

Reviews

BRENDA BEASLEY KEPLEY, *Editor*

American Autographs: Signers of the Declaration of Independence; Revolutionary War Leaders; Presidents. By Charles Hamilton. 2 vols. Norman, Okla.: University of Oklahoma Press, 1983. xii, 633 pp. \$150. Cloth.

The publication of Charles Hamilton's most recent and lavish book on autograph collecting is a reminder of the intriguing relationship between the public archivist and private manuscript collector. The American autograph collector appeared in the early nineteenth century and assisted in the organization and development of documentary publication projects, historical societies, and, to a lesser degree, public archives.¹ Now, however, the relationship between archivist and autograph collector has

deteriorated to that of feuding siblings. Many archivists have a patronizing attitude toward the autograph collector; and, especially in recent years, this relationship has become more overtly antagonistic. The much publicized B.C. West case, a replevin action by the North Carolina State Archives in the mid-1970s, not only drove a wedge even deeper between the collector and archivist but, for a time, sharply divided the archival community itself. With leaders of the Manuscript Society, the main organizational network of private collectors in this country, advising collectors to conceal their materials from public view, many archivists found themselves struggling to adopt a middle ground of compromise and reconcilia-

¹ Although much remains to be studied about the history and importance of American autograph collecting, the following studies would serve as an informative introduction: David D. Van Tassel, *Recording America's Past: An Interpretation of the Development of Historical Studies in America 1607-1884* (Chicago: University of Chicago Press, 1960), pp. 103-10; Kenneth W. Duckett, *Modern Manuscripts: A Practical Manual for Their Management, Care, and Use* (Nashville: American Association for State and Local History, 1975), pp. 3-20; and Lester J. Cappon, "Walter R. Benjamin and the Autograph Trade at the Turn of the Century," *Proceedings of the Massachusetts Historical Society* 78 (1966): 20-37.

tion.² In *American Autographs* Charles Hamilton reveals much about the difference between archival practices and the world of the autograph collector and why a relationship between the two, no matter how tenuous, is necessary.

Charles Hamilton is the best known authority on autographs in the United States because of his autograph auction house, established in New York in 1963, and his prolific writing on the subject. He has written ten books on autograph collecting, and *American Autographs* is the sixth to appear since 1978. One of his books, *Collecting Autographs and Manuscripts*, is a standard, basic reference on the subject.³ His two books on famous forgers are informative, although anecdotal and chatty, studies on a subject important to archivists.⁴ His analysis of the practices and ethics of auction houses contains many interesting stories of sales of autographs; however, the author's acerbic wit and tremendous ego are displayed excessively in *Auction Madness*.⁵ Hamilton's other publications, like the book under review here, are largely collections of facsimiles of autographs.⁶

American Autographs is a two-volume work, folio-sized and slipcased, and divided, as the title implies, into three parts—signers of the Declaration of Independence, Revolutionary War

leaders (both political and military), and Presidents. The first two sections are arranged alphabetically by surname, and the Presidential section is arranged chronologically. The book is unusual, even for Hamilton's normal approach, because of its lack of text. There is no lengthy introductory material, but only short descriptions of the manuscript facsimiles. The author includes only a terse preface in which he suggests his work makes use of three innovations—illustrations of variant handwriting at different stages of an individual's career; a comparison of signatures and handwritings of persons, usually with the same or similar names, often confused with more famous figures; and a comparison of the efforts of forgers. All of these elements are contained in his other books, but here the material has been neatly drawn together. The only remaining text is two pages of acknowledgments and a comprehensive name index.

The strength of the book, as one might assume, is the numerous facsimiles of documents. Hamilton has exerted considerable effort in vividly displaying the myriad documents on which signatures can appear. A lengthy section (pages 30–42) on Benjamin Franklin, for example, includes letters, an invoice, a literary manuscript, a receipt, a printing bill, a franked cover, a check, and a pay

²For the diversity of writing on this case, refer to William S. Price, Jr., "Toward a Definition of Public Records: North Carolina's Replevin Action," *Carolina Comments* 25 (November 1977): 127–31; Price, "N.C. v. B.C. West, Jr.," *American Archivist* 41 (January 1978): 21–24; P. W. Filby, "On Replevin," *Manuscripts* 30 (Winter 1978): 30–33; James E. O'Neill, "Replevin: A Public Archivist's Perspective," *College & Research Libraries* 40 (January 1979): 26–30; "Replevin Committee Draft Statement," *SAA Newsletter*, September 1979, pp. 8–9; and Thornton W. Mitchell, "Another View of the West Case," *Carolina Comments* 29 (November 1981): 126–31.

³Norman: University of Oklahoma Press, 1961; rev. ed., 1970. Written for a younger audience but on the same general theme is *Big Name Hunting: A Beginner's Guide to Autograph Collecting* (New York: Simon & Schuster, 1973), co-authored by Diane Hamilton.

⁴*Scribblers and Scoundrels* (New York: Paul S. Eriksson, Inc., 1968) and *Great Forgers and Famous Fakes: The Manuscript Forgers of America & How They Duped the Experts* (New York: Crown Publishers, Inc., 1980).

⁵*Auction Madness: An Uncensored Look Behind the Velvet Drapes of the Great Auction Houses* (New York: Everest House, 1981).

⁶See, especially, *The Book of Autographs* (New York: Simon and Schuster, 1978) and *The Signature of America: A Fresh Look at Famous Handwriting* (New York: Harper & Row, 1979).

warrant, all of these ranging in date from 1720 to 1787. The quality of reproduction of these documents is generally excellent.

