

Reviews

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

Documenting America: Assessing the Condition of Historical Records in the United States. Edited by Lisa B. Weber. Atlanta: National Historical Publications and Records Commission and National Association of State Archives and Records Administrators, 1983. ix. 71 pp. Paper.

We deserved every penny! Archivists needed the nearly twelve million dollars they have received in awards from the National Historical Publications and Records Commission (NHPRC) since 1975. America is just beginning to acknowledge the critical need for sustained funding of archival activities. We can also agree that something should be done to save endangered records; to stimulate laggard states, municipalities, counties, and academic and religious institutions to preserve and make available their documentary heritage; to preserve photographs; to provide consultants on archival problems; and to develop national and state plans for the retention of archival resources. NHPRC and the National Association of State Archives and Records Administrators (NASARA) have published *Documenting America* as

the report of the conference of state records coordinators held in Atlanta in June 1983 to evaluate the first twenty-seven state "historical records needs assessments." It includes reports of consultants Edwin Bridges, Richard Cox, William Joyce, and Margaret Child on archival work with state and local government records, historical records repositories, and statewide archival functions and services. It also includes fifty-seven recommendations agreed upon by conference participants.

Edwin Bridges concludes that state archives "are in an impoverished condition," but he does not present data or cite quantifiable standards. He notes that state archives are not properly placed in state government and he believes that they should be independent state agencies. The statement that state universities are "executive branch agencies" is in error; many are chartered public corporations with governance vested in an appointed or elected board. A "cycle of poverty" section contains interesting instances of budgetary deprivation. The report contains little on appraisal and description beyond the statement that there are wide variations in

practice and that analysis is needed. Bridges found a confusing mixture of state reports, some prepared by archival agencies for the NHPRC's historical records advisory boards and some prepared by outside consultants. Variations in approaches, instructions, objectives, and findings contribute to some dubious results. The comparisons of state reports to Ernst Posner's 1963 findings (*American State Archives*, Chicago: University of Chicago Press, 1964) are weak and are based on subjective judgments. Bridges concludes his evaluation with recommendations for better administration, institutional accreditation, educational programs, model laws, cooperative data processing, and support for NHPRC as an "outside point of leverage."

In a section on local government records, Richard Cox attacks the Society of American Archivists' "lack of leadership." This deficiency may be due to the SAA's lack of twelve million dollars to divide among grantees. SAA provides a forum and publications, but it cannot resolve governmental problems or unilaterally proclaim archives to be the fourth branch of government. *Documenting America* lacks the scope and depth of the Posner Report, but it is primarily an advocacy document. Some consulting reports which were highly critical of archival programs were deemed to be of "great value." Another was said to be opposed to NHPRC and "far below the normal high quality of products of ... this state's records programs." While the principle of planning is commended, a state that completed two successful five-year plans was criticized for not producing "a particularly strong final report." Cox found that archivists are poor planners and poor communicators and that they tend to ignore NHPRC guidelines and the state historical records advisory boards. He concludes with a bitter attack on archivists.

William Joyce's report on historical records repositories notes that widespread confusion was caused by the NHPRC "Guidelines and Goals" and questionnaire. His report is a balanced assessment of the data yielded by surveys of many small repositories. NHPRC has frequently launched massive surveys to uncover the worst conditions possible, a practice similar to locating the worst highways and bridges in an attempt to justify requesting money for new construction. Joyce notes that colleges and universities dominated state historical records programs. This is of interest because historical records advisory boards appointed by governors have minimal contact with universities. Joyce recommends use analysis, cooperation, program standards, education, nonproliferation of repositories, coordinated documentation strategies, and archival research.

