Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

Libraries and the Materials of Local History, by John L. Hobbs. (London. Grafton & Co., 1947. Pp. 224. 12s., 6d.)

Mr. Hobbs has undertaken a comprehensive survey of that heterogeneous collection of books, pamphlets, maps, engravings, archives, and manuscript material popularly known in public libraries as the Local Collection. The book is intended primarily for students preparing for the professional examinations, the only other manual of its kind being Mr. Sayer's *Library Local Collections*. But it is more than a text book because the author has dealt with current administrative practice, especially with problems arising out of the newly awakened interest in archives.

A brief historical introduction outlines the various attempts to preserve local records both in England and in America and recognition is given to the work done by public libraries since their inception, nearly one hundred years ago, in promoting the study of local history. Much thought and practical experience have gone into the chapters dealing with the acquisition of local material; what to collect and how to find it; how to exploit it in the best interests of students. Special emphasis is laid on the training of the local librarian and, if the collection includes archives, on the appointment of a qualified archivist holding one of the recently created University Diplomas in Archive Science — an important point because in many respects the training of the librarian and archivist is necessarily different and cannot be combined in a single course.

Four chapters are devoted to cataloging and classification. No revolutionary practices are recommended, the author being content to outline a number of schemes advocated by well known English librarians, discussing in detail the Croyden Scheme (Jast and Sayers) and Ormerod's System in use at Derby. Other chapters deal with that specialized and underdeveloped branch of library activities, the Municipal Reference Library, and with Photographic and Regional Surveys. An important contribution to the literature on recent technical advances which may call for great revision in present methods of administration, is the chapter on the photostat, the microfilm, the use of microcards, and the indefinite possibilities of microprinting in facilitating the exchange of records on a large scale. Attention is drawn to the work of the British Records Association and the National Register of Archives, and a very useful bibliography arranged under twelve subject headings is included.

This book appears at a time when great developments are taking place in the administration and preservation of historical records. New repositories are rapidly appearing in most of the counties of England, and new schemes are afoot for the training of archivists competent to deal with vast resources which

are for the first time being made available for study. Mr. Hobbs writes under the sincere conviction that the public library, with its time honored reputation for preserving and exploiting materials of local history, is the proper place for the deposit of all local records which cannot be studied in isolated groups. The scope of the Local Collection is limited to a small area but it is the focal point for the conservation of all records essential to a study of the locality. The objections raised against libraries as repositories in earlier days can be overcome and in many cases are not now tenable. The book is a timely reminder that the librarian and archivist must work together to achieve the best results.

AMY G. FOSTER

Leeds (England) Central Library

Fourteenth Annual Report of the Archivist of the United States, 1947-1948. (Washington. United States Government Printing Office, 1949. Pp. 65.)

The *Fourteenth Annual Report of the Archivist of the United States* is of more than ordinary importance. It is the first report of Wayne C. Grover as Archivist, marking a new administrative head of the National Archives. It is something of a review and evaluation of the highly valuable services of Dr. Solon Buck, who retired as Archivist to assume direction of the Division of Manuscripts in the Library of Congress. It also includes the story of the creation of the International Council on Archives at Paris on June 9-11, 1948. The report also indicates a resumption of pre-war levels of activity at the National Archives.

The *Fourteenth Report* is at the same time indicative of the extent to which the National Archives has been increasingly concerned with the records administration function in government rather than serving merely as a depository for historical materials. This should not alarm historians unduly because the procedures resulting in the preservation of government records must automatically serve the interests of the historian. It does mean, however, that the National Archives is not to be regarded as just a storage place for old documents or merely as a place where such papers can be consulted.

About sixty per cent of all requests for information at the National Archives now come from government sources. It is pointed out that the program of Dr. Buck to concentrate in the agency the "valuable older records of the Government" has been "virtually completed." It is this body of records which is of the most immediate importance to the historian dealing with the early years of the nation's history. In the course of time, current records will become equally valuable for historical purposes. For the present, their utility will be limited to those with more contemporary interests. This situation in itself is a landmark in National Archives development.

Attention is called to many drastic revisions in the organization and procedures of the National Archives. No other archival agency has ever had to cope with problems of the variety and magnitude that have confronted the Washington agency. It is increasingly evident that the National Archives is

setting a pattern which must be of the utmost value to the whole field of archival or public records management. Those of us who are confronting serious problems in the states, though the volume of records is much smaller, must look increasingly to the National Archives for guidance in basic procedures. This is true not only in the field of care and preservation of records but also in the equally vital area of records disposal.

