

Reviews

BRENDA BEASLEY KEPLEY and SARA L. STONE, *Editors*

Secrets: On the Ethics of Concealment and Revelation. By Sissela Bok. New York: Pantheon Books, 1982. Name and subject index, notes. 332 pp. \$16.95. Cloth.

Secrets is a philosophical inquiry in which the author attempts to establish a set of ethics about secrecy. As keepers of secrets in archives and manuscript collections, archivists have discussed and written about the role of keeping secrets and making them available. The discussions and codes of ethics in professional organizations and institutions rarely have dealt with the complexity or many pitfalls of access and privacy questions. The responsibility of the SAA Confidentiality Study Group is to wrestle with those issues. Sissela Bok takes on a universe of questions far wider than the study group or individual archivists will want to examine, but she has presented many relevant discussions for archivists in a uniquely didactic tone that is unusual in this time of moral uncertainties.

The scope of the book is broad and includes studies of secret societies, gossip, and aspects of secrets in corporations, the military, and social science research.

Bok used published works from anthropology, psychology, and from the law and the press in examining questions about how much information should be available in the private and public sectors of society. There are no magic formulas, however, that the archivist can turn to and cite when faced with access questions that may have two or more answers. In fact, the author concludes with an urgent call for further interdisciplinary research on the conflicts that secrecy inevitably generates.

Archivists are aware of those conflicts, both in public archives and private manuscript collections; and the relationship between archivists and the information as well as the creators and donors of that information are indeed complex. The secrets archivists keep are a rare source of real power, and archivists do control the availability of that information. Though codes of ethics for archivists are neither as extensive nor as legalized as are those for lawyers, doctors, and other professionals who have access to secrets, archivists have formulated standards for working with secrets. In the "Archivist Code" published in the 1950s, archivists were urged to promote access and observe proper

restrictions on the use of records. In the 1980 SAA "Code of Ethics for Archivists," respect for the privacy of individuals was given more prominence, and archivists were importuned to "discourage unreasonable restrictions on access." They were also urged to "faithfully observe all agreements made at the time of transfer or acquisition." Compared with the legal and medical professionals, archivists do have an excellent record for keeping secrets. In the Nixon Papers case, the archival record of complete discretion was a major factor in the Supreme Court's decision to uphold the Presidential Recordings and Materials Preservation Act. The codes and the past record have not resolved the continuing and severe tension for archivists between the need to protect secrets contained in records and the desire to make those secrets available for researchers.

In her discussion of the origins and moral ethics of secrets, Bok recognizes the moral imperatives of both protecting those secrets and revealing them. Gossip can be innocuous and reprehensible. Individuals are not to pass on her three categories of reprehensive gossip, but there is no indication of what archivists are to do when they find reprehensive gossip in their collections. Are they morally bound to purge that gossip? Are they to keep it away from researchers? Certainly not, if biographers are to write their titillating paragraphs. The federal Privacy Act allows individuals to purge records about themselves, but the issue of preserving salacious information has rarely been addressed by archivists, and it is not a subject of inquiry in *Secrets*.

When Bok writes about policies on access versus privacy, she takes the liberal stance of protecting individuals' privacy and pressing for openness in commercial enterprise, scientific research, and state secrets. She cites examples in each area

in which secrecy defeated the purpose of the secrecy. Bok contends that the failure of the attempt in 1980 to rescue the American prisoners in Iran was caused in part by the super secrecy within the mission, and she cites a Joint Chiefs of Staff review study of the mission to support her contention that secrecy is often self-defeating.

