

Reviews

MAYGENE DANIELS, *and*
LAWRENCE H. McDONALD, *Editors*

General Inventory: Manuscripts. Vol. 1: MG1–MG10; vol. 3: MG17–MG21; vol. 4: MG22–MG25; and vol. 5: MG26–MG27.
Ottawa: Public Archives of Canada, Manuscript Division, 1971–72.

With the appearance of these four paper-bound volumes, the Manuscript Division of the Public Archives of Canada has begun its program to issue in eight volumes inventories of most of its manuscript groups. Volume 2 of the series is to be issued shortly (per a note from the division in November 1974) and the succeeding three volumes will follow. For the uninitiated, the Manuscript Division defines manuscripts in the Public Archives as “documents that are not part of the Federal Government’s archives. It may be corporate bodies, papers of individuals or families, records of defunct governments, or copies of official foreign records.” Thus, the Manuscript Division contains originals, transcripts, and microcopies of many documents from France, England, and other European countries interested in Canada, as well as personal papers. In light of American custom vis-à-vis presidential papers, it is interesting to note that the prime ministers’ papers are in the Canadian Manuscript Division and not among the main body of archives.

The manuscript group concept, as used in the Public Archives, permits an umbrella for the sheltering of smaller bodies of material. Thus, MG26 designates the papers of Canada’s prime ministers, with each prime minister’s papers established as a collection within the group. It is a logical arrangement that provides a broad subject control for administrative purposes while permitting expansion within the group. One can anticipate, however, certain difficulties in placing a new collection if it contains a broad range of materials. It is possible that a decision would have to be made to place an eighteenth-century collection dealing in part with the fur trade in either MG23–Late Eighteenth-Century Papers, or in MG19–Fur Trade and Indians, since the two groups are not mutually exclusive. But such difficulties always occur with manuscript collections, and it is usually the role of the staff to understand the collection and the classification scheme well enough to minimize problems of initial location of material.

As with any comprehensive institutional guide, and especially one of a national institution, the researcher can learn a lot of history just from perusing the entries. The "Pre-Conquest Papers" are, naturally, almost all in French or of French origin and reveal problems of the settlement and governing of a virtual wilderness. The collection of papers relating to the American Revolution in MG23 document the role that Canada played in that struggle, and MG27-Political Figures, 1867-1950, provides information about the post-Confederation development of Canadian self-government. A close analysis reveals that although the collections are mainly the record of Canadian history, much of the earlier material is also important to North American history and, indeed, the study of the American War for Independence. It would not be difficult for a U.S. researcher to put together a bibliography of Canadian manuscript sources relating to the American Revolution, since there is a list of sixty-five manuscript groups in the Public Archives from which to begin that relate directly to Revolutionary War action on the Canadian front. While many of the groups contain only fragmentary accounts or diaries, and many are transcripts of documents located elsewhere, the cumulation of them in one place has value for the researcher, especially on the eve of the Bicentennial of the United States.

The Manuscript Division has thought of the genealogist too (in volume 4), and takes cognizance of the needs of a large segment of the archival research public, often ignored in major institutional guides. And for political historians, there are thirteen Canadian prime ministers represented, with collections ranging from the 1,042 linear feet of papers of Lester B. Pearson, to the 1 foot of those of nineteenth-century Prime Minister John J. C. Abbott. As could be expected, the papers of many lesser political and government figures are represented.

In the "Pre-Conquest Papers" (MG18), one gets a sense of the cosmopolitan nature and internationalism of the collection. In photocopy, but also in a considerable number of original documents, there are paraded the figures of the court of the Sun King and the stars and satellites in his firmament during the *fin de l'ancien régime*. Louis XIII, XIV, and XV, Chavigny, Voltaire, Colbert, Richelieu, and Mazarin are represented in the collection; and as would be expected in a bilingual country, those collections whose primary language is in French are described in the inventories in French.

The presentation of information in the inventories is traditional, containing the name of the collection, life dates or corporate dates, occupation, profession or, in the case of corporate entries, primary activity; the form of the material, size of holdings, mention of available photocopies and finding aids; and a descriptive note on the individual or corporation and the scope and content of the papers. The descriptive paragraphs are concise and informative.

The format of the General Inventory series is practical. Issuing a multivolumed set permitted the Division of Manuscripts to work on the

material in bite-sized chunks. Preparing the text in typescript that is then offset reduces cost, without sacrificing readability; and publishing each volume in paperback also contributes to a low production cost. In addition, the format makes possible frequent new editions of the inventories as needed, since a general inventory in a growing institution is never really up to date, and is often obsolete (in that new accessions are not included) on the day of publication. The Manuscript Division, perhaps out of economic necessity, has nevertheless hit upon a formula that curators around the world can reflect upon. An institutional guide, unlike Porgy's woman, should not be a sometime thing, but should be as regular as the telephone directory and should, therefore, be produced in the least expensive manner consistent with readability. Guides to other manuscript divisions which one could name may be handsome publications and the color and size are just right to add interest to any reference shelf, but they are as much as fifty-seven years out of date, which seriously detracts from their utility.

To paraphrase Mies van der Rohe, Curator Robert Gordon and his staff have tried to follow reason, not grand ideas, and in producing these four volumes and projecting four more, they have done a reasonable job of letting the world in on the secrets of the Manuscript Division of the Public Archives of Canada.

National Archives and Records Service

FRANK G. BURKE

Guide to Official Records in the Mississippi Department of Archives and History. Compiled by Thomas W. Henderson and Ronald E. Tomlin. Jackson: Mississippi Department of Archives and History, 1975. 115 pp.

The new *Guide to Official Records in the Mississippi Department of Archives and History*, compiled by Thomas W. Henderson and Ronald E. Tomlin, is a concise, beautifully printed publication. The table of contents, in addition to the index, makes it very easy to find the record description.

Patterned to some extent after Dunbar Rowland's *Official Guide*, done in 1914, Henderson and Tomlin have divided the Mississippi state archives into record groups numbered 1 through 61. Each group is preceded by a sometimes too brief history of the agency which generated the records. Series follow the agency title in alphabetical fashion. To one completely unfamiliar with Mississippi archives, there are times when the record description has been abstracted to complexity. Record Group 8, for instance, describes the Superior Court of Chancery, "the 1817 constitution created a superior court system but the Legislature was permitted to create a separate chancery court having exclusive original jurisdiction and not until 1821 was an act passed establishing a superior court of chancery. . . ." The record series listing that follows, however, clarifies the description.

Rowland put forth a large amount of time, money, and energy in collecting the provincial archives of French, English, and Spanish governments who once possessed the territory that is now Mississippi. Apparently few of these early records are original but the microfilm and photocopies of them constitute the smallest part of the present archives. The territorial records dating from 1798 to 1817 make up only fifty-seven cubic feet of the more than 2,000 feet of archival holdings, less than the larger number of records relating to the Confederacy. By and large, records of the governors, the auditor, and the High Court of Errors and Appeals and Supreme Court evidence the greatest amount of space. Again, subsequent listings are easily discernible.

Microfilmed records from seventy-seven counties and seven municipalities are arranged alphabetically by series after the respective county and city. Even the few federal records now part of the state archives are carefully counted.

All in all, it is very evident that the authors have compiled a guide that will be used for many years to come.

Maryland Hall of Records

PHEBE JACOBSEN

"Management of Archives and Manuscript Collections for Librarians." Edited by Richard H. Lytle. *Drexel Library Quarterly*. Vol. 11, no. 1 (January 1975). vi, 123 pp. \$3.00 (from Drexel University School of Library Science, Philadelphia, Pennsylvania 19104).

