

## Reviews

MARY ELIZABETH RUWELL *and*  
BRENDA A. BEASLEY, *Editors*

***Index to the Papers of the Continental Congress.*** Compiled by John P. Butler. Washington, D.C.: Government Printing Office, 1979. 5 volumes. 6,633 pp. \$85.

***Index: Journals of the Continental Congress, 1774–1789.*** Compiled by Kenneth E. Harris and Steven D. Tilley. Washington, D.C.: National Archives and Records Service, General Services Administration, 1976. xiv, 429 pp. \$8.60.

Three aids to research in the records of the Continental and Confederation Congresses and the letters of their members will together make up one of the most useful legacies of the Bicentennial. Two of the three are the subjects of this review. The other, still in progress, is the Library of Congress's new twenty-five volume edition of *Letters of Delegates to Congress, 1774–1789* (five volumes now in print).

In *Index: Journals of the Continental Congress, 1774–1789*, the National Archives wisely decided simply to recast and improve existing materials. Fifteen annual indexes in the modern printed edition of the journals have been compiled and edited into a consolidated index to the series. Anyone who has wrestled with the separate indexes to the *Journals* will thank Kenneth E. Harris and Steven D. Tilley for their intelligent, painstaking, and sensible work.

The contemporaneous printings of Secretary Charles Thomson's manuscript journals that now reside in rare-book rooms across the land supplied legislative needs until 1798. A practice of providing incoming congressmen with complete sets of journals helped give financial support to several more editions in the first quarter of the nineteenth century. The papers (including the journals) of the Continental and Confederation Congresses were transferred from the Department of State to the Library of Congress in 1903. The following year the Library issued the first of thirty-four volumes in a *Journal* series that was not complete until 1937. Four successive editors bore central responsibility for the project. Throughout the series, Thomson's various distinct manuscript journals (Rough Journals, Secret Domestic Journal, other secret journals) were collated into one continuous text of

the proceedings. Committee and board reports and a few other documents were inserted into the text. The location of other documents mentioned in the text was provided in footnotes. Beginning in 1779 Secretary Thomson increasingly relied on supplementary volumes to keep track of congressional business, making the journals themselves a less full record. John C. Fitzpatrick, who became editor beginning with the 1785 volumes, recognized the importance of these ancillary materials and, among other improvements, began to utilize them in the reconstruction of the proceedings. As Harris warns in his thorough introduction to the new series index, the Despatch Book and the Committee Book (available on National Archives Microcopy 247, *The Papers of Continental Congress, 1774-89*) should therefore be used in conjunction with the volumes for 1779 through 1784.

Indexing as well as editorial procedures varied over the years. Subentries were sometimes arranged alphabetically, sometimes chronologically, and sometimes in no recognizable pattern. Subject usage changed. Variant spellings of personal names in the manuscripts led to the same person being entered differently in the indexes. Nonetheless, while cumbersome, the fifteen indexes were basically good. Tilley, who performed most of the editorial work in the compilation, has followed a sensible policy of changing what needs to be changed for convenient and thorough access and leaving as is what only affects style. A standardized form of each personal name has been determined, entries consolidated, cross-references provided from all variant spellings, and, where possible, entries for persons of the same name have been separated. Though alphabetization of main entries and other matters have been made rigorously consistent, an excellent strategy of grouping subentries by year has prevented having to change their vagarious arrangement. Cross-references between similar subjects have been added. The *Index*, however, would have been even more helpful if cross-references from general to specific subjects had listed the specific entries. For example, the cross-reference under "Indians" simply tells the reader to see the "names of individual tribes." Printed by photo-offset, the volume does not match the elegance of paper and printing of the Library of Congress set, but is in a compatible binding. The set was reissued by the Johnson Reprint Corporation in 1968.

The National Archives, which acquired custody of the papers of the Continental and Confederation Congresses from the Library of Congress in 1952, is to be congratulated for its efficiency in rendering the Library's edition of the *Journals* much more usable. Efficiency may also be cited as a virtue of their much more ambitious *Index to the Papers of the Continental Congress*. Despite a decision to abandon existing volume and card indexes and start over from scratch, and despite the general disfavor to which calendars and item level indexes have fallen in the archival profession, this massive project provides a model for cost-effective improvement in access. Microfilm publication of documents, coupled with indexes produced with the aid of computers, can create powerful research tools.

Generated using the SPINDEX programs, this index provides nearly 400,000 entries for the about 50,000 documents in the records of the congresses. Entries under a given subject, geographic location, or personal name are chronologically arranged. Each entry includes a description of the document, its date, the number of pages containing writing, and a citation of the location of the document on the 220 rolls of microfilm on which the National Archives has published the whole of the papers. Citations to the *Journals* are also provided for those documents printed there in whole or in part. The manuscript journals themselves are excluded from this index. The index to the printed *Journals* is also relied on to provide much of the access to the documents that were inserted in the text; documents printed in the *Journals* and the many duplicate copies of documents in the papers appear in this index only under sender, recipient, major subjects, and date. The chronological sort of the documents (calendar) appears as the last of the five volumes. Because copies were uniformly dated by the original, the calendar begins in 1638 with a Jonathan Trumbull copy of the Connecticut Articles of Government.

