

Reviews of Books

GENEVA H. PENLEY, *Editor*

National Archives

FINDING AIDS

The Germanic Press of Europe, an Aid to Research, by Icko Iben. (Münster, Verlag C. J. Fahle, 1965. 146 p.)

The author of this volume, the Archivist of the University of Illinois Library, is well known to readers of the *American Archivist*, to which he has contributed abstracts of foreign periodicals for the last several years. Dr. Iben is convinced of the value of newspapers as a primary source for research and of the desirability, as long recommended by the International Committee of Historical Sciences, of establishing adequate bibliographic control over newspaper resources throughout the world.

In this monograph Dr. Iben endeavors to establish a measure of such control over the newspapers of Belgium, Luxemburg, the Netherlands, and the Scandinavian countries. For each country he provides first a brief essay on the history of the national press, explaining its influence, political alignments, censorship, circulation, languages used, and other characteristics. Following this come tables of holdings of selected newspapers, usually those found in the country's leading research or university library. These tables show title, place and frequency of publication, ownership, readership, political or social affiliations, dates of publication, inclusive dates of actual holdings, and volume of holdings. Where microfilm copies are available this fact is shown. Most of the information in the tables dates from 1958-59 and was collected by the author himself in the course of firsthand studies.

In selecting titles Dr. Iben's aim was to produce lists of newspapers that "would be indispensable" in the writing of the history of each country. Both metropolitan and provincial papers are included—in the case of the Netherlands the overseas press as well. Tables for the Netherlands include the Koninklijke Bibliotheek's holdings of 12 newspapers published in the Netherlands East Indies before 1949 and 5 published in the Netherlands West Indies.

Scholars whose research requirements take them into the area he has so carefully explored will warmly welcome Dr. Iben's pioneering effort, which should save them a great deal of time and effort in preliminary searching.

National Archives

ROBERT W. KRAUSKOPF

U.S. National Archives. *Index to the Manuscript and Revised Printed Opinions of the Supreme Court of the United States in the National Archives, 1808-73 (Record Group 267)*, comp. by Marion M. Johnson, Elaine C. Everly, and Toussaint L. Prince. *Special List* no. 21. (Washington, 1965. vii, 58 p.)

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Only archivists and others specializing in the legal field and those who have participated in the compilation of a finding aid of this importance can appreciate the time and devotion given to this *Index*. It begins with an introduction, setting out in brief the historic background, purposes, arrangement, and a listing of members of the Supreme Court, 1808-73.

The compilation proper is divided into two parts: I. Appellate Opinions. II. Original Jurisdiction Opinions. The opinions are listed alphabetically by Justices of the Court for the period covered. A typical entry for each listed opinion consists of the title of the case; the citation of the case in the *United State Reports*, showing volume number, reporter-editor of the volume, and page number; an indication of whether concurring or dissenting; term and case number.

Often forgotten is the fact that Federal Circuit Courts initially were also courts of original jurisdiction for specified cases. It is interesting that Justices of the Supreme Court could have also participated in original opinions, while sitting as members of a circuit court.

Our Federal Court records deserve better finding aids. Usable indexes for the early period of our Federal Courts are either scant or nonexistent. This guide is a good example of what should be done; I should like to suggest, however, the inclusion of the court of original jurisdiction under the entries of appellate opinions. As has been indicated by the compilers of this index, case titles used by the court vary from the *Reports*. Related records of lower courts could be of extreme importance to the researcher.

This publication, nevertheless, should be a helpful guide to others in their research and to compilers of other indexes of Federal Court records.

Federal Records Center, Region 7

C. GEORGE YOUNKIN

U.S. National Archives. *Preliminary Inventory* [no. 165] of the *Cartographic Records of the American Expeditionary Forces, 1917-21* (Record Group 120), comp. by Franklin W. Burch. (Washington, 1966. vii, 70 p.)