The January 1975 issue of the *Drexel Library Quarterly* contains nine contributions by manuscript curators and archivists "directed toward librarians who have archival responsibilities but little archival training or experience." Generations of archivists have sought to explain their work to librarians. Present practitioners will welcome this useful 109 page guide for beginners. Richard Lytle's preface offers a sensible discussion of the differences between librarianship and archival practice. He acknowledges that records appraisal is "the most important aspect of the profession of archives administration" despite its omission in this collection. Lytle's emphases on priorities and program planning are sound and his discussions of provenance and original order are clear.

Paul McCarthy employs a homiletic approach in his overview of establishing and administering an archival program. He does not directly address the situation where a person is assigned responsibility for both an archives and a manuscript collection. In this case, the "collecting theme" for the manuscripts program may be to complement the archival holdings, e.g., personal papers of faculty, staff, students and alumni complement the official archives of colleges and universities. Institutions should not only "avoid soliciting collections of

records from other institutions that already have good archival programs," they should avoid soliciting staff without the prior knowledge of the institution's archivist. Formal training in archival practice should be listed as a desirable staff qualification along with formal training in history. Archivists must "become" rather than "be" familiar with the history and development of the institution they serve. Becoming knowledgeable has advantages over being knowledgeable, as the expert brings a full set of preconceptions to a professional responsibility where they can be most dangerous. McCarthy deserves an award for writing more than two pages on archival arrangement without mentioning provenance, respect des fonds, and the doctrine of original order. If he sought to avoid scaring librarians, we should perhaps not mention the word "classification" in the presence of archivists. The author overstates the requirements for computer applications. Simple, low-cost programs for small archives are available. Shelving in serial order may be common, but it is not the usual practice.

Mary Lynn McCree's essay on defining collections and collecting contains clear and reasonable advice for institutions beginning manuscripts collection programs. She discusses a hypothetical gift and notes that manuscripts should be collected only in areas where the collecting institution has published works or secondary sources. She does not cover the controversial topic of collecting for the sake of institutional prestige. Based on aspirations for academic recognition, this type of collecting has flourished. McCree also emphasizes acquisition through dealers. This option depends on the competence of the staff, as a qualified staff can deal directly with donors.

Richard Berner's essay effectively states the importance of "a sense of priorities" and the gradual acquisition of advanced levels of intellectual control. He describes a system for the arrangement and description of manuscripts used at the University of Washington, which may be too involved for small archives or manuscript collections. When discussing current practices at manuscript repositories, he is careful to use terms like "most," "many," "usually," and "few." It should be added that the prevalence of a practice is not its justification in the absence of empirical evidence of its superiority. Berner's terminology is not universally accepted. Other archivists would refer to his record groups as record series, his sub-groups as sub-series, and measure volume in cubic feet rather than linear feet. The term "self-accessing," which he uses on page 35 does not appear in the SAA's "Basic Glossary." Separating pamphlets and placing them "in a series for ephemera" is a dubious practice. The best solution for "ephemera" is to remove the word from the archival lexicon. Ephemera of ephemeris; all is ephemera. Librarians who pull published material from archival series deserve a clientele that cuts pictures from library books. Such patrons are merely attempting to maintain the documentary purity of the fonds. Berner overemphasizes the importance of name control, which depends on a specialized clientele. He lists original order as a basic archival concept in the first paragraph, but proceeds to modify it when

convenient, e.g., his advice on the rearrangement of subject files. The application of his system to archival series should follow a two year course in diplomatic. Some of the principles enunciated here substantiate the "doctrine of amorphous mass" recently discovered by a library science student working in the A.L.A. Archives. This essay demonstrates the need for literature on the basic functions of arrangement and description. Given the variety of systems in use, archivists need comparative research studies.

Ralph Ehrenberg's essay on aural and graphic archives is an excellent summary of good advice and helpful sources and a useful introduction to a developing field. His paragraph on the removal and separate storage of graphics is suitably ambiguous. Archivists would not regard replacing pulled material with a transfer sheet as an optional practice. The presentation on graphic archives should include a statement on their special exhibit value and the problems involved in making reference prints available to users. The separate maintenance and numerical arrangement of original negatives are not necessarily alternatives. By indicating provenance on the original negative jackets, it is also possible to file them sequentially. This keeps incoming lots together and simplifies the problems of storage and retrieval for copying. The author did not mention the desirability of making quality negatives of photographs of archival value where the original negatives were poorly processed or the emulsion is peeling from glass plates.

Henry B. Cox provides a useful summary of current law respecting literary property rights, restrictions, photocopying, tax appraisals, theft, slander, and libel. He does not discuss the law of privacy, the effects of legislation on access to public records or the author's literary rights to documents sent to public agencies. As usual, discussions of legal questions seem to raise more questions than they answer. This useful summary of current law should be taken with Karyl Winn's article in the July 1974 issue of the *American Archivist*.

Clark Nelson contributes a sound general essay on archival preservation. Its sections on environmental control, security and natural disaster precautions, handling practices, the preservation of audiovisual documents, and acid neutral papers are recommended for the beginning archivist or manuscript curator. Robert Rosenthal's comments on "the user and the used" give a helpful view of the relationship between the archivist or manuscripts curator and the user. He discusses the maintenance of use records and the initial interview in which the curator introduces the user to pertinent finding aids, restrictions on access, photoreproduction services and staff specialists. Implicit in Rosenthal's seasoned observations is the presumption that the user has a legitimate interest in the institution's resources and desires prompt and sensitive evaluation of his request. Frank Evans' bibliographic prescriptions on pages 106-115 should benefit the patients if administered topically and in moderate dosages. Richard Lytle's appendix on terminology is a useful addition.

I recommend this issue of the *Drexel Library Quarterly*, not as provid-

ing archival standards or norms, but as an offering of friendly and useful advice to the uninstructed. Those who read it in this spirit will be able to construct programs and instruct others.

University of Illinois

MAYNARD BRICHFORD

Inventaire des archives de l'université nouvelle de Bruxelles (1894-1919). By Andrée Despy-Meyer. Brussels: Archives et Bibliothèques de Belgique, 1973. 52 pp.

The brief finding aid reviewed is a model of its kind with respect to methodology.

In effect, the numbered listing gives the precise description of all items that a researcher would find most valuable to know about, were he to lack access to the collection itself.

In the introduction, the author first outlines the history of the New University of Brussels; and then he traces the highlights of the history of the archives.

Then the inventory itself follows, with 589 entries divided into five different sections: (1) Archives of the Central Administration (407 entries); (2) Archives of Faculties, Schools, and Institutes (entries 408-18); (3) Archives of Societies Related to the University (entries 419-28); (4) Library (entries 429-575); (5) Iconography (entries 576-88); and a Supplement (number 589) containing a register-catalog of the library.

The point over which one could express some hesitation relates to the section designated as the "Library." In fact, of the eight subsections which subdivide this section, seven could as well be found in a section that might be entitled "Printed Archives." Following are the subsections referred to: (A) works related to the history of the university; (B) official publications of the university; (C) courses and conferences collection; (D) theses; (E) publications by the teaching faculty; (F) publications concerning members of the teaching faculty; and (G) official publications of other scientific institutions.

To settle the question, one would need to know whether these documents had been amassed by the university administration, either directly or indirectly (as by delegation to the university library). If the accumulation of these archives is the result of an administrative decision, then the title "Printed Archives" would appear to this writer as a more precise designation for the entire collection.

