Book Reviews

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Getting Started with Digital Collections: Scaling to Fit Your Organization. By Jane D. Monson. Chicago: ALA Editions, 2017. 192 p. $69.00 softcover (ISBN: 978-0-8389-1543-1).

Collections of digitized cultural materials are becoming common in libraries, archives, and museums. However, many small and midsize institutions have found the creation of such collections to be difficult given organizational priorities and budgetary and staff restrictions. Monson's book seeks to explain the basics of creating and sharing digital collections in ways that will allow smaller organizations to work on a scale suited to their needs and available resources.

The book is divided into two parts: "Managing Projects" and "Basic Skills." "Managing Projects" chapters cover issues related to digitization in smaller institutions, working as the only digital librarian in an organization, and working across departments within one institution and across institutions. "Basic Skills" chapters cover information and issues surrounding image conversion, metadata, digital collection management systems, copyright and digital collections, and preservation of digital assets. Each chapter includes references, many chapters include recommended resources in the chapter text or at the end, and each of the "Basic Skills" chapters includes necessary basic vocabulary and numerous examples. The book concludes with a glossary and index.

"Managing Projects," encompassing chapters 1–4, examines issues commonly found in smaller institutions interested in starting a digitization program and suggests ways to create practical, sustainable digital collections programs. Monson notes that each institution will have different reasons for maintaining digital collections and must be clear about how digitization will make their materials more accessible, better preserved, and more valuable to current and potential users. Understanding why they are digitizing materials will help institutions create solid digital collection policies and plans, and explain those plans to administrators and stakeholders. These chapters examine challenges unique to smaller institutions, advantages of being small, important skills for those working as solo digital librarians, potential collaborators within an institution, workflows and best practices when collaborating on project management, and potential options and pros and cons of collaborating with external organizations. Thinking through the questions and concerns raised in these chapters will provide guidance to anyone considering starting a digital-collection program.

One of Monson's most important points, repeated throughout the book, is the necessity to bring in the right people when planning digital collections programs. Technical services staff members can provide expertise in working with materials, cataloging and working with metadata, and digitization technology, but if a digitization program will handle archival materials or museum artifacts, coordinating with archivists or curators is vital to ensure that such items are correctly described and not placed at risk of damage during the digitization process. Representation from various areas of expertise is also required when evaluating potential digital content management systems, as different users may seek different tools, metadata schemas, or digital-preservation supports.

Monson reviews technical terminology and best practices for image conversion, metadata, and digital-collection management systems in chapters 5–7 of the "Basic Skills" section; she also addresses preservation metadata at length in the book's final chapter. Chapter 8, "Copyright and Digital Collections," and chapter 9, "Preserving Your Digital Assets," provide necessary basic knowledge about two topics in which many librarians and archivists often have little background: copyright issues pertaining to digital and archival materials and the preservation of materials once they are in digital format. For example, Monson explains the difference between rights to digitize unpublished versus published materials and how to secure the appropriate permissions.

Early in the book, Monson makes the distinction between digitizing materials to preserve them by having additional copies (or copies that can be more safely used by patrons than the original object) and the preservation of born-digital materials or those that have been reformatted from some physical form. Digital asset preservation is revisited in chapter 9, where Monson states, "Preservation should be taken into consideration from the point of creation of the digital object, and ideally even earlier in the form of well-articulated institutional policies and guidelines" (156). Digital materials require regular reviews and other active management, which should be built in to the collection planning process. Building a strong digital collection and putting time, effort, and money into a digitization system is pointless if the digital assets degrade and become inaccessible from inadequate preservation.

