

## Reviews

MAYGENE DANIELS *and*  
MARY ELIZABETH RUWELL, *Editors*

*Archives and Manuscripts: Arrangement and Description.* By David B. Gracy II. Society of American Archivists Basic Manual Series. Chicago: Society of American Archivists, 1977. 49 pp. Bibliography, index. Paper. \$4.00. (\$3.00, SAA members.)

The author states, in the preface, that "this manual will have succeeded if it clearly and concisely lays before the reader the tenets of arrangement and description, marks the bounds of possibility in applying those tenets, and suggests the options open for meeting the needs of archivists and archival institutions for sound, workable systems of arrangement and description." The author has indeed succeeded.

Wisely resisting the temptation to select and advocate one or two systems of arrangement and description, the author has described a variety of methods and procedures and has pointed out some of the advantages and disadvantages of the methods. His descriptions are greatly enhanced by the twenty-one illustrations dispersed throughout the manual.

Gracy does a beautiful job of describing series (pp. 7-12), skillfully blending the methods used and situations faced by manuscript curators and archivists. Many curators and archivists, however, will disagree with his concept of a sub-series. Records constitute a series if they are held together by some unifying element. The most common unifying element is the arrangement of the records. Other unifying elements are the relation of the records to a particular subject or activity, or their common form. This is clearly stated in the definition (pp. 7-8). Yet in his discussion of subseries and sub-subseries, and his examples, he deviates from the definition. "Letters received" and "letters sent" have their own individual arrangement and hence each is a series. Similarly, "speeches" and "reports" are separate series because they are of a different form; they probably each have a separate arrangement. Except for adherence to the definition, it makes little difference what the series are called however, because archivists do group related series together under meaningful titles (what Gracy calls series).

Many archivists will quarrel with Gracy's statement (p. 12) that "if the archivist accepts the original order, the title of the series usually should be that imposed by the creator." The title must be a meaningful title; it should identify the series as precisely as possible. The title imposed by the creator should be used only if it fulfills this criterion. If the title used by the creator has special significance as a result of long usage, it may be placed immediately after the devised title in parentheses and quotation marks.

Finally, consideration should be given to the term "final inventory" (p. 30). Since preliminary inventories are prepared as soon as possible after receipt of

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the records, they obviously contain descriptions of series of records without in-depth analysis. Some records are not properly arranged, and disposable materials may not have been eliminated. Obviously most of these preliminary inventories ultimately should be replaced with something more definitive. But a *final* inventory? The National Archives flirted with this term briefly in 1970, but abandoned it. It concluded that a final inventory could be prepared only for closed record groups, but that even for them, further analyses or changes are often needed. Stray series or parts of series are sometimes located. The National Archives simply calls the refined version an inventory.

Pointing to relatively minor shortcomings, as has been done here, must not be misinterpreted. This manual is a definite contribution. It describes the basic methodology governing arrangement and description of archives and manuscripts. It points to the variations and unique needs of repositories. It should, however, "be read through, studied as a whole, and not excerpted casually." The reader who does this will find the clues for fashioning a system best suited for his or her repository.

*National Archives and Records Service*

MABEL E. DEUTRICH

*Archives and Manuscripts: Security.* By Timothy Walch. Society of American Archivists Basic Manual Series. Chicago: Society of American Archivists, 1977. 30 pp. Appendixes, guide to further reading, repository security checklist. Paper. \$4.00. (\$3.00, SAA members.)

Since the SAA's Archival Security Program began in 1975, it has educated or re-educated many archivists to the need for improving the protective management of archives and manuscript repositories. A decade ago security was discussed infrequently and theft was discussed only informally in hushed tones. Now security is openly discussed as a basic archival function that must adapt to changes in society and technology. Thus security is an appropriate choice for one of the first five manuals in the Society's basic manual series. A brief preface presenting recent developments and traditional approaches to security, and biographical information indicating the author's expertise, would have enriched the manual. At no place in this manual is its author, Timothy Walch, identified as the associate director of the SAA's Archival Security Program.

Walch, whose creative and energetic leadership has marked the Society's security program, succeeds admirably in offering "logical, practical, and economical approaches to archival security." Security procedures and technical expertise that cost little or nothing and offer definite improvement abound in the manual. Walch encourages innovation. Archivists should rely on their "common sense and ingenuity" and not depend "solely on sophisticated security equipment." "Vigilance," Walch assures us, is the "keystone of good archival security." Bravo!

The compression into thirty pages of many thought-provoking concepts and ideas, along with technical details and useable suggestions, is the work's great strength. It covers the planning of a security program; the security staff, and patrons; security and the collection; security equipment; security against fire and flood; and archival security and the law. Appended is a useful description of the SAA Archival Security Program including a blank form for registering stolen documents; a model law relating to library theft; a selected annotated bibliography, including some publications archivists seldom read, arranged to supplement each chapter; and finally a repository security checklist.

Walch uses illustrations well. Drawings of various locks, pictures from the National Personnel Records Center fire, and alarm cost charts are all instructive. The diagram of a reading room in a repository with good security should have indicated scale, where the collections were stored, and which doors were to be used by readers. Also, if this is to be considered ideal, another staff chair should be added to oversee a reading room with fifteen reader chairs, just to balance the reader/staff ratio. In his discussion of fire prevention, an illustration might have clarified what Walch terms the "alignment of files in storage boxes," which he went on to explain as: "When record cartons are stored perpendicular to the aisles and the ends of the cartons collapse in a fire, the contents spill into the aisles." This, he says, fuels the fire and helps it spread. "Storage of record cartons parallel to the aisle does not contribute to the spread of the fire." Does it matter how the folders are placed inside the box, or just how the boxes are on the shelves? What are the optimums for storage at the junction of crossing aisles? Here a picture may have been worth many words.

