

research findings and a stimulating complex of issues to ponder. Inevitably, some topics are slighted; for example, relatively little is said about the potential of the Semantic Web and open linked data as a new structural model for organizing information. This does not detract from the valuable contribution Abbas makes in this book to the study of knowledge organization.—*Stephen Hearn (s-hear@umn.edu), University of Minnesota, Minneapolis*

Starting, Strengthening and Managing Institutional Repositories: A How-To-Do-It Manual. By Jonathan A. Nabe. New York: Neal-Schuman, 2009. 169 p. \$85.00 softcover (ISBN 978-1-5557-0689-0). How-To-Do-It Manuals.

Starting, Strengthening and Managing Institutional Repositories: A How-To-Do-It Manual is a practical guide that combines lessons and expertise of early institutional repository (IR) implementers. The book can be read straight through or consulted chapter-by-chapter as needed. Each chapter is clearly written, contains a bibliography, and can stand on its own.

The book has two parts. The first seven chapters, written by Nabe, cover all aspects of IRs, from why libraries should adopt them through assessment. The second part of the book consists of seven chapters by authors who provide their own perspectives on IR management. Both parts work well together to form a cohesive, strongly written whole.

In part 1, the introduction and first chapter define IRs and explain why libraries should adopt them. These sections provide useful background for people who are not familiar with IRs.

Chapter 2 covers planning. One of the recurring themes in the book—avoiding too much planning—is introduced on page 13:

Inability to address these issues should not stymie all progress, and overplanning

can lead to frustration and gridlock. Furthermore, there is no demonstrable correlation between the resources committed to these ancillary activities and the success . . . of an IR.

Chapter 3 covers the major IR platforms and provides criteria for evaluation. Even if one's institution already has an IR, understanding the benefits and limitations of the software options is helpful to better understand the structure of other IRs. Because software features continually improve, this chapter should be used in conjunction with websites about each of the products.

Chapter 4 provides an overview of policies that should be in place for an IR. It gives examples from several institutions, encouraging new repository administrators to learn from the early adopters. Adapting another institution's policy is a great time-saver when starting an IR program.

The next chapters cover marketing, recruitment of content, and collection development. The author gives a realistic picture of the difficulty in recruiting content. He also provides good information regarding how to communicate with faculty and researchers about how the repository can fulfill their needs.

The last chapter of part 1 covers use and assessment. Increasing the use of one's IR relies on making content discoverable in search engines, often through the use of interoperable metadata. Some of the information conveyed in this chapter is slightly out-of-date (e.g., OAISTER is now part of WorldCat), but the concepts are still valid.

Part 3 provides expert views on topics, as well as a variety of perspectives on specific software products. While many of the issues the authors raise echo points made earlier in the book, this collection of essays also offers fresh ideas. For instance, it is

instructive to learn from these IR managers why they selected their systems. It is also helpful that the authors represent a diverse set of institutions. Most importantly, since each of the case studies represents a successful IR, readers can learn from multiple people and find lessons relevant to their own institutions.

The book only touches lightly on archiving datasets and using an IR as a publishing platform, despite the emerging importance of these issues in the last two years. The lack of this information is a minor criticism; the nature of a monograph is to capture the state of a topic at a given point in time.

Starting, Strengthening and Managing Institutional Repositories is a very useful collection of information for managers of existing repositories. It would have been extremely helpful when we were beginning our repository; I recommend it to colleagues embarking on such an endeavor.—*Wendy C. Robertson (wendy-robertson@uiowa.edu), University of Iowa, Iowa City*

Collection-Level Cataloging: Bound-With Books. By Jain Fletcher. Third Millennium Cataloging. Santa Barbara, Calif.: Libraries Unlimited, 2010. 97 p. \$45.00 softcover (ISBN 978-1-5915-8543-5).

Recognizing the disparity between time-intensive cataloging of bound-with books according to current code and guidelines, and the quick processing advocated by the "core record" movement and "hidden collections" initiative, Fletcher offers a reasonable middle ground in her book: collection-level cataloging. In this accessible and comprehensive manual, Fletcher shares her expertise while encouraging readers to tackle the challenge of bound-with cataloging. To that end, Fletcher's discourse fits neatly into the *Third Millennium Cataloging* series, which "provides an ongoing set of guides to problems of contemporary cataloging, and clarifies issues,

primarily in the electronic environment."¹ Still, the author's choice of the title *Collection-Level Cataloging: Bound-With Books* is peculiar because it suggests a limited focus on collection-level treatment when this text actually serves as an exhaustive manual on the cataloging of bound-with books, both complete and collective treatment alike.