Margaret Child's report on statewide functions and services reflects the author's extensive experience with federal grants in support of manuscripts and archival programs. In the section on "poverty of the knowledge base," she notes that state records coordinators lack knowledge of projects funded by NHPRC and the National Endowment for the Humanities (NEH). This lack is caused in part by the failure of granting agencies to require the dissemination of the results of the grants. Announcements of awards and papers read at professional meetings do very little to acquaint the profession with the results of grant projects. Child recommends alternatives to a state context, urges that priorities be decided, encourages specificity, and calls for imaginative perspectives.

With NHPRC grants and NASARA sponsorship, these evaluations by state historical records advisory boards reflect the interests of state archives constituencies. Since 1975, they have received more than six million dollars from NHPRC

and large additional grants from NEH. This compares favorably to both the millions allocated to the Historical Records Survey from 1936 to 1942 and to the modest expenses of the Public Archives Commission between 1899 and 1918. An examination of the first ten years of the records program reveals the emergence of a new Historical Records Survey or a "national practicum." Grant money has flowed from NHPRC into nearly every state. These grants have increased awareness of archival needs, provided publicity for programs and projects, and demonstrated what can be done. The problem revealed in *Documenting America* is not the NHPRC's objectives, but the methods by which it carries out its records program.

To justify its role and appropriations, NHPRC has adopted a negative attitude concerning archival practice. Leading programs and significant accomplishments are ignored to paint a bleak picture of vast unmet needs. It is remarkable that whether the spending cited is for national defense, scientific research and development, highway construction, pensions, libraries, or archival programs, every assessment concludes that there is a desperate need for more federal funding. The relationship between professional determination of archival research needs and federal funding priorities is ill-defined. As Margaret Child noted, "reinventing the wheel" can be an expensive activity.

NHPRC tends to support programs in a few states that most nearly reflect staff viewpoints of national needs. Kentucky, Washington, and Wisconsin have hit the funding jackpot to the extent of \$1,604,000, or 32 percent of the total distributed to state agencies. Endangered records, photographic conservation, SPINDEX, and new state planning initiatives are hailed. Strong state programs in Illinois and North Carolina that do not

march to NHPRC's drum are ignored or dismissed as inadequate. By channeling funding through boards appointed by governors, the archival support program has been politicized to attract support at the state level. It also bypasses important archival constituencies, notably academic and state archives that do not report to governors.

By conducting surveys of 5,000 to 11,000 "archival institutions," NHPRC draws general conclusions based on surveys of the weakest and least important programs. While we should be interested in the closets and the storerooms at the grassroots level, a serious assessment of archival resources should recognize that more than half of our archival and manuscript resources are held by eighteen institutions. Much of the nation's archival work is accomplished by archivists who are too busy securing budgets and providing services to apply for federal support or participate in conferences planning the total archival environment. NHPRC and its surrogate associations assume broad professional support of controversial programs. One consultant states that a glaring deficiency of all reports is that they do not address "the need for national ... coordination for state efforts." Perhaps they do not raise this issue because it is not politically or professionally advisable. "Cooperation" and "encouragement" are not "coordination." The concept that federal funds should be used to create a unitary national archival system or to identify and preserve state, local, and nongovernmental records of long-term value is not self-evident. A large part of documented America is, and should remain, unrelated to federal and state government support, coordination, and planning.

Reviewing *Documenting America* is like commenting on notices of the first volumes in a series. Later volumes will

benefit from this initial discussion. Each state report with bibliographic citations and abstracts should be published. From the consultants' comments, it is apparent that the assessment was structured in a very loose manner. The consultants had difficulty in comparing diverse responses and often seem to be applying predetermined conclusions to fragmentary evidence. Sections of the report are swathed in yards of advocacy rhetoric, but they contain several excellent suggestions. Bridges' suggestion of a return to model state archival laws and Margaret Child's concern for printed archives are excellent ideas. We love Uncle NHPRC and Aunt NARS. They have been very good for the archival profession. If they are severely critical of others, they have nonetheless been liberal in disposing of the family fortune.

