

Reviews

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

Understanding Progress as Process: Documentation of the History of Post-War Science and Technology in the United States. Final Report of the Joint Committee on Archives of Science and Technology. By Clark A. Elliott, ed. Chicago: Society of American Archivists, 1984. Bibliography. 64 pp. \$1.50 paper.

This report is essentially an exercise in raising consciousness. Since World War II the United States has been training and employing more scientists and engineers and publishing more science than ever before in its history. This has led to warehouses full of records and data that have hitherto received little or no archival attention. Since the late 1970s, however, there has been growing interest and concern about the problem. In 1978 Ronald J. Overmann of the National Science Foundation, perhaps inspired by the day-long session on twentieth-century archives at the Fifteenth International Congress of the History of Science in Edinburgh in 1977, called a meeting to discuss these issues in the United States. One result was the formation of the Joint Committee on Archives of Science and Technology (JCAST) with representatives initially from the History of

Science Society, the Society for the History of Technology, and the Society of American Archivists, and later from the Association of Records Managers and Administrators as well. JCAST was charged with preparing a report on the extent of the science and technology records problem and suggesting possible solutions. Two NHPRC grants later, the group has now published its final report. It thus deserves the attention of archivists as well as scientists and administrators.

The report has few surprises but does lay out (rather repetitiously) the broad extent of the problem. It divides the problem into areas of probable responsibility or future action—the federal government, university archives, scientific and historical societies, non-profit institutes (especially foundations), and the new “discipline-history centers.” One strength of the report is the authors’ attempt to relate to current archival practice and to future needs what we now know of the nature of scientific discovery and technological innovation. This suggests that science archives should strive to preserve evidence of “informal communication” rather than the published literature or even the unpublished reports of formal meetings (as of boards of direc-

tors, for example). Formal reports have their uses but do not document the spark of creativity and scientific imagination. The preservation of informal communication would seem to be a difficult and elusive goal in an age of long-distance telephony and reams of bureaucratic paperwork, but in the opinion of the committee, these kernels of communication, when found, will be all the more valuable.

The weakest sector for science archives, according to the Joint Committee, is that of industry, especially small businesses, which do much of the innovative work in technology and engineering but which rarely maintain an archives or have any sort of records management. Major universities, by contrast, usually but not always (witness Columbia University) have archives, but their staffs may face difficulties in appraising their high-grade ore: the records of their highly accomplished faculty members and important laboratories are often so arcane that only a fellow scientist can assess their future value. (Chapter 4 by Joan Warnow and Maynard Brichford is particularly useful and represents the latest thinking on such practical issues as whether or not to retain old logbooks.) The most poignant part of the report is the section on the problems at the federal archives (NARS in particular). Since federal money has underwritten much of the postwar scientific research through grants and contracts and much other work has been done in national laboratories (both generating voluminous files), the authors feel that the federal government should have a special interest in science and technology archives and should be leading the way with innovative ideas and practices. For a variety of unconvincing reasons, however, the government is not doing so.

The report has limitations. It omits the medical sciences, for example, and by ig-

norning state and local government it also excludes the agricultural, geological, and some social sciences. It also has a decidedly preachy tone. Nevertheless, readers should take advantage of its modest price and buy a copy (or several for distribution to interested administrators or scientists).

Rather than summarize the report any further, let us instead ponder what should be done next to solve the problem of science and technology records. One report, even a major and authoritative one like JCAST's, is not going to solve the problem, though it is a good starting point for other action. Two paths seem to beckon. It is unrealistic, as the authors seem to imply here, to expect that every archivist in America should become an expert on science records, but every archivist should be aware that a new specialty is emerging and should know where and to whom to turn for advice when the need for such expertise arises. One next step, therefore, would be to break the whole area of science and technology archives down by sector and form task forces that could work on specific problems, including even the privacy issues and problems of classified records, omitted in the report. In time such groups might prepare, as JCAST recommends, a set of manuals on specific problems.

But beyond this, more overt political action, even a lobbying effort, seems necessary by a coalition of archivists, historians, scientists, and any interested others to make archives and their funding a higher priority in federal and other organizational planning. For this a different sort of group seems necessary—a more diversified and politically astute group composed of people who, whether archivists or not, raise archival issues in influential places (Elmer Staats, formerly of the General Accounting Office, comes to mind). It may be possible, for

example, to get tax breaks for small businesses that do keep archives or insert clauses in the federal or state bankruptcy laws about salvaging, or at least appraising, the records of defunct companies. In any case, it is time to move beyond earnest exhortation and on to some practical incentives.

One final comment. Although a part of raising consciousness is to dramatize the horror stories (of too much or too little saved) and to disparage the half-hearted efforts of those who have not been doing enough, this emphasis can offend these very individuals and groups who might have been most willing to help. This is not a wise tactic if one's goal is to build coalition for future struggles. Thus, in the belief that public praise is a powerful inducement to emulation and greater efforts, I would like to remind the readers of the *American Archivist* that there already *are* some successes, not reported in the JCAST report, of which they can be proud. To mention just one example: Mary Wolfskill's heroic accomplishment of arranging the Margaret Mead Papers at the Library of Congress Manuscript Division. The collection is so immense (1600 Hollinger boxes) that it alone might fill a small warehouse, but despite all the problems and obstacles described so menacingly in this report, the Mead Papers are in fine shape, ready for use, and already are much appreciated by scholars the world over. The collection's impact on how we think about the history of recent American scientists is incalculable. Dealing with the abundance of science and technology records is not a hopeless task, but action is necessary now.

MARGARET W. ROSSITER
Harvard University

Archival Theory and Practice in the United States: A Historical Analysis. By Richard C. Berner. Seattle: University of Washington Press, 1983. Glossary, appendixes, notes, bibliography, index. xv, 219 pp. \$35.00. Cloth.

Over the past twenty years or so, there have been few archivists whose contribution to the literature of the profession has been greater than that of Richard Berner of the University of Washington. With unflagging enthusiasm, Berner has produced an impressive list of publications. His latest effort is an attempt to illuminate contemporary archival problems by discussing the "extensive historical roots" (p. 1) of archival theory and practice. To do so, Berner has organized his material around two basic themes: the historical manuscripts tradition and the public archives tradition. Berner asserts that the former derived directly from the library tradition and dominated the archival profession until around 1960. Since 1960, however, the growing domination of large contemporary holdings of records has, in Berner's view, led to the ascendancy of the archival tradition.

