

Reviews

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“Basic International Bibliography of Archive Administration/Bibliographie internationale fondamentale d’archivistique.” Compiled by Michel Duchein. *Archivum* 25 (1978). Entire issue.

In the present state of the archival art, poised between reliance on established practice and exploration of the possibilities opened up by new technologies, a general bibliography of international scope provides an essential service in surveying that minimum of present knowledge indispensable for future progress. For effective performance, however, certain conditions have to be met: the selection of entries should be consistently appropriate to the purpose of the work; the arrangement should reveal a logical pattern indicating the structure of the literature or the essential nature of the discipline; and the conflicting desiderata of breadth and depth of coverage should be nicely balanced. On the whole, the “Basic International Bibliography of Archive Administration” admirably meets these conditions.

The selection, a joint undertaking by the national correspondents of *Archivum* and Michel Duchein, the editor-in-chief, conforms to the requirements that the bibliography be *basic*, and therefore include only works “general in interest and permanent in value”; *international*, and therefore, by a somewhat debatable interpretation of the word, include works of universal interest rather than those which specifically highlight the distinctive nature of each country’s contribution; and on *archive administration*, which implies inclusion of works intended primarily to assist the archivist in his professional tasks and exclusion of general guides to research in archives. Emphasis is on the most recent titles, with a terminal date of 1 July 1977, on works in the major languages, and on the needs of archivists in developing countries.

The arrangement under broad headings gives a good overview of the whole field of archives administration and its constituent parts. Most sections are subdivided by language, causing some duplication. Schellenberg's *Modern Archives*, for example, is listed five times in the four-page section "General Manuals on Archive Administration." At the head of each section is a useful scope note describing what one may expect to find in that section and where one should look for related material, and an index to the language subdivisions, necessary because the spelling of each language in the form proper to itself results in an unfamiliar alphabetical order. To the whole, there is a subject index of no great utility, and an author index. The allocation of entries to the different sections is generally satisfactory, but a few titles might have found better placement. Brooks's *Research in Archives*, for example, would surely be more appropriately placed under "Archives in the service of historical and academic research" than under "Legal problems relating to archives."

The balance between breadth and depth seems also reasonably satisfactory, the detail being neither so great as to obscure the pattern for the novice nor so meagre that the more advanced researcher comes to a complete halt. Most sections list works containing more extensive bibliographies or at least the relevant parts of the Evans bibliography, so the researcher is at least indirectly led to suitable material.

For North American archivists, the most interesting titles are likely to be found in the lesser-known language sections, virtually everything in the English sections being easily accessible to them by other means.

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JANET FYFE

Directory of Archives and Manuscript Repositories in the United States. National Historical Publications and Records Commission, National Archives and Records Service. Washington, D.C.: General Services Administration, 1978. 905 pp. List of Repositories by Type. Index. \$25.

A new directory of American archives would be welcomed by researchers and archivists even if it did no more than update the 1961 Hamer guide. This volume is both significantly more than a second edition and an explicit admission that the traditionally compiled and printed Hamer guide, with its lengthy prose descriptions, can not be and should not be revised. Instead, this clearly printed, logically organized, reasonably priced guide confines itself to brief identifications of 2,675 repositories—more than twice the number described by Hamer (1,300) or the ca. 1,000 which have reported some holdings to the National Union Catalog of Manuscript Collections (NUCMC) over the past twenty years. The information selected for each entry is well-chosen and has been carefully edited. The index, although it does not utilize the dual level capabilities of the SPINDEX III software which generated it, is nonetheless readable and sufficient. In future editions I would hope to see large subject areas broken up by dates, names of repositories dropped from the index, and a separate section indexing the acquisitions policy statements for use by archivists who are frequently called on to advise donors in placing gifts which fall beyond the scope of their own collections; but these are all

minor and easily resolved quibbles. The bibliographies provided for further reference are exceptionally valuable and alone provide a reason for the purchase of the volume. Even the use of 10 percent of the printed pages for an index to repositories by type, which is to my mind of little use, is redeemed by the vivid way it illustrates, in its listing of fewer than fifty corporate archives in the United States, the distance which this and all previous directories have to go to be truly comprehensive.

The fact that information concerning two to four times as many archives as are reported here remains to be collected, and that this data will eventually lead to a demand for an updated edition, fully justifies the construction of a computerized data base for the publication of this volume. However, the technology chosen by the National Historical Publications and Records Commission (NHPRC) was not selected solely for the convenience of reissuing this directory; rather, the directory is a bi-product of the first stage of a process designed to create a national data base of record groups and collections, down to the series level, which are held by American archival repositories. Gathering the collection level data for this second stage of the project was begun in April 1977 with the survey activities of the Washington Historical Records Advisory Board's project. Since the process promises to revolutionize both what archivists do and how researchers locate materials, it behooves us to examine not only the physical volume before us but the premises and processes which brought it into existence.

Obviously, a national data base of collection level data on archival holdings replicates, and will eventually replace, the NUCMC. This doesn't bother me; the NUCMC is out of date both methodologically and conceptually. The trouble is that an NHPRC guide, even one printed with computer assistance, is equally dated. For generations archivists have written guides, just as librarians have produced card catalogs, with minimal descriptions, partial name indexes, and limited cross references. At least for the past decade such guides have been obsolete and our commitment to them has been a discouragement to researchers and an insult to the tremendous intellectual effort we have devoted to appraising and describing these collections. Information retrieval systems suitable for national bibliographic data have replaced multi-volume lists of library holdings and literature indexes because they are expensive to produce, cumbersome to store, and difficult to use even with cumulative indexes compiled by computers. The concept of building a data base of archival and manuscript collections in the U.S. in order to print guides, even by electronic photocomposition, and very likely even by computer output microfiche, will be absurd long before the first volumes of such a series are ready. Yet the SPINDEX system which the NHPRC is using to build the data base and which printed this volume, cannot be searched. It is not merely the case that the software to retrieve data from the SPINDEX system has not been written; it seems very likely to those who have studied the problem that such on-line access to the data will be prohibitively expensive because of the very structure of the system. It is not enough to praise this directory and go ahead with the adoption of SPINDEX in individual repositories and state and regional records surveys. The purpose of the directory is to serve as the backbone of a national archival data program. To plan such a program and knowingly commit ourselves to a system which prints guides but cannot be searched on-line, is folly.

