Book Reviews

Indexing and abstracting: an international bibliography by Hans H. Wellisch. Oxford, England; Santa Barbara, California: ABC-Clio, 1980. Published in co-operation with the American Society of Indexers and The Society of Indexers (UK). 328pp. 28cm. Indexes. ISBN 0-87436-300-4. (Cased) £16.25.

A comprehensive survey of literature on indexing and abstracting. Part I, 'Indexing', deals with what has been written on every aspect of the subject relevant to the contemporary publishing scene; its range extends from books and articles on basic indexing systems and techniques to those using the most sophisticated automated machinery and programmes. Also included are bibliographies on such matters as training in indexing and the preparation of specialist indexes of all kinds. Part II, 'Abstracting', follows the same scheme. The book has also an interesting introduction, name index and subject index. All but 2,000 titles on indexing and 400 on abstracting are included. Each book or article cited is accompanied by a brief but useful summary of its scope.

It might be thought that the absence of a useful index to any non-fiction work would be universally condemned. But in fact this book reveals a surprisingly wide range of attitudes to indexes among those concerned with the printed word, whether as authors, editors, publishers or readers. Some take the view that, given a reasonably full table of contents, an index is unnecessary. Others budget a paper allowance for the index with no logical attempt to relate the length and shape of the index to the content (or needs of the readers) of the book. Yet others impose such constraints of time on the indexer that it is not possible to provide an index of adequate quality, nor to check its accuracy. Indexes when provided are sometimes emasculated without the indexer's knowledge, which may lead to much dissatisfaction with inconsistency and inaccuracy.

On the other hand, some people drift into indexing as a profession without real training and without being sufficiently aware of its demands.

These and many other problems arise mainly because many people simply do not understand how much skill, applied intelligence and time are needed to produce a really competent index. Many do not even understand the basic techniques required, whether these are operated manually or with the help of some automated system. Lack of such knowledge or understanding is at the root of the problem of the unsatisfactory index, or totally absent index. It sometimes leads the technologically minded to adopt an automated technique which may be all very well in the right place but quite unsuitable for the particular production involved.

The societies of indexers which are developing in different parts of the world are rightly concerned with improvement of standards both in indexing techniques and in the general concept of indexing held by publishers, authors and editors. The American and British Societies are to be congratulated in assisting Dr Wellisch in the production of this book.

It *will* be welcomed by those who understand the value and versatility of good indexing, because it points the way to the most detailed and up-to-date information on what has been written, and what systems are available. It *should* be welcomed by those who are not so versed, because they will be able to widen their understanding of what indexing can and should be doing. It *will* be welcomed by those who are conscious of the fast-expanding data retrieval industry, which can take away the time-consuming and tedious elements from the work, leaving the indexer more free to exercise skill and intelligence to provide the reader with what is really required.

From this book all these should discover just how much there is to learn. It can contribute much to the advance of standards in this exacting profession.

Brenda Hall

Indexing books by Ruth Canedy Cross. Cambridge, Mass: The Word Guild (119 Mount Auburn Street), 1980. 145pp. Index. 22cm. ISBN 0-9602524-1-X.

A book whose foreword (by Zelda Fischer, President of the Word Guild Inc.) claims that it has anticipated virtually every indexing problem and provided definitive solutions, certainly raises one's hopes. All this in only nine chapters, 145 pages!

The opening brief history of indexing, from Nineveh around 650 BC to the present day, in five pages, does display the author's gifts of conciseness and omission. She still finds space to include tributes to the indexes to Adelle Davis's books on nutrition, and James Crocket's gardening books which have line drawings scattered through the text and continuing in the index, making this as attractive in appearance as it is useful, and an integral part of the book.

Indexing books is delightfully designed and printed, with each chapter—*and* the index—preceded by an apt quotation (the first being, 'A good index has sometimes kept a dull book alive,' from the 11th edition of *Encyclopaedia Britannica*).

Most authors downgrade the art of indexing; but this author reminds us that, 'Indexing differs from the other editorial processes in at least one notable respect: editing, copy-editing, and proof-reading, when skilfully accomplished disappear without leaving a trace, but an index, good or bad, is visible with its flaws, if any, probably more apparent than its virtues'.