The chapters on whistleblowing, leaking, and investigative journalism pose the moral question for archivists about secrets in collections that may need to be made public. What are archivists to do when they have records that prove plagiarism by a professor, financial corruption in a corporation, or a president guilty of impeachable offenses? When the National Archives received records from the Committee for the Re-Election of the President in March 1973 as the Watergate crisis was unravelling, the archivists who inventoried the records were instructed not to reveal information no matter what "smoking-gun" was found. That is a common archival stance. Others are directed to find the information and publicize it. Bok considers the public peril and public interest as the thresholds for whistleblowing in similar moral dilemmas, but those two concepts are not fully defined. A danger of violence is given as another reason for breaking the confidentiality of records; and the case of Tatiana Tarasoff, who was murdered by a man who told his psychotherapist that he wanted to murder her, is given as an example of the moral need to break that confidentiality. The California Supreme Court ruled that the psychotherapist had a duty to breach that confidentiality. Archivists are not usually threatened with life or death moral dilemmas in deciding about access to records, and the decisions are usually less obvious. Great discretion is recommended for the people who have to make the difficult decisions regarding

privacy and access.

That Bok does not directly address archival problems and that her book is not easy reading, should not discourage archivists. She does deal with vital questions that will engage the thoughts and experience of archivists and put into perspective the findings of other professions in working out the tensions of keeping secrets and revealing them.

R. MICHAEL McREYNOLDS

National Archives and Records Service

The Presidency and Information Policy.

Edited by Harold C. Relyea and others. New York: Center for the Study of the Presidency, 1981. \$10.00 cloth, \$7.00 paper.

The Center for the Study of the Presidency has provided a valuable compilation of essays related to the recent changes in the president's ability to control the flow of information from the executive branch to the Congress, the courts, and the public. The central theme of this volume is the dilemma of balancing the people's right to know with legitimate security needs. While these issues are of critical importance to the operation of a democratic society, their relationship to the archival profession is less obvious. Yet, the specific subjects dealt with in this volume, including executive privilege, the Freedom of Information Act, technological changes in information management, security classification and declassification, the Presidential Records Act, the future of presidential libraries, and the president and the media are of critical importance to many archivists.

It is worth noting that neither archival considerations nor the quality of the historical record were at the fore when the debates over presidential information policy were raging in the media;

however, two chapters of the present volume center on precisely these concerns. Alexandra and David Wigdor, in their essay on the future of presidential papers, attempt to evaluate the effect of the Presidential Records Act on the operating policies of the National Archives and the quality of the historical record that will be preserved for scholars. The authors arrive at the chilling conclusion that the act "will certainly alter and probably impoverish the historical record . . . creating a situation in which the Federal Government is to be the single custodian of its past."

In his chapter on the evolution and value of presidential libraries, Larry Berman documents yet another area in which the changing view of the president's ability to manage information has affected the archival profession. Just as the question of ownership and control of presidential papers led to the Presidential Records Act, the debate over presidential perquisites resulted in challenges to the presidential library system and the suggestion that these materials should be centralized in a single depository located in Washington, D.C. Berman analyzes the history of this debate and concludes that such centralization would "hinder declassification and review procedures . . . remove archivists as experts on a particular presidency . . . [and] would certainly be followed by an overall budget cut in resources and staff."

Morton Halperin, writing on the president and national security information, recounts the development of the Freedom of Information Act and the various executive orders on the classification and declassification of government records. This analysis, along with Halperin's description of the development of the balancing test, are most useful to archivists who must struggle with the complex and often conflicting declassification guidelines issued by agencies.

The remainder of this volume is interesting and informative reading, not without archival implication. Harold Relyea's historical analysis of security policies and the people's right to know, along with Arthur Miller's in-depth look at executive privilege, have corollaries in the development of donor restrictions and review guidelines. Likewise, the chapter by Jon Turner and John Gosden on the Carter White House experiment in information management will benefit the archival reader by giving a glimpse at some of the problems related to managing electronic archives.

JOHN T. FAWCETT
*Hoover Presidential Library
Association, Inc.*

Documenting Alaskan History: Guide to Federal Archives Relating to Alaska. By George S. Ulibarri. Alaska Historical Commission Studies No. 23. Juneau: University of Alaska Press, 1982. Illustrations, appendixes, index. vii, 296 pp. \$25.00. Cloth.