Computer technology facilitates efforts that would be otherwise virtually impossible, but that technology is neither without its share of difficulties nor is it a substitute for the qual-

ities of human intellect that good indexing require. Although both spines and title pages bear the date 1978, technical problems prevented these volumes from actually appearing until very late in 1979. The SPINDEX programs did not as yet provide for any logical sequence of the entries under a given date in the chronological sort when this project was planned. The user must therefore scan all the entries for a date in the calendar in order to locate any particular document. Human decisions as well as program limitations made this laudable effort less useful than it might otherwise have been. The abstracts of documents in the papers briefly summarize their nature (e.g., "Connecticut General Assembly. Report of com. re damages inflicted by British troops on the inhabitants of Greenwich. Jan. 1780. 6 p. Copy"), but with letters the decision was made to include only sender, place, and recipient (e.g., "Johnson, Joshua. Nantes. To S. Huntington. Feb. 20, 1781. 1 p."). Since the indexing of the papers is very thorough indeed and includes every personal name mentioned, some brief notation of the principal content of correspondence would have saved generations of scholars untold labor in looking up letters peripheral to their concerns. A lengthier introduction and, especially, inclusion there of the thesaurus of topics that were used would also have been of assistance. These and other problems, however, should not detract from a path-breaking achievement. A sampling of entries through actual use clearly reveals that knowledgeable, intelligent *homo sapiens* exercised a high level of judgment to produce a tool for scholarship that ought to be emulated.

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CHARLES H. LESSER

***Indexing, The Art of: A Guide to the Indexing of Books and Periodicals.*** By G. Norman Knight. London and Boston: George Allen & Unwin, Inc., 1979. 218 pp. Appendixes, index. \$21.

The reader Knight had most in mind when he wrote this book was a neophyte British indexer of books. However, even if you are an experienced American indexer of something other than books, or anyone with an interest in indexing, you will still find this book quite useful because it serves as a guide to the basic principles for compiling and arranging indexes.

In the introductory chapter the author provides definitions, explains terminology, briefly discusses the history of indexes, and lists the qualities needed in a good indexer. The succeeding chapters cover the mechanics of preparing an index, headings and sub-headings, name and subject headings, references and cross-references, alphabetical arrangement, indexing periodicals and newspapers, cumulative indexing, editing, and proofreading. The last chapter is devoted to humor in indexing, both intentional and unintentional, the former rather difficult to achieve and the latter all too easy. The six appendixes describe the British Society of Indexers, and its counterparts in the United States, Australia, and Canada, and two British awards for outstanding indexes.

Knight cites many sources and authorities on indexing and the book is studded throughout with apt quotations, e.g., Malcolm Muggeridge's description of a book without an index as "like a railway timetable not giving the names of the stations." There are many references to the writings of Henry Wheatley (1838-1917) who is known as the father of indexing, as well as to the original and revised versions of the British standard on indexing published by the British Standards Institution in 1914 and 1976, to the *Chicago Manual of Style* (1969), and to the *Anglo-American Cataloging Rules* (1967). Although full bibliographic information is given in footnotes or in the text itself, a separate bibliography would have been far more useful.

Knight himself offers some very quotable advice: "The production of an index is anything but a mechanical job"; "Avoid committing the indexing offense of 'scattered information' . . .—an unforgivable sin on the part of any indexer"; "Since no index-user likes to be pushed around overmuch from entry to entry, cross-references should be limited in

number to what are strictly needed"; and "Any device is well worthwhile whereby the path of people who consult the indexes is made smoother with a minimum of extra labour for the indexer."

The chapter entitled *Mechanics* is the least useful one for American archivists, because here the author's heavy emphasis on the indexing of individual books is most apparent. The only reference in the entire book to any computer operations or applications occurs in the chapter on alphabetical arrangement. The chapter on cumulative indexing is especially helpful because one can derive from it much that is applicable to archival and manuscript collections. The material on keywords, modifications, cross-references, and vocabulary control is also particularly useful. Much of the advice given is indicative of Knight's strong concern for the time and patience of index users. Archivists and librarians in charge of manuscript collections who wish to provide better access to their holdings might find it profitable to read *Indexing, the Art of* and adopt its basic principles.

*Library of Congress*

HARRIET OSTROFF

***Local Government Records: An Introduction to Their Management, Preservation, and Use.***

By H. G. Jones. Nashville: American Association for State and Local History, 1980. xii, 208 pp. Illustrations, appendixes, index. \$6.95.

