

Reviews

BRENDA BEASLEY KEPLEY, *Editor*

"Cartographic Archives," *Archivaria*, no. 13 (Winter 1981-82), 162 pp. Paper. Available for \$6.00 Can (individuals) or \$11.00 Can (institutions) from *Archivaria*, School of Librarianship, University of British Columbia, 1956 Main Mall, Vancouver, B.C., Canada; Christopher E. Merrett. **Map Classification: A Comparison of Schemes with Special Reference to the Continent of Africa.** Occasional Papers, no. 154. Champaign: University of Illinois, Graduate School of Library and Information Science, June 1982. Bibliography. 31 pp. \$3. Paper; **Cartographic Materials: A Manual of Interpretation for AACR2.** Prepared by the Anglo-American Cataloguing Committee for Cartographic Materials. Hugo L. P. Stibbe, General Editor; Vivien Cartmell and Velma Parker, Editors. Chicago: American Library Association, 1982. x, index. 258 pp. \$40. Cloth.

The administration of cartographic archives has relied heavily on the literature from the field of map librarianship in the past, but a growing literature shows that cartographic archivists are now defining their methodology on their own

terms. The first of these three recent publications reflects this growing interest in cartographic archives, particularly in Canada. The other two publications are basically in the realm of map librarianship but will be of varying interest to cartographic archivists depending on their concern with standards of map classification and cataloging.

The Winter 1981-82 issue of *Archivaria*, the journal of the Association of Canadian Archivists, consists of eight invited papers, each dealing in a general way with cartographic archives. Although there is no overriding theme unifying all of them, the topics range from the description of individual collections, to collection development, map care and preservation, and map description. Three of the articles contain descriptions of the development, contents, and/or administration of specific collections. Betty Kidd, Director of the National Map Collection in the Public Archives of Canada, traces the historical development of this unit from its founding in 1907 to its current five-part structure: Early Canadian Cartography, Modern Cartography, Government Cartographical and Architectural Records,

External and Internal Services, and Documentation Control. Ralph E. Ehrenberg, currently Assistant Chief, Geography and Map Division, Library of Congress, and formerly Director, Center for Cartographic and Architectural Archives, National Archives and Records Service, provides a summary overview of the library and archival approaches to the administration of cartographic materials by comparing related activities in the Library of Congress and the National Archives. Frances M. Woodward, Librarian, Special Collections Division, University of British Columbia Library, describes the university's acquisition of a number of archival and historical map collections.

Specific problems of collection development or accessioning activities are discussed in three other articles. Dorothy Ahlgren, Chief, Government Cartographical and Architectural Records, National Map Collection, and John McDonald, formerly Data Archivist, Machine Readable Archives Division, both in the Public Archives of Canada, address the novel problem of the appraisal and disposition of records that are accumulated and generated in the creation of a computerized information system. Using the example of Environment Canada's Canadian Geographic Information System, which is based on multi-media records (maps, aerial photographs, policy documents, reports, magnetic tapes), they argue for their archival maintenance as a unit supporting an information system, rather than archival dispersal according to medium. Nadia Kazymyra-Dzioba, an Archivist with the Early Canadian Cartography Section, National Map Collection, cautions map archivists about using transcripts and printed facsimiles in building collections by advising them to learn something about their reproduction history. Since information may have been deleted or the quality of

legibility may vary according to the type of reproduction, transcripts of facsimiles may be useful only for the general clientele rather than the scholarly community. Ian A.G. Kinniburgh, a geographer and mapmaker working with John Bartholomew and Sons, Ltd., Edinburgh, Scotland, warns archivists concerned with the documentation of the history of recent cartography (i.e. the 20th century) to retain not only the final cartographic product, but also a representative selection of the various media used in the publication process, map histories, documents pertaining to the production of maps, and samples of artifacts or equipment.

The remaining two papers fall under the general topics of map care and preservation and map description. Gilles Langelier, Chief, External and Internal Services Section, National Map Collection, and Sandra Wright, Acting Chief, Public Service Section, Federal Archives Division, both in the Public Archives of Canada, discuss contingency planning for cartographic archives in case of disaster. Using plans developed for the National Map Collection, they present priorities and options for various types of disasters. In the article dealing with map description, David R. Chamberlin, Head, Library and Maps Section, Provincial Archives of British Columbia, reviews the pertinent aspects of *Anglo-American Cataloguing Rules*, 2nd ed. (Chicago, 1978) for the cataloging of archival cartographic materials. Although this scheme is intended primarily for librarians, he promotes its use and adaptation by archivists in suggesting that an archival amplification, such as the manual developed by map librarians (see later part of this review), should be developed to encourage the consistent use of these rules among archivists. The "Communications" section of this issue of *Archivaria* contains a review of the session on "The Description of Carto-

graphic Records” held at the 45th annual meeting of the Society of American Archivists (September 1981), which included a discussion of the use of AACR2.