This new reference work is the first published guide on the important subject of federal archives relating to Alaska. Alaska, America's forty-ninth state, has had a long and unique relationship with the federal government. This vast area of 375 million acres (twice the size of Texas) was governed by various agencies of the federal government from 1867, when it was purchased from Russia, until statehood in 1959.

Federal involvement in the entire sweep of Alaska's history from 1867 to the present day is documented through a careful selection of materials on a wide range of relevant subjects grouped under twelve broad categories. Overall, the coverage includes most of the important topics for a study of Alaska. Inevitably, as with any subject guide, there are problems of inclusion and exclusion (i.e., archives important to one scholar

are not necessarily of consequence to another). Explanations of why particular topics were chosen over others and an indication of the audience addressed usually clarify such questions in the mind of the user. This has not been done here, and some questions have arisen. For example, one wonders why ethnic groups of the importance of Eskimos and Indians are not listed along with the sub-categories "Census," "Government Personnel," "Population," and "Distinguished Visitors" under the broad heading "Peoples." Instead, researchers must use the subject index to find information on these groups. Similarly, why is "marine transportation," vital to Alaska, not listed as a sub-category of "Transportation and Communication" along with "Aviation," "Railroads," and "Roads and Highways"? Instead one finds the subject "Navigation" under the broad heading "Military, Naval and Maritime Activities." There may be good reasons for the selection of these particular subjects, but this work would benefit from an introduction in which the author would elaborate upon the methodology used here, stating the purpose of the work, defining the specific or general audience addressed, and offering justification for a subject approach (rather than the more traditional record groups and series approach) and an explanation for the particular subjects chosen.

Selected significant record groups, series, sub-series, files, and often individual documents are described. Descriptions for the record groups are sometimes detailed and often contain valuable information on agency history such as dates of operation, functions, preceding and succeeding agencies, and relative importance of the agency and its documentation. Often there is even mention of research potential. Descriptions

of individual documents frequently are unusually extensive, such as one expects to find in a calendar rather than a guide; but for the majority of users (unless the particular document happens to relate directly to their topic), information on record groups and series is more useful than on individual documents.

The guide includes audiovisuals such as photographs, motion pictures, and maps as well as paper documents. Microfilmed items are designated by a symbol, and the roll number is given. Of course, basic descriptive information, such as record group number, file number, quantity and arrangement of files, and indexes, is found here in addition to the content analysis. A detailed subject index enhances access to the guide.

All the records cited are in the National Archives. Most of the materials are located in the National Archives Building but some are found in other NARS locations in Suitland, Maryland; San Bruno, California; and Seattle, Washington. Physically, the work is attractively laid out with historical documents and photographs, including manuscripts relating to the purchase of Alaska on the front endpaper and those on statehood in the back endpaper. It is hoped that this new publication will serve as a catalyst for more works on the unique history of Alaska and its archives. All persons involved in this endeavor should be congratulated for this fine guide.

VIRGINIA NEWTON
Alaska State Archives

Guide to Research Collections of Former United States Senators 1789-1982. Edited by Kathryn Allamong Jacob. Washington, D.C.: Historical Office of the United States Senate, 1983. 98th Cong., 1st sess.,

Senate Document 97-41. Appendixes. 362 pp. Paper.

Nearly 1,700 men and women have served in, and then left, the United States Senate. Their papers can be found in historical societies, government repositories, university and public libraries, and basements and attics throughout the country. In preparation for its bicentennial in 1989, the Senate has published a guide to the manuscript collections, photographs and portraits, memorabilia, and oral history interview transcripts of more than 1,300 former senators.