In considering protection for individual documents, Walch urges examination of all collections but he mentions only items with market value or those of nationally prominent individuals or prize winning authors or journalists. Profit-motivated theft is only part of the problem. Other documents and collections may be vulnerable for other reasons. Recognized motives for archival theft include the expansion of one's own personal collection, sentiment, retaliation against real or imagined grievances, the extension of research time, and mental disturbance such as kleptomania. The motives for theft and mutilation are numerous, they demand closer scrutiny, and they warrant mention in this manual.

Also, this manual fails to mention the desirability of the microfilming of entire collections and the removal of the originals from routine reader use. The initial cost of microfilming to high technical and bibliographic standards is high, but the benefits to an archival program in terms of preservation, security, research, reference, and public relations may result in savings that eventually make it cost effective. The fragility and rapid deterioration of paper plus the high cost of preservation, either in energy or labor, may make microphotography the most practical means of preserving the intellectual content of documents. Use, even carefully supervised, is, after all, the chief hazard to document preservation.

This manual demonstrates both the technological and philosophical links and tensions in the archival chain of security, use, and preservation. The complexities and the breadth of the security function are evident. For this reason wise archivists, whether expert or novice, will welcome this manual and keep it on their desks, at their fingertips, and eventually in their heads.

*Library of Congress*

CAROLYN HOOVER SUNG

*Archives and Manuscripts: Reference and Access.* By Sue E. Holbert. Society of American Archivists Basic Manual Series. Chicago: Society of American Archivists, 1977. 30 pp. Appendixes, selected bibliography. Paper. \$4.00. (\$3.00, SAA members.)

Sue Holbert describes her volume, *Archives and Manuscripts: Reference and Access*, of the Society of American Archivists basic manual series, as "a ready reference for day-to-day use" in "small and medium-sized repositories, both public and

private.” She intends it “to offer some practical ideas [on reference and access] and suggest that there are obligations and goals common to all [archivists].”

Holbert has produced a thorough, sound compendium of archival experience and thought on reference and access that can serve as an excellent beginning guide for archivists new to reference matters and as a helpful refresher for old hands in the field. Her information is a firm combination of the tested common-sense techniques of a broad range of archivists and of important philosophical arguments, many backed up by SAA committee experience and statements. Interesting footnotes and a concise, nicely annotated bibliography are valuable supplements. Division of the material into small, concisely titled sections facilitates its ready reference objective.

The material on access is a comfortable balance of the practical matters—user fees, facilities, security, restrictions—and healthy proselytizing on the complicated philosophical issues such as equality of access, full access, and exclusive use. Also included is an informative, though only introductory, discussion of the right to know and the right to privacy.

The more extensive treatment of reference matters is divided into three sections: providing information about holdings, research room procedures, and copyright. The copyright information is very detailed and of great interest now that the provisions of the 1976 copyright law have gone into effect.

The sections on both publicizing holdings and research room procedures are amazingly complete, but their completeness and the arrangement of the manual into small units of information present an unfortunate emphasis on individual procedures rather than on an understanding of the nature of a reference archivist's job. Researchers are briefly considered throughout the manual—such as in the sections on entrance and exit interviews, full access, educational outreach programs, and an all-too-short section on personnel—but these scattered, fragmentary treatments are almost lost in the overwhelming mass of procedural detail. Holbert has carefully prepared the archivist to make his materials available in the best archival traditions, but the archivist also needs to consider who the users are, where they are, what their needs are, and what innovative ways there are to find them and meet those needs.

Walter Rundell, in his *In Pursuit of American History: Research and Training in the United States*, writes that one of the reasons historians are drifting “somewhat apart from their librarian-archivist partners in research” is “the increased attention among curators to the technical aspects of their work (p. 284).” Although Holbert has attempted to slow this drift by offering valid techniques and well-considered ethical principles of reference and access which, if followed, would improve both reference service and archivist/researcher relations, she implicitly underscores Rundell's observation. Archivists need to supplement her practical approach with a serious consideration of their constituencies and, at least, with a reading of the chapters in Rundell's book and in Philip C. Brooks's *Research in Archives: The Use of Unpublished Primary Sources*.



*Archive Buildings and Equipment.* By Michel Duchein. International Council on Archives, ICA Handbooks Series, Volume 1. Munich: Verlag Documentation, 1977. 201 pp. Illustrations, plans, index, bibliography.

Michel Duchein of the Archives Nationales de France was the author of a widely distributed ICA handbook published in 1966 under the title "Les bâtiments et équipements d'archives." The present volume is, the author states, an English edition rather than a translation, and a number of its parts have been significantly changed from the earlier version.

Realizing that Duchein's intended audience was a non-American one, this reviewer still concludes that the volume has considerable value to the American archivist; anyone planning a new archives building or the adaptation for archives of an old one will do well to have this handbook close at hand.

The planning and building business is approached logically and sensibly. The archivist's first problem, after the decision to build or adapt has been made and funds for the purpose have been found, is the business of communicating plans and needs to the architect. Duchein wisely advises "Each to his own job," and he cautions the archivist not to assume the role of the architect. The handbook, in the hands of a receptive architect, will answer many of the technical questions which only the archivist is likely to know, but which are sometimes difficult to communicate to the architect with little experience in this line of building—and how many architects have had *any* experience with the planning of an archives building?