The other two publications, which are not as obviously useful to map archivists, deal with map classification and cataloging, two functions that are traditionally associated with map libraries rather than map archives. Although they may not have the philosophical leaning or institutional manpower to adopt the standards addressed in these two works, map archivists should be aware of these developments in their sister field. If archivists desire to reach this level of control, especially through the use of computerized retrieval methods, they will find that these standards may be adaptable to their arrangement and description projects without the need for “re-inventing the wheel.”

Merrett’s publication concerns map classification, the systematic arrangement of maps in categories according to subject (area or theme) or form for easy retrieval. He describes four book classification schemes (Dewey Decimal, Universal Decimal, International Geographical Union, Library of Congress) and four map-oriented schemes (Boggs and Lewis, Parsons, American Geographical Society, and University of Washington). Because Merrett is a map librarian from South Africa and has compiled several cartobibliographies of maps of that country, he uses examples from South Africa to compare the schemes in terms of their ability to define a hierarchy of geographic regions and a variety of subjects or themes. He concludes that none is universally acceptable but each has particular attributes that will be advantageous in different situations. For map archivists who are committed to archival principles of provenance and *respect des fonds*, this publication will be of limited usefulness, other than for gaining an ap-

preciation of the variety of classification schemes that may be found in an archival situation. On the other hand, anyone who is attempting to develop a filing scheme for an unclassified collection will find in it a good introduction to the major schemes in current use.

The third publication was compiled by a committee of representatives from the national libraries and map librarian associations in the United States, Canada, United Kingdom, Australia, and New Zealand. It is intended to be a manual of interpretation to accompany *Anglo-American Cataloguing Rules*, 2nd ed. (AACR2) and is not intended to stand alone. Both the first (1967) and second (1978) editions of AACR were attempts by the librarians in these English-speaking countries to standardize cataloging practices. The rules of the first edition are continued in the second, but particular attention is paid to the machine processing of bibliographic records and the intervening developments in international standards of bibliographic description (ISBD). Because map librarians in the countries mentioned above were not satisfied with the provisions for map and atlas cataloging in the first edition of AACR, they developed this manual to explain and provide examples for use with the second edition in order to insure its wide acceptance in the English-speaking countries.

Whereas AACR2 deals with two basic concepts (description of the item being cataloged and the determination of name and title access points), the manual primarily amplifies the descriptive rules. The authors of the manual elucidate the descriptive rules pertaining to title and author (statement of responsibility), edition, mathematical data (scale, projection, co-ordinates), publication, physical description (number of items, specific material description, dimensions), series title, notes, and stan-

dard number. The rules have been regrouped, repeated or modified, and explained and illustrated with relevant textual and graphic examples. Nine appendixes, a glossary of cartographic terms, and a concordance table relating the manual and AACR2 rule numbers are also in the manual. The appendixes include an amplification of rules for access points, guidelines for determining scale, dating maps, identification and treatment of map series (not to be confused with an archival series), geographical atlases, examples (full bibliographical descriptions for more than 160 items illustrating the various rules as well as Australian, British, Canadian, and United States applications), abbreviations, and numbers.

Although it is not likely that most map archivists will adopt AACR2 in its entirety, they may find specific elements of the manual useful (as stated earlier, Chamberlin's article in *Archivaria* advocates the application of AACR2 to the archival situation). In general, the authors of the manual concentrate on current published maps; but they provide for early cartographic publications and manuscript maps. Other items in the manual that have a wider appeal include the definitions of cartographic terms in the glossary, the guidelines for scale determination, or the rules defining material designation. The numerous examples can serve as guidelines for determining how to handle maps that do not conform to normal patterns. The graphic illustrations are also informative: for example, figure 35 depicts examples of various techniques for representing relief and figures 19-34 illustrate different situations for determining map measurements. Map archivists will probably continue to debate the applicability of AACR2 to the archival situation, but they should not overlook this manual because there is

much that can be applied in a variety of descriptive projects, even if the rules are not applied in their entirety.

RONALD E. GRIM
*Geography and Map Division,
 Library of Congress*

Basic Archival Workshops: A Handbook for the Workshop Organizer. By Thomas C. Pardo. Chicago: Society of American Archivists, 1982. Bibliography. 72 pp. \$8.00 members, \$11.00 nonmembers; ***Basic Archival Workshop Exercises.*** By Trudy Huskamp Peterson. Chicago: Society of American Archivists, 1981. 125 pp. \$8.00 members, \$11.00 nonmembers. (*Workshop Handbook and Exercises*, \$13.00 members, \$20.00 nonmembers).

Recognizing a serious need for introductory archival education, the Society of American Archivists began its Basic Archival Workshop Program in 1977 with funds from the National Endowment for the Humanities. Through the program SAA established a clearinghouse of adult education information, conducted introductory workshops, considered goals and objectives of basic archival education, developed curriculum materials for workshops, and, finally, produced these two excellent volumes. All of these accomplishments have been useful and notable, but these volumes will probably have the most lasting and positive impact on the profession because of the invaluable help they offer archival workshop organizers and instructors.