MAYNARD BRICHFORD
University of Illinois

Toward a Usable Past: Historical Records in the Empire State. A Report to the Governor and Citizens of New York by the State Historical Records Advisory Board. Albany: State Archives, New York State Education Department. 1984. 74 pp. Paper.

This multipurpose report is the product of a statewide analysis of conditions and needs of historical records, conducted as part of the National Historical Publications and Records Commission's state assessment project. The analysis was designed to fulfill the basic requirements of the NHPRC assessment project by examining state government records, local government records, non-government records, and statewide services and functions. The report goes far beyond fulfilling these basic requirements, however. It examines the effectiveness of the State Archives programs; alerts the state's historical records com-

munity to serious problems and elicits their united efforts in solving them; provides the basis for future statewide planning and action to strengthen historical records programs; and, most importantly, defines the reasons historical records deserve the attention and support of all the citizens of New York.

Because this report was intended not only for the NHPRC but for the broadest possible audience, it was carefully designed and constructed to be attractive and readable. The beginning sections of the report provide important summary information, consolidated lists of findings and recommendations, and a narrative explanation of the importance of historical records in the context of New York State. The last section of the report provides the detailed analysis of the research conducted and the information most valuable for the historical records community. It is a professionally produced report that successfully establishes priorities, does not lose sight of its many purposes, and uses illustrations and examples from the spectrum of records programs.

New York Governor Mario Cuomo wrote in a letter to the citizens of New York that he was confident this report would "stimulate increased awareness of the importance of historical records and greater action to address the problems identified." Since its publication in January 1984, this report has been cited in newspapers, professional archival literature, letters to and from the Governor, letters to legislators, and innumerable reports to records program administrators throughout the state. It has helped to strengthen the role of the State Archives and the State Historical Records Advisory Board by outlining their future responsibilities. It has given the New York historical records community a focus for concerted action and helped to spark the formation of a new

coalition of archival organizations intent on preserving New York's documentary heritage. Finally, it has provided sound recommendations on how to increase interest, use, and support of historical records programs throughout the community. In other words, this report has helped New York move toward a usable past.

ANNE VAN CAMP

Chase Manhattan Corporation

Archives & Manuscripts: Machine-Readable Records. By Margaret L. Hedstrom. Chicago: Society of American Archivists, 1984. 80 pp. (approx.) \$6.00 SAA members, \$8.00 others.

The advent of the information society, coupled with the explosive advances in computer technology, harbor profound ramifications for the archival profession as a whole. In addition to the steady encroachment of the computer into the archivist's realm as an aid in developing sophisticated access tools to archival collections, the future archival record promises more and more to appear in machine-readable form. Indeed, as most businesses and other institutions increasingly turn to computers to manipulate and store information, the archivist will increasingly confront a steady proliferation of records in machine-readable form.

In recognition of this reality, this latest addition in the Society of American Archivists' Basic Manual Series will prove a most important and timely publication. Hedstrom not only seeks to explore the world of machine-readable records, but she also issues a direct challenge to archivists to "progress from the handling of relatively simple records to tackling a wide range of more complex problems and questions posed by the new technologies." Of course, in order to properly evaluate and preserve computer-generated records, archivists must first acquire

an appreciation of the special difficulties associated with these records as well as the methods of coping with these problems. To this end, the manual is intended to help archivists in meeting many of the challenges posed by the new medium, first by exploring the manner in which computer use has affected record keeping and then by examining the applicability of traditional archival practices to such records.

In four clear, concise, and well organized chapters, Hedstrom provides us with an excellent overview of the fundamentals of computers and automated record-keeping systems and explores their implications for archives and archivists. The first two chapters explain the fundamentals of computer hardware and software as well as the arrangement and storage of machine-readable records. The final two chapters focus on the special problems posed by these new technologies for the archivist and look ahead to the office of the future. Because the author believes that traditional archival principles and established practices can be adapted and expanded to guide archivists in the management of machine-readable records, the third chapter will be of special interest to those archivists currently perplexed by this new medium.