This well-crafted little study starts from two unhappy premises: first, that "progress in records management at the local level has been minimal"; second, that while local government records "constitute the most important historical documentation of the American past," they have been the most neglected of scholarly sources. The two problems—the failure of local authorities to make adequate provision of their records and the unwillingness of historians to make use of them—are obviously related. Jones therefore sets out to attack them both. The first half of the book is directed at custodians of local records; the second speaks to the research community. Both sections are frankly introductory, and both are clearly designed as much to encourage better maintenance and use as to suggest specific approaches to either. As always, Jones is crystal-clear about the goals and limits of his task and accomplishes what he sets out to do with great style and erudition. We are left with a graceful summary of existing approaches to local records administration and an entertaining, systematic account of the traditional historical uses to which the records may be put.

Obviously, those who keep and use local records have some need to attend to their proper preservation. For the keeper, a measure of records management is both a legal obligation and administrative good sense; for the user, guaranteed access to the record is indispensable to effective research. But Jones's decision to address this study to a lay audience (and to one he clearly regards as unconverted) forces him to pass by the enormous and complex problems inherent in administering and retrieving local historical records and to shy away from looking at any more imaginative approaches to resolving them. For the working archivist there is next to nothing to learn from his book.

I think there are two fundamental errors here. First, mismanaged records, while marginally expensive and the source of some embarrassment to their custodian, do not in most local government operations materially impede the carrying out of a program. Clerks are better tuned to protecting and ordering that portion of the records that they really need than we often give them credit for. Second, the traditional historian, provided he can gain access on occasion to some selected part of the record, is likely to be content with it; he is in the business of gleaning, to start with. The argument for tidying-up an accumulation of records is easy. The real problem is what to do with the massive and expensive residue of historical records that are then left; and on this point the archivist, considering that that is his business, has not been particularly helpful. Jones gives full and instructive case histories of ten local jurisdictions which have recently developed records programs, and a simple,

understandable account of the familiar survey-through-disposal steps in local records management that he first wrote for North Carolina in 1960. No mention is made of the vast undertaking that may really be represented by implementing these steps. What really is involved in putting the miscellaneous papers of just one town clerk through the only sorting and arrangement process we yet know how to use to restore a retrievable order? What of the immense costs involved in making a moderate collection of early docket files safe to handle by any currently accepted method of conservation or reproduction, costs more than most local authorities can dream of sustaining for very long?

The weaknesses of Jones's second section, which is concerned with the informational characteristics of local records, illustrate the same difficulty in a different way. This is more a guide to the usefulness than to the uses of the material. The only research approach reflected is a traditional one, and the illustrations tend to stress quaint or anecdotal qualities. There is, however, a large body of recent work—much of it not in history—that involves extensive record-linkage for class and community profiles, or depth analysis of entire documentary series to establish patterns of lineage or communication. For the traditional user, it may be enough to give the records a decent home and the scholar a decent inventory. But for those who must depend upon local government sources for comprehensive analysis, we must begin talking about refining the record or our means of access to it.

The history of local records in this country is indeed dispiriting. Registers and clerks have been good housekeepers whenever their budgets allow or wherever the nature of the record demands it. But it seems optimistic to believe that anyone else will feel the compelling need to tackle records problems until the archivist has demonstrated more realistic ways to deal with them. To provide a hortatory document as well-prepared as this one cannot possibly do harm. But it comforts me very little to think that the best we can do to protect our history is to utter a polite invitation to those whose failure to care for it consistently in the past proves their frustration in trying to manage it in any of the ways we have yet suggested.

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NICHOLAS OLSBERG

***Assuring the Confidentiality of Social Science Research Data.*** By Robert F. Boruch and Joe S. Cecil. Philadelphia: University of Pennsylvania Press, 1979. 281 pp. Bibliography, index. \$18.

When social scientists explore the dynamics of society, their research frequently concerns individuals. With detailed and sensitive information often in machine-readable files, the problem arises of maintaining confidentiality to protect the privacy of individuals. To address this problem, two distinguished social researchers wrote this primer to outline procedural, statistical, and legal techniques which can insure confidentiality of social research data. At almost every turn of the discussion, the authors mention the position that archival institutions have in preserving confidentiality.

Although they acknowledge the role of the archivist and the importance of archival data in social research, they inexplicably failed to consult the archival profession. Of over 400 entries in the bibliography, not one refers to an archival publication or cites the writings of a recognizable member of the SAA. Similarly, the authors omit the SAA in discussing the development of ethical standards by professional organizations.

This neglect of the professional archivist hurts not only the archivist's ego but also the authors' book. For example, the authors urge researchers to consider confidentiality requirements early in the planning of the research project, and to make arrangements to protect the confidentiality in case of an outside audit. However, if an archivist had been consulted, the authors would have been aware of the life-cycle of records and thus would also press researchers to arrange early for the ultimate disposition of the research records.