Thomas Pardo's *Handbook for the Workshop Organizer* is a well written, extremely thorough and practical guide to workshop organization. It is divided into three sections: planning a workshop, including need assessment, objectives, schedules, budgeting, site selection, promotion, faculties, and participants;

workshop presentations and curricular materials; and evaluation. Using adult education information and techniques gleaned from other professions, Pardo introduces the archivist to the theories behind workshop planning, evaluating, and teaching. He has arranged the material so clearly and logically that he presents the archivist with a step-by-step guide to planning that will make the job easier, save time, and insure that no essential matters are omitted. The result can only be better workshops that better educate archivists.

Any archivist involved in any type of workshop, from an introduction to a specialized session, would find the *Handbook* very helpful. While the examples are aimed at basic workshops, the theory and information are of value to all planners and faculty. The suggestions for further readings, some annotated, will be useful to all planners. Selected audiovisual programs are also listed with descriptions and sources given, but these will be useful primarily in basic workshop or conservation workshop situations.

Trudy Peterson's *Basic Archival Workshop Exercises* is an excellent companion volume to the *Handbook*. In the introduction, Peterson explains the different types of exercises and how to design an exercise. The book is then set up as a series of exercises intended to illustrate the basic principles of appraisal and acquisition, arrangement and description, and reference and access. In each category, seven to eleven archival principles, such as arrangement of series in personal papers and the principal of equal access, are illustrated by varieties of exercise techniques including role-playing, questions and answers, multiple choice, case studies, and actual documents. Each individual exercise consists of the exercise as it would be given to the participants and a page of suggested questions and points to consider during

the discussion. As Peterson writes, "archives is a profession that requires the professional archivist to adapt general principles to specific problems to reach a reasonable solution." The use of these exercises will definitely stimulate that process. While the principles illustrated in these exercises are ones generally covered in introductory workshops, the techniques described and shown are universal and would be of interest to anyone involved in archival education.

MEGAN FLOYD DESNOYERS
John F. Kennedy Library

A Manual of Archival Techniques, revised edition. Edited by Roland M. Baumann. Harrisburg, Pa.: Pennsylvania Historical and Museum Commission, 1982. Illustrations, appendixes, selected bibliography. ix, 134 pp. Paper. \$5.75 plus \$1.00 postage.

This is a revision of a manual originally published in 1979 as the end product of a series of archival techniques workshops presented to country and local historical societies in Pennsylvania in 1978. The authors of the fifteen chapters capsulize the aspects of archival administration presented to workshop participants; several chapters have been revised or updated for the new edition.

Although the publication is based on Pennsylvania institutions, it concentrates on introducing the reader to basic procedures, principles, and techniques that are applicable to archives and manuscript collections in a variety of institutional settings. The authors fairly consistently stress that an archival program requires a certain minimum commitment of time, effort, and funds, and that priorities and expectations need to be balanced against available resources. In his introductory essay on the administration of historical records, Peter Parker illustrates how some of these op-

tions might be decided in a hypothetical county historical society setting.

Chapters on appraisal, arrangement, and description of historical records by Frank Zabrosky and Frank Suran and on management of cartographical records by Leon Stout contain summaries of standard archival approaches to these activities. The authors of the appraisal and arrangement chapter do focus somewhat more on bodies of institutional/organizational records than on the personal papers and miscellany that are probably more familiar to a local repository. While he recommends adherence to the principle of provenance, he could have helped the novice in this setting by providing a rationale for its consistent application. Elizabeth Betz, in her chapter on photographs, is especially helpful in specifying the potential problems encountered in housing and servicing them and in offering practical and cost-effective options—information that is not usually self-evident to curators untutored in their archival management.

George Chalou and Edmund Berkeley, Jr., writing on reference and security, introduce the reader to practices and problems of serving the public, including reading room regulations, aspects of reference service, access provisions, and security measures. The chapter on storage, space, and equipment, by James Williams, contains useful perspectives on general office design but seems to be directed primarily toward planning to meet future technologies or toward filling a new space from scratch. More suggestions on matters likely to be of concern to the manual's immediate audience—such as shelving options and a review of basic supplies and furnishings most useful in an archival setting—would have been helpful.

Three chapters on conservation by Willman Spawn, Norvell Jones, and Lois Olcott Price contain outlines of the crucial elements of disaster planning and prevention as well as suggestions for set-

ting priorities for the storage and handling of collections in general, construction of protective covers and boxes, and approaches to dealing with major conservation problems. The advisability of seeking professional assistance for repair and restorative work is also stressed.

The final four chapters contain brief outlines of the programs of, and types of assistance obtainable from, the Pennsylvania Historical and Museum Commission, the Pennsylvania Humanities Council, the National Endowment for the Humanities, and the National Historical Publications and Records Commission. This information is specific to these four organizations and will necessarily soon be outdated, but it does serve to suggest types of external assistance that may also be available to other repositories from other sources.

Appendixes include sample deed of gift, deposit agreement, and reading room rules; a list of common photographic terms; and a security checklist. Citations to other basic writings, both within the chapter texts and in a briefly topically arranged bibliography, offer a judicious selection of the recent and the old standbys. The volume has no index, but the chapters are short, and many are generously subheaded. Readers should have little trouble locating or recapturing segments of interest. Given the likely audience, it might have been useful to have included some pertinent addresses (SAA and NUCMC come to mind), a reference to the existence of regional archival organizations, and a word about the standard archival journals.