The basic choices in the planning stage, the patterns of work flow, the technical requirements of security, weight load, and environmental control, the design and furnishing of work areas and search rooms, all are covered in appropriate detail.

No doubt most American readers will find some of Duchein's advice foreign to their experience: a chapter devoted to staff quarters refers not to offices but to living quarters within the archives: "The public—and some officials—will be apt to judge the archivist by the dignity of his establishment; shabbiness does not pay in this sphere. . . . It would seem that a reasonable solution would be to make a chief archivist's residence . . . on a par with that of the head of an educational establishment."

Occasionally, the information included is clearly inapplicable to the American reader. For instance, Xerographic machines are noted as too expensive for any but the most important institutions. Incandescent lighting is preferred to fluorescent, but no mention is made of ultraviolet filters for the latter or the heat problems with the former. Still, with these minor exceptions, the handbook is technically sound.

A limited index and table of conversion of metric to imperial measure, a select bibliography of readings in English, and a useful selection of illustrations, not only of existing buildings and floor plans but also of possible layouts, shelving design and arrangements, and essential archival equipment, are included.

*Recommendations for the Storage and Exhibition of Archival Documents.* London: British Standards Institution, 1977. 12 pp. Paper. 60 pence (about \$1.50 post-paid).

The British Standards Institution's *Recommendations for the Storage and Exhibition of Archival Documents* is a practical pamphlet intended for archivists, architects, contractors, and others "concerned with the planning, construction, equipment and maintenance of an archives repository." The recommendations cover the site, structure and material, security and custody, fire precautions, storage equipment, climatic conditions, lighting, packing, audiovisual records, and outside exhibits; and the pamphlet includes several appendixes. The last page lists by title and number other British Standards Institution publications which are mentioned throughout the publication. Most of these are technical publications concerned with fire and combustibility tests, and other such information.

Terminology may sometimes take the American reader by surprise. *Packed* usually means *boxed* and *load distribution* generally means *floor load*. Gangways are aisles between bays.

Some of the recommendations are very specific. The temperature and humidity noted here are for 13–18 degrees Centigrade, which is approximately 55–65 degrees Fahrenheit, and 55–65% relative humidity. I have usually heard 70 degrees and 45% in this country, and cannot from this publication ascribe the difference to more than the difference between their climate and ours. The publication usually gives the reader choices in a solution and then makes recommendations specific to each choice. Fixed shelving is not recommended over mobile shelving, but the attendant problems with each are mentioned as well as the requirements of shelving in general. Perhaps the only case of a negative recommendation refers to sprinkler systems, which are definitely not recommended, because they do more harm than good. This section recommends systems approved by the fire authority but does not mention alternatives to sprinklers, other than portable fire extinguishers and fire hoses located outside the repository.

Mainly, I think the value of the pamphlet is to make us think in a very specific, detailed, and often technical way about the buildings which house and protect our records. The codes and requirements will not be the same here, but there will be similar types of requirements and standards available to us. The B.S.I. has not left much unstated. The section on site says that the repository should be located on ground not liable to flooding, should be readily accessible, and large enough to accommodate all foreseeable extensions. The publication poses a building as it should be built. It would be useful for us to have such a reference.

*University of Maryland*

MARY BOCCACCIO

*Oral History: From Tape to Type.* By Cullom Davis, Kathryn Back, and Kay MacLean. Chicago: American Library Association, 1977. x, 141 pp. Appendixes, list of additional sources. Paper. \$8.95.

Given the interests of the publisher, it is not surprising that library-related concerns loom large in this book. The processing of oral history interviews occupies forty-two pages, retrieval and other aspects of dissemination thirty-two pages, and administration ten pages. Two appendixes, a total of eighteen pages, relate to administration and processing. The intellectual and academic aspects of oral

history are treated in a seven-page chapter labeled "Understanding Oral History."

In essence this is a well-organized presentation of procedures followed at Sangamon State University, but, unlike other institutional handbooks on oral history offered to a general audience, this is published by the American Library Association. A reader might reasonably conclude what the preface implies, that this is an appropriate handbook for use in library schools and other institutions.

Even if one takes the view that the responsibility of librarians is limited to the storage and retrieval of information, this book serves librarians badly by limiting oral history to the collection of memoirs from elderly respondents. It says nothing about the basic problem of collection development. It misleads by advising readers to pursue contradictory goals when preparing a transcript. After defining the "ideal transcript" as one containing "accurate verbatim reflection of the interview's content," and the "quality" of the interview, all this being susceptible to ease in reading and understanding, the method for achieving this ideal is given: select "meaningful content and arrange in meaningful" order.

There is even less here for archivists. The author's orientation is toward what current users want. The term "historical value" is treated as a standard measure familiar to all readers. A reference to bad interviews is not accompanied by criteria for identification. The explanation of what is actually documented by oral history takes no account of the extensive literature on memory. Given the fact that there is no empirical way memory can be isolated from associated phenomena, readers can give little weight to the assertion that "an oral history memoir remains the closest thing to pure, unadulterated human memory." A two-page list of additional sources reflects the position that oral history stands apart from academic disciplines. There isn't a single reference to research methods.

Other oral history manuals similar in content but with fewer flaws have been written by Willa Baum, William Moss, and the team of Shumway and Hartley. These manuals are either directed toward a limited audience or they have the claim of authority qualified by "primer" or "program manual." This reviewer expects much more from the ALA, particularly when more is claimed.

Cornell University

GOULD P. COLMAN

*Archives and Manuscript Repositories: Moscow and Leningrad. Supplement 1. Bibliographical Addenda.* By Patricia Kennedy Grimsted. Biblioteca Slavica 9. Zug, Switzerland: Inter Documentation Company, 1976. xiv, 203 pp. Appendixes, indexes.

