(*rmugridge@albany.edu*), *University at Albany, State University of New York*

References

1. *RDA: Resource Description & Access* (Chicago: ALA; Ottawa: Canadian Library Association; London: Chartered Institute of Library and Information Professionals, 2010).

2. *Anglo-American Cataloguing Rules*, 2nd ed., 2002 rev., 2005 update (Chicago: American Library Association; Ottawa: Canadian Library Association; London: Chartered Institute of Library and Information Professionals, 2002).

Cataloging Collaborations and Partnerships. Edited by Rebecca L. Mugridge. New York: Routledge, 2014. 317 p. $145 hardcover (ISBN: 978-0-415-71235-4).

Libraries have a long history of collaboration with other libraries, especially with regards to cataloging. This book contains many articles originally published in *Cataloging & Classification Quarterly* (*CCQ*) volume 51, issue 1–3, which discuss collaborative efforts of cataloging units within libraries. The articles are broken down into the following broad categories:

- "Collaborations in Cooperative Cataloging and Authority Initiatives"
- "Collaborative Cataloging Initiatives"
- "Collaborations in Merging and Migrating Online Catalogs"
- "Collaborative Development of Training and Documentation"
- "Collaborative Approaches to Special Projects"

As acknowledged by the editor of this work, there is not a lot of published information on collaboration within cataloging units. To help increase the amount of library literature on this topic, the editor of this book placed a call for articles that were brought together into a triple issue of *CCQ*. This book brings to light a representative sampling of the different types of collaborative cataloging efforts that are currently underway in libraries. While there are many collaborative projects mentioned in this book, the following is a summary of a few of these ideas.

The first section of the book discusses different projects that have been completed to enhance authority initiatives. This includes information on how the Library of Congress worked with different libraries to develop the Library of Congress Genre/Form Terms (LCGFT) as well as the Electronic Cataloging in Publication (ECIP) Cataloging Partnership Program.

The second section gives some examples of cataloging initiatives with regards to bibliographic records. One of the projects includes the idea of "insourcing" the cataloging of music items within multiple libraries of the University of California system. Another cooperative cataloging project discussed is with the University of Montana working closely with the US Government Printing Office to catalog pre-1976 US Forest Service publications.

In a section on merging and migrating online catalogs, two different articles discuss the benefits and problems with combining multiple library catalogs into one system. These two use cases, completed in Florida and the West Indies, have similarities in that a major goal of each was to reduce the number of resources that each institution was committing to maintaining the same types of databases and systems. Combining their catalogs made it possible to have a centralized unit responsible for the management of their integrated library systems (ILS). Another interesting collaboration demonstrated in this section includes the migration to an open-source ILS at a library in the Galapagos Islands, which is mainly staffed by volunteers.

There are four articles related to collaboration for training and development within cataloging units. One of the articles, discussing efforts to build a skills inventory and a set of best practices within OHIOLink, includes a useful section on ideas for implementing such a project. Subsections within this include helpful tools for planning, project implementation, methods of compensation, creating a memorandum of understanding, and evaluating the project. Another major training collaborative that is discussed involves catalogers from Uganda and Norway assisting a library in Sudan with the implementation of an open-source ILS.

The final section of this book includes several "special projects" and how they were accomplished through collaboration. This includes a chapter about research datasets being integrated into existing digital repositories at the University of North Texas, updating web searching for the University of New Mexico by collaborating with their information technology department, the use of electronic discussion lists to maintain bibliographic and authority files, and how a library's ILS can be used as a source for providing outreach to an academic institution.

An important aspect of this book is that it provides many examples of how library cataloging operations have changed in recent years. Catalogers have to reach out to the broader library community to achieve their goals and to continually improve the services that they provide. This book presents many collaborative situations that can be applied to cataloging units in different types of libraries by showing how working with other groups can help with budgetary constraints, by completing large projects where catalogers may not have the correct expertise, and through demonstrating ways that catalogers can apply their current knowledge and skills to situations outside of traditional library cataloging.

