

the fields of statistics, survey research, and education, and extend to more thorough treatments of these two difficult areas.

This work calls for a more formal, rigorous evaluation of instruction programs. Certainly, the field of bibliographic instruction would benefit from research based on scientific methodology, especially if the research leads to establishing more effective output measures. On a day-to-day basis, however, instruction librarians also need to be adept at "informal" evaluation techniques—talking to faculty members to understand their impressions of student needs, judging student reactions and making adjustments in lecture style or content "on the spot," analyzing questions received at the reference desk as representative of student needs and experimenting with new activities to meet those needs, and many others. These techniques allow librarians to tailor programs to the individual needs of their institutions and are also valuable as testing grounds from which more formal research projects can emerge. To battle-worn instruction librarians, informal evaluation methods are likely to be second nature. The formal techniques this handbook introduces may encourage these librarians to conduct evaluation based on scientific methodology. Librarians new to the field, however, would benefit from an examination of the full range of evaluation techniques. Informal evaluation may not lead directly to research and publication, but it does make an essential contribution to effective instruction.—*Martin Courtois, University of Illinois at Chicago.*

Woods, Lawrence, A., and Nolan F. Pope. *The Librarian's Guide to Microcomputer Technology and Applications.* White Plains, N.Y.: Knowledge Industry Publications for American Society for Information Science, 1983. 215p. \$34.50. LC 83-13548. ISBN 0-87629-045-5.

Carter, Ruth C., and Scott Bruntjen. *Data Conversion.* White Plains, N.Y.: Knowledge Industry Publications, 1983. 173p. \$34.50. LC 83-84.

Each of these two 1983 offerings from Knowledge Industry Publications ad-

dresses a timely topic of interest to academic librarians as well as to information specialists in other branches of the profession. Lawrence Woods and Nolan Pope in *The Librarian's Guide to Microcomputer Technology and Applications* have compiled a comprehensive overview and resource guide to microcomputers and their use in library situations. *Data Conversion* by Ruth Carter and Scott Bruntjen attacks the multisided question of retrospective conversion.

The Librarian's Guide discusses the general fundamentals of microcomputers while focusing on library applications. The authors point to a felt need in the profession for such a discussion and state in the preface that most of the information in the text was taken from a survey of ASIS and LITA individual members and of ARL member libraries. The survey, conducted in 1982 and 1983, revealed that 67 percent of the respondents used microcomputers in their facilities.

The first chapter gives us the dime tour of computer history, which is all that is needed for the purposes of this volume. Technical buzzwords are nowhere to be found in this and succeeding chapters, and all legitimate technical terms are defined in a glossary. A basic understanding of the concept of computers and electronically stored data is expected of the reader. However, as Woods and Pope conclude in chapter 1, "As information specialists, librarians cannot afford the luxury of computer illiteracy if they are to maintain their place in the information marketplace."

Chapters 2 and 3 delve fairly deep into hardware and software descriptions covering processors, storage medium, input/output devices, networks, operating and database management systems, compilers, and programming languages. As fast as the micro industry is changing, these 1983 models, specifications, and prices provide a sound springboard from which to begin a survey of this year's offerings.

Chapter 4 outlines some designs of library-specific software, taking off on the general discussions of chapter 3. How to assess your library's needs and potential uses for micros is the topic of chapter 5. Given the multitude of options available

from even a single vendor, the individual requirements covered in this chapter are vital to selection of a proper system.

The real meat of things, actual department-specific applications, are discussed in chapters 6-9. Here we see that, from administration to public service, efficiency and access to information can potentially be improved by the use of micros. Online searching is dealt with at length in chapter 6. The authors use examples of actual library situations to demonstrate the broad scope of online searching on micros. Many commercial online systems are also discussed. Other aspects of public service that can be enhanced by micros are detailed in chapter 7. This includes circulation control, interlibrary loan, and educational instruction.

Unfortunately for chapter 8 and the coverage of technical services, OCLC's M300 micro was not introduced in time to be included in any of the survey results. This system, though, has been well-documented in the past year throughout

the professional literature. As in chapter 6, examples of local success stories help to highlight potential applications.

Chapter 9 on management applications serves as an added appendix, listing examples of local use with brief explanatory text. Management functions are as broad as the entire field of institutional administration. Future trends in hardware and software and their effect on library applications are covered in the final chapter.

If the results of the survey reported in this text are not enough, appendix A consists of twenty pages of libraries with micros for the reader to contact. Appendix B contains lists of hardware vendors and appendix C, software and system vendors. These listings could prove to be an invaluable resource for micro networking. A glossary follows the appendixes, and an extensive bibliography complements the chapter footnotes. With all the literature listed here, it is a wonder this text was not written sooner.

Data Conversion by Carter and Bruntjen

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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-