

Reviews

MARY ELIZABETH RUWELL and BRENDA BEASLEY KEPLEY, *Editors*

Wisconsin Municipal Records Manual. By Michael J. Fox and Kathleen A. McDonough, Madison: State Historical Society of Wisconsin and Wisconsin Department of Development, 1980. v, 102 pp. Illustrations, appendixes. Paper. \$1.50.

The *Wisconsin Municipal Records Manual* was published by the State Historical Society of Wisconsin and the Wisconsin Department of Development, under a grant from the National Historical Publications and Records Commission. The manual is designed to aid Wisconsin local government officials in the administration of active records and in the disposition of non-current records. In addition to retention/disposition schedules, it provides an overview of general practices in managing records. The manual joins a lengthy list of significant archival accomplishments of the State Historical Society of Wisconsin and of the NHPRC, and will immediately rank among the best of the local records manuals issued by any state or provincial archives.

Of the manual's 102 pages, 53 are given to records retention/disposition schedules. These were drawn by project archivists from the State Historical Society from a survey of six representative Wisconsin municipalities. The schedules were reviewed by public officials, professional organizations, state agencies, and other interested parties; revised; and adopted by the state Public Records Board under its statutory authority to establish minimum retention periods for government records. Schedules are grouped under the headings of Administration, Elections, Finance, Revenue, Engineering and Public Works, and Public Health. An introduction to each section explains that particular function of municipal government and describes each of the related records series which follow in alphabetical order by title. At a glance the schedules appear to be sound. Undoubtedly, they are a breakthrough in protecting local data of permanent value, for no precise guidelines for retention were previously available. Since the schedules have statewide impact and since they reduce, in many instances, a general retention requirement of seven years for most records to a lesser time-frame, they will free much municipal office and storage space for better use. There are questions about the schedules, however. Apparently, they are not comprehensive. Only six, eight, and ten records series are listed for Purchasing, Parks, and the Treasurer, respectively; there are only slightly over 200 records series altogether (South Carolina, a much smaller state, has over 500 records series at the county level

alone). A more serious question concerns the appraisal process. Can a survey of six towns and cities serve as an adequate data base for scheduling records in all Wisconsin municipalities? Further, would not a valuable dimension be added to the schedules by suggesting which records should be microfilmed, or how long records should be kept in office areas prior to inactive storage as an intermediate step toward disposition or transfer to the State Historical Society? Also, would not the records series be more understandable, and precisely identified, if each description followed its title rather than be included in an introductory statement for the entire office? Nonetheless, the schedules reflect much effort and insight, and will be regarded as a model for other local records efforts.

The remaining portion of the manual deals with records management in general. It outlines relevant statutes, notes the importance of records management, explains how to establish a records management program, provides a special section on microfilming, and refers to sources of additional assistance. While the section on filming is an excellent introduction to micrographics, the other records management parts of the manual could be improved. The section as a whole suggests that retention schedules, microfilming, and files management constitute the full spectrum of local records management. This segment of the manual would be more balanced, comprehensive, and perceptive if it also referred to other records management areas such as records creation, inactive records storage, correspondence management, and data processing applications. As with most records management works authored by archivists, this manual is primarily intended to "siphon the history out of the records." In its concern for the archival nucleus of municipal records, the manual does not fully address the exigencies of everyday records management. A preoccupation with archival matters may not be the best tack for optimum results with local government. The most direct avenue to success in protecting town and city archives is enlisting the enthusiastic support of those who create and maintain the records—the municipal officials themselves. To local government officials, a records manual should state: "Through records management, we will save you money, make your job easier, and enhance your image with your constituents." The Wisconsin manual does not fully do this. For example, its pictures at the beginning of each section of the manual—the State Historical Society search room, 1911; a vacant pool hall in Madison, 1915; and elementary school children learning about personal health, 1920—are quaint and archivally appropriate, but they may not engender local cooperation nearly so much as text and graphics which focus on dollars and cents, ease of office operations, and how to cut paperwork.

This suggestion as to the preferred approach in reaching local government should not obscure the worth of the manual in general. The *Wisconsin Municipal Records Manual* is certain to add impetus to local records work in that state, and it is an example of significant advancement within a short time-frame, which is possible through NHPRC funding. Due to its overall quality, the manual is another feather in the cap of the State Historical Society of Wisconsin. It rivals similar efforts such as those of the state archives of North Carolina and Ohio and will prove to be among the best of the local government records manuals.

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JULIAN L. MIMS

Comprehensive Guide to the Manuscripts Collection and to the Personal Papers in the University Archives. Compiled by Marilyn Priestley. Seattle: University of Washington Libraries, 1980. 700 pp. Introduction, name and subject indexes. Cloth.