The book consists of an introduction, seven chapters, sources cited, and an index. Structurally, the chapters can be divided into two sections: (1) a historical overview of bound-with books (chapters 1–3), including general background, early cataloging treatment, and an analytical survey of existing cataloging guidelines; and (2) the author's approach to cataloging bound-with books (chapters 4–7), including precataloging identification and preparation, a best practices approach to complete cataloging treatment, guidance on collection-level cataloging, and concluding thoughts.

The first chapter, "Background and Overview," is particularly informative for those unfamiliar with bound-with books. The author begins by clarifying terminology, providing description (complete with photographic illustration of bindings and contents), and contextualizing the historical practice of binding separately issued materials. In the following chapter, Fletcher discusses early cataloging treatment of bound-with books in both book and card catalogs, and successfully conveys how the often-inadequate descriptions kept the contents hidden from researchers. The third chapter offers an objective analysis and comparison of existing rules, guidelines, and relevant practices for cataloging bound-with books, primarily focusing on *Rules for Descriptive Cataloging*

in the Library of Congress; Anglo-American Cataloguing Rules, 2nd ed., rev.; *Descriptive Cataloging of Rare Materials (Books)*; and International Standard Bibliographic Description (ISBD).² Fletcher's analysis is effective in navigating the opacity of the various sets of guidelines, revealing where discrepancies exist and demonstrating how the lines are often blurred between volumes compiled by a publisher and volumes compiled by an individual.

Catalogers seeking practical guidance on describing bound-with books can skip directly to chapters 4–6. Fletcher's vast knowledge and experience in handling these problematic materials are reflected in a compendium of cataloging options. In these chapters, Fletcher presents clues on distinguishing between unique and publisher-issued compilations, provides instruction on precataloging physical preparation, provides a synthesis of best practices to aid in complete cataloging treatment, presents three alternatives for collection-level treatment, and reveals the decision-making process behind selecting the appropriate course of action. These chapters contain supporting examples that elegantly illustrate the options described; Fletcher goes further by offering guidance to a few ambiguous situations that catalogers may confront.

Chapter 6, "Collection-Level Cataloging for Bound-With Books," contains the author's core contribution in providing a feasible solution to efficiently catalog bound-with books. Fletcher contends that uniquely compiled bound-with books are, in fact, small collections, and should therefore be treated as such in describing them. Her argument is compelling; however, despite the title of the book and

the detailed instruction given in this chapter, Fletcher gives equal justification for complete cataloging treatment, stating that it "should always be considered as viable; indeed, it should be considered as the first option" (52).

Chapter 7 concludes with the author's final thoughts, in which she issues a challenge to catalogers: seek out bound-with books, whether currently on the shelves with less-than-full cataloging records or collecting dust in the backlog, and prioritize them for cataloging. Given Fletcher's contribution to providing guidance on the cataloging of bound-with books and her justification of the importance of unlocking the potential research value within them, she is not only encouraging, but convincing.—Sandy Rodriguez (rodriguezsan@umkc.edu), University of Missouri–Kansas City

References

1. ABC-CLIO, "ABC-CLIO—Series, Third Millennium Cataloging," www.abc-clio.com/series.aspx?id=51798 (accessed Mar. 18, 2011).
2. Library of Congress. Descriptive Cataloging Division, *Rules for Descriptive Cataloging in the Library of Congress* (Washington, D.C.: Library of Congress, Descriptive Cataloging Division: for sale by the Supt. of Docs., U.S. G.P.O., 1949); *Anglo-American Cataloguing Rules*, 2nd ed., 2004 rev. (Ottawa: Canadian Library Assn.; London: Library Assn.: Chicago, 2004-); Bibliographic Standards Committee, Rare Books and Manuscripts Section, Association of College and Research Libraries, in collaboration with the Cataloging Policy and Support Office of the Library of Congress, *Descriptive Cataloging of Rare Materials (Books)* (Washington, D.C.: Cataloging Distribution Service, Library of Congress, 2007).