As stated by the editor, collaborative efforts within libraries can "bring more ideas to the table, enhance creativity, and increase librarians' ability to solve problems" (1).

While there are many more collaborative efforts continually being explored in library cataloging, this book brings together a good number of examples that shows the importance of this topic. This title would be a good resource for catalogers to help them get more ideas on collaborative opportunities. It would also be useful to library administrators and managers as a demonstration of the necessity of cataloging work, as well as in helping such leaders promote collaborative efforts within their libraries.—*Jeremy Myntti (jeremy.myntti@utah.edu), University of Utah, Salt Lake City, Utah*

Practical Digital Preservation: A How-To Guide for Organizations of Any Size. By Adrian Brown. Chicago: Neal-Schuman, 2013. 336 p. $75 softcover (ISBN: 978-1-55570-942-6).

Practical Digital Preservation: A How-To Guide for Organizations of Any Size provides detailed information about and helpful strategies for tackling the robust and evolving world of digital preservation. The author defines digital preservation as "the process of maintaining a *digital object* for as long as required, in a form which is *authentic*, and accessible to users" (xii). The book is divided into ten chapters and includes a glossary of terms, appendixes, bibliography, and index.

The first chapter includes some practical information regarding appropriate audience, use of the book, minimum requirements for embarking on digital preservation, myths about digital preservation, a comprehensive survey covering the history of digital preservation, and some helpful hints about terminology.

In chapter 2, the author outlines strategies for building a digital preservation program and for handling challenges such as limited staffing, resources, technical infrastructure, and knowledge of project management. He argues that the first step should be securing recognition from administrators that digital preservation is important to the success of the organization. The author helps the reader in this regard by focusing this chapter on creating an effective business plan for digital preservation. Moreover, the author includes methods for discussing the financial and nonfinancial benefits of adopting and embracing a digital preservation plan. Creating a digital preservation policy and knowing the essential components therewith can be a powerful means of securing support from administrators and colleagues.

Chapter 3 provides a needs assessment for creating a well-documented, sustainable, and successful digital preservation program. The chapter focuses on the best way to develop a set of requirements, communicate with stakeholders to secure support and contribution to the program, examine other business plans and policies, and build on what the organization is already doing. Additionally, the author includes detailed information on how established requirements should be articulated and documented. The last part of the chapter highlights the application of established requirements and the best way to create an actual digital preservation program.

The fourth chapter includes many useful case studies that outline approaches to creating and implementing a digital preservation program. A range of possible options are discussed in this chapter, from in-house solutions to outsourcing; in addition the author describes why certain models are better suited to particular organizations. If an organization has already chosen an approach, this chapter would be useful to consult as it assesses the implementation process as well as the practicalities of managing a digital preservation service. Finally, the author provides information on the best way to develop a realistic roadmap to bring a digital preservation program to its optimum level of service and capacity in the future.

Chapters 5 and 6 focus on the two stages of acquiring digital content for repositories. The author describes stage one in chapter 5: "The institution makes a decision to acquire a specific collection of material, undertakes any preparatory activities, and performs the physical transfer of that material into its custody" (109). This chapter also discusses important issues that need to be addressed in advance of content transfer, as well as developing a selection policy and process for acquisition. Chapter 6 discusses stage two, accession and ingest of digital content. The author notes that in this stage "the various activities required to ensure that the transfer has been successful" occur, as well as those activities that "generate all information necessary for the preservation and future management of the content, and ingest it into the digital repository" (109).

A digital repository (or any digital record) is useless unless there are descriptive metadata attached to it. In chapter 7, the author defines metadata as "the set of information required to enable content to be discovered, managed and used by both human agents and automated systems" (155). He summarizes the importance of metadata, standards that address the descriptive information needed, how to create appropriate metadata, and how they can be managed and stored. The role metadata play in a digital repository is discussed in depth, and the author provides a set of useful case studies toward the end of the chapter. Chapter 8 examines in depth the preservation of digital content, and stresses the importance of being able to access and use digital content over the long term. The author does not deny that the preservation of digital objects is a complex issue, but he gives practical