S. K. STEVENS

Pennsylvania Historical and Museum Commission

Guide to the Records in the National Archives. (Washington. U. S. Government Printing Office, 1948. Pp. xvi, 684. $2.50 cloth.)

The National Archives, established in 1934, issued its first guide a little more than three years later, as Appendix VI to the *Third Annual Report of the Archivist of the United States, 1936-1937*, p. 110-168. This dealt with the accessions through June 30, 1937, "nearly a quarter of a million linear feet." In something less than three more years appeared a separate *Guide to the Material in the National Archives* (Government Printing Office, 1940), a substantial volume of 303 pages. This called attention to the fact that the quantity of records had virtually doubled in two and one half years, and that some 320,000 linear feet of records were described in its pages. The new *Guide* takes account of a greatly increased volume of records: about 700,000 cubic feet in its main part and over 100,000 cubic feet more in Appendix A. (This alternation between linear and cubic footage is observable in a number of National Archives publications, and is certainly confusing and probably unnecessary. *Your Government's Records in the National Archives*, a brief and summary guide published in 1946, gave only cubic footage; the detailed figures for sub-groups in the 1940 *Guide* as well as in the present one, are given in linear footage. The new *Guide* says that some 200,000 cubic feet were described in its predecessor. If this is meant as an equivalent of the 320,000 linear feet mentioned in the latter, the average cubic-linear proportion would be 8:5. Before leaving footage, it may be noted that in the new *Guide*, while measurements are given for the sub-groups, no linear total is given for the record group itself, unless it should happen to be undivided. Such totals, in cubic feet, were given in *Your Government's Records*, and might usefully be provided, in linear feet, in the larger *Guide*.)

The new *Guide*, which supersedes the 1940 edition as that did the 1937 edition, is inevitably a much bigger book: 684 as against 303 pages, with each page set in smaller type. In spite of the crowding, diverse types and spacing have been very effectively used, and my copy could be called a neat and economical piece of book-making were it not printed on paper of two different tints. The first essay of 1937 recognized "the fact that the continuous flow of records into The National Archives makes it impossible for any printed guide to be up-to-date." The 1940 *Guide* had, therefore, a fourteen page section on "Other Records Received to December 31, 1939," with very summary descriptions and no passages on administrative history. The new *Guide*

continues this practice on an even larger scale by devoting pages 561-591 to Appendix A, which briefly identifies "Records Received during the Period Jan. 1, 1946-June 30, 1947." Full description is therefore feasible only for materials which have been on hand two and one half or three years. The main part of the *Guide* describes 224 record groups, but it appears from Appendix A that groups through 247 have been established, although only eight of the twenty-three new ones are named on page 610. Notwithstanding the vast influx of new materials and the new arrangement by record groups, many of the individual entries could be taken over with little or no change from the 1940 *Guide*, and some of these had been altered little from their first appearance in 1937. A rare mishap has taken place, as when "St. Croix, purchased from the French in 1733" (1940, p. 141) becomes "1833" (1948, p. 206). The general form of entry remains the same as in 1940: each group and, wherever useful, each sub-group is introduced by a statement of the administrative history which lies behind it, which statement is often followed by one or a number of bibliographical references; only then are the records themselves described as to character, purpose, series, date-range, quantity, and the kind of information which they purvey. The new *Guide* is, therefore, a remarkable compendium of the administrative history of the United States, the more valuable because it is so much more extensive than the old. It is consequently the more regrettable that the arrangement of the *Guide* by record group number puts this historical material into a jumbled and unserviceable order.

The earlier *Guide* could not take account of the record group system that was instituted in 1941 and had become the exclusive principle of record organization by 1944, when the first 190 groups were established. A definition is provided in the Introduction (p. xii):

> A record group is a body of records that constitutes a convenient unit for "records control" and other purposes of the National Archives. Determination of what records constitute a record group is made by the National Archives after careful consideration of a number of factors, among which both provenance and convenience are especially important.

Since the record groups are of pragmatic rather than absolute nature, it follows that they may be subject to rearrangement. Thus one of the newer groups, RG 220, Records of Presidential Committees, Commissions and Boards, is comprised of ten sub-groups, three of which (as appears from *Your Government's Records in the National Archives*, 1946) had previously formed a part of other groups: Records of the Advisory Committee on Education, 1936-39, were a part of RG 12, Records of the Office of Education; Records of the President's Committee on Civil Service Improvement, 1939-41, were a part of RG 146, Records of the U. S. Civil Service Commission; and Records of the President's Committee on Portal to Portal Travel Time, 1942-43, were a part of RG 70, Records of the Bureau of Mines. This might be regarded as a change from a substantive to a formal classification, from emphasis on the subject of the committee's deliberations to the circumstance of its creation. But the process remains practical, and the watertight logical entity does not emerge: RG 220 "does not . . . include the records of certain agencies of similar character

that have been assigned to other record groups for various reasons." And further change is envisioned as a possibility: "The records of a number of Presidential agencies that are appropriate for inclusion in this record group have not been segregated from the records of agencies formerly having custody of the records and they remain for the time being in other record groups" (p. 553).

