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The Forum

The following letter has been sent to institutions here and abroad:

TO THE LAW LIBRARIAN, BIBLIOGRAPHER, AND/OR EDITOR:

A grant has been awarded by the National Endowment for the Humanities, and the School of Law of the Interamerican University of Puerto Rico, for an investigation designed to create an Annotated Legal Bibliography of Puerto Rico: 1493–1977.

We request your help in this endeavor. Could you let us know if your institution has in its catalog files any printed material relating to Puerto Rican law? We are interested in knowing whether you keep available for reference or research any book, pamphlet, doctrinal articles, commentary, monography, theses, etc., about *Puerto Rican law, written by a national or foreign author, and/or any law article written by a Puerto Rican author*, clearly identified as such. Knowing and identifying these contributions, we can include them in the bibliography with adequate and appropriate cataloging information. If you publish and have available for free distribution a listing of your titles, we would appreciate your mailing us a copy.

Thank you for your help in this bibliographic effort to compile what has been written about Puerto Rican law. We intend it to serve and be useful to scholars, lawyers, librarians, and the general public all over the world.

JOSÉ NILO DÁVILA LANAUSSÉ, ESQ.

Dean of Students—Project Director

School of Law, Interamerican University of Puerto Rico,
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TO THE EDITOR:

In David Gracy's recent SAA manual, *Archives and Manuscripts: Arrangement and Description*, it was heartening to see a "second" in applying the archival concept of control at different record levels to the intellectual control of manuscripts (see R. C. Berner, "Arrangement and Description of Manuscripts," in *Drexel Library Quarterly*, January 1975, pp. 34–54; and his "Perspectives on the Record Group Concept," in *Georgia Archive* 4, no. 1 [winter 1976]. These two articles represent the first explicit application to manuscript collections).

It was, however, disheartening to see my own writings so faultily represented by Mr. Gracy. From the eight articles of mine cited by him it is almost incredible that he should conclude that the system at the University of Washington is based on the division of the correspondence into incoming and outgoing letters (pp. 13 and 38). Division of incoming and outgoing letters is done only under certain conditions at the University of Washington, one essential condition being that no other order exists and one must be established for that very reason. Lest

there be any mistake about that in my writing, the reader should refer to "Description of Manuscript Collections: A Single Network System," by M. Gary Bettis and me, in *College and Research Libraries* 30, no. 5 (September 1969): 405–16. The abstract preceding that article reads:

This system uses the Inventory/Guide and Cumulative Indexes for names, subjects, and chronology. Name control normally is keyed to the file-folder level, while subject and chronological control are keyed to the level of the manuscript group. The system capitalizes on the methodology of researchers, who normally will have associated names with special and personalized aspects of their subject prior to their using manuscript and archival materials. Name control becomes the key to specialized subject control. Narrative description is kept to a minimum, and is concentrated in the guide section of the I/G.

There is an extensive discussion of the varieties of correspondence series in this article (pp. 407–09) and the problem of achieving proper name control as a means of subject access.

Gracy is led by his misconstruction to believe also that the University of Washington has no way of locating letters written by a given person when the material is filed chronologically" (p. 38). The UW copes with this kind of arrangement simply by indexing for names of writers. I wish he had asked.

The essence of the UW system is:

- (1) Establishing intellectual control to different record levels.
- (2) Recognizing that subject access is the central intellectual problem and that different modes of subject access must be utilized.
 - (a) Proper name control keyed to the series and file folder levels;
 - (b) content analysis keyed to the record and subgroup levels, identifying only the primary subject foci of each accession.

The *DLQ* article is a generalized statement of the University of Washington system. Apart from his misrepresentation of the UW system, Gracy's discussion of the subgroup is weak and confusing throughout; it deserves a special critique which I plan as part of a more general article.

RICHARD C. BERNER

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University of Washington Libraries
Seattle, Washington 98195*

TO THE EDITOR:

I regret that Rich Berner believes I have misrepresented his system at the University of Washington, or his writings. Actually, his two criticisms of my manual are based upon distortions of my text.

Mr. Berner claims first that I portray "the system at the University of Washington" as being based on the division of correspondence into incoming and outgoing letters. In fact, only one actual system is even sketched in the manual. It is from the Newberry Library and appears on page 39. Neither do I use the word "system," or a synonym, in relation to Mr. Berner's work with correspondence, nor do I otherwise describe, or imply, the composition of his system. The method of handling correspondence at the University of Washington is discussed because Mr. Berner introduced the method into the literature (in his article cited on page 13 specifically to invite further exploration by the reader).