Although most of the chapters include some specific procedures, suggestions, or examples, this is not a practitioner's manual or a sourcebook for the experienced archivist. The purist will note many points that have been oversimplified, glossed over, or omitted. It should be remembered that this volume is intended as a general introduction to common principles and practices. It

would be especially useful and instructive in those settings in which the neophyte requires an initial introduction to archival principles and practices: survey courses, orientation of paraprofessionals or special-project staff, intern/practicum programs, and personnel in local historical societies. Not only is the subject presented in an undemanding fashion, but also the interested reader is enticed to seek further information.

LYDIA LUCAS
Minnesota Historical Society

Guidelines for Administering Machine-Readable Archives. By Meyer H. Fishbein. International Council on Archives: Committee on Automation, 1980. Appendixes. 23 pp. Paper. (Printed by West German Bundesarchiv, Coblenz; copies available from Mr. Jean Pieyns, rue des Buissens, 65 B-4000, Liège, Belgium. \$3.00).

Archivists tend to be traditionalists, using principles, procedures, and techniques proven over time. Centuries of dealing with "non-current" paper records, and dealing with them very successfully, have led archivists into certain channels that together make up the core of archival professionalism. Archivists know the why and the how about appraisal, accessioning, arrangement, access, and conservation. At least they know these when faced with all sorts of paper-based records and even with microform. Unhappily none of this has prepared them for dealing with non-paper records, especially those related to the computer and designated in this handbook as "machine-readable."

Meyer Fishbein's booklet is long overdue because he addresses an immediate

problem for archivists and for archival institutions. The computer has been a factor in the creation of records for thirty years. "Machine-readable" records of archival significance have been available almost as long. In the last fifteen years the computer has become an almost indispensable adjunct to the function and administration of large organizations, government and private (pp. 4-6). Yet archivists as a whole have reacted slowly to the need to adjust the fundamentals of archival practice to this fact. As Fishbein points out, "...records in machine-readable form" pose "difficult and seemingly insurmountable challenges" in "appraisal, retention, storage and reference service"; however he most correctly follows this by stating "that the problems, though difficult, are not insurmountable" (p. 1).

The booklet is small, twenty-three pages of text plus appendixes of sample forms, a glossary, and a bibliography. It has some definitions that might seem quaint to today's systems analyst or computer operations manager. It is not a detailed plan for implementing a machine-readable archives program. The author presents admirably an overview of the major considerations when confronting the problem of machine-readable records. First Fishbein reviews the question of jurisdiction. Since many enabling statutes for archival institutions and programs did not consider computer-generated records, not all programs have clear authority to deal with them. This is readily corrected, but the more important jurisdictional problem presents a "serious handicap." This is when the archival institution is restricted from accessioning records until they reach a certain age. Twenty years is not restrictive for paper records, but it is unworkable for the normal computer media. Archivists have to get these records very early on in the game, or there is no game.

The author recommends that "archivists should learn the basic terms" relating to computers (p. 10). This is rather weak as a recommendation. To function in the future, archivists must have better preparation than a glossary; they must be past the threshold level of knowledge about computers. We expect that archivists are trained in history and the historical method. To appraise and manage the records of the computer age, archivists must be educated in the computer and systems analysis. To do less is to deny historians much of the recorded history of this and subsequent periods. In a like manner, Fishbein fails to realize that there is need for a fundamental change in how archivists approach the appraisal process. With paper records it has been possible, though not the best solution, to conduct appraisal prior to a disposition decision or when retention and disposition schedules are being prepared. With computer records, archivists must be involved much closer to the beginning rather than at the end of the record life cycle. It may become necessary for the archivist to be in at the beginning of the computer process, at specification of the system. Then, and perhaps only then, can the archivist ensure that the historical record that should be preserved is in fact preserved.

In any case, the International Council on Archives, its Committee on Automation, and Meyer Fishbein are to be commended for this handbook. The author presents the problems and offers solutions. As such, these guidelines are a valuable addition to the practice and the theory of archival management. It is up to archivists to do what has to be done, come to terms with the computer and assume the task of preserving for posterity the records that should be preserved.

WILLIAM L. ROFES
*International Business Machines
 Corporation*

Management of Municipal Tape Recordings. By Michael Kohl. Pasadena, Calif.: International Institute of Municipal Clerks, 1982. Illustrations, sample forms. 11 pp. Paper. (Free to IIMC members, \$3.00 nonmembers).

This is an excellent seminal guide directed at city archivists, clerks, records managers, and administrative personnel. Its author outlines procedures whereby municipal departments can effectively create, maintain, inventory, and retire audiotape recordings made of city meetings, hearings, briefings, and other activities. These guidelines can be used by an administrative component within the local government structure from department, to city council, to the mayor's office.