Another strength of *American Autographs* is the information about American handwriting contained in Hamilton's captions, as pithy and eccentric as they might at times be. There is advice on how to determine if a manuscript is written by *the* John Adams or a not-so-illustrious namesake. The "wrong man" can be identified by handwriting and the contents of letters and documents (p. 7). The volume is full of information on why signatures of the same person may vary. "Two letter covers, both of war date, addressed and franked by [John] Hancock, revealing the variation in his script and signature according to the pressure of work" (p. 62). The variations of a signature can be "frequent when a person signs his name rapidly or under unusual circumstances" (p. 68). "During his presidency, [John] Adams signed with a larger and bolder signature than during other periods of his career" (p. 369). Hamilton includes helpful advice for the detection of forgeries. "As often occurs with forgeries, the modern ink blurred when written on old paper" (p. 120). "The complimentary close of the [Richard Henry] Lee letter, 'Cordially yours,' was not used in the eighteenth century" (p. 264). There is even information on the impact of autograph collecting itself on the autographs. "Long after [Thomas] Lynch's death in 1779, his sister cut many signatures from books in his library to supply autograph collectors" (p. 100). In showing an Eisenhower franked envelope, Hamilton notes that Grant was the last president to have this privilege "but as a special favor to collectors of franking signatures a few presidents since that time have signed 'illegal' franks" (p. 544). The problem is that this information is randomly dispersed throughout the volume, and the

book is focused too exclusively on the signatures.

In ruminating upon the criticisms above, one must remember Hamilton's own stated purpose of this lengthy and cumbersome reference: "by a simple comparison with the authentic examples in this book any historian, scholar, archivist, or collector can establish the true nature of the document before him" (p. xi). This certainly explains the design of *American Autographs*. It also reveals why autograph collectors have truly lost sight of the present nature of archival work and historical research and why their relationship with archivists and historians has been stormy in recent years and probably will continue to be so.

Charles Hamilton's real emphasis and concern in his most recent book, indeed in all his writings, is on the monetary value of individual, isolated autographs of great men and women. He seems ill at ease when broaching items of real historical interest. His comment about an array of Richard Nixon signatures of the years 1969 through 1974—that Nixon's "signature varied from day to day and from document to document" (p. 573)—is pregnant with implications about Nixon's character and erratic performance in the White House; however, Hamilton never explores possibilities such as this. The author instead often glories in the prices of such documents. A 1976 letter by Ronald Reagan defending Frank Sinatra's character is described as having been sold at \$12,500, "a world's record for an autograph of a living person" (pp. 612–13). Hamilton often fumbles about with the historical value of documents but is precise and clear in describing their monetary value.

Such an emphasis is, of course, radically different from the archival profession. Archivists, following the lead of their historian colleagues, have become increasingly interested in the documentation of the great masses rather than

representatives of a few elites. Public archivists, especially, are less interested in the individual specimens of a few political and economic leaders than in the often massive records required for recreating the past from the bottom up. Of course, archivists are dedicated, with the present methods of arrangement and description, to maintaining records in situ, an obviously different perspective from the one held by the autograph collector who is fascinated with the individual document and its signature.⁷ Obviously, this is what the B.C. West case was all about. The collector's interest extends only to the uniqueness of the document, while the archivist and historian are also interested in that document's records context. What the latter might wish to discover could be available only from an entire series of records.

Regardless of the chasm between the perspectives of archivists and autograph collectors, there is still much to gain in maintaining a relationship between these two groups. Because archivists are often looking at records only as accumulations of cubic feet, they can be insensitive to forgeries or suspicious documents and the fact that the monetary value of individual specimens might require extra security measures. Security, indeed, has been a recent concern for archivists; and the only possible way to provide maximum protection for valuable documents is to maintain some measure of cooperation with the autograph marketplace.⁸

Autograph collectors, of course, also should realize the benefit of communicating with archivists. It is often the archivists who can provide the historical information about the creation of the documents that reflect their genuine uniqueness and other values. This should be very obvious from Hamilton's *American Autographs*, since many of its specimens are from public records collections.

Is Charles Hamilton's *American Autographs* a necessary reference for the archivist? This volume is certainly a good reference for those institutions with strong records collections in early political and military leaders and American presidents. Its excessive cost—excessive because it could have been published in a different and less costly format—requires that it not be acquired if the other Hamilton volumes are available, since there is much duplication. If the archivist is searching for a general, introductory volume on autograph collecting, *American Autographs* is not that volume. For this there are other more suitable works.⁹ The value of *American Autographs* lies in its numerous facsimiles of manuscripts and signatures as well as in what the author reveals about the differences between autograph collectors and public archivists.

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⁷For the emphasis of historians on social history, refer to the essays in Michael Kammen, ed., *The Past Before Us: Contemporary Historical Writing in the United States* (Ithaca: Cornell University Press, 1980). For a good analysis of the archivist's similar interest, see Fredric M. Miller, "Social History and Archival Practice," *American Archivist* 44 (Spring 1981): 113-24.

⁸Timothy Walch, *Archives & Manuscripts: Security*, Basic Manual Series (Chicago: Society of American Archivists, 1977).

⁹Edmund Berkeley, Jr., ed., *Autographs and Manuscripts: A Collector's Manual* (New York: Charles Scribner's Sons, 1978) and the classic Mary A. Benjamin, *Autographs: A Key to Collecting* (New York: R.R. Bowker Co., 1946).

Library and Archives Conservation: 1980s and Beyond. By George Martin Cunha and Dorothy Grant Cunha, assisted by Susan Elizabeth Henderson. Metuchen, N.J.: The Scarecrow Press, Inc., 1983. 2 volumes. Volume I, text: illustrations, appendixes, list of suppliers, index. 200 pp. \$16. Cloth. Volume II, bibliography: appendixes, author index. 415 pp. \$28.50. Cloth. Set, \$39.50.

This is an optimistic as well as an important book, and it has a right to be. The authors document the rise of conservation awareness in the American archival and library professions since the mid-1960s, a time when conservation simply was not an institutional priority. Ceaselessly working to correct that situation, George Cunha, then Conservator of the Boston Athenaeum, with the aid and encouragement of its director, the late Walter Muir Whitehill, led a movement to establish the Northeast Document Conservation Center as the first such regional conservation center in the United States. In the process, he made the intellectual change from an outstanding practicing conservator to one of the nation's leading conservation educators and publicists. This two-volume work mirrors that career and emphasis.

These volumes are intended to be used in conjunction with the Cunhas' earlier work, *The Conservation of Library Materials; A Manual and Bibliography on the Care, Repair and Restoration of Library Materials* (Metuchen, N.J., The Scarecrow Press, 1972), already a classic text found in most worthwhile research libraries, archives, and conservation laboratories here and abroad. The new set of volumes, on the other hand, is primarily descriptive and speculative in nature. Volume I of the set contains descriptions of the growth of major conservation programs on the state, national, and international levels. Most of

these are in the vitally important area of conservation information clearing house activities as well as scientific research centers. All are described in detail, both in the text and in the valuable appendixes.

