priate and useful network of relationships between index entries. The *Geographical Index* has entries for groups of countries, countries, parts of countries and cities. References found under the name of a city are also found under the name of the country.

The minor criticisms provided above do not decrease our admiration for the work of Henry Sawoniak. From personal experience, this reviewer knows how much work is involved in the production of any extensive bibliography.

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KAO, Mary Liu. **Cataloging and classification for library technicians**. 2nd edition. New York : Haworth Press, 2001. xiv, 146 p. ISBN 0-7690-1063-1 (pbk).

Inspired by the author's long teaching experience, this book was first published in 1995. Dwelling on the basics and practice of cataloguing and classification work in small and medium libraries, the text has been revised and updated appropriately to incorporate changes in automated and networked libraries. In the few years that separate the two editions, the environment has changed substantially with the expansion of OCLC membership and services, the incredible growth of the Internet, and the popularity of electronic information and multimedia. Changes are also most visible in the library's processing department.

The book is timely; we are witnessing a second revolution in knowledge organisation after a decrease in popularity during the 1970s and the 1980s. Contrary to the assumptions of ill-informed computer types, technical services have emerged as even more relevant in the era of the unbridled Internet. Cataloguing and classification still form an important part of the curriculum of library and information science (LIS) education. Even where copy cataloguing is done or technical services are outsourced, library managers need to know about cataloguing and classification if they want to be able to verify the quality of existing records or of newly created ones.

This short textbook addresses the needs of students with little or no library experience, as well as those of middle level librarians actually required to do cataloguing and classification. Indeed they will find it a rewarding study. In this new edition, every chapter has been updated, and a short but valuable chapter on computerised cataloguing in MARC format has been added. The last chapter, which presents the trends in the domain, has been revised to incorporate the influence on technical services of OPACs, OCLC, and networks.

Every chapter begins with a brief introduction and is well structured. The terminology used in the chapter is clearly itemised and explained. Divided into small sections with bold headings, each chapter is lucid and concise; simplicity and brevity are hallmarks. The review questions appended to every chapter are well framed, and may be useful in testing readers' and learners' knowledge.

The book sets out to explain the role of library technicians, and especially their new responsibilities in automated but budget-constricted libraries. "A modern day library technician accomplishes every task in the cataloguing department, usually at a computer terminal connected to nationwide or area databases" (p.67). It is even predicted that library technicians will become freelancers and be hired by librarians to keep down cataloguing costs. (p. 138)

Procedures and descriptions are discussed, along with types of library catalogues, tools such as cataloguing codes, and classification and book number systems. All tools that are discussed are maintained and used in the United States. A complete chapter full of interesting examples of cataloguing of documents of various types, print and otherwise, is very useful. A section is devoted to the choice of access points. In the chapter on subject cataloguing, the use of Library of Congress Subject Headings (LCSH) and Sears lists, in manual and computerised catalogues, is discussed in detail. Two classification systems are presented: the Dewey Decimal Classification (DDC) and the Library of Congress Classification (LCC). Copy cataloguing procedures are explained with reference to OCLC services or through downloading through OPACs.

The text is an interesting read, simple and easy to use. The author presents a plain descriptive text with ample illustrations and charts. A list of twenty-three tools and references is given as suggested reading for those who may wish to go further.

This reviewer notes a few factual mistakes in the content of Kao's book. On page 133, it erroneously

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gives the reader the impression that DDC users continue to switch to the LCC for collections organization. This is not true anymore; indeed, many newly established libraries in the United States adopt the DDC rather than LCC to classify and provide access to their collections. Further, it is incorrect to say that Cutter numbers are introduced with a dot after the DDC number (p.89): Cutter marks are not mandatory for the DDC, and even if they are used, there is no need for any dot to separate the class number from the Cutter number, as is the practice in the LCC system. On page 82, the author is in error when suggesting that the dot following the third digit in a DDC number is a decimal mark; this dot is a non-semantic, conventional one. *Sears 16* (1997) is presented as being the latest edition (p.73), when in fact *Sears 17* was made available in 2000. On page 82 a number 025.0 is mentioned; no four or more digit number ends with a zero in DDC.

Notwithstanding a few minor factual mistakes, the book remains an up-to-date, simple, concise, and attractive introduction to the practice of subject cataloguing. It will be useful everywhere despite its strong bias towards American institutions and practices.

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