Even in the event that these archives resulted from the personal initiative of the librarians of this now-defunct institution, it would seem to the writer to be more precise to speak of a "collection of works concerning the New University of Brussels," rather than a "Library."

In spite of this point of methodology, the fact remains that this finding aid is well done and should render great service.

Archivist, University of Montreal

FRANÇOIS BEAUDIN

Captured German and Related Records: A National Archives Conference. Edited by Robert Wolfe. Athens: Ohio University Press, 1974. xix, 279 pp. \$10.00.

Almost simultaneously with the National Archives conference this March on the Nürnberg trials were published (despite the copyright date of 1974) the proceedings of the notable 1968 meeting on captured German and "related" records. It is too bad that we have had to wait so long, but we are rewarded by a first-class job of editing by Robert Wolfe. Despite the diversity of authors and essays, the book is a fine introduction to the history of what happened to the archives which fell into American and British hands at the end of World War II. Here, for archivists, was an unprecedented challenge (which, let us hope, was also unique) requiring heroic efforts of organization and, often, improvisation. For historians, here was a find of the first magnitude; never, probably, had so much source material become available so swiftly.

Fourteen historians and archivists have made major contributions to this volume, not including those who provided brief introductions to the five sessions of the conference. These papers fall, roughly, into three groups. First, there is the history of captured German records in the hands of the United States, from the acquisition of military, Foreign Office, and Nazi party documents, through the subsequent measures to reorganize, study, catalog, and film this immense archival windfall, to their ultimate return to Germany. Second, a number of papers examined special uses to which the documents were put, such as the war crimes trials, foreign policy documentation, and U.S. military histories. And third, one session described the more specialized instances of the German naval archives and the Italian document collections.

Five papers, taken from the first and the last sessions, provide a kind of sequential history of the records while in American hands. Seymour Pomrenze briefly summarizes policies concerning the safeguarding of records, their transportation to the United States, organization and use, and ultimate return to the Federal Republic of Germany. In more detail, Herman Goldbeck describes the physical and administrative paths of German documents through the Pentagon basements to the famous torpedo factory on Alexandria's waterfront. Later in the volume, Gerhard Weinberg, appropriately in view of his association with the project, discusses the evolution of the records-filming program in Alexandria under the auspices of both the American Historical Association and the National Archives. Wolfgang Mommsen reports on the resettling of records in the Bundesarchiv. Robert Wolfe concludes with a brief history of the National Archives Captured Records Branch, conveniently brought up-to-date for the benefit of prospective researchers.

In the second category of contributions are a number of illuminating descriptions of special uses served by captured records. Two important activities were the preparation of Series D and C of *Documents on*

German Foreign Policy, and the biographical work of the Berlin Documents Center. George Kent's succinct description of methods of selection and editing of the Foreign Office material at Whaddon Hall is important, even though much of its content has appeared earlier. James Beddie's account of the work of the Berlin Document Center is very informative. The special role of documents in the Nürnberg trials receives an authoritative treatment from Telford Taylor. Other valuable descriptions of specialized uses are those of Detmar Finke concerning the U.S. military histories, and Harry Fletcher on the varied projects of the Air Force, including the Strategic Bombing Survey.

Of equal interest, though perhaps serving a more limited audience, are the papers by Howard Ehrmann and Ernest M. Eller concerning the German naval archives, and by Howard McGaw Smyth with reference to the varied Italian materials.

In sum, this book is a full report of what was a good conference, including the question-and-answer periods that followed the sessions. The volume is basic as a record, but it is more than that. It provides the framework of a guide to those who are exploring the resources of the captured documents. And furthermore, it is a valuable historical introduction to the organization and use of these archives in the years since 1945.

Georgetown University

THOMAS T. HELDE

The National Archives and Foreign Relations Research. Edited by Milton O. Gustafson. Athens: Ohio University Press, 1974. xvii, 292 pp. \$10.00.

In 1969 the fourth in a series of conferences sponsored by the National Archives dealt with United States foreign relations. Twenty-three formal papers were given in ten sessions. These sessions focused on diplomatic relations between the United States and various areas of the world, the two major wars of the twentieth century, domestic influences on foreign policy, the administrative history of the Department of State, the publication of diplomatic documents, and the archival sources which relate to the broad subject of foreign relations. This volume consists of these papers, together with the discussion by the participants and speakers which followed each session.

In a short review it is not possible to discuss in any great detail each of the papers. As would be expected, approaches and emphases varied as each speaker brought his own experiences as a teacher, researcher, and writer or archivist to bear upon his subject.

Nine papers deal directly with the archival or documentary resources for research in the field. Milton Gustafson's paper provides an outline of the records of the Department of State that are basic to the subject. Six others give brief discussions of records of the War and Navy

Departments, captured foreign records, materials in the presidential libraries, cartographic and audiovisual records, and the records of such other government agencies as the U.S. Tariff Commission and the Treasury, Commerce, Labor, and Agriculture Departments. The papers on the microfilm publications program of the National Archives and the *Foreign Relations* series of the Department of State discuss more widely available resources for research.

Elmer Plischke, in discussing administrative history, outlines different approaches—historical, topical, or functional, and issues—that can be followed by the researcher. His bibliographical notes, although outdated in some instances, provide an excellent start for anyone studying this area.

The papers by Alexander DeConde and Wayne S. Cole discuss the importance and nature of domestic influences on foreign relations. Each paper provides illustrations of these influences, as well as needs for further research.

The two papers on World Wars I and II, by Lawrence E. Gelfand and Gaddis Smith, place in perspective the extensive possibilities and need for research. Each pointed out some of the resources for research. For each of four geographic areas—Europe, Latin America, East Asia, and the Middle East and Africa—the speakers discussed resources and problems as well as progress and opportunities. The final paper is that of Foy Kohler, former ambassador to the Soviet Union, in which he discusses the relationship between history and the diplomat.

These papers are valuable for a number of reasons. They provide new interpretations of U.S. foreign relations and point out subjects that have not yet been fully explored. The speakers stress not only the value of the records in the National Archives but also the need to use materials in the Library of Congress and other depositories in the United States as well as the records of other countries.

This book is certainly an excellent contribution to the field of American foreign relations. No scholar or student should embark upon any extensive research in this area of study without reference to it.

Department of State

HOMER L. CALKIN

The American Territorial System. Edited by John Porter Bloom. Athens: Ohio University Press, 1973. 248 pp. \$10.00.

This is the fifth in a series of volumes representing the papers and proceedings of annual conferences held in recent years by the National Archives and Records Service. These conferences originated in a desire by the National Archives staff to make the extent and nature of the archives' documentary holdings more widely known. Specifically, the objective has been to bring archivists and researchers together to exchange ideas that would redound to their mutual benefit. After all,

neither could survive without the other. Archivists preserve, arrange, and index documentary materials to make them available and useable to researchers. Indeed, neither documentary collections nor archivists have reason to exist without researchers. And certainly a researcher's existence would be difficult if not impossible without the archivist. I suppose that deep-down both archivists and researchers realize this mutual dependence, but occasionally it is good to be reminded of a fact which is too often taken for granted.