Berner's interest in this volume, indeed his interest in general in his published writings, is focused on arrangement and description, which he perceives to be "an inseparable combination" (p. 5). The only other aspect of archival work unique to the field, in Berner's view, is that of appraisal for documentary value, which, the author argues, is "susceptible to integration with arrangement and description" (p. 4). Berner further asserts that "all else in the archival world . . . is a matter of philosophy and attitude, or is part of a body of theory from another field" (p. 5).

On this shaky foundation of assumptions, ironically reminiscent of the reliance by library theoreticians on classification and cataloging, Berner develops his argument. He refers to the

need for archivists to design systems of finding aids in which finding aids, card catalogs, and other information about collections are integrated and not "bifurcated." He emphasizes the record level hierarchy and also argues that the most effective means of subject access is implied by the instruments of action (people and their organizations), and that name control provides a means of subject access that is "not dependent on content analysis" (p. 33). Berner also pays touching tribute to his mentor, T.R. Schellenberg, rightly emphasizing his important role in applying to private papers techniques characteristic of managing archival holdings.

The reader, however, has to extract Berner's point of view from the text: Berner certainly does not clearly set out his view. Indeed, the volume reads more like a succession of summaries of archival literature than the analytic exposition of archival theory and practice that it promises to be. This book also would have profited from the exacting attention of an editor who might have rooted out stylistic infelicities and repetition and assisted the author in more clearly arguing his case.

Berner attributed the ascendancy of the public archives tradition to the fundamental change in the nature of archival materials collected after 1960. Nonetheless, the book has a curious normative tone. It may or may not be true (Berner never demonstrates this) that "only in the public archives field had a solid foundation in theory been laid" (p. 23). Less clear are his assertions that the Library of Congress displayed a "fixation" with item cataloging (pp. 16, 43); that the Newberry Library, the McCormick Library, and the Huntington Library were "indifferent" to the theory of provenance (p. 33); that the "Historical Manuscripts Tradition" might be said to be in its "twilight" (pp. 47, 73); or that Robert S. Gordon but "dimly recog-

nized" the concept of series (p. 74). It is not clear why these normative terms should be used to describe the management of historical manuscript collections. Such writing substitutes accusation for explanation. The ideas represented by the historical manuscripts and public archives traditions, moreover, are neither clearly characterized nor shown to be in substantial interaction. Indeed, Berner's book is less an exercise in theoretical analysis than a tract advocating particular procedures of arrangement and description.

Despite the fact that it was published only recently, the book has been overtaken by events in several important respects. Berner's references to AACR II cataloging rules for manuscripts are outdated (pp. 6, 82-84) and, in fact, are contradicted in a note at the end of the book (p. 113) that recognizes the existence of new rules drafted to assist archivists to catalog manuscript collections. His chapter entitled "Automated Archival Systems" is badly outdated, emphasizing SPINDEX in its various guises but not discussing (except in a note on pp. 114-15 that is itself dated) the National Information Systems Task Force, the approval by the Library of Congress of a new archival control format, and the new SAA Committee on Archival Information Exchange that will maintain the new format jointly with the Library of Congress. In the area of archival education, the guidelines for a practicum for graduate education programs not only were proposed, but were approved by the SAA Council in 1977. The chapter on archival education generally offers little new information on the subject, and its relation to the purposes of Berner's book is uncertain.

While the notes are tucked away at the end of the book and are, without running heads for reference, difficult to use, there is a useful bibliography. Some of the ap-

pendixes are somewhat difficult to read because they were reduced too much in size, though the typography of the text is reasonably clean and the text is largely free of errors. Perhaps to emphasize his point that the most effective means of subject access is through the instruments of action (that is, people), the author has provided two indexes, an "Index of Proper Names" and a "Topical Index."

Richard Berner's latest publication contains useful summaries of archival literature and events to about 1980. Its weaknesses, especially the propensity to treat personalities, events, and writings as a succession of details rather than to show how they represent an interplay of ideas, doom the book to fall short of its promise.

WILLIAM L. JOYCE

The New York Public Library

A Guide for Surveying Archival and Records Management Systems and Services: A RAMP Study. Prepared by Frank B. Evans and Eric Ketelaar. General Information Programme and UNISIST. United Nations Educational, Scientific and Cultural Organization, Paris, 1983. (PGI-83/WS/6). Bibliography. 30 pp. Paper. *The Role of Archives and Records Management in National Information Systems: A RAMP Study.* Prepared by James B. Rhoads. General Information Programme and UNISIST. United Nations Educational, Scientific and Cultural Organization, Paris, 1983. (PGI-83/WS/21). Annotated bibliography. 56 pp. Paper.

These two works are part of UNESCO's Records and Archives Management Programme (RAMP), which is intended to assist the governments of member countries, particularly developing nations, in creating modern information management systems and developing

records management and archival professionalism. Both publications were developed by UNESCO in cooperation with the International Council on Archives. Both are clearly written, well presented, and seem to have met the difficult challenge of applicability to a wide variety of nations in various stages of archival development.

A Guide For Surveying Archives and Records Management Systems and Services is based on the premise that systematic collection and analysis of statistics are fundamental management tools in any modern archival program. "Since [archivists'] programmes are based on varying administrative traditions and record-keeping practices, they have lacked agreement on a common archival terminology, on uniform categories of materials, on the various functions and activities, and on units of measurement," contend the authors. American archivists will recognize the validity of that observation and can understand the need for standard terminology and systematic reporting forms to manage programs, judge their adequacy, and share meaningful information on programs and holdings. The *Guide* includes a glossary of terms, but it mainly consists of a detailed eighteen-page item questionnaire with over 300 individual questions in nine categories: program identification, legislation/regulations, personnel, budget, building and equipment, holdings, operations, use/researcher services, and records center operations. The questionnaire seems ample in all elements except in the area of arrangement and description: it provides little opportunity to report on the state of arrangement, and description is summarily covered under a brief section on "finding aid control." The questionnaire seems to request too much detail for some subjects. It includes, for example, four questions on elevators in archival buildings. A more

serious reservation is that the publication offers no guidance for using the information once it has been collected. A valuable addition would be a companion volume that would discuss the application of the information to program management, resource allocation, reporting, program justification, planning, or other purposes.