The University of Washington's *Comprehensive Guide to the Manuscripts Collection and to the Personal Papers in the University Archives* is a noteworthy and commendable achievement. Funded by the National Endowment for the Humanities, the guide describes 2,453 accessions totaling 13,700 linear feet of materials primarily relating to the history of the Pacific

Northwest, Washington State, and the University of Washington. University administrative records are excluded. The guide gives ample evidence of a successful and systematic acquisitions program which, especially since 1958, has brought in materials from businesses, trade unions, churches, immigrant and ethnic societies, civic leaders, journalists, artists, and scientists, among others. While the collection's strength is local and regional, researchers with wider interests will find some surprises, such as the papers of political activist Anna Louise Strong and Nuremberg war crimes trial judge Walter Burges Beals.

The standard descriptive elements expected in a guide are present in this one, together with less common but useful entry data such as bulk dates, publications related to or based on materials, and level at which processing has been achieved. Of special interest to archivists, however, are features that mirror the particular methods of intellectual control espoused by Richard C. Berner, head of the University Archives and Manuscripts Division at the University of Washington. Absence of subject description and a heavy emphasis on biography and corporate history in entries reflect Berner's argument that subjects can be inferred from biographical and corporate activities. This guide demonstrates the validity of his argument. Unfortunately, his policy is not always rigorously executed. Essential place-names and dates are absent from descriptions of all too many entries. We are told, for instance, that Benjamin Kizer was a civic leader but not that he was associated with the city of Spokane. From a small sample, twenty such lapses were detected.

Berner's system also provides the guide's two indexes, called the Cumulative Name Index (CNI) and the Cumulative Subject Index (CSI). CNI terms are derived directly from data sheets and series and folder level inventories. The result is a larger number of terms, especially personal and corporate names, than are usually found in guides. On the other hand, deriving terms from inventories instead of guide entries causes some inefficiencies. Examples were found of significant subjects described in entries but not indexed, and often there is no apparent relationship between CNI terms and entry descriptions. The CSI is an alphabetical list of fourteen subject-classes, subdivided by topic, place-name, or date. All human activities described in entries are fitted into these fourteen classes. This subject classification scheme simplifies searching, limits the need for cross references, and provides effective subject access.

This guide has some deficiencies unrelated to Berner's system. The introduction is not carefully written and lacks an overall scope and content description of the repository's collection. A blind reference, deleted entries, and appended supplemental list of entries, and art accessions inadvertently put with the general entries instead of the section on art, all suggest haste in assembling the guide. But such flaws are small distractions in an otherwise successful publication.

Hoover Institution, Stanford University

CHARLES G. PALM

Foxfire 6. Edited, with an introduction by Eliot Wigginton. Garden City, New York: Anchor Books/Doubleday, 1980. 512 pp. Introduction, illustrations, index. \$14.95, cloth; \$7.95, paper.

"[There currently is a reaction against traditional history] because for the past two hundred years history has grown into the domain of a narrow group of priests." Ron Grele, *Envelopes of Sound*

"... People doing oral history should have some kind of training, because what's left out is more significant than what's put in. It's only if you know something about a culture or a period from other sources that you can begin to judge how the memories reflect not only what's not there but what *is* there." Alice Kessler-Harris, *Envelopes of Sound*.

Foxfire 6 is the most recent effort in a long line of *Foxfire* books, movies, and publications, and has the same weaknesses and strengths as its predecessors. In *Foxfire 6* there are nine sections dealing with gourd banjos and songbows, wooden locks, shoe-making, toys and games (profuse with illustrations), reminiscences of a ninety-three year old "survivor," and indexes for volumes 4, 5, and 6.

But what's worth the price of admission is the fascinating introduction in which the project's originator, Eliot Wigginton, discusses how schools can create humane learning environments for their students. He feels that, most important, "the school and the community should be one." By that he means that "students and faculty must be engaged in forging two-way relationships that not only educate, but also endure and make a difference in the quality of life [in their community]" (p. 18). A particularly apt illustration of this point is the story of his visit to an urban high school in a decaying city, where the assembled teachers felt they had nothing to celebrate in their community. Wigginton arranged for an interview with a local librarian; after some rather uncomfortable moments, the interview proceeded to reveal some fascinating historical insights and motivated the students to discover more about their community.

Much is implied and never stated in this anecdote, and more generally in the text of *Foxfire 6* itself. For our purposes I would like to raise just one question in this review: just what kinds of material are the students producing in *Foxfire*? I would call it oral memories, craft traditions, and folklore filtered through many years, and used to educate and acclimate modern students to values felt to represent yesteryear. Since the craft skills transmitted are removed from the time that produced them, there is an understandable temptation to present them in a variety of romanticized modes. Eliot Wigginton has done a fine job of trying to preserve the balance, in his headnotes to each of the nine sections; but the overall impression is that much of the historical background has been lost and that much nostalgia has crept into the text.

More than fading memory is involved here. As mentioned in several places in *Foxfire 6* (especially p. 140: "the origins of those [traditions] we found were hopelessly scrambled."), present and past realities have affected the processes of recall at several crucial spots. Contemporary pressures and the sensitivities of the interviewers encouraged the older people interviewed, I am certain, to screen their memories in selective, protective, and didactic fashion for the benefit of their young contemporaries.