John Porter Bloom, editor of the *Territorial Papers*, directed the conference and edited this resulting volume of its proceedings. The conference itself was held at the National Archives in November 1969 and was in part a tribute to Clarence E. Carter, first editor of the *Territorial Papers*. As arranged in the published version, which is slightly different in order than that presented at the conference, these papers on the history of the American territorial system constitute the nearest thing to an ideal conference this reviewer has yet seen. After two brief tributes to Carter by Philip D. Jordan and Harold W. Ryan, the entire span of history of the territorial system of this country from colonial precedents to 1970 was broken into segments which served as the topics of sessions of the conference. The topics were: "The Northwest Ordinance," "The Territories and Congress," "Territorial Courts of the Far West," "The Territories: Land and Politics," and "The Territories in the Twentieth Century." For each session, editor Bloom has summarized the chairman's prefatory remarks to the historical papers and these, in turn, are followed by an archivist's discussion of the sources pertinent to the topic. For most sessions the concluding items are a commentary by an historian and the editor's summary of the general discussion on the papers.

A volume such as this is extremely difficult to review, for one wants to mention each paper and its significant points. But space, unfortunately, does not allow such luxury. Instead let me say that this volume is worth the attention of both archivists and researchers. Anyone contemplating a study involving the American territorial system will need to consult this volume, if not for the substantive historical studies, then certainly for the discussion of sources. And archivists, too, will find the direct association of researcher and archivist presented by the volume's format to be enlightening.

This volume in total treats the reader not only to a fine set of scholarly studies of the American territorial system from the eighteenth-century beginnings to the present decade, but in addition informs him of the quantity and nature of the records in the National Archives available for further research in the subject. Indeed, the discussions of sources constitute specialized guides to territorial records in the archives and are highly useful in their own right. John Porter Bloom can be commended for having created such a stimulating conference. Fortunately for those of us who missed the conference, he has also done a fine job of presenting its contents in published form.

The Organization of Intermediate Records Storage. By A. W. Mabbs with Guy Duboscq. Paris: UNESCO, 1974. 75 pp. \$3.30 (from UNIPUB, Inc., P.O. Box 433, New York, N.Y. 10016).

One would expect that a strong presentation of the principles and procedures applicable to the operation of a records center would come from a writer in the United States, where the concept of organized records storage based on modern warehousing techniques originated. This little booklet, written by the records administration officer of the Public Records Office, London, in collaboration with the director-general of the Archives de France, is undoubtedly one of the best statements of the practical requirements of records centers that this reviewer has seen. In addition, it presents strong arguments that promote records control.

This pamphlet, the fifth in a series dealing with archival matters published by UNESCO, is not a "how to" manual. Rather it deals with principles and standards and discusses problems that are encountered in establishing and operating a records center. Unlike so much of the American literature, promotional in nature, on records centers, this booklet is a "must" for anyone either in business or government who is contemplating establishment of an intermediate records storage facility.

In the booklet there are several major points that are of particular interest to governmental officials. The brief statements of practices in various countries—based on replies to questionnaires—are interesting; but of even greater interest is the fact that several countries permit agencies that have large volumes of records to have separate storage facilities. Mabbs also makes a strong case for separate facilities for archives and records centers, arguing that they should not be in the same physical quarters. On the other hand, a records center should be located near to the agencies it serves, near to the archives, and located so as to provide easy access for its staff. The author also emphasizes the need for effective liaison with the agencies served. He also accepts the principle that a records center is an integral part of the management of records disposition and that the disposition schedule should control transfers to records storage as well as to destruction.

The discussion of the staffing of a records center is not particularly strong. As a matter of fact, there is need for realistic staffing standards because the number of employees inevitably becomes an issue in the planning of a records storage facility. There is also urgent need for standards relating to the kind of staff required for a records center. Mabbs contends that an archivist should direct a records center. If the center has only an archival orientation, an archivist may direct it. If, on the other hand, the center is to be an effective tool in managing the disposition of inactive records, its direction must be more broadly oriented. A records center is not an archives and any attempt to make it an archives defeats its purpose.

This is a good little book. It should be on every records management bookshelf.

North Carolina Division of Archives and History

THORNTON W. MITCHELL

La planification des infrastructures nationales de documentation, de bibliothèques et d'archives. By J. H. d'Olier and B. Delmas. Paris: UNESCO, 1974. 328 pp.

This book was commissioned by UNESCO for the intergovernmental conference held in Paris in September 1974. The book is divided into two parts.

The first part, by J. H. d'Olier, associate director of the documentation center of the CNRS of France, deals with libraries and documentation. It covers about two hundred pages. A very interesting attempt is made to quantify the needs (finances, personnel, publications) for various countries according to size, level of development, and wealth. The percentage of the resources to be allocated to public, school, university, and national libraries and to documentation centers is discussed in detail. It is a useful and challenging study.

The part dealing with archives, less than one hundred pages, is written by B. Delmas of the National Archives of France. After spending a few years in Côte d'Ivoire assisting in the setting up of the National Archives, Delmas is now professor of archival science at the University of Dakar (Senegal).

The first section of his study outlines the usefulness of archives and the basic requirements (legislation, institutions, finances, personnel, equipment) necessary for an archival system. The second concerns the planning and the gradual development of the archival program, particularly the activities of the national archives. Finally, there are eleven appendixes, several of which relate closely to the text, listing in detail his recommendations for the composition of the advisory council on archives, legislation, staffing, archives building, equipment and supplies for archives, bindery, microfilm, photography, duplication, and questionnaires used to survey government records. All of these recommendations are proposed for an *average* national institution unfortunately nowhere defined.

Generally the study is sound, and should be a good point of departure for planning and implementing a new archival system or renovating an older one. Nevertheless there are a few points which warrant comment.

Delmas stresses the importance of knowing in detail the functions and responsibilities of each bureau. Although this is important in all cases, an arrangement of documents based on organizational structures

rather than functions will remove the pressure for long research and avoid, in many cases, a rearrangement of the files: time and effort could be saved at the early stages.

Delmas does not opt strongly for a centrally directed records center. Experience has shown, in my view, that a center which simply rents space to ministries cannot be efficient.

The importance of good records management in the originating departments is only touched upon. But it is there that the greatest impact on the efficiency of the whole administration could be made. The creation of a centralized archives service for each ministry should have been strongly advocated, even if it had to follow the implantation of both the national archives and the record center.

A thirty year delay for consultation is presented as the norm. But a number of countries have now reduced it. The developing countries should be encouraged to follow this trend, particularly as in many of them important constitutional changes have occurred recently, and a delay of ten to fifteen years would be quite practical.

There are two other aspects that one would have liked to see in the study, that are either not covered or are insufficiently discussed.

The first aspect is the one of cost. What is the desirable level of expenditure for national and other archives in relation to the budget of the country, its population, its GNP? d'Olier presents on this subject, for libraries, interesting hypotheses. Jorgensen's recent study presented to the International Round Table on Archives indicated an expenditure of one Swiss franc *per capita* as a reasonable goal for many developed countries; it could be a starting point for fruitful studies.

The second aspect is the relationship between the national archives and the national library and documentation center. This would have merited greater development, as it is an acute problem in many countries. Delmas proposes that the national archives keep and index laws and regulations and even publish the official gazette. In spite of the example of the US *Federal Register*, it does not seem an obvious function of a national archives. Delmas also suggests that the national archives administer the government documentation center and other centers of administrative documentation, but it is not clear what is meant here. His other proposals seem to extend even more into the functions of a national library or documentation center: keeping all government publications, having a share of the legal deposit, assembling documentation on the life of the country.

These functions, in my view, should be carried out by the archives only in the absence of more appropriate institutions, which national planning should take into account. Thus this book is symptomatic of the situation in the realm of information today. The integrated planning for archives, libraries, and documentation is still at the discussion stage. The need for a *rapprochement* and for a great many studies is evident.

Film Library Techniques: Principles of Administration. By Helen P. Harrison. New York: Hastings House, 1973. 277 pp. \$16.50.