One of the happier results of Soviet-American cultural exchanges in recent years has been an increased use by American scholars of Soviet archives and libraries. For these scholars, and for other Russia specialists as well, Patricia Grimsted's *Archives and Repositories in the USSR: Moscow and Leningrad* (Princeton, New Jersey: Princeton University Press, 1972) has become an indispensable research tool. The first comprehensive directory and bibliography of its kind to have appeared in more than sixty years, it covers more than 75 institutions and lists close to 600 reference works pertaining to their holdings. It also provides information on Soviet archival procedures not available in Soviet publications, and thereby prepares foreign scholars for the difficulties in obtaining access to published and unpublished materials in the USSR.

Grimsted has now published a supplement to her guide. It is an annotated bibliography, with a subject and author-title index, of 425 reference works on Moscow and Leningrad archives which were not included in her earlier volume. The supplement cites not only recent publications but many rare pre-revolutionary works as well, and it is especially valuable for its listing of approximately 150 catalogs and descriptions of medieval Slavic collections. The supplement will be useful also for specialists outside the Russian field, for it contains a number of items dealing with non-Russian manuscripts, among them Oriental, Greek, and Latin. Finally, it is good news for everyone that many of the titles cited in the supplement and in Grimsted's earlier volume are now available on microfiche from the Inter Documentation Company.

If any faults can be found in Grimsted's valuable supplement it is that (as she herself points out) some of the reference works cited in her book have not been correlated with the present holdings in the institutions involved. It certainly would have been helpful if, for major collections at least, any important discrepancies could have been noted. Perhaps, in the future, if and when Soviet-American archival cooperation increases, this difficult task will be possible.

Grimsted might also have devoted a few pages in her supplement to the evolution (if any) of Soviet archival procedures since the publication of her last volume. It is true that the supplement is meant only to be a bibliographical addendum, but the considerable differences between U.S. and Soviet archival practices make it necessary that American scholars be kept up to date with any developments in Soviet archival methods and regulations. Perhaps in forthcoming supplements Grimsted can enlighten us on this matter.

*National Archives and Records Service*

JOHN H. BROWN

*The Handbook of Texas. A Supplement. Volume 3.* Edited by Eldon Stephen Branda.

Foreword by Joe B. Frantz. Austin: The Texas State Historical Association, 1976. xiv, 1,145 pp.

In 1952 the Texas State Historical Association published the two-volume *Handbook of Texas*, under the editorship of Walter Prescott Webb and H. Bailey Carroll. The publication was a Texas history celebration. Overnight it became an essential tool wherever any information on Texas was sought; it brought great credit to the association and won several national and state awards.

Now comes the supplement. And the changes on the Texas scene since 1952 are evident. There are new articles on reservoirs, lakes, and dams; political topics like the Veterans' Land Board Scandal, the Tidelands, and the Sharpstown Stock Fraud Scandal; articles dealing with minorities, manufacturing, and the space industry. These articles throw light on the recent Texas scene. And this is indicated most appropriately on the dust jacket designed by architect Gerald Emelyn Branda: photographs, consisting of a mosaic of Texas as seen from outer space and the earth as seen from the lunar surface, show the land with a cowboy and cattle drawing by José Cisneros. In addition to new articles, volume 3 also updates, corrects, and serves as an index to volumes 1 and 2. For the *Handbook* to be a useful tool, one is going to need all three volumes.

Former archivist of the Catholic Archives of Texas, Sister M. Claude Lane, O.P., prepared most of the articles on Catholic topics; former Texas State Archivist James M. Day updated the information on railroads; and present Texas State Archivist David B. Gracy II has contributed a number of articles. Seth

Breeding contributed most of the material on water topics and T. N. Campbell prepared the articles about the Indians. The valuable bibliographies Campbell provides with each of his contributions is an indication of his scholarship and the great value of the *Handbook* as a tool for additional research.

A difficulty faced by encyclopedia articles is that they seem to be out of date by the time they appear in print. This problem was accentuated by the long period over which articles for the supplement were written. The article on music in Texas appears to have been written a decade ago. With reference to opera and symphony performances in San Antonio, the statement is made that the "Seating capacity of San Antonio's Municipal Auditorium is nearly 6,000." True, but for a good many years this auditorium has not been used for opera and symphony. What about the Theater for the Performing Arts built during HemisFair and now in use? No mention anywhere could be found of the Van Cliburn International Quadrennial Piano Competition at Fort Worth or to James Dick's International Festival-Institute at Round Top. Both undertakings have enjoyed artistic success for some years now and had favorable coverage in the national press. Although some aspects of country music receive extensive coverage in the supplement, Texas composer Phil Baxter ("I'm a Ding Dong Daddy from Dumas") is not included. There is no biographical sketch of San Antonio pianist Olga Hicklenlooper Samaroff Stokowski.

The new University of Texas at Austin Library—the Perry-Castañeda Library—is named for two former faculty members, Dr. Ervin S. Perry and Dr. Carlos E. Castañeda. There is an article on Castañeda but none on Perry. Prominent University of Texas faculty members are generally to be found, but one wonders why Librarian Alexander Moffit, engineering Professor C. Read Grandberry, and Spanish Professor Jefferson Rea Spell were not included. Other prominent Texans without biographical sketches include Earle Cabell, Dallas mayor and congressman; historians and educators S. S. McKay and C. K. Chamberlain; bookmen R. H. Porter and Herbert Fletcher; writers Sam Houston Dixon and Margaret Bierschwale. Oilman H. L. Hunt should have been included. Archivists will be disappointed that the sketch on Maury Maverick makes no mention of "gobbledygook."

