scribe electronic media. It is generously illustrated with home pages that emphasize one or many points. The Uniform Resource Locator (URL) is clearly visible in each case, so one can go directly to the site. Appendix A is devoted to online resources that give information about the Internet, sources of software for Internet and Web use, HTML guides and software, and ways of announcing a new Web site.

As you work on developing and maintaining a Web site, you will undoubtedly turn to other, more comprehensive guides, but you won’t find any better source for getting started.

Denis Gaffney
Formerly of the Health Science Center at Brooklyn Library SUNY
Brooklyn, New York


Indexing from A to Z is a comprehensive text on a subject which the author readily admits “does not come naturally, like breathing” (p. xxiii). With this text, he has created a useful tool designed to assist indexers at all levels, from novice to expert. This is the second edition of a book that was first published and very positively reviewed in 1991. In this edition the author has accommodated the many changes that have taken place in indexing rules and standards since 1991. He has also incorporated suggestions from reviewers and users, adding and expanding sections.

The author’s intent is to provide indexing information and assistance to as wide a variety of individuals as possible, “from people with no or little experience in indexing to professional indexers” (p. xxiii). People who may benefit from this work include those who want to compile indexes as a hobby, students in library and information science courses, those who want to become part-time indexers, and professional indexers. In meeting the needs of this wide audience, the book addresses the basic, specialized, and technical aspects of indexing. It provides general advice for getting started in indexing as well as highly specialized guidance for handling particular technical problems.

The book is arranged alphabetically by topic and is similar to an encyclopedia on indexing. Its articles vary in length from a single paragraph to multiple pages and are generously cross-referenced to direct readers to related issues. Articles address all aspects of indexing, including such topics as indexable matter, the indexing process, indexing techniques, cumulative indexes, natural and controlled languages, editing, proofreading, and professional indexing. Some sections new to this edition include automatic indexing, depth of indexing, legal and medical texts, and technical manuals and reports. The book is well organized, and its utility is enhanced by the inclusion of several special sections placed prominently near the front. These include definitions, abbreviations for standards and rules, and a classified list of sections in the book. There is an extensive bibliography, and, as might be expected, an even more extensive forty-four page index.

Of particular interest to health sciences librarians is the fifteen-page section on medical texts. It opens with a brief historical overview of medical literature indexing, and then identifies four broad categories of medical literature. Within this context, it addresses types of material that can be indexed, depth of indexing, terminology, binomial terms, drug names, spelling, and acronyms. It concludes with a discussion of the medical indexer.

Hans Welisch, a respected authority in this field, has published numerous monographs on indexing and other aspects of bibliographic control. His enthusiasm is reflected in “occasional digressions on historic and linguistic matters” (p. xxv), which he has included to increase the reader’s understanding and appreciation of this subject.

Although indexing is not a task which librarians are frequently called upon to do, for those times when indexing questions arise, this book probably has the answer. It would be a practical addition to any library’s core professional collection.

Sheila G. Shellabarger
Fordham Health Sciences Library
Wright State University
Dayton, Ohio


Library Instruction Revisited provides many access points to the “in-the-trenches,” practical approaches to bibliographic instruction (BI), while giving the reader an overview of what has come before. A solid background in theories and concepts of BI, which addresses its history and development in the face of ongoing changes in the library setting and in librarianship in general, is an integral part of this book. It is refreshing to find an overview of each topic appearing in the same text as the hands-on solutions to the daily challenges facing librarians who participate in BI, whether in new or well-established programs. As most of us have discovered over the years, this is not something to be taken for granted; theory is fine, but solutions to the problems faced every day are even better. This book provides the best of both for BI, and offers guidelines
for those who are considering creating a BI program.

A sampling of the topics addressed includes history of BI, pedagogy, cultural diversity, collaborative learning, off-campus BI, the impact of technology, cyberspace and Internet teaching, and future trends. Additional features include suggestions for the use of paraprofessionals, stacks support staff, and student assistants as active participants in the BI program. The in-depth index (of more than thirty pages) is very helpful when looking for specific topics, and contains not only keywords, but also the titles of items appearing in the chapter bibliographies. The wide range of topics covered, as well as the timeliness of each topic, will provide useful guidelines for anyone who is trying to breathe life into a dated BI program or those who realize that they should create BI or outreach programs. In addition, the book provides a clear path for library staff who want to verify that they have indeed identified the components of BI, while proposing areas for inclusion or expansion. Graphics, including flowcharts, graphs, and even a crossword puzzle, help to clarify salient points in the text. Delightful illustrations by Kappa Waugh introduce each major section of the book.

This book should receive heavy use in any library, and is a must-read for reference staff who already actively participate in BI or have identified this as an area they wish to pursue within the academic, medical, or special library setting. Bibliographic instruction, in its many forms, underscores the idea that the library serves as the core of any university, hospital, or corporation, by meeting and anticipating the information needs of patrons. The only negative thing this reviewer can identify is that the book’s binding will not withstand much use. The spine is made of heavy paper, and my copy split at the folds the first time it was opened. The inner structure is solid, and the pages have not become loose with repeated handling. The modest cost of rebinding would be a good investment, since the material within is of great value.

Mindy R. Paquette-Murphy
Sanofi Winthrop, Inc.
Malvern, Pennsylvania


Neal-Schuman is a well-known publisher of practical and reasonably priced manuals in its popular how-to-do-it series, which includes these two recent publications. The manual written by Imhoff offers useful information about the history of library automation, dealing with resistance to change in ourselves and others, how to conduct a technological assessment and write a technology plan, and the challenge of using new technologies to develop new services. A succinct chapter discusses how technology changes and ultimately transforms the workplace.

Although it is written by an experienced public library assistant director, health sciences librarians working in non-IAIMS settings will appreciate the insights and information included in this work, especially as it is related to identifying opportunities rather than problems, and to working as agents of change. The idea analysis worksheet (included as a full-page illustration) is a useful tool for developing and presenting new ideas and addressing resistance to change. The public library perspective emphasizes collecting demographic data, developing mutually beneficial partnerships, staying up-to-date, taking incremental steps, reviewing policies and procedures, and remaining committed.

Thomsen’s manual is divided into three parts: an overview of the Internet and “the librarian as part of the Internet community,” a discussion of specific Internet applications (e-mail, listservs, USENET newsgroups, Gopher, and the World Wide Web), specific Internet resources (electronic library catalogs, databases, etc.), and annotated lists of selected Web sites (Virtual Vertical File and List of Lists). One chapter focuses on various book-related newsgroups, including rec.arts.books.

Written by an experienced public library librarian, this work lacks the subject focus some health sciences librarians may expect from books reviewed in the Bulletin, and may not be the best buy for longtime Internet users or experienced Internet trainers. A typical medlib-l subscriber is aware of more Internet resources than this publication offers.

From the title alone, one would expect less emphasis on basic background information and more substantive discussion about using the Internet to answer reference questions and develop library collections. The health links listed in the appendices tend to be disease-specific (chronic fatigue, asthma, Alzheimer’s) rather than general consumer-health-oriented sites, although useful sites such as Oncolink and CancerNet are listed.

That said, persons looking to justify Internet access in their institutions or improve their access would appreciate the information included here. This manual is useful for beginning and novice Internet users.

Elizabeth Connor
Health Center Library
University of Connecticut
Farmington, Connecticut