Further insights into the evolution of the National Archives can be obtained by comparing the section on the "Department of State" in the 1940 *Guide* (p. 11-53) with the corresponding portions of the new *Guide*. The 1940 section listed thirty-three sub-groups, of which the first twenty-five were apparently regarded as general records of the Department, while the last eight were assigned to five divisions, offices, or services of the Department. Of these thirty-three sub-groups, one has disappeared entirely; whether the duplicate N.R.A. orders filed in the State Department (1940, p. 20) have been transferred to RG 9, records of the National Recovery Administration, or to some other State Department sub-group, does not appear and does not matter. Twelve of the original thirty-three have gone to form the major portions of four other record groups: six into RG 11, General Records of the United States Government (laws, treaties, Presidential proclamations, etc.); two into RG 43, Records of United States Participation in International Conferences, Commissions, and Expositions; three into RG 76, Records of Boundary Claims Commissions and Arbitrations; and one, greatly swollen in footage, has been divided to form the two sub-groups of RG 84, Records of the Foreign Service Posts of the Department of State. But one of the sub-groups that went to RG 11 did not go in its entirety: Laws of the United States and Related Papers, 1789-1923, were largely transferred, but records relating to the publication and distribution of the laws, 1789-1875, were left behind to form the twelfth sub-group of the present RG 59, General Records of the Department of State. In compensation for these detachments, RG 59 has received notable additions: sub-groups 16 and 17 (my own numbers: sub-groups [my own name!]) are not numbered in the *Guide*. Any numbering would, of course, have to be very tentative, but it would be a great convenience to be able to refer to RG 59: 17. Appointment records, 1789-1932, and Accounting records, 1785-1906, are enormously expanded over 1940, only a fragment of the present series having been then present. Seven new sub-groups have been added, of which considerably the most massive and important is sub-group 8, Central Files, 1906-29. These represented a consolidation of the Department's correspondence which had hitherto been divided into diplomatic, consular, domestic, and miscellaneous series; in its first 117 years only 2,275 linear feet had been accumulated by the Department, but in the next twenty-three years 6,320 feet of correspondence were filed! Sub-group 11, Visa records, 1914-1940, is another considerable body of records (864 feet) incorporating material which had not existed before World War I. During the first century and a quarter of its existence the United States had not found it necessary to demand passports from alien nationals. The other five new sub-groups were comparatively small: 13, Presidential warrants for affixing the

seal of the United States, 1878-1936; 14, Exequaturs and related records, 1790-1910; 18, Foreign Service inspection reports, 1896-1939; 19, Records relating to American citizens abroad, 1857-95, 1903-20; and 28, Sound recordings. Of the nineteen sub-groups present in 1940 and retaining the same titles in RG 59 in 1948, only two have grown substantially: 9, Consular commercial and political reports, which the transfer of the materials for 1932-42 has increased from 317 to 575 linear feet; and 10, Passport records, which the transfer of the materials for 1880-1911 has increased from 162 to 386 feet.

The new *Guide to the Records in the National Archives* is an impressive triumph of mind over irreducible matter, and Dr. Philip M. Hamer, Director of Records Control, and his colleagues are to be congratulated upon having achieved the homogeneous description of 800,000 cubic feet of records. At the risk of making the *Guide* even thicker, I should recommend that it incorporate two additional aids: a special index of defunct agencies and old and altered names for existing agencies; and a list of the publications of the National Archives (there was one in the 1940 *Guide*). I am unable to understand why there is absolutely no clue to the correlation between the materials described in the *Guide* and the several "Records Offices and Divisions of the National Archives." The curious are referred to the General Reference Branch for an answer to all questions, but is there not a natural desire to know, laudable according to Aristotle, what record group is in the custody of what office or division? Finally, the arrangement of the new *Guide* cannot be described as anything but a national misfortune. It is by record group number and these numbers represent little but the order of accession. (The results of science are not presented in the order of discovery, nor do librarians shelve books by the accession number.) These are the records of the United States Government, and if there is any method of describing them that puts the Government's worst foot forward, emphasizes its disorganization and incoherence, presents it as a chaos and not a cosmos, and lets unregenerate bureaucracy rage — this is it! Appendix D, a "classified List of Record Groups," "arranged according to a combination of hierarchical and other relationships," is offered "for the convenience of persons who may have use for it." If the Constitution means anything, if there is such a thing as a national administration, if time continues to flow and deposit history, everybody ought to have use for it! But it is the merest palliative and I live in the devout hope that in the next edition of the *Guide*, Appendix D will be a "Numerical List of Record Groups."