This technical bulletin is an outgrowth of the Milwaukee Sound Recordings Project funded by NHPRC and headed by project archivist Michael Kohl under the direction of the City Clerk's Office. Such topics as recommended equipment, recording and indexing procedures, department storage, and control and access in a clear, useful fashion are treated. Each step in the life cycle of this audiovisual record format is examined in a concise and practical manner, including copies of forms needed to carry out inventory control, reference, and preservation procedures. In the most interesting and thought-provoking part of the guide, Kohl addresses the problem of establishing the criteria to follow in appraising the worth of sound recordings before costly storage, preservation, and conservation funds are used. This section is the most theoretical in the bulletin, but it does include useful discussions on how to determine administrative, legal, and historical values and how to apply these values to allow for the weeding and scheduling of tape-recorded record series. As Kohl rightly observes, not every sound recording created by city governments is per-

manently valuable nor even of equal administrative, historical, or research value. In appraising sound recordings, therefore, it is essential to understand how a municipal government actually functions and how various departments and committees fit into the administrative structure. Only in this way can sound recordings (which are records on equal par with any series of textual records) be properly scheduled with appropriate instructions for disposition.

In summary, the author has prepared a well written, practical guide on a subject that has received scant attention in archival and records management literature. It is invaluable reading for anyone involved in a municipal records management program.

LES WAFFEN

National Archives and Records Service

A Guide to Manuscript Collections in the History of Psychology and Related Areas. Compiled by Michael M. Sokal and Patrice A. Rafail. Millwood, N.Y.: Kraus International Publications, 1982. Index, xi. 212 pp. Cloth.

This guide grew out of an earlier informal edition published in 1977 by the Wellesley Colloquium on the History of Psychology. That publication proved so popular that the compilers updated and expanded it. The first part of the new guide is a list of 501 manuscript collections from 91 repositories, and the second part has highlights of fifteen repositories in the United States and other countries with extensive holdings on the subject. There are name, institution, repository, and subject indexes as well.

Sources for the book include the earlier guide; standard published reference works, particularly the *National Union Catalog of Manuscript Collections*; and information gathered from

ten scholars. Almost 100 archivists and manuscript curators are acknowledged by name and institution, although they seem to have provided information about collections rather than assistance in the selection process.

The compilers define the scope of the book only as "broad," and indeed it is, including "all types of psychology, psychiatry, psychoanalysis, child development, parapsychology, phrenology, neurology, physiology, mental health, hygiene and deficiency; and anthropology, social work and university administration as they relate to psychology." Manuscript collections for all these subjects obviously are not included, or the book would have comprised several volumes. Unfortunately, the authors offer no explanation or definition of their selection criteria for "related areas." Consequently readers do not know whether entries bear close or minimal relationship to psychology. For example, the papers of one governor seem to contain only one report of an investigation of a state hospital.

The book appears to include the most relevant manuscript collections, although the omission of Sigmund Freud's Papers at the Library of Congress is incomprehensible. A few other omissions may have resulted from lack of cooperation by repositories, but the compilers do not state that they encountered problems in this, or any other, area.

The second section, a guide to manuscript repositories, includes eleven institutions in the United States, such as the American Psychological Archives at the Library of Congress, the Archives of American Psychology at the University of Akron, the National Library of Medicine, and the American Psychiatric Association Archives. The information about repositories in other countries does not seem very useful. "Archival Research in Great Britain," for example,

could be directed toward any scholar doing research in that country and has no particular relevance to scholars of the history of psychology.

The compilers indicate that future editions will be forthcoming, which would be beneficial. They could take that opportunity to define carefully the selection criteria for "related areas" and adhere to them. Nevertheless, this volume provides much useful information and is a welcome addition to the field.

LINDA HENRY

American Psychiatric Association

Herman Hollerith: Forgotten Giant of Information Processing. By Geoffrey D. Austrian. New York: Columbia University Press, 1982. Index, illustrations. 418 pp. \$19.95. Cloth.

"The more complicated the tabulation, the more efficient the machine." Herman Hollerith said it; he believed it; he proved it. When he died, his Hollerith card was the computer industry's Model T, and his Tabulating Machine Company was part of the combine that became IBM.

Archivists are generally familiar with the outline of the Hollerith story. Just out of college, Hollerith was hired to work on the tabulation of the 1880 census. The slow, laborious process of copying information from the census schedules made frustrated workers think there must be a way to do the job by machine. Hollerith was impressed by the problem and intrigued by a small experimental adding machine in the census office. Using ideas ranging from the principle of the Jacquard loom to the telegraph's moving paper tape, he fiddled with a tabulating machine. His first model used a paper strip, but he soon turned to a card that could be punched with a railroad conductor's punch. It

was 1883; he was twenty-three years old. The rest of his life was devoted to selling his idea.