Mr. Berner, second, attributes to me the belief that "the University of Washington *has no way* of locating 'letters written by a given person when the material is filed chronologically.'" The words in the manual actually are: "the descriptive media *are not designed* to permit the location of 'letters. . .'" (emphasis mine). In his work "Description of Manuscript Collections: A Single Network System," to which he refers in his letter, Mr. Berner sums up his remarks on correspondence divided into incoming and outgoing letters, with the incoming arranged alphabetically and the outgoing chronologically, as follows: "In general, reasonably objective listing can be achieved simply by author control in the incoming letter series" (p. 408).

DAVID B. GRACY II
Director, Texas State Archives

TO THE EDITOR:

The Documentary History of the Supreme Court of the United States, 1789–1800, supported by the Supreme Court Historical Society and the National Historical Publications and Records Commission, is a project to publish all documents which illuminate the development of the Supreme Court in its first decade. The editors are particularly interested in locating any correspondence of the following individuals:

Chief Justices: John Jay (1745–1829), John Rutledge (1739–1800), and Oliver Ellsworth (1745–1807);

Associate Justices: John Blair (1732–1800), Samuel Chase (1741–1811), William Cushing (1732–1810), James Iredell (1751–99), Thomas Johnson (1732–1819), Alfred Moore (1755–1810), William Paterson (1745–1806), Bushrod Washington (1762–1829), and James Wilson (1742–98);

Clerks of the Court: John Tucker and Samuel Bayard;

Attorneys General: Edmund Randolph, William Bradford, and Charles Lee; and Unofficial Court Reporter Alexander James Dallas.

Please forward all information to the editor of the documentary history, at the address below.

DR. MAEVA MARCUS
The Supreme Court Historical Society
Suite 333, 1511 K Street, NW.
Washington, D.C. 20005

TO THE EDITOR:

William Augustus Otis was the architect of several Northwestern University buildings in the 1890s. The recognition from his most notable N.U. building, the Orrington Lunt Library (1894), brought him many other library building commissions—in Illinois: Winnetka, Blue Island, Aurora, Dixon, Marseilles, and in Michigan: the St. Joseph Public Library.

In 1962, W. A. Otis's daughter, Louise Otis Burlinson (now deceased) was living in Tucson, Arizona. She deposited several large scrapbooks, compiled by her father, in a historical society; but she would not disclose which one.

We have not been able to discover which historical society has these Otis scrap-

books. We would like to discover them and will greatly appreciate assistance from you and your readers in doing so.

ROLF ERICKSON
Northwestern University Library
Evanston, Illinois 60201

TO THE EDITOR:

Several years ago I circulated among my friends a duplicated list of those books in my possession which I was willing to loan to interested persons. In order to keep track of these loans, I designed a record sheet (size 16 by 13 inches) on which I could note such details as the title of the book loaned, the name and address of the borrower, and so on. At first, requests for loans were fairly frequent, but after a few months they dwindled to a small trickle. As a result, I now have in my possession nearly a hundred record sheets for which I have no present use.

If any reader thinks that he may be able to use these record sheets, I shall be happy to mail him a free sample for inspection. If the applicant advises me that he is satisfied with the sample, the remaining sheets will be forwarded to him by surface mail, provided, of course, that no other application has reached me in the meantime.

A. J. NEW
71 Telford Road, New Southgate,
London, N11 2RL
England

TO THE EDITOR:

For research purposes, we need to locate the collection of letters written by George Sterling between the years 1912 and 1924 to John G. Neihardt, former poet laureate of Nebraska. The letters were sold by Neihardt, through an unidentified agent, some time around 1941. The letters from Neihardt to Sterling are in the Huntington Library, San Marino, California. Any information regarding or suggestions for further search for the other half of the correspondence will be much appreciated and should be sent to me.

JOSEPH G. SVOBODA
University Archivist
303 Love Library
University of Nebraska
Lincoln, Nebraska 68588

FROM THE EDITOR:

This is the last issue of the *American Archivist* for which I am responsible. Council has named Virginia C. Purdy to be the new Society editor, and she assumes full responsibility for the journal with the July issue. Douglas Penn Stickley, Jr., assistant editor, and Thomas E. Weir, Jr., editorial assistant and editor of the News Notes Department, whose advice and assistance have made my editorial responsibilities so much lighter and more pleasant during the past three and a half years, will continue their efforts for the new editor. I want to acknowledge my debt to these two, as well as to the others who have contributed to the *American Archivist* during my editorial tenure, as members of the Editorial Board or as department editors.

With this issue, Clark W. Nelson completes his fifteenth year as editor of Technical Notes. This means, of course, that the past five editors of the *American Archivist* have been indebted to him. No less, of course, have SAA members and readers been so indebted, and I know all join me in extending thanks and appreciation for the fine work he has done and, we hope, will agree to continue to do.

I wish also to express my thanks to the National Archives and Records Service for its generous support of our publishing efforts and for agreeing to continue this support to the *American Archivist* and its new editor.

C. F. W. COKER