The Role of Archives and Records Management in National Information Systems is primarily an advocacy piece intended to promote the development of government archival and records management systems and services. The author argues at length that archives are "a major cultural and scientific information resource" with great value for determining precedents, illuminating past decisions, and documenting ongoing governmental obligations. Archives are also described as essential for understanding and assessing past social and economic programs when planning new governmental initiatives; as a source of demographic, economic, and social information for planning and development; and for determining the "rights, privileges, and responsibilities of individuals and organizations and of the state itself." Archives have a secondary value, which the report carefully defines as the value to "those who read or otherwise benefit from the work" of historians and other researchers who make use of archives. In a special appeal to developing nations, the author concludes that archives are important in developing "a sense of national identity, and in fostering a people's understanding of itself and its relationship to the rest of the world."

The study also covers territory that is more familiar to American readers: it describes in detail all elements of a total records management/archival program, from control over records creation through disposition. The major point is that "substantive improvements in ad-

ministrative order and discipline, hence greater efficiency and economy" are effected through a comprehensive system of records controls. The publication concludes with a discussion of placement and control over records management programs and the relationship between archival/records management programs and other fields of information management. The study is concise, well written, and persuasive.

These publications treat fundamentals—program monitoring and reporting and program advocacy and justification—that are essential considerations for all archival programs no matter what their geographical location or state of development. It is more than a coincidence that the SAA Task Force on Institutional Evaluation is now at work on development of a statistical reporting form, and the SAA Task Force on Archives and Society at the same time is tackling the difficult problem of how to improve the public's "image" of archivists and increase support for archival programs. Because of the timeliness of the issues they address, these two UNESCO publications are worthwhile reading for American archivists as well as for the audience for whom they are primarily intended.

BRUCE W. DEARSTYNE
New York State Archives

Archival Choices: Managing the Historical Record in an Age of Abundance. Edited by Nancy E. Peace. Lexington, Mass.: Lexington Books, 1984. Illustrations, appendixes, name and subject index, bibliography. 164 pp. \$23.00. Cloth.

Archivists, especially those managing post-World War II collections, are aware that appraisal is a critical archival function which, by reducing physical volume, renders collections more manageable to archivists and more usable to historical

researchers. In spite of its importance, archival literature, up to now, has offered little systematic guidance on appraisal. *Archival Choices* begins to fill this gap in the literature, offering archivists both broad strategies and specific techniques for appraising contemporary records. The seven essays presented here fall into three categories: historical, theoretical, and practical. The historical essay is an overview of appraisal theory and practice during the past fifty years; three essays deal with appraisal from the standpoint of collections management; and in the remaining three the appraisal of business, literary, and congressional records is discussed.

In the historical essay, Nancy E. Peace, editor of the volume, describes the nature of post-World War II records and the magnitude of the appraisal problem they represent; reviews appraisal theory in the United States and abroad; and concludes by suggesting directions for future research, such as record studies of non-governmental institutions, specific disciplines, and racial groups as well as research into use of specific record types. Her mention of West German archivist Hans Booms's appraisal theory is noteworthy. Booms urged archivists not to "speculate on what future historians may want, but [to] create a record that reflects today's values. The archivist's job, he asserted, is to document society in all its multiplicity and to transmit to posterity a manageable amount of records." Although contrary to prevailing appraisal practice in the United States, this is sound advice that, if taken, would serve historical researchers well.

The three chapters that deal with appraisal in the broad context of collections management are F. Gerald Ham's essay (also published in the *American Archivist*, Winter 1984), from which the title of this volume is taken; the essay on records management written by John Dojka and Sheila Connen; and Lawrence

Dowler's essay on deaccessioning. In his article Ham considers six elements of archival collections management: "interinstitutional cooperation in collecting; disciplined and documented application of appraisal procedures; deaccessioning; prearchival control of records; record-volume reduction; and analysis and planning." In the section on appraisal, Ham reminds archivists of two important points: that published documentation has made information in the archival record less valuable, and that archivists must "learn to attach a price tag to their appraisal decisions."

In a provocative essay, Dowler focuses on the third element in Ham's scheme of archival collections management: deaccessioning. He makes a cogent case for deaccessioning, but he does not offer advice on how to determine what to deaccession. Archivists faced with dwindling economic resources, he reasons, should view deaccessioning as a means of opening up space and, if collections or copyrights are sold, of raising funds.

Dojka and Connen's outstanding article on records management, the fourth element in Ham's management plan, focuses on college and university archives, but it could be easily translated to apply to other institutional settings. Small, mid-level, and full-scale records management programs are outlined, and a list of each program's components is provided along with guidance on how to choose the appropriate program. To illustrate their point, Dojka and Connen present a case study describing the establishment of the records management program at Yale University. The essay includes appendixes of forms used to survey records in the Yale Archives and those still in university offices, and an appendix of further readings. Dojka and Connen's work will be useful to archivists interested in beginning a records management program tailored to institutional goals and economic constraints.

An article by Francis X. Blouin, Jr., on the appraisal of business records offers an overall strategy for appraisal. Espousing "systematic thought and analysis, and then action," Blouin presents a strategy composed of five elements: "(1) an understanding of the structure of the modern firm; (2) an understanding of the relationship between structure and records generated; (3) an appreciation of the breadth of historical research; (4) a revival of a coalition of interests [i.e., the creators, users and preservers of records]; and (5) an appreciation of appraisal as an intellectual question." If the first element of Blouin's agenda is amended, the entire agenda is applicable not only to business records but also to scientific, technological, and other types of records. Blouin's strategy is a well thought-out, intellectual approach to appraisal.

Finally, Philip N. Cronenwett's essay on literary manuscripts and Patricia Aronsson's essay on congressional collections offer specific appraisal advice. Cronenwett's discussion is organized according to record type. Although the appraisal advice he presents is sound, he does not provide a framework within which to appraise literary collections. To understand the purpose for which the records were created, archivists unfamiliar with these collections would require background information describing the publication process. Also, a discussion of the nature of literary scholarship, which differs significantly from historical research, would help archivists effectively appraise literary collections.

Aronsson's article, on the other hand, is particularly interesting for the way she presents appraisal recommendations. She provides background information on how a congressional office operates and offers sound appraisal recommendations on files according to who created them (e.g., administrative or legislative assistant's files) and on files reflecting specific

activities (e.g., administrative files, political files, casework files). This approach differs from the traditional approach to appraisal by record type and is superior to it because record format is not necessarily an indicator of informational content. Furthermore, Aronsson suggests that, in order to appraise congressional collections more effectively, archivists "redefine the collection to be the papers of a state's congressional delegation, with the papers of each senator and representative forming a separate subgroup." She also recommends the creation of regional institutional alliances in which each institution would be responsible for documenting a routine activity. Although Aronsson recognizes the problems of cooperation in collecting, this suggestion and her suggestion of redefinition demonstrate the creative thinking necessary to solve the problems of contemporary records.