Care and Conservation of Collections. Compiled by Rosemary S. Reese, edited by Frederick L. Rath, Jr., and Merrilyn Rogers O'Connell. *A Bibliography on Historical Organization Practices*, vol. 2. Nashville: American Association for State and Local History, 1977. vii, 107 pp. Appendix, index. \$10 (\$7.50 for AASLH members).

Interpretation: A Bibliography. Edited by Frederick L. Rath, Jr., and Merrilyn Rogers O'Connell. *A Bibliography on Historical Organization Practices*, vol. 3. Nashville: American Association for State and Local History, 1978. ix, 90 pp. Appendix, index. \$10 (\$7.50 for AASLH members).

A longstanding and major concern of archivists has been the proper physical care of their collections. A more recent development has been an increasing desire to promote the wider use and appreciation of archival holdings. Indicative of this trend are the many articles now being published on the subject and the recent inclusion of exhibit reviews in *The American Archivist*. The two bibliographies discussed here are pertinent to both of these archival concerns. The major emphasis of each volume is on museum objects and works of art, but those of us responsible for archival material will also find them useful. For example, significant sections of the volume on care and conservation concern books, manuscripts, photographs, sound recordings, and microfilm. Though only a minor section of the volume on interpretation deals with manuscripts, a familiarity with the literature developed for museum operations would be valuable for those engaged in archival outreach.

The two volumes are part of a larger series being published by the American Association for State and Local History (AASLH). Volume 1, on historic preservation, was published in 1975. Volume 4, on documentation, will be issued this year. Two additional bibliographies are planned for this series. The two volumes reviewed here are selective rather than comprehensive bibliographies, "working tools" designed to provide "the first steps on research trails." They cover a full range of concerns in their respective areas. Both volumes are divided into several chapters with short narrative introductions to the nature and scope of each chapter. In the volume on care and conservation, there are chapters on library materials, paintings, works of art on paper, museum objects, environmental factors in conservation, conservation equipment, and training of conservators. The bibliography on interpretation treats such topics as the role of interpretation, visitor surveys, museum exhibits, museum programs, the relationship between museums and schools, and museums in the media age. Included in the volumes are citations for books, articles, pamphlets, some films and tape recordings, and a few unpublished items. The bibliographic information for all entries is complete. For the most part, the only annotated entries are those with titles that do not clearly indicate their subject or scope. Lists of periodicals cited and comprehensive indexes complete each volume.

The most interesting feature of these bibliographies is the inclusion of many entries for organizations, periodicals, programs, and services. These are annotated and provide an excellent complement to the more traditional entries. Each volume also contains a useful "Basic Reference Shelf"—a fully annotated list of important works selected from the several chapters. While the choices made for this section are quite good, there are other works which some might want to see

in these basic lists. (For example, why isn't George and Mary Cunha's *Conservation of Library Materials* included as a basic work in the volume on care and conservation?) These features, combined with the exceptionally comprehensive indexes found in each volume, make these works valuable reference tools. A real disappointment, however, is that for such recent bibliographies there are so few citations to material published after 1974.

As important as these bibliographies might be, for the archivist they do not supersede Frank B. Evans's *Modern Archives and Manuscripts: A Select Bibliography*. Many of the most pertinent citations found in the AASLH volumes are also listed in Evans. Nevertheless, there is much information included here which is not easily found elsewhere. Users put off by the cluttered nature of Evans's format will find the AASLH volumes a welcome relief and their indexes of great help.

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ROY H. TRYON

Paper and Leather Conservation: A Manual. By Paul Mucci, edited by Mary Boccaccio. MARAC Archival Series. Mid-Atlantic Regional Archives Conference, 1978. 55 pp. Bibliography. \$3.

The two probable audiences for this conservation manual, conservators and paper and book custodians, are each likely to be disappointed by its contents. The author's attempt to reach both groups results in a text that wavers between being too technical for the novice and too elementary for the specialist.

Chapters 1 and 2 are addressed to individuals with little or no background in paper conservation; the two chapters consist of a good overview of paper-making and concise directions for repairing paper using the Florence method. Toward the end of the second chapter, however, when he discusses mending holes in paper, Mucci assumes a degree of knowledge beyond this elementary level. He instructs the reader to "select an appropriate mending tissue" (p. 10) without having provided either sufficient criteria for making such a selection or a summary of alternative types of paper. Similarly, the chapter on leather contains no background information about leather or tanning, yet it presumes that the reader is capable of distinguishing a vegetable tanned leather from any other type.

Five of the seven substantive chapters focus on the treatment of paper. Most of the information is pertinent to conservators rather than to archivists and other non-specialists. Even though Mucci implies, in the first few chapters, that repairing paper is a relatively uncomplicated process, his introduction to resizing belies this assumption. "Paper is resized after it has been cleaned, washed, neutralized, and buffered and washed again. Any mending that needs to be done would follow resizing" (p. 37). Furthermore, he recommends the purchase of nearly \$300 worth of supplies. Clearly these procedures exceed both the financial resources and the conservation skills of most archivists.