The Senate Historical Office drew on standard reference sources, guides to individual repositories and special collections, published biographies, mail and telephone surveys, and, interestingly, reports from researchers to prepare the guide. The volume includes single-item collections as well as those measured in tons. In addition to the main section containing entries arranged alphabetically by member, with descriptions of the papers and oral histories pertaining to each senator, the *Guide* has appendixes listing collections by repository and state senatorial delegations. A comprehensive papers entry, for example, includes span dates, number of items, description of contents, existence of finding aids, and user restrictions.

Unfortunately, the survey and guide were ultimately at the mercy of respondents; and most entries do not measure up to the ideal. Researchers may be able to find collections, but they will not discover much about them in the *Guide*. The Tennessee Historical Society's holdings of Joseph Anderson papers are described as "Miscellaneous letters in various collections." Another entry refers to material about Warren Austin at Columbia University's Oral History Project in these terms: "Discussed in three interviews." William Wright docu-

ments at Rutgers University are listed merely as "Letters sent." Although other descriptions are more generous, these are not unusual examples. This may be a case of garbage in, garbage out, with uncooperative repositories at the core of the difficulty. I noticed, too, that Everett Dirksen's oral history listing for one repository omitted at least two transcripts with significant references to Dirksen available there at the time of the survey.

There are some minor problems, too, in more basic descriptions. Occasionally, volume is expressed in ambiguous terms such as drawers or containers. Often the specific names of oral history interview transcripts or manuscripts collections containing information about a senator are not given. Unable to cite potential sources by name, researchers will have to rely on reference archivists to ferret out the information. The *Guide* does not include ZIP codes or telephone numbers with the main entries, a minor if correctable inconvenience.

Let me suggest, however, that the *Guide's* strengths outweigh its weaknesses. I have every reason to believe that, as the Senate's bicentennial approaches, the volume, with the wealth of primary sources it identifies, will enable scholars to examine more carefully and thoughtfully the Senate's place in our heritage. The Senate Historical Office already has plans to revise and update the *Guide* in 1989, using the bibliographic data base stored in the Senate's computer. (No, the data base cannot be searched at this time.)

Furthermore, incumbent and future senators should see this *Guide* as confirmation that advance planning will reduce chances of inadvertent destruction, enhance the value of surviving records, and pave the way for the use of these historically important documents. Too many collections have been

destroyed by carelessness or misunderstanding. Finally, by identifying a common interest of the 350 repositories that hold senatorial records, we can hope that the *Guide* will foster inter-institutional cooperation in addressing the collection management challenges posed by political collections.

FRANK H. MACKAMAN
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Leadership Research Center*

A Manual for the Visual Collections of the Harvard University Archives. By Karen R. Lewis. Cambridge: Harvard University Library, 1981. Appendixes, list of suppliers. 49 pp. \$5.00 members, \$6.00 nonmembers.

Harvard University Archives' *Manual for the Visual Collections* is the kind of book that those concerned with the management of pictorial collections have long awaited. Unfortunately, it is not the complete book for which they had been hoping. This will not, however, prevent its becoming a very widely read and useful book, one on which many archivists, museum curators, and librarians will base their approach to the photographic materials in their own collections.

This manual will prove useful because crammed into its brief forty-nine pages is coverage of most of the topics that are of most concern to curators of visual collections. Here at last is discussion of all those vexing problems encountered in all such collections, but about which so very little has been published. The manual treats of everything from initial appraisal of collections through relations with patrons. Especially helpful is the look the manual gives at the way in which one archives has dealt with requests for commercial reproduction of its materials, including restrictions and

the setting of fees. Of value to those who have not yet developed their own are the reproductions of various forms used by Harvard University to control such transactions as removal from the collection, permission to reproduce or exhibit, and invoicing for reproduction fees.

The real shortcoming of the manual is that it was written as an in-house document and thus describes only those policies, procedures, and practices that seem to work for this one collection. Only occasionally are the practices detailed here generally applicable without modification. There is the insistence, for instance, upon upright storage in file cabinets of all but oversize prints, a practice that would be harmful if unquestioningly applied to most other collections. There is no discussion of alternatives to the arrangement of the collection into groups such as portraits, locations, and subjects, or to cross-referencing once these arbitrary groupings are made.