As an indexer of many years' experience, I am delighted by the succinct advice here excellently ex-

pressed. The author has produced 115 indexes for books in the last eight years—more than one a month. Her 20-page index to this book (with a single column spread across the page—generosity seldom extended to indexers) does not impress me as much as her observations on indexing. She possesses a rare ability to elucidate the thought processes, conceptual decisions and routine procedures necessary to the production of an index, but she illustrates the chasm which may separate precept from practice.

Indexers, she believes, still have the edge over electronics. Though a computer can sort and arrange names and numbers with unbelievable speed, when faced with indefinite situations or concepts to be analysed 'it metaphorically blows a fuse'.

Her observation that, 'differences among books, authors, editors and indexers being what they are, there is hardly any one "correct" answer to any indexing question', implies that almost any indexing practice can be defended: a viewpoint our Board of Assessors would find difficult to support. There exist rules regarding alphabetization, listing personal names, and cross-references, to name but three.

In the author's own index, I disagree with the choice of headings and sub-headings, especially the arbitrary choice of headings under 'Index(es): Index cards: Indexing and Index manuscript'. The assertion on page 37, 'One question to be decided at the very beginning is how to approach the main topic of a book,' is unassailable; but the decision taken must be right. The author includes many prepositions and superfluous words in the index—perhaps because she is such a fluent writer. In a book so carefully designed, it is surprising to see sub-entries flowing over pages in the index without repetition of the main heading and sub-heading at the top of the new page.

Another quibble is the wholly inadequate bibliography, of only half a dozen titles. No mention of Ann Hoffmann's reading list for The Society of Indexers, or Albert Rouslin's for ASI; nothing by those two doyens of indexers, G. Norman Knight and G. V. Carey; nothing from that most practical of indexers, Margaret Anderson, or the brilliant Hans Wellisch; and perhaps the worst omission of all, no mention of *The Indexer*!

Despite all this I would recommend this book unreservedly to indexers, novice or experienced, because it reads as if written from considerable practical experience. One may quarrel with details, but cannot but admire the whole. I hope it will be made available in the UK at a reasonable price.

Elizabeth Wallis.

The making of a code: the issues underlying AACR2. Papers given at the International Conference on AACR2 held 11-14 March 1979, Tallahassee, Florida; sponsored by the School of Library Science, Florida State University; edited by Doris Hargrett Clack. Chicago: American Library Association,

1980. vii, 256pp. 23cm. Index. Bibliography. ISBN 0-8389-0309-6. $15.00.

Seminar on AACR2. Proceedings of a seminar organized by the Cataloguing and Indexing Group of the Library Association at the University of Nottingham, 20-22 April 1979; edited by Graham Roe. London: Library Association, 1980. iv, 92pp. 23cm. Index. ISBN 0-85365-593-6. £7.95.

Handbook for AACR2 explaining and illustrating Anglo-American cataloguing rules second edition, by Margaret F. Maxwell. Chicago: American Library Association, 1980. xi, 463pp. 24cm. Index. ISBN 0-8389-0301-0. pbk $20.00.

Using AACR2: a step-by-step algorithmic approach to Part II of the Anglo-American Cataloguing rules/ Malcolm Shaw, Bill Dent, David Evans, David Smith. London: Library Association, 1980. viii, 180pp. 23cm. ISBN 0-85365-612-6. £7.50; ISBN 0-85365-622-3. pbk £4.75.

