

## Book Review

### *Cataloging and classification for library technicians*

Mary Liu Kao

New York: Haworth Press, Second edition, 2001

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Soft cover, 145 pp., Price: \$19.95 (±R300)

Which lecturer of Cataloguing and Classification has not shared Dr Kao's frustration when looking for a suitable textbook? Most lecturers have to compile notes from a variety of handbooks.

The author introduces the topic by showing, by means of organisational charts, how cataloguers and classifiers fit into the library structure.

She stresses the fact that the activities of cataloguing and classification are skills that have to be learned. Library materials have to be processed efficiently and correctly to be of any use.

Dr. Kao touches on all aspects of a Cataloguing and Classification course: library catalogues, the tools used for cataloguing and classification (AACR2, lists of subject headings, classification systems), descriptive cataloguing, copy cataloguing, and cataloguing on computers.

This book should be seen as a good guide to the subject. Individual lecturers can, however, add more detail as the need arises. A useful aspect of the book is that the author gives review questions after each topic, and there is a fairly extensive list of additional reading.

The material is presented in a systematic manner, is very clear, understandable, and easy to read.

*Cataloging and classification for library technicians*, by Dr Mary L. Kao is a useful guide to lecturers of Cataloguing and Classification. It is also a useful reference book for students who are being taught the relevant skills.

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