

is an introductory text on the purposes and procedures of retrospective conversion. The authors do not claim to have concentrated on all the details, but rather have compiled a "philosophical and theoretical" text on conversion. Many librarians may be thankful for having delayed their conversions to take advantage of this comprehensive guide.

The first chapter discusses the products and purposes of data conversion, touching briefly on most of the main points to be covered in later chapters. The "total systems approach" is recommended "to help prevent the 1990s from being filled with reconversion." It is in this chapter that the MARC record is introduced in its many varieties and uses.

Planning for the conversion and awareness of standard practices are emphasized in chapter 2. This planning is outlined to include the establishment of goals and objectives, description of the present situation, identification and analysis of alternatives, evaluation of available resources, and decisions on formats and standards. The evaluation of available resources for machine-readable records, staff, equipment, space, time, and money are examined. Chapter 3 discusses proper design of the entire conversion project from how the machine-readable bibliographic information will be identified to who will document the bar code specifications. This chapter addresses the most detailed aspects of conversion and includes discussions of some local systems and their interface with vendors. The authors conclude this chapter with the emphatic directive, "If you are not willing to adequately plan for a data conversion project, don't attempt one." Hear, hear.

After the many aspects covered in chapter 3, chapter 4 launches into "Special Considerations." These include conversion of serial records, reclassification, treatment of pre-AACR2 records (authority control), and item control. These considerations bring to light additional standards, for which planning must again be done prior to beginning a conversion. Chapter 5 compares some conversion methods in terms of time, cost, and per-

formance. Since each library's situation is unique, no be-all and end-all method is given, only a method for comparing options.

Possible pitfalls are discussed in chapter 6. A project as large as a conversion is very open to error in planning and/or implementation. Libraries attempting conversions after the first brave few have fallen or succeeded have the advantage of learning from the mistakes of others. Things can go wrong in financial planning, organization, contracting, standardizing, and purpose.

A final summary is given before the comprehensive appendixes. Librarians who are conversion veterans are listed in appendix A. Appendix B lists consultants: here are people who have been through it or who are in the midst of it. Appendix C covers vendors of conversion services.

Both of these current volumes, enhanced by their extensive bibliographic entries and appendixes, are valuable additions for library planners. The texts are easy to read and understand, and conform to the high Knowledge Industry standards.—*Jill Sanders, Blackwell North America, Inc.*

Wright, Kieth C. and Judith F. Davie. *Library and Information Services for Handicapped Individuals*, 2d ed. Littleton, Colo: Libraries Unlimited, 1983. 184p. \$20. LC 83-13560. ISBN 0-87287-391-9.

Association of Specialized and Cooperative Library Agencies. *Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped*, 1984. Chicago: American Library Assn., 1984. 55p. \$6.50. LC 84-6356. ISBN 0-8389-3306-8.

The first edition of *Library and Information Services for Handicapped Individuals* by Kieth Wright (1979) was the first standard text aimed at assisting librarians in planning library services for people with various disabilities. This second edition, coauthored by Judith F. Davie, has the same objectives as the previous edition with updated and ex-

panded information. Subjects discussed in this text include identification of major handicapped groups; outlines of problems facing handicapped individuals and of resources and programs provided by the library community for solving these problems; sources of information about handicapped individuals; reviews of legal decisions affecting the handicapped; and an enumeration of programs and services that librarians can modify to meet the special needs of the handicapped in different settings. Since this book is intended to assist in planning library programs for handicapped individuals, librarians will find two new chapters particularly useful. The new chapter 5, "Speech Handicapped Individuals," discusses services for speech-impaired individuals. Chapter 9, "Library Staff Development: Self-Assessment and Attitude Change," addresses the need for librarians to examine their attitudes and confront their prejudices in order to serve these specialized library users effectively.

The updated edition is concise and more oriented to librarians and professional staff providing services to specialized library users. The information, references, and sources in the second edition have been updated and expanded. The "Glossary and Acronyms" in the first edition has been eliminated, and the original list of sources of information on organizations, programs and resources has been completely annotated but condensed.