All scriptures give rise to exegesis, commentary and polemic. AACR2 is no exception. Few sacred texts, however, can have had their genesis so well documented by those responsible for it as the second edition of *Anglo-American cataloguing rules.* All the contributors to the Tallahassee seminar save two were actively concerned in the making of the code: Joel C. Downing, Ronald Hagler, Frances Hinton, Peter R. Lewis, Elizabeth L. Tate and Ben Tucker as members of the Joint Steering Committee (JSC); Michael Gorman, as one of the two joint editors; and Neal L. Edgar, Barbara J. Gates, Åke Koel, Joan K. Marshall and Gordon Stevenson as Catalogue Code Revision Committee members. They discuss the objects of the code, point to the various changes from the first edition, often going into detail of how decisions were arrived at, and indicating the effect adoption of the code will have on libraries. It is assumed that most American libraries will follow the Library of Congress (LC) and close existing catalogues when LC begins distribution of cataloguing data according to the new edition in January 1981. Ben Tucker, Chief of the Office of Descriptive Cataloging Policy in LC, speaks of the implementation of AACR2 in the Library of Congress as 'a gradual adoption' (pp. 193-95) and instances the help LC will give other libraries, which includes publication in *Cataloging service bulletin* of interpretations of the rules and of lists of old and new forms of heading, and the creation of an automated data base of name authorities. Joel Downing, of the Bibliographic Services Division of the British Library, speaks of the international implications of AACR2, not only for the prime movers in Britain and North America who provided members for the Joint Steering Committee and for libraries in other countries with large English-language collections, but also for those libraries whose interest in English-language materials is less important but who will be adopting the International standard bibliographic description (general) which the JSC helped to develop. With their needs in mind examples in the code have been given in many

European languages and the text itself has been made as simple and direct as possible to facilitate translation.

Michael Malinconico, looking at the code as an outsider, doubts whether the present state of automation in libraries will in fact permit the creation of the links necessitated by the dispersal of related names which follows the use of plural pseudonyms, more specific uniform titles and changes of name; whether, in fact, adoption of AACR2 is not premature, particularly in view of the relatively recent adoption of AACR1 and the MARC record.

The other speaker not implicated in formulating AACR2 is Seymour Lubetzky, who, while praising the meticulous craftsmanship of the new edition, deplores its ambivalent attitude to authorship and to the main entry and its 'fundamentally wrong' approach to the treatment of serials. Not implicated in AACR2 did I say? Without Lubetzky's work on AACR1 there would have been no AACR2.

A bibliography lists the most important statements and discussions on the code from 1974 to 1980.

By contrast, the Nottingham seminar presents in all but two of its papers the views of librarians who had not been concerned with the formulation of the code. The speakers' brief had been to assess the new code from their specialist viewpoints, its treatment of particular materials, its ease in use and its suitability for general and special use. Because the seminar was held so soon after the text of AACR2 was published—in order to recognize its appearance in the same manner as AACR1 had been recognized by the Cataloguing and Indexing Group in 1968—too little time had been available for any assessment based on experience or discussion of its use. The speakers generally welcomed the changes and rearrangement of the code. Norman Roberts and Anthony Curwen, considering the code as a whole, place it in the context of current technology and the new media of publication, and Roberts warns: 'Librarians are adept at arguing the cost of change against the value of change. In this they reveal a shrewd, narrow, peasant mentality that cannot comprehend that the price of a more expansive future is a costlier present.'

Bridget Milnes looks at the code in the context of the North Yorkshire County Library's computerized catalogue. Richard Andrewes points to changes and lacunae in the rules for music and to areas where the rules differ from the ISBD (Printed Music). R. H. Fairclough (after a review of the North American text of AACR1!) points to special difficulties created for map librarians in 'trying to make all material equal by the rules'. Ian Butchart declares 'the problem of access points for the newer media has barely been touched and certainly not integrated into a common approach with the printed monographs' (p. 30). He also finds the glossary and definitions of terms relating to audio-visual materials inadequate. Ross Bourne regrets that more deference had not been given to the standard for the description of serials prepared by the International Serials Data System, and foresees filing problems created by the greater incidence of title main entry.

Scandinavian interest in ACCR is reflected in the paper read by Karen Lunde Christensen, who indicated how far Scandinavian rules were in line with AACR2 and what chief problems remained.

Two final chapters by speakers who had participated in work on the rules, C. P. Ravilious and Joyce Butcher, evaluate Parts I and II of the code respectively.

During a discussion which touched upon levels of bibliographic detail required, it was announced that a concise edition of the rules was in preparation.