Of much more concern than the work of Eliot Wigginton, however, are the spinoffs encouraged by *Foxfire*. Perhaps the greatest danger to preserving for future use the material of the past is the endless fascination of today's teachers with new technology, especially the video-tape recorder. Just producing a video-tape show on folk cultural and historical traditions creates new forms of evidence that seem to exhibit self-evident and unequivocal significance. Critical evaluations of many of these projects have demonstrated the need for including deeper cultural and historical questions by no means self-evident or obvious; in other words there is a point at which these works inadvertently distort history and its meaning. And to the extent that *Foxfire*-type projects have become central to our experiences, we perhaps should wonder if the shape of much of the history to come will also assume distorted forms.

Pennsylvania Historical and Museum Commission

CARL OBLINGER

Forms Analysis and Design. Office of Records and Information Management, National Archives and Records Service. Washington, D.C.: NARS, 1980. xxiii, 192 pp. Introduction, glossary of terms, illustrations, index. Paper.

This handbook was quite obviously written for the records management professional, rather than the archival professional. Archivists should, however, make a point of familiarizing themselves with the contents of new publications in all disciplines of the information management field. Therefore, the following is more a synopsis than a review.

Records managers, novice and experienced, as well as experienced archivists in corporate settings and government agencies will find this handbook a useful guide and reference tool. It is written in a clear, concise manner and has comprehensible illustrations. The book has a detailed table of contents and a brief subject-index. The glossary contains the most common terms used in forms design and printing. A checklist is also provided to aid in a final review of forms before they are released for printing.

The first three chapters concentrate on forms analysis. Guidelines are provided for gathering and analyzing the information needed to design an effective form. Also provided are guidelines for determining whether or not improvements in forms will improve operating procedures. Functional files, data charts, time analyses, and use or process charts are discussed. The next four chapters concentrate on forms design. Chapter 4 serves as an introduction to forms design and discusses standard design techniques and drafting equipment and supplies. Chapters 5 through 7 discuss how to design a form easy to read and easy to fill in; what form identification is needed for filing, requisitioning, stocking, etc.; which type of forms are subject to government regulations; and how to reduce the amount of time needed to fill in and retrieve data. Chapter 8 discusses techniques to cope with delays and costs of routing and mailing forms. Chapter 9 discusses designing forms for efficient filing. The last three chapters deal with the physical construction of forms, the elements of typography, and printing specifications and requirements.

This handbook is a technical records management publication and should be included in every records manager's reference collection. Most archivists, however, would find it difficult to justify the purchase of such a handbook for their reference collections.

Winterthur Museum

BARBARA HEARN

Northern New Spain: A Research Guide. By Thomas C. Barnes, Thomas H. Naylor, and Charles W. Polzer. Tucson: University of Arizona Press, 1981. 147 pp. Glossary, bibliography, illustrations. \$9.95. Paper.

This extremely useful guide, to the many and scattered resources for research on the northern provinces of Mexico during the Spanish colonial period, was first conceived to fulfill the needs of the research team at the Documentary Relations of the Southwest project (DRSW) at the Arizona State Museum. It has been broadened to provide information on a number of basic topics including "types of documents, political and social organization, paleography, and special terms" (p. ix).

The authors begin by providing a description of the DRSW project (a multi-volume series of documents pertaining to the ethnohistory, cultural heritage, and humanities of the American Southwest) and a guide to the use of its computer access bibliography of primary documents. This is followed by a discussion of the various types of administrative, military, civil, and ecclesiastical documents relating to Mexico's northern provinces, such as residencias, visitas, informes, relaciones, wills, testamentos, ventas de esclavo, cartas de libertad, títulos and peticiones, denuncios, padrones, diezmos, inquisition documents, and informacios and libros de registro. The brief, but informative, descriptions of the documents are followed by a discussion of paleographical problems encountered in using Spanish colonial documents, along with valuable suggestions for overcoming some of these problems. The next section of the volume lists and briefly describes the principal documentary collections in Mexico, Spain, Italy, England, France, Denmark, Germany, and the United States dealing with the subject, along with a bibliography of guides and finding aids for these collections.

The authors next provide an overview of the basic structure and evolution of Spanish colonial government in the northern provinces. The next section of the volume includes a number of very helpful tables for interpreting terms relating to money and currency, and weights and measures, and a guide to the varied nomenclature applied to native

peoples. The volume concludes with several maps, a glossary, and a brief bibliography of major secondary sources.

Although, as the authors themselves note, this is neither an "exhaustive nor definitive" guide, it is an important and convenient tool for archivists, librarians, historians, and others who work with Spanish colonial materials. Those who need to make frequent use of the guide will be well advised to replace immediately with more durable material the flimsy paper covers and plastic spiral binding.

University of Texas at Arlington

SANDRA L. MYRES

Preserving Your Historical Records: Proceedings of a Symposium Held at Drake University, October 20–21, 1978. Edited by Toby Fishbein and Alan F. Perry, assisted by Jon Reynolds. Sponsored by the College for Continuing Education at Drake University, Kansas City Federal Archives and Records Center, Iowa Historical Materials Preservation Society, and the Iowa Local Historical and Museum Association. 131 pp. Paper. (Limited copies available without charge from Archives Branch, Federal Archives and Records Center, NARS, 2306 East Bannister Road, Kansas City, MO 64131).

