

Reviews of Books

GENEVA H. PENLEY, *Editor*

National Archives and Records Service

HISTORIES OF ARCHIVES AND REPORTS OF ARCHIVAL AGENCIES

For History's Sake: The Preservation and Publication of North Carolina History 1663-1903, by H. G. Jones. (Chapel Hill, University of North Carolina Press, 1966. xvi, 319 p. Illus. \$7.50.)

American librarians who wish to explore the past of their profession may now turn to their *Journal of Library History*. Archivists, it seems to me, do not need a separate publication to satisfy their quest for historical information. On the contrary, archives work is so firmly grounded on research in the history of institutions and their records that historical background studies cannot and must not be divorced from the day-by-day work of the archivist. Such studies are also indispensable to him as a sextant for determining past achievements and planning future activities, and that is why the appearance of a major historical work like H. G. Jones' *For History's Sake* is an event of great importance, if not a landmark, in terms of the total effort of our profession in the United States. This work is indeed the first real attempt to deal, on the basis of thorough study of the pertinent literature and of the records themselves, with the history of the records of an American State and with its past endeavors to collect and publish them.

Jones' work is divided into three parts: a first part deals with recordmaking and record preservation in the Colony and the State before 1903; a second part of about equal length tells the story of the collection and publication of North Carolina's records since 1780; and a third and much shorter part discusses the formation of historical societies in the State and the creation of the North Carolina Historical Commission in 1903.

Let us look a little more closely at these three parts. Broken down into four periods, the first of them gives the most detailed picture of what records were created and what happened to them that we have for any State of the country. It shows that, at all times, Governors and legislatures had a real concern for the care and preservation of records. There was never a lack of "record consciousness" on the part of those responsible for the Colony and later the State, but for a long time it was frustrated by conditions beyond control. In colonial North Carolina "Life was crude; government was just as primitive," and in the hands of amateur officials records were bound to fare badly, worse than in Europe where bureaucratic administrators were likely to show greater zeal for their preservation although even there they still worked and often kept records at home. In the colonies administrators often lived great distances from the seat of government, and the records they accumulated lay

Books for review and related communications should be sent to Miss Geneva H. Penley, Room 303, Library, National Archives and Records Service, Washington, D.C. 20408.

"around dispersst in private Houses." To aggravate the situation further, in North Carolina a permanent capital was not established until 1794, and when this finally happened records had to be assembled from four different locations. Their centralization in Raleigh led to marked improvement during the 19th century. In 1819 a fire-proof building was provided for the records of the secretary of state, and 5 years later the same was done for those of the treasurer. Only minor losses occurred during the Civil War, and by the end of the century North Carolina had adequate facilities for the State records, though there was not yet "central responsibility" for them. In the counties records still fared poorly, as did those of the municipalities.

The administrative history of North Carolina's records is closely intertwined with the numerous attempts to publish them as historical source material. For the period before the Revolution, London repositories had a more complete documentation than that to be found in the States, and so their resources had to be exploited if one wanted to assemble the entire source material for the history of a State. Although North Carolina succeeded in obtaining certain important papers from London as early as 1806, it was reluctant to engage in an ambitious foreign copying program before the records available at home had been identified. This circumspection is reflected in Governor Morehead's message of November 21, 1844, to the general assembly, one week after the assembly had authorized the appointment of an agent to procure copies from England. "On subsequent reflection," Morehead said, "and upon examining into the condition of the public records in the state agencies, he had determined that 'we have a work to perform at home, of deeper interest, and of more immediate necessity, than that contemplated by the foreign agency which has been commended to your consideration.'" And so it was that a "foreign agency" was established only after thorough examination of the sources at home had made it possible "to examine with proper intelligence the archives of the Mother Country." This was accomplished through the joint efforts of W. Noel Sainsbury, senior clerk at the Public Record Office, and of William Laurence Saunders, who, though physically handicapped and holding a full-time job as secretary of state, edited the 10 volumes of *The Colonial Records of North Carolina*.