The *Handbook for AACR2* is designed to assist library school students and cataloguers in the application of the most commonly used rules for description and for choice and form of the headings which will lead to descriptions—the access points.

An introduction traces the recent antecedents of AACR2 and is followed by detailed exposition of the most important rules in each chapter. Rules explained are illustrated by the author's own examples. Because, as the author says, the brief examples in the code, though plentiful, can be 'mystifying in their brevity' to the beginner, her own examples are displayed as complete catalogue entries, together with the source data from which they are derived.

If one asks how a book of this size and authority could be produced within two years of the publication of the work it elucidates, the answer is that the book has in a sense been in preparation since 1967, when Lubetzky's summer course at the University of Illinois inspired the author with a lively interest in cataloguing theory which, as a teacher of cataloguing, she developed into a rule-by-rule exposition of AACR1. Publication of this was prevented by the imminent publication of AACR2. Much of the work was therefore done by the time that AACR2 appeared, though careful comparison of the two editions and the collection of additional examples, particularly of non-book materials, were needed.

The book is useful for cataloguers accustomed to using AACR1 because it points out where the new edition confirms an earlier rule and where it diverges. Although the author refers to the North American text of AACR1 and to LC rule interpretations, British readers will not be unduly hampered. The index begins with a list of AACR1 rules mentioned in the text so that their state, changed or unchanged, can be quickly checked. The index also leads to the examples illustrating the different rules, as well as adequately covering the text.

Beginners who might find the frequent references to AACR1 confusing would probably get on better with *Using AACR2,* a programmed text consisting of a series of flow-charts for decision making on the choice and form of headings for main entries, added entries and references, that is, for using chapters 21 to 25 of AACR2, since it has been prepared primarily 'for students of librarianship who are in process of initiation into the techniques of cataloguing'. After an introduction to author and title cataloguing the algorithms are presented: the first to determine what access points (headings) are required, with main entry and added entries distinguished, the second to establish

the form of the headings. Thirty-two examples consisting chiefly of title pages of monographs annotated with essential supplementary data are offered for the student to work with. Solutions and comments follow the examples.

The student is warned not to be deterred by the apparent complexity of some of the pages and reminded that he is concerned in following only one of the strands in the flow-chart. It must be admitted, however, that the type in some of the boxes in the flow-charts is no larger than five or six point. At every 'yes' decision reference is made to the appropriate rule, sometimes with a summary, or to an extension of the flow-chart on another page.

The authors are three lecturers at the School of Librarianship of Leeds Polytechnic and a member of the Polytechnic's Educational Technology Unit, who devised the text between them. The blurb claims that 'validation has demonstrated a marked decrease in time taken by students in the application of the rules of the code', but does not say against what—illogical teaching, or being left on their own with the code? Certainly the careful listing of sequential choices, the systematic layout and the repetition should ensure that the student recognizes cataloguing to be a logical, exact and consistent process.

Mary Piggott

North western newsletter: index, 1950-1975 (Library Association: North Western Branch and Association of Assistant Librarians: North West Division), by K. G. B. Bakewell and students of the School of Librarianship and Information Studies, Liverpool Polytechnic. Liverpool: Liverpool Polytechnic, School of Librarianship and Information Studies, 1981. [4], 66pp. 29cm. (Occasional papers: 12) ISBN 0-901537-15-2. £2.00.

The North western newsletter was the journal of a regional grouping of librarians, as indicated in the above citation. (The journal folded after 1975 only to be revived under a slightly different title three years later.) As such it obviously contains material of great potential interest and, as the years go by, of increasing historical value. Many of the last two or so generations of librarians have marched through its pages, and the arrival of an index to its contents is greatly to be welcomed.

The index (separately published) is in A4 typescript, in wide single-column, with set-out subheadings and word-by-word arrangement. It *omits* the comma between entry and page reference and uses lower-case initial letters (except, naturally, for proper names). The prefatory matter itself states that 'account has been taken' of BS 3700 and BS 1749. It is not of course possible to judge its accuracy, relevance or comprehensiveness unless one has access to the *Newsletter* itself, but there seems to be no reason to doubt its performance. Subheadings are reasonably crisp yet informative, cross-references are provided where one would expect (almost always!) and a deliberate attempt

to find the statutory spelling, typing or punctuation error—an attempt which is incumbent upon every self-respecting reviewer—was unsuccessful in the time available.