American troops were on the line in France 6 months after the United States declared war on Germany in 1917. Increasing numbers of United States forces were on active service during the last year of the war, and occupational duties on the Continent kept troops there until January 1923 when the last of the American forces in Germany returned home. The surviving maps created or collected by the American Expeditionary Forces, and now in the National Archives, are described in this *Preliminary Inventory*. The 24,000 maps in the collection are the cartographic materials of Record Group 120, the archives of the AEF. The textual materials of this record group are described separately in the National Archives' *Preliminary Checklist* no. 35, *Records of the Headquarters, American Expeditionary Forces, 1917-1921* (Washington, 1946).

The 540 entries in the inventory describe 14 series of maps, 12 of American origin, and 1 each of Allied and enemy origin. The collection is divided in size almost evenly between maps of American and foreign origin. Of the

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foreign maps, about one-half are French and a third are German. The American maps are described under such subgroups as GHQ, Supply, Air Service, Coast Artillery, Tank Corps, armies, corps, and divisions, and then by organizations under the primary subgroups. Foreign maps include items from Belgium, Britain, France, and Italy, as well as Austro-Hungarian and German enemy records. There is a small collection of records relating to American forces in Italy, Germany, and Siberia.

There is no index. However, four appendixes provide ample access to the text by the use of tables. These tabular listings include a "Subject Guide to the Maps," with item numbers entered under broad subject headings (the scope of which is defined in a glossary); "Division Maps by Type of Map"; "Series of Technological Interest," which include such forms as aerial and photo maps, town plans, and visibility studies; and "Foreign Topographic and Trench Map Series by Area and Scale." The subject areas brought out in the inventory are wide and diverse, ranging, for instance, from maps showing foxholes and machine gun emplacements in a small sector on a given day to records of rail, road, telephone, and power networks in several countries; other records show the effect on cartographical development of the beginnings of aerial photography.

West Virginia University Library

CHARLES SHETLER

Subject Index to the Warren Report and Hearings & Exhibits, comp. by Sylvia Meagher. (New York & London, Scarecrow Press, Inc., 1966. iv, 150 p. \$4.)

For both the archivist administering them and the researcher seeking access, the records of the President's Commission on the Assassination of President John F. Kennedy—some 300 ft. constituting a part of Record Group 220, Records of Presidential Committees, Commissions, and Boards, in the National Archives—are best viewed through the Commission's *Report* (Washington, 1964; xxiv, 888 p.) and *Hearings* (26 vols.; Washington, 1964). The *Report* carries its own index (p. 880–888), confined to personal and other proper names; each of the first 15 volumes of *Hearings* is supplied with a contents list of persons whose testimony is printed in the volume; in vol. 15 (p. 753–801) there is a name index to the testimony in all 15 volumes; and vols. 16–26 of *Hearings* each list in numerical order, and in their several series, the exhibited documents or objects they reproduce or portray. Personal name or subject relationships between the *Report* proper and the testimony and exhibits, however, cannot be discovered through any combination of indexes or lists; this deficiency Mrs. Meagher has corrected in her most useful work.

The Meagher *Subject Index* classifies "all elements in the assassination and subsequent crimes as well as the background and history of the principals" insofar as the *Report* and *Hearings* reveal those elements, and most conveniently it incorporates and even extends the citations to exhibited documents given in appendix 18 of the *Report*. This reviewer marvels at the ease with which he has been able to turn to a passage of the testimony or to find a par-

ticular exhibited document through Mrs. Meagher's aid, and he is especially grateful for her revelation of facets of unexpected information. As though this assistance were not enough, she presents separately a name index, intended to supplement the index on p. 753-801 of vol. 15 (the last volume of testimony) by adding exhibit numbers, the names of persons present when witnesses were examined, and references to persons whose names were omitted in the vol. 15 index. Inclusion of the exhibit numbers relieves the researcher of the task of finding an exhibit reference in the text of *Hearings* if he wishes to see a particular document; and the listing of Commission members and counsel and of observers present when testimony was taken provides the possibility of ferreting out such minute detail as the interventions by Commission Chairman Earl Warren. Finally, in a "Key to Name Index by Descriptive Category," Mrs. Meagher groups the approximately 550 names that figure in this most extraordinary investigation. One may turn to this key to discover, for instance, whether an obscure name is categorized among "Witnesses of the Assassination," "Associates or Acquaintances, General Walker," "Witnesses of the Tippit Murder," "Press and Other News Media," or elsewhere.