The third and last part of Jones' work deals briefly with the fate of the six historical societies that came into being from 1833 to 1887, all of them undernourished and all of them dying early deaths. Finally, the State Library and Historical Association was founded in 1900, and following the example of other Southern historical societies it succeeded in fathering the establishment of a State Historical Commission, later to be renamed the Department of Archives and History. A postscript pays tribute to the well-known achievements of the department, the first State archival agency to receive the Distinguished Service Award of the Society of American Archivists.

As might be expected of the State Archivist of North Carolina, Dr. Jones' workmanship is impeccable. He has used painstakingly the records in his own custody and the resources of numerous manuscript depositories; footnotes furnish just the right measure of supplementary detail; and both the bibliography and the index deserve much praise. Last but not least, thoughtful organ-

ization of the material and a lucid style make it a pleasure to read this first "detailed analysis of the public records of an American State," which, if done by others, might have turned out to be a boring story.

Handsomely printed and bound, the volume has a number of welcome illustrations. The end papers show a view of Raleigh, 1872, on which pictures of the Penitentiary and the Lunatic Asylum appear as insets. They were situated outside the city proper and must have been considered points of special interest to visitors. Future maps of the city may feature with equal prominence the new building of the Department of Archives and History in order to call attention to the achievements of that great institution, now more obvious than ever, thanks to H. G. Jones' admirable study. Let it serve as a pacemaker for similar studies so that we shall better grasp what the past has contributed to the present.

Arlington, Virginia

ERNST POSNER

Maryland. Hall of Records. *Twenty-ninth Annual Report of the Archivist . . . for the Fiscal Year, July 1, 1963 Through June 30, 1964.* (Annapolis, Md., n.d. 51 p.)

In some ways the *Twenty-ninth Annual Report of the Archivist* of Maryland marks the culmination of considerable effort extending well beyond the period ostensibly covered. This report reflects a steady progress in archival work, particularly those aspects dealing with control and availability of resources. Less effective, as the report itself points out, is encouragement of their use by the public.

For the most part the work of the Maryland Hall of Records during 1963-64 is distinguished for the completion of major projects already underway, rather than for the initiating of new ones. Operating on a budget of \$178,884, of which almost \$9,000 was unexpended at the end of the fiscal year, the Hall of Records made a firm achievement.

Most important is the County Land Records Project, the completion of which marked the Maryland Archives as the first State Archives to put all its extant land records on film. Begun in 1955, the County Land Records Project undertook to microfilm the land records of all the counties of Maryland. In 1963 only three county series remained to be filmed, and with the completion of these during the period of the present report all of the county land records are on film from 1851 to 1949, those for the periods before and after being already on film. Of special interest to researchers is the list printed in this report of the records available in the series.

In addition to this breakthrough, the Maryland Hall of Records had several other notable accomplishments to report. Chief among these was the publication of two significant volumes. The second volume of *The County Court-houses and Records of Maryland*, listing and describing historical records of the counties, received the Waldo Gifford Leland Prize of the Society of American Archivists. Also new to the list of publications was the *Court*

VOLUME 30, NUMBER 1, JANUARY 1967

Records of Prince George's County, Maryland, 1696-1699, cosponsored by the American Historical Association.

Perhaps because of the attention devoted to special projects such as publishing, microfilming, and organizing records, the daily functions of records maintenance and public service received little attention. In the fiscal year 1963-64 both circulation of records and the number of visitors declined, as did the work of repair and preservation of material.

Acquisitions were numerous, and many were of greater than average historical significance; the majority are public records, with relatively few private donations. They are listed in detail in the report.

The *Twenty-ninth Annual Report*, besides giving a good general account of the objectives of the Hall of Records, offers abundant statistical data on every phase of the work done during the year and in some cases offers comparative figures for earlier years.

Texas State Archives

JAMES M. DAY

South Africa. Archives. *Annual Reports of the Director of the Archives for 1964*. (Pretoria, 1964. 49 p.)

The annual report of the South African Archives for 1964.