By successfully articulating theoretical and practical appraisal issues, these essays will assist in focusing and structuring the continuing struggle to manage the voluminous contemporary record.

JOAN HAAS

Massachusetts Institute of Technology

Sound Archives: A Guide to their Establishment and Development. Edited by David Lance. Special Publication No. 4. International Association of Sound Archives, 1984. (Secretarial: Helen Harrison, Open University Library, Walton Hall, Milton Keynes, Mk7 6AA, England). Bibliography. 218 pp. Paper.

This book is for archivists who wish to learn about basic procedures used in sound archives and who may not have the opportunity to exchange information with more experienced archivists. Editor David Lance states in the introduction that the International Association of Sound Archives (IASA) has prepared the

guide in particular for those non-IASA members in the Third World and in other regions where sound archives are just beginning to develop.

The book contains general advice on sound archives in its introductory sections on the national versus regional organization of archives, the technical aspects of sound recording, cataloging, and access to archival holdings. It then focuses on the specific interests of sound archivists. The chapter titles reflect the growing importance of sound archives in documenting and preserving oral history, natural history, linguistics, folklore, ethnomusicology, dialect, commercial recordings, and broadcasting.

Readers interested in sound archives in general will find it worthwhile to read the entire guide, as the suggestions made in various specialized chapters are applicable to sound archives as a whole. Each chapter represents the most sophisticated thinking on its topic and can be read independently of the others. The various chapters, however, do contain references to relevant information in other sections.

The amount of detail in the specialized sections varies. Some authors give a brief sketch of their fields and refer the reader to the annotated bibliography at the back of the guide for more information. Others, such as Vincent Phillips in his article on dialect, go to considerable lengths to describe the purpose of, and procedures followed in, their particular areas of study. This difference in approach takes into account the different roles of sound archives. For example, an archives of commercial recordings can select its material on the basis of national production. Archivists collecting material on dialect will be involved to a great extent in having field recordings made for a particular research goal, and procedures will involve selecting the material to be recorded. Indeed, the nature and organizational context of an archives will

govern far more than merely its acquisition priorities and procedures; and this is implicitly, if not always explicitly, acknowledged by the various approaches.

Various authors use examples from archives such as the British Institute of Recorded Sound and the Australian Institute of Aboriginal Studies to illustrate methods in cataloging, documenting collections, and other archival tasks. In keeping with the goal of assisting archivists in Third World countries, where the resources of newly-established archives may be limited, the guide outlines what a small archives may reasonably be able to accomplish.

Development of reliable, portable, and relatively inexpensive sound recording equipment has had a great impact on sound archives, particularly those involved in the study of dialect, folklore, linguistics, and ethnomusicology, where field recording can be the principal means of acquisition. In his chapter on the technical aspects of sound archives, Dietrich Schüller emphasizes that high-quality recordings should be obtained whenever possible and that a competent technician should be employed to operate and maintain sound recording and playback equipment. To assist archivists in choosing equipment, Schüller lists the types of equipment needed and explains that in some cases semi-professional equipment, rather than equipment of professional quality, is adequate. The IASA plans to issue a special publication devoted entirely to technical information.

The main principle expressed in the guide is that research is more important than technology. This is valuable advice for the archivist who recognizes an important opportunity to make a recording but is reluctant to proceed because of his awe of the technological gadgetry. Sound recording is without a doubt the most accurate means of recording music and language; however, the authors of the chapters on folklore, dialect, linguistics,

and ethnomusicology demonstrate a cautious approach to even the tape recorder as a product of new technology. When researchers are studying the music, language, or traditions of a primitive culture, for example, in some instances the presence of a tape recorder will be intimidating or intrusive. Archivists will have to decide if sound recording is the most appropriate means of documentation in a given situation. The sound recording may not always be the principal archival document used by researchers. Transcripts of conversations may be more useful than sound recordings for some students of dialect. Sound recordings will not have the same importance in all of the specialized areas covered by the book.

For the archivist interested in the development of sound archives in the Third World and other regions, a short section on the types of sound archives in various parts of the world and their stages of development would have helped to put the overall development of sound archives into focus and could also contribute to the exchange of information among non-IASA members.

ROSEMARY BERGERON *and*
ERNEST J. DICK
Public Archives of Canada

North Carolina Illustrated: 1524-1984.
Edited by H.G. Jones. Chapel Hill: The University of North Carolina Press, 1983. Index. 482 pp. \$24.95.

In this volume, H.G. Jones has demonstrated his keen ability to combine his vast experience in the fields of archives and records management with his knowledge of history and his love for North Carolina. In several previous volumes, Dr. Jones proved his ability to write fluid prose. In this volume the story unfolds steadily, captivating the reader with its even, positive style.

The volume's size is striking; more than 1,150 illustrations and nearly 100 pages of text fill a total of 482 large pages. The title might seem to underemphasize the role of the text, but the text in fact is substantial. Jones has written interpretively but has based the writing on evidence gathered through extensive research. The narrative is tied to, but not bound by, the illustrations.

This is, in several ways, a model for other such illustrated histories. Each illustration is numbered. While illustrations are grouped separately behind the text of each chapter, illustration numbers run at appropriate spots in the margins of the text. This not only aids in correlating text and illustrations but also relieves the index of citation other than to the illustration number. The index, however, also cites textual references that are not illustrated.

Both the text and illustrations appear to treat North Carolina's story as comprehensively as possible within the span of time from the ventures underwritten by Sir Walter Raleigh to the speculation that Governor Hunt would seek a Senate seat in 1984. Social issues—religion, education, race—as well as political events are discussed in each of the ten chapters. The reader receives an overview of industrial and commercial development and of the farming and business communities. The military, American Indians, the Grange, and the Ku Klux Klan are all dealt with in details touching every geographical region of the state.

The illustrations are superb. They come from many repositories throughout the world, but naturally those from the North Carolina Collection at Chapel Hill and the State Archives at Raleigh predominate. Each illustration is clearly reproduced. This is particularly appropriate because a large percentage of them are of written or printed records. Each is fully readable, and each has ob-

viously been chosen because it contributes significantly to the volume. Posters, news clippings, official documents, and street maps comingle with individuals, buildings, and objects of interest to bring all of North Carolina's history into, quite literally, sharp focus. The editor very subtly points out many details that might be missed upon first review of many illustrations.

The volume is not perfect. There are no color illustrations, and there is no map of the state, historical or current, even though the endpapers are blank and might have been used to display a map. The illustrations vary in size, and while all are sharply in focus it seems that some could have been smaller and others should have been larger to correspond with their relative importance in the text and in the development of the state.