The Harvard *Manual* is excellent as a beginner's guide to the subject of visual collections (primarily photographic) management. Many of its recommended practices must, however, be examined carefully to determine their suitability for other collections. An even better use of the book would be as an outline for the definitive work that is still awaited.

JAMES C. ANDERSON
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The Records of Social Services Departments: Their Retention and Management. Report of a Working Party. Records Management Group Occasional Papers 3. Society of Archivists, 1982. Appendixes. 72 pp. Paper. (Obtainable from Dr. D. Postles, Archives Dept., Sheffield City Libraries, Surrey Street, Sheffield. S1 1XZ England)

The authors of this manual caution its users that their recommendations should be viewed as general guidelines that should be reviewed and modified frequently. The volume includes discussions of legislative history, salient problems associated with the retention and maintenance of social services records, potential solutions to these problems, disposal criteria and methods, and disposal/retention schedules. Nearly half of the manual is devoted to general descriptions of the various types of records produced by social services departments in Great Britain.

Volume or bulk has been identified as one of the principal problems associated with records produced through the delivery of social services. The solutions they propose—transfers to less expensive storage in records centers, closing the case files when they become inactive, and miniaturizing the records through microforms or computers—demonstrate a firm grasp of the alternatives available to a records or information manager in addressing the problem. No similar systematic solutions are presented by the authors for the second principal problem they have identified: public access to the sensitive files.

Considerable attention is given to determining when social services case files can be closed as inactive. Death of the client is frequently cited as the critical event. In lieu of determinations of death, the authors urge 100 years as a general standard. Given current life expectancies, a shorter period, perhaps 75 to 80 years, may be more appropriate.

The ultimate question facing archivists regarding voluminous social services case files is a matter of appraisal. Implying that examples of each series of case files should be preserved, the authors recommend several sampling techniques to achieve this goal. Their argument for samples is well made. The

samples should be taken to augment information already available in statistical files, thus providing some "insight into the lives of ordinary people that prevents them from becoming simply statistics" (p. 19). There is no argument for the preservation of samples of case files to reflect the policies and procedures of social services agencies. Such information is captured in other series identified for preservation by the authors in their disposal/retention schedules found near the end of the volume. This sound analysis of the archival value of such case files is to be commended.

EDWARD F. BARRESE
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Records Service*

Guidelines for Archives and Manuscript Repositories. MARAC Occasional Paper No. 2. Mid-Atlantic Regional Archives Conference, 1983. Bibliography, lists of organizations and suppliers. 19 pp. \$2.00. Paper. (Available from Laura Grotzinger, 1509 Country Lane, West Trenton, NJ 06821.)

The MARAC task force which produced this volume identified two goals: to inform the novice about what an archivist does and should do, and to serve as a resource guide. The volume may also serve "to remind seasoned archivists of their many responsibilities." These goals have been fulfilled admirably.

Although the volume is short, it is very complete in its coverage and is very well written. The material is carefully organized into two sections: management and operations. The purposes underlying the archives and its institutional mandate, collection policy, physical space, staff, and budget are treated in the first section. Since archivists are trained more as academicians than as managers, management is commonly the most difficult aspect of

an archival job. This critical part of the archivist's total responsibility has, therefore, been presented before the easier, more familiar, tasks.

Records appraisal, accessioning, processing, reference and outreach, and the archivist's responsibility to the profession are reviewed in the second section. Clear, accurate, and thorough coverage of each of these responsibilities is given. The order is important. Purpose determines collection policy, which in turn clarifies appraisal decisions, sets processing priorities, and results in good service to users. To comply completely with the guidelines given for each topic would be to approach perfection.