DONALD H. MUGRIDGE

Library of Congress

Reference Service Guide for Departmental Records Branch, by Administrative Services Division. The Adjutant General's Office, Department of the Army, December 1, 1948. (N. p., 1948. Pp. 1-22; Appendix, Items 1-15, unpaginated.)

The *Reference Service Guide for Departmental Records Branch* was prepared as a manual to train employees in applying a new technique known as

"describable item indexing," a procedure developed specifically to enable this Branch of the Department of the Army to gain rapid control over the large volume of noncurrent records in its custody. This *Guide* will be incorporated eventually in a more comprehensive manual covering all aspects of records reference service.

Before "describable item indexing" was begun late in 1947, the record holdings in the Departmental Records Branch, amounting to 150,000 linear feet of records received in some 3,000 separate accessions, were controlled by their assignment to some forty-six record groups. From records transfer agreements and the more detailed series identification sheets prepared as soon as possible after the accessions were completed, descriptions of the records were obtained which were compiled periodically in a *Guide* to the noncurrent record holdings of the Branch. Of the three *Guides* issued between October, 1944 and January, 1946, only the last had both a subject and an organizational index. Recognition of the importance of an adequate subject matter approach to the records in order to provide the most effective reference service possible resulted in the development of "describable item indexing" and the preparation of a "reference catalog" to replace the processed *Guide* as a finding aid.

The new procedure represents an interesting combination of standard library indexing with archival techniques of describing records. It should prove useful to other persons engaged in records reference service and confronted with a similar need for quick mastery over large bodies of unassimilated material. A "describable item" may be any document, pamphlet, book, case file, dossier, folder, file category, a sub-record group, or even an entire record group "which is susceptible of separate descriptive identification for reference, control, or other archival purpose." Thus a card in the reference catalog may cover a single important document or an entire series of related records. The format of the reference catalog card resembles that of the standard library catalog card, except that a 5x8, instead of a 3x5, card is used in order to provide sufficient space for the entry, file reference, and cross references. The *Guide* contains detailed instructions for the preparation of cards, and a few sample entries are included in the Appendix to show how different types of records are indexed in the catalog. On the top line of the card appears the author or agency of origin entry, and indented below it the subject and / or title entries, if any. Then follows as detailed a description of the records as possible. At the bottom of the card are listed the necessary cross references. A subject guide has been developed in order to provide as much standardization as possible in the choice of subject headings and cross references, and in March, 1949 the Branch issued a supplement to the *Guide* concerning the use of standardized "agency" and "functional" headings in accessioning, indexing, and reference operations. It also includes a draft of sample entries for a list of "functional headings" that are expected to number about 300 in all.

"Describable item indexing" was first applied to the backlog of general item descriptions taken from the records transfer agreements, the series identification sheets, and the large volume of printed and processed materials constituting the reference collection of the Branch's Historical Records Section.

Following the incorporation of all these items in the reference catalog, the procedure will be applied to current accessions. As the analysis and arrangement of accessioned records proceed, additional cards describing items that did not come to light in the original survey may be added to the catalog. An effort is also made to include in the catalog any descriptive items that may be located in the course of performing records reference service. The cards are arranged in strict alphabetical sequence, with cards describing the records that belong to a particular record group under the name of the major record group creating agency and interfiled in alphabetical order with cards bearing titles and subject cross references to materials in the reference collection, subject crosses to the records collection, and dummy crosses to organizational entities. Thus an excellent control has been established over both the records and reference collections of the Branch.

To render the reference catalog an even more effective reference tool, an inexpensive method of reproducing the cards in unlimited quantities, known as the Army Parchment Paper Process, was developed. While the master reference catalog is maintained in the Control Unit of the Executive Section of the Branch, exact duplicate copies are located in the Historical, the Staff, and the Technical Records Sections. In this way, a reference request received in any section of the Branch can be quickly referred to the proper person for handling by checking the index to all the Branch's record holdings. Copies of the catalog have also been placed in other units of the Department of the Army which have a need for such a finding aid and additional copies of the complete catalog or certain parts of it can easily be made available to the other units upon demand.