This publication contains transcriptions of the six sessions that comprised a two-day "symposium on conserving local records" that concerned the preservation of paper records and photographs.

The opening talk on "The Law and Public Records: The Iowa Context," by Peter Harstad, reviewed the history of the creation of and access to records of the U.S. Census Bureau and the development of confidentiality regarding them. Harstad also discussed interestingly and informatively, Iowa state records, focusing on collection and access and including an explanation of the relevant state statute.

"Being Selective: What to Collect and Preserve," was the title of George Talbot's presentation, in which he used photographs as examples in discussing the creation of the historical record, the kinds of records still uncollected, and appraisal of those records. Slides from the State Historical Society of Wisconsin illustrated the talk as Talbot traced the development of amateur photography, and its use to document anything from wash-boilers to New Years Eve parties. He recommended residential attics and basements, local businesses and industries, public offices, and photographers and newspapers as possible sources for these and other local records. General guidelines were given for devising collecting policies.

Two presentations by Henry Wilhelm on photographs comprise over a third of the book. Both are quite technical, giving details about the processing of black and white and color films and their stability, framing, storage conditions and equipment, and envelopes and sleeves. Some of Wilhelm's recommendations are rather unrealistic, especially his suggestions that even small institutions should set up their own darkrooms, and that "you consider firing a staff member if necessary to acquire the money" for cold storage for color photographs and other important items. Exchanges between Wilhelm and Bob MacClaren are lively, as they disagree hotly on several points. A footnote that Wilhelm's book is expected in 1981 will be of interest to those who have awaited its publication for nearly ten years.

The closing sessions featured two panel discussions. In "Where To Do It," George Cunha discussed regional conservation centers, citing the New England Document Conservation Center as a successful example. John Newman spoke about conservation at the state level, describing the facility included in a building addition to the Indiana State Library in 1974, the struggle to get it, and the funds for equipment and staff. Jacqueline Haring spoke encouragingly about the many conservation activities that could be performed in-house; but cautions that should accompany descriptions of all but the most basic conservation tasks were omitted. In "How To Do It," moderator Alan Perry ad-

dressed questions about encapsulation, lamination, quick copying and photographing for preservation, deacidification, and environmental controls to Bob MacLaren, Dick Smith, Betty Hill, Jacqueline Haring, George Cunha, and John Newman. Although panel members were not always in total agreement, the discussion yielded much helpful information.

This booklet is an example of what ideally should be done with proceedings of conferences of interest to the profession. The transcripts were edited only marginally in order to retain the flavor of the discussions, and the reader has the comfortable feeling of receiving the next best thing to being there. It is unfortunate that the booklet could not have been published just after the symposium; because much of this information has appeared in other forms by now, and many changes have occurred. At the price (gratis) however, it is worth reading.

Archives of Labor and Urban Affairs,
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PATRICIA SCOLLARD PAINTER

Yale University Library Preservation Pamphlets. By Jane Greenfield. New Haven, Conn.: Yale University Library, 1980–81. Five pamphlets. (One copy available free from Sterling Memorial Library, High Street, New Haven, CT 06520. Additional copies, \$1.50, each.)

Several basic techniques for repairing and/or protecting archival and library materials can be easily learned and performed by persons without conservation training. However, few sets of instructions have been published. Jane Greenfield, the conservator at the Yale University Library, has partially rectified this oversight with the publication of five Yale University Library Preservation Pamphlets: *Wraparounds*, *Tip-ins and Pockets*, *Paper Treatment*, *Pamphlet Binding*, and the *Small Bindery*. These pamphlets are directed toward library personnel, but archivists also encounter bound volumes, pamphlets, detached papers, supplementary materials, and torn sheets when processing collections. These items deserve the same care and preservation that is afforded papers placed in acid-free folders and boxes. By applying these techniques archivists can now perform just those tasks.

Each pamphlet includes: (1) an introduction, (2) lists of the necessary equipment and materials, (3) suppliers, (4) general information concerning the basic tasks to be performed, and (5) clear, concise, illustrated instructions. The *Wraparounds* pamphlet describes a simple method of enclosing a volume in acid-free board to prevent further abrasive action and deterioration. The materials required are minimal, and the steps are clearly delineated. The *Tip-ins and Pockets* pamphlet explains the replacement of missing book or pamphlet pages and the enclosure of loose materials which can neither be bound nor tipped into a book. Included are methods that can be used for single sheets, multiple leaves, and several folded sheets. The *Paper Treatment* pamphlet is probably the one most directly applicable to archival work. In this one Jane Greenfield describes basic dry-cleaning and flattening techniques, hole (lacunae) and tear mending procedures using Japanese mending tissue, and polyester encapsulation of individual documents. In each instance several different possibilities are examined and explained. The fourth pamphlet, *Pamphlet Bindings*, describes four ways of enclosing pamphlets or unbindable materials in acid-free binders. Each method is designed to accommodate and to protect from wear and tear and unnecessary deterioration the object enclosed, whether it is a single signature, multiple signatures, adhesive-bound or stapled, or unbindable materials. Finally, in the *Small Bindery* pamphlet the author lists and describes the equipment needed to establish a bindery and explains where much of it can be obtained and what can be done to improvise if such equipment is unavailable or too expensive.