Despite the vacillating emphasis of this manual, it is a handy source for wheat and rice paste recipes and for the names of distributors of conservation supplies. Also, it contains a partially annotated bibliography that is useful although quite brief. Consequently, I do not hesitate to recommend the manual to conservators who are willing to tolerate several pages of rudimentary discussion. I do not, however, recommend this book to archivists seeking an introduction to the conservation of paper and leather. Some of the techniques Mucci describes require a level of expertise beyond that which can be acquired by reading a brief manual.

It is disappointing that this volume ignores such simple conservation techniques as mylar encapsulation, humidification, document cleaning, and even photocopying. All of these procedures can be implemented in-house by archivists with minimal training and funding. It is particularly disappointing when one notes the book's publisher; Mucci's manual is the first monograph in the MARAC Archival Series (Mid-Atlantic Regional Archives Conference).

Simmons College

PATRICIA ARONSSON

Library Conservation: Preservation in Perspective. Edited by John P. Baker and Marguerite C. Soroka. Stroudsburg, PA: Dowden, Hutchinson & Ross, Inc., 1978. 459 pp. Index, illustrations. \$45.

Comprised of photo-offset reprints of thirty-four articles in the field, *Library Conservation* attempts to bring together some of the best of what has been written. The selections are organized into broad subject areas; commentaries (introductions) to the groups of selections are brief, outline the rationale for the selection, and include six or so "Additional Readings." The selection is highly personal, and undoubtedly reflects what has been useful and thought-provoking to the editors themselves as they grappled for a philosophical basis for their own administrative work in conservation. At \$45, *Library Conservation* would be an expensive textbook; but it could prove useful to the administrator, librarian, or archivist without any prior knowledge of conservation in developing a feel for the implications of conservation activities. One obvious shortcoming, however, is that the selections do not emphasize the importance of environmental control as the one area where administrators can have a decided and immediate impact on preservation.

Of specific interest to archivists are those sections entitled "Manuscripts and Documents," "Preservation Microrecording," and "Disaster and Salvage." Other sections cover the nature of library materials; causes of deterioration; roles of the librarian, conservator, and scientist; binding; and national planning for conservation. Outstanding in these sections are James Henderson's "Memorandum on the Conservation of the Collections," Carl Wessel's "Deterioration of Library Materials," and the American Institute for Conservation's official publications on standards and ethics for the conservation profession.

In their introduction to the section "Manuscripts and Documents," the editors stress the vulnerability of archives as they are handled by people. The three articles selected address the "human aspects" of archival repair, handling and use, and security. The first article by Roger Ellis, "The Principles of Archive Repair," is particularly interesting and copies of it are scarce. Written as an introduction to a course on archives repair, the article emphasized what should be foremost in the attitudes of repairers towards their work—the significance of archives as "material evidence" and the importance of not altering that evidence. The section on preservation microrecording includes an article by Don Avedon of the National Micrographics Association, discussing factors to consider in selecting a micrographic service bureau. Two other articles cover the editing of historical documents on microfiche and preservation of a vertical file on microfiche. This section would have benefited from readings on archival quality film or the implications of microforms as original documents with their own servicing and preservation problems. "Disaster and Salvage" is formed around descriptions of dis-

asters at the Jewish Theological Seminary and the Corning Museum of Glass. An article by Willman Spawn, "After the Water Comes," outlines steps to be taken in the salvage of water-damaged materials.

Archives conservation shares with library conservation the need to preserve a mass of deteriorating materials. However, archival materials are unique and not just scarce/valuable. Additionally, their interest lies largely in their collective importance—the significance of the collection seen as a whole. For these reasons, archivists, unlike librarians, already have a well-formed philosophical basis for realizing the "why" of preserving their collection. What they need are specific procedures for conservation treatment. Archivists cannot fudge on the responsibility of preserving, as librarians can, by hoping that someone with a better copy will do it.

Morris Library, Southern Illinois University

CAROLYN CLARK MORROW

Records Scheduling and Disposal. Records Management Series, Public Archives of Canada. Ottawa: Records Management Branch, October 1974. 63 pp. Illustrations. Appendixes. Paper. \$1.50.

Records Disposal Schedules of the Government of Canada. Third Edition. Records Management Series. Public Archives of Canada. Ottawa: Minister of Supply and Services, 1978. \$2.50 (Canada); \$3 (other countries).

Records Management Guide for Ministers' Offices. Records Management Series, Public Archives of Canada. Ottawa: Minister of Supply and Services, 1977. 64 pp. Illustrations, index. Paper.

The three handbooks that are the subject of this review were prepared by the Records Management Branch of the Public Archives of Canada. They are part of a larger series of publications designed to assist records management personnel in their work, and to insure a good, comprehensive records management program.

The most interesting and helpful handbook is *Records Scheduling and Disposal*. It opens with a brief history of the Canadian Government's efforts to schedule its records, and then proceeds to provide specific, frank advice and guidance on how to establish and maintain a good disposition program. Included are discussions on what information must be collected, the steps to take in gathering and analyzing the information needed, and methods to follow in drafting a schedule and obtaining its approval by all concerned. There are also sections dealing with the prompt disposal of records and the use of records centers for storing noncurrent records. This handbook, first issued in 1972, is well written, concise, and thorough in its coverage. It is an excellent source of information for anyone interested in the fundamentals of records disposition. (The U.S. National Archives and Records Service has recently issued a similar publication, *Disposition of Federal Records*.)