The *Guide* is well organized to make clear the flow of work in "describable item indexing" and is written in language that the average worker should be able to understand. Every effort has been made to explain the principles and purpose of the new procedure, both in the text and the Appendix, so that an intelligent and comprehensive reference catalog will result. Sherrod East, Chief of the Departmental Records Branch, and his staff are to be commended for conceiving and developing such an inexpensive, flexible, and effective reference tool and, especially, for preparing and issuing the training manual or *Guide* so that the Branch's experience in solving a difficult records problem is available to other records personnel with similar problems.

FRANCES T. BOURNE

U. S. Bureau of the Budget

Records and Reports: Records Administration — Disposition of Records, Department of the Army, Special Regulations No. 345-920-1. (Washington, D. C., U. S. Government Printing Office, 1949. Pp. 286. Appendices and Index).

These regulations, prepared in large part by Mr. Robert Ballentine, formerly a member of the staff of the National Archives, constitute a most excellent manual on records management in a very large agency. The regulations are comprehensive in scope and tell Army records officers all they need to know in handling non-current records.

The manual establishes, as mandatory throughout the Army, the appointment of records officers charged with the responsibility of carrying out the provisions contained therein. It establishes, as operating procedures, many important features of an efficient program: annual inventory of records; mandatory cut-off periods for files and their transfer to records depositories; standards for packing, inventorying, and shipment of records; regulations on the availability of records for reference purposes; and a good definition of non-record material.

The major portion of the manual, 165 pages, consists of the Army's records disposal "standards" for retiring non-current records from office areas by destruction or by transfer to a records depository. These standards do not cover all the records accumulated by the Army, but cover, for the most part, the general service, or housekeeping records common to all or most Army installations. The standards are not, in themselves, instructions or authorizations for the disposal of the records specified, as is the case with similar instructions issued by most other agencies, but are guides for the use of the local records officer in preparing disposal instructions applicable to the local situation. These individually prepared disposal instructions, after approval by The Adjutant General, translate the standards into operating procedures.

The unusually detailed narrative description of each category of records, followed by tabular recapitulation, is aimed at helping the local records officer interpret the standards correctly to fit his own situation. Since the tabular recapitulations are based on disposal authorizations approved by the National Archives and granted by the Congress, it would appear that they themselves were sufficiently precise to identify the records and that narrative descriptions were unnecessary. Nevertheless, the extensive narrative, together with an introductory section on evaluation of records, is a useful aid to a records officer who is confronted with the problem of records retirement.

A review of the disposal standards indicates some rather wide disparities with similar standards established in other government agencies. Such divergencies in disposal standards do not so much indicate differences in records evaluation as between the agencies or between appraisers in the National Archives, but rather they indicate differences in procedures governing similar functions throughout the government. This points up the difficulty, if not impracticability, of preparing common disposal standards for all agencies unless organizational structure, procedures, and office methods are brought into a greater degree of uniformity throughout the government.

Department of the Navy LEWIS J. DARTER, JR.

Planning the University Library Building, edited by John E. Burchard, Charles W. David, and Julian P. Boyd, with the assistance of Leroy C. Merritt. (Princeton, N. J., Princeton University Press, 1949. Pp. xvii, 145. Illustrations, Index, $2.50.)

This volume is primarily a summary of the critical discussions of the Cooperative Committee on Library Building Plans. The Committee was organized at Princeton, in December 1944, by the representatives of fifteen colleges and universities, who had received invitations to the gathering from President Harold W. Dodds, of Princeton University. The Rockefeller Foundation, realizing the need for a critical evaluation of the field because of the anticipated expenditure of $100,000,000 in the next few years for academic libraries, sponsored the Committee and its publications. The Committee held annual meetings between 1944 and 1948 and, by the aid of the sponsor, it was enabled to publish full reports of its meetings and this volume, which is its final monograph report.

Although written for librarians, their trustees, and technical building advisors, and archives as such receive but a half page of comment in the entire book, nevertheless there is much in this work that is useful for the comparative handful of archivists who will be concerned with the planning and erection of new archival buildings.

The first third of the book, dealing with the relation of library buildings to educational policy and the manner in which this interplay affects practical details of planning and design, may well be skipped or merely scanned by today's time-pressed archivist. In the remaining four or five chapters, however, there is many an observation susceptible of transmutation into archival terms. These are well worth the modest cost of the volume.