The skills and operations described in these pamphlets are ones that can be easily and safely learned and performed without attending a major workshop or training program. The pamphlets are designed, written, and published with the aim of being open and read while the steps are being performed. Taken individually or as a whole, the pamphlets

represent a significant contribution to the literature of basic library and archives conservation, and as such deserve to be incorporated into the library of all institutions interested in maintaining their library and/or archival collections.

Yale University Library

GREGOR TRINKAUS-RANDALL

Archives: *The Light of Faith*. Edited by John T. Corrigan, CFX. Catholic Library Association Studies in Librarianship, No. 4. Haverford, Pa.: Catholic Library Association, 1980. 44 pp. Illustrations. \$4. Paper.

This booklet contains three short papers presented at the Catholic Library Association Institute in Philadelphia, 19–20 April 1979. All of them focus the attention of archivists on the quantity and the richness of archival deposits to be found in church and religious community records. Father John DeMayo's excellent treatment of church archives as the "Light of Faith" stresses the obligation of church and religious archivists to preserve their heritage. One facet of the use of church archives which was not clearly dealt with is the lack of a general policy of access to, and use of, diocesan archives even when such archives are cataloged and well organized.

Father DeMayo, in stressing the fact that the history of the church should not be limited only to the history of its hierarchy, but is in reality the history of the people of God, seems to affirm the fact that regardless of any negative effects which might result concerning the foibles and human weaknesses of churchmen, church archives should be opened to scholars. The paucity of Catholic scholars and good church historians in this country may be due in part to the lack of trained church archivists and a broader interpretation of the use of church archives by scholars.

Most important, Father DeMayo's reference to archives as an "Apostolate of Remembrance" is definitely an encouraging word to all engaged in this work.

The paper by Richard Juliani is a presentation on the recent popularity of studies of immigration and ethnic patterns and the importance of church records to such studies. Note especially his inclusion of oral history among the three sources he mentions as making important contributions. Other sources would include minutes of parish societies, parish savings and loan groups, etc.

Sister John Aloyse's contribution on the "Preservation and Maintenance of Rare Books" provides much practical guidance and includes a useful bibliography. Two basic considerations can be derived from this article: the need to recognize and preserve rare books, and the circumstances which should govern their use. Not being a librarian I have trouble with the statement that "the binding is the principal part of the book." To me the contents would take precedence.

*St. Louis Province,
Sisters of St. Joseph*

Sister DOLORITA M. DOUGHERTY, CSJ

BRIEFLY NOTED

The following are notices and brief reviews of recent publications. Unsigned notes are by the Reviews editors.

A memorial service for the late Ernst Posner was held at the Cosmos Club, in Washington, D.C., on 19 May 1980. A booklet containing transcripts of the eulogies presented at the service has been prepared and is available, in limited quantities, from Meyer Fishbein, 5005 Elsmere Ave., Bethesda, MD 20014.

Farmers, Bureaucrats, and Middlemen: Historical Perspectives on American Agriculture, edited by Trudy Huskamp Peterson, is the most recent publication of a National Archives conference. The work results from the Conference on American Agriculture, jointly sponsored by the National Archives and the Agricultural History Society, 28–29 April 1977. It includes contributions by agricultural history scholars on such diverse topics as the founding and growth of the Department of Agriculture, sharecropping, rural farm development, pesticide policy and control, presidential farm policy, and the migrant worker. The volume is enhanced by numerous photographs and maps illustrating the problems of soil erosion, lobbying efforts by various interest groups, and other subjects. It also explores the resources available at the National Archives for the study of agricultural history. The book is available for \$19.95 from Howard University Press, 2900 Van Ness Street, NW., Washington, DC 20008.

The National Archives and Records Service has published *Evaluating Forms Management*, the third in its series called NARS Self-Inspection Guides for Agencies. *Evaluating Micrographics Management* and *Evaluating Directives Management* appeared in 1980. The latest publication is more concise and easier to use than its predecessors. It gives a two-page introduction and then presents six pages of yes/no questions. The checklist concept is helpful. Unfortunately, because of its focus on management responsibilities rather than on forms review, it will be appreciated more by records managers in government agencies than by those in smaller organizations.

Members of Congress: A Checklist of Their Papers in the Manuscript Division, Library of Congress, is a new publication of the Library of Congress. Compiled by John J. McDonough with the assistance of Marilyn K. Parr, the *Checklist* provides information concerning the papers of 894 senators, representatives, and delegates to the Continental Congress, which are held by the Library's Manuscript Division. Citations to the collections range from one citing a single document signed by a member of Congress to a collection of several hundred boxes. The entries, arranged alphabetically, provide biographical information about each Congress member, as well as information about the papers themselves. The volume contains two helpful appendixes: an alphabetical listing, by state, of individuals whose papers are cited in the *Checklist*; and a chronological listing arranged by Congress number. Copies of *Members of Congress: A Checklist of Their Papers in the Manuscript Division, Library of Congress*, are available for \$9 from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 (Stock No. 030-003-00010-5).