The basic need and the major gain to be derived from informed conservation thinking in the 1970s, according to the authors, has been the concept of preservation as mass treatment of archives and library collections. In this sense, the Cunhas point out, librarians and archivists in their administrative capacities have at last assimilated the necessary information, taken charge of an area previously left to professional conservators, and made this concept a vital part of institutional administrative priorities. The overwhelming need for the treatment of thousands of linear feet of decaying records and bound volumes makes this aspect of preservation, which includes climate control, control of natural and artificial light, and good housekeeping in all of its ramifications, at least a beginning and a palliative. The new research in mass deacidification in the 1980s discussed in this volume may provide the future cure.

Although great gains have been made in the wide recognition of the problem throughout the profession and in the realm of preventative care, the Cunhas admit that relatively little in the way of actual restoration is presently being undertaken. The authors believe that the remedy may very well lie in the possible future growth of regional conservation centers such as the Northeast Document Conservation Center. These centers, the authors project, may be staffed in the future by the graduates of new academic conservation training programs such as the one recently established at Columbia University's Graduate School of Library Service.

While such an idea is one devoutly to

be wished, there are two major financial factors militating against it. First, the Reagan years have already punched serious holes in the Cunhas' sense of optimism concerning at least the near future of conservation funding at all levels and from all sources necessary for the development of new centers. Second, even if such conservation centers were to be developed, most libraries and archives still would not have the funds at their disposal to deal with the vast backlog of materials that need treatment. The aim of the Northeast Document Conservation Center, at least, has been self-sufficiency based upon income from fees charged for services rendered. Unless libraries and archives can allocate substantial sums in their future annual budgets to schedule work in conservation centers, such centers will be relegated to a very special place in the conservation hierarchy in time to come. It must be said, however, that the authors offer a practical solution for the conservation problem, a solution that they have espoused for years: in-house conservation. It is here, perhaps, that the authors make their greatest contribution. They encourage archivists and librarians to go further than the preventative conservation area that they have already mastered to hands-on treatment of library and archival materials. It is admittedly an unpopular stand with professional conservators. It has also been uncharitably attacked by some librarians and archivists who have little commitment to learning the skills necessary to do 80 percent of the conservation work the Cunhas maintain can be done in-house. The authors illustrate quite clearly that deacidification, testing, mending, washing, and encapsulating can be done in the great majority of cases by a staff with a commitment to learn the necessary procedures. These procedures are key to the conservation of the majority

of archival materials. The earlier Cunha volumes are a guide to accomplishing these ends; and it is significant that they were written for archivists and librarians, and not for professional conservators.

The Cunhas recognize the continuing need for research and development in professional conservation and for complicated procedures, all of which are clearly outlined in their most recent volumes to prevent the most ardent, yet poorly trained, from undertaking tasks beyond their capabilities. Yet the Cunhas are realistic enough to know that the greatest part of conservation work that needs to be done will never reach the conservator's bench. Accepting the challenge that the theoretical aspects of conservation must be attained previous to attempting procedures, even on a modest scale, the Cunhas have given the profession a complete bibliography of sources. In an outstanding bibliographical compilation of almost 11,000 entries in all categories of conservation procedures published since their 1976 volumes appeared, the Cunhas have put to rest the argument that source materials are not available to studious and willing archivists.

In conclusion, their encouragement to go further with hands-on conservation, their prognostications concerning possible future developments and new technologies in conservation, and the bibliographical references that they have provided are scholarly invitations to learning and doing. They also provide a survey of the field that is of great value to archivists and librarians.

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*Hadassah, The Woman's Zionist
Organization of America*

Archival Forms Manual. Compiled by the Society of American Archivists Forms Manual Task Force. Chicago:

Society of American Archivists, 1982. Illustrations, bibliography. 145 pp. \$7.00 members; \$10.00 nonmembers. Paper.

The *Archival Forms Manual* is a helpful and very practical addition to the many publications of the Society of American Archivists. It supplements rather than replaces the *Forms Manual* published in 1973 by the Society's College and University Archives Committee. This manual has about ninety pages of forms, compared with more than 200 in the earlier one. Editor Patrick Quinn, who chaired the Forms Manual Task Force, states that there is no carryover from the earlier publication. He also notes that there are no records management forms in the new manual.

The 8½x11-inch format of the manual permits full-sized reproduction of the forms, and forms with information on both sides are printed back-to-back. This material is temptingly photocopyable, though the glued binding might not endure as well as the spiral binding of the earlier manual.

The *Archival Forms Manual* is divided into several sections: Appraisal and Disposition; Arrangement and Description; Use; and Specialized Forms. Each section is subdivided. The special forms include conservation, loan agreement, photographs, and several other categories. The divisions are logical, and the forms chosen are both appropriate for the categories and potentially very helpful for archivists. An essay on the terminology and functions pertinent to that section and a specialized bibliography are included in each main section. A three-page annotated bibliography of processing and procedures manuals is provided at the end of the manual. Most items in the bibliographies were published after 1973—the date of the earlier forms manual.

Beginning archivists or anyone starting an archives will find the introductory

essays, bibliographies, and forms equally helpful. The collection of forms here is complete enough to provide any institution with control over its principal routine activities. More experienced archivists will find the forms valuable as easy-to-follow checklists of functions to be performed or information to be recorded. The forms also illustrate both the advantages and disadvantages of different kinds of duplication. The advantage of a printed form is clear when compared to those that have been photocopied from typing: good printing gives a form that is clear as well as well organized. While economy might require that archivists use less expensive copies for forms that are used only internally, forms that will be shown to or completed by others—including donors and researchers—should be printed.

No archivist should casually use a form designed for another institution. These forms are useful as guides and reminders, but each institution must state its own policies and determine its own procedures. Some of the forms raise important questions: should a donor be asked to give rights to current and future gifts? Should someone donate materials already in the archives? In these instances it is not clear that the donor knows exactly what he or she is donating.