These criticisms do not detract from the general excellence of the volume. The University of North Carolina Press has once again done a remarkable publishing job, and the design skills of Richard Hendel are especially worthy of note. Anyone interested in North Carolina should not only look at but also carefully read this volume.

FRANK C. MEYERS

New Hampshire State Archives

Handbook of Record Storage and Space Management. By C. Peter Waagemann. Westport, Conn.: Greenwood Press, 1983. Illustrations, appendix, bibliography, index. xiv, 142 pp. \$29.95. Cloth.

For the experienced records manager there is nothing new in Peter Waagemann's *Handbook*, and little in the book directly addresses issues of fundamental interest to the archival community. The handbook's value lies in its condensed presentation of current records management practices, including lists of related publications and the names and addresses

of vendors of the major products discussed. The handbook's condensed format should not be taken to imply that the subject material is treated superficially. Though brief, most of the presentation exhibits a deep understanding of current records management practices and concerns. This understanding is particularly evident in the discussion of retention policies, space planning, types of filing activities, and equipment selection. The chapter on cost management, with its formulas and examples for calculating several aspects of records management costs, demonstrates the author's comprehension of practical problems.

Though based on the more significant ANSI standards for microfilm, chapter 4 is technically the most superficial chapter. It does, however, address two of the most important nontechnical issues relating to the microfilming of records: preservation policy and legality. New records managers must understand these issues well before embarking on any substantial microfilm program. Waagemann's discussion of computerization, which includes a few paragraphs about video and optical discs, seems to have been added to give the book the appearance of completeness but provides little significant information. The discussion of computerization would have been better served had he included a brief summary of the concern over the legality of digitized information on magnetic, video, or optical media.

A thoughtful reading of this new handbook could be very beneficial to new records managers and would provide them with enough basic information to begin to appreciate some of the problems that must be confronted if they are to be successful.

DENNIS J. MEURER

National Archives and Records Service

Archives, Libraries, and the Canadian Heritage: Essays in Honour of W. Kaye Lamb. Archivaria 15. Association of Canadian Archivists, 1983. Bibliography. 146 pp. Paper.

The career of W. Kaye Lamb will be familiar to most readers of the *American Archivist*. Lamb not only served as Canada's Dominion Archivist and National Librarian but also was a president of the Society of American Archivists, was honored as a Fellow by that association, and was the author of numerous essays about our profession. Lamb's importance, however, rests with his Canadian career, the reason for this special journal issue of the Association of Canadian Archivists. As Wilfred I. Smith, the festschrift's editor, states, Lamb "has contributed more than any other individual to the development of archives and the archival profession in Canada."

The essays concentrate upon the three predominant areas of Lamb's career: archives, libraries, and historical research. There are three articles each about the origins and development of the Public Archives of Canada and the National Library of Canada, two essays about the importance of archives and libraries to Canadian historical research, some personal recollections about Lamb, a portfolio of photographs about his career, an interesting essay about archives and libraries as heritage, and a bibliography of Lamb's publications.

Although the essays are intended to honor W. Kaye Lamb and to thoroughly document his career, collectively the essays constitute one of the best introductions to Canadian archives now available. The archivist in the United States can learn of a differing archival development and cultural context, the relatively recent origins of professional archival associations, and the different dynamics between national and local repositories.

There are some important lessons in this volume as well. Ian E. Wilson's "'A Noble Dream': The Origins of the Public Archives of Canada" is an historical study that clearly demonstrates the need for "total" archives. In it, Wilson shows that an excessive and successful effort to equate public archives as cultural resources only slowed the creation of effective records management programs and weakened the early development of public records programs. Those persons among our ranks who still do not support the combination of records administration and archival programs should read Wilson's study. William G. Ormsby's "The Public Archives of Canada, 1948-1968," an essay that chronologically coincides with Lamb's tenure as Dominion Archivist, reveals what can be accomplished by effective professional leadership from the national level. Hugh A. Taylor's "The Collective Memory: Archives and Libraries as Heritage" is an intriguing effort to assign a broader social value to archives than merely their historical value.

This, and other issues of *Archivaria*, should be read by archivists in the United States. In its pages we have an open window through which to view our professional neighbors, to learn from them, and to contribute to the development of our own programs.

RICHARD J. COX
*Alabama Department of
Archives and History*

The Marcus Garvey and Universal Negro Improvement Association Papers, Volume I: 1826-August 1919. Edited by Robert A. Hill. Berkeley: University of California Press, 1983. Illustrations, notes. cxviii, 584 pp. \$38.50. Cloth; *The Marcus Garvey and Universal Negro Improvement Association Papers, Volume II: August 1919-August 1920.* Edited by

Robert A. Hill. Berkeley: University of California Press, 1983. Illustrations, notes. lviii, 710 pp. \$38.50. Cloth.

Jamaican-born Marcus Garvey (1887–1940) was the organizer of a multifaceted black activist movement that reached its heyday in the decade after World War I. Garvey's Universal Negro Improvement Association (UNIA) claimed a membership of six million blacks in the United States, Latin America, and Africa. The UNIA published a journal, the *Negro World*; operated black-owned businesses, including the Black Star Steamship Line; and developed a number of auxiliary organizations, such as the Black Cross Nurses and the Universal African Legion. Garvey, a forceful and charismatic speaker, emphasized black pride and advocated the movement of blacks to Africa. "Africa for the Africans" was a rallying cry of his organization.

For years there has been controversy over whether Garvey was a great black leader foiled by bad business ventures and harassment by his enemies or just a flamboyant con artist attempting to enrich himself at the hands of poor, unsuspecting blacks. One of the aims of these two volumes is to begin to set the record straight by providing adequate documentation about all phases of the Garvey movement using records from the United States, the Caribbean, and Africa.

The documents for these volumes were selected from over thirty archives, libraries, and private collections, including the National Archives, the Library of Congress, the British Museum Archives, the Jamaica Archives, the Hollis Burke Frissell Library at Tuskegee Institute, and the Moorland-Spingarn Research Center at Howard University. The documents were carefully selected to represent various aspects of any issue. There are letters and their responses;

reactions to speeches and meetings by individuals, organizations, and the press; and records about both sides of numerous controversies.

For each document, notes provide information about where the document was found and identify individuals named in the document. Other relevant information is often included in these notes. The notes also indicate whether the document was typed or handwritten, signed or initialed, edited or altered, or whether handwritten notes were made on typed or printed materials.