In another context, the authors present a model for legislation that could prevent the subpoena of research records, and they discuss the extent to which selected federal statutes fit the model. Acknowledgement of the wide range of legal problems associated with archival administration would have expanded this narrow view. For example, many levels of government have enacted freedom of information acts which mandate that governmental records be made available to researchers. And in those jurisdictions where archivists have legal responsibility for records management, the judgment of what information will be preserved and made available are archival decisions. Persons familiar with archival law are aware of the complicated legal status of social research data created through federal contracts and grants. While the recent Supreme Court decision in *Forsham v. Harris* clarified the situation, congressional action may address the points raised by the House of Representatives Committee on Government Operations about the lack of guidelines for contract and grant data. (See House Report 95-1663.) If this does happen, the legislation will be in a totally different area from that of the authors' narrow model and have a far greater impact on confidentiality.

Despite these shortcomings, the authors present several ideas relevant to the archival function of appraisal of records, whether administrative records of an organization or data from a social research project by a member of the organization. The authors carefully delineate the potential use of administrative records in social research projects. In addition, they discuss the use of social research information for secondary analyses during which the data can refine earlier conclusions, test new hypotheses, or develop new theories or analytic models. While acknowledging this potential, they also point to the limitations of both types of records. Especially important is their discussion of various research techniques that intentionally add erroneous information to data gathered in social research projects. When appraisal rests on the linkage potential of a series with other records, the authors challenge Myron Guttman's contention that linking groups with shared characteristics is a viable option. (See *Journal of Family History*, Summer 1977, p. 155, as cited in *AA*, October 1978, p. 425.)

*Assuring the Confidentiality* . . . has suggestions for reference service also. The authors discuss in detail various techniques that archivists can use in providing information from restricted machine-readable files and still honor confidentiality. These techniques include extracting only certain pieces of information, summarizing the data at a very low level of aggregation, introducing random error, and analyzing the information according to the researcher's specifications.

While the authors ignore the archivist, the archivist should not reciprocate in kind. In short, this work contains important insights for archivists engaged in appraising and referencing administrative and research data for social research projects.

*National Archives and Records Service*

THOMAS ELTON BROWN

***Automation, Machine-Readable Records, and Archival Administration: An Annotated Bibliography.*** Compiled and edited by Richard M. Kesner. Chicago: Society of American Archivists, 1980. 65 pp. Author, journal, and subject indexes. Paper. \$4, members; \$6, non-members.

Every archivist interested in the applications of the computer in archives should have a copy of this bibliography. The literature of the field is international in scope, and has not been well covered by the secondary indexing and abstracting services. Through the citations and the references contained in them, access is provided to almost all of the literature on automation and archives.

The introduction gives a brief description of the events that have forced archivists to deal with the problems of automation, and also an analysis of the areas where more work is needed (copyright and privacy, treatment of machine-readable records other than survey



data, and appraisal of machine-readable records). A chart of the distribution of archives-related automation literature by year and topic shows that the literature on archival automation has reached a plateau: for the years since 1972, about twenty-five articles a year have been published. An interesting section discusses the distribution of articles published, by depth of treatment and subject content, and relations to the literature of the general field of automation and the allied fields of librarianship and records management.

The annotations are generally accurate and useful. The selection of materials from outside the archival and records management areas is questionable; the works are often outdated, and excellent guides to the areas are provided by *Computing Reviews* and the *Annual Review of Information Science* (ARIST) series. The use of an asterisk to indicate articles requiring special knowledge is of questionable utility. This reviewer found its application capricious, with some difficult works entered without it, and some general ones with it.

The bibliography will be especially useful to archivists who are just beginning in the automation area. After reading the general articles cited in the bibliography, novices might usefully read Lancaster's text *Information Retrieval Systems* (cited in the bibliography) to gain a foundation for understanding the works oriented toward information indexing and retrieval (more than half of the 293 citations).

As the literature grows, yearly updates to Kesner's bibliography (in the essay format used for ARIST) would be most helpful. Adequate indexes are provided for journal, author, and subject. Poor proof-reading mars an otherwise well-designed and printed work.

*Aspen Systems Corporation*

PAUL M. ROSENBERG

***The History of Archives Administration: A Select Bibliography.*** Compiled by Frank B. Evans. Paris: UNESCO, 1979. 255 pages. Author, subject indexes. Cloth.

This select bibliography on *The History of Archives Administration* was compiled by Frank B. Evans while he directed professional training as a staff member of the National Archives and Records Service. For some time Evans has been working with the United Nations Educational, Scientific and Cultural Organization, and this publication is the sixth title in the UNESCO series *Documentation, Libraries and Archives; Bibliographies and Reference Works*.

The bibliography is valuable and welcomed since, as Evans observes, "the history of archives and their administration remains one of the most neglected areas of historiography." No single publication is available on the full history of archival administration, but this bibliography does bring together many writings "as they document the accomplishments and the needs of national communities throughout the world." It will be valuable to archival administrators and also to historians and others, since literature in the field of archives administration is fragmentary, widely dispersed, and frequently appears in the journals and texts of related disciplines.

The bibliography is broken down into four major parts: introduction to archives administration, an overview of the evolution of archives administration, a survey of archival agencies and programs, and a survey of international archival developments.

