Record Keeping in a Hybrid Environment: Managing the Creation, Use, Preservation and Disposal of Unpublished Information Objects in Context
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This book brings together key ideas about record keeping in a multimedia environment by practitioners in the field who provide comprehensive coverage of the topic. It contains information up to date at the time of publication, covering records and the transition to the digital, implementing electronic document and records management systems (EDRMS) and shaping the record, security and the digital domain, risk management and managing records, records professionals in a multimedia age, approaching digital preservation holistically, “seek and destroy” as an archival appraisal theory and strategy, a descriptive approach to the record-keeping continuum, archival digitization, and the function of the archive. The contributors work in the Humanities Advanced Technology and Information Institute and/or the Information Services Planning Unit of Glasgow University, with the exception of Frank Rankin, who is Head of Open Government at the Department for International Development.

With a decidedly British focus, the collection of essays includes a host of acronyms that would be unfamiliar to practitioners outside the United Kingdom and some Commonwealth countries; to decode them, the editors provide a three-page list of abbreviations. They also include a 15-page index, atypical but welcome in a book with 11 contributors of 10 chapters, and a 15-page bibliography of international sources. Not a “how-to” guide or totally theoretical, this well-written book offers a mix of background introductions to digital records management issues, explanations of legislation, case studies, an appraisal toolkit for assessment—essentially a basic primer for the records manager or archivist to understand all the ramifications of digital records.

The book aims to provide recent developments in theory and practice to a target audience of mid-career record keepers and would be useful to records and archives personnel, library and information practitioners, and library and information students. The authors succeed in synthesizing the Australian and Canadian approaches to digital record keeping as they apply to British theory and practice and provide food for thought for the rest of the archival and records management world.

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