Using the Freedom of Information Act, Hill and his staff were able to have a number of classified case files from the National Archives records of the Federal Bureau of Investigation and other U.S. government security agencies opened for inclusion in these volumes. These investigative files demonstrate how closely Garvey and his followers were watched and how carefully government officials sought evidence to prove that the Garveyites were guilty of criminal or "Bolshevistic" activities.

Hill and his staff were very thorough in their search for Garvey materials. While conducting research for a guide to records for black history among the civilian records in the National Archives, wherever I found Garvey records, there was evidence that Hill's staff had already seen them. Records pertaining to Garvey's steamship line, for example, were carefully researched and selected for publication.

The first two volumes are exciting and thorough. Documents are drawn from a variety of sources and are not confined to Garvey's correspondence or that of his organization. Any pertinent materials that yielded information about the Garvey movement have been included. The documents are arranged chronologically. With this arrangement the actual sequence of events in the evolution of the Garvey movement can be followed.

Volume One begins with a general introduction and detailed instructions for using the volumes. Its text begins with an excerpt about Garvey's genealogy and his youth taken from his autobiography and ends with documents relating to the formation and development of the UNIA. Volume Two traces the rapid growth of the UNIA and the Black Star Steamship Line and documents efforts of U.S. government undercover agents who infiltrated the UNIA to prove that the organization was subversive. This volume includes a number of records from the National Archives. Both volumes are immensely interesting, well researched, well organized, and eminently readable.

There will be eight more volumes in this series. The first six volumes will concentrate on Garvey's life and work, particularly in the United States. Volumes VII and VIII will focus on the Caribbean, and the last two volumes will chronicle African participation in the Garvey movement.

DEBRA L. NEWMAN

National Archives and Records Service

Project TRACE: Tracing and Researching Ancestry to Cultivate Esteem. Evansville, Ind.: Evansville-Vanderburgh School Corporation, 1977-80. Minimum kit. \$42.75. Workbooks and worksheets available at bulk rates.

Students working on a genealogical research project offer the archivist an opportunity to introduce a new group of researchers to the holdings of a repository. Genealogical research in an archives offers students the opportunity to work in original sources and to gain research and analytical skills useful in social science studies. To make such studies effective, the teacher must prepare students before they arrive at the archives. The package reviewed here attempts, unsuccessfully, to prepare students for research in

genealogy and to provide guidance to the teacher in setting up class plans.

Project TRACE of the Evansville-Vanderburgh School Corporation in Indiana is a grant program supported under the Elementary and Secondary Education Act (Title IV-C). It introduces students in the sixth, seventh, and eighth grades to the study of genealogy. The kit includes several parts that may, for the most part, be purchased separately. The three major types of materials are, in ascending order of importance, forms and supplies, student workbooks, and teacher aids.

The forms include standard five-generation family tree charts (\$2.00/100), family group charts (\$2.00/100), a poster-size decorative family tree chart (\$.75), mounting mats for family portrait photographs (\$2.00/25), and a large looseleaf notebook in a horizontal legal size to accommodate the charts (\$3.00). The charts differ from some commercially available in that they have space for citations, an important feature for use in a class where research methods are taught through genealogy. Teachers may choose to use these forms or may use comparable material available from other suppliers.

There are two student workbooks. The introductory booklet (\$.50) is extremely brief (six pages) and instructs the students to list themselves, their parents, and grandparents on a family tree. It introduces students to note taking and to preliminary research, in the home and, by correspondence, with relatives living elsewhere. The teacher can then lead those students with great interest into more complex research. Although the booklet will serve as an introduction to family history, a student can obtain the same information by filling out a simple family chart. The cost of booklets for five classes of thirty students would be \$75.00 for supplies to occupy about twenty minutes of classroom time.

The advanced workbook (\$2.50) has four major sections: Guidelines For Research, Family Records, Personal and Family History, and Activities. The guidelines for research comprise only seven pages, including the text of two sample letters of inquiry. The suggestions are intended to serve primarily as hints to the student embarking on research beyond his or her immediate family, under the guidance of a teacher. The strongest part of this section is an outline to be used in interviewing an older relative. The techniques and questions provide an excellent introduction to oral history and might help a would-be archivist to begin a career.

The remaining sections of the book consist of forms for collecting data. The Family Records section includes Citizenship Record (the blanks on the form relate to immigration rather than citizenship), Military Record, Our Family Genealogy, My Family Group, Birth Record, Marriage Record, and Death Record. The forms are generally inadequate. The military record, for example, has space for six items: name, service number, inducted or enlisted (date, place, and age), branch of service, grade, and other information. The student is not specifically encouraged to seek two of the basic items of service-related information: unit of service and date and place of discharge. None of the forms has a place for a citation. The forms therefore fail in one of the primary aims of the package: to teach research techniques. Cost is also a factor in deciding to use these workbooks for a class. If only fifty students continued their research beyond the preliminary stages, the cost for the advanced student workbooks would be \$125.00.

The portion of the kit used by the teacher includes the teacher's manual and a filmstrip with accompanying text. The filmstrip is a mediocre production. The individual images are badly chosen and

poorly reproduced. The accompanying text provides only a superficial introduction to genealogy. For example, a photograph of Abraham Lincoln is accompanied by a text that reads in part: "They [family stories] may involve having a famous ancestor or perhaps even a notorious one." A photograph of Neuschwanstein castle in Bavaria is accompanied by the information that "Being an heir to a large inheritance or having noble ancestors are also stories that sometimes emerge." The selection of such frequently reproduced images for this filmstrip indicates that little effort was made to find new or arresting material to create an effective contribution to genealogical teaching material.

The teacher's manual is the most important part of the kit. To succeed it must give the teacher enough information about genealogical research to permit him to lead a successful series of lessons on the subject. The teacher's guide is divided into several parts: Introduction, Purpose of Guide, Materials, Implementation, Resources, Related Information, Additional Information, Bibliography, and Appendix. The implementation section gives six lesson plans that introduce the student to libraries, cemeteries, and county courthouses. The heart of the book for teachers not experienced in genealogy is the twenty-seven page section on resources. Illustrations occupy twelve of the twenty-seven pages. Although the illustrations are valuable to a teacher who has never done personal genealogy, the text on the remaining fifteen pages is not sufficient to prepare a novice to teach a class on genealogy. Other sections of the book provide additional information on such aspects of genealogy as resolving conflicts in dates. Although the teacher's guide provides much useful information, it falls between two goals. An experienced genealogist/teacher will not need the information in-

cluded in the guide. A novice will not find enough information to conduct a successful class in genealogy. The entire package fails to alert students or teachers effectively to the complexity of genealogy in the United States, where geographical, social, and religious mobility make tracing ancestors a time-consuming challenge even to the experienced.