This report is of considerable interest to those of us who have had no previous knowledge of the South African archives program. It is well worth the reading and contains much more than is outlined above.

Minnesota State Archives

FRED R. THIBODEAU

Punjab. State Archives and Archaeology and Museum. *Administration Report for the Year 1962-63*. (Chandigarh, 1964, v, 14 p.) *Administration Report for the Year 1963-64*. (Chandigarh, 1965, vi, 20 p.)

The preface to the 1962-63 report devotes space to the following generalized topics, among others: accommodation, fresh acquisitions, reference library, care and preservation of materials, survey of records, research scholars and visitors, subsidiary activities (History of the Freedom Movement in India), and the State Museum and Archaeological Cell.

The report furnishes more detailed information on most of these topics. The Punjab State Archives, under the control of the Commissioner of Education and Secretary to Government, has made strenuous efforts for the storage, preservation, and servicing of the records. Lack of space made it necessary to curtail the acquisition of most noncurrent records. Lack of space has also hampered adequate displays by the Historical Museum. The construction of a new State Museum Building was commenced. The dusting, airing, and drying of the holdings of the State Archives has proven essential, especially at the close of the rainy season.

Sixteen hundred persons or institutions were canvassed by the Surveyor, and 1,272 documents and books were unearthed. One hundred fifty requests from governmental departments were honored, and certified copies of documents were supplied to private persons. Researchers were guided and assisted both in the Archives and by correspondence.

The Public Relations Branch endeavored to inform the general public on the functioning of the Archives and the importance of preserving its holdings. The following appendixes are listed: A. Statement of Acquisition of Historical Material; B. Journals and News Papers Subscribed to; C. Statement of Archivistic Treatment of Materials; D. Technical Operations; E. Names, Addresses and Subject of Investigation of Researchers; F. Statement of Reference and Technical Service.

The 1963-64 report follows the pattern of that of 1962-63. The Archaeological Cell, which is to form the nucleus of the State Archaeological Department, continued to function under the Director of Archives. The building for the State Museum was still under construction.

National Archives

DONALD L. KING

FINDING AIDS

Québec (Province). Ministère des Affaires culturelles. *Rapport des Archives du Québec (1961-1964)*, Tome 42. (Québec, Imprimeur de Sa Majesté La Reine, 1965. 152 p.)

VOLUME 30, NUMBER 1, JANUARY 1967

Two sections comprise this publication, the 42d of the reports of the Archives of Quebec. First is an *Inventaire analytique de la correspondance de Mgr Ignace Bourget pour l'année 1845*, by Léon Pouliot—a calendar (60 pages) of letters of the Bishop of Montreal for 1845. Then comes an *Inventaire sommaire des Archives du Séminaire des Trois-Rivières*, by Yvon Thériault—a 76-page inventory of records, manuscript collections, and other historical materials preserved by the seminary in Three Rivers. Each section has a four-page introductory historical and descriptive statement. A joint index (listing personal, geographical, and institutional names) concludes the volume.

One of the leading French Canadian figures of the Victorian era, Msgr. Ignace Bourget carried on an important correspondence as Bishop of Montreal. His interests extended far beyond the borders of his diocese, and his importance is by no means limited to the religious history of Quebec. For an indication of his political and cultural significance, see Mason Wade, *The French Canadians, 1760-1945*, p. 339-362 (New York, 1955). Places as remote as the Oregon country, from which François Norbert Blanchet returned all the way to Montreal to be consecrated in 1845 as a bishop by his old friend, Monsignor Bourget, are represented in this volume. Four previous reports (1945-46, 1946-47, 1948-49, and 1955-57) in this series have included calendars of his correspondence for the 8 preceding years. Abstracts of the letters calendared are informative enough to make this volume exceedingly useful for research purposes. The original letters are preserved in the Montreal chancery files.

Many different kinds of materials, covering more than three centuries since 1634, are described in the inventory of the Three Rivers archive. In addition to seminary and diocesan records, a dozen or so important collections of personal papers, along with other groups of historical manuscripts, documents, and publications, are included. Each series of each collection is listed with an indication of size and arrangement. Some are placed in chronological order; others are in alphabetical order. A clear impression of the archive emerges from this inventory.

