

ing an online search service, the future of online searching, and a glossary.—*Susan Jurist, Research Libraries Group, Stanford.*

Dodd, Sue A. *Cataloging Machine-Readable Data Files: An Interpretive Manual.* Chicago: American Library Assn., 1982. 248p. \$35 LC 82-11597 ISBN 0-8389-0365-7.

Machine-readable data files (MRDF) have existed for forty years, data archives and data libraries for almost thirty years, yet it was not until the 1970s that ALA's Resources and Technical Services Division appointed the Subcommittee to Recommend Rules for Cataloging Machine-Readable Data Files. The inclusion in AACR2 of chapter 9—Machine-Readable Data Files—incorporates the recommendations made by the committee in its final report, and constitutes the library community's official recognition of MRDF as legitimate resource materials.

The format of AACR2, however, precluded the inclusion of appropriate background material necessary for understanding the fluid nature of MRDF and the difficulties associated with cataloging and controlling them; hence the necessity for this manual.

In the preface, Dodd sets the objectives of the manual: "(1) to provide guidelines for establishing bibliographic conventions for MRDF . . . ; (2) to suggest integrated levels of recordkeeping for MRDF; (3) to bring into sharper focus the AACR2 rules as they relate to cataloging computerized files; (4) to provide notes, examples, and interpretations of MRDF cataloging, which would otherwise not be available; and (5) to provide working tools for those cataloging MRDF for the first time."

The manual is divided into three basic sections. Part 1 describes MRDF in basic terms to the uninitiated, and discusses the distinction between documentation and data files. Part 2 is a step-by-step interpretation of AACR2 chapter 9, and chapter 21 as it relates to MRDF. Each part begins with a summary quote from the specific rule followed by interpretation and examples related to a variety of MRDF (text files, numeric files, program files). Part 3 includes sample catalog cards for all types

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of MRDF, worksheets, MARC/MRDF records, ISBD(G) punctuation, and a chapter for data file producers and distributors with guidelines for bibliographic descriptions of their files. The text is followed by a 250-item glossary of MRDF related terms and an index. Although this manual relates in detail the descriptive cataloging of MRDF, it is not a manual on how to catalog. It is assumed that those using it have an understanding of, or access to, AACR2.

MRDF cataloging is in its infancy, and the rules have not been fully tested. The very nature of MRDF makes it impossible to foresee what technological advances await. Dodd describes her work as a first effort on the road to a new cataloging venture. She succeeds admirably in illuminating an area where AACR2 guidelines do not adequately define bibliographic elements as they specifically apply to MRDF, and where there is no specific industry to control or standardize the bibliographic representation of MRDF.

Judith Rowe, in her foreword to the manual, summarizes the value of this publication: "Dodd has provided the guidance which data producers, data archivists, and data librarians need to supply consistent bibliographic information about the MRDF which they service, has provided the instructions and examples which catalogers need for the production of catalog cards for MRDF, and has laid the groundwork for the development of the additional products and services which users require for improved access to the growing collections of MRDF now available to them. We are all in her debt."—*Marianne I. Gaunt, Rutgers—The State University.*

Introduction to Serials Management.

Foundations of Library and Information Science, V.11. Ed. by Robert D. Stuart. Greenwich, Conn.: JAI, 1983 324p. LC 81-81658. ISBN 0-89232-107-5.

It is an ambitious undertaking to try to cover in one work the range of library processes as they apply to the serials format. Marcia Tuttle, in *Introduction to Serials Management*, presents a very detailed, practical discussion of that broad topic. In addition to serials acquisition, cataloging and public service, there are chapters on collection development, preservation, and data and resource sharing. The stated primary audience is library school students and librarians new to serials work, however, the secondary audience probably expands to include the rest of the profession.

Although this work deals with basic theory as it applies to serials, the emphasis is clearly on practice. For example, in the chapter on serials acquisition there is a section entitled "What to Do with the Mail." In the serials cataloging chapter is a most helpful discussion: "What the Rules Do Not Tell You." In general a number of practical approaches to a process are presented. Often, however, categorical statements regarding the "best" or "only" way to handle an issue provide a glimpse of the strong opinions that tend to surface whenever the topic is serials. All discussions and the bibliography are quite current, providing a snapshot of the current



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