The value of non-print resources such as photographs and motion pictures in libraries, museums, and archives should be so well established by now that the introduction to this guide to film library organization need not remind us that "posterity will never fully understand what we were or what we aspired to without full access to the sight-sound records. . . ." As it stands, however, the reminder is probably as relevant today as it was when Boleslas Matuszewski first proposed a world wide chain of archives to conserve the moving image in 1898.

For too many archivists, museum curators, and librarians, non-print resources are restricted in practice to photographs, phonograph records, and perhaps tape recordings resulting from oral history programs. Films and videotapes involve a new dimension in technology, storage, processing, and public access that many custodians are unable or unwilling to face. At the same time, special libraries and archives are being established to cope with the new media, and those who are charged with their administration are finding very little practical guidance in the traditional literature.

To the novice, Helen Harrison offers an introduction to film library techniques that may serve to stimulate an engagement with the media; for the practitioner, she reviews and codifies the administrative principles and operational practices they are probably discovering piecemeal through trial and error. Consulting *Film Library Techniques* is a far less painful way of identifying the hazards.

Harrison has the advantage of practical experience working with several different types of audiovisual collections: as a cataloguer in the National Film Archive of the British Film Institute (a broad-based national collection of film and television, conserved as both cultural artifacts and documents); as a cataloguer-researcher in Visnews (perhaps the largest and most efficient newsfilm organization in Europe); and as an academic librarian (the media resources of England's innovative Open University). As might be expected, given the author's background, the strongest chapters in *Film Library Techniques* are on documentation, cataloging, and information retrieval. She is able, for example, to compare and assess the Anglo-American Cataloguing Rules, the Aslib Film Cataloguing Rules, the British Film Institute's Rules for Use in the Cataloguing Department of the National Film Archive, the UNESCO Proposals on Cataloguing of Films and Filmstrips, and the Library of Congress Cataloging Rules for Films and Filmstrips not only on their relative merits as schemes, but also from the point of view of their application to the various types of audiovisual collections. The assessments are sound (that is, I generally agree with them), and they should prove invaluable to the novice charged with the responsibility of selecting a scheme.

Harrison has useful advice on film handling, but her introduction to the technology is probably too basic for all but rank beginners. She is unhelpful, for example, on the emerging role of videotape in audiovisual collections ("Mixing film and videotape causes confusion and damage to both media," p. 33) and she all but ignores the enormous advantages (in cost and convenience) of 3/4-inch or 1/2-inch videotape cassettes as reference prints, regardless of whether the collection is all film, all videotape, or mixed.

For archivists there is, perhaps, an overemphasis on the problems of commercial film libraries, whether associated with cost accountability or customer satisfaction, but all custodians of audiovisual materials could read with profit the no-nonsense approach to the formulation of selection criteria, to the evaluation of potential acquisitions, and to the systematic re-evaluation of existing collections. Film and videotape are very expensive commodities to conserve, store, and service. Custodians cannot afford the luxury of acquiring material of dubious value, or of conserving their mistakes in perpetuity. *Film Library Techniques* may be a primer on technology and film handling, but in the mature reflections on the harsh realities of film library administration, it is a valuable contribution to the literature.

National Film Archives of Canada

SAM KULA

The Use of Manuscripts in Literary Research: Problems of Access and Literary Property Rights. New York: Modern Language Association of America, 1974. 40 pp.

Articulate and witty manuscript curators and archivists often regale their professional colleagues with the zany antics of researchers, teachers, and scholars who attempt to use manuscripts for research purposes. These wild and often exaggerated tales often end in the same complaint: why don't these people come prepared to use manuscripts in a professional manner? Many attempt to start research in manuscripts and archives without having done any reading in the secondary sources. Most do not contact the repository prior to their intended visit. Many do not query about procedures relating to access, photocopying, and publication. Nearly all do not understand literary property rights and literary copyrights.

James Thorpe of the Henry E. Huntington Library has prepared a report attempting to deal with these issues. Although this pamphlet has been cosponsored by the Rare Books & Manuscript Section of the Association of College and Research Libraries in the American Library Association and the Committee on Research Activities of the Modern Language Association, Thorpe's work is not an official standards statement of either sponsor. His essay is an overview of the general

situation and one man's answers to questions that most scholars have avoided, let alone asked.

In general, Thorpe provides excellent advice to scholars not experienced in the use of manuscripts. They can save much time and effort in the research process by heeding his wisdom. He also offers much food for thought for manuscript curators and archivists on the questions of access to, photocopying of, and publication of manuscripts. On such issues as access, he prods the curators to be more flexible than in the good old days. In other areas, he challenges archivists to rethink major policies and regulations in relation to the needs of contemporary scholarship.

Thorpe reviews in detail current practices for photocopying and permission to publish. He notes that the phenomena of photocopying have altered radically the mechanics of research. He suggests a uniform, moderate, and reasonable guideline between the two contemporary extreme polar positions of librarians who wish to prohibit all mechanical copying and scholars who wish to copy everything. He reminds his readers that in North America, the permission to use libraries and archives and/or the permission to consult manuscripts and permission to obtain photocopies for study purposes do not carry with them permission to publish. Permission to use and consult must be obtained from the holders of property rights (usually the repository), and permission to publish can only be had from the holders of literary rights (the repository, heirs, families, trusts, and often, "unknown").

There is a trend in American repositories to pass on to the user the burden of protecting unpublished manuscripts from publication or violation of literary rights or copyrights by requiring him to sign a quasi-legal statement of assumption of responsibility. Scholars do not like to assume this burden and often individually or collectively resist efforts by institutions to make researchers sign legal declarations to this effect prior to granting of access. Thorpe also notes the trend among institutions collecting and preserving non-public papers to make a serious effort to acquire literary property rights for their manuscripts. There is not, however, uniform policy among archivists that this is desirable or among lawyers that this is necessary. Some copyright manuals insist that unless literary rights are specifically withheld by the creator at time of transfer by sale or gift to a repository, all rights are automatically carried with the manuscript. Thorpe concludes his essay with an outline of literary rights in foreign countries.

This is a significant publication for two reasons: 1) potential scholars and researchers will receive advance guidance on the methods of using original materials and 2) Thorpe has provided curators and archivists with much food for thought. He has raised many issues that must be resolved by the profession.

Clio and the Doctors, Psycho-History, Quanto-History and History. By Jacques Barzun. Chicago: University of Chicago Press, 1974. xi, 173 pp.

This is an extraordinarily difficult book to review briefly with fairness to all concerned: to the author, to his adversaries the "psycho-historians" and the "quanto-historians," to his clients the "humanistic" historians, and to his prospective readers, including archivists. I venture to summarize its basic point of view: that while psycho-history and quanto-history may be valuable adjuncts to history, they are not themselves history; that this is true because the subject matter of history is too diffuse to be systematically synthesized in the manner of science; and that attempts so to systematize it will inevitably be reductive, misleading, and repulsive to prospective readers.

Here I must "declare my interest": I am on Dr. Barzun's side.

But it must be conceded that Barzun writes polemically. It is therefore natural, and even appropriate, that—as a genuinely and reasonably convinced partisan—he comes down hard on his adversaries. But he also, as I have written above, recognizes that the "interdisciplinary history" question "is not whether history can or should use the findings of other branches of learning" (p. 14); "all the disciplines are sisters and can exchange gifts" (p. 149).