Geoffrey D. Austrian's biography is a feast for the trivia collector and the afficianados of the "what if" school of history. Did you know that the size of the original Hollerith card was the same as the dollar bill so the inventor could use existing storage compartments manufactured for banks? Did you know that Hollerith had interested his first commercial customer before the first large-scale use of his machines in the U.S. census? Or that after the censuses of 1890 and 1900 the Bureau of the Census became so dependent upon the Hollerith machines that the Director of the Census engaged an inventor to make a machine to break Hollerith's "stranglehold" on the Bureau, unwittingly giving the impetus to the development of Remington Rand? And what would the future of punched cards have been if Hollerith's patents for air brakes for railroads had become commercially successful in the 1880s instead of the patents taken out by George Westinghouse? Finally, the biggest "what if" of all: what if Hollerith, at the low point of his fortunes in 1895, had actually sold out to Western Electric as he had contemplated? With Western Electric becoming the Bell System and including within it IBM, the American communications monopoly would have been complete.

The text is lively—the author was a journalist before going to work for IBM—and the photos are marvelous, many taken from the IBM Archives. The biography is quite old-fashioned, lacking a thesis and ignoring the engineering and economic context of the turn of the century; but the author seems to have researched it thoroughly, and he shares his enthusiasm with the reader. Unfortunately the source notes at the back are so skimpy that it would be nearly impossible to retrace his steps. (A typical

note has the name of the sender and receiver of a communication, its date, and the archival institution in which the document is found).

"The machine or the principle will be potent factors in Statistical Science long after I am gone," Hollerith wrote to his wife. "The machine, as it exists now, may and probably will appear crude and inefficient, still it is the genesis." The Hollerith cards have disappeared now—there are a few in use but not many—but they changed forever the way records are kept. Hollerith's genius was to link machine and card and electricity in one functional whole. Although the modern computer has many fathers, Herman Hollerith must surely be counted as foremost among them.

TRUDY HUSKAMP PETERSON
National Archives and Records Service

"Getting Started: Beginning Your Genealogical Research in the National Archives." 13½-minute slide/tape program. Produced by Nancy Malan, National Archives. Washington, D.C.: National Archives and Records Service, 1982.

Breaking down the barriers between potential researchers and archival records is the primary goal of the reference and the education staffs of any records repository. When those researchers are droves of amateur genealogists facing vast stores of forbidding documentation, the goal is particularly difficult to achieve. "Getting Started: Beginning Your Genealogical Research in the National Archives" illustrates how effectively audiovisual programs can work to eliminate such barriers.

"Getting Started" focuses all of its efforts—the language of its narrative, the voice of its female narrator, and the

composition of its visuals—on personalizing the records and the genealogical search. The beginner is invited through both contemporary color photographs and historical, sepia-toned photographs of faces of all ages and races to participate in a what is described as a "personal history" and a "remembrance." The narrative throughout is similarly free of jargon and needlessly convoluted explanations: the National Archives is defined as "the memory of the nation."

This production has an admittedly narrow scope. Its purpose is to orient beginning genealogical researchers to the four kinds of records in the National Archives most frequently consulted for genealogical information: census records, military records, immigration records, and land records. The program is, therefore, divided into four parts. A sample of each kind of record is shown, and its organization is illustrated. At the same time, the information needed to use each record is emphasized. Each section is introduced visually with a simple cross-stitch pattern, and the four different kinds of records are further emphasized through the use of quarter-slide mounts. The effects often created by a program with heavily documentary materials are ameliorated by creative shooting of the documents at angles and with various backings and through a series of successively tighter shots of the same document. The use of split-slide mounts showing a sample document with a photograph adds vitality and immediacy to the record. A passenger list for a ship docking in Baltimore, for instance, is accompanied by an early engraving of the port.

Nevertheless, "Getting Started" incorporates the familiar caveats of the genealogical search: the program describes what cannot be found in the National Archives; what specific family information a researcher must already

have; and how time-consuming and difficult research can be. The production is also paired with a 22-page pamphlet in which some of the information contained in the program is repeated. The entire package is part of a new orientation process for genealogical research at NARS. The pamphlet takes the form of a workbook. Four key questions are posed, and then instructions on how to proceed are given, depending on whether the answer is "yes," "not sure," or "no." The questions lead the researcher to decide whether each of the four sets of records will be useful. "Do you have an ancestor who lived in the United States between 1790 and 1910?" for example, points the researcher to either the 1900 or the 1910 census. For those who go on, the Soundex system (wisely omitted from the slide/tape portion of the orientation) is explained in five and one-half brief pages, filled with appropriate exercises.

The combination of slide/tape show and printed material shows that producer Nancy Malan understands exactly the most effective use of each medium. The primary learning component, the audio part of the audiovisual, is reinforced by the pamphlet and the visuals. The narrative is clear and simple without being simpleminded. The audiovisual program—using three projectors, 176 slides, and thirteen different pieces of music—is not overproduced. "Getting Started" represents the high-quality, professionally-produced audiovisual program that should become a standard for such productions in archival institutions.