Several concerns come to this reviewer's mind: the Big Thicket has been adequately updated but nothing was included on the Big Bend National Park. There is an account of the Texas Baptist Institute and Seminary at Henderson, but no article on Ambassador College at Big Sandy. And Paisano Ranch, a 254-acre ranch in Travis County, is given a little over two pages in the supplement while the King Ranch articles in volume 1 and the supplement total only one page. The town of Canton should have had some mention made of its "First Monday Trade Day," and the Austin-based ecumenical movement, Texas Conference of Churches, deserved mention. The late Walter Prescott Webb always cautioned against using—even for Texas and Texans—the term "the first." The credit given to Governor Miriam Amanda Ferguson as the "first woman elected governor in the United States" may be challenged by citizens of Wyoming who claim the same honor for Nellie Tayloe Ross.

The present publication carries the logo notice: "An Official Project of the American Revolution Bicentennial of Texas." Yet the legal agency itself is not mentioned and no activities of the Bicentennial in Texas are noted. Some other topics not included are the ten Texas Travel Trails, and Amtrak (National Railroad Passenger Corporation).



The above comments to the supplement are not intended to be major criticisms. The present supplement is without question the best single publication during the past quarter century dealing with the entire history of Texas. Editor Eldon Branda has managed to bring forth a volume almost totally free of typographical errors and with precious few factual ones.

Significant perhaps is the fact not a single contributor received payment for articles. The University of Texas at Austin should be singled out for its financial support to the Texas State Historical Association, making the publication possible.

*Texas State Library*

DORMAN H. WINFREY

*Calligraphy on the Spanish Borderlands.* By Gerald P. Doyle. Beaumont, Texas: Beaumont Art Museum, 1976. 48 pp. Paper. Illustrations.

The exhibit commemorated by this publication must have been a most exciting one, informative and attractive at the same time. It broke new ground in reminding viewers that there is a part of the United States where calligraphy, like so much else, was not influenced by northern European models; and that any discussion of "American Calligraphy" properly includes the different styles of handwriting in the southwest corner of the country and in Louisiana, the western "Spanish Borderlands." The exhibit centered "upon the visual aspects of the document, its format and mode of inscription," not upon the content of the documents and their historical importance which was assumed to be well known, even though its disregard too often lessens one's enjoyment of a particular manuscript. The organizers wanted to savor the beauty and high quality of the handwriting, however remote the place where it was practiced. There was no lack of examples.

The booklet gives a useful introduction to the history of handwriting in Spain and in New Spain, and a short bibliography. As elsewhere in western Europe, there were three main types of handwriting: the book hands used in copying books, the court hands used in the courts of law and the administrative departments of government, and the Italic hand created in Italy in the fifteenth century and gradually displacing the other two because of its clarity and beauty and the ease with which it could be written and read. That the newly conquered peoples of the New World learned the writing habits of their new masters well is vividly exemplified by a complaint written in Italic in the Nahuatl language in 1594.

The author draws attention to two non-European influences on handwriting, that of the Aztec pictorial draftsmen-recorders who were drafted into the service of the Spanish conquerors and who introduced a large pictorial element into some early post-conquest records, and that of the Muslims who added an element of "gallardia," a term which approximates "style." This quality is particularly noticeable in the swash initials at the beginning of a document and in the ornate rubrics which followed signatures and helped to authenticate them.

The author also touches on the important role that writing played in holding together the highly centralized, but scattered and over-extended, Spanish Empire which he aptly calls "paper-thin" at the edges. In the last century of Spanish



dominion, the economic status of the borderlands was so low that penmanship stands out as almost the only craft that was practiced. Pen and ink were easily come by and good quality paper apparently was nearly always available, even if food was not, because paper was indispensable to the bureaucracy.

The reproductions are good and the whole booklet is attractively put together. The exhibit was assembled by the Beaumont Art Museum in Texas and shown both there and at the San Jacinto Museum of History during the winter and spring of 1976. The objects came from many institutions in the United States; the photographs, intended "to photographically weave scattered samples into an instructive whole," from institutions in the United States, Venezuela, and Europe. It always seems sad that an exhibit prepared with care and taste, as this one obviously was, should come and go so quickly. At least we have this reminder to serve as a "visible tip" of what is no more.

*Folger Shakespeare Library*

LAETITIA YEANDLE

### Editor's Note

In the October 1977 issue, we printed on page 451 a review by Kenneth Finkel of the *Subject Index to the Photograph Collection of the Philadelphia City Archives*, and the last sentence of the review as received from Mr. Finkel was changed in the *American Archivist* office, with an inadvertent change of meaning the result. Mr. Finkel's closing sentence should have read: "Our interpretations should not exclude the subjective and subtle aspects of photographs behind the perennially apparent war poster or beauty salon." We regret any embarrassment our change may have caused Mr. Finkel and any confusion it may have caused our readers. *CFWC*.

### BRIEFLY NOTED

The following are notices and brief reviews of recent publications. Unsigned notes are by members of the *American Archivist* editorial staff.

*Etat Sommaire des Archives D'Entreprises Conservées aux Archives Nationales (Série AQ)* is the second volume of a summary guide to business archives in the National Archives of France. The first volume was published in 1957 and follows a similar format—a brief historical introduction for each collection, registration information, and folder-title listings with dates. The index, which covers the two volumes, is not alphabetical, but rather a listing of records by their accession number. All of the 119 business archives acquired before 1975 have now been described.