MARAC has provided a blueprint for an effective archival operation. Experienced archivists will find a clear summary of their responsibilities and will be able to identify specific activities that are in need of improvement. Inexperienced archivists will find some clues to help them; but with many of the guidelines, an archivist must bring a substantial amount of study and experience to the execution of these tasks. Groups who would benefit from these *Guidelines* include librarians, records managers, and historians; similar guidelines from these professions should be useful for archivists.

The bibliography includes the basic time-tested texts in the field. Annotations would have helped the novice. The lists of regional organizations and archival suppliers are especially complete. Although access to a word processor is listed as desirable, there is no mention of computers or other new technology. Although the *Guidelines* has shortcomings, MARAC has provided a brief, clear, well-written, and interesting review of the archival profession.

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BRIEFLY NOTED

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

In Her Own Write, edited by Deborah W. Bolas and Beverly D. Bishop, is a selected guide to library and archival holdings in the Missouri Historical Society related to women's history. Primary and secondary source materials for 119 women of regional and national interest, including Susan B. Anthony, Sacajawea, and Fannie Hurst, are included. Materials of and about women who lived or worked in St. Louis and Missouri as educators, artists, and homemakers, as well as women who played significant roles in U.S. politics and social reform, are described.

Entries in the guide are arranged alphabetically. Biographical sketches of each woman are provided, and the primary and secondary sources in the society's collections are described. Geographical, occupational, and maiden-name indexes are included. Orders for *In Her Own Write* (which is available for \$7.95 including postage and handling) or inquiries about the society's research collections should be addressed to: Division of Administration and Operations, Missouri Historical Society, Jefferson Memorial Building, Forest Park, St. Louis, MO 63112.

The second edition of the *Guide to the Swarthmore College Peace Collection* (1981) is a comprehensive finding aid to the 122 major document groups and almost 1,600 smaller collections. The Peace Collection was initiated in 1930 when Jane Addams placed her papers and books at Swarthmore. Papers of other individuals and the records of organizations committed to the establishment of permanent world

peace through disarmament, pacifism, conscientious objection, and nonviolent social change have been added. The major groups are described in lengthy paragraphs that include dates, measurements, correspondents, finding aids, microfilm information, and restrictions. The Guide is available for \$5.00 from Jean R. Soderland, Curator, Swarthmore College Peace Collection, Swarthmore, PA 19081.

Guide to the Manuscript Collections of Friends Historical Library of Swarthmore College (1981) is an alphabetical listing of the extensive collection of Society of Friends related collections. Each listing is followed by a brief statement of name, dates, types of materials included, and approximate size of the collection. An extensive index covers the names and subjects most central to each collection, but it is not comprehensive. The introduction contains a brief history and overall description of the collections, a collection statement, hours of operation of the library, and conditions of access. Free single copies are available from the library. Additional copies are \$4.00 prepaid.

A Guide to the Manuscript Collections of the G. W. Blunt White Library at the Mystic Seaport Museum, by Douglas L. Stein, has recently been published by Mystic Seaport Museum, Inc. The library's 172 manuscript collections, each containing from 10 to more than 35,000 pieces and volumes, are described briefly. Generally, each numbered collection falls into one of four broadly defined categories: papers of an individual or family, business or company records, ships' papers, or papers collected by someone interested in a particular subject. Almost half of the 172 numbered collections are papers of shipowners and agents, shipmasters, and shipbuilders.

There are ten collections of ships' papers and nearly twenty that deal primarily with the American whaling industry. Papers of naval officers and merchants, as well as collections dealing with marine insurance, the *Alabama* claims, oystering, privateering, marine salvage, and yachting are included.

The first section of the *Guide* contains descriptions of the 172 numbered manuscript collections. Each description includes the name of the collection, inclusive dates, volume (i.e., number of pieces), whether the collection is arranged or unarranged, and the type of finding aids available. A brief background of the collection and its contents is also provided. The second section consists of five lists of vessels for which logbooks and journals exist in the library. They are listed alphabetically under commercial cargo vessels; whaling and sealing vessels; naval vessels, privateers, and lightships; yachts; and fishing and oystering vessels. The 143-page *Guide* is available for \$10.00 from the Mystic Seaport Museum, Mystic, CT 06355.