More reports of this kind—covering important materials or collections outside the Provincial or State archives issuing the descriptions—are required if many collections of important source materials are to be more generally known. The Province of Quebec has been active in filling this need for a great many years.

Idaho State Archives

MERLE WELLS

MANUALS AND HANDBOOKS

U.S. National Archives and Records Service. Office of Records Management. *Source Data Automation. (Records Management Handbook; Washington, 1965. 78 p., 114 figures.)*

This handbook is a well-written, well-designed and well-considered guide for enabling the intelligent layman to thread his way through the jungle of

THE AMERICAN ARCHIVIST

machines, tapes, cards, tags, coupons, dots, bars, selected type faces, magnetic inks, and the like, fouling the current records scene. Step by step, he is shown what the terms mean, what the physical characteristics and possibilities of differing media are, and how data may best be stored or retrieved for specific purposes.

The introduction defines the three components in the term "source data automation" and stresses that for SDA purposes the data must be of a reasonably repetitive nature, machinable, and of sufficient volume to justify the installation of equipment. The essence of automation in this context is the rendering of the data into "machine language for machine-to-machine processing." Sections II and III are devoted to native languages of machines, languages which fundamentally may comprise either holes or objects. In the former instance holes are arranged on tapes, cards, tags, or coupons according to a prearranged code. In the case of objects—namely, dots, bars, selected type faces, and magnetic inks—which are employed so that specific machines can read and interpret them, there are converters enabling their data content to be translated into the native language of one or more machines. The code structure of both holes and objects is briefly mentioned as well as the methods of processing data. The fourth section is headed "Modes of Capturing Data," and it shows that selected data can be captured by deliberate creation (*e.g.*, by key punching), by byproduct creation (*e.g.*, whereby one operation produces details of transaction and summaries of total transactions classified in one way or another), and by conversion creation (*e.g.*, whereby the native language of one machine can be rendered intelligible to another machine).

Types of intercouplers and converting machines are illustrated, and a table indicates the feasibility of converting from one medium to another. The fifth section discusses machinable functions such as selecting, counting, printing, and correlating statistics—with particular reference to tapes and cards as carriers of the native language. Finally, in section VI, the reader is advised how to find and develop an SDA application suitable for his needs. The necessary inquiries are bound to lead the administrator into a systems study, and figure 108 comprehensively shows what such a study involves. The section concludes with a list of 26 do's and don'ts, which sum up the salient features of the whole work: not least among these are the injunctions to use your imagination and not to buy a pig-in-a-poke!

McGill University

ALAN D. RIDGE

U.S. National Archives and Records Service. Office of Records Management. *Glossary for Records Management*. (*Records Management Staff Paper* no. 1; Washington, Jan. 1966. [228 p.] Processed. Free on request from Office of Records Management.)

This latest addition to the steadily growing number of glossaries of terminology used in the fields of archival and records management illustrates the very real difficulties and problems facing the compilers of these vital working tools of the archivist and the records manager. It illustrates equally aptly

VOLUME 30, NUMBER 1, JANUARY 1967

the crying need for some standardization in the wording of definitions. The present confusions and uncertainties, as Dr. Schellenberg points out in *The Management of Archives* (p. 75), are "simply the outward expression of an inward confusion of methods." Indeed, the foreword to this *Glossary* recognizes this fact: "If technical terms are to serve their purpose, they need to be carefully, i.e. accurately, used. 'Everyday words,' it has been said, 'tend to become vague in meaning and rich in association.'"