It is of interest to note that recently published allegations about the manner of the investigation—in Sylvan Fox, *The Unanswered Questions About President Kennedy's Assassination*; Harold Weisberg, *Whitewash: The Report on the Warren Report*; Edward Jay Epstein, *Inquest: The Warren Commission and the Establishment of Truth*; and Mark Lane, *Rush to Judgment*—may now be checked with less trouble. Léo Sauvage, in the "American Postscript" included in the English translation of his *L'Affaire Oswald*, p. 418, deems Mrs. Meagher to be "the only person in the world who really knows every item hidden in the 26 volumes of Hearings and Exhibits."

National Archives and Records Service

KEN MUNDEN

MANUALS

Filing and Records Management, by Irene Place and Estelle L. Popham. (Englewood Cliffs, N.J., Prentice-Hall, Inc., 1966. xiv, 290 p., illus. \$6.60.)

The need for qualified, trained people for today's business files and the growing acceptance of the importance of records management in the business school curriculum are brought together in this new textbook by Dr. Place, associate professor of office management, Graduate School of Business at the University of Michigan, and Dr. Popham, professor and chairman of the Department of Business Education at Hunter College of the City University of New York. The book is well organized, well written, and well illustrated; there is a refreshing absence of cliché, management jargon, and the graphic coined phrases that detract from much professional literature and conversation.

The authors explore no new areas or ideas; many of the so-called "new" automated systems and much of the "new" mechanized equipment discussed were described and illustrated, tended by office workers in the long dresses and

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hair styles of bygone days, in old editions of Weeks, Odell and Strong, and Remington Rand's *Progressive Filing*. Surprisingly, these mechanisms have changed little in the last decade or so; it is only that, slightly updated in bright colors and streamlined contours, they have now become commonplace in small offices as well as large. Like the recent textbook by Mary Claire Griffin, this book is essentially a teacher's guide to the range of modern records concepts and procedures, stated in practical, easily understood terms. Specialists will find certain problem areas neglected or given only brief attention, such as the proliferation of photocopies, mail room practices, translations, documentation and reports, photographs, sound recordings and other special types of material, bulky records, and, indeed, more detailed principles of subject classification and coding and of alphabetical arrangement. These the authors no doubt left for their students to fill in from collateral reading and professional workshops.

Chapter headings include information retrieval and maintenance, creating effective filing systems, nonautomated files (systems and procedures), selecting appropriate equipment and supplies, automation, card systems, microfilming, retention and disposal, records centers and business archives, vital records, work area layout, personnel selection, training and supervision, work measurement, operational manuals, and flow charting. Each chapter concludes with a section on vocabulary, discussion questions, and practice projects. Helpful are appendixes on designing a form, a list of filing equipment and supply companies, a glossary, a bibliography, and an index.

It is pointed out that business since the 1950's has given special attention to the improvement and control of its files. There exists "an uncrowded field in which competent, promotable workers can progress rapidly." In the words of the authors, "automation is bringing revolutionary changes in information retrieval" and "hand filing is increasingly becoming 'horse and buggy.'" They admit, however, that all filing will not become automated tomorrow, and therefore they have resisted the temptation to glamorize the innovations, preferring to concentrate on fundamentals and the filing practices of the present. The open door to a records career and a well-presented training text such as this provide a clear invitation for potential records managers and files experts with insight and ability to become one of us.

International Monetary Fund

MARIE CHARLOTTE STARK

Colorado. Division of State Archives and Public Records. *Archives Handbook Series No. 3: Microfilm Procedures*. *Archives Handbook Series No. 4: Handbook of Terminology—Microfilm*. (Denver, 1964. 23, 30 p.)

Colorado is one of the comparatively few States having a microfilm program under the jurisdiction of the State Archives. Not only State agencies come within its administrative control, but all county and municipal agencies of Colorado are included as well. To service such a wide variety of agencies and large geographic area, a manual was a necessity. Although there is no substitute for personal instruction, these two manuals provide most of the data

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needed to guide agency officials in developing and operating a program of their own or making use of the services of the Colorado Archives.