The collections range from those of small merchants to Renault; there are many banks, railways, utilities, and mining company records. Two of the collections consist of printed documents, one of newspaper clippings and company publications, and the other of secondary reference sources included to inform the public of their existence.

In his foreword, Director Jean Favier states that although public archives are incomparable for quantitative studies on the regional or national level, they are insufficient for the analysis of financial structures, mergers, and technological processes. The French National Archives is actively acquiring the records of

private business. Before 1950, the Archives had acquired twenty-three business collections; in the last twenty-five years, it has acquired ninety-six. Recent large collections like that of the Rothschild Bank are more difficult to inventory since they are often housed outside Paris, but a third volume is expected.

The publication is available for 56 French francs from: La Documentation Française, 29–31, Quai Voltaire, 75340, Paris CEDEX 07, France.

The University of Virginia Library has published its collection of 3,400 Jefferson items on ten rolls of microfilm together with a printed *Guide*, edited by Douglas W. Tanner. The ninth in the library's series of microfilm publications, the full set of microfilm and the *Guide* are available for \$125 or each roll may be purchased for \$15.00 from the Curator of Manuscripts, University of Virginia Library, Charlottesville, Virginia 22901. The *Guide*, which includes a full correspondent index compatible in form to the Library of Congress's recent index to its Jefferson papers, is available for \$2.00. Publication was sponsored jointly by the Thomas Jefferson Memorial Foundation at Monticello and the National Historical Publications and Records Commission.

The University of Warwick Library (England) has published *Guide to the Modern Records Centre, University of Warwick Library*, compiled by Richard Storey and Janet Drucker. The Modern Records Centre, established in October 1973, has received over 150 accessions representing deposits from approximately forty trade unions, over a dozen political organizations, four employers' organizations, seven businesses, and thirty individuals. Entries in the *Guide*, which are grouped alphabetically within broad subject areas, each include a brief introduction describing major related sources, and a summary description by record series.

The Chicago Public Library has published two catalogs for its current exhibition: a 149-page hardcover book, *Treasures of the Chicago Public Library: A Contribution toward a Descriptive Catalog*, and a 16-page paperbound abridgment, *Treasures of the Chicago Public Library: An Exhibition of Notable Acquisitions 1872–1977*. The 305 item display spans the fifteenth through the twentieth centuries, with emphasis on the CPL's Americana holdings, and focuses on such topics as Illinois in the Civil War, the 1893 Columbian Exposition, and the arts in Chicago. Included are books, pamphlets, newspapers, maps, sheet music, theater programs, legal documents, manuscripts, graphics, and artifacts. The two publications are a preview of an expanded catalog the library plans to publish upon completion in 1980 of a systematic review of its Special Collections Division holdings. The hardbound edition, with its index and thirty-seven illustrations, gives background information on the more obscure exhibits. It may be obtained from the Special Collections Division, The Chicago Public Library, 78 East Washington Street, Chicago, Illinois 60602 for \$12.50 (\$13.50 by mail). [Rodney A. Ross ]

A recent addition to The Library of American Indian Affairs series from Clearwater Publishing Company, Inc., is a *Guide to American Indian Documents in the Congressional Serial Set: 1817–1899* compiled by Steven L. Johnson (New York, 1977, 524 pages, \$30). The entries for the 10,649 documents and reports listed are arranged chronologically by year and thereunder by date of document. Each

entry provides the appropriate serial set number, the date, source, title, and a brief abstract of the document's contents. An index provides access by subject, tribe, and geographical area. Two appendixes furnish listings for Indian-related government publications that do not appear in the Serial Set. These consist of entries taken from Benjamin Perley Poore's *Catalogue* for publications of the Interior Department and the Office of Indian Affairs, and entries for selected documents published in the two volume *American State Papers: Indian Affairs, 1789-1827*. Appendix III gives the Serial Set Numbers for all volumes of the Records of the War of the Rebellion, a series that includes numerous documents relating to the American Indians. The entries in the appendixes are not covered by the index. This very valuable reference volume was produced as a project of the Institute for the Development of Indian Law. [Robert M. Kvasnicka]

The Minnesota Historical Society has published *Manuscript Collections of the Minnesota Historical Society: Guide Number 3*, compiled by Lydia A. Lucas. The *Guide*, which includes descriptions of 1,194 collections, continues the numbering sequence of the preceding guides, published in 1935 and 1955. Each entry includes the title and inclusive dates of the collection, the quantity of material, its physical form, information on the holders of photocopied materials, restrictions on use or reservations of literary rights, as well as a brief description of the material. Inventories analyzing and describing the materials in greater detail have been prepared for each of the collections. The guide is available from the Minnesota Historical Society, Order Department, 1500 Mississippi Street, St. Paul, Minnesota 55101, for \$7.00 (add \$.50 for postage and handling). Cultural institutions receive a 10 percent discount.

