from some currently available wider lexical and textual sources.

There are already many glossaries and dictionaries of library and information science, but this is a unique one. In fact, it is an interdisciplinary dictionary for library and information science professionals, while other works are restricted strictly to library and information science terms. It lists about 3000 terms divided into seven sections, each devoted to a precise theme:

Section A	Information sources (pp. 1-15)
Section B	Information handling and retrieval (pp. 16-56)
Section C	Computers and telecommunication (pp. 57-139)
Section D	Resource management (pp. 140-159)
Section E	Research methodology (pp. 160-168)
Section F	Publishing (pp. 169-184)

The entries in each section are preceded by a brief preface explaining the relevance and scope of the section. The above core part is followed by a cumulative index (pp. 185-211). In most cases, it will be necessary to locate a term through this index. The division of the work into sections, though making consultation a bit circuitious, nevertheless provides a context and coherence in browsing through the work. Some homonymous terms such as xerography, cluster, justification etc. occur in different sections and have been given meaning in that context. Listed at the end are some major terminological and important textual sources as well as standards for cross-checking the meanings of some of the terms. From peripheral fields such as research methodology, publishing, computing and telecommunications, only those terms, have been included which may be of use to library and information professionals. Natural these terms have been defined from the information-professional viewpoint. In other areas of information and library science per se the terms have been judiciously selected; terms from traditional librarianship have not been included in this lexicon. All terms have been defined freshly and clearly. Definitions of terms are generally one or two lines long. Each entry term is given in boldface, and a dash precedes the meaning of the term. In the explanation, if any word is defined elsewhere in the dictionary, that word, too, is printed in boldface,

> e.g., silicon chip - Wafer of silicon providing a semiconductor base for a number of electrical circuits.

This means that the terms 'semiconductor' and 'circuits' have been defined, too, (at proper places) in the dictionary. Acronyms have been defined under both forms to avoid 'see' cross-references. For example, G(giga) p.88 and Giga (G) p.89; Central Processing Unit (CPU) p. 67, and CPU (Central Processing Unit) p. 73 have been defined exactly in the same wording.

This dictionary will be of immense use to library and information professionals as well as to computer and publishing professionals who have to deal with library and information workers. This book, in resplendent binding, meets high production standards, although being a bit costly for its size. Nevertheless, it is a work of immense reference value for a variety of users.

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EVANS, G. Edward, HEFT, Sandra M.: **Introduction to Technical Services**, 6th ed. Englewood, Colo: Libraries Unlimited, 1994. XXI, 534p. (Library Science text series). ISBN 0-87287-966-6

This book , now in its sixth edition (1994), has an interesting history going back to 1971. This comprehensive text deals with a subject which has undergone a sea change with the coming of automation in libraries and the proliferation of information and library networks. The six editions of this popular book document the changing scenario of technical services in libraries.

The book lists, in all, nine functions of a library, viz., identification of items of reading material such as books, their selection, acquisition, organization, preparation and storage (as technical services); as well as their interpretation, utilization and dissemination (as readers' services). Storage also includes preservation (p.4). The book does not cover the technical functions of storage and preservation, while the public services are described in a companion volume: G. Edward Evans, et al.: *Introduction to public library services*, 5th ed., Englewood Colo: Libraries Unlimited, 1991. However, it must be admitted that automation has blurred the traditional division between technical and public services, thus leading to integrated library services. This has a visible impact on the internal organization and administration of a library. Some libraries are modifying the traditional internal organization to move forward to an integrated service approach. At the same time it should be clearly realized that not the "what", but only the "how" of library technical services has changed with automation.

Besides a very useful appendix on "automating small libraries", the book comprises 21 chapters di-

vided over three parts. Part 1, which consists of the first three chapters gives a detailed introduction to the concept and scope of library technical services and an overall view of an automated library environment, including both local and worldwide networks. Surprisingly, there is no mention of the Internet here. Part 2, of 9 chapters (4-12), devotes itself to collection building and dwells on the processes of identification, selection, ordering, acquisition, accounting, fiscal control, the handling of gifts and exchanges, and lastly the bindery operations.