The chapters on stack arrangement, air conditioning, illumination, technological trends, and cooperation between librarian and architect should be of almost equal interest to the archivist, as some of the problems treated here are equally applicable to librarian and archivist. The existing types of free-standing stacks as against the new concept of modular stack distribution are discussed, and illustrated with examples at Dartmouth, Yale, Ohio State, Texas, and other universities. The authors contend that the permanently fixed positions of existing stack arrangements are based on the fallacy that educational theories and practices and library principles would remain static. They say that the major difficulty in presently existing libraries is the inflexibility of the stacks. Although the aim of the conferees was to eschew dogmatism, they very evidently wholeheartedly espouse the current desire for maximum flexibility of all parts of the structure, and to achieve this end they favor the modular concept of planning which, indeed, permeates the entire discussion. By way of illustration this quotation from page 60 will suffice: "A solution lies in the erection of a library in which the building is the stack and the stack is the building and in which all possible space is free and easily adaptable to use as stack, reading, or administrative area. . . . This type of library is being planned or is already built at several institutions — the University of Iowa,

Massachusetts Institute of Technology, Princeton University, the University of Georgia, etc."

It may be noted that this concept has already found application in the planning of archival structures. A proposed new records storage building for the National Archives is based upon the principle of modular planning and flexibility. In such buildings the structural bay is the module. In examples given, the module for the library at the State University of Iowa will be either 19½ feet by 27 feet, or 22½ feet square; the module at Princeton is 18 feet by 25 feet. Structural and cost limitations, of course, inhibit the size of the module. This writer is of the opinion that, volume for volume, the modular type of building will cost more than the existing fixed plan type with its free-standing stacks. Besides, standard column centering, characteristic of the modular plan, does not guarantee full flexibility, as vertical circulation elements such as elevators, stairs, plumbing lines, conduits, and pipe chases inevitably limit flexibility. In all this discussion aesthetic considerations are given short shrift. Nor is any attention paid to experience in other fields of design, such as warships and machine tools, where it has become axiomatic that the theoretical ability to make one object perform many functions does not necessarily result in greater efficiency but rather the converse. It would seem that principal educational buildings, invested with a certain cultural interest, should express something more than the plant, than the naked machine, lest such edifices become educational tenements.

The chapter devoted to desirable space arrangements is particularly useful because it gets down to facts and figures that determine space requirements and relationships, such as the size of catalogue cases, the number of cards to a tray, the number of trays per square foot. Similarly treated are the individual space units such as the circulation desk, the bibliography room, reference room, the reading rooms, the seminars and studies. The latter, again, is pertinent to the archivist as the question of carrels is highly germane to the archival institution.

The editors include a primer discussion on air conditioning, including such topics as temperature, humidity, air motion, air distribution, dust, bacteria, odors, gases, legal factors, and controls and equipment. The Cooperative Committee frankly admits its inability to make "categorical recommendations" for air conditioning. Cost limitations here are of primary importance. "Because equipment exists and can be installed for a price," the Committee is of the opinion that "it does not follow that use of the equipment should immediately become part of a national standard."

One of the most significant chapters relates to the discussion of illumination. Although this field is the subject of much study and writing, it is very controversial and acute differences of opinion need to be resolved. Effective lighting for both libraries and archives is still a rarity. The editors treat of such matters as brightness contrasts, the amount of light required for reading, the height of lighting installations, stack and carrel lighting, and the like. The pros and cons of fluorescent and incandescent lighting are explained. On the whole, it is agreed that fluorescent lighting as currently used leaves much to

be desired. The chapter concludes with an eight-point table of "Tentative Standards for Obtaining Best Vision," but the experts do not appear to be unanimous as to the value of these standards.

Attention is given to the need for making provisions for new technological trends. Planning must make provision for the use of micro-reproduction devices like microfilm, microprint, and microcards; visual and aural aids, like sound motion pictures, voice and wire recordings, and television; and rapid selectors. Rapid selectors, or punched-card equipment are already in use in American libraries, for both administrative and research purposes, and it is highly probable that a much more extensive use of these devices will be made in future libraries and archives.

The passages relating to the cooperation of the librarian and the architect are psychologically penetrating. Every word here is equally applicable to the archivist. For archivists it may be noted that, coincidentally, a paper on this specific problem was presented by the writer at the Annual Meeting of The Society of American Archivists at Princeton in November 1943. This paper and two others on the subject of archival structures were incorporated in a publication of the National Archives entitled *Bulletin No. 6, Buildings and Equipment for Archives* (Washington 1944). The literary qualities of this part of the book seem to this reviewer most enjoyable, and he read with relish the Cooperative Committee's analysis of types of architects, their strengths and limitations. In concluding this phase of the subject the Committee gives a list of nine principles which should govern the collaboration of architect and librarian.