Since Barzun's primary adversaries are the "psycho-historians" (based on or descended from Freud) and the "quanto-historians" (chiefly statistical economists), whose status as scientists he questions, I may allow myself two quotations, from other sources, among the many that have recently caught my eye on this point: "psychoanalysis . . . is nonsense (but not necessarily nonsense) because its central propositions are not testable" (John Naughton in a review of Erich Fromm, in *The Listener*, BBC, March 13, 1975, p. 347). On economics: "one can only marvel at the audacity and confidence with which statements about the stability of all sorts of economic systems are made. . . . We cannot yet prove that the orbit of the moon . . . is stable—a much simpler system than that of, say, the American economy" (Oskar Morgenstern of New York University, cited in "Poster" in the *Washington Post* of April 27, 1975).

Is there not, therefore, much to be said for Barzun's distrust of an attempt to make history a "science"? His "social-science" adversaries may portray him and his humanistic colleagues as mystical or obscurantist. If they do, they run the risk of setting up a hierarchy of intellectual and social values in which "science" ranks at the top and philosophy and the arts, in all their branches, are the merest also-rans.

We come, then, to archivists among Barzun's potential readers. At several points they may be put off by what seem to be slighting comments, viz.: "the mania for keeping records, building archives, and celebrating trivial anniversaries" (p. 3); "what happens to a fine intelli-

gence when subjected for years to a diet of archives?" (p. 117); "the old-fashioned antiquarian" (p. 118). But these are surely rhetorical flourishes. For on page 118 itself the text continues, "This is not to say that patient research is not needed for history." *Clio and the Doctors* is in no sense a manual for archivists, and even less for records-management specialists; there is no suggestion in it that economic or other statistical records be disposed of on a large scale or that psycho-medical records are "without value." The implications of Barzun's caveats seem to me to be quite the contrary. The archivist and the records manager should read the book—if they are so minded—for its professional, not its vocational, value; for its insights into the nature of history and of science; for its acute comments on semantics, on "the meaning of meaning"; for its wit, erudition, and style—in short, for enjoyment and enlightenment.

Arlington, Virginia

PAUL LEWINSON

Historical Statistics of the South, 1790-1970. By Donald B. Dodd and Wynellé S. Dodd. University, Alabama: University of Alabama Press, 1973. vi, 85 pp. Cloth \$7.75; paper \$3.95.

The most accessible federal source books for basic U.S. statistics are certainly *Historical Statistics of the United States, Colonial Times to 1957* (Washington, D.C., 1960) and its supplement, *Historical Statistics of the United States, Continuation to 1962 and Revisions* (Washington, D.C., 1965).

The value of the compilation by the Dodds may be judged by its utility in comparison with these publications and the time required to consult the annual statistical abstracts as well as the numerous census publications. By this standard the authors have produced in less than 100 pages aggregate data about the sixteen Southern states that provide a handy and useful reference for generalized economic and social studies.

The numerous tables by state for population, manufactures, agriculture, and urban areas were culled from scattered references in 55 federal, chiefly Bureau of the Census, publications. The Dodds used several additional publications to define such terms as "white and non-white population," "improved land," and "manufacturing." The book's utility is nevertheless limited because the authors did not concern themselves with statistical methodology that affected the accuracy of the aggregate, nor did they consult source records and local censuses. The volumes are nevertheless a useful addition to the libraries maintained by the state archives of the sixteen states.

National Archives and Records Service

MEYER H. FISHBEIN

Elizabethan Life: Morals and the Church Courts. By F. G. Emmison. Chelmsford: Essex County Council, 1973. xvi, 348 pp. £ 3.50.

F. G. Emmison has written a most informative book. It draws the reader forcibly into village and small town life during the reign of Elizabeth as that life stands revealed in the records of the archdeaconries of Colchester and Essex. The author has sifted the material from approximately 100,000 entries and the result is a tribute to his powers of classification and exposition.

Archdeacons played an important part in the ecclesiastical administration of the country. A bishopric was usually divided into several archdeaconries and within each the archdeacon acted as the bishop's deputy to carry out church policy and to watch over the welfare of the individual parishes within his jurisdiction. On his annual visits, supplemented by *ad hoc* sessions, he or his "official" held a court and made certain enquiries of the churchwardens. An archdeacon's purview was wide, as the chapter headings in the book readily show, but his power to enforce his sentences relatively weak. He could hand over an offender to the secular authorities, but rarely did so. The records of these courts are a mine of information on the effectiveness of the Elizabethan church settlement and on everyday life of ordinary men and women. They rarely mention members of the upper classes because these generally resorted to the bishop's court. After reading this book one can better understand why William Harrison wrote one of the most illuminating accounts of the social life of his time in his *Description of England*. In the 1570s he presided over the archdeacon of Colchester's court and he is often mentioned in this book. Essex is lucky to have preserved many of the records of two of its archdeaconries which together comprise two thirds of the parishes of the county.

Of all the offences which were the concern of an archdeacon, ones of a sexual nature, especially bastardy and incontinency, were far and away the most common. Next in numbers were offences arising from disorderly conduct and defamation, whose relation makes very lively reading. Then came a group of offences which included absence from Church, recusancy, and disputes over the seating arrangements in church. Failure to observe the sacraments, laxness on the part of the clergy and parish officers in performing their duties, often led to presentment. The lack of a licence to practice their profession brought school teachers, physicians, surgeons, and midwives before the courts. One of the most interesting parts of the book discusses the way in which the courts tried to enforce their sentences. Public penance, contributions to the poor's box, and excommunication were the chief methods favored. To prove his innocence, an accused would usually have to purge himself by the oaths of several neighbors. An example of one sentence reads as follows: "Upon Saturday next he shall in a white sheet about him, bareheaded and barefooted, about 11 o'clock in

the forenoon, walk the length of the market place, holding a white rod in his hand and a paper on his head describing the cause, and then stand so apparelled at the Moot Hall door by the space of an hour . . . and then confess openly his fault of fornication with Alice Chase." The entries have been understandably condensed and the spelling modernized, but the directness and vividness of the spoken and written language still shine through.

The book is well organized. Nearly all entries are accompanied by the parish and year in which they occurred, to facilitate reference to the original records. It has an index of subjects and an index of persons and places; under "words" in the former are listed rare, archaic, or local words. I missed a bibliography, even though the introduction discusses most of the important reference works, and a glossary of certain words and terms that are central to an understanding of the book and that may lessen its usefulness to many interested readers. Emmison assumes his readers will be familiar with the commonplaces of English local history, such as consistories, peculiars, Quarter Sessions, Assizes, and even the office of archdeacon. The legend on the map at the end might helpfully have explained that the boldface type and heavy boundary lines superimposed on the map of "Essex Hundreds and Parishes" indicate the archdeaconries.

This volume is the second of a trilogy which was designed primarily to provide source material for the study of the social history of Elizabethan Essex. The first was entitled *Elizabethan Life: Disorder* (1970) and relied heavily on Quarter Sessions records; the third is to illustrate Elizabethan life at home and at work and will be based largely on wills and manorial court rolls. Together these volumes will throw open to students of Elizabeth's reign a new storehouse of precise information. As Emmison points out, this material is sure to lead to a reconsideration of some currently accepted opinions.

Folger Shakespeare Library

LAETITIA YEANDLE

The Hoover-Wilson Wartime Correspondence: September 24, 1914, to November 11, 1918. Edited by Francis William O'Brien. Ames: Iowa State University Press, 1974. xxvi, 297 pp. \$7.95.

This collection of correspondence between Herbert Hoover and Woodrow Wilson is almost exclusively concerned with petty administrative detail. Hoover was the Food Administrator in Wilson's wartime cabinet, a task that he performed superbly, enhancing his already high reputation as an administrator. The figures speak for themselves—in 1916 the United States exported 5,533,000 tons of food of all types; in 1917 Hoover pushed this figure up to 11,820,000 tons, and in 1918 to 17,550,000 tons. By fixing prices high, Hoover discouraged domestic consumption while simultaneously encouraging farmers to plant more crops.