Included in the procedures handbook are a few basic definitions, pertinent legislation, general instructions on developing an internal agency program or using the services of the State Archives, a listing of documents not to be reproduced, and a description of the "flasher sequence" for Colorado public records. (It is interesting to note that the Colorado Supreme Court has ruled that a "roll" of microfilm can be a "book," but a unitized jacket or aperture card system does not meet this legal requirement.) The detailed instructions on preparation of records, feeding the machine, exposure problems, and coding are most helpful. Also included are several basic steps for the care of film and equipment. The exhibits are well done and should make it possible for any clerk to complete the forms necessary to operate a filming program.

The terminology handbook is also designed to provide guidance to State and local officials. While it includes some very elementary and general terms, such as blow-up, camera, and counter, it is a tool anyone in the field of filming would find useful.

While these two manuals relate specifically to Colorado, they contain much information of general value. Until each State issues its own manual, it is suggested that those without one avail themselves of these very worthwhile publications.

Ohio State University Archives

BRUCE C. HARDING

TECHNICAL STUDIES

Permanence/Durability of the Book: IV. Polyvinyl Acetate (PVA) Adhesives for Use in Library Bookbinding. (Richmond, Va. W. J. Barrow Research Laboratory, 1965. 66 p.)

The present publication is the most recent of the series of reports issued by the W. J. Barrow Research Laboratory describing the investigations into the permanence and durability of paper and books.

Long concerned with the problem of the deterioration of library materials, William J. Barrow is the outstanding authority in the field, and these present studies, conducted on behalf of the Council on Library Resources, Inc., and assisted by a Ford Foundation grant, sustain that reputation.

Although the technical details of the present tests of polyvinyl acetate (PVA) adhesives being used in modern bookbinding will not interest greatly most readers, beyond those engaged in the book trade, the purpose of these tests in seeking to establish the potential application of such adhesives to library bookbinding and the resulting determination of the characteristics of a very stable adhesive, which can have an expected longevity of not less than 450 years, are a real concern to archivists and librarians everywhere.

The vastly increasing demands upon library facilities and the ever-mounting costs of maintaining a library collection combine to underscore the necessity for producing knowledge recorded in a more durable form, information that will remain available for the scholars of the future.

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Previous Barrow studies resulted in the determination of the requisite characteristics of long-life paper. Made of well-purified chemical wood fibers and non-acid, it is now available. If the current study results in the identification and subsequent production of a matching long-life adhesive to be used as a companion, and if librarians will exert pressure on the trade continually to use them, it will be a real step forward.

Studies such as this one are invaluable. The findings, however, must not remain quietly unused in the laboratory.

Baker Library

ELEANOR C. BISHOP

Microfilm Technology: Engineering and Related Fields, by Carl E. Nelson.
(New York, McGraw-Hill Book Co., 1965. xiii, 397 p. \$16.)

Quite frequently the master of an art or technique is unable to convey to others the secrets of his mastery. The sports world, for example, is replete with stars who cannot coach or manage successfully. Occasionally, however, there appears an individual who is both a superb technician and an outstanding teacher. Carl Nelson's credentials establish him as a superb technician. If one can judge by this book he is also an excellent teacher. For *Microfilm Technology: Engineering and Related Fields* has something for everyone who is interested in, works with, manages, or has responsibility for a microfilm installation. Although it is particularly pertinent to an engineering organization, there is much to intrigue those who are concerned with other types of installations.

The book is organized and written in such a fashion that the executive who, perhaps, has a microfilm installation as a part of his responsibility and the first line supervisor who needs to know the "nuts and bolts" of microfilming can both benefit from it. In other words, the author has included sufficient data to substantiate his conclusions without becoming so highly technical that he loses the average reader.