Any glossary, if it is not the unaided work of one hand, needs a strong-minded editor to coordinate the work of a team of contributors, and this present compilation would seem to be the work of an uncoordinated team whose individual contributions have not been licked into shape by one controlling hand. The definitions of the basic word *Records* in sections 1 (Records Management—General) and 14 (Archives Administration) differ slightly in wording, the first quoting directly from the Records Disposal Act, 1943, and the second quoting the same definition with slight verbal variations and some important verbal omissions. If the word must appear in two places—a questionable necessity—the two definitions should match exactly. *Records disposition* in sections 1 and 8 (Records Disposition), to take another example, is differently defined in each, and again *Circular letter* is differently defined in sections 2 (Correspondence Management) and 5 (Directives Management). And these examples could be extended to include yet other similar cases. Like Humpty Dumpty in *Alice Through the Looking Glass*, it would seem that "When I use a word, it means just what I choose it to mean—neither more nor less"—and we all know what happened to poor Humpty Dumpty in the end.

The sectionalization of glossaries is a debatable point. Should the arrangement be as in this case by sections or should it be straightforwardly in alphabetical order? To follow the latter method avoids the pitfalls of variant definitions and almost certainly makes reference to and use of the glossary easier. The sectionalization of this glossary has brought confusions and problems in its train. The lack of pagination or numeration of entries has precluded any cross-referencing; and how, in the absence of these, the alphabetical index of terms listed in the table of contents can ever be compiled is difficult to imagine. Excessive subdivision in sections 9 (Office Systems Equipment and Supplies) and 11 (Source Data Automation) has led to yet more confusion, as witness the definitions of *Binary* and *Bit* in 11a (Electro-mechanical Processing) as against those in 11b (Electronic Processing) and the inclusion of *Byte* in 11a and its absence in 11b, where surely it should have appeared.

What to include and what to exclude are yet other problems to exercise the mind of the compiler of glossaries. All else being equal, excess rather than deficiency is the best rule; and on that score no one can complain in this case. All the major facets of records management receive full treatment, and this reviewer finds himself, as an archivist, relegated to his proper proportions and station in life when he finds that the last and briefest section, no. 14, deals with archive(s) administration. He would have liked, as he is invited, to compare himself with an archives assistant, after having had his ego inflated on reading the definition of an archivist, but, with regret, he could not find a solitary archives assistant within the confines of the *Glossary*.

Lest it should be thought that one who has so recently had the stimulating experience of seeing at first hand something of the American archival scene and has perhaps met, amongst those whom he hopes he may rightly call his friends, some of those who compiled this *Glossary*, is unfair in his judgment, let it be understood that the criticisms offered in this review are neither carping nor capricious. The making of glossaries is neither an easy nor an enviable task, as the reviewer is personally only too well aware: the pitfalls are many, the thanks at the end are few, but the job is vital to our professional techniques and practices. With its faults, this *Glossary for Records Management* stands as yet another valuable contribution to the growing number of its kind. Its appearance is welcome and, warts and all, NARS is to be congratulated on its publication.

County Record Office, Hertford, Eng.

PETER WALNE

Records Manual for Connecticut Town Clerks, comp. & ed. by Rockwell H. Potter, Jr. (Hartford, Connecticut State Library, 1966. v, 88, 6 p.)

In Connecticut the town is the major unit of local government, and the town clerk is the custodian and recorder of land and personal property records, vital statistics, records of elections, military discharges, minutes of various boards and commissions, and a wide variety of other records, including such esoteric items as those pertaining to ferrets and laurel permits. Whether the latter refer to planting trees or heaping praise is not indicated.

The Examiner of Public Records, on the staff of the Connecticut State Library, is clothed with considerable statutory authority with respect to such matters as standards of materials and processes used in the creation of public records, safety and adequacy of storage facilities, and the scheduling of public records for retention and disposal. With the advice and assistance of the Connecticut Town Clerks Association, he has prepared the excellent manual under review.

The manual contains chapters on definitions, approved materials and processes, records storage, the records in the town clerks' offices, disposal of records, care of ancient or damaged records, and nonrecord material. Also included are pertinent opinions of the attorney general, descriptive lists of instruments found in land records, and an index. The format is attractive and the contents appear to be adequate and well arranged. Little can be found to criticize, though one may wonder why it was necessary to describe in such detail the instruments commonly found in land records. Other comments made in this review that may be considered critical are aimed, for the most part, at statutory requirements and not at the manual. It is undoubtedly an excellent guide for town clerks in all matters relating to the public records in their custody.