Another handbook concerns *Records Disposal Schedules*. The schedules, which first made their appearance in 1963, contain approved disposition standards governing certain "housekeeping" records common to all departments and agencies of the Canadian government. There are now five individual schedules, the use of which is permissive, covering the following categories of records: administration, building and properties, equipment and supplies, finance, and personnel. This

handbook would be of interest to those wishing guidance in retention periods for routine, housekeeping type records. This handbook may also prove helpful to those searching for an efficient means of organizing housekeeping type documents since the organization of the records descriptions can serve as the basis for the development of a sound file-classification system. In fact, the fostering of standardized records descriptions and subject arrangements is a stated objective of the handbook. However, because of the varying dispositions, a file organized in the same fashion as the schedules may require folder by folder screening at the end of each year to remove records eligible for disposition. For example, Schedule 1, Administration, has a subject group entitled "accidents." This is further divided into aircraft, explosives, railway, and ships. The description of the records follows as either "policy" or "routine." The "policy" files have a five-year retention period (after the expiration of which they are sent to the Public Archives of Canada for review). The "routine" files have a retention period of only two years. This would appear to require the establishment of two sets of files, one containing policy material and one containing routine material, on the same subjects. This may increase the amount of time required to assemble all the information needed on one topic.

The application of these schedules is tightly controlled. Frequently, the retention period will be followed by the notation, "Before disposal consult the Public Archives of Canada for selective retention." In addition, all policy files are referred to the Archives Branch of the Public Archives of Canada for final disposition. Policy files are defined as those reflecting departmental procedures, regulations, rulings, and decisions, and those which document and show implementation of high-level management decisions. There are numerous policy files indicated under many of the topical breakdowns in the schedules. Except for the above definition of "policy" there is little guidance on what is to go into these files. This could result in much routine, housekeeping material being referred to the Archives Branch of the Public Archives of Canada for review.

It should be noted that these schedules are similar to the *General Records Schedules* issued by the U.S. National Archives and Records Service. However, the latter are considerably wider in their scope and are mandatory in their application.

The purpose of *Records Management Guide for Ministers' Offices* is to provide guidance to departmental and agency personnel in organizing a ministry's records in a logical arrangement of individual subject files within a subject file classification plan. The subject classification plan is broken down into three parts: Part 1, Administrative Records; Part 2, Department Operational Records; and Part 3, Personal Records. Primary and secondary subjects within Parts 1 and 3 are given numbers. No actual primary and secondary subjects are suggested for Part 2. However, primary and secondary subjects are illustrated for a fictitious Department of Tourism. The numbering system allows for expansion both by adding additional secondary subjects and by breaking down the secondary subjects with tertiary subjects. However, since Part 1 goes from 1 through 99, Part 2 from 100 to 299, and Part 3 from 300 to 499, there is a limit to the number of primary subjects that can be added to Parts 1 and 2. There appears to be some relationship between the subject file classification plan and the *General Records Disposal Schedule*. The primary subject headings of Part 1 of the subject file classification plan are identical to the titles of the schedules in the *General Records Disposal Schedules* (Administration, Buildings and Properties, Equipment and Sup-

plies, Finance, and Personnel). However, the relationship is not explained and not all subjects (topics) appearing in the *General Records Disposal Schedules* appear in Part 1 of the subject file classification plan. Also discussed in the handbook are mail management techniques, the subject classification process, and files room operations as they relate to the use of subject files systems. Individuals concerned with the development and use of subject files, particularly as they relate to administrative records, will find the handbook, with its extensive listings of subject breakdowns, of great interest.

Those wishing to obtain any of these handbooks should direct their inquiries to Information Canada, Ottawa, Ontario, Canada, KIA OS9.

National Archives and Records Service

JERRY L. and MARY ANN WALLACE

Disposition of Federal Records. Records Management Handbook, National Archives and Records Service. Washington, D.C.: General Services Administration, 1978. 99 pp. Paper.

This manual is a competent, stylish revision of a 1956 NARS records management handbook, *Applying Records Schedules*. This version discusses the principles and current practices of the disposition of paper and nonpaper information in the federal government. This manual, *Disposition of Federal Records*, is comprised of four sections: a theoretical introduction to appraisal and scheduling (27 pp.), federal procedures and forms in scheduling (21 pp.), the management and audit of a disposition program (8 pp.), and appendixes on the relevant U.S. Code on archives, records management, and property management (21 pp.).

The Office of Federal Records Centers will use this manual to train new staff, indoctrinate others, and to ameliorate, it is hoped, the problems of agencies who have not kept up with the program changes of NARS over the last ten years. The printing is auspicious. All federal agencies are under the gun to review their disposal of records by the end of 1979. The style is succinct and well proportioned, with, however, a few gross exceptions, such as: "techniques cannot be devised that will reduce to a mechanical operation the work of deciding on values" (p. 17). All practitioners should heed the rudimentary but essential emphasis on scheduling the largest volume series first. The tables and ratios are useful. The manual is valuable for its synthesis of many ideas in an attractive package which is easily read and easily referenced.

Brevity is also a weakness here. Even with a glossary, some terms such as "vital records" or "filebreak" are used without sufficient description or example. No mention is made of the forthcoming manuals on case filing, subject filing, or the summary overview. The manual teaches and entices, but it should also list the phone numbers of NARS institutions and should also list a basic bibliography. A recent agreement allows agencies to retain archival records in-house for thirty years; the manual says fifty years. The discussion of "costing" alternatives and of making a program audit are disappointing and appear to be an afterthought.