Information about research must be used carefully. If we have detailed information about materials used and even the items copied by one researcher, should we provide any or all of that information to other researchers interested in the same subject? Indeed, can we legally provide such information?

In this format the forms are very attractive, and archivists must be careful not to use too many. They are means of planning, controlling, recording, and measuring our activities and must not become ends in themselves. They must be subordinate to our work, rather than

vice versa, because, if forms do not follow functions, then functions will surely follow forms.

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Archives & Manuscripts: Reprography.

By Carolyn Hoover Sung. Society of American Archivists Basic Manual Series II. Chicago: Society of American Archivists, 1982. Bibliography, illustrations, glossary. 68 pp. \$5.00 SAA members, \$7.00 nonmembers. Paper.

As photocopying, microfilming, and other reprographic processes have become an undisputed fact of archival life, archivists find themselves pressured to deal not only with those processes in their institutions but also with their results—the proliferation of paper copies, film, fiche, and photographic prints which are sent out with researchers and which come in as record formats. The author of this publication addresses the primary facets and concerns of reprography in the archives and provides considerable information on the fundamentals of a subject that involves much more than choosing the best photocopy machine.

After presenting an introductory discussion of the types of copying an archives may do—reference, acquisition, preservation, space-saving, and commercial projects—Carolyn Hoover Sung describes the variables involved in selecting a reprographic process and what each process entails. Considerable space is devoted to microphotography; and the reader will find a wealth of information on formats, standards, procedures, and equipment. The text on technical considerations is a very detailed summary for the novice, while the enumeration of archival considerations—including choice of records for filming, finding aids, targets, and filming instructions—is most valuable and should be required

reading for any microfilm service bureau contracted by an archives. Chapters on using microforms and on photocopying contain checklists helpful in the evaluation of equipment, with appropriate caveats to discourage hasty capitulation to the salesman's pitch.

Although many repositories may not foresee a full-fledged reprographic service as part of their operations, Sung's recommendations concerning organization, pricing, and management will be useful even to those institutions with small-scale facilities or those with just one photocopy machine. Sample price lists and order forms are among the strengths of this manual, and they clarify the rationale for fee schedules for different reprographic services as well as the conditions of reproduction necessary to protect a repository and its holdings.

One of the central issues involved in reprography is, of course, copyright; and on this subject the author is curiously and disappointingly brief. One would expect in a basic manual a broader treatment than that provided by three short paragraphs. Although references to further information and examples of warning notices are included, the reader will find little beyond a statement of sections 107 and 108 of the copyright law. Considering the attention paid to other relevant subjects in the manual, the copyright section appears to be an afterthought appended to conclude the text.

Otherwise, *Archives & Manuscripts: Reprography* is a comprehensive and informative work and is an appropriate addition to the manual series. As archivists find themselves increasingly dependent upon reprographic processes to acquire, preserve, and disseminate recorded information, knowledge of the possibilities and the limitations of those processes will be a fundamental requirement. A solid introduction to the subject is provided in this work.

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Vanishing Georgia: Photographs from the Vanishing Georgia Collection, Georgia Department of Archives and History. Athens, Ga.: University of Georgia Press, 1982. Photographs, text. 225 pp. \$19.95. Cloth.

In *Vanishing Georgia* the staff of the Georgia Department of Archives and History presents a selection of the photographs collected through their Vanishing Georgia Heritage Photography Project. This statewide effort to copy Georgia photographs of historical interest began as a pilot project in 1975. It developed with the assistance of a two-year grant from the National Endowment for the Humanities and continues today as a permanent part of the Georgia Archives program. Using a mobile photography lab, archives personnel travel throughout Georgia copying photographs belonging to private individuals, businesses, and other institutions. The success of this program is dependent upon the support of state residents who provide the photographs and the identifying information. *Vanishing Georgia* is the vehicle by which the Georgia Archives staff has chosen to thank the people of Georgia for their contributions.

Sherry Konter, the present coordinator of the Vanishing Georgia Project, wrote the book's text, including acknowledgements, a short introduction, and six essays—"The Land," "The Town Evolves," "How We Looked," "Enjoying Ourselves," "Into the Twentieth Century," and "Days Remembered." The photographs are organized around these six sections, and they portray life in Georgia primarily between 1870 and 1940.

The 209 photographs reproduced in this book were selected from more than 16,000 images copied by the Vanishing Georgia Project. The prints were made from copy negatives, and this may ac-

count for their lack of highlight and shadow details. They are presented attractively, arranged one to a page, with accompanying captions and catalog numbers. Chosen ostensibly for its "documentary content and historical significance" (xiii), this photographic sampling reveals the richness and variety of the visual records collected by this remarkable project: images of family members at a reunion dinner, a fiddlers' convention, stonecutters posed with their handiwork, visitors at historical monuments, and local political figures are but a few samples.

In *Vanishing Georgia* the photographs, rather than the text, are expected to tell the history of Georgia. This would be possible if the photographs were self-explanatory or were supported by the text. The problem, however, is that neither the captions nor the text provide the reader with illuminating information. The captions are brief and somewhat vacuous, while the introductory essays often are little more than summaries of the photographs printed in the sections. There is no clear distinction between these sections, and there is some confusion as to why a particular photograph is grouped under one section rather than another.

The publication of this book points out the success the Vanishing Georgia Project has had in fulfilling its responsibility to preserve the state's visual records, but it does little to demonstrate the "value of the photograph as a historic document" (xii). Archivists now realize the importance of preserving visual records; but, until we learn how to use these records for historical documentation, we cannot expect historians or publishers to think of photographs as anything more than illustrations.

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Micropublishing: A History of Scholarly Micropublishing in America, 1938-1980. By Alan Marshall Meckler. Westport, Conn.: Greenwood Press, 1982. Glossary, index. xiv, 179 pp. \$23.95. Cloth.

Most readers will probably be surprised to learn that the art of microphotography and the basic principles of micropublishing are about 150 years old. Even so, the industry as we know it (film, fiche, microcards, and microprint) is a relatively recent phenomenon. These and other little surprises are well described in Alan Meckler's short history of micropublishing in America.