Part 3, of 9 chapters (13-21), is named Cataloguing and deals with the Technical Processing of the acquired documents. Chapter 13 gives a brief history of and a preliminary introduction to Technical processing and cataloguing and to various MARCs. Next, chapter 14 continues the theme and explains the basics of cataloguing and the importance of cataloguing rules. Chapters 15 and 16 deal with descriptive cataloguing for books and other formats, illustrating every AACR2R rule with well-chosen examples of full main entries. The chapters discuss the choice of access points, summarizing the rules of AACR2R with simple and illuminative examples. The treatment is comprehensive and lucid. Chapter 19, on subject cataloguing, describes the need for and the importance and principles of subject cataloguing. The Library of Congress Subject Headings (16th ed.) and the *Sear's List* (14th ed.) are described in moderate details, with examples. The theme continues in chapter 20 with a shift to subject classification for subject arrangement of books. It describes the DDC, the Library of Congress Classification and the procedure of book numbers. Chapter 21 is on problems of serials and on solution practised in their acquisition, their cataloguing and the storage of back volumes. It is a fine review of some of the chronic problems in every serial department.

This is a well-illustrated book replete with examples, flow charts and illustrations of various actual products and services. The text of each chapter is laced with many featured headings which make it easier to comprehend. This makes the book readable either from cover to cover or suitable for ready reference here and there. An analytical table of contents augments its reference value. Each chapter ends with a brief summary, a list of very pertinent and well-chosen review questions and finally, with some notes on references and sources. Towards the end there is a long, broadly classified bibliography of relevant journal articles. Lastly, acronyms and keywords are explained briefly and non-technically. MARC has been wrongly expanded as Machine REadable Cataloging instead of MAchine Readable Cataloging.

The definition given of a librarian is surprising: "a person who holds a master's degree from a library school accredited by the American Library Association". By this criterion the Librarian od Congress is not a librarian. These are minor lapses which do not detract in any way from the high level of description and comprehensive treatment of the subject. This practical book makes a detailed exposition and critically examines the activities involved in all aspects of technical services and of the whole spectrum of the library staff performing these services. It is a must for every library student and practitioner of technical services in all types of libraries big and small, manual and automated.

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LEHRNDORFER, Anne: **Kontrolliertes Deutsch. Linguistische und sprachpsychologische Leitlinien für eine (maschinell) kontrollierte Sprache in der Technischen Dokumentation** (Controlled German. Linguistic and language-psychological guidelines for a machine-controlled language in technical documentation), Tübingen: G. Narr, 1996. 248 p., ISBN 3-8233-5080-3.

Diese Münchener Dissertation - im Rahmen des Graduiertenkollegs "Sprache, Information und Logik" entstanden - widmet sich der scheinbar einfachen Frage der Bedingungen von Textverständlichkeit allgemein und im technischen Bereich insbesondere: Wie kann für textende Berufe wie den des technischen Redakteurs oder für Handbücher zu technischen Geräten die Produktion verständlicher Texte unterstützt, ja "forciert" werden? Einleitend wird ein "modularer" Ansatz von einem "maschinell-effizienten" Ansatz unterschieden: Nach dem modularen Ansatz soll mit einem kontrollierten Deutsch die Lesbarkeit und Verständlichkeit der Technischen Dokumentation optimiert werden. "Dabei kann die Kontrolle der Sprache nur als *Modul* innerhalb einer Maschinerie zur Optimierung von Imformationsverarbeitung und Handlungssteuerung funktionieren" (13). Nach dem maschinell-effizienten Ansatz geschieht die Sprachkontrolle dagegen im Blick auf die Kapazität der Maschine, nicht hinsichtlich der Verarbeitungsleistungen des Menschen. Im wesentlichen verfolgt Lehrndorfer den "modularen" Ansatz, auch wenn die beiden Ansätze sich überschneiden.

Als grundsätzliche Lösung wird die Kontrolle der Sprache durch einen gegenüber der Alltagssprache re-