Monson's aim is "to assemble in one place the key information necessary to get a digitization program off the ground," focusing "on the needs of professionals at small and midsize cultural heritage institutions who do not have previous experience with digital collections" (viii). She notes that while she trained in digital collections work during her graduate program and went directly into work as a digital librarian, not all institutions need to hire a digital library specialist. Many libraries can achieve good results by equipping current staff members with basic knowledge about digital collections and training in the appropriate tools. This book succeeds in providing sufficient fundamental information on digitization project management and technical skills and concerns, while including extensive references for further reading and training.—*Monica Howell (mhowell@nwhealth.edu), Northwestern Health Sciences University, Bloomington, Minnesota*

Digital Rights Management: The Librarian's Guide. Edited by Catherine A. Lemmer and Carla P. Wale. Lanham, MD: Rowman and Littlefield, 2016. 212 p. $45.00 softcover (ISBN: 978-1-4422-6375-8); $110.00 hardback (ISBN: 978-1-4422-6374-1).

Passion for digital rights management (DRM) does not typically lure anyone into the library profession; however, DRM is an essential topic for librarians driven to serve their users well. DRM is a daily challenge for libraries and their users, and librarians have a role to play in ensuring public access to information and privacy are considered, counterbalancing the rights of copyright holders. Only by being knowledgeable on the topic can librarians educate and advocate for library users. To this end, Lemmer and Wale have compiled a valuable guide on the basics of DRM for both public and academic librarians. It forms a strong foundation for those unfamiliar with a librarian's perspective of DRM, and the latter half of the book will be engaging even for experienced librarians. Instructors will be pleased with the sequencing of chapters. They scaffold from basic to more complex concepts, and many of the questions prompted along the way are answered in a subsequent chapter. Though some chapters fall short, most readers will discover something valuable in this collection.

The first three chapters define DRM and explore the technologies that enable it. Chapter 4 addresses staffing and workflows, pointing out the need for greater interaction between public services and technical services staff. A familiar scenario is described wherein users "rarely blink an eye at a DRM contract that pops up on a DVD or e-book without necessarily understanding to what they are agreeing." The authors assert that librarians lacking a solid understanding of DRM are "equally guilty of this level of resigned, well-intentioned compliance, and where there is poor communication about DRM in the workplace, the intersection of public and technical services in DRM causes additional issues" (67). Any library has more staffing issues to consider than is presented here, including scheduling, cross-training, personalities, and perhaps available legal counsel. Chapter 5 adds a layer to the foundation by examining collections policies and offers considerations. While more in-depth exploration, and perhaps even sample workflows, requirements for gathering documents, or case studies would have improved chapters 4 and 5, they still provide a grounding for considering a library's circumstances. These chapters would be a strong starting point for a practical online course in the future. Together, the first five chapters could provide a "crash course" on DRM for librarians.

Chapters 6–9 are engaging and timely, covering open access (OA), information privacy, and copyright. Keele and Odell examine in chapter 6 specific DRM techniques that further OA. Instead of focusing on how librarians can accommodate DRM, they explore how DRM can work for librarians. In a world of reuse, where the creators of some works intend for them to be passed hand-to-hand or shared online, DRM ensures that the license remains attached and accessible to any end user. The authors state that OA is the fastest growing section of the scholarly publishing market. As electronic collections are becoming more difficult for libraries to sustain, particularly academic collections in STEM fields, OA resources are appealing. It is argued that we need to know how to make these resources easily available and useful to patrons through metadata, usability, and preservation. This overview of technologies to provide access and protect authors' rights is valuable, whether libraries are collectors or publishers, and shows a slightly different side of DRM.

Studwell and Jefferson offer a complex and detailed discussion of privacy and DRM in chapter 7. Since the publication of this chapter, the landscape regarding information privacy has changed.[1] However, this chapter still provides an essential and engaging discussion. To be better able to critically analyze ongoing changes in government regulation, and possible future changes, the broad understanding chapter 7 provides is essential. It starts with personal privacy issues, addresses historical regulation and case law, and ends with information-privacy responsibilities of libraries. For individuals, privacy often conflicts with convenience, efficiency, and even safety, and the library is just one setting where this conflict occurs. This chapter clearly explains how information that can be used to identify a person