Meckler, a historian, is publisher of *Microform Review*, a distinguished journal well known to acquisitions librarians and professionals in the microforms industry. He writes with skill and enthusiasm about matters of which he has extensive firsthand knowledge. He did not skimp on primary research, either. Particularly noteworthy are his good chapters on pioneers, such as historian Robert C. Binkley, who foresaw the scholarly revolution created by the microfilming of source documents, and Albert Boni, founder of Readex Microprint, who made thousands of scarce and out-of-print titles accessible to libraries everywhere.

As good as Meckler's discussion is of the industry's development, readers may be even more interested in his case studies of two mammoth undertakings: Research Publications' League of Nations Documents Collection and Congressional Information Service's Index to Congressional Documents and Microfiche Service. Both firms stepped into bibliographic voids and brought order (and profit) from chaos. One should note here that CIS owns Greenwood Press, the publisher of this book.

The author concludes with a discus-

sion of some of the recent forays made by university presses into micropublishing and a clear-eyed appraisal of the whole industry's prospects. As Meckler states, rumors of the death of the book have been exaggerated. Librarians note: Greenwood has *not* published simultaneous microform and printed editions. All in all, this is a useful and interesting volume for anyone in the microforms industry and for those librarians and archivists who purchase from the catalogs of the micropublishers.

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The Holocaust: Selected Documents in Eighteen Volumes. Edited by John Mendelsohn. Donald S. Detwiler, Advisory Editor. New York: Garland Publishing, Inc. 1982. Volume 3: *The Crystal Night Pogrom*. 402 pp. \$50. Volume 4: *Propaganda and Aryanization, 1938-1944*. 288 pp. \$50.

The study and teaching of the Holocaust—the destruction of European Jewry by the Nazis—have greatly expanded over the past few years, and the number of published monographs is steadily growing. These studies are, in turn, based on extensive archival collections that are dispersed over half the globe and contain millions of documents in all major languages. The major collections containing Holocaust material are those of the Yad Vashem in Jerusalem, the Centre de Documentation Juive Contemporaine in Paris, the Leo Baeck Institute and the YIVO Institute for Jewish Research in New York City, and the National Archives in Washington, D.C. That the National Archives should contain a large volume of material on the destruction of European Jewry might seem strange; it should be remembered, however, that its voluminous collection of captured German documents

—from the Foreign Ministry, the Nazi party and military establishments, and the various war crimes trials—together with those of the Department of State, the OSS, and various government departments and agencies (foremost among them the War Refugee Board), form the very core of Holocaust material.

John Mendelsohn, the editor of this series and a historian and expert on the Nuremberg Trials, has selected his documentation from these collections in the National Archives. The documents are organized chronologically and by subject, and the eighteen volumes of the series are divided into four sections. The first seven volumes deal with "Planning and Preparation" for the destruction of the Jews. The following six volumes concern "The Killing of the Jews"; the next three cover "Rescue Attempts" by the Allies; and the final two volumes deal with the "Punishment" and contain documents from the various war crimes trials pertaining to the Holocaust.

Volumes three and four, under review here, cover *The Crystal Night Pogrom* and *Propaganda and Aryanization, 1938-1944*, respectively. They are preceded by two volumes on *Legalizing the Holocaust, 1933-1943* and followed by three volumes on *Jewish Emigration*, and thus complete the first series on "Planning and Preparation." Each of the eighteen volumes contains an introduction either by the editor or by other scholars; a description of the collections from which the documents came; a listing of each document with a short note of its provenance; and, finally, the Xerox or photostatic copies of the original documents. These include telegrams, reports, and directives from the files of the U.S. Department of State or the German Foreign Ministry; staff evidence analysis and copies of originals or translations from war crimes trials; and reports, minutes, and notes from

various German government and party agencies and police and military organizations. The pamphlet, "The Jew as World Parasite," and the "Ritual Murder" issue of Julius Streicher's newspaper *Der Stuermer* are also reproduced in their entirety.

How good is the selection of documents and how useful is the series? These questions cannot be answered easily on the basis of a review of only two volumes; however, some general comments and conclusions are possible and seem appropriate. The organizational plan of the series is sound, and the editor's general introduction as well as the introductions to volumes three and four are lucid and comprehensive. The documents in each volume form a coherent whole and clearly illuminate the subject of the volumes. If the high standard of selection and scholarship illustrated in these two volumes is maintained throughout the series, this will be a useful and important source publication for the study of this critical phase in modern European history.

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Manual for Accessioning, Arrangement, and Description of Manuscripts and Archives. 2nd edition. Seattle: University of Washington Libraries, University Archives and Manuscript Division, 1982. Illustrations. 98 pp. \$10. Paper.

This manual, written by staff members at the University of Washington archives, describes the theory and practice of archival and manuscript processing at that institution. It is certain to promote discussion among archivists concerned with the future of processing.

The authors' objective is to create a processing system founded on the principle of provenance and "progressively refined controls according to record

levels." The process relies on carefully defined procedures of accessioning, arrangement, and description. The archivist establishes primary intellectual controls by the completion of accessioning and processing forms and decides the level to which a collection will be processed. The collection is then rearranged into a predetermined hierarchical order, and an inventory is prepared to provide access to the papers. The first two steps will cause little dispute; it is the second two that many archivists will question.

The system requires that the ultimate order of records should reflect their provenance and link each series with its record group or subgroup. This is not a novel concept. To most archivists, this means leaving records in their original order and relating series to their record groups; to the authors of this manual it means something different. "Unfortunately," they say, "the archivist must identify the parent of each series and bring all such series together." This point is illustrated graphically with an example of an accession list for the records of the office of the vice provost. On the left side of the page is a container list of the papers in their original order—in this case, several alphabetical sequences. On the right side of the page is the corresponding archives inventory showing the list totally rearranged into administrative series: general correspondence, intra-university correspondence, subject series, etc. The order of the papers as created and used by the office has been changed to fit a preconceived classification scheme. There is no explanation of the criteria the archivist has used to decide to which subgroup or series these files belong. There is no persuasive argument to explain why a new and arbitrarily imposed order better reflects the origin and use of the papers than would simplification of the original (in this case, integration into one alphabetical order). The authors' limited definition

of "series" obliges the processor to disturb the provenance of the papers and engage in an enormous amount of unwarranted work to reorder the records. It is accepted archival practice to impose order on papers that have none; it is neither necessary nor acceptable to impose a new order on papers that already have one.