JERALDINE N. CLOUD
*Georgia Department of Archives
and History*

BRIEFLY NOTED

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

The Western Conservation Congress, in cooperation with the Western Council of State Libraries, Inc., has published a *Conservation Catalog*. The Western Conservation Congress was organized in June 1980 to serve archivists, records managers, historical society staff, and academic, special, and public librarians. Its purpose is to develop cooperation and information exchange among interested professionals in the western states by establishing a regional clearinghouse of conservation information. The *Conservation Catalog*, first edition, lists monographs identified as being of value for understanding materials conservation problems. A second edition is being planned that will include journal articles and pamphlets. The monographs listed in the present volume are grouped according to subject, such as book and non-book materials, disaster, or treatment and techniques. Each entry provides complete bibliographic information as well as the location symbols for member institutions that hold copies for loan. The 38-page catalog is available for \$7.50 from the Secretary, Western Conservation Congress, 10200 W. 20th Ave., Lakewood, CO 80215.

A Directory of Archival Collections for the Greater Kansas City Area, a project of the Kansas City Area Archivists, has been published for the KCAA by the Nazarene Publishing House and the Nazarene Archives. The Kansas City Area Archivists is a professional organization of approximately 70 archivists and manuscript curators who began meeting in 1978, motivated by a desire to become more familiar with ar-

chival collections in the Kansas City area, and to benefit from possible collective activities. A directory of the many unique historical collections in the Kansas City area was a natural outgrowth of these meetings. The aim of the *Directory* is to identify as many of these collections as possible, in particular smaller collections not mentioned in the larger national directories of archival resources.

The *Directory* is organized by type of repository under the general categories of Educational and Religious Institutions; Businesses; Federal, State and County, and City Offices; Museums; and Historical Societies. Cross-references are provided when a collection fits more than one category. Each full entry includes the name of the repository; its address, telephone number, contact person, staff size, days and hours of service, access restrictions, areas of solicitations, and special services; guides to the collections; and a general scope and content description of the collection. For further information, contact Sharron G. Uhler, Chair, KCAA Publications Committee, University Archives, University of Missouri-Kansas City, Kansas City, MO 64110.

Gale Research Co. has published *Connecticut Researcher's Handbook* (755 pp., \$42.00), a comprehensive guide to resources available for the study of Connecticut history. The handbook contains an extensive bibliography of articles, books, dissertations, microfilmed records, and original records that pertain to Connecticut in general or to specific Connecticut counties or towns in particular. A comprehensive directory of names, addresses, and telephone numbers for every genealogical society, cemetery, historical society, library, newspaper, probate court, and town clerk is also included. By focusing on

specific counties and towns, *Connecticut Researcher's Handbook* provides researchers with key sources of genealogical and historical information, including cemeteries and cemetery records, census records, church records, land and military records, probate, school, and tax records, and more. *Connecticut Researcher's Handbook*, compiled and edited by Thomas Jay Kemp, is available from Gale Research Co., Book Tower, Detroit, MI 48226.

The Library of Congress announces the publication of *Wilbur & Orville Wright Pictorial Materials: A Documentary Guide*. Written and compiled by Arthur G. Renstrom, this 200-page volume is the final companion to Renstrom's two other Wright Brothers publications, *Wilbur & Orville Wright: A Bibliography* (1968) and *Wilbur & Orville Wright: A Chronology* (1975). The Library of Congress became the custodian of the Wright papers in 1949 when the estate of Orville Wright gave to the Library the Wrights' letters, diaries, notebooks, records, and original glass plate negatives. This publication selectively pulls together in one place the sources of 1,600 major photographs of the Wright brothers and their work, and then documents their appearance in place and time. It is intended to serve both as a ready informational reference and a comprehensive guide and working tool for librarians, picture searchers, historians, and other students of science and technology. It can also serve as a bibliography of materials relating to the Wright brothers. The volume is illustrated with forty-one photographs of gliding experiments, flights, and experimental devices. Also included is a comprehensive index to persons, institutions, and geographic names. *Wilbur & Orville Wright Pictorial Materials: A Documentary Guide* is available for

\$6.00 in person at the Information Counter, Library of Congress, or by mail from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 (Stock No. 030-001-00100-8).

Materials from archives and manuscript collections are being featured in several major exhibitions on display throughout the country. In New York, more than 1,000 items from one of America's largest collections of advertising art are on display in "A Sampler of American Advertising from the Bella Landauer Collection" at the New-York Historical Society. Posters, trade cards, sales catalogs, labels, handbills, invitations, and manufacturers' premiums of every variety trace the history of advertising in this country from the late eighteenth to the early twentieth century. The exhibition will be open through 31 July 1983.

In Atlanta, the Atlanta Historical Society is presenting the exhibition "Land of Our Own: Landscape and Gardening Tradition in Georgia, 1733-1983." Funded in part by a grant from the National Endowment for the Humanities, the exhibition is an official event of Georgia's 250th birthday celebration. Featured are historic maps, manuscripts, photographs, paintings, farm implements, and decorative garden artifacts. The objects help explain Georgia's landscape traditions as they have been expressed in city plannings, farming, and gardening. "Land of Our Own" will open 1 March 1983 and run until 31 August 1983.

The Library of Congress plans a major new exhibition to open 26 March 1983. "The American Cowboy," a project of the Library's American Folklife Center, surveys the cowboy from his origins as a migrant agricultural worker of the nineteenth century to his status as an international mythical hero of today.