Retention periods for clerks' records are generally prescribed by statute, and to an outsider it appears that an unnecessarily large percentage of them are classified as permanent records. Why notices of impoundment of dogs and junk dealers' weekly statements should be scheduled for permanent preservation and why Methodist Church records (to the exclusion of records of all

other churches) are filed in the town clerk's office are unexplained mysteries.

One chapter covers in considerable detail the approved types of papers, inks, typewriter ribbons, and photocopying devices that may be used by town clerks. Clerks are prohibited by law from using microfilm as a medium of recording; there is a growing trend, however, toward microfilming for security the more important records of the town clerks. The State Library owns no laminating equipment for use in restoring local records in need of repair.

Certain records may, by statute, be disposed of by the custodian, as scheduled, without reference to anyone else. Before the disposal of any other records, however, the custodian, the administrative head of the municipality, and the Examiner of Public Records must concur in their disposal. There may be some statutory provision for the transfer of noncurrent records of historic value to the State Library (Archives), but the manual makes no mention of such a provision.

The Examiner of Public Records, Rockwell H. Potter, Jr., is to be commended, not only for the high quality of the manual, but also for developing a very comprehensive and effective local records program in Connecticut.

N.C. State Department of Archives and History A. M. PATTERSON

Microfilm in Business, by Joseph L. Kish, Jr., and James Morris. (New York, Ronald Press Co., 1966. viii, 163 p., illus. \$7.50.)

In the fast-moving field of microfilming, keeping up to date is a necessity. This is a book that should be purchased now and read now. It is current; it is concise. Like the microfilm industry, it is intended to save space, to save time, to be efficient, and to give the needed information; it does just those things.

As the title implies, this volume is primarily concerned with microfilm as a business tool. The procedures are not limited to business, however, but have applications in the whole work of recording and preserving information. This is not a technical manual, but it is certainly a good guide. It not only gives a brief history of microfilming but also explains what the small image is intended to do, how it does it, and what forms are best to handle different kinds of papers. The authors discuss cost analysis pointedly; in nine pages they consider dollars so that they make sense.

The chapter on microfilm procedures concerns what is probably one of the most important items in any microfilming program. This matter should be given serious thought by both those considering microfilming programs and by those already engaged in this field who find themselves in need of a brief review.

The authors devote considerable space to the discussion of cameras, readers, printers, and processing equipment. Investment in such necessary hardware demands serious thought. The review of the equipment market is well illustrated, includes diagrams explaining operating principles, and gives data for comparing various makes within price ranges. In this section the reader will find a sure guide to the solution of many common but difficult problems. The

THE AMERICAN ARCHIVIST

examination of types of sensitized materials for image recording is presented in easily understood nontechnical language. In a minimum number of words the authors have covered a broad topic.

Concluding this work are 17 well-chosen paragraphs on the protection and storage of microfilm. Volumes have been written on this phase of microfilming, but for once a writer has succeeded in extracting the essence of the problem.

This volume is one that should be read by all serious microfilm workers. An excellent guide for the newcomer, a peerless review for the experienced worker.

National Archives and Records Service

WALTER R. McNUTT

America at the Polls; a Handbook of American Presidential Election Statistics 1920-1964, comp. & ed. by Richard M. Scammon. (Pittsburgh, University of Pittsburgh Press, 1965. [ix], 521 p. \$17.50.)