Access to the manuscript holdings in the Rosenberg Library in Galveston, Texas, has been enhanced by the recent publication of *Manuscript Sources in the Rosenberg Library: A Selective Guide*, edited by Jane A. Kenamore and Michael E. Wilson. The Guide resulted from a project funded by the NHPRC. Collections pertinent to colonial and republican Texas, to ante-bellum Texas, and to the nineteenth- and twentieth-century social and economic history of the Gulf Coast region are described. Each descriptive overview includes a brief biographical outline as well as the volume, format, and content of the materials. An extensive index is also included. Published by Texas A&M University Press in 1983, the 174-page guide is available for \$20.

A Guide to the Microfilm Edition of the Papers of Rutherford Birchard Hayes the Nineteenth President of the United States has been published by the Rutherford B. Hayes Presidential Center. The Hayes papers are one of the last major collections of nineteenth-century presidential papers to be microfilmed. Some funding for the project was provided by the NHPRC. The microfilmed papers are arranged into the following ten series: Hayes and Webb Family genealogies (1 roll); diaries (3 rolls); common place books, law notebooks, campaign notebooks, etc. (5 rolls); incoming correspondence, 1829-93 (158 rolls); outgoing correspondence, 1834-93 (32 rolls); White House records, 1877-81 (74 rolls); Civil War records (3 rolls); business papers (16 rolls); speeches and messages (8 rolls); miscellaneous (4 rolls). The *Guide* includes a biographical sketch and a select bibliography of writings about the Hayes era as well as brief descriptions of each series and specific notes on the contents of each of the 301 microfilm rolls. Copies of the microfilm edition of the Papers of Rutherford B. Hayes are available for \$5,600.00 (vesicular) or \$8,650.00 (silver). Individual rolls are available for \$19.00 (vesicular) or \$29.00 (silver). The published *Guide* is also available separately for \$5.00, including postage and handling. For further information, contact the Rutherford B. Hayes Presidential Center, Spiegel Grove, Fremont, OH 43420.

The University of Illinois at Urbana-Champaign has published *An Annotated Catalog of Unpublished Film and Television Scripts at the University of Illinois Library at Urbana-Champaign*, by Nancy Allen and Robert L. Carringer. This 125-page catalog of carefully selected scripts is arranged in three groupings: scripts of feature films,

unproduced scripts, and television scripts. The oldest items in the collection are a series of continuities for the 1925 classic "Greed," directed by Eric von Stroheim; and the most recent are two early drafts of the script for the recent remake of "The Jazz Singer," released in December 1980. The form of the entries is meant to show how the *Anglo-American Cataloguing Rules*, 2nd edition, model can be used successfully to describe scripts. Each entry contains the title of the film, the writer of the screenplay, the author of the book on which the screenplay is based, the number of the draft, and the date, and comments about underlinings, marginal notes, or production information when appropriate. A total of 247 titles, with several versions or related parts under each title, make up this catalog. A personal and corporate name index refers users to specific entry numbers.

Cibbarelli & Associates, Inc., has published a *Directory of Information Management Software for Libraries, Information Centers, Record Centers*, compiled and edited by Pamela Cibbarelli, Carol Renopir, and Edward J. Kazlauskas. The *Directory* is a response to numerous requests from individuals and organizations for the materials and handouts from seminars offered by the firm. In this first edition, fifty-five software packages are described in detail and fifty-four others are listed. Basic information on available software options for libraries, information centers, and record centers according to various criteria such as hardware, record format and size, and cost are provided, as are information necessary to begin a cost-effectiveness study and contact information to allow further investigation. The descriptions of information management software packages are arranged alphabetically according to the name of

the package. Information provided for each package includes name of the software package; name, address, and telephone number of the distributing company; brand name and model number of the computers on which the software operates; system requirements such as the number and size of disks and tape drives and the amount of main memory required; programming language; system components or capabilities such as cataloging, acquisitions, circulation, thesaurus, keyword index, and serials controls; availability, maintenance, and costs; and other pertinent data. The *Directory* also includes several appendixes and a general index. It is available in softcover for \$45.00 from Cibbarelli & Associates, Inc., 11684 Ventura Boulevard, Suite 295, Studio City, CA 91604.