The second issue likely to engender controversy is the emphasis on the use of three cumulative indexes (name, subject, and chronological) in place of an integrated card catalog and descriptive finding aid. The cumulative name index is the main source of access to the records. The processor notes every proper name at the record level to which the collection is being processed and adds these proper names and their locations to the cumulative name index. According to the authors, this comprehensive indexing system overcomes the necessity for content analysis. They greatly minimize the need for description, particularly the scope and content, in favor of the indexes. The knowledge that a processor acquires about the strengths, weaknesses, and research potential of a collection, usually provided in the scope and content note, is not transmitted to the researcher or to the reference archivist who will have to provide access to the papers. The authors have tried to eliminate the subjectivity of the catalog and description; but their solution has produced a more serious problem: indiscriminate indexing creates numerous, unevaluated access points. Because the archivist has provided no analysis in the inventory, there is no information available as to the content or value of the papers indexed. The researcher has no option but to take the time to examine the records of each entry under every name in which he is interested.

The main processing procedures in the manual were previously described last October at the SAA annual meeting by

Uli Haller, formerly of the University of Washington libraries staff. The audience expressed concern that replacement of the original, workable order of records with another was questionable, arbitrary, and a poor use of time. Many felt even more strongly that using indexes in place of the card catalog and traditional descriptive practices did not improve access but, in fact, hindered it. Until these concerns are allayed, the University of Washington system is not likely to be widely emulated but will definitely provoke discussion of processing standards and access problems across the profession.

DONNA WEBBER

Massachusetts Institute of Technology

Windows to the Past: 1818-1880. By Roy Turnbaugh with Robert E. Bailey. Springfield, Ill.: Office of the Secretary of State, State of Illinois, 1982. Facsimiles, teacher's manual. 88 pp, 38 facsimiles. Looseleaf.

A panorama of life in Illinois may be viewed through *Windows to the Past*, a teaching packet produced by the Illinois State Archives. Designed for use in high schools, the packet contains copies of Illinois county records from 1818 to 1880 and an accompanying instructor's manual. The packet was compiled and written by Roy C. Turnbaugh, Jr., with Robert E. Bailey. It was reviewed by a panel of teachers and then was distributed to all public high schools in the fall of 1982.

The packet of documents consists of thirty-eight facsimiles with verbatim transcripts of each document provided on the reverse side. The documents demonstrate the strength of governmental records as indicators of everyday life. By reflecting the problems, pressures, and daily efforts of immigrants, children, blacks, soldiers, women, the indigent, and even the tax

assessor, these records provide the teacher with an excellent tool to fill the gaps commonly left by history texts. The documents create high interest by drawing students into the real excitement of history as they consider the report of a twenty-five-year-old immigrant's suicide, evaluate a Civil War widow's application for relief, or account for the irregular school attendance of Illinois and Indiana Winchell.

The strength of the document selection alone cannot make a packet useful; a crucial factor is the kind and quality of accompanying materials. *Windows to the Past* provides an instructor's manual, making it possible to translate the documents from objects of historical reverence to practical teaching tools. The manual contains an historical essay giving a capsule history of developments from 1818 to 1880 and a list of suggested readings. The major part of the manual consists of a guide to the documents. Along with the verbatim transcript, there is a brief explanation of each document to provide the specific historical context and a list of terms. Source books or dictionaries for locating the definitions might have been a useful addition to the reading list to aid teachers unfamiliar with the terms. Finally, points to consider are suggested. These include both specific and general questions, giving teachers guidelines for using the documents with students, and include cross-references to related documents in the series.

Windows to the Past is the result of careful and reasoned planning, making it a very usable packet. Far too many efforts to compile documents for classroom use have resulted in attractive productions winning "oohs and aahs" from archivists and historians and groans from teachers. *Windows to the Past* provides many teacher-oriented features. It has flexibility in both format and content. The documents are packaged

separately on heavy stock paper for reproduction. Having the transcripts on the reverse side gives the teacher the option to copy them or not for student use. One of the important strengths of historical records is the inclusion of many historical themes in one document. Turnbaugh and Bailey avoided a natural tendency to structure the documents along specific subject lines; therefore teachers can adapt the materials to their own individual curriculum needs.

The instructor's manual is in a binder, an important feature allowing the teacher to remove sections for copying. The historical essay and the explanation, terms, and points to consider can all be used directly with the students if the teacher chooses to do so. The binder format allows teachers to insert their own lesson plans, teaching ideas, and resource material. It will also permit the revision and addition of materials by the State Archives as the packet is used in the classroom and teachers' responses are elicited. Activities and projects developed by teachers themselves, while using the packet, would be a useful supplement. As teachers become more proficient in using historical records in their classrooms, it may be helpful to provide a section on how teachers can locate additional historical records on their own through the Illinois Regional Archival Depository system or other historical repositories. By locating materials from their own specific locality, teachers can provide students with an additional touchstone to the past.

Windows to the Past is not only a notable resource for teachers in Illinois, but it is also an excellent guide for archivists to follow in preparing similar efforts of their own. The Illinois State Archives has shown a clear commitment to making its historically valuable records available to a large and active audience. While many have talked of the need to

expand user groups, the Illinois State Archives has taken definite steps to do so. It is a path well worth following.

KATHLEEN ROE
New York State Archives

BRIEFLY NOTED

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

The University of Washington Libraries have issued two publications that provide access to materials relating to Pacific Northwest Native Americans. The first, a 113-page *Guide to Pacific Northwest Native American Materials in the Melville Jacobs Collection and in Other Archival Collections in the University of Washington Libraries*, contains descriptions of Native American-related sound recordings and linguistic and ethnographic field notes in the Melville Jacobs Collection and in other collections of the libraries' holdings. Related historical collections, which document Native American-European American relations in the pre-1900 Pacific Northwest, are also described. Several indexes are included to the sound recordings as well as to the linguistic and ethnographic papers. The second publication, *Explorers' and Travellers' Journals Documenting Early Contacts with Native Americans in the Pacific Northwest, 1741-1900*, is a 101-page annotated bibliography in which holdings of the Pacific Northwest Collection are listed. The more than 680 citations are to the earliest imprints of works that display significant ethnographic information. Annotations include information on the date, scope, and purpose of the journey and on the occupation and predominant interests of the traveller. The price of each of these

publications is \$5. Checks should be made payable to the University of Washington Libraries and addressed to the Library Publications Officer, University of Washington Libraries, FM-25, Seattle, WA 98195.