The Filing Committee of the Resources and Technical Services Division of the American Library Association has produced the 1980 edition of the *ALA Filing Rules*. The new edition is the successor to *A.L.A. Rules for Filing Catalog Cards* (1942) and *ALA Rules for Filing Catalog Cards*, second edition (1968). The new rules specify the arrangement of the bibliographic records of library materials, whether displayed in card, book, microform, or on-line format. They do not depend on any particular cataloging principle by which bibliographic records have been formulated. The *Rules* consists of an introduction stating

the general features and principles of the work; general rules, intended to cover the most frequent and basic principles of filing; special rules, intended to apply to less frequent or unique situations; several appendixes; and an index. *ALA Filing Rules* is available for \$3.50 from the American Library Association, 50 East Huron St., Chicago, IL 60611.

The Special Libraries Association has published *Preservation of Library Materials: Proceedings of a Seminar*, edited by Joyce R. Russell. The volume reports in full the proceedings of the 1979 conference sponsored by the SLA Princeton-Trenton chapter and the Library Binding Institute. An overview of bookmaking and maintenance is presented as well as the preservation techniques that are most effective for those attempting to preserve large book collections. Topics discussed at the conference were the use of mass deacidification, lamination and encapsulation of archival materials, and other safeguards. Also included is a checklist of audiovisual aids for the teaching of preservation. The proceedings are available for \$9 from the Special Libraries Association, Order Department, 235 Park Avenue South, New York, NY 10003.

The second edition of the *International Guide to Library, Archival, and Information Science Associations* has been published by the R.R. Bowker Company. Compiled by Josephine Riss Fang and Alice H. Songe, the new edition provides descriptive information about 59 international associations and 450 national associations representing 178 nations. Two separate sections comprise the main text: an alphabetical listing of the international associations, and a geographical listing of the national ones. Entry information for each includes: official name, acronym (if any), address, names and titles of major officers, and type and number of staff. Also noted are major fields of interest, languages used, historical data, structure and goals of the organization, financial status, and the latest budget. In addition, complete membership information is detailed, along with meeting dates and description of publication programs and other activities. Nine appendixes containing subject and name indexes, a bibliography, and several special lists are also included. The *Guide* is available for \$32.50 (plus shipping and handling), from R.R. Bowker Company, 1180 Avenue of the Americas, New York, NY 10036.

Friends of Libraries Sourcebook (Edited by Sandy Dolnick. Chicago: American Library Association, 1981. 176 pp. Paper. \$6) is based on a survey within ALA and gives techniques for organizing a Friends group, conducting various kinds of campaigns and drives, and creating effective public relations. With nicely selected illustrations and case studies, it shows how to plan programs with appeal to the cultural interests of the public, to help with routine and sometimes specialized library assignments, and to raise funds for specific purposes. Friends of libraries could certainly be friends of archives! Interestingly, the last third of the book is entirely devoted to the influence Friends can have in lobbying on the federal, state, and local level.

The Alaska Historical Commission has published an attractive and informative history and inventory of the archives of the Alaskan Russian Orthodox Church. Entitled *Russian Orthodoxy in Alaska: A History Inventory and Analysis of the Church Archives in Alaska, With an Annotated Bibliography*, by Barbara S. Smith, the work is the result of a joint project of the University of Alaska at Anchorage and the Alaska Diocese of the Orthodox Church in America. During the early 1970s, officials of the diocese discovered a large number of old documents, rare books, and periodicals in the basements and attics of several churches. The staff of the History Department, University of Alaska at Anchorage, was asked to help arrange, describe, and evaluate the records, and to investigate the possibilities of microfilming them. With assistance from a grant from the Western Interstate Commission on Higher Education (WICHE), a *Preliminary Survey of Documents in the Archives of the*

Orthodox Church in Alaska was published in late 1974. The new volume represents a totally revised and enlarged edition of the earlier work. Part I of the new volume presents an informative history of Russian Orthodoxy in Alaska and a history of Russian Orthodox archives in the United States. Part II includes a description and analysis of the Archives of the Alaska Diocese in Kodiak; and Part III contains an inventory of parish records, periodicals, and books in those archives. The book is illustrated with many attractive drawings and intriguing photographs of Russian Orthodox churches, priests, and parish members. Appendixes, a glossary, an annotated bibliography, and an index are also included. *Russian Orthodoxy in Alaska* is available for \$12 (plus \$1, postage and handling) from Alaska Historical Resources, PO Box 6913, Anchorage, Alaska 99502.

The Genealogy and Local History Group of the Illinois Regional Library Council announces the publication of the *Directory of Local History Collections in Northern Illinois*. Based on a 1980 survey to which more than 300 institutions responded, the directory identifies materials ranging from traditional local history collections in libraries and historical societies to organizational and company archives with local history materials. The directory also includes descriptions of newspaper holdings, vertical file materials, scrapbooks, and photographs. A valuable aid to local history researchers, the forty-page directory is available from the Illinois Regional Library Council, 524 N. Michigan Ave., Suite 1303, Chicago, IL 60611.