Indexers of this type of journal will like to know that categories of material *not* indexed are: 1) details of forthcoming activities, future publications and developments; 2) publications received (but not reviewed); 3) *casual* mentions of names (e.g. examination successes, committee members, speakers at meetings). It will also be of interest to indexers to note that, since this work was the joint effort of over 90 people, standardization of subject headings was achieved by deriving them from *A classification of library and information science.*

This is a most interesting and useful example of an index to a 25-year periodical run and our Vice-Chairman, as its midwife, is to be congratulated.

Geoff Dixon

Where to look things up: A-Z of sources on all major educational topics compiled by Elizabeth Wallis for the Advisory Centre for Education. 2nd ed. London: Advisory Centre for Education, 1980. 112pp. 21cm. Indexes. ISBN 0-900029-56-0. pbk. £2.50 (multiples of 10: £2.25 each; multiples of 50: £2.00 each).

A random selection of the headings from this most useful guide to information sources on education, compiled by the Registrar of the Society of Indexers, provides a clear indication of the wide range of topics covered: adult literacy, adventure playgrounds, books for children, corporal punishment, grants for school students, law of education, maladjusted children, parent teacher associations, playgroups, polytechnics, racial discrimination, sandwich courses, school libraries, school milk, swimming, teacher organizations, unemployed school leavers, uniform, universities, zoning. Under each heading there is a brief definition, where appropriate, followed by details of organizations and publications which will provide further information.

There is a comprehensive subject index at the beginning of the guide, which can unfortunately be faulted on the grounds that there are too many 'see' references when duplicate entries would be equally economical. Cross-references are provided liberally and helpfully within the main alphabetical sequence.

The index of organizations provides further evidence of the wide scope of the guide—as well as such obvious bodies as the Department of Education and Science, National Union of Teachers, School Bookshop Association and Schools Council, it also includes many organizations which are less familiar to this reviewer, such as All Faiths for One Race, Half Term Movement and Parents Anonymous. The School Library Association is indexed twice—correctly to its own entry at page 81 and incorrectly, as School Libraries Association, to the entry for 'reading' at page 76. This should really have been spotted!

I should like to have seen *College administration handbook,* edited by Ian Waitt (National Association of Teachers in Further and Higher Education, 1980), included in the list of reference books on page 3—and most certainly in the entries for Polytechnics and Teacher Training.

In spite of these small criticisms, I feel that Mrs Wallis and the Advisory Centre for Education are to be congratulated on producing a most useful guide, highly recommended to anybody interested in any aspect of education. I shall make frequent use of my copy.

K. G. B. Bakewell

James Joyce's manuscripts: an index. Compiled by Michael Groden. New York: Garland Publishing Inc., 1980. 173pp. 22cm. ISBN 0-8240-9540-5. $25.00.

This book had its origins in the compiler's earlier publication of the *James Joyce Archive.* Over several years from 1977 Garland Publishing, Inc., of New York produced the *Archive* in 63 volumes. To understand the purpose of this remarkable collection, of which Groden was the general editor, one must understand something of Joyce's working methods. He began, early in his career, to save all the notes, drafts, manuscripts, typescripts and corrected proofs of his works, and from these can be seen the successive stages in the creation of his literary work. The *Archive* consists of facsimiles (or photoreprints as Groden sometimes calls them) of most of those pre-publication documents surviving and it is thought to be the only such work yet produced of a major 20th-century author.

These documents are split up between many libraries, with a few still in private collections. In the *General Introduction* to the *Archive,* reprinted in the *Index,* Groden describes its production. It was an immense task, involving the copying of some 25,000 pages of original material from documents widely dispersed which clearly could not be assembled together. Different methods of copying carried out by different people had to be done, but to a style and to a sufficiently high standard to suit Groden's requirements. He does not dwell on the problems posed by this, but clearly they were formidable.