The director of the Elections Research Center of the Governmental Affairs Institute presents in this compilation a statistical report of American Presidential elections beginning with the general enfranchisement of women and the election of Harding in 1920 and concluding with the election of Johnson in 1964. Mr. Scammon comes well equipped to his task: he assisted General Clay after World War II in developing electoral institutions in Germany, he was chairman in 1963 of the President's Commission on Registration and Voting Participation, and from 1961 to 1965 he was Director of the Census. He has also edited or compiled volumes of the *American Votes* series. The data he uses in this new *Handbook* have been drawn from the official State canvass reports, which he has supplemented and interpreted by reference to the reports of the Clerk of the House of Representatives, the electoral votes filed with the United States Senate (now in the National Archives), and contemporary almanac and press material. The compilation is thus derived chiefly from a solid base of election records, usually having long-term or even permanent values, maintained at State, county, and municipal or comparable levels of government.

The archivist who has any responsibility for servicing election records would do well to add this *Handbook* to his bookshelf of reference tools. It opens with a 24-page tabulation of national Presidential voting figures by State for the 12 elections covered and proceeds, in the rest of the volume, to give for each State detailed county-by-county data for each election. The State and county figures include total vote, a Republican-Democratic-Other breakdown, pluralities, and percentages of total and major votes for Republican and Democratic candidates. A brief note follows each national table to list candidates and their national vote and to identify characteristics in the State vote; similarly, a note page at the end of each State data section gives the "other" vote composition and indicates any special circumstances ("special cases") of the State vote.

In the interest of accuracy, one service an archivist who uses the *Handbook* in relation to official records can render the compiler is to inform him of errors

VOLUME 30, NUMBER 1, JANUARY 1967

discovered. In his introduction Mr. Scammon admits that in a study of this sort "it is inevitable that errors will occur," and he has made provision for the issuance of supplements to correct the data as necessary.

National Archives

KEN MUNDEN

BIOGRAPHY

Keepers of the Past, ed. by Clifford L. Lord. (Chapel Hill, University of North Carolina Press, 1965. 241 p. \$6.)

In bringing together under one cover these studies of pioneers in the field of historical preservation, Clifford L. Lord has performed a service of value to persons interested in the past and its preservation. There is some question, however—at least in the mind of this reviewer—concerning the audience for which this book is intended. Persons with an interest in the field will probably derive satisfaction from the brief glimpses into the lives of their illustrious colleagues and predecessors afforded by the studies in this volume, but it is difficult to imagine any other potential audience for the book. It is always possible to take exception to the list of persons chosen for inclusion in a book of this type. In the present case, in the section devoted to special collections, one looks in vain for mention of distinguished collectors such as William L. Clements, Hubert H. Bancroft, and William Robertson Coe. One also wonders whether the past has ever been more pleasantly re-created from the standpoint of both visual pleasure and research possibilities than in the collections of Henry Francis du Pont.

Perhaps the most important function of this book is to stimulate a desire to learn more about the individuals portrayed than can be given to each in the allocated space. Such stimulation comes partly from the inadequacy of some of the studies and partly from the excellence of other studies; there thus is aroused a thirst for additional information. For example, although the study of Lyman Draper evidences careful research, readers will certainly wish to examine W. B. Hesseltine's excellent biography of Draper. Finally, one must reflect in amazement upon any volume such as this that fails to devote at least some pages to the great librarians in American history who must be counted among the first and most important of the "keepers of the past."

National Archives and Records Service

EVANS WALKER

BIBLIOGRAPHIES AND COMPILATIONS

A Bibliography of Illinois Imprints 1814-58, by Cecil K. Byrd. (Chicago and London, University of Chicago Press, 1966. xxv, 601 p. \$12.50.)

The affinity between archives and imprint bibliography is much closer than is sometimes remembered. The Public Record Office contains some of the

THE AMERICAN ARCHIVIST

choicest examples of early Colonial printing because laws and votes and proceedings, often among the first items printed, were usually sent to the appropriate office in Britain. The compiler of this bibliography did not have to go abroad to examine titles though his search was wide and effective. Inevitably he turned to archives in his quest for basic facts: the manuscript records of the State and its counties, proceedings of religious bodies, and similar sources. The volume under review has a generous sprinkling of laws of the Territory and State of Illinois among the 3,089 numbered entries it contains. (Some entries added after the basic numbering was established increase the actual number to 3,147.) Other entries reveal many facets of Illinois history and life through nearly half a century: the Lincoln-Douglas debates, Mormon history, minutes and proceedings of religious meetings, temperance, business announcements, tax notices, and railroad petitions among them. There are also school and college catalogs, proslavery and antislavery broadsides, city directories, and carriers' addresses. Some entries were printed in foreign languages; the proposed constitution in 1847 was printed in German and Norwegian. Two "communal living" groups are represented in print, with Swedish and French used for their communications.