A listing of the major subjects covered will convey some idea of the scope of this book. First is a general discussion of the function of microfilm in an engineering organization and the requirements that must be met for the engineer. Then follow detailed descriptions of all necessary equipment and techniques. Cameras are described, together with exposure and illumination systems. Development of film is detailed. The characteristics of various films are set forth. Inspection equipment is discussed. There is a chapter on film duplication, another on readers and viewers, and one on print-reproduction equipment. Unitization and electrical accounting machine methods and equipment are discussed at some length. Standards required for quality assurance are set forth, and methods of inspection are described. Filing and storage equipment, room layouts, personnel management and training, and filing systems are suggested. Finally, the microfilm system concept is given a fairly objective evaluation with some tips on selling it to management. The last chapter includes a peek into the future covering the broad aspects of information management in general. From all the foregoing, it is evident that little,

if anything, that is necessary to a modern engineering drawing microfilm system is left out. Just in case, however, there is included at the back a 4" × 6" microfiche of 48 pages of classified bibliography.

The book lends itself to self-study but could well serve as a class textbook. It would be a welcome addition to the library of the systems man, the draftsman, the engineer, and the executive, besides the microfilm supervisor.

Microfilming is a fast-changing field, so it is of note that, according to the preface, the author has plans to revise the book from time to time.

General Electric Company

F. L. SWARD

REPORTS OF ARCHIVAL AGENCIES

The Artist Speaks, presented by the Archives of American Art. (Special-contents issue of *Art in America*, vol. 53, no. 4, Aug.-Sept., 1965. \$3.)

The entire contents of this issue of *Art in America* is devoted to a progress report of the Archives of American Art for the 10-year period since its incorporation in November 1955. In this short time the Archives accumulated an impressive amount of material, principally on microfilm, having to do with artists and art in America from the landing of the first Europeans to the present. The Archives differs from museum institutions that collect works of art and from art reference libraries that acquire published material on art, supplemented with photocopies of the works of artists owned by other institutions. The Archives of American Art is a national research institute located at Detroit, Mich. It is designed to collect the manuscript writings—or microfilm copies of the writings—of artists and others concerned with art and artists in this country and to make them available for study to any who are interested in the subject. The writings consist of letters, diaries, sketchbooks, sales and exhibit catalogs, criticisms, awards, and any and all biographical details essential to a proper understanding of the individual artist and his relationship to the times in which he lived. Although the concern of the Archives is primarily with artists, sculptors, print-makers, illustrators, ceramists, glass-makers, metal workers, wood carvers, designers, and the like, its scope is broad enough to include the activities of art dealers, collectors, critics, and historians as well as the operations of art associations, art movements, clubs, societies, and the like. The contribution of photographers to art is not excluded if the photographers are recognized for their work in visual expression rather than in visual reporting.

The major effort of the Archives has been directed thus far to an aggressive program of acquisition, accomplished by field representatives both here and abroad. The Archives has also assembled a complete series of copies of all known art auction catalogs published in the United States. Individuals may borrow any of these on interlibrary loan, thus making available to scholars these most important aids to the study of the work of a particular artist. A continuing project of equal significance is the making of tape-recorded interviews with living artists and others connected with artists or art projects. In this activity the Archives drew upon many administrators who worked in

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or with the New Deal agencies of the 1930's and 1940's for their knowledge of the operation of Government-sponsored projects having to do with art and artists. Finally, the Archives publishes a journal for its members to keep them informed of progress and to promote its program of acquisitions. The staff of the Archives varies from 20 to 30 persons; among them are many who have continued with the institution since its founding.

If during the next 10 years the Archives continues to receive the same generous support given to it in the past by wealthy patrons and foundations, great accomplishments may be anticipated in the analyzing and indexing of accumulated holdings and the publication of inventories and checklists. These activities are of prime importance if the Archives is not to become a mere depository for microfilmed records. Perhaps, through some miracle of information retrieval, control may be achieved of some of the larger bodies of records of recent date, such as the microfilm of the Public Works of Art Projects, the Treasury Relief Art Project, the Section of Fine Arts, and the Federal Art Project acquired from the National Archives in 1963-64. The staff could then be freed to concentrate on the difficult tasks of documenting the lives of earlier artists, rediscovering the history of art movements in this country, and providing sources of information for a better understanding of art, particularly in the era of industrial change and mechanical development before the coming of the Civil War.