The purpose of the *Index* is to list the whereabouts of these original documents. The book is arranged in two main sections. The first is an alphabetical listing of Joyce's works indicating the kind of document (manuscript, proof, etc.), its location, and the *Archive* volume in which it appears. For this purpose a list of the contents of the *Archive* is included. The second section arranges the materials according to their location. An appendix gives a page-by-page index of the *Finnegan's Wake* documents in the British Library as they are listed in the *Archive.* A second appendix indexes the *Bibliography of Joyce 1882-1941* prepared by Slocum and Cahoon and published in 1953.

Besides Slocum and Cahoon's now dated work there have been published catalogues of Joyce's works held in some university libraries. For instance, the University of New York at Buffalo, very well represented in Groden's Index, produced Speilberg's *Joyce's*

manuscripts and letters in 1962. Cornell and the University of Texas have both produced lists of their holdings. Groden has combined the contents of these libraries with others known to him and produced the comprehensive *Index* which will prove to be an indispensable work for those research students who need to use the Joyce originals or the *Archive.*

Groden, assistant professor of English at the University of Western Ontario, has also written a number of books and articles on Joyce, including the book *Ulysses in Progress* (1977), which describes the literary development of Joyce's novel and which contains the kind of material on which the *Index* is based. The compiler is to be congratulated on his dedication in producing such excellent works as the *Archive* and the *Index.*

Philip Bradley

Freedom to publish by Peter Calvocoressi assisted by Ann Bristow. London: Index on Censorship; New Jersey: Humanities Press; Stockholm: Almquist & Wiksell, 1980. 160pp. 22cm. ISBN 0-904286-22-3. £2.00.

This report on obstacles to freedom in publishing was prepared for the Congress of the International Publishers Association, Stockholm, May 1980. It is a survey of the state of freedom of expression in 42 countries. Data from a questionnaire has been analysed by Peter Calvocoressi for Writers & Scholars International on behalf of the publishers of *Index* magazine (the index to censorship).

The report covers practical, cultural and financial as well as political restraints on freedom of expression, with the conclusion that 'outside the world's avowed ideological and military autocracies, freedom to publish is widespread but vulnerable'.

The first sentences set the tone of this penetrating and sensitive report: 'The censor is a discredited but not extinct being. Every autocrat is a censor at heart and every paternalist hankers after the censor's powers. But progress from the more authoritarian to more open and more liberal socieities undermines the censor, who ceases to be the honoured custodian of moral standards and good behaviour and becomes instead a representative symbol of power and prejudice.'

There follows an analysis of the legal situation of the limitation to freedom to publish in the 42 member states, which include countries in Eastern and Western Europe, Asia, South America and the USA.

No one reading of the state of the law in the UK can remain sanguine. The Official Secrets Act of 1911 (later amended by Acts of 1920 and 1939), enacted to make life difficult for spies, has in fact been used also to make life easier for politicians and civil servants. No wonder they turn logic on its head and brand those who are seeking a furtherance of democracy and more open government, a danger to the established state.

It is noted that in the USA, public figures may have diminished rather than enhanced protection, and may

even be exposed without redress to false attacks for which their more private fellow citizens would be able to take legal action.

Libel laws, it seems, vary from country to country, but are a hazard to all publishers, though quite rightly they seek to protect the individual against false statements harmful to his repute or standing.

HMSO (Her Majesty's Stationery Office), our Government's publishing house, is the largest publishing enterprise in the UK, with a range of publications embracing practically everything save fiction. Publishers now find themselves in competition with state publishing; often unfair competition as the state can make preferential terms for itself. The state may also affect the sale of books, by buying them in significant quantities or recommending or not recommending them—particularly in the educational sector.

Liberal democracies face threats to their freedom to publish; very serious, because their effects may be irreversible. The threats arise from the changing financial structure of the world of books; that is, the transfer of ownership of publishing businesses from publishers to non-publishers, and the transformation of book distribution, particularly the partial displacement of the retail bookseller by the book club.