The Oral History Office at Sangamon State University has published a *Directory of Illinois Oral History Resources*, compiled and edited by Kathryn Wrigley. With a grant from the Illinois State Library, the Illinois Oral History Clearinghouse, headquartered at Sangamon State University, was established in January 1980. The clearinghouse has a dual purpose: to act as a center for the exchange of information about oral history techniques, collections, and practitioners, and to produce a statewide guide to oral history resources in Illinois. The *Directory* lists 151 existing projects, programs, or collections, as well as 22 others still in the planning stage. Descriptions of oral history activities are arranged alphabetically by city where located, then alphabetically by name of the project or repository. Entries include project or repository name and address, county where located, and name and telephone number of a contact person. Also listed is the project origin and purpose, the number of tapes and transcriptions collected, the number of hours collected, the interviewers' position or status, and the subjects of the program or collection. Information about restrictions on use of the tapes, as well as hours of availability, is also provided. The *Directory* includes three helpful indexes: county, repository, and subject. Its compilers feel that the *Directory* will be a helpful tool to scholars, students of local history, teachers using oral history as a teaching tool, and novices seeking the advice of experienced practitioners. For further information, contact the Oral History Office, Sangamon State University, Springfield, IL 62708. Telephone: (217) 786-6614.

The Southern Historical Collection, University of North Carolina at Chapel Hill, announces the microfilming of the Hayes Collection. Consisting of over 20,000 loose manuscripts and 164 manuscript volumes, the Hayes papers offer a wealth of information on the history of North Carolina and on the state's role in the growth and development of the United States.

Produced with funds supplied by NEH and NHPRC, the microfilm edition of the Hayes Collection consists of thirty-five reels and includes the entire collection except for duplicate material and an extensive series of bills, receipts, and cancelled checks. Positive copies of the microfilm can be borrowed through Interlibrary Loan. Reel #1 contains the Guide and Index to the film. Bound copies of the Guide may be purchased for \$5 from: Southern Historical Collection, Wilson Library 024A, University of North Carolina, Chapel Hill, NC 27514.

Index and Abstracts of Colonial Documents in the Eugene P. Watson Memorial Library, compiled by Carolyn M. Wells, Archivist in the Eugene P. Watson Memorial Library, Northwestern State University of Louisiana, Natchitoches (paper, 75 pp., 1980), has been published by the Watson Library with a grant from the Magale Foundation. The booklet provides name and subject access to manuscripts of the period prior to the Louisiana Purchase in 1803. Copies may be obtained for \$3 (check or money order to *NSU Foundation—Library*) from the Library Director, Eugene P. Watson Memorial Library, Northwestern State University of Louisiana, Natchitoches, LA 71457.

The *Catalogue of Manuscripts in the Lane County Museum Library* (By Edward W. Nolan. Eugene, Oregon: Lane County Museum, 1981. 70 pp. Index, illustrations. Paper. \$5, plus \$.50 handling) varies a bit from the standard archival format. Some might fault its informality, lack of arrangement statements, and the like; but it is a guide that is genuinely fun to read. The series descriptions include comments and juicy passages from the correspondence, including, for example: "A minister got his face punctured yesterday over the election. He just as good as called the councilmen *liars* so one of them *pasted* him one." Intelligently, the donors of a collection are carefully listed below each entry. The director of the museum says he wanted a finding aid and an illustrated "short story" local history publication. He has both. Also, he comments that since the catalog was published, manuscript donations have doubled and patron use has increased greatly.

We Didn't Have Much, But We Sure Had Plenty: Stories of Rural Women (By Sherry Thomas. Garden City, N.Y.: Anchor Press, 1981. 185 pp. Paper. \$7.95) results from taped interviews with fifty-six rural women. The author's introduction includes succinct comments on her interview experiences and her difficulties with transcription. The resulting selected narratives, which are syntheses rather than transcriptions, are both interesting and well presented.

SELECTED RECENT PUBLICATIONS

A Century of Photographs 1846–1946: Selected From the Collections of the Library of Congress. Compiled by Renata Shaw. Washington, D.C.: Library of Congress, 1981. \$9.

A Scientist in American Life: Essays and Lectures of Joseph Henry. Edited by Arthur P. Molella, Nathan Reingold, Marc Rothenberg, Joan F. Steiner, and Kathleen Waldenfels. Washington, D.C.: Smithsonian Institution Press, 1980. vii, 136 pp. \$6.95. Paper.

Biography and Genealogy Master Index: A Consolidated Index to More Than 3,200,000 Biographical Sketches in Over 350 Current and Retrospective Biographical Dictionaries. Second Edition. Edited by Miranda C. Herbert and Barbara McNeil. Gale Biographical Index Series, No. 1. Detroit: Gale Research Co., 1980. 6,000 pp. in 8 volumes. \$575/set.

