

Coming to grips with the Internet

In February 1993 Robin Kinder posted a call for articles to several discussion lists on the Internet. Robin was interested in finding out how libraries — traditional and organised — were coping with such a fluid structure as the Internet. This book represents one of the first attempts to publish a volume of articles by librarians on the Internet.

The book consists of an introduction, plus 25 articles divided under five general headings, and an index. The section headings are: introducing Internet services, selected sources on the Internet, the Internet's impact on reference services, evaluating Internet sources, and progress with the Internet.

Within this framework there is plenty of food for thought. Topics discussed include accessing various specific types of information such as economic, scientific and physical science subjects, practical points of entry for experimentation, using virtual reality programs to model library developments and services, some uses of e-mail systems and the potential for remote reference services.

The information available on the Internet is still essentially an untapped resource for librarians to exploit. For example, the Joint Academic Network (JANET) in the UK maintains services and resources targeted specifically at librarians including BUBL (Bulletin Board for Librarians), electronic networking, and professional development.

All the articles have conclusions, bibliographies, and lists of references. Setting out is under clear, helpful headings, and most articles also include tables, figures and appendices to further illustrate points made.

Librarians today need to be actively involved in developing network access and network tools despite financial restrictions. This volume offers clear examples of what others are doing and how we can all benefit from this. Being so easy to comprehend makes it a must.

Kinder, Robin, ed. *Librarians on the Internet: impact on reference services* New York: Haworth, 1994. 410pp. \$49.95 hard. ISBN 1-56024-672-3.

Helen Woodall

About records management

This introductory text book for students of records management achieves a remarkable double: it is easy to read, using straightforward language and terminology, yet still crammed full of useful and practical advice on the planning and implementation of a records management program.

With plenty of illustrations (including cartoons, photographs of equipment and examples of various form layouts), the book never bogs down in long-winded description. Rather, it is sharp, snappy and to the point. Such a refreshing change in a text book!

The practical nature of the book is also reflected in the many exercises and case studies attached to each chapter. While obviously intended for use in a teaching situation, the case studies are interesting to read for their Australian application — another excellent aspect of the book. Each chapter also contains references for further reading, which I found particularly useful in following up peripheral topics of interest.

The book starts with an overview of records management, then moves

on to an assessment of needs and feasibility studies. Records inventories, retention and disposal schedules, records classification, indexing and thesaurus building are all examined in detail. Technology in records management is given good coverage, particularly when highlighting the rapidly-changing media of records storage.

Several appendices on filing rules and RM courses, as well as a substantial glossary, round off the book. The authors nicely balance the government and private sectors.

This is not a text I would recommend for the established records manager. However, if you are a librarian with a passing interest in RM, or if you are looking to embark on a RM program in your organisation, then this is an excellent starting source of information.

Kennedy, Jay and Schauder, Cheryl. *Records management - a guide for students and practitioners of records and information management with exercises and case studies*. Melbourne: Longman Cheshire, 1994. 299pp. ISBN 0 582 91178 8.

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