
BOOK REVIEWS

Crockett, Margaret. **The No-Nonsense Guide to Archives and Recordkeeping**. London, UK: Facet Publishing; 2016. 212 p. \$115.00. ISBN: 978-1-85604-8555-2. ☉

The opportunity to review this book could not have come at a better time for this reviewer. Upon the resignation of the university's records and archives manager who was under the direct reporting lines to the reviewer, he found himself in the unfamiliar territory of managing these two areas directly and needed a "boot camp" type immersion in the basics. Librarians are often asked for advice on records retention and management. While we may be masters of organizing published materials and manuscripts such as student capstones, we do not usually have formal training in records management or archives management.

This no-nonsense guide serves as a crash course in planning and managing the records that organizations of all types produce. Margaret Crockett is a professional records manager and archivist who consults in the field. The book was written for those without formal training who are working with records and archives. Crockett's discussion focuses on the technical aspects of records management in all formats (digital, print) from creation through the lifecycle to disposition and preservation in archives, and thus serves as a very useful introduction. The book is organized into five areas: concepts and theoretical underpinnings, current records, records management, archives management, and archives preservation. Other important aspects of the work of archives and

records management are either discussed only briefly or are missing entirely, such as outreach, public service, advocacy, budgeting, and preservation.

Although writing from a UK perspective, Crockett is careful to include examples and references from the United States and other countries, so her goal of reaching an international audience is met. Crockett includes useful checklists, samples, and examples. A very detailed index of almost twenty pages enables readers to easily locate the sections they need.

A search of the American Library Association (ALA) Store revealed that this book is unique in the marketplace. The most comparable title found was written for an academic setting: *Academic Archives: Managing the Next Generation of College and University Archives, Records, and Special Collections*, by Aaron Purcell and published by Neal-Schuman in 2012.

This book gives a concise introduction and overview of these subjects and will serve the needs of academic, governmental, and other corporate bodies and will be a useful addition to a librarian's bookshelf.

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DOI: <http://dx.doi.org/10.3163/1536-5050.104.3.016>

Heckman, Lucy. **The ALA Guide to Information Sources in Insurance, Risk Management, and Actuarial Science**. Chicago, IL: American Library Association; 2016. 213 p. \$70.00. ISBN: 978-0-8389-1275-1. ☉

This is an excellent and seemingly exhaustive reference work for any libraries that have a need for information in insurance, risk management, and actuarial science. While there are many sources on insurance information, this work offers a unique guide to every possible area of this industry, all in a compact 213-page text.

The fact that Lucy Heckman is the head of reference at St. John's University, Queens Campus, New York, adds gravitas to its contents. As Heckman notes in her introduction, "Resources included...are primarily from the St. John's University School of Risk Management's Davis Library" (p. viii). All fifteen chapters begin with a brief description of what type of sources are found in each chapter; both print and online sources are included.

The format of the text is well thought out with something of a natural or logical progression, from chapter 1, "Introductory Guides to Insurance: Consumer Information Sources, Guides, and Popular Works," which includes sources for children and young adults, all the way to chapter 15, "Miscellaneous Insurance and Related Topics," with specialized insurance areas and other pertinent topics covered in between.

Chapter 2, "Textbooks: Insurance, Actuarial Science, Risk Management, and Related Topics," includes textbooks suitable for undergraduate, graduate, and