The Hoover Institution Press has recently published a detailed inventory of the Herbert Hoover Papers, which are deposited in the Hoover Institution Archives at Stanford University. The papers total over 278,000 items and cover more than 75 years. The collection includes materials that document Hoover's relief activities during and after World Wars I and II, his relationship with Pres. Woodrow Wilson, his political and personal philosophy, his post-presidential career, and his public service activities. Hoover's original appointment calendars for the period 1917-1920 and the presidential years 1929-1933 are included in the collection. The items are indexed, and each entry includes a contents description and date span. Entries within each series are arranged chronologically. *Herbert Hoover: A Register of His Papers in the Hoover Institution Archives*, compiled by Elena S. Danielson and Charles G. Palm, is available for \$19.95 from Hoover Institution Press, Stanford University, Stanford, CA 94305.

Also available from the Hoover Institution Press is the *Guide to the Hanna Collection and Related Archival Materials at the Hoover Institution on War, Revolution and Peace on the Role of Education in Twentieth Century Society*. Compiled by Fakhreddin Moussavi, the *Guide* identifies over 600 collections that deal in whole or in part with education. The *Guide to the Hanna Collection* is available for \$19.95.

The Missouri Historical Society has announced the availability of two publications prepared by the Society's Division of Library and Archives. *A List of Manuscript Collections in the Archives of the Missouri Historical Society*, compiled by Beverly D. Bishop and Janice L. Fox, is a 77-page publication that contains basic information for approximately 1,000 collections. The entries are alphabetical by collection name and indicate the date span and quantity of materials for each collection. The price is \$2.50 including postage and handling. *The Lewis and Clark Expedition: A Guide to the Holdings in the Division of Library and Archives of the Missouri Historical Society*, edited by Anthony R. Crawford and compiled by Deborah W. Bolas, Beverly D. Bishop, Janice L. Fox, and Judith Campoli, is a 40-page guide in which the Lewis and Clark-related manuscripts, journals, publications, and pictorial images in the Society's research collections are described. The guide contains an annotated bibliography of literature on Lewis and Clark; a calendar of manuscripts and journals; and a list of photographs, engravings, and lithographs pertaining to the expedition. The price is \$5.50 including postage and handling. For further information, contact the Missouri Historical Society, Jefferson Memorial Building, Forest Park, St. Louis, MO 63112.

The University of Colorado at Boulder has recently published *A Guide to the Manuscript Collections* of the Western Historical Collections. Compiled by Ellen Arguimbau and Doris Mitterling and edited by John A. Brennan, the *Guide* covers only the manuscript holdings of the Western Historical Collections, which also include the university archives of the University of Colorado at Boulder. The *Guide* is divided into

two sections. Section I includes an alphabetical listing of all manuscript collections as of July 1, 1980. Included in each entry are the dates of the contents of the collection and a statement of the quantity of manuscripts contained therein. The major portion of the entry is devoted to an historical sketch of the individual or organization involved and an outline of the type of material included. Section II is a comprehensive index to the more important names and subjects appearing in the collections. The 143-page *Guide* is available for \$5.00 (prepaid) or \$5.50 (postpaid) from the Curator, Western Historical Collections, Norlin Library, Campus Box 184, University of Colorado at Boulder, Boulder, CO 80309.

A National Catalog of Sources for the History of Librarianship (NCSHL) has recently been published by the American Library Association. Although the archives of the American Library Association are housed at the University of Illinois, records of public and private support of libraries are found in public and corporate archives, and the personal papers of librarians active in ALA are usually found in institutional archives or manuscript collections. The *Catalog*, compiled by the University of Illinois Archives staff, supplements the resources in the *Guide to the ALA Archives*, a microfiche listing of records series in the ALA archives. The *Catalog* is a microfiche listing of collections or record series arranged alphabetically by state or repository. The listing provides for each collection a control number and title, inclusive dates of the records, volume in cubic feet, date acquired, date reported to *NCSHL*, number of pages in a finding aid, and a list of subject descriptors assigned. The *Catalog* includes an alphabetical index of subjects with the control numbers of collections

containing material on each subject. The *NCSHL* is available from the American Library Association, Order Services, 50 East Huron Street, Chicago, IL 60611, for \$10.

The Bethune Museum-Archives, Inc., announces the availability of a special educational kit, "Black Women in America: Contributors to Our Heritage." Focusing upon the lives of twenty Afro-American women, the kit includes twenty 16"x20" posters; a teaching unit; and a book of biographical histories, photographs, and an extensive bibliography. Organizers, religious leaders, activists, artists, educators, performers, political leaders, and athletes are included in the grouping. Mary McLeod Bethune, Sojourner Truth, Phyllis Wheatley, Meta Warrick Fuller, Wilma Rudolph, and Fannie Lou Hamer are a few of those represented. The kit is available for \$38.00 (shipping and handling included). All orders must be prepaid. Checks should be made payable to the Bethune Museum-Archives, Inc. and mailed to 1318 Vermont Avenue, NW, Washington, DC 20005.

More than 80 repositories of architectural source materials in the nation's capital are highlighted in a new guide published by the American Institute of Architects Foundation. The 140-page directory, "Architectural Research Materials in the District of Columbia," lists archives, associations, foundations, federal agencies, universities, libraries, museums, professional societies, and other organizations with collections and major holdings of architectural data and drawings. The directory, compiled and prepared by Sally Hanford, was patterned after "Architectural Research Materials in New York City," prepared by the Committee for the Preservation of Ar-

chitectural Records, and similar publications in Philadelphia and Chicago. "Architectural Research Materials in the District of Columbia" is available from the AIA Foundation, 1799 New York Ave., NW, Washington, DC 20006. Cost is \$5.50 (over the counter), \$6.50 (if mailed in the United States), or \$8.50 (if mailed overseas).