Book Illustration and Decoration: A Guide to Research. Compiled by Vito J. Brenni. Art Reference Collection, Number 1. Westport, Conn.: Greenwood Press, 1980. Author and subject indexes. 191 pp. \$27.50. Cloth.

Catalogul Documentelor Tarii Romanesti Din Archivele Statului. Vol. III 1621–1632. Directia Generala A Arhivelor Statului Din Republica Socialista Romania. Bucharest, Romania, 1978. 901 pp. Paper.

Historical Records of the Government of Canada/Documents historiques du gouvernement du Canada. By Terry Cook and Glenn T. Wright. Ottawa: Public Archives of Canada, 1981. 84 pp. Paper.

Index to the Letters and Papers of Edward White Benson, Archbishop of Canterbury 1883–1896 in Lambeth Palace Library. London: Mansell Publishing, 1980. \$20.00. 240 pp. Cloth.

An Inventory of the Mazzulla Collection, Part I. Arranged by Beth T. Muskat. Fort Worth, Texas: Amon Carter Museum, 1980. 100 pp. Paper.

- International Bibliography of Historical Sciences*. Vol. 45–46 (1976–77). Edited by Michel Francois, Nicolas Tolu, and Michel Keul. Ridgewood, N.J.: K. G. Saur, 1980. Indexes, 492 pp. \$58. (Distributed by Gale Research Co., Detroit, MI 48226.)
- A Catalogue of the John Steinbeck Collection at Stanford University*. Compiled and edited by Susan F. Riggs. Stanford, Calif.: Stanford University Libraries, 1981. 194 pp. \$20. Paper.
- Directorio de Bibliotecas de La Republica Mexicana/Directory of Libraries of the Republic of Mexico*. Supplement. Secretary of Public Education, Mexico, 1980. 589 pp. Paper.
- Documents Diplomatiques Français, 1932–1939/ French Diplomatic Documents, 1932–1939*. (1st Series, 1932–1935; 2nd Series, 1936–1939) 2 volumes. Commission for the Publication of Documents Relative to the Origins of the War 1939–1945. Ministry of Foreign Affairs. Paris: Imprimerie Nationale, 1980. Series 1, 731 pp.; Series 2, 638 pp. Cloth.
- The George Kleine Collection of Early Motion Pictures in the Library of Congress: A Catalog*. Prepared by Rita Horwitz and Harriet Harrison. Washington, D.C.: Library of Congress, 1980. Illustrations, introduction, index. xxxvi, 270 pp. \$11. Cloth.
- Guide to America-Holy Land Studies: American Presence*. Edited by Nathan M. Kaganoff. New York: Arno Press, 1980. Introduction, illustrations, index. xvii, 127 pp. \$20. Cloth.
- Guide to the Manuscripts in the National Maritime Museum, Volume 2, Public Records, Business Records, and Artificial Collections*. Edited by R. J. B. Knight. London: Mansell Publishing, 1980. Introduction, index. xxviii, 216 pp. \$40. Cloth.
- Guide to the Literature of Art History*. By Etta Arntzen and Robert Rainwater. Chicago: American Library Association, 1981. Author-title and subject indexes. 616 pp. \$75. Cloth.
- The Library Chronicle*. New Series No. 14. Austin: Humanities Research Center, The University of Texas at Austin. Quarterly. Subscription rate, \$20.
- Local Public Library Administration, 2nd. Edition*. Revised by Ellen Altman. Chicago: American Library Association, 1981. 260 pp. \$20. Cloth.
- Moldova Si Transilvania in Vremea Lui Petru Rares (1527–1546)*. Directia Generala A Arhivelor Statului Din Republica Socialista Romania. Bucharest, Romania, 1978. 271 pp. Paper.
- Organizzazione E Legislazione Archivistica Italiana*. By Elio Lodolini. Bologna, Italy: Patron Editore, 1980. 460 pp. Cloth.
- The Papers of Leverett Saltonstall, 1816–1845*. Selected and edited and with an introduction by Robert E. Moody. Volume 2, 1831–June 1840. Boston: Massachusetts Historical Society, 1981. viii, 328 pp. Cloth.
- Inventaris Van Het Archief Van de Houthandel J. M. Meiguzen & Zoon, 1837–1970*. By W. E. Goelema. Groningen, Netherlands, 1980. 192 pp. Paper.
- Gebundelde Inventarissen*. By J. Ellerbroek-Wellinga and J. H. de Vey Mestdag. Groningen, Netherlands, 1980. 192 pp. Paper.
- Russia, The Soviet Union, and Eastern Europe: A Survey of Holdings at the Hoover Institution on War, Revolution and Peace*. Edited by Joseph D. Dwyer. Stanford, Calif.: Hoover Institution Press, 1980. Library Survey No. 6. 233 pp. \$18.95. Cloth.
- Ten First Street, Southeast: Congress Builds a Library, 1886–1897*. (An exhibition in the Great Hall on the Second Floor of the Thomas Jefferson Building, Library of Congress.) By Helen-Anne Hilker. Washington, D.C.: Library of Congress, 1980. Illustrations. 102 pp. \$4.75. Paper.