Federal Archives Division, by Terry Cook and Glenn T. Wright, has been published by the Public Archives of Canada as one of eight volumes in its General Guide Series. As its title implies, the volume contains descriptions of the permanently valuable records of the government of Canada. Previously published as *Historical Records of the Government of Canada* in 1978 and 1981, this general guide was prepared to familiarize researchers, government officials, and the general public with the nature of the Federal Archives Division's activities and to provide concise descriptions of its holdings. The division's activities and services and the archival concepts developed to organize original documentary material are outlined in the first two sections. These and several other introductory sections are followed by brief descriptions of the division's holdings in record group order. The principal functions and administrative background of each department or agency are described and the

names and inclusive dates of each of its major series or sub-group are listed. There are notes on the availability of certain records on microfilm as well as to more detailed published guides. *Federal Archives Division* is available in bilingual format and includes a subject grouping of record group titles and an alphabetical index. For further information, contact the Publications Division, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario, Canada K1A 0N3.

Computer Applications in Archives: A Survey, by Rachel Bartle and Michael Cook, has been published by the British Library Research and Development Department as Report no. 5749. The survey is of current computer applications in British archives services outside the Public Record Office and was conducted by Liverpool University Archives. The objective was to identify both operational systems and those in the planning stage, and to give some evaluation and recommendations as to future action. Appendix I consists of brief descriptions of the systems identified, together with examples of input and output. Appendix II lists archives services contacted, with a note on findings. The 58-page survey is available through British Library Research and Development Dept., Archives Unit, University of Liverpool.

Conserving and Preserving Library Materials, edited by Kathryn Luther Henderson and William T. Henderson, published by the University of Illinois Graduate School of Library Science, contains eleven papers presented at the Allerton Park Institute in November 1981. The objectives of the meeting were to note the scope of preservation problems; discover the philosophy of preservation and conservation of library

materials; learn new methods and techniques in the field; identify new research needs; discover cooperative approaches and programs; receive current information on developments in paper manufacturing, deacidification, etc.; gather information on preservation of nonpaper materials such as film, recordings, computer records, etc.; learn how to use the services of binders, restoration specialists, and others outside the local library; learn how restoration specialists work; and find ways to implement a conservation/preservation policy in a local library. Each paper deals with one of the objectives and contains notes on sources used and a transcription of the discussion that followed the presentation of the paper. The publication is available for \$15.00 from Graduate School of Library and Information Science, Publications Office, 249 Armory Building, 503 East Armory Street, Champaign, IL 61820.

SELECTED RECENT PUBLICATIONS

Annie Harper's Journal: A Southern Mother's Legacy. By Annie Harper. Edited with introduction by Jeannie Marie Deen. Denton, Texas: Flower Mound Writing Company, 1983. Bibliography, notes. 76 pp. \$7.50. Paper.

A Catalogue of the Manuscripts and Archives of the Library of The College of Physicians of Philadelphia. Prepared by the Francis Clark Wood Institute for the History of Medicine. Edited by Rudolf Hirsch. Philadelphia: University of Pennsylvania Press, 1983. Introduction, illustrations, index. 259 pp. \$30. Cloth.

Catalogo de las Fotocopias de los Documentos y Periodicos Yucatecos en la Biblioteca de la Universidad de Texas en Arlington. By Maritza Arrigunaga

- Coello. Arlington, Texas: University of Texas at Arlington Press, 1983. 211 pp. \$12.95. Cloth.
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