For the benefit of archivists who maintain machine-readable records, Hedstrom explains the applicability of traditional archival operations such as appraisal and scheduling to such records and also uncovers certain problems and pitfalls posed by this new medium. Yet aside from the obvious special considerations related to the preservation and maintenance of these records, the author clearly points out that in the case of the machine-readable records, archivists must become involved in their scheduling and disposition at the earliest possible moment in order to ensure that a full and complete archival record will survive. This is especially important in the automated of-

fice of the future where, as Hedstrom explains in her final chapter, current trends and projections for future changes in information technology will exert a powerful impact on the production, storage, distribution, and preservation of machine-readable records. In fact, with the implications of many new storage techniques, we may soon be able to store a mixture of text, graphics, data images, and audio signals in machine-readable form. Such changes demand, as Hedstrom quite rightly notes, that archivists keep abreast of the advances in the new technology or risk becoming increasingly divorced from the future archival record.

Although the manual is not without its faults, its major strength lies in the help it can give archivists in understanding computer applications to records and the machine-readable records produced as a result of these new technologies. While one might well have wished for a more detailed discussion of the impact of computer networking on records generation and a more thorough examination of the possible ramifications resulting from the convergence of telecommunications and technology, we cannot fault Hedstrom too strongly for these omissions. Perhaps also the author might have included a useful index to her text, which would facilitate locating topics of interest.

These criticisms aside, Hedstrom has provided us with a thoroughly readable, well organized manual for understanding the world of machine-readable records, which many archivists will encounter during the course of their professional careers. Equipped with a detailed glossary and numerous suggestions for further reading, this manual will prove to be an invaluable addition to the impressive array of well thumbed SAA publications which line the bookshelves of most archivists.

RODNEY YOUNG
Public Archives of Canada

The Archival Appraisal of Moving Images: A RAMP Study with Guidelines.

Prepared by Sam Kula. General Information Programme and UNISIST. Paris: UNESCO, 1983 (PGI-83/WS/18). Bibliography. 130 pp. Paper.

Appraisal is one of the most challenging tasks that the archivist can face. Hardly a science, it demands the talents of historian and fortune-teller, among others. The absence of professional literature on appraisal of moving images has been a serious handicap. T.R. Schellenberg and Hilary Jenkinson, provocative and edifying in their writings, paid scant attention to the subject of moving images. Often the custody of moving images is entrusted to people with strong interests and backgrounds in the aesthetics of film—people who do not see the need for appraisal and feel that any selectivity is suspect. Yet the sheer volume of contemporary moving images, exponentially increased by the convenience of videotape, make the logic and need of appraisal self-evident.

Kula guides the reader through the history of the film/television archives movement on an international level. The degree of centralization, state and private efforts, and organizational placement have varied from country to country. In the United States there are at least five national collections and many specialized ones. In some developing nations there is no archival program for the preservation of moving images. Much of the archival work carried out today is brought together in the International Federation of Film Archives and in the International Federation of Television Archives. The importance of their work was underscored in 1980 by UNESCO's adoption of a resolution recommending the safeguarding and preservation of moving images by member nations. Such images, the resolution said, are an expression of the cultural identity of peoples and form

an integral part of a nation's cultural heritage. Its proposal for total retention of all moving images was idealistic and naive, however, and this new publication by UNESCO may be viewed as a sensible modification of its original stance.

Kula discusses the appraisal of moving images in terms that will be familiar to archivists. Relative age, evidential and informational values, and cost-benefit analysis are all useful signposts. Kula has aptly surveyed the archival literature and pertinent historical studies and has extracted principles, theories, and standards that are fundamental points of departure for scheduling moving image media or for formulating broad collection policies. Although written for individual records managers and archivists, the book is aimed primarily at the national level. The "public record" is really a discussion about the national production, from all sources—government, private, and commercial.

