

in 1993 with his book, *Organizing Archival Records*. A second edition, released in 2004, includes newly updated information.

Step by step, Carmichael discusses in clear, simple terms the purpose of records organization, its various levels ranging from the general (collection) to the specific (item or folder title), and the steps needed to achieve collection organization. Practical examples with exercises and answers help to illustrate concepts, and a bibliography including titles with more extensive information round out this concise and very useful resource.

Digital Imaging: A Practical Approach, by Jill Marie Koelling. AASLH Books Series. Walnut Creek, CA: AltaMira Press, 2004. viii, 87 pp. Illustrations, graphs, notes, glossary, suggested reading, index. \$69.00 cloth, \$24.95 paper.

Reviewer David Benjamin is visual materials archivist in the Library-Archives Division of the Wisconsin Historical Society.

Jill Marie Koelling's book, *Digital Imaging: A Practical Approach*, provides a basic overview of planning, managing, and carrying out digitization projects. Koelling approaches the topic in a very practical manner, basing the book on her work as curator of photographs at the Nebraska Historical Society, where she headed several digital projects. The book opens with a glossary of digitization terms and continues in a simple, straightforward manner, with topics including choosing scanning equipment and software, standardization of metadata and database standards, ethical and copyright issues of electronic reproductions, managing digital projects, and benchmark standards for digital files. Koelling's last chapter, on image enhancement, focuses on scanning negatives to "discover" new information in the shadows and the highlights of the image that traditional darkroom printing would not typically reveal.

Today, digitization plays an important role in shaping the methodologies used when researching and presenting history. Digitization allows historians, librarians, archivists, scholars, researchers, and genealogists from all across the country to access collections in Iowa and throughout the Midwest. By providing broader access, even small collections have the potential to receive national attention. Whether overseeing a digital project for a historical agency, engaging in scholarly research, or researching a family history, both the novice and the computer savvy will find in *Digital Imaging* the background and methodologies that can provide a solid basis for pursuing research in state and local history.

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