The introduction to archives administration lists basic and additional readings of general works and surveys; archival concepts, terminology, and principles; and nature and value of archives. The overview of the evolution of archives administration examines archives of the ancient world, archives from the Middle Ages through early modern Europe, and archives administration since the French Revolution.

The survey of archival agencies and programs, Part 3, comprises almost half the book, and surveys what has been written on archival administration throughout the world. The listing starts in France and covers the globe, with Venezuela the final country examined.

The last Part is devoted to international archival developments, with a listing of archives under international law and in wartime, archives of international organizations, and international archival activities.

A splendid index of some fifty pages provides information on archival subjects and authors. The entries are especially helpful to identify fully what is available on a subject as well as on a country or locality.

Compiler Evans states that his work is not a complete bibliography on the history of archives administration, "only a reference tool," and that a "comprehensive and comparative study of the history and development of archives administration still remains to be written." When that study is done, Frank B. Evans ought to do it.

*Texas State Library*

DORMAN H. WINFREY

**Conservation Information for Museums: Audiovisual Loan Program.** Office of Museum Programs, Smithsonian Institution. Videotape, Slide, and Print conservation presentations for loan. Brochure available from Office of Museum Programs, Smithsonian Institution, Washington D.C. 20560. Mailing fee.

The Smithsonian Institution has, for museums, a series of audiovisual conservation information programs of which four especially apply to archival/manuscript materials. Three programs present data via slides; the fourth uses a video cassette. All include a typescript of the audio cassette, a bibliography, a list of materials and sources, and such additional data as formulae and procedures. Their effectiveness, however, rests with the visual presentation of the problem illustrated, techniques for examination, and procedures for correction.

*The Cleaning of Prints, Drawings and Manuscripts: Dry Methods* shows the archivist/curator inexperienced in conservation work how one basic conservation technique must be applied to stabilize materials. Each slide presents one aspect of the technique of dry cleaning a paper document. The audio not only enumerates that aspect of the technique but calls attention to specific points illustrated by the slide. Interspersed are charts summarizing past steps, suggesting future processes, and defining the limitation of each technique. This approach blocks out important segments of the procedure, making the information more understandable to one untrained in conservation. An extensive bibliography and a glossary of terms aid in the more permanent retention of ideas illustrated in the slides.

*The Curatorial Examination of Paper Objects* follows the format presented above. Periodic examination of paper items for deterioration is critical to the collection's useful life. The presentation shows not only what tools are needed for a safe, thorough examination but how each is used. One needs a proper work area, sufficient lighting, and an evaluation form on which to note the item's condition. Use of this last item, so essential to quality conservation work, is effectively woven throughout the program. Support documentation includes a bibliography and a sample examination form.

*The Hinging and Mounting of Paper Objects* continues the institution's use of warnings, detailed illustrations of tools required, close-up of each step of the process, and narrative explaining the technique. Procedures for the window hinge, folded-under hinge, bar hinge, T-hinge, and float hinge, as well as procedures for removing each one, are given effectively and thoroughly. As with the others, the archivist/curator is cautioned to experiment on worthless samples to gain proficiency.

*The Removal of Pressure-sensitive Tape from Flat Paper* is a standard video cassette. It has the additional warning: "Persons wishing to practice the demonstrated techniques should possess a knowledge of paper-making processes and of the chemical properties of solvents." However, this warning and the demonstration is insufficient to warn the user of the toxicity of solvents. The video shows the demonstrator pouring out a small amount of a solvent into a beaker which is not covered when not in use. The narrator should specifically warn of the toxicity of each solvent and give cautionary procedures of how one must use them, such as covering all solvents when not in immediate use; using a fume hood or, if one is not available, using a gently blowing fan to blow fumes away from the user to a vent or



open window; and wearing a special mask. While this presentation is directed to the more sophisticated conservator, it is generally available and such warnings, in addition to the frequent other cautionary advice, is mandatory.

These Smithsonian programs are exceptionally fine for informing archivists/conservators of proper techniques of basic conservation. The printed materials should be duplicated for the audience before the visual presentation, since the tapes can show wear and become hard to hear. I suggest a second showing either shortly after the first or after a day or two. It would be most effective if a professional conservator can direct the presentation, and a workshop be held to apply each technique on valueless paper objects.

While the overall format is effective, all of the presentations reviewed above have flaws. All urge the use of cotton gloves, yet in each presentation one or more slides show handling of a document without gloves. These flaws illustrate that extreme concentration is required to conserve paper records properly. One must be constantly aware of what one is doing; one must thoroughly plan each step and must approach the operation systematically. If the user will give the same concentration and thoroughness as the Smithsonian does in these presentations, effective identification of the condition of one's holdings, as well as basic stabilization, can occur, preparatory for the professional conservator.