Even so, the individual appraiser attempting to separate the permanent from the ephemeral has much to gain. Kula outlines appraisal criteria which have a fair degree of acceptance. Moving images relating to celebrities and leaders, to technological milestones, and to other significant sociological and historical phenomena have permanent value. Valuable also are moving images that mark advances in the development of the media, challenge community standards, or reflect ideological content. The availability of textual documentation describing the origin and purpose of such films will enhance their research value. Moving images of "talking heads" and of "research and development" frequently do not have sufficient value for preservation because the information they contain may be better preserved in another format. Thus, the test of uniqueness applies not only to the physical item but also to content among different formats.

Archivists who work with government records may feel that Kula has narrowly interpreted the application of evidential value and that perhaps this portion of the study could have benefited by more development and better examples. The book was reproduced from typescript and contains far too many typographical errors. Nevertheless, it should be read by every archivist who works with collections of moving images.

WILLIAM T. MURPHY

National Archives and Records Service

Care and Handling of Computer Magnetic Storage Media. By Sidney B. Geller. Special Publication 500-101. National Bureau of Standards. Washington: Institute for Computer Sciences and Technology, N.B.S., 1983. 135 pp. \$5.50. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

The computer and archival worlds have long needed a guide to the care and handling of computer magnetic media. Manufacturers of computer tapes and computer tape maintenance equipment have produced some guides, but these always seem to either implicitly or explicitly recommend the purchase of their products. In 1972 the National Archives produced a draft guide, but it was never published. While this book is a worthwhile addition to the very scant literature on the subject (really only covering computer tape, with a small section on flexible disks), it is not the needed user guide.

Facts on any given topic are scattered through the book. They are not always consistent. Geller points out that, because of the tentative nature of much research in the area, it is not possible to reach a final conclusion about the best methods for archival care. As a result he often lists conflicting approaches without making any recommendation on which one to follow. If an acknowledged expert

in the field is not willing to make a best guess, what can the average reader hope to gain from the discussion?

Nevertheless, readers willing to plow through the disorganized and repetitive details can take away some useful information. The book does contain a thorough listing of all the relevant threats, such as physical handling, environment, fire, water, and magnetic fields. It does recommend many procedures for care and repair.

If Geller makes one noteworthy point, it is that magnetic media are not as fragile as we had feared. The magnetic signal will survive as long as a normal magnet is kept more than three inches away. X-rays, radiation, and even water (if promptly removed) will not destroy the signal. But dirt, poor winding, folding, or physical damage to the tape itself can increase the microscopic distance between the media and reading head to the point that the signal will not be correctly recognized. Thus, the major preventive measures are based on maintaining the proper environment and preventing physical damage. One of the most effective remedial measures is to run the tape over a tape cleaner (a simple blade) and rewind it at a controlled tension (which also smooths out bumps).

Geller is skeptical that data will survive for ten years even on current high quality media. But like so many other areas, in this field there is little hard data. One experience we had at the National Archives showed that tapes recorded on tape of much poorer quality in the mid-1960s and stored under uncontrolled conditions could be recovered with a 99.9997 percent success rate without using equipment more sophisticated than a normal computer and tape cleaner. With some of the more advanced techniques described in this book, even better success might be possible.

The subject of backup tapes is occa-

sionally mentioned, but it does not receive the very heavy emphasis it deserves. While magnetic media may not be as fragile as we feared, and while a number of protective and remedial measures may allow reasonable optimism about preserving the data for many years, the simplest solution is always to make one or more additional copies and store at least one at an alternate site. The chances of both being unreadable in exactly the same spot at the same time are incredibly low. (Note that the previously mentioned National Archives recovery rate was achieved even without the availability of backups.)

Finally, I am at a loss to understand why a chapter of the main text was devoted to guidelines for maintaining a clean room. Clean rooms are relevant to the manufacture of electronic equipment, and to testing laboratories, but they have no relevance to the care and handling of computer magnetic storage media.