Archivists will be startled by the pyromaniacal suggestion in the teacher's manual that "Edges of pages [of the students' genealogical reports] can be singed to give the booklets an antique effect."

THOMAS E. WEIR

National Archives and Records Service

BRIEFLY NOTED

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

The Coalition to Save Our Documentary Heritage: An Important Lesson in Archival Advocacy, by Charlene N. Bickford, preface by Ira Shapiro, has been published by the Mid-Atlantic Regional Archives Conference as its third occasional publication. Events leading up to the organization of the Coalition, specifically the long-term difficulties of the National Archives and Records Service and the repeated threats to the continued existence of the National Historical Publications and Records Commission and its grants programs, are described in the forty-three page publication. As an archival advocacy group, the Coalition, along with the National Coordinating Committee for the Promotion of History, has worked persistently to present directly to Congress the case for NARS, the NHPRC, and, in reality, the entire archival community. Also described are the recent efforts, the positive gains already made, and the continuing

need for archival advocacy. A copy of the publication may be obtained for \$3.00 from Bruce Ambacher, Chairperson, Mid-Atlantic Regional Archives Conference, c/o Machine-Readable Archives Branch, National Archives and Records Service, Washington, DC 20408.

The Committee on Automation of the International Council on Archives has published *An Introduction to Archival Automation*, by A. Arad and M.E. Olsen, general editor Meyer H. Fishbein (Bundesarchiv, Federal Republic of Germany, 1981, 58 pp.). This work is the second publication appearing under the auspices of the Committee on Automation. The two authors, A. Arad of the State Archives of Israel and M.E. Olsen of the Utah Genealogical Society, have prepared an abbreviated elementary introduction for archivists unfamiliar with computer applications. The volume contains two essays, which cover introducing automation into archives and the use of computerized indexing of archival material. They comprise a useful primer to general automation concerns for archivists unfamiliar with the analysis and planning associated with utilization of computers. To order, write to M. Jean Pieyns, rue des Buissons, 65 B-4000 Liège, Belgium. [CHARLES DOLLAR, *National Archives and Records Service*]

"A Disaster Preparedness Manual for Eastern Kansas and Western Missouri" has been prepared by the Kansas City Area Archivists and the Kansas City Archives Branch. The 53-page booklet includes an article on developing a disaster plan, bibliographies, a list of resource people, a descriptive list of local resources, and various checklists for disaster preparedness that can be adapted to local needs. The manual was originally distributed to KCAA members and to participants at a symposium on "Disaster

Planning on a Budget—or a Shoestring” held 19 March 1983. The manual, with a supplemental list of local disaster resources for 1983, is available from Alan Perry, Archives Branch, Federal Archives and Records Center, 2306 East Bannister Road, Kansas City, MO 64131.

The Minnesota Historical Society has published *Hubert H. Humphrey Papers: A Summary Guide, Including the Papers of Muriel Buck Humphrey Brown*. Compiled by the staff of the Society's Division of Archives and Manuscripts, the guide contains summary descriptions and lists of the approximately 2,400 cubic feet of correspondence, memoranda, speeches, clippings, legislative materials, campaign files, and related papers that document Hubert H. Humphrey's career as mayor of Minneapolis and as United States senator and vice president. Family papers, Muriel Humphrey's personal and senatorial files, and a brief description of the society's audiovisual materials relating to Humphrey are also included. Copies of the guide may be ordered at \$5.00 each from the Minnesota Historical Society, Order Department, 1500 Mississippi Street, St. Paul, MN 55101.

A revised and expanded version of the *Guide to the Microfilmed Holdings of the Tennessee State Library and Archives* is now available. The guide includes a description of 675 microfilmed accessions from the manuscript holdings of the Tennessee State Library and Archives. Microfilmed holdings include church records, family records, school records, business records, organizational records, and the personal papers of prominent Tennesseans. Also included are microfilmed collections purchased from other institutions, such as the Draper Papers from the State Historical Society of Wisconsin, presidential papers from the Library of Congress, and the papers of

various families and individuals held in other repositories. Each entry contains the name, inclusive dates, size, and description of the collection. Availability of the microfilm on interlibrary loan is also noted. The 210-page guide is available in soft cover for \$7.

The Saskatchewan Archives Board announces a new series of archives publications: *The Saskatchewan Archives Reference Series*. Over the past four decades, the Archives Board has published a variety of directories and guides to research resources. These have appeared in a profusion of formats and on an occasional basis. The Archives now intends to publish these in a standard series format and to make them available through related institutions across Saskatchewan.

The first publication in this series is a complete guide to the Archives' collections documenting the history of the French community in Saskatchewan (*Guide des sources historiques des francophones aux archives de la Saskatchewan*, 56 pp, paper, \$6.00). The guide describes letters, diaries, reminiscences, photographs, and oral histories gathered in a major acquisition project undertaken in 1980 by the Archives and the Société historique de la Saskatchewan. The guide also gives general descriptions of the records of the Association culturelle franco-Canadienne in Saskatchewan as well as other French-Canadian clubs.

The second publication in the Archives Reference Series is entitled *Exploring Family History in Saskatchewan* (28 pp, paper, \$3.00). A handbook on sources and techniques for genealogical research, the publication describes homestead records, church records, and other original documents housed at the Archives. It also provides addresses of archives and genealogical groups elsewhere in the world.

The handbook was prepared with the assistance of the Saskatchewan Genealogical Society.

Titles to be published in the near future include *Exploring Local History in Saskatchewan* and *Historical Directory of Saskatchewan Newspapers, 1878-1983*. For further information, contact Ian E. Wilson, Provincial Archivist, c/o University of Saskatchewan, Saskatoon, Canada S7N 0W0.

Ethnic Genealogy: A Research Guide, edited by Jessie Carney Smith, with a forward by Alex Haley, is a recently published reference volume available from Greenwood Press. The volume is designed to inform librarians, archivists, and researchers about methods and resources necessary for the search of ethnic history. The book focuses on ethnic groups whose origins have been considered difficult to trace: American Indians, Asian-Americans, blacks, and Hispanics. The volume is divided into three major sections. The first provides general information of sources, procedures, and methods of genealogical research. The second section discusses major repositories for genealogical research, including the National Archives and Records Service and the Genealogical Society of Utah Library. The final section describes specific sources available to those researching ancestry. The book contains numerous helpful illustrations of various documents that contain valuable genealogical information. Also included are lists of published and unpublished sources, descriptions of library collections, addresses of genealogical organizations and societies, and other sources and strategies essential to the successful pursuit of ethnic genealogy. The 440-page hard-cover volume is available for \$37.50 from Greenwood Press, 88 Post Road West, Box 5007, Westport, CT 06881.