Disposition is a successful teaching medium. The prior manual appealed to clerical staff, but this manual appeals to management. A wise change of policy. One hopes that the federal general schedules will be improved, and middle-management will receive a consciousness-raising exposure to the exigencies of timely records disposal. Those of us outside federal service will find a source for quotable

extracts for our own manuals. This is a good beginning, one I hope will be a precedent for the balance.

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MICHAEL V. LEWELLYN

Records Management in British Universities. By Michael Bott and J. A. Edwards. Reading, England: The Library, University of Reading, 1978. 38 pp.

Records management—or at least the systematic scheduling of records into retention periods reflective of their legal, fiscal, administrative, and historical values—has concerned government agencies and major corporations for more than twenty years. But only recently have universities and colleges in the United States, faced with unprecedented quantities of records and unprecedented numbers of statutes governing their retention, taken an interest in records scheduling. Take heart, archivists. Judging from this book, British colleges and universities appear to trail their Yankee counterparts in both archival administration and records management.

Michael Bott and J. A. Edwards began their study by mailing a questionnaire concerning practices of archival administration and records management to sixty colleges and universities and then analyzing the fifty-six replies. The results proved very disturbing. Forty-seven had collections officially designated as archives but only twelve were managed by full-time archivists; the remainder were in the care of librarians, keepers of manuscripts, administrative officers, and “the least unwilling.” Of these fifty-six institutions, only eleven provided guidance to offices in the retention of inactive records.

Even more disturbing, however, are the suggestions for records management that Bott and Edwards offer. They propose that authority for a records management program be vested in the assistant registrar or an officer of equal rank; that one person in each office serve as a records clerk; and that one employee operate a records center, receiving, storing, and destroying inactive records. Retention schedules, according to Bott and Edwards, can result from circulating a questionnaire wherein offices would check off those records which they have and add those records not included on the list. Then, a university records committee, headed by the assistant registrar, would review the returns and establish general schedules applicable to the entire university.

This approach, simple as it sounds, is fraught with difficulty. The archivist and the chief legal and/or financial officer should serve on the records committee. A circulating questionnaire is not a satisfactory substitute for an on-site inspection of records and detailed descriptions of record series. Moreover, general schedules should be complemented with individual schedules in those departments generating a high volume of records and/or records for which there are numerous statutory regulations. As some archivists have already learned, a successful records management program requires intensive work on the part of the archivist with individual administrative offices. This is not to say that colleges and universities should not be involved in records scheduling; only that they should be fully aware of the demands that records scheduling will impose on staff and time.

The Ohio State University

RAIMUND E. GOERLER

Local History Collections: A Manual for Librarians. By Enid T. Thompson. Nashville: American Association for State and Local History, 1978. Bibliography, index. 99 pp. Paper. \$5.75 (\$4.25 for AASLH members).

This is a confusing book. While the subtitle indicates one level of audience, the introduction makes it clear it is not really for librarians as much as for volunteers and curators with no experience in local history collections. This seeming duality of purpose continues throughout the text. On one hand, the author assumes the reader is familiar with basic library practices while, on the other, she stops to explain even the simplest of procedures. In her discussion of reference works on newspaper collections, Thompson lists several marginally useful titles but fails to cite, either in the text or the bibliography, Winifred Gregory's or Clarence S. Brigham's crucial bibliographies.

The chapter on conservation may serve as another example of confusion. Thompson's order of presentation would lead one to believe that decontamination is the second or, perhaps, third step in the conservation process. Brushing materials clean before fumigation can fill the air with contaminants and greatly magnify the chances of spreading an infestation. A fundamental rule is that all materials other than publishers' shipments be fumigated as they enter the library. This rule is borne out by the widely-publicized infestation experienced recently in a Yale University library. There is also some confusion in the use of conservation materials. The author recommends the use of manila folders and brown wrapping paper, and in the same section she insists upon the use of acid-free materials. However, the suggestion that an old refrigerator be used as a fumigation and humidification chamber is a fine piece of ingenuity.

Too many photographs are included. Of the eighteen appearing in the third chapter, for example, only three (on pp. 21 and 33) are of any value. A fourth (on p. 30), a photograph of an ephemera file, is an unintentional example of how *not* to shelve materials. The photographs are so small that detail is lost. Enormous margins are utilized to accommodate these photographs, thus wasting a good deal of space. It would have been much more useful to have included a few good, large, illustrative photographs and to have used the remaining space to expand the text.

A manual for local history collections will be of use to many libraries and historical societies; the book under review will not.

The Jones Library, Inc.
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PHILIP N. CRONENWETT

An Archive Approach to Oral History. By David Lance. London: Imperial War Museum, 1978. viii, 64 pp. Paper. £ 2.00 (surface mail); £ 2.90 (air mail).

David Lance has written an excellent how-to-do-it manual for developing subject collections of oral history, based upon his experiences as keeper of the Department of Sound Records in the Imperial War Museum, London. In compiling this work, the author has provided oral historians working in Britain with alternatives to similar texts, such as those of Willa Baum and William Moss, that have originated in the United States. Lance contends that the emphasis of the oral history

programs in the United States is oriented toward "living Americans who have led significant lives." The British experience, on the other hand, has "largely been concerned with the social history of urban and rural working class groups and communities."

An Archive Approach to Oral History is the first publication sponsored by the International Association of Sound Archives. Noble Frankland, director of the Imperial War Museum, and Dietrich Schüller, president of the International Association of Sound Archives, both have written forewords for the manual, which is divided into chapters on general principles, project organization, interviewing, recording, transcribing, cataloging and indexing, deposit and access, equipment, magnetic tape, preservation, select bibliography, and references. For only sixty-four pages, it is an ambitious undertaking. The only chapter not written by the author is the one on cataloging and indexing.