*State Archivist of Indiana*

JOHN J. NEWMAN

***La Pratique des Documents Anciens: Sources et Méthodes de l'Histoire de la Savoie II.*** By Roger Devos, Robert Gabion, Jean-Yves Maritte, Jean Nicholas, and Christian Abry. Département de la Haute-Savoie, France: Direction des Services d'Archives, 1978. 335 pp. Bibliography, index, illustrations.

Rassembler en un volume des textes conçus, à l'origine, pour initier aux méthodes historiques un public de formation très variée n'est certes pas la meilleure façon de se concilier les spécialistes. C'est pourtant ce que l'équipe d'Annecy réussit à faire dans ce livre qui fait le point sur l'utilisation des documents anciens (XVI<sup>e</sup>-XVIII<sup>e</sup> siècle surtout) tout en fournissant au lecteur la possibilité de juger sur pièce (49 documents sont publiés).

Les actes publics et notariés d'abord sont analysés suivant un plan semblable d'un chapitre à l'autre: morphologie du document (conditions de production, description du contenu), intérêt du document (testaments et histoire sociale, histoire des mentalités; contrats de mariage et histoire généalogique, histoire sociale etc.), orientation bibliographique. Les particularités de la Savoie sont mises en évidence à partir des grands travaux historiques effectués pour les autres régions de sorte que le livre dépasse largement l'intérêt régional et s'avère utile au chercheur qui s'intéresse à un type de document dont il ne connaît pas les ressorts. La participation de Roger Devos est particulièrement remarquable car elle fait à elle seule le bilan des travaux historiques dont les actes notariés sont la principale source. La deuxième partie consacrée aux comptabilités et aux recensements est beaucoup plus limitée puisqu'elle part du problème posé (comment évaluer la population) et non du document lui-même (chapitre 11). C'est ainsi que les visites pastorales sont présentées comme des recensements ecclésiastiques sans qu'aucune des autres possibilités du document ne soit même soulignée.

Les documents présentés pour illustrer les chapitres sont assortis d'un bref commentaire et les auteurs ont veillé à ce qu'ils soient répartis dans le temps (7 documents pour le XI<sup>e</sup>-XIV<sup>e</sup> siècle; 7 pour le XVI<sup>e</sup>; 15 pour le XVII<sup>e</sup> et 20 pour le XVIII<sup>e</sup>). Les documents à caractère social (contrats de mariage, inventaires après décès etc.) ont également été choisis de façon à tenir compte des différences sociales.

Reposant sur la qualité et le travail de chercheurs qui ont fait leurs preuves, le livre peut être salué comme une réponse scientifique mais non hermétique à l'attente des chercheurs et des étudiants qui souhaitent être renseignés sur les possibilités qu'offrent les documents.

Les archivistes y trouveront aussi leur part car ils auront là, revivifiés, les documents qui peuvent trop souvent leur sembler inertes.

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CLAIRE DOLAN

Assembling a volume of texts devised from the start to introduce an audience of varied background to historical methodology is, to be sure, not the best way to please professionals. It is, however, what the team from Annecy (France) manages to do in this book explaining the use of very old documents (mainly from the sixteenth to eighteenth centuries) while providing the reader with the opportunity to judge each item (forty-nine documents are published).

Public records and notarial deeds are analyzed first, according to a pattern consistent for each chapter: morphology of the document (conditions of production, description of content), interest of the document (evidence of social history and attitudes, marriage contracts, genealogy, etc.), and bibliographic orientation. Characteristics of Savoie are highlighted through general histories, so the book transcends regional interest and is useful for the researcher who is interested in a type of document of which he does not know the origins. The contribution of Roger Devos is particularly noteworthy because it enumerates historical works based mainly on notarial deeds. The second part of the book, devoted to accounting and census data, is much more limited because it starts with the problem set forth (how to evaluate the population) rather than the document itself (Chapter 11). Thus parish visits are presented as ecclesiastical censuses without mention of other possible applications for the document.

The documents used to illustrate the chapters are accompanied by brief commentaries, and the authors took care to cover all time periods (seven documents for the eleventh through the fourteenth centuries, seven for the sixteenth, fifteen for the seventeenth, and twenty for the eighteenth). Documents with sociological content (marriage contracts, estate inventories, etc.) were also selected to reflect social differences.

Judging from the quality and proven work of these researchers, the book can be hailed as a thorough, but not final, answer to researchers and students who would like to find out about the potential use of documents. Archivists will also appreciate it since it revives documents which might all too often seem lifeless. [Translation by Mary Elizabeth Ruwell]

## BRIEFLY NOTED

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

*Sources for the Study of Migration and Ethnicity: A Guide to Manuscripts in Finland, Ireland, Poland, the Netherlands and the State of Michigan* [Edited by Frances X. Blouin and Robert M. Warner. Ann Arbor: Bentley Historical Library, University of Michigan, 1979. Index. 337 pp.] publishes the result of the Immigration Sources Project. For three years, the Bentley Historical Library, assisted by funds from the National Endowment for the Humanities, conducted a survey to determine the extent of the historical documentation relating to the great nineteenth-century migrations that still exists in Michigan and four selected foreign countries—Ireland, the Netherlands, Poland, and Finland. Most of the volume is a comprehensive listing of over 1,100 collections, elaborated by an extensive introduction and four papers commenting on sources in each of the foreign countries. In Michigan, 845 collections were found; the bulk were records of organizations rather than personal papers which, unfortunately, proved difficult to find outside of public repositories. The foreign countries selected had a large number of emigrants who settled in Michigan; the survey indicated the richness of available documentation that complemented, rather than dupli-

cated, American sources. The authors stress both the importance of using these sources from both sides of the Atlantic and the necessity for future large-scale microfilming to insure preservation and accessibility.