But if the achievement was dramatic, the way in which it was done was not. Scattered throughout these letters are a few comments on matters of principle—Hoover was opposed to anything that smacked of socialism, such as the government taking over and operating the packing plants—but for the most part the letters deal with trivia. Most are from Hoover to Wilson, asking the President to approve this or that piece of legislation, issue an executive order, or otherwise support the Food Administration's position. Editor Francis O'Brien, director of academic programs for the Hoover Presidential Library Association at West Branch, Iowa, ties the letters together with introductory notes, but even with his commentary a rounded picture of the Food Administration does not emerge. Had Hoover not become President of the United States a decade later (for reasons having little to do with his wartime work), it is probable that these letters would never have been published. Certainly they give us no new insights into Wilson's mind, although they do provide some help in judging Wilson as an administrator.

Editor O'Brien has included every extant letter between Hoover and Wilson written from the beginning of the war until Armistice Day. He is now preparing a second volume, *Two Peacemakers in Paris*, covering the period December 15, 1918, to July, 1919. All the original letters rest in one of four documentary depositories: The Hoover Presidential Library at West Branch, Iowa; the Hoover Institution on War, Revolution and Peace at Stanford University; the Firestone Library at Princeton University; and the Library of Congress.

University of New Orleans

STEPHEN E. AMBROSE

BRIEFLY NOTED

The following are notes and brief reviews of recent publications. Books noted may be reviewed in later issues. Notes which are not signed are by members of the *American Archivist* editorial staff.

A new publication of the Library of Congress, *Manuscripts on Microfilm: A Checklist of the Holdings in the Manuscript Division* is not a definitive catalog, and it makes no attempt to provide a complete list of subjects covered. It does provide the researcher with a list of microfilm titles held by the Manuscript Division. Included are microfilmed collections from the library's own holdings, from state and private archives of Europe and Latin America, and from the state archives, historical societies, and manuscript depositories in the United States. Also represented are private collections that the library has filmed. The library's microfilm collection has been assembled for two main reasons: first, it attempts to provide an archives of documents from foreign sources dealing with American history; second, it allows

the library to withdraw from use the rarer, more delicate, and most used of its collections, and at the same time to make them available to a greater number of users. All of the library's microfilm holdings are available to researchers through interlibrary loan. Film of the library's own manuscript collections may be purchased. *Manuscripts on Microfilm* is an essential guide for those researchers who prefer loan or purchase to a trip to Washington. [Ray Geselbracht, National Archives and Records Service]

The Coca-Cola Company: An Illustrated Profile of a Worldwide Company, published by the Coca-Cola Company, Atlanta, Georgia, is described in a foreword by the chairman of the board as the first official history of the company and a "brief and, we hope, entertaining account of an interesting company and its even more interesting product." The book lives up to this billing. It will appeal most to the nostalgia buff. It is replete with pictures of early bottles, buildings, and, above all, advertisements from sampling coupons of the 1890s to "It's the Real Thing." Along the way there are "Good to the Last Drop," later adopted by the makers of another beverage; flappers; Jean Harlow; Johnny Weismuller and Maureen O'Sullivan; calendars by N. C. Wyeth and Norman Rockwell; and a Harlem Globetrotter balancing a bottle on the basketball. The text is readable and, while hardly critical, is not outrageously laudatory. [Edward E. Hill, National Archives and Records Service]

The Hartford Seminary Foundation has published a thirty-one page guide to archives entitled *The Archives of the Case Memorial Library*. It contains a brief history of the Hartford Seminary Foundation; describes the Alumni Alcove papers relating to church and mission fields here and abroad; lists sermons, letters, diaries, journals, and tape recordings of prominent ministers; and describes the nature of seventeen important manuscript collections. It also explains the policies of use and the availability of the materials. The directory can be purchased for \$2.00 from the Case Memorial Library, Hartford Seminary Foundation, 55 Elizabeth Street, Hartford, Conn. 06105. [Carolyn Sung, Library of Congress]

The Immigration History Research Center of the University of Minnesota has recently issued a *Guide to Manuscript Holdings* and has begun a periodical, *Spectrum*. The *Guide* presents a detailed listing of the manuscript collection relating to ethnic groups originating in Eastern, Central and Southern Europe, and the Middle East, and is arranged according to ethnic groups. The holdings are being processed and cataloged, and inventories have been prepared in some instances. An indication of the center's holdings of books and periodicals relating to immigrant and ethnic history is also given. If one can judge from the first issue, *Spectrum* will contain reports on research underway at the IHRC, on grants connected with the institution, and on the center's

administration, conferences, projects, and recent acquisitions, as well as articles concerning methodology and research. [Lane Moore, National Archives and Records Service]

The Zurich State Archives has published a pamphlet which includes its regulations, a brief descriptive inventory of its holdings, and a list of available finding aids. This publication, titled *Staatsarchiv Zürich*, also provides an up-dating and expansion of the description of the archives and its holdings that appeared in the second volume of the *Minerva Handbücher, Archive*. [John Mendelsohn, National Archives and Records Service]

John Edgar Molnar's *Author-Index to Joseph Sabin's Dictionary of Books Relating to America* has recently been published by Scarecrow Press and sells for \$115.00 for the three volumes. These volumes combine in one listing all of Sabin's references to an author, whether personal or corporate. In addition, the compilers have entered the name of the author for many of the works listed as pseudonymous or anonymous in Sabin. Authors, joint authors, editors, compilers, illustrators, engravers, and cartographers are listed as well as main, series, and running titles, and some alternate titles and subtitles. In all, the *Index* has more than 270,000 author and title entries, compared with 106,413 numbered entries in Sabin.

Molnar's work will be especially helpful when Sabin is being used to find listings for government publications. The *Index* brings together in one alphabetical listing entries that are scattered over many volumes in the original work. [Isabel Clarke, National Archives and Records Service]

Publications du Service des Archives, numbers 2, 7, 8, 9, 10, and 12, have been published by the secretary general of the Université de Montréal. These publications comprise the annual reports of the Service des Archives for the years 1972-73 and 1973-74, the annual report of the Commission des Archives for 1973-74 and highlights of the academic year of the university for 1972-73 and 1973-74. During the academic year 1969-70, a joint commission on the Service des Archives was established at the University of Montreal with a mandate to examine the possible centralization of archival services and the establishment of a commission with overall administrative functions. The joint commission presented a number of recommendations among which were: the creation of a system of central archives; the establishment of a records center; the establishment of a commission of archives; and the introduction of uniform methods of classification according to regulations promulgated by the commission. The Archives Commission of the University of Montreal was created subsequently by the University Assembly and is attached administratively to the executive committee of the university. The commission is composed of six members, two of whom are the secretary general and the archivist. The commission has issued an annual report for the years 1973 and

1974 in which its mandate, membership, and accomplishments are highlighted. [Paul V. Guité, National Archives and Records Service]

The University of Iowa Libraries has published a two-volume index to the papers of Henry Wallace (1888–1965) entitled *The Wallace Papers: An Index to the Microfilm Editions of the Henry A. Wallace Papers in the University of Iowa Libraries, the Library of Congress, and the Franklin D. Roosevelt Library*. This index to papers in three separate collections was funded by grants from the Wallace family and the National Historical Publications and Records Commission. The task of microfilming and indexing was carried out under the direction of Leslie W. Dunlap, dean of library administration, and Earl Rogers, editor. The index sells for \$30 and may be ordered from the Library, The University of Iowa, Iowa City, Iowa 52242.