In compiling this work, Lance expresses a number of factors which he considers essential to a successful oral history program. Among his main concerns are the necessity to provide a body of professional methodology for individuals working with oral history and the creation and administration of oral history sound recordings. His procedures are explicated well. Lance strongly implies that the sound recording is the primary oral history document, but he also does discuss the merits of the transcript. The chapter on project organization merits special attention as it contains practical instructions for developing research topics. A few topics, such as the discussion of the Universal Dewey Classification System (UDC), and certain aspects of the chapter on equipment, will be of little value to U.S. oral historians. Another matter that probably will not encumber U.S. oral historians is the arising of problems in recording sessions from *budgerigars*.

The focus of the manual concentrates on two main aspects: access and use. According to the author, "They represent the ends to which the processes described in . . . this publication should be directed." These ends have been achieved, and *An Archive Approach to Oral History* is a welcomed addition to the literature in this field.

U.S. Military Academy Library

ROBERT E. SCHNARE

United States Diplomatic Codes and Ciphers, 1775-1938. By Ralph E. Weber. Chicago: Precedent Publishing, Inc., 1979. 656 pp. \$49.50.

In the last decade or so we have witnessed a surge of interest in the use, users, and unintended readers of secret writing. Books like David Kahn's *Codebreakers*, F. W. Winterbotham's *Ultra Secret*, William Stevenson's *Man Called Intrepid*, and Anthony Cave Brown's *Bodyguard of Lies* (to name only a few of the better known) have done much to stimulate that interest. So, too, has the opening of *Ultra* material (decoded German intercepts) in the British Public Record Office and of both *Ultra* and *Magic* messages (decoded Japanese intercepts) in the U.S. National Archives. Collectively, the increasing availability of such records promises to revolutionize much of our understanding both of recent history and of the craft of cryptology.

To the growing corpus of literature on this rather arcane subject we can now add Ralph Weber's work on American diplomatic codes and ciphers from the American Revolution to the eve of World War II. His book combines an impres-

sively documented narrative history of the subject with a lengthy appendix containing the keys to 116 different codes used by American officials in the conduct of diplomacy.

To those who believe that secrecy is a recent invention of government, the degree to which our earlier leaders, the Founding Fathers included, had recourse to secret writing may come as a surprise. Drawing upon European experience in cryptography, American officials developed a large number of codes, book codes, and “nomenclators” (lists of substitute words or syllables along with a cipher-substitution alphabet). For the period from the Revolution to the year 1848, Weber has identified over 100 distinct systems, some used only rarely, others more extensively. Their creators ranged from the relatively obscure and ineffectual James Lovell, who devised a complicated code which he urged unsuccessfully upon such diplomats as Franklin and John Adams during the Revolution, to Thomas Jefferson, a version of whose cipher wheel was still being used in government circles in the twentieth century. (Jefferson, as President, also developed a private code for communications outside of State Department channels, finding it “convenient and advantageous to have at hand a mask for whatever may need it.”) Curiously, perhaps, between 1848 and 1866 American diplomacy was apparently conducted without the use of secret writing. With the opening of the trans-Atlantic telegraph cable, the characteristics of such writing changed, largely, it would seem, in the interest of economy. In 1876 the State Department began using the first of the modern codebooks, the “Red Cipher” prepared by the department’s chief of the Bureau of Indexes and Archives. Other color-designated codebooks followed until, in World War II, the coming of the code-machine made them all obsolete.

For many readers the historical description of American diplomatic codes and ciphers will be of value by itself. At least as valuable, however—and in the long run probably more so—are the keys to diplomatic codes published in an appendix which occupies more than half of the book. The basic keys to all of the systems described in the text are in the appendix. As a result, the volume should become a part of the reference collection of any research institution where diplomatic history is seriously studied. Weber has produced a valuable work; or, as George Washington might have put it: 627.283.1. HENPIH.218.FQQO.

National Archives and Records Service

JAMES E. O’NEILL

Guide to Ethnic Museums, Libraries, and Archives in the United States. By Lubomyr R. Wynar and Lois Buttlar. Kent, Ohio: Kent State University, 1978. Available from the Center for Ethnic Publications, School of Library Science, Kent State University, Kent, Ohio 44242. 390 pp. Indexes. \$9.50.

Research interest among historians, sociologists, anthropologists, and others in the area of ethnic studies has been increasing in recent years. In response to the need for information about specialized ethnic materials and institutions, the Program for the Study of Ethnic Publications, at Kent State University, has, since 1972, produced several guides to ethnic resources. including this guide to museums, libraries, and archives.

Supported in part by funds from the U.S. Office of Education (grant-seeking archivists take note), the *Guide*, which lists 828 institutions, is arranged by ethnic

group, with a special section on multi-ethnic repositories. Among groups included are American Indians, Asian-Americans, and Black Americans, as well as less well-known groups, such as Basque-Americans and Macedonian-Americans. Although the volume is indexed by name of ethnic group, institution, and geographical location, there is no general subject index and insufficient cross-referencing of institutional names, making searching somewhat difficult for the uninitiated.

The primary intent of the authors was to produce a guide to institutions "established and supported by an ethnic community or ethnic organization." Here they have succeeded well, especially in locating many obscure repositories not usually listed in other national guides and directories. Yet ethnic sources are found in a much broader spectrum of institutions than these, and although the authors attempt to provide some coverage of institutions not administratively supported by ethnic groups, the results are, at best, erratic and inadequate. The National Archives, with over 16,000 cubic feet of Bureau of Indian Affairs records, as well as countless other records relating to ethnic groups, such as those of the Immigration and Naturalization Service, is not even mentioned in the volume, although for some unexplained reason the Federal Archives and Records Center in East Point, Georgia, is included in the multi-ethnic resource section, the only NARS facility to be listed.