The Hoover Institution Press recently issued a volume entitled *Herbert Hoover—A Bibliography: His Writings and Addresses*. While compiler Katherine Tracey confined her work to published sources, the book provides comprehensive coverage of Hoover's publications with the exception of certain Presidential material which is available elsewhere. Organized by type of publication, the bibliography contains both a subject index and an index by book and collection. If interested in this \$15 volume, write the Hoover Institution Press, Stanford, California 94305. [Michael Sullivan]

If you have ever found yourself wondering what kind of person vandalizes the records he uses, wonder no more: the culprit is not a person at all. Thanks to the Public Archives of Canada, which has produced *A Guide to the Preservation of Archival Materials* (n.p.: Minister of Supply and Services Canada, 1977), we have a series of obviously authentic photographs revealing the creature as (you probably guessed it years ago) a rather 'tousled, banana-chewing gorilla. The photographs hilariously illustrate the taboos for researchers in textual archives as presented in the short, bilingual text of this pamphlet, the permanent form of an exhibit entitled *Handle with Care- Fragile- Avec soin*. There is also a nicely contrasting series of pictures showing the right way to do things. Despite the impeccable demeanor displayed in these, at least one of us reserves the right to look askance at a patron whose tee shirt trumpets the virtues of even a very popular beer. Sample copies of the publication are available from the Public Archives of Canada, 395 Wellington Street, Ottawa K1A 0N3. [Michael Musick]

*The George Hyde Clarke Family Papers: A Guide to the Collection at Cornell University*, by Barry L. Wold, is a 333-page illustrated publication now available to those who are interested in business and land records. It covers two centuries in the history of one of the largest landholding families in New York state (with holdings in Jamaica and elsewhere). After a history of the family and the papers, the finding aid includes several genealogical charts followed by explanatory remarks and item or folder lists for series, most of which are arranged chronologically. They include family correspondence, other personal papers, parchment and paper land documents, and business papers dating from 1705, leases, deeds, surveys, and other papers. A subject and name index will be available in the near future to accompany the guide, which may be purchased for \$6.00 from Cornell University Libraries. [Charlotte Palmer]

The Committee for the Preservation of Architectural Records recently published *Architectural Research Materials in New York City: A Guide to Resources in all Five Boroughs*. Printed in looseleaf form to achieve as broad a dissemination as possible, the *Guide* provides information on architectural materials, both graphic and textual, in nearly fifty repositories throughout the city. An entry for a typical repository includes its name and address, telephone number, hours, scope of the collection, an outline of its major holdings, available finding aids, duplication services, and how to reach the repository by public transportation. A special section of the *Guide* is dedicated to understanding how to use records in the city's five Buildings Departments, "the keystones" of information on the city's building history. Additions to the *Guide* will follow as completed. Copies of the *Guide* are available from the Committee for the Preservation of Architectural Records, 15 Gramercy Park South, New York, New York 10003. Requests should be accompanied by a large, clasped manila envelope, 9 1/2" x 11 1/2" (size 93), self-addressed and stamped—\$1.45 for first class, or \$.25 for educational materials rate (4th class). [James Dillon]

### OTHER BOOKS RECEIVED

The *American Archivist* has received the following books of interest. Books reviewed are not listed here, but listing does not preclude future review.

*Abortion in America: The Origins and Evolution of National Policy, 1800–1900*. By James C. Mohr. New York: Oxford University Press, 1978. xii, 331 pp. Notes, appendixes, index. \$12.50.

*Africans and Seminoles from Removal to Emancipation*. By Daniel F. Littlefield, Jr. Contributions in Afro-American and African Studies, number 32. Westport, Connecticut: Greenwood Press, 1977. ix, 278 pages. Maps, appendix, bibliography, index.

*Above the Battle: War-Making in America from Appomattox to Versailles*. By Thomas C. Leonard. New York: Oxford University Press, 1978. 260 pp. Notes, index. \$12.95.

*Adams and Jefferson: A Revolutionary Dialogue*. By Merrill D. Peterson. New York: Oxford University Press, 1978. xiv, 146 pp. Notes, index. Paper. \$2.95.

*Les Archives des Administrations Provinciales en Belgique*. By Roger Petit. Miscellanea Archivistica XIV. Brussels: Archives Générales du Royaume, 1977. 52 pp. Paper.

- Black Culture and Black Consciousness: Afro-American Folk Thought from Slavery to Freedom.* By Lawrence W. Levine. New York: Oxford University Press, 1978. xiv, 522 pp. Notes, index. Paper. \$4.95.
- Black Odyssey: The Case of the Slave Ship Amistad.* By Mary Cable. New York: Penguin Books, 1977. 179 pp. Index, bibliography. Paper. \$2.50.
- Blacks in Ohio History: A Conference to Commemorate the Bicentennial of the American Revolution.* Edited by Rubin F. Weston. The Ohio American Revolution Bicentennial Conference Series, number 4. Columbus: Ohio Historical Society, 1976. 44 pp. Illustrations. Paper.
- Eleutherian Mills-Hagley Foundation 1976 Annual Report.* Wilmington, Delaware: Eleutherian Mills-Hagley Foundation, 1977. 64 pp. Illustrations. Paper.
- Golden Door to America: The Jewish Immigrant Experience.* By Abraham J. Karp. New York: Penguin Books, 1977. 271 pp. Index. Paper. \$2.95.
- The Historical Indian in Ohio: A Conference to Commemorate the Bicentennial of the American Revolution.* Edited by Randall Buchman. The Ohio American Revolution Bicentennial Conference Series, number 3. Columbus: Ohio Historical Society, 1976. 46 pp. Illustrations. Paper.
- Inventaire des Archives de la Famille d'Harscamp. XVII<sup>e</sup>-XIX<sup>e</sup> siècle.* By F. Courtoy and J. Bovesse. Brussels: Archives Générales du Royaume, 1977. 57 pp. Paper.
- Inventaire des Archives des Charbonnages de la Louvière et Sars-Longchamp.* By J. Lefebvre. Brussels: Archives Générales du Royaume, 1977. 47 pp. Paper.
- Inventaire des Dossiers Soumis au Roi Concernant la Belgique et le Grand-Duché de Luxembourg du 24 Décembre 1815 au 29 Février 1816 Conservés dans le Fonds de la Secrétairerie Générale d'Etat aux Archives Générales du Royaume à La Haye.* By Marie Thielemans. *Miscellanea Archivistica* XII. Brussels: Archives Générales du Royaume, 1976. 65 pp. Paper.
- Inventaire des Papiers François Bovesse, Homme Politique et Ecrivain, 1890-1944.* By J. Bovesse. Brussels: Archives Générales du Royaume et Archives de l'Etat dans les Provinces, 1977. 37 pp. Paper.
- Inventaire des Papiers Greindl.* By Marie-Rose Thielemans. Brussels: Archives Générales du Royaume, 1976. 39 pp. Paper.
- Inventaris van het Archief van de Raad van Vlaanderen. Deel VII.* By J. Buntinx. Brussels: Algemeen Rijksarchief en Rijksarchief in de Provinciën, 1977. 182 pp. Paper.
- Inventaris van Papieren Afkomstig van Leden van het Geslacht van Beresteyn en Aanverwante Geslachten.* By J.A.A. Bervoets. The Hague: Algemeen Rijksarchief, 1977. Vol. 1: xxii, 234 pp. Vol. 2: xxii, 206 pp. Paper.
- Lawyer's Lawyer: The Life of John W. Davis.* By William H. Harbaugh. New York: Oxford University Press, 1978. xviii, 648 pp. Notes, index. Paper. \$6.95.
- Letters from New England: The Massachusetts Bay Colony, 1629-1638.* Edited by Everett Emerson. Amherst: University of Massachusetts Press, 1976. xix, 373 pp. Index, notes, bibliographical essay.
- List of Archivalia in South African Archives Depots.* Pretoria, South Africa: Government Archives, 1977. Unpaginated. Paper.
- Massachusetts Broadides of the American Revolution.* Edited by Mason I. Lowance, Jr., and Georgia B. Bumgardner. Amherst: The University of Massachusetts Press, 1976. 128 pp.
- Miscellanea Archivistica XV.* Brussels: Archives Générales du Royaume et Archives de l'Etat dans les Provinces, 1977. 56 pp. Illustrations. Paper.