The *Illinois Imprints* volume is technically well done, with recognized limitations stated, prior studies and their contributions credited, a useful 30-page index included, and tables listing cities with the largest number of imprints as well as a chronological listing with the number per city provided. The Chicago Historical Society, the Illinois State Historical Society, and the Newberry Library aided and sponsored the study, and the University of Chicago Press published the handsome volume that resulted. Mr. Byrd's years of effort have produced a major bibliography to which many will turn and which must be the point of departure for future studies.

National Historical Publications Commission

FRED SHELLEY

Automation in the Public Service: An Annotated Bibliography, comp. by Public Automated Systems Service. (Chicago, Public Administration Service, 1966. 70 p. \$6.)

This selected, annotated bibliography prepared by the Public Administration Service consists of 700 items relevant to automation in government agencies, especially in State and local governments.

The Public Administration Service has developed its own classification and coding system. The classification system consists of three primary groups: "(1) the technology with its equipment and techniques, its scientific foundations and relationships, and its social and general managerial implications; (2) the conditions that bear upon its employment in the government; and (3) its application to government functions. Each primary group includes principal classes, with sub-classes."

Seven items are included under the subclass heading of "Records Management; Forms Design and Control."

There are author and subject indexes.

American University

LOWELL H. HATTERY

VOLUME 30, NUMBER 1, JANUARY 1967

Progress in Library Science 1965, ed. by Robert L. Collison. (London, Butterworths, 1965. 216 p. \$8.95.)

Archivists and others interested in research outside the immediate library profession will find this publication instructive. The librarian, faced with masses of articles, books, and other writings in his field will also find this publication useful. *Progress in Library Science 1965* is the first in a series of planned annual publications intended to keep all concerned up to date on continuing changes in the profession.

Fifteen articles by experts in the field cover such matters as book production, publishing, bookselling, indexing, reader interest, legislation, and television libraries; and they include an article by Ida Darlington, Head Archivist to the Greater London Council, entitled "Archives and Archivists, 1964." Definition of terms, classification, church archives, legislation, archival training, rehabilitation, and the possibilities of modern office techniques are discussed by Miss Darlington.

In the matter of legislation this reviewer found the opinion on access interesting. In reference to the 50-year public inspection stricture of the British Public Records Act of 1958, the view is expressed that liberalization of this rule might adversely affect the validity and quality of the records preserved; too liberal access would inhibit ministers and administrators in drafting reports and other documents of state, thus imposing a self-conscious censorship hurtful to long-range historical research.

Discussing modern office techniques, Miss Darlington stresses the potential of punched cards for information retrieval in archival work. The Archives de la Seine is mentioned as an example of an institution that has successfully applied this technique. On the other hand, there is danger as far as authenticity is concerned. A tape, a photograph, or a microfilm record can be faked or altered more easily than a document. Miss Darlington cautions that a way must be found to ensure the inviolability of these media before dispensing with time-honored methods.

Another article of pertinence to the archival profession is "Training For Information Science," by J. Farradane, Fellow of the Northampton College of Advanced Technology, London. Science and technology have increased at a rapid rate in the 20th century, and scientists and engineers have difficulty in keeping up with new developments. Since this is true, there is a need for "information scientists" to specialize in organizing and correlating scientific information to avoid wasteful repetition of research. Implicit in this article is a challenge to the archivist and librarian.

This publication is a worthwhile addition to the library shelves of any archival institution. It must be studied by those who would revolutionize library and archival techniques with computers, statistical analysis, and other administrative gadgetry.

National Archives

WILLIAM E. LIND