More than 350 objects are to be included in the display, including artifacts, paintings, watercolors, prints, posters, books, manuscripts, music, and film clips. The exhibition will remain on view until 2 October and will then travel to four other North American museums during the next year.

A Guide to the Records of the Carnegie Council on Children, by Sarah Gordon and Daniel Meyer, has been published by the Department of Special Collections, The University of Chicago Library. The Carnegie Council on Children was an independent study commission established in 1972 by the Carnegie Corporation of New York. The Council undertook a comprehensive examination of the position and needs of children in American society and formulated a series of recommendations for new directions in public policy toward children and families. Conclusions reached by council members were summarized in the council's final report, *All Our Children: The American Family Under Pressure* (1977). Comprising twenty-five linear feet of material, the records of the Carnegie Council on Children include correspondence, minutes, working papers, book manuscripts, press releases, press clippings, tape recordings, and photographs. The records were presented to the University of Chicago in 1980. For further information, contact the Curator of Special Collections, The Joseph Regenstein Library, The University of Chicago, 1100 East 57th Street, Chicago, IL 60637.

SELECTED RECENT PUBLICATIONS

Catalogue of Manuscripts Acquired Since 1925. Volume 4: Manuscripts 4941-6405, Charters and Other For-

- mal Documents 2635-6000. National Library of Scotland. Edinburgh: Her Majesty's Stationery Office, 1982. Index. 579 pages. £35. Cloth.
- English America and the Revolution of 1688: Royal Administration and the Structure of Provincial Government.* By J. M. Sosin. Lincoln: University of Nebraska Press, 1982. Notes, index. 321 pp. \$25. Cloth.
- From Italy to San Francisco: The Immigrant Experience.* By Dino Cinel. Stanford, Calif.: Stanford University Press, 1982. Notes, bibliography, index. 347 pp. \$25. Cloth.
- Guide des sources de l'histoire du Canada conservées en France.* Ottawa: Public Archives of Canada, 1982. 157 pp. Paper.
- Guide to the Location of Collections Described in the Reports and Calendars Series, 1870-1980.* Guide to Sources for British History, No. 3. The Royal Commission on Historical Manuscripts. London: Her Majesty's Stationery Office, 1982. 70 pp. Cloth.
- Guide to Archives and Manuscripts in the University of Wisconsin-Parkside Area Research Center.* The State Historical Society of Wisconsin and the University of Wisconsin-Parkside, 1982. 114 pp. Paper.
- Radio Broadcasts in the Library of Congress, 1924-1941.* Compiled by James R. Smart. Washington, D.C.: The Library of Congress, 1982. Illustrations, index. 149 pp. \$10. Cloth. (Available from U.S. Government Printing Office, Stock No. 030-000-00124-9).
- The Early Years of the University of Michigan Medical School: The Upjohn Family Experience.* By Catherine J. Whitaker. Michigan Historical Collections Bulletin No. 31. Ann Arbor, Mich.: Michigan Historical Collections, The University of Michigan, 1982. Illustrations, notes. 34 pp. Paper.
- The Foundations of the German Academic Library.* By Hugo Kunoff. Chicago: American Library Association, 1982. Notes, selected bibliography, index. xiii, 220 pp. \$15. Paper.
- The Georgia Catalog — Historic American Buildings Survey: A Guide to the Architecture of the State.* By John Linley. Athens, Ga.: The University of Georgia Press, 1982. Illustrations, glossary, index. xiv, 402 pp. \$35.00 cloth, \$17.50 paper.
- The Papers of William Penn.* Volume Two, 1680-1684. Edited by Richard S. Dunn and Mary Maples Dunn. Philadelphia: University of Pennsylvania Press, 1982. Illustrations, appendixes, index. xix, 710 pp. \$45. Cloth.
- The Widening Sphere: Women in Canada, 1870-1940.* By Jeanne L'Esperance. Exhibition Catalogue. Ottawa: Public Archives of Canada, 1982. Illustrations, photographs. 63 pp. Paper.
- Vanishing Georgia.* Photographs from the Vanishing Georgia Collection, Georgia Department of Archives and History. Athens, Ga.: The University of Georgia Press, 1982. Illustrations. 225 pp. \$19.95. Cloth.
- Waldo Emerson.* By Gay Wilson Allen. New York: Penguin Books, 1982. Illustrations, notes, index. 751 pp. \$10.95. Paper.
- With Shield and Sword: American Military Affairs, Colonial Times to the Present.* By Warren W. Hassler, Jr. Ames, Iowa: Iowa State University Press, 1982. Notes, bibliography, index. 462 pp. \$29.50. Cloth.
- Women's Periodicals and Newspapers from the 18th Century to 1981: A Union List of the Holdings of Madison, Wisconsin Libraries.* Edited by James P. Danky. Compiled by Maureen E. Hady, Barry Christopher Noonan, and Neil E. Strache, in association with the State Historical Society of Wisconsin. Boston: G. K. Hall & Co., 1982. Illustrations, charts. 376 pp. \$38. Cloth.