- Michigan Men in the Civil War.* By Ida C. Brown. Michigan Historical Collections Bulletin No. 27. Ann Arbor: University of Michigan, 1977. 138 pp. Illustrations. Paper.
- Ohio in Century Three: Quality of Life. A Conference to Commemorate the Bicentennial of the American Revolution.* Edited by Ralph L. Pearson. The Ohio American Revolution Bicentennial Conference Series, number 6. Columbus: Ohio Historical Society, 1977. 32 pp. Illustrations. Paper.
- Ohio in the American Revolution: A Conference to Commemorate the 200th Anniversary of the Ft. Gower Resolves.* Edited by Thomas H. Smith. The Ohio American Revolution Bicentennial Conference Series, number 1. Columbus: Ohio Historical Society, 1976. 34 pp. Illustrations. Paper.
- The Panama Canal: The Crisis in Historical Perspective.* By Walter LaFeber. New York: Oxford University Press, 1978. xii, 248 pp. Bibliography, index. \$10.95.
- The Papers of Daniel Webster. Correspondence, volume 3, 1830–1834.* Edited by Charles M. Wiltse. David G. Allen, assistant editor. Hanover, New Hampshire: University Press of New England, 1977. 547 pp. Index. \$22.50.
- The Papers of Robert Morris, 1781–1784. Volume 3, October 1, 1781–January 10, 1782.* Edited by E. James Ferguson. John Catanzariti, associate editor. Pittsburgh: University of Pittsburgh Press, 1977. xxxvi, 557 pp. Illustrations, index. \$22.50.
- The Presidents: From the Inauguration of George Washington to the Inauguration of Jimmy Carter.* Historic Places Commemorating the Chief Executives of the United States. Robert G. Ferris, series editor. The National Survey of Historic Sites and Buildings, volume 20. Washington, D.C.: National Park Service, rev. ed. 1977. x, 606 pp. Illustrations. \$8.00.
- Proceedings of the Massachusetts Historical Society. Volume LXXXVIII, 1976.* Boston: Massachusetts Historical Society, 1977. 195 pp. Index. \$15.00. Paper. \$10.00.
- The Remembered Gate: Origins of American Feminism. The Woman and the City, 1800–1860.* By Barbara J. Berg. New York: Oxford University Press, 1976. xvi, 334 pp. Notes, bibliography, index. \$14.95.
- Report of the Director of National Archives for the Year 1976.* Salisbury: National Archives of Rhodesia, 1977. 13 pp. Paper.
- Sceaux de Thudinie (ville de Thuin, abbayes d'Aulne et de Lobbes).* By René Laurent. Miscellanea Archivistica XIII. Brussels: Archives Générales du Royaume, 1976. 31 pp. Illustrations. Paper.
- Thomas Jefferson and his Library.* By Charles B. Sanford. Hamden, Connecticut: Archon Books, 1977. 211 pp. Notes, selected bibliography, index. \$12.50.
- Toward an Urban Ohio: A Conference to Commemorate the Bicentennial of the American Revolution.* Edited by John Wunder. The Ohio American Revolution Bicentennial Conference Series, number 5. Columbus: Ohio Historical Society, 1977. 44 pp. Illustrations. Paper.
- We've Come Back for a Little Look Around.* Washington, D.C.: National Park Service, 1977. 46 pp. Paper.
- Women in Ohio History: A Conference to Commemorate the Bicentennial of the American Revolution.* Edited by Marta Whitlock. The Ohio American Revolution Bicentennial Conference Series, number 2. Columbus: Ohio Historical Society, 1976. 38 pp. Illustrations.