A revised and expanded *Guide to the Microfilm Holdings of the Manuscripts Section, Tennessee State Library and Archives* is available in soft cover, 132 pages, for \$2.50. The guide includes descriptions of approximately 500 microfilm accessions and a comprehensive name and subject index. Included in each entry is a notation on the availability of interlibrary loan, and the inclusive dates, number of reels, and description of the collection. A wide variety of church, school, business, organizational, and family records, as well as the personal papers of prominent persons in Tennessee history, has been filmed.

The Society of American Archivists and the Texas State Archives have published a *Directory of State and Provincial Archives 1975*, compiled by John M. Kinney. This includes information on the administration, principal personnel, research facilities, and archival holdings of each of the state and provincial archives, and is available from the executive director of the Society of American Archivists at \$4.00 for members and \$6.00 for non-members.

Research Publications, Inc., has assembled and made available on microfiche and on microfilm, *City Directories of the United States*, the city directories of some 220 different communities for the period up to 1861, and of seventy-two selected cities for the period 1861–1901. According to information provided by the publisher, the thousands of directories in this collection contain the names of at least ten million individuals—providing a wealth of information about the “ordinary” people constituting the great mass who make history day by day. A price list for this collection and further information are available from the publisher, 12 Lunar Drive, New Haven, Connecticut 06520.

OTHER BOOKS RECEIVED

The *American Archivist* has also received the following books of interest. Books reviewed are not listed here, but books listed may be reviewed in a later issue.

- Addresses and Public Papers of Robert Walter Scott, Governor of North Carolina, 1969-1973.* Edited by Memory F. Mitchell. Raleigh: North Carolina Department of Cultural Resources, 1974. xi, 770 pp.
- American Literary Manuscripts in the Boston Public Library: A Checklist.* Boston: Boston Public Library, 1975. 66 pp. \$3.00.
- Annual Reports of the Director of Archives for 1973: Twelfth Annual Report of the Director of Archives of the Government of South Africa, 1 October 1972-30 September 1975.* Pretoria: South Africa Department of National Education, 1973. 76 pp.
- Colonial and State Records in the South Carolina Archives: A Temporary Summary Guide.* By Marion C. Chandler. Columbia: South Carolina Department of Archives and History, 1975. 53 pp. \$1.00.
- The Saltonstall Papers, 1607-1815.* Vol. 2: 1781-1815. Collections of the Massachusetts Historical Society, vol. 81. Edited by Robert E. Moody. Boston: Massachusetts Historical Society, 655 pp. \$25.00.
- The Crouching Future: International Politics and U.S. Foreign Policy: A Forecast.* By Roger Hilsman. Garden City: Doubleday, 1975. 666 pp. \$12.50.
- Cyrus Clay Carpenter and Iowa Politics, 1854-1898.* By Mildred Throne. Iowa City: State Historical Society of Iowa, 1974. 302 pp. \$8.00.
- Documentary History of the First Federal Congress of the United States of America.* Vol. 2: *Senate Executive Journal and Related Documents.* Edited by Linda Grant De Pauw. Baltimore: Johns Hopkins University Press, 1974. xvii, 574 pp. \$22.50.
- Docementen Betreffende Het Departement Van De Nedermaas, 1790-1815, in De "Archives Nationales" Te Parijs.* By Erik Houtman. Brussels: Algemeen Rijksarchief, 1974. 45 pp.
- Homer Jackson Dana: An Indexed Register of His Papers (1916-1968) in the Washington State University Library.* Pullman: Washington State University Library, 1974. 47 pp.
- Guide des collections et fonds privés conservés au Service des Archives.* Publications du Service des Archives no. 6, by Jacques Ducharme and Michel Landry. Montreal: Secrétariat Général de l'Université de Montréal. 1974. 70 pp.
- Guide to the Microfilm Edition of the Territorial Archives of New Mexico, 1846-1912.* Santa Fe, New Mexico. 1974. 61 pp.
- Inventaire analytique de la collection des placards imprimés Liégeois.* Vols. 1-4. Brussels: Archives Générales du Royaume, 1974.
- Inventaire des archives de la famille Van Der Elst.* By P. Mangano-LeRoy. Brussels: Archives Générales du Royaume, 1974. 30 pp.
- Inventaire des archives des Ursulines de Huy (xiv^e-xviii^e siècle).* By P. Bauwens. Brussels: Archives Générales du Royaume, 1974. 30 pp.

- Inventaire des archives du Château de Franc-Waret déposées par le Comte A. d'Andigne XIII^e-XX^e siècles.* By Françoise Jacquet-Ladrier. Brussels: Archives du Royaume, 1974. 297 pp.
- Inventaire des archives de la famille Van Male de Ghorain.* By A. Van Nieuwenhuysen. Brussels: Archives Générales du Royaume, 1974. 96 pp.
- Inventaire du fonds del Marmol en provenance du Château de Montaigle.* By Arlette Smolar-Meynart. Brussels: Archives Générales du Royaume, 1974. 57 pp.
- Inventaris Van Het Archive Van De Polders Van Muisbroek En Ettenhoven.* By A. James. Brussels: Algemeen Rijksarchief, 1974. 86 pp.
- Inventaris Van Het Oud Archive Van De Gemeete Loenhout.* By Hendrik Delvaux. Brussels: Algemeen Rijksarchief, 1974. 291 pp.
- Inventaris sen Van Gemeentearchieven Deel V.* Brussels: Algemeen Rijksarchief, 1974. 319 pp.
- Journals of the House of Representatives of Massachusetts, 1767.* Vol. 43, Part 2. Boston: Massachusetts Historical Society, 1974. xiv, 440 pp. \$15.00.
- North Carolina Governors, 1585-1975.* By Beth G. Crabtree. Raleigh: North Carolina, Department of Archives and History, 1975. 189 pp. \$3.00.
- The Papers of Henry Laurens.* Vol. 4: September 1, 1763-August 31, 1765. Edited by George C. Rogers. Columbia: University of South Carolina Press, 1975. xxvi, 722 pp. \$25.00.
- Personality and Politics.* By Gordon J. DiRenzo. Garden City: Doubleday, 1974. xv, 539 pp. Paper \$3.50.
- The President is Calling.* By Milton S. Eisenhower. Garden City: Doubleday, 1974. xxiii, 598 pp. \$12.50.
- Preliminary Inventory of the Walter S. Baring Collection, U.S. Representative, Nevada, 1949-52 and 1957-72.* Carson City: Nevada Division of State, County and Municipal Archives, 1974. 62 pp.
- Proceedings of the Massachusetts Historical Society.* Vol. 85, 1973. Boston: Massachusetts Historical Society, 1974. 190 pp. Cloth \$15.00. Paper \$10.00.
- Principles and Practice of Textual Analysis.* By Vinton A. Dearing. Berkeley: University of California Press, 1975. 275 pp. \$13.50.
- Register of the Wilburt Scott Brown Papers, 1900-1968.* Manuscript Register Series, no. 8. Compiled by Martin K. Gordon. Quantico: United States Marine Corps Museum, 1973. 99 pp.
- The United States and the Development of the Puerto Rico Status Question.* By Surendra Bhana. Lawrence: University Press of Kansas, 1975. viii, 281 pp. \$11.00.
- The University of Warwick Modern Records Centre Report for the Session 1973-74.* Coventry: University of Warwick, 1974. 11 pp.