The final chapter is a bibliographical essay, topically arranged, relating to works on library planning from William F. Poole's article on "The Construction of Library Buildings," in the *Library Journal*, volume VI, 1881, to John E. Burchard's dazzling thesis in "The Wreck of Matter and the Crush of Worlds," in the *Technology Review* of November 1946. A number of citations are made to "Building Type Reference Guide No. 3: the Library Building," in the *Bulletin of the American Institute of Architects*, July 1947. Archivists will be interested to know that the *Bulletin* contains a section on "American Archival Architecture," contributed by this reviewer and presently available in reprint form.

In conclusion it may be said that the primary contribution of the Cooperative Committee's editors is that of a checklist of planning factors, of a critical summary of points that need to be considered in the process of programming as well as planning a university library building. The volume's place in the literature of the subject is that of a useful instrument of criticism for evaluating ideas, opinions, and experiences. The text does not contain anything new or hitherto unknown. The edited discussions relate to points which are a matter of public record in previously published books, monographs, and professional library, architectural, and trade periodicals. Being, after all, but a brief digest, there are no detail illustrations and diagrams that are so necessary for actual "shirt-sleeve" work; nothing to compare with Wheeler and Githens' masterpiece on *The American Public Library Building.*

The editors made a conscious effort to write without bias, but the work does not appear wholly free of dogmatism as it is distinctly slanted towards the modular concept. Nevertheless they do not attempt to give definitive answers to problems, but content themselves with stating the pros and cons, and helping the individual think through his own problems based on his local conditions. Finally, it may be remarked that an interesting feature of this book is its unitary style despite multiple authorship, which is another way of saying that the technique of academic writing is as evenly developed in America as that of food purveying in our famous chain hostelries.

VICTOR GONDOS, JR.

National Archives

Maps: Their Care, Repair and Preservation in Libraries, by Clara Egli Le Gear, Division of Maps, Library of Congress. (Washington, 1949. Pp. x, 46. Processed.)

The present edition of this lithoprinted manual, issued as a preliminary draft, not only presents information on practices employed by the Map Division of the Library of Congress, but also discusses practices in other map libraries and invites criticisms and suggestions bearing on the topics covered.

The problem is treated under six principal headings: preliminary processing, secondary processing, atlases, mounting and reconditioning maps, map filing equipment, and the map room. The space allotted to the respective topics — three, seven, two, twelve, six, and two pages — is indicative of the practical approach that characterizes the manual throughout. Stress is laid where it belongs, and there is little discussion that does not bear directly on solutions to every day problems of the map librarian.

To the extent that maps present problems without respect to the character of the repository, the archivist will find much useful information in the manual. The manual is based primarily on library experience, however, and some of its precepts must therefore be considered with reservations by the archivist who deals with fragile materials. For example, the instruction for flattening tightly rolled maps is sound doctrine for handling flexible materials but is likely to be disastrous if employed on friable papers.

The manual is a noteworthy addition to the literature in the field of map librarianship. Its annotated bibliography (nine pages) is arranged topically and is a worthwhile contribution in itself. The reviewer is of the opinion, however, that archivists can contribute significantly toward the improvement of future editions of the manual, so far as it bears on archival aspects of the problem, by furnishing to the author the criticisms or suggestions that have been invited.

JAMES A. MINOGUE

Alexandria, Virginia

Inventaire des Archives de la Commune de Jemappes, 1335-1914, by Armand Louant and Renée Doehaerd. (Gembloux. Imprimerie J. Duclot, 1942. Pp. 23.)

Inventaire des Archives de la Commune de Wasmes (Borinage), by Armand Louant and M. A. Arnould. (Gembloux. Imprimerie J. Duclot, 1943. Pp. 29.)

Inventaire des Archives de la Commune de Ville-Pommeroeul, 1626-1927, by Armand Louant and M. A. Arnould. (Gembloux. Imprimerie J. Duclot, 1947. Pp. 18.)

Inventaire des Archives de la Ville de Chièvres, 1404-1918, by Georges Hansotte. (Bruxelles. Montagne de la Cour, 1948. Pp. 57.)

The publications under review are inventories of official records of Belgian provincial municipalities. The records covered have recently been accessioned by the State Archives at Mons, Belgium. The inventories have been prepared according to a general plan by archivists in the State Archives and constitute a series designed to show types of local records in the State Archives. The historical significance and value of the records are apparent in the long span of years represented.

Following introductory statements relating to the very general provenance of the records, the materials have been arranged under such broad subject categories as General, Elections, Fiscal, Police, Population, Public Instruction, Welfare and Work. These general topics have been used uniformly in each of the inventories with only minor variations. Under these subject categories the individual series are described by title, inclusive dates, and quantity given in numbers of registers, cahiers, liasses, or other groups.

