied along with details of its activities and publications. These appendixes are followed by a glossary and an extensive, annotated bibliography that is conveniently divided by chapter. In all, Swartzburg exhibits a familiarity with a wide range of archival, museum, and library literature.

I have only two criticisms of this volume. The first is that though Swartzburg generally avoids detailing specific preservation procedures, she does make some unusual exceptions. In the case of the matting of prints, for example, the detail provided seems unjustified in that other easily learned techniques are given only the briefest of descriptions. Second, the usefulness of the volume would have been enhanced by a more comprehensive index. These are, of course, minor quibbles. Swartzburg's work is indeed a valuable one and should be required reading for most

practicing librarians and all library students.—Roy H. Tryon, *The Balch Institute for Ethnic Studies, Philadelphia.*

Chan, Lois Mai. *Immroth's Guide to the Library of Congress Classification*. 3d ed.

Library Science Text Series. Littleton, Colo.: Libraries Unlimited, 1980. 402p. \$22.50. LC 80-16981. ISBN 0-87287-224-6.

This a fine revision of Philip Immroth's work, *Guide to the Library of Congress Classification*, last published in 1971. Lois Mai Chan has updated this guide to reflect the revision and expansions in the Library of Congress classification schedules as well as changes in Library of Congress policies and practices.

The first four chapters have been reorganized and rewritten, and the effect on the reader is more positive. The introductory chapter covers the history of classification, systems used by the Library of Congress, and the purpose of the Library of Congress classification. Chapter 2, "Principles, Structure and Format," describes the notation, display, and general characteristics of the classification schedules and includes new material on the use of Library of Congress cataloging records and on the revisions and expansions in the classification schedules. Chapter 3 is a discussion of the Library of Congress call number notation and includes an excellent explanation and description of the uses of Cutter numbers in the Library of Congress classification schedules. Chapter 4 discusses the various tables used in the schedules—form, geographic, chronological, subject, and author. Chapter 5 is the class-by-class breakdown of the system. There are some new examples in addition to those used in earlier editions. All examples have been verified at the Library of Congress. Each of these chapters contains up-to-date bibliographies.

The author has added a new chapter, "Classification of Special Types of Library Materials." Included in this chapter are explanations of Library of Congress classification usages for serial publications, monographic series, collected sets and collected works, abstracts, indexes, supplements, materials cataloged under corporate headings, juvenile materials, nonbook materials, microforms, incunabula, translations,

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