A Guide to the Manuscripts and Special Collections in the Archives of the Falmouth Historical Society has recently been published. Compiled by Charlotte S. Price, the 146-page guide presents descriptions of the various kinds of records housed at the Falmouth Historical Society. Included are descriptions of family records, church records, and cemetery records; records of businesses, organizations, and local industries; town and village records; military records; U.S. Government records; photographs; and collections of newspapers, maps, and miscellaneous ephemera. Each description includes the name of the collection, inclusive dates, a brief biographical sketch or history of the organization, and a description of the kinds and quantity of materials found in the collection. The volume is available for \$5.00, including handling, from the Falmouth Historical Society, Box 174, Falmouth, MA 02541.

A limited second printing of the City of Portland's *Archives Guide*, a SPINDEX-produced comprehensive introduction to the city's archival resources, is now available for \$10.00 from Portland Archives and Records Center, 9360 N. Columbia Blvd., Portland, OR 97203.

Frank Lloyd Wright: A Research Guide to Archival Sources, by Patrick J. Meehan, provides a much needed resource for locating the manuscripts, drawings, letters, and various other Wright materials dispersed among more than fifty institutions. The book is divided into two parts: the first describes the archival collections in general and the second describes fully each item in each collection arranged in chronological order. The study also contains two appendixes, which deal with undated Wright manuscripts. There is a chronology of his buildings, designs, and

projects; and there are indexes by the subject categories of buildings, designs, projects, place names, titles, topics, correspondents, and archives and collections. The 714-page volume is available from Garland Publishing, Inc., for \$100.00.

Architectural Records in Boston: A Guide to Architectural Research in Boston, Cambridge, and Vicinity, edited by Nancy Carlson Schrock, is the most recent published work of the Massachusetts Committee for the Preservation of Architectural Records (Mass COPAR). Published in 1983, the volume provides a guide to active and retired firms with pre-1970 records, to repositories that hold records of Boston area architects, and to government agencies (city, county, state, and federal) that maintain architectural records. Entries offer detailed descriptions, including those for drawings, office files, manuscripts, photographs, and slides. An extensive index allows preliminary searches by name of architect and firm. The 325-page volume is available from Garland Publishing, Inc., for \$35.00.

The Uses of Gothic: Planning and Building the Campus of the University of Chicago, 1892-1932, by Jean F. Block, has been published by The University of Chicago Library. The book stems from a photo exhibit at the University of Chicago staged by the department of special collections of the university library. For the first time, the public had an opportunity to see the remarkable photographic documentation of the construction of the university's main quadrangles, from the commencement of construction in 1892 until 1932, when the Gothic style of the first buildings was abandoned. As a sample of photo history, the book is a fascinating record. Those who commissioned and preserved

the photographs exercised remarkable wisdom. The plates are of excellent quality, and the handsome design of the book enhances their appearance. The fully explanatory captions used in the exhibit have been retained, and Block added only what was needed to make easy transitions from one plate to another. *The Uses of Gothic* is available from the University of Chicago Library for \$25.00. [Ruth R. Philbrick, National Gallery of Art]

Selected Recent Publications

Bibliography on Disasters, Disaster Preparedness and Disaster Recovery. Compiled by Toby Murray. Tulsa, Okla.: McFarlin Library, University of Tulsa, 1983. 10 pp. Free. Paper.

Church Records in Minnesota: A Guide to Parish Records of Congregational, Evangelical, Reformed, and United Church of Christ Churches, 1851-1981. Compiled by Anne A. Hage. Minneapolis: Minnesota Conference, United Church of Christ, 1983. 33 pp. \$3.00. Paper.

First Facts of American Labor: A Comprehensive Collection of Labor Firsts in the United States Arranged by Subject. By Philip S. Foner. New York: Holmes & Meier Publishers, Inc., 1984. Index. 237 pp. \$29.75. Cloth.

Museum Masters: Their Museums and Influence. By Edward P. Alexander. Nashville: American Association for State and Local History, 1983. Illustrations, notes. 420 pp. \$22.95 (\$20.65 to members of AASLH). Cloth.

Overland to California with the Pioneer Line: The Gold Rush Diary of Bernard J. Reid. Edited by Mary McDougall Gordan. Stanford: Stanford University Press, 1983. Illustrations, notes, bibliography, index. xvi, 247 pp. \$19.95. Paper.

Population Information in Nineteenth Century Census Volumes. By Suzanne

Schulze. Phoenix: The Oryx Press, 1984. Glossary of terms, bibliography, illustrations, Union List of Holdings. ix, 446 pp. \$65.00. Cloth.

The Craft of Public History: An Annotated Select Bibliography. David F. Trask and Robert W. Pomeroy III, general editors. Westport, Conn.: Greenwood Press, 1983. Author index. xix, 481 pp. \$49.95. Cloth.

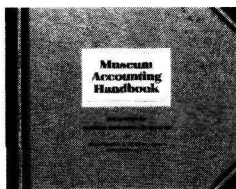
The Oldest City: St. Augustine—Saga of Survival. Edited by Jean Parker Waterbury. St. Augustine, Fla.: The

St. Augustine Historical Society, 1983. Illustrations, bibliography, index. xi, 262 pp. \$8.95 Paper, \$25.00 Cloth.

The Protection of the Library and Archive: An International Bibliography. Edited by Martin H. Sable. New York: The Harworth Press, 1983. 183 pp. \$19.95. Cloth.

White House History: Journal of the White House Historical Association. Volume One, Number One. Washington, D.C.: White House Historical Association, 1983. \$6.00. Paper.

"A BOOK THE TIMES DEMAND"



Museum Accounting Handbook by William H. Daughtrey, Jr., and Malvern J. Gross, Jr. is a practical, thorough handbook for nonaccountants in nonprofit organizations. Philanthropy Monthly calls it a "do-it-yourself" manual with a step-by-step

set of procedures and forms . . . Price Waterhouse and Co., and the AAM have clearly recognized an important need and made a major contribution." ix + 158 pp., illus., bibliog., index, \$14, \$11.50 to members.



Books

American Association of Museums

P.O. Box 33399

Washington, D.C. 20033