This book is definitely not the handbook needed on maintaining magnetic media. It is filled with accurate and useful information, however, and could well serve anyone already familiar with computers. Perhaps the Society of American Archivists will have to produce its own handbook if archivists are going to be prepared to face the computer age.

CHARLES L. GELLERT
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ADPA (Automatic Data Processing in Archives) Vol. 4, Nos. 1-2 (1982-83): 1-108. Available by subscription from Meyer H. Fishbein, 5005 Elsmere Ave., Bethesda, MD 20814. \$9.00/yr.

Since 1977 the Automation Committee for Automatic Data Processing and Archives of the International Council on Archives has irregularly published *ADPA* at Liège, Belgium. In general the journal comes out three times over a two-year

period and includes articles in either French or English, with article abstracts and book notices appearing in both languages. For its part, *ADPA* is unique in two very important respects. In the first place, it is the only professional journal available to archivists that solely addresses the areas of the management of machine-readable data files and the planning and implementation of computerized applications in archives. Secondly, *ADPA* is an international journal and therefore reports on archival automation projects around the world. Papers submitted to *ADPA* tend to be of a high quality; and, if the journal does not carry as many articles about activities in the United States and Canada as it does about work in Great Britain, France, Italy, Spain, The Netherlands, Sweden, and the Federal Republic of Germany, this is because the editors receive few submissions from this side of the Atlantic.

The issue under examination in this review is representative of *ADPA* offerings over the last few years. It includes minutes of recent Automation Committee (ICA) meetings as well as a roster of its members; a survey of computer applications in Great Britain; a retrieval tool and descriptive model for banking and related records of the Grand Council of State of the Renaissance city-state of Venice; a discussion of computer-based finding aids employed at St. John's College, Cambridge, Eng.; an update on the automated record retrieval and requisitioning system operating at the Public Record Office, Kew Gardens, London; a report on a survey of French archivists regarding electronic data processing; a paper on the application of microcomputer systems in archives and their implications for the establishment of an international data retrieval network among archives; a report on the results of a survey of machine-readable archives users in Canada; a computer-generated listing of

archives detailing the British Antarctic Survey experiment; and two papers discussing British efforts to establish and employ data standards for the exchange of archival information.

This considerable array of scholarship and informative reporting is impressive in its sheer size and diversity. Of even greater importance to U.S. and Canadian readers is the extent to which these articles echo comparable efforts among SAA members. For example, the computer applications survey prepared by Rachel Bartle and Michael Cook reveals that British archives, like those in the United States, are on the verge of converting from manual to automated systems. A number of prototype products, such as PARCH, GOS, BAS, and more recently, SHARO, are already in use, but none of these has won wide acceptance. The authors suggest that many institutions may ultimately adapt descriptive techniques that allow them to tap into existing bibliographic utilities or that they may turn to general-purpose applications software packages run on popular microcomputer systems.

M.G. Underwood's essay on automated finding aids at St. John's College, Victor Crescenzi's piece on the Venice archives, and G. Joan Smith's work with the British Antarctic Survey papers all illustrate systematic, intelligent, and yet uncomplicated approaches to the use of the computer in information retrieval. These essays also demonstrate the need for archivists to establish certain generally accepted standards for the description of archival materials and for the communication of this information over an ADP network. It is therefore appropriate that this particular volume of *ADPA* should conclude with two draft documents by a joint working party of representatives from the British and Irish societies of archivists. As with the standards proposed by the National Informa-

tion Systems Task Force of the SAA, these documents deal with vocabulary, units of measure, formula for description, and formats for data communication. Both R.F. Vyse and Richard Light, who served on the working party and prepared these two reports for *ADPA*, recognize the need for these types of structures if archives and their clientele are to exchange data on holdings and access materials from remote points.

