

Preface to the Second Edition

Since we published the first edition in 1984, increased automation of technical processing has been the major agent in bringing continued changes to technical services practices, validating the approach taken in the first edition to place technical services functions within the context of automation and networking. The extent of the changes also has meant that we had to expand the chapters on administration, automation and networking, acquisitions, bibliographic control, and preservation, in some cases substantially, in order to cover at least basic new developments. We therefore decided to drop the brief chapter on circulation included in the first edition in order to accommodate this expansion. All remaining chapters have been completely reviewed and brought up to date.

Major revisions and additions in each chapter are as follows: In the introduction, the sections on the development and future of technical services, and the future of the professional in technical services, have been completely rewritten. In the technical services administration chapter, a new section on leadership and management style, strategic planning, managerial accounting, and output measures has been added, and the bibliography has been expanded to include more of the management literature beyond library science.

The automation chapter has been aptly retitled "Automation: Ideal and Reality." While the general outline is similar, specific topics have been expanded to include recent developments, such as downloading bibliographic data into personal files, full text-access, and implications for libraries of the emerging high-speed electronic highways for scholarly information (i.e., regional networks linked by the internet, and the emerging NREN [National Research and Education Network]).

The entire acquisitions chapter was reordered to reflect new approaches to acquisitions work in an automated environment. Sections that were substantially expanded and rewritten include those on trends, vendor evaluations, and manual and machine-readable files. New topics and/or sections include acquisitions of new format materials, the need to constantly monitor inflation and expenditures, the new relationships between acquisition staff and the rest of the library brought about by automation, and new services offered by vendors.

Beyond a general updating, the chapter on bibliographic control has been generally refocused to emphasize the role of bibliographic control in the online environment, and to reflect recent developments in cataloging tools and rules. Specifically, the focus in the section on catalogs has shifted from manual to online catalogs; a discussion of national cooperative cataloging projects was added; the serials, authorities, and retrospective sections have been rewritten; staffing and productivity in automated cataloging are discussed; and some sections have been reordered.

Because there has been a tremendous increase in preservation-related activities in the last 10 years or so, the preservation chapter has been substantially expanded, with a concurrent shift in emphasis from materials processing to preservation per se. Virtually every page has had some changes, and there have been major revisions in the bibliography.

As in the preface to the first edition, I wish to express my appreciation to the chapter contributors. Betty G. Bengtson, Karen Horny, and Leslie Manning continued from the first edition, as did A. Dean Larsen, who for the second edition was joined by Randy H. Silverman as coauthor for the chapter on preservation. Halcyon R. Enssle once again undertook the preparation of the index, and I was fortunate in getting Sara C. Heitshu to agree to prepare the second edition of the chapter on acquisitions in place of Marion T. Reid. To all of these colleagues: Thank you for your cooperation and unfailing responsiveness in spite of other often heavy commitments.