This book is theoretical and lacks practical information regarding the evaluation of users, facilities, services, staffing and funding. It therefore would be more beneficial when used in conjunction with a library handbook written by librarians with practical experience in the field, such as *Serving Physically Disabled People* by Ruth A. Velleman (Bowker, 1979) and *Improving Library Service to Physically Disabled Persons: A Self-Evaluation Checklist* by William L. Needham and Gerald Jahoda (Libraries Unlimited, 1983).

Wright's book is a valuable basic

source book and should be of particular interest to librarians in all types of libraries providing services to people with various physical disabilities.

Revised Standards and Guidelines of Service contains information useful not only for network libraries, but also for those providing services for the blind and other physically disabled persons. The content is similar to the earlier 1979 edition, with standards that mandate or recommend space, staffing, and service practices for network libraries.

Areas discussed include a brief history of the development of standards for network and member library requirements regarding space, collection size, and duplication facilities. The revised standards place greater emphasis on the planning and evaluation of services and on the application of new technology. The appendixes provide relevant laws, policies on patron eligibility for service, selection policies for reading materials, and lending-agency

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A glossary, an extensive bibliography, and a detailed index are included. This book will be useful to any library providing services for the blind and other physically disabled persons, to administering and funding agencies, to human service organizations, and to individuals concerned with library services for people with disabilities. These standards and guidelines are indispensable to any library.—*Samuel T. Huang, Northern Illinois University, DeKalb.*

Reference Sources for Small and Medium-Sized Libraries. 4th ed. Comp. by the Ad Hoc Committee for the Fourth Edition of Reference Sources for Small and Medium-sized Libraries, Reference and Adult Services Division, American Library Association. Chicago: American Library Assn., 1984. 268p. \$20. LC 84-6513. ISBN 0-8389-3293-2.

This book is the fruit of the labor of an ad hoc committee of the Reference and Adult Services Division of the American Library Association. First published under the title *Reference Books for Small and Medium-sized Libraries* in 1973, this new, updated version now includes "sources" in non-print formats, such as microforms and databases, in addition to traditional reference books. The coeditor notes in the preface that there has been an 80 percent increase in the number of entries in this edition, compared to the most recent 1979 edition (from 1,048 to 1,788). Not only have nonprint sources been added, but the scope of the work has also been expanded to include reference materials for children and young adults as well as out-of-print reference books considered to be essential to a basic reference collection. Public libraries, college libraries, and large secondary school libraries are expected to find this a useful source for collection development purposes. The cutoff date for publications included in this book was 1982, but some 1983 imprints are included. For each title, the standard bibliographic elements are there: author, title, publisher, date of publication, number of pages, price, ISBN, or ISSN. If the particu-

lar source is available online, that fact is also noted. Finally there is an author/title index.

The twenty-two chapters are organized by Dewey Decimal Classification subject divisions, with both format and subject subdivisions. Each chapter has been compiled separately by one of the six editors, and each chapter begins with a brief introduction describing the nature and scope of the listings. One of the appealing aspects of this work is that both the annotations and introductions go beyond description into the realm of helpful evaluation and judgment. For example, the annotation of *The New Encyclopedia Britannica* states that "Articles are accurate and objective with the exception of those written by Eastern bloc contributors, who offer slanted versions of culture, social conditions and intellectual accomplishment in Eastern Europe and the U.S.S.R." Whether or not one agrees with this characterization of the *Britannica*, it is refreshing to read an annotation that has a critical bite to it. Or again, the chapter on education sources begins with this useful advice: "Librarians should be wary of investing large amounts in sources that will become quickly dated, and care should be taken to update sources regularly, especially directories and catalogs. Since many sources have some overlap in coverage, perhaps a policy of selective purchase with a priority on updating the purchased titles would be the wisest course."

The editors of this work have substantially updated this edition with both new sources and new topics of current interest. For example, chapter 12 includes a completely revised list of sources relating to computer science. At the same time, the limited utility of this book for academic libraries must be kept in mind. Of the twenty-seven bibliographies listed under the heading "Collection Development Sources," the vast majority relates to use by either public or school libraries to develop collections for children and young adult readers. Thus, for college libraries, this book may best be seen as a useful supplement to Sheehy's *Guide to Reference Books*.—*Bart Harloe, University of the Pacific.*