The practice generally followed by archival establishments in the United States in the preparation of checklists of record groups, of giving some administrative history of the offices creating the records, and the custom of describing series in such a manner as to point up those having particular historical value, has not been followed in the preparation of the inventories listed above. These are inventories in the strict meaning of that word.

LUCILLE H. PENDELL

Gallaudet College

Inventaire des Archives de la Famille de Bousies de Rouveroy, by Renée Doehard. (Gembloux. Imprimerie J. Duclot, 1946. Pp. 50.)

This is an inventory of the records created by a family that was prominent in the social, political, and economic affairs in Belgium over a period of years extending from the latter part of the fifteenth century to the latter part of the nineteenth century. The records have only recently been deposited in the State Archives at Mons, Belgium, and are considered by archivists there to have great value because of their unusual continuity which makes possible the reconstruction of a fairly complete picture of the social history of the period.

The papers, which are arranged according to the family genealogy, are

described under three categories. The first grouping consists of personal records, including records of births, marriages, deaths, titles, and honors; the second grouping consists of records connected generally with the management of estates; and the third grouping consists of records of members of the family who held public office and were officers in industrial enterprises.

The title entries are brief but adequate descriptions of the records. The inventory contains a good index of personal names and places.

LUCILLE H. PENDELL

Gallaudet College

A Checklist of Texana (San Jacinto Museum of History Association, 1949. Pp. 37.)

The documents listed in this pamphlet are part of the Emil Hurja collection of Texana presented to the San Jacinto Museum of History by Mr. and Mrs. Jesse Holman Jones. They range in date from 1805 to 1891, with the greater part relating to the Mexican War, and are listed under the following headings, which also serve as a guide to their general subject matter: Westward Expansion (1805-1836, four items); Sam Houston (1814-1860, twenty-nine items); Republic of Texas (1809-1845, thirty-six items), War with Mexico (1846-1848, fifty-nine items); and State of Texas (1846-1891, thirty-four items). For each entry the date, writer's name, place from which written, name of person addressed, subject, and type of copy are shown. The pamphlet is, therefore, a calendar rather than a checklist, since the documents are listed individually and are not described in series. The content of the documents range in importance from an eyewitness account of the Battle of San Jacinto, which is published in full, to a letter from Sam Houston to an individual in Baltimore concerning a suit of clothes. Although some items appear to be trivial, the collection on the whole is a valuable one.

ELIZABETH BETHEL

National Archives

Check List of United Nations Documents. Part 4: No. 1, Trusteeship Council, 1947/48, First and Second Sessions: Part 4: No. 2, Trusteeship Council. 1948, Third Session; Part 5: No. 1, Economic and Social Council, 1946-1947, First to Fifth Sessions; Part 6H, No. 1, Fiscal Commission, 1947-1948, First Session. (New York. Columbia University Press, 1949. Pp. xxi, 59; xi, 39; lii, 230; viii, 11. $1.50, $1.00, $5.00, $0.50.)

Serious students of international relations will be happy over this early recognition by the United Nations of its responsibility to researchers and scholars in the field of world affairs. Assisted by the Carnegie Endowment for international Peace and the Rockefeller Foundation, the United Nations has published and made available to the public checklists of documents in the archives of the United Nations for those component organs listed above.

These lists follow a single format and are so arranged as to facilitate access

to and use of the documents. Documents are listed by series, and each page carries three columns of entries: Entry Number, Language of Issue, and Document Symbol and Short Title. The language edition in which a document is issued is indicated as English (E), French (F), Spanish (S), Russian (R), Chinese (C), or bilingual (E&F) texts. Italics indicate printed language texts. Other symbols and abbreviations, carefully and clearly set forth, provide further clues to the actual physical state of the document, including typewritten verbatim records (TPV), typewritten summary records (TSR), sound recordings (X), and restricted documents, a black dot (.) before the document number, meaning the circulation of the document is limited primarily to members of the issuing body and related sections of the Secretariat.

Each of these lists includes a lucid and concise preface, introduction, and an explanation of both the checklist and the organization. In addition, each volume carries an index of document series symbols, a subject index, and a list of representatives or delegates accredited to the organization.

Without doubt, these checklists will prove invaluable to students, researchers, scholars, and archivists of whatever country or language, and if these first publications are typical of what is to follow, their examination and use should prove increasingly rewarding.

For further information regarding these and subsequent issues address inquiries to Library Services, Department of Public Information, United Nations, Lake Success, New York.

J. C. JAMES

National Archives