Finally, one may consider the article by S.P. Mitchell and S. Manojlovich on the one hand and that of Richard M. Kesner on the other as extensions of this discussion. The survey by Mitchell and Manojlovich considers the research requirements of those employing machine-readable data in their work. Their study suggests that archivists must consider the special service problems that stem from working with records in magnetic media and revise their operations and procedures in light of these developments. It is interesting to note that the survey was undertaken under contract for the Machine Readable Archives Division of the Public Archives of Canada. Kesner begins his article with a review of recent developments in professional training and awareness concerning automation in archives. He indicates that, thanks to microcomputer technology, archival information networks are possible. It is not, however, the technology that stands in the way of progress in this area. Rather, Kesner argues that it is the absence of widely accepted standards combined with a number of complex administrative and financial problems that must first be resolved before we can anticipate the evolution of viable inter-archival information networks.

ADPA is a journal worthy of wider readership among SAA members. Indeed, for the small cost, it is arguably the best buy among currently available professional offerings. My congratulations

to all those who contributed to the fourth volume and to the editor, Jean Pieyns, who keeps *ADPA* going.

RICHARD M. KESNER
The Faxon Company

BRIEFLY NOTED

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

Jane Kenamore and Uli Haller of Galveston's Rosenberg Library announce the availability of *Proceedings of the Twelfth Annual Meeting of the Society of Southwest Archivists*. Their sixty-one-page publication includes the texts of seven papers and a synopsis of two others which were presented at SSA's meeting in Dallas, Texas, 16-18 May 1984.

In his paper for the session entitled "Collecting Far Afield: West Texas and the Rio Grande Valley," Richard Mason discusses his activities as the field archivist for Texas Tech University's Southwest Collection. For "Easing Access: Processing and Automated Indexing," Uli Haller addresses the subject of processing manuscript collections, and Nancy Parker of Rice University's Woodson Research Center writes about using computers to prepare finding guides. In "Documenting the Visual Arts: Art and Architecture," Sandra J. Levy describes the Smithsonian Institution's Archives of American Art in general and her involvement with the Texas Project in particular. Michael E. Wilson of the Houston Metropolitan Research Center also presents his observations about the collection, care, and use of architectural records. For "Archives and the Community: Reaching New Users," Audray Bateman of the Austin History Center and New Mexico State University's Austin Hoover each discuss

their respective institution's approaches in cultivating new users and supporters.

There is also a synopsis of a program on "Funding Historical Organizations," which featured Peter Brink, Executive Director of the Galveston Historical Foundation, and Bruce Esterline, Program Officer for the Meadows Foundation. Brink spoke on financing historical societies and used his experiences to illustrate his remarks. Esterline addressed the subject of grantsmanship from the grantee's point of view and included recommendations on how applicants should make their requests.

Proceedings of the Twelfth Annual Meeting of the Society of Southwest Archivists is available for \$5.00 from the Galveston & Texas History Center, Rosenberg Library, 2310 Sealy, Galveston, TX 77550.

Since April 1983 the Machine Readable Archives Division of the Public Archives of Canada has been producing a quarterly bulletin. The purpose of the bulletin is to promote the activities and holdings of the division and to encourage the communication of information on or about machine-readable data use and creation with Canadian social science researchers who use and/or create such data.

The bulletins are in bilingual format and consist of four camera-ready pages, 8½" x 11" (one fold) on Byronic type paper. The text is limited to two pages per language. Each bulletin consists of four sections: new acquisitions/recently processed files; activities (that is, short articles on divisional activities or projects); upcoming events (that is, information on conferences, workshops, etc., of interest to the Canadian social science research community); and notes (that is, information on recently published books, on the work of various national and international associations and organizations, on particular programs and services avail-

able to the social science research community in both the public and private sectors, and so on).

An issue of the bulletin is distributed at the end of May, August, November, and February of each fiscal year. To date five bulletins have been produced. The first issue was devoted to a brief history of the division on the occasion of its tenth anniversary as well as to the results