National Archives

JOSEPHINE COBB

Lancashire Record Office. *Report for 1964*. (Lancashire, 1965. 42 p.)

Worcestershire. *Twenty First Report of the County Archivist; Annual Report for 1964-65*. (Worcester, 1965. 22 p.)

The most striking features of these annual reports are the valuable information that they contain concerning the activities of the English county record office and the great difference in format and contents of the reports of two repositories whose functions are identical.

The county record office as portrayed in these reports has a small but well-trained staff, limited space to accommodate an increasing volume of accessions, and a modest budget, which nevertheless supports a remarkable range of activities. In addition to its primary functions as an archival repository for records of the county council, it provides lectures and exhibitions for schools and societies (94 by the Lancashire Record Office, 20 by that of Worcestershire), prepares inventories of records throughout the county, organizes archeological and photographic expeditions, and publishes guides and selected documents. Searchers who use the facilities of the record office, besides county officials, include genealogists ("the hardy perennials"), local historians, college students, and scholars from England and abroad. The Lancashire Record Office provides a list of publications by authors who made use of its resources.

The differences in the nature of these reports seem to have been dictated to some extent by the class of readers to whom they are directed but also, one suspects, by the interests of the county archivists. The report of the Lanca-

shire County Archivist limits the record of the year's work, including lists of accessions and of lectures and exhibitions, to 8 pages; the remaining 34 pages are devoted to several articles based on materials in the record office. Such a report is obviously aimed at fairly wide distribution in an attempt to arouse popular interest in local history and perhaps to advertise the resources of the record office.

The report of the Worcestershire County Archivist, on the other hand, is directed primarily to the County Council, but since it gives a full account of the activities of the record office it has a great deal of interest for professional archivists. He explains archival principles as they relate to the record office; points out the relative priorities of tasks—for example, that detailed cataloging, calendaring, and indexing “are important, but not so important as finding and saving records, getting them in (by the ton sometimes), brief listed and off the floor”; describes in some detail the training of staff; and makes an appeal for the maintenance of high professional standards. He holds firmly to the view that an archivist should not be a historian (he has persistently declined requests to talk on historical subjects) but that he should be willing to provide service “to all who wish to use its resources, irrespective of their background.” Finally, he describes a project to compile a pictorial record of the county. This report is not only informative, but it is written in a sprightly style that provides a refreshing contrast to so many archival reports that are presented in arid prose and inert statistics.

Public Archives of Canada

W. I. SMITH

Northern Ireland. Public Record Office. *Report of the Deputy Keeper of the Records for the Years 1954-1959*. (Belfast, Her Majesty's Stationery Office, 1966. 138 p. 10s.)

Annual reports always serve a useful purpose. This one happens to be a 5-year report covering the activities of the Public Record Office of Northern Ireland between 1954 and 1959. Regrettably, it was not published for 7 years after the close of the period it covers. The decision to delay its issuance may, however, have been a wise one. The result is not only a report on the work of the P.R.O. but also a finding list of its acquisitions arranged under the categories of official sources, private sources, and purchases.

Like most of its counterparts in the United States, the Public Record Office of Northern Ireland concentrated its efforts on the search for, the collection of, and the preservation of its records. Deliberately, for some years, the P.R.O. gave top priority to the collection of materials rather than their cataloging. Finally, after this long delay, there is now available a detailed report on its accessions, published more as an aid to the academic researcher rather than to the genealogist.

Described in the report are the more important accessions. A detailed inventory for each accession shows quantity, dates, and sources. Most of the records fall into the categories of land, politics, business archives, emigrant letters, materials relating to military history, and microfilms of official docu-

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ments. It is surprising to learn just how much material of American interest can be found in Northern Ireland.

This, then, is more than a report. It is what we have come to call the "preliminary inventory." The index is quite thorough. Under the heading "United States," however, one notices "Baltimore" and "Attica." Evidently, we are supposed to know just where this last-named place is located.

It is readily apparent from reading this report that European archives have their storage problems, too. But with the publication of this report one can see that although this problem exists, the Public Record Office of Northern Ireland seems to have control over its accessions for the years 1954 to 1959, as well as a great potential of use by those who need the information contained within its walls.