The Swiss Federal Archives has published *Emigration et Colonisation Suisses en Amérique, 1815–1918* [Volume V, *Studien und Quellen/Etudes et Sources/Studi e Fonti*. By Gerald Arlet-taz. Bern: Schweizerisches Bundesarchiv, 1979. Index, list of charts. Text in French with summaries in German, Italian, English, and French. Paper. 237 pp.]. The annual *Studien und Quellen* issues were started five years ago to publicize records in the Archives. Rather than compiling a specialized guide or inventory, the Swiss archivists felt that an analysis of Swiss emigration overseas would serve to inform scholars of available sources and research possibilities. A text, arranged according to colonized country, detailed statistics, and extensive footnotes describes Swiss settlement on the American continent, combining necessary information on the collections with an interesting descriptive study.

*A Guide to the Archives of King's Chapel, 1686–1899* has recently been completed under a grant received from the National Historical Publications and Records Commission. One of the oldest active churches in Boston, King's Chapel was organized as an Anglican Church in 1686; it later became the first Unitarian church in America. The guide is intended to facilitate the use of the records as well as to describe their creation, maintenance, arrangement, and research potential. The records dated before 1900 are on deposit at the Massachusetts Historical Society; those from 1900 to the present are at the King's Chapel Parish House. Examples of the types of records in the archives of King's Chapel include financial records; correspondence; registers of baptisms, marriages, and burials; and lectures and sermons. Completed primarily with the assistance of church volunteers, it is hoped that the project may interest church archivists and others considering the use of volunteers in archives. Copies are available for the cost of duplication from King's Chapel House, 64 Beacon Street, Boston, MA 02108.

*The Guide to the American Library Association Archives* [By Maynard Brichford, et al. Chicago: American Library Association, 1979. 8 pp. plus two microfiche. Paper.] is impressive because of its innovative format. A booklet contains the introduction, background information, and recommended reference works; one microfiche page contains a 109-page records series description arranged by office of origin; the second microfiche is a 131-page alphabetical subject index to record series. The result is compact, easy to mail and easy to understand (unless, of course, a microfiche reader is not available!).

The guide was created from three computerized data bases. The use of the PARADIGM system developed for the University of Illinois archives is carefully explained, a help both to the researcher and to archivists planning a similar project.

*A Guide to Current Catholic Diocesan Newspapers in Microform*, by Harry M. Culkin, Archivist of the Diocese of Brooklyn, contains data on the micrographic status of all one hundred and forty Catholic diocesan newspapers currently being published in the United States. The format is extremely handy yet inexpensive, an alphabetical checklist cleverly folded from a legal-sized page to resemble a pamphlet. The guide, a project sponsored by the American Theological Library Association, is available for \$3 per copy, prepaid (\$3.50 if billing is necessary), from Harry M. Culkin, Cathedral College, 7216 Douglaston Parkway, Douglaston, NY 11362.

*The Final Report of the National Commission on New Technological Uses of Copyrighted Works (CONTU)* was issued in 1979 by the Library of Congress. The commission was created in 1976 to provide the President and the Congress with recommendations concerning changes in copyright law. The 172-page report consists of suggestions based on three years of data

collection, hearings, and analysis. The report includes chapters on the commission and its recommendations, computers and copyright, and machine reproduction and photocopying. Appendixes include legislative histories, lists of witnesses and commission-sponsored studies, transcripts of meetings, and a bibliography. The report is available for \$4.75 from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (Stock No. 030-002-0014308).

An attractive 22-page oversize catalog of the *Archives of the Detroit Institute of Art* was produced for an exhibit held in February and March, 1980, at the museum. Documents, photographs, plans, and objects are reproduced, accompanied by a concise commentary, an introduction, and a chronology. Especially when considered in conjunction with the recently published records inventory, this catalog presents an excellent introduction to the archives.

*The Great Explorers: Stories of Men Who Discovered and Mapped Unknown Areas of the World*, published by Facts on File, Inc., may be of interest to those with collections dealing with cartography and/or explorations. Each chapter discusses a specific age or area of discovery, ranging from the early Egyptians to the polar explorers. The work is heavily illustrated with unusual color photographs and maps. Although it is not meant to be comprehensive, the volume could be a useful reference tool for those interested in the subjects. Available from Facts on File, Inc., 119 West 57 Street, New York, NY 10019. \$17.50, cloth.

