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## 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.

*Paul M. Blobaum, MA, MS, pblobaum@govst.edu, University Library, Governors State University, University Park, IL*

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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

continuing education classes, and chapter 14 covers “Careers in Insurance and Insurance Education.” Chapter 3 is devoted to “The Insurance Industry: Almanacs, Fact Books, and Statistics; Databases; Dictionaries and Encyclopedias; Directories; Handbooks; and Associations.” Chapter 4 offers fascinating information on “The History of Insurance,” including individual company histories. Chapter 5 covers “Insurance Law,” and chapter 6 covers “International Insurance.” Chapter 7 is devoted to “Actuarial Science,” which can be considered “insurance mathematics”; and chapter 8 covers “Risk Management.” Chapter 9’s “Health Care Reform and Health Insurance” has one glaring omission: *The Medical Library Association Guide to Answering Questions about the Affordable Care Act*, edited by Emily Vardell, is not included.

The remaining chapters are resources of information on specific types of insurance: Chapter 10, “Annuities and Life Insurance”; chapter 11, “Property/Casualty Insurance, Catastrophe Insurance, and Liability Insurance”; chapter 12, “Employment and Related Insurance: Disability, Employment Benefits, and Workers’ Compensation; Social Insurance and Social Security; and Employee Benefits and Retirement Plans”; and chapter 13, “Bank and Financial Insurance: Bank and Credit Insurance and Risk Management; Economics and Insurance; and Finance and Investment Advisory Sources.”

There are five appendixes. Appendix A is a twenty-six-page list of “Abbreviations and Acronyms”; Appendix B lists “Insurance, Risk Management, and Actuarial Associations and Agencies”; Appendix C covers “Selected Insurance, Risk Management, and Actuarial Studies

Journals”; Appendix D lists “Insurance, Actuarial Science, and Risk Management Schools and University Departments”; and Appendix E covers “Selected Major Business and Insurance Libraries.” The work ends with an eighteen-page index.

Each and every one of us is affected by one or more types of insurance in both our personal and professional lives. With the one noted exception, this is an excellent and seemingly exhaustive resource for any libraries that need information in this specialized area.

Claire B. Joseph, MS, MA, AHIP,  
[claire.joseph@snych.org](mailto:claire.joseph@snych.org), Jules Redish  
Memorial Medical Library, South  
Nassau Communities Hospital,  
Oceanside, NY

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Robins, Perry, and Perez, Maritza. **Understanding Melanoma: What You Need to Know.** 5th edition. New York, NY: Skin Cancer Foundation; 2015. 95 p. \$35.00 (Amazon), \$17.50 (Lulu.com), \$2.99 (eBook on Lulu.com). ISBN: 978-1-329-30798-8. ©

This work constitutes the fifth edition of this consumer health guide, written by physicians, Perry Robins and Maritza Perez. Robins, the founder and president of the Skin Cancer Foundation, holds the position of faculty emeritus at the New York University Medical Center and has published extensively on dermatologic surgery. Perez, senior vice president of the Skin Cancer Foundation, is an associate professor of clinical dermatology at Mt. Sinai Icahn School of Medicine and served as a Fellow

with Robins. Robins founded the Skin Cancer Foundation <<http://SkinCancer.org>> in 1979 with the mission to decrease the incidence of skin cancer through public and professional education and research. This edition features expanded chapters on the latest diagnostic and treatment options and updated sections on the genetics and statistics regarding the deadliest form of skin cancer. Much has changed since the first edition of this book in 1996. The fourth edition from 2010 is now significantly out of date.

In cancer research, melanoma continues to be a primary area for bench-to-bedside achievements. In particular, rapidly growing genetics research has resulted in focused treatments. Immunotherapy and chemotherapy regimens targeted for BRAF and C-KIT mutations have been two of the most fruitful so far in achieving remissions and longer life for advanced melanoma patients. The chapter on treatment advances details recent Food and Drug Administration–approved medicines, such as checkpoint blockade therapies. This chapter explains the available treatments, much as would a review article in a nursing journal. Patients attempting to read this chapter will have a lot of questions to take back to their physicians.

Likewise, the chapter on making the diagnosis, though not nearly as extensive, includes updates on the newest technologies to increase ease and accuracy of melanoma diagnosis. The explanations of some of the techniques provide a base for understanding the disease process. Some of the diagnostic modalities mentioned may lead consumer-level readers to ask questions of their health care providers.

Another expanded chapter is the section on genetics. If consumers have obtained their raw genet-