Maryland Hall of Records

FRANK F. WHITE, JR.

West Virginia. Department of Archives and History. *Annual Report, 1965*. (Charleston, 1966. 28, 1 l., proc.)

Wisconsin. State Historical Society. Division of Archives and Manuscripts. *Annual Report: 1964-1965*. (Madison, n.d. 22 p., 7 append., proc.)

The titles of these two publications are descriptive of their content. Separately they represent for each institution past accomplishments, the present situation and needs, and the expectations for the future. Together they represent some of the variations found on the State level relative to archival and historical programs.

In his cover letter addressed to Gov. Hulett C. Smith, James L. Hupp, State Historian and Archivist of West Virginia, states that the report "covers the operations of the State Department of Archives and History and the conditions, progress and needs of the department for the period from January 1, 1965 to January 1, 1966." A reading of the report will show that conditions are poor, progress has been slow, and the needs expressed are far from adequate. Following a brief history of the archival and historical movement in West Virginia, each branch and activity of the department is discussed, and functions, personnel, and needs of each are presented. Besides the Archives, there are a library, a museum, the West Virginia Historic Commission (road markers), and the West Virginia Antiquities Commission. One of the activities of the department is the publication of *West Virginia History* and the *Short Title Check-List of West Virginia State Publications*. The lack of space appears to be a reason for an emphasis on microfilming certain holdings. It is pointed out that library space is the biggest need at present, and that as funds permit the old newspapers stored in the back of the library are being filmed. What happens to the old newspapers once they are filmed is not clear. A planned microfilm project to film all local and county records, the adequate cataloging and indexing of all holdings (manuscript and book form), the continued publication of *West Virginia History*, coordination of the historical markers and historical sites programs, and maintenance of existing buildings will keep the staff busy in the future.

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The report concludes with resolutions adopted by the West Virginia Historical Society concerning the publication of a bimonthly newsletter relative to historical meetings, a board of editors for *West Virginia History*, admission of associate members, establishment of a popular historical magazine and publication of authoritative works dealing with West Virginia history, a program to encourage teaching of West Virginia history in the public schools, and an effort to increase county and area societies. The adoption of these measures would certainly help develop an interest that would encourage the establishment of an archival and historical program West Virginians could be proud of.

The 1964-65 annual report of the Division of Archives and Manuscripts, State Historical Society of Wisconsin, represents a more progressive approach to archival and historical programs. The division includes the State Archives, the Manuscripts and Maps Library, the Mass Communications History Center, and seven Area Research Centers located at State-supported schools of higher education. The report deals with the expansion of facilities and acquisitions.

Besides the acquisition and processing of collections (which are listed in the report) a *Guide to Manuscripts* is being maintained and a *Guide to Historical Resources* (descriptive guides pertaining to special subject areas) is being published. Perhaps the most inventive ideas can be seen in the Mass Communications History Center and in the seven Area Research Centers. The former acts as a depository for all source materials relating to mass communications and encourages research in the mass media—radio, television, the press, public relations, and advertising. It also collects materials concerning the theater arts.

The Area Research Centers act as depositories for materials relative to the areas in which they are located. Records may be transferred from one center to another for specific research purposes. The centers provide easier access to primary source materials for academic programs and for scholarly research.

Both reports reveal that there is an increase in demand on the part of the public. As people become more conscious of their history they become more curious. The fact that more persons are using the archival and historical facilities requires that the State government meet the needs. These two reports represent the response of two States and should be reviewed by those interested in archival programs and progress.

N.C. Department of Archives and History

LOUIS H. MANARIN

Maxim

But it is not enough merely to bring together . . . voluminous collections. They must be thoroughly processed. Catalogues, inventories and indexes are needed so that the collections may be used quickly and effectively. It remains true that a most highly significant and valuable collection amounts to no more than a warehouse of waste paper unless finding aids and retrieval systems are available.

—AUGUST R. SUELFLOW, "The Stewardship of the Institute," in *Concordia Historical Institute Quarterly*, 38:119 (Oct. 1965).

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