All indexers must bewail the decline of the independent publisher. In the USA there have been 200 mergers in 10 years, and over 80% of the paperback market is now supplied by eight publishers. In France 90% of the paperback market is controlled by 10 publishers. Amalgamations are accelerating everywhere. We may mourn the extinction of publishers whose concern for good books overcame their concern for good commercial management. The new directors of publishing houses may be more interested in the last quarter's figures than next season's list of new titles. Sooner or later a publisher (whose values may be different from his proprietor's) may want to publish a book which his proprietor disapproves of—what then? In this new commercial world of publishing, the indexer, too, will have to be yet more businesslike and will find life yet harder, with fewer and harder-headed publishers.

Unfortunately this fascinating and informative book has no index and a minimal contents page. There is not even a list of the 42 member countries of the International Publishers Association, nor a copy of the questionnaire which elicited all the information.

Elizabeth Wallis

Choosing an automated library system: a planning guide by Joseph R. R. Matthews. Chicago: American Library Association, 1980. viii, 119pp. 23cm. Illus. Glossary. Bibl. ISBN 0-8389-0310-X. Pbk $11.00.

The paraprofessional and the professional job structure by Charlotte Mugnier. Chicago: American Library Association, 1980. vi, 157pp. 23cm. Bibl. ISBN 0-8389-0303-7. Pbk. $7.00.

These two publications are of fringe interest to the book indexer. *Choosing an automated library system* is likely to have the greater appeal, in view of current concern about computerized indexing, though (as its title implies) it deals with the broader issues of choosing, installing, implementing and managing computerized systems rather than with their use for specific tasks such as indexing. As such, it is a most welcome addition to the literature, in spite of the fact that, for UK readers, dollars obviously need to be translated into pounds here and there. It is clearly written, and the 'do's and don't's' at the end of each chapter are useful summaries of the salient points.

The definitions in the glossary of computer-related terms on pages 109-114 are not always as clear as the main text; nor, I suggest, are they always accurate: is 'central processing unit' really synonymous with 'computer'?

The inevitable American bias is offset by a description of the British ALS issue system on page 91, but I looked in vain for some British contributions (such as Kimber's excellent *Automation in libraries*) in the annotated bibliography on pages 115-116.

The index is far from perfect, with too many errors and omissions. One omission is ALS, noted in the previous paragraph, which is not indexed under its initials, its full name (Automated Library System) or 'circulation control'; this is presumably because the appendices (on pages 79-101) are not indexed, but there is no note stating this. Similarly the terms in the glossary are not indexed. ISBN is another omission, though ISSN is there with incorrect page references.

The paraprofessional and the professional job structure developed from a doctoral thesis on the role of 'library associates' in public libraries—in Britain these people might be termed 'library technicians' or 'semi-professionals'. Tasks described as professional in the ALA *Descriptive list of professional and non-professional duties in libraries* were frequently found to be allotted to 'paraprofessionals', and Professor Mugnier logically suggests that a reassessment of 'professional work' is needed, and that it should begin by excluding from professional work what library associates can do and isolating what professionals should be doing. Of interest to readers of *The Indexer* is the fact that 43.5% of supervisors allotted the task of compiling indexes to professionals, and 25% to non-professionals.

Although this book is American, sections of it were familiar to this British library school lecturer. For example, 'Practicing librarians are justly critical of library schools for not setting rigorous standards for admitting and graduating persons who are suited for library service, but have, themselves, typically permitted mediocre librarians to become permanent staff members and even advanced them to positions of greater responsibility' (pages 100-101) could well have been written in Britain.

Terminology did not generally present a problem, but I would dearly like a definition of 'bellwether library' (page 36).

The index contains a number of inconsistencies, such as

Classification, personnel, 14-15
Personnel classification, 4

and there are far too many 'see' references when double entry would be as, or more, economical, e.g.

LAD, *see* Library Administration Division (2 lines)
Library Administration Division (ALA), 7, 17

'U.S.' should either have been written in full or filed at the beginning of the Us instead of between 'Underutilization' and 'University'.