Religious archives, with their extensive holdings of missionary and other ethnic-related social service materials, are under-represented. The Smithsonian Institution, the University of Pennsylvania Museum, and the Peabody Museum at Harvard University, major museums with strong ethnic collections, are strangely absent. One hopes that the authors, in planning future editions, will attempt to formulate a more consistent editorial policy, and one that would enable the inclusion of references to all repositories of ethnic materials, regardless of their source of institutional support.

Since the preface indicates that this guide is a preliminary edition, presumably to be updated and expanded in the future, and since the center's publication program is an ongoing one, the center should give serious consideration to developing an automated data base of information on ethnic materials, rather than continuing to use the manual techniques evinced in this publication. Such computer support would facilitate updating procedures and the production of a variety of guides and finding aids, as well as merging and manipulating the information gathered by all the center's survey projects.

This guide is a good beginning in a field that is experiencing constant change and growth; and, despite its deficiencies, the guide should prove useful to researchers, archivists, librarians, and museum administrators. One hopes that the center will consider some of the questions raised in this review before it undertakes any additional surveys or publications.

National Historical Publications and Records Commission

NANCY SAHLI

East Central and Southeast Europe: A Handbook of Library and Archival Resources in North America. Edited by Paul L. Horecky; David H. Kraus, assistant editor. Santa Barbara, CA: Clio Press, 1978. xi, 47 pp. Index.

There exists a dire need for bibliographical tools to aid researchers in the use of

resources located in the United States pertaining to East Central and Southeast Europe.

This volume partially fills such a need. It originated as a questionnaire survey from which forty-three libraries, archives, and research institutions were chosen to submit detailed reports. These descriptions were prepared either by the institution staff or by qualified specialists familiar with its holdings. As in all multi-authored works, the descriptions vary in length, depth, scope, and format of presentation. Some give an overall survey of their holdings, others enumerate individual volumes or emphasize periodical holdings.

All major United States repositories are included; one can, however, disagree as to the selection of some of the smaller repositories and libraries for inclusion or exclusion. Only two Canadian institutions are mentioned: University of British Columbia and University of Toronto.

Also excluded are collections which do not fall geographically into present-day East Central and Southeast Europe but which contain material relating to this area; i.e., the Ukrainian Institute at Harvard University which has substantial material pertaining to Poland.

The descriptions, concerned mainly with the humanities and social sciences, are arranged in alphabetical order by institutions. Some institutions have singled out individual countries for special treatment. Included are Albania, Bulgaria, Czechoslovakia, East Germany (post-1949), Greece, Hungary, Poland, Rumania, and Yugoslavia, as well as Judaic collections.

Published in 1976, the descriptions prepared in 1972-73 were already dated. For a reference book, it is poorly indexed. Manuscript collections, as well as localized geographic areas and names of individuals, are only selectively included.

For all its shortcomings, the compendium will enable researchers to familiarize themselves with some of the materials available in the United States. However, it would be advisable to contact specific libraries and archives repositories for updated information pertaining to their holdings and operation policies before undertaking research at specific institutions.

Although not as inclusive as Bohdan Budurowycz's survey of Slavic holdings in Canada, the volume is welcomed as an introductory research tool.

One hopes that this will constitute the first of a series of surveys and bibliographical aids that will include those libraries and archives repositories omitted in this volume and update the institutions already mentioned. Only adequate bibliographical references will make the vast resources pertaining to East Central and Southeast Europe and located in the United States more known and accessible.

*James A. Kelly Institute for Local Historical Studies,
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ZOFIA SYWAK

BRIEFLY NOTED

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

The Historical Records of the Components of Conrail: A Survey and Inventory, by Duane P. Swanson and Hugh R. Gibbs (Greenville, Delaware: Eleutherian Mills Historical Library, 1978. viii, 56 pp. Paper.) gives not only an overview of various railroad collections, but is also the story of the survey to preserve these records.

The preface and history of the project clearly explain that the survey was conceived to prevent the disappearance of valuable railroad records after the formation of Conrail. Fortunately, the Federal Railroad Administration, Conrail, and the carriers were more than willing to retain their historical records. NHPRC provided the funds for the ca. 3,500-page inventory, which provides detailed information about existing records and has, it is hoped, heightened awareness for their preservation.

The Georgia Department of Archives and History has published *Women's Records: A Preliminary Guide*, compiled by Darlene R. Roth and Virginia Shadron. The *Guide* is a preliminary survey for sources of women's history, of holdings of the Manuscript Section of the Archives. It is divided into three sections—individuals, families, and organizations—and each entry provides a brief description, the date span, and volume of the particular collection. Illustrated with copies of unique photographs and prints, the *Guide* succeeds in bringing attention to the Archives holdings on women's history. Copies are available for \$2 from Georgia Department of Archives and History.

The Brooklyn Educational and Cultural Alliance (BECA), chartered in 1975 to strengthen Brooklyn's cultural resources, has published *Rediscovering Brooklyn History: A Guide to Research Collections*, by Thomas Mills. (New York's Brooklyn Rediscovery, Brooklyn Educational and Cultural Alliance, 1978, 35 pp. Photographs. Paper.) This is primarily a guide to the ten participating institutions, but it also adds other collections with resources on Brooklyn. The attractive format includes descriptions and hours, and directions to each institution, with the main types of collections, highlights, and restrictions.

