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## Review of Cataloging and Organizing Digital Resources: A How-To-Do-It Manual for Librarians

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**CATALOGING AND ORGANIZING DIGITAL RESOURCES : A HOW-TO-DO-IT MANUALS FOR LIBRARIANS**

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CATALOGING AND ORGANIZING DIGITAL RESOURCES : A HOW-TO-DO-IT MANUALS FOR LIBRARIANS. Anne M. Mitchell, and Brian E. Surratt. *New York, London: Neal-Schuman Publishers, Inc., 2005, xv, 210 pp., ISBN 1-5570-521-9, \$75.00.*

*Cataloging and Organizing Digital Resources: A How-To-Do-It Manual For Librarians* is an excellent resource for libraries to learn how to better manage their digital collections. The authors, Anne Mitchell and Brian Surratt, were both electronic resources catalogers and are now metadata coordinators. The purpose of this book is to address the dilemma that librarians face in library management nowadays and libraries' cataloging and organizing needs in the digital age.

The reader is made aware of the dynamic nature of online resources and the difficulty for library management to cope with this new situation. The authors correctly point out that the most significant change that library management is undergoing is the "shift from ownership to access." The book identifies the dramatic changes the growing body of titles in licensed electronic databases, free resources on the Web, and the institution's own digitized materials have brought about to the library landscape, and the increasing challenges these changes have posed to library management. Even modest-sized libraries now provide access to hundreds of electronic products containing thousands of individual titles. Finding effective solutions to cataloging and managing digital resources has become more important than ever. Libraries have to decide whether to select a particular library management tool or a set of tools to meet their cataloging and organizing needs and to provide access to digital materials. The authors summarize several different approaches to this task. Some libraries prefer traditional catalog access, some opt for alternative tools, and others use both traditional and alternative tools to provide "parallel or mixed access."

This book organizes online collections in the following categories: Online monographs, including e-books and manuscripts; online serials, including e-journals and periodicals in aggregator databases; and online integrating resources, including databases and

web sites. These resources can also be redefined as “born-digital” (as opposed to reproduced), and include online-only serials; journals co-published in online and print formats; aggregator-neutral records (representing all online versions of a serial); continuously updated web sites, and more.

The step-by-step manual consists of ten chapters. It begins with a general discussion of organizing digital resources by examining the management of online materials. It discusses various issues ranging from collection development and acquisition to bibliographic and physical control related to selection assessment, licensing, activation, functionality, and alternatives to cataloging authentication. A more detailed analysis of cataloging work flow comparison follows in chapter 2. Librarians learn how to perform original or copy cataloging for individual records and record sets and what strategies they can use for reviewing and updating entries for online materials.

The book then goes on to discuss the strengths, weaknesses, and implementation of three alternatives to cataloging—web lists, context-sensitive linking, and federated searching. It also provides a list of vendors, product names, and their web sites. Next, it discusses some strategies that libraries can adopt when deciding on their library management tools and practices to meet their individual access needs. In addition, the manual gives the reader a closer look at the record content and cataloging rules that are relevant to cataloging and organizing digital resources.

The centerpiece of the book consists of chapters 6 through 9. The reader is first given in chapter 6 an overview of the bibliographic characteristics of online resources and in the succeeding chapters (chapters 7, 8, and 9), a detailed explanation of various types of online sources: online monographs (e-books and manuscripts); online serials (e-journals and periodicals in aggregator databases); online integrating resources (databases and Web sites).

The step-by-step instructions provided in these chapters meet the most current rules and standards.

The last chapter discusses the future importance and impact of new technologies on the cataloging and organizing of digital resources. The authors offer their view on open access and Functional Requirements for Bibliographic Records (FRBR). They identify this as a trend for libraries to provide access to electronic resources. However, the discussion lacks necessary details on related information and references as they can be found in recent issues of library journals.

This handbook deals with most fields of cataloging and organizing digital resources. It not only provides an index at the end, but also explains new terms in the page margins. This makes it easy for readers/users to understand new concepts. At the end of each chapter, there are additional bibliographical references. A very important feature of this book is its hands-on and practical approach. It contains, especially in chapters 7, 8, and 9, many detailed, step-by-step examples and screen shots. The readers/users have not only a concrete feeling and understanding of what is going on for each step, they can also follow these steps by practicing them in their libraries.

It is an excellent guide particularly for libraries that face the tremendous challenges of managing and organizing digital resources and are at the beginning of that process. This manual can help them make educated decisions on planning and implementing the transition to digital library management. At the same time, it can also help a library that has ventured to start electronic collections to improve its existing procedures. This book's appearance is just in time for libraries looking for related solutions.

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