K. G. B. Bakewell

A bibliography of standards relevant to indexing and abstracting and the presentation of information. Compiled by Carolynn Robertson. Ottawa: Library Documentation Centre, National Library of Canada, 1980. 21pp. 28cm. ISBN 0-662-50776-2 (pbk).

Available free from Publications Section, Public Relations Office, National Library of Canada, 395 Wellington Street, Ottawa, ON, K1A 0N4.

This booklet has also generously been made available to members of The Society of Indexers, free. Copies obtainable on request from our Literature Manager, Mrs Dorothy Frame, for 25p (to cover postage).

The bibliography lists under the name of each standardizing body in turn selected standards from the American National Standards Institute (ANSI), the Association française de normalisation (AFNOR), the British Standards Institution (BSI), the International Federation of Library Associations and Institutions (IFLA), and the International Organization for Standardization (ISO).

Writers' and Artists' Year Book 1981: a directory for writers, artists, playwrights, writers for film, radio and television, photographers and composers. London: A. & C. Black, 1980. 497pp. 20 cm. Index. ISBN 0-7136-2098-6. Pbk. £2.95.

Little seems to change from year to year in this reference book, now in its 74th year. Even the price, £2.95 for nearly 500 closely packed pages, is excellent value. A welcome change would have been to have the four blank pages at the end of the book used to extend its very flimsy three-page index.

The book is divided into five sections; the first three cover newspapers and magazines, book publishers and theatre, TV and radio agents, including Commonwealth countries and South Africa. The final two sections cover art, music, prizes, clubs, copyright and tax services in the UK only. Indexing is covered in the last section, with a paragraph on our Register and a more general entry under 'Societies' using the key word 'Indexers'. Primarily for the practising author, the book certainly lives up to its claim to be a general work of reference.

Elizabeth Wallis

A Guide through Narnia. Martha C. Sammons. London: Hodder and Stoughton, 1979. 160pp. Index. 18cm. ISBN 0-340-24800-9. £1.25.

This is an in-depth study of C. S. Lewis's seven books about Narnia. Here are background history and geography, studies of particular characters, and an analysis of the Christian concepts woven into the tales. Children find the stories packed with adventure, suspense, humour and sorrow. They need ask for no more and read them avidly at this level. Adults perceive the symbolism and will be fascinated by Martha Sammons' interpretation of how C. S. Lewis, a well-respected authority on medieval and renaissance literature and a writer of key theological books, came to write stories which were pounced upon by children and are read obsessively.

Complementing C. S. Lewis's evocative narrative, as if to add verisimilitude, there is a three-page 'Narnian Chronology' and a chapter, 'The country of Narnia'. All this makes an imaginary country as vivid and convincing as the Bronte children's Gondol and Angia!

The reason for mentioning this book in *The Indexer* is its inclusion of a 27-page index of names and places. Each entry has a short annotation and indicates in which book the subject appears. Following this is 'A Note on the names and creatures': fascinating explanations and descriptions, some scholarly, some inventive.

Cecilia Gordon

The BSO manual: the development, rationale and use of the Broad System of Ordering; prepared by the FID/BSO Panel: Eric Coates, Geoffrey Lloyd, Dusan Simandl. The Hague: FID, 1979. (FID publication 580.) ISBN 92-66-00580-0.

The history, description, testing, applications, and method, with examples, of use of BSO, which appeared as *Broad System of Ordering: schedule and index.* Third rev. and first published version. The Hague: FID, 1978. (FID 564.) ISBN 92-66-00564-0. Designed as an exchange of information language in the form of a 'coarse' classification containing about 4,000 terms for broad designation of specifically classified information and for designating such areas for search in data bases; for transferring information languages, including thesauri; and for arranging lists.

M. P.

Specialized vocabularies

INSPEC thesaurus 1981 supersedes the 1979 edition. It includes 370 new subject headings and over 500 new 'lead-ins' in the fields of **physics, electrical and electronic engineering, computers** and **control engineering.**

BSI 3527 Part 19 covers **analog computing** in the 20-part glossary of terms used in **data processing.** It is identical with ISO 2382 Section 19.

M. P.