Selected Recent Publications:

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

- Addresses and Public Papers of James Eubert Holshouser, Jr., Governor of North Carolina, 1973-1977.* Edited by Memory F. Mitchell. Raleigh: North Carolina Division of Archives and History, Department of Cultural Resources, 1978. xxx, 676 pp. Index.
- American Bibliography of Slavic and East European Studies for 1975.* Edited by David H. Kraus; Anita R. Navon, associate editor. Columbus, Ohio: American Association for the Advancement of Slavic Studies, 1978. xxxv, 223 pp. Index. Paper.
- Bonfils and the Early Photography of the Near East.* By Carney E. S. Gavin. *Harvard Library Bulletin*, volume 26, number 4, October 1978. Photographs. ca. 28 pp. Paper.
- Vera Brittain Archive, Part 2.* Compiled by Terry Smart; edited by Charlotte Stewart. *McMaster University Library Research News*. Hamilton, Ontario: University Library Press, 1978. viii, 123 pp. Photographs. Paper.
- Curatorial Care of Works of Art on Paper.* By Anne F. Clapp. Third Edition. Oberlin, Ohio: Intermuseum Laboratory, 1978. \$5.
- Evaluating Information Retrieval Systems: The PROBE Program.* By Eva L. Kiewitt, Foreword by Bernard M. Fry. Westport, Connecticut: Greenwood Press, 1979. xviii, 168 pp. Figures, tables. \$15.95.
- A Guide to the Charles Avery Dunning Papers, 1913-1958.* By Howard Averill. Queen's University Archives. Kingston, Ontario: Queen's University, 1978. 55 pp. Paper.
- A Guide to the Holdings of the Queen's University Archives.* By Anne MacDermaid. Kingston, Ontario: Queen's University, 1978. 129 pp. Paper. \$4.

- Guide de Classement de l'Université de Montréal.* By Jean-Yves Rousseau and Gilles Landry. Montreal: Service des Archives, Université de Montréal, 1978. ca. 58 pp. Paper.
- The John Hunt Memoirs, Early Years of the Maumee Basin, 1812-1835.* Edited by Richard J. Wright. Maumee, Ohio: Maumee Valley Historical Society, 1978. viii, 94 pp. Illustrations. Paper.
- Inventaire des Papiers du Mexique.* By Emile Vandewoude. Brussels, Belgium: Archives Générales du Royaume, 1978. xvii, 27 pp. Index. Also: *Inventaire des Archives du Chateau de Mirwart.* By Jacques Charneux. xiv, 231 pp. *Inventaris van het archief van het Dagblad "La France Libérale."* By J. Verschaeren. 66 pp. *Archives Communales Inventaires.* Archives de l'Etat à Mons. 153 pp. Index.
- Letter Books of Louis Agassiz and Alexander Agassiz, 1859-1910.* Microfilm Edition. 15 volumes. Cambridge: Museum of Comparative Zoology, Harvard University, 1979. Index.
- Negotiating While Fighting: Diary of Admiral C. Turner Joy at the Korean Armistice Conference.* Edited by Allan E. Goodman. Stanford: Hoover Institution Press, 1978. xix, 476 pp. Index, photographs. \$22.50.
- New American World: A Documentary History of North America to 1612.* Five volumes. Edited with commentary by David B. Quinn, with the assistance of Alison M. Quinn and Susan Hiller. New York: Arno Press, 1979. ca. 2900 pp. Maps, bibliography, index. \$350.
- On Broadway.* Performance photographs by Fred Fehl. Text by William Stott with Jane Stott. Austin: University of Texas Press, 1978. xxxv, 419 pp. Index. \$24.95.
- Public History in North Carolina, 1903-1978: Proceedings of the Seventy-fifth Anniversary Celebration, March 7, 1978.* Edited by Jeffrey J. Crow. Raleigh: North Carolina Department of Cultural Resources, Division of Archives and History, 1979. ix, 110 pp. Appendixes, index. Paper. \$3 plus 50¢ postage and handling.
- Television, the Book, and the Classroom: A Seminar Cosponsored by the Center for the Book in the Library of Congress and the U.S. Office of Education and Held at the Library of Congress, April 26-27, 1978.* Edited by John Y. Cole. Washington, D.C.: Library of Congress, 1978. 128 pp. Paper. \$4.95.

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Technical Notes

CLARK W. NELSON, Editor

New Conservation Newsletter. *Conservation Administration Newsletter (CAN)* is a new quarterly publication devoted to the varied aspects of preservation of library and archival materials. *CAN* is directed to librarians and archivists who may lack expertise in conservation techniques yet must plan and execute programs in their institutions. *CAN* provides advice and assistance on the development of preventive programs, as well as useful information on repair and restoration of materials.

Designed to be a current awareness newsletter, a typical issue of *CAN* will include: news of local, state, regional, and national conservation organizations; feature articles by practicing conservation program administrators; descriptions of conservation operations in both private and institutional settings; questions and answers; reviews of conservation literature; and a calendar of upcoming events and educational opportunities.

General editor of *CAN* is Robert H. Patterson, director of libraries at the University of Wyoming. Patterson has been involved with library conservation programs for almost a decade at Tulane, the University of Texas at Austin, and at the University of Wyoming. He is a graduate of the 1978 Columbia University Preservation Administration Institute.

Assisting Patterson is a board of editorial advisors who will make frequent contributions and be responsible for reviewing each issue. These advisors include John Baker, New York Public Library; Paul Banks, Newberry Library; George Cunha, New England Document Conservation Center; Pamela Darling, Columbia University; Ann Russell, New England Document Conservation Center; and Gay Walker, Yale University.

Regional associate editors, who will provide news and information of conservation activities in their areas, will be: Hilda Boehm, U.C.L.A.; Karen Esper, Case