With the publication of the January-March 1979 issue, the *Unesco Journal for Information Science, Librarianship, and Archives Administration* superseded the *Unesco Bulletin for Librarians*. The new journal publishes original studies, the results of research, and articles of international interest on theoretical and practical developments in the fields of information science, librarianship, and archives administration. Each issue will focus on a specific theme; for example, the International Year of the Child and issues concerning children's literature and libraries, was the theme of the first issue. The journal is published in a pleasing format and seeks to serve as an international forum on the diverse issues in the fields of its interest. Each issue includes original articles, book reviews, lists of new publications, and international news and information. Distributed in the United States by Unipub, 345 Park Avenue South, New York, NY 10010, the journal is available for an annual subscription rate of \$14.50 for four issues.

#### SELECTED RECENT PUBLICATIONS

*The American Bibliography of Slavic and East European Studies for 1976*. Edited by David H. Kraus. Assistant Editor George J. Kovtun. Prepared at the Library of Congress for the American Association for the Advancement of Soviet Studies, Columbus, Ohio, 1979. Introduction, bibliography, indexes. 229 pp. Paper.

*Britain and Palestine 1914-1948: Archival Sources for the British Mandate*. Edited by Philip Jones. New York: Oxford University Press, 1979. 256 pp. \$49.50.

*Business History Yearbook: Reports from the Business Archives for 1978*. By Anders Ture Lindstrom, et al. Denmark: University Press in Aarhus, 1979. 212 pp. [In Danish]

*Catalog of Microfilm, 1978*. Petaling Jaya: National Archives of Malaysia, 1979. 28 pp. Paper.

*La Conception des Bâtiments d'Archive en Pays Tropical*. By L. Bell and B. Faye. Paris: UNESCO, 1979. Preface, introduction, bibliography. 190 pp. Paper.

*Documents Diplomatiques Français 1932-1939*. Volume 8 (1 November 1934-15 January 1935). Commission de Publication des Documents Relatifs aux Origines de la Guerre, 1939-1945. Ministère des Affaires Étrangères. Paris: Imprimerie Nationale, 1979. Chronology, index. 738 pp.

- A Register of the Frederick Philip Grove Collection*. Compiled by Deborah Rath. Winnipeg, Manitoba: Department of Archives, Manuscripts and Rare Books, Elizabeth Dafoe Library, University of Manitoba, 1979. 65 pp. \$3. Also available are registers of the following collections: Frederick Philip Grove Collection; John Wesley Dafoe Collection; Margaret Konantz Collection; University of Manitoba Financial Administration, 1883–1932.
- Guia Preliminar de Fontes para a história do Brasil: Instituições Governamentais no Município do Rio de Janeiro*. By Maria Amelia Porto Migueis, et al. Rio de Janeiro: Fundação Casa de Rui Barbosa, 1979. Index. 128 pp. Paper.
- A Guide to Military History Resources in the East Carolina Manuscript Collection*. By Donald R. Lenron. Greenville, North Carolina: East Carolina Manuscript Collection, J. Y. Joyner Library, 1979. Preface, index. 77 pp. Paper.
- "The Legal Struggle to Abolish the House Committee on Un-American Activities: The Papers of Jeremiah Gutman." Compiled by Richard N. Katz. Berkeley, California: Meiklejohn Civil Liberties Institute, 1980. Introduction, appendix. 22 pp. Paper. \$2.50. [Inventory]
- Calendar of Manuscripts: 1763–1783*. The Long Island Historical Society. Compiled by Karin N. Mango. New York: Publishing Center for Cultural Resources, 1980. Introduction, appendixes, Index. 126 pp. Paper.
- Paleografia Româno-Slavă*. By Damian P. Bogdan. Bucharest: Romanian State Archives, 1978. Index. 386 pp. Accompanied by album with preface in Romanian, French, and Russian, and 67 photographs. Lei 40.
- The Papers of Henry Laurens*. Volume Eight: *October 10, 1771–April 19, 1773*. Edited by George C. Rogers, Jr., and David R. Chesnutt. Columbia, South Carolina: University of South Carolina Press, 1980. xxiv, Appendixes, index. 784 pp. \$27.50.
- Perspektivplan für die Staatliche Archivverwaltung in Baden-Württemberg*. Bearbeitet von Wilfried Schontag, Hermann Bannasch, Hartmut Weber. Stuttgart: W. Kohlhammer, 1979. Foreword, charts. 121 pp. DM 28.
- Reading in America, 1978*. Edited by John Y. Cole and Carol S. Gold. Washington, D.C.: Library of Congress, 1979. Preface, introduction, appendixes. 98 pp. \$4.95. Paper.
- The Siege of Québec*. By Captain John Knox. Edited and introduced by Brian Connell. Old Mystic, Conn.: Pendragon House of Mississauga, 1980. Introduction, illustrations, biographical index. 320 pp. \$5.95. Paper.