The University of British Columbia Press has recently published *The Boundary Hunters, Surveying the 141st Meridian and the Alaska Panhandle*, by Lewis Green. The history of the Alaska boundary from its delineation in the Anglo-Russian Treaty of 1825 through 1920 when the principal surveys were completed is detailed. Green, a consulting geologist, describes the painstaking field work of the U.S. and Canadian government survey parties that explored and marked the international boundary. The author also gives an account of the political issues and diplomatic negotiations, particularly the deliberations of the 1903 Alaska Boundary Tribunal, which resulted in the definition of the boundary. The volume is based in part on research in archival collections in the Public Archives of Canada and the records of the Adjutant General's Office and the Coast and Geodetic Survey in the National Archives of the United States. The book consists of 232 pages, including 53 photographs, 10 maps, and a useful select bibliography. The volume is available for \$18.95 (cloth) from the University of British Columbia Press, 2075 Wesbrook Mall, Vancouver, British Columbia, Canada V6T 1W5. [RENÉ JAUSSAND, *National Archives and Records Service*]

Actions to take before, during, and after a move of a large quantity of records from one records center to another are

briefly explained in Jill Hampson's 24-page *Removal of a Records Centre and its Contents: A Case Study*. This paper, published in 1982 by the Society of Archivists, is based upon experiences of major transfers of British Steel Corporation records between 1977 and 1979. Besides giving practical advice about actions to take to facilitate a successful move, the author provides an outline schedule for moving records and sample forms that were used by the BSC, including a consignment worksheet, records transmittal lists, and instructions for the moving contractor. The secret of a successful move, the author contends, is good preparation. Anyone who plans to move large quantities of records from one building to another may find this paper to be helpful in that preparation. Copies may be obtained for £1.80 from the Archives Dept., Sheffield City Libraries, Surrey Street, Sheffield, United Kingdom, SL LXZ. [JAMES GREGORY BRADSHER, *National Archives and Records Service*]

Passenger Arrivals at the Port of Baltimore, 1820-1834, is a recently published volume available from Genealogical Publishing Co., Inc. The first in a series of volumes intended to index the passenger arrival records of the ports of Boston, New York, Philadelphia, Baltimore, and New Orleans, the present volume indexes the names of 50,000 immigrants who arrived at the port of Baltimore between 1820 and 1834. For each name indexed, the volume cites the individual's age, sex, occupation, country of origin, country of destination, name of ship, port of embarkation, and date of arrival at the port of Baltimore. The 750-page volume, Michael H. Tepper, General Editor, transcribed by Elizabeth P. Bentley, is available for \$38.50 (plus \$1.00 postage) from Genealogical Publishing Co., Inc., 111 Water Street, Baltimore, MD 21202.

SELECTED RECENT PUBLICATIONS

After the Gold Rush: Society in Grass Valley and Nevada City, California, 1849-1870. By Ralph Mann. Stanford: Stanford University Press, 1982. Appendixes, bibliography, index. xv, 302 pp. \$25. Cloth.

American Prose and Criticism, 1820-1900: A Guide to Information Sources. Edited by Elinore Hughes Partridge. (Volume 39 of American Literature, English Literature, and World Literatures in English Information Guide Series.) Detroit: Gale Research Co., 1983. xvi, 575 pp. \$42. Cloth.

Archives Journals: A Study of their Coverage by Primary and Secondary Sources. Prepared under UNESCO contract by the International Council on Archives. A RAMP Study (PGI-81/WS/10) prepared for the General Information Programme and UNISIST. Paris: UNESCO, 1981. Appendixes. 72 pp. Paper.

Bookbinding: A Guide to Literature. Compiled by Vito J. Brenni. Westport, Conn.: Greenwood Press, 1982. Index. viii, 199 pp. \$35. Cloth.

F.D.R.: An Intimate History. By Nathan Miller. Garden City, N.Y.: Doubleday, 1983. Illustrations, bibliography, index. 563 pp. \$22.50. Cloth.

Forgotten News: The Crime of the Century and Other Lost Stories. By Jack Finney. Garden City, N.Y.: Doubleday, 1983. Illustrations. 290 pp. \$14.95. Cloth.

"Feasibility Study on the creation of an internationally financed and managed microfilming assistance fund to facilitate the solution of problems involved in the international transfer of archives and in obtaining access to sources of national history located in foreign archives." By Ivan Borsa. (Submitted to UNESCO by the Inter-

national Council on Archives in November 1980). Paris: UNESCO, 1980. 30 pp. Paper.

Guidelines for Curriculum Development in Records Management and the Administration of Modern Archives: A RAMP Study. (PGI-82/WS/16). Prepared by Michael Cook. Paris: UNESCO, 1982. 74 pp. Paper.

Guide to America-Holy Land Studies, 1620-1948. Volume 2, Political Relations and American Zionism. Edited by Nathan M. Kaganoff. New York: Praeger Publishers, 1982. Index. 214 pp. Cloth.

Inventaire des marchés de construction des actes notariés de la ville de Québec, 1871-1899. By Danielle Blanchet and Sylvie Thivierge. Ottawa: Parcs Canada, 1982. Index. 308 pp. \$19.95 (Canada), \$23.95 (outside Canada). Paper.

Krushchev. By Roy Medvedev. Garden City, N.Y.: Doubleday, 1983. Selected bibliography, index. 292 pp. \$17.95.

Les archives au XXe siècle: Une réponse aux besoins de l'administration et de la recherche. By Carol Couture and Jean-Yves Rousseau. Montreal: Université de Montréal, 1982. Bibliography. 491 pp. \$28. Paper.

Stand in the Day of Battle. By William C. Davis. Volume 2, *The Imperiled Union: 1861-1865*, series. Garden City, N.Y.: Doubleday, 1983. Illustrations, bibliography, index. xix, 359 pp. \$19.95. Cloth.

The Brandeis/Frankfurter Connection: The Secret Political Activities of Two Supreme Court Justices. By Bruce Allen Murphy. Garden City, N.Y.: Anchor Press/Doubleday, 1983. Notes, selected bibliography, index. x, 473 pp. \$12.95. Paper.

The Ohio Valley: Your Guide to America's Heartland. By George Laycock and Ellen Laycock. Garden City, N.Y.: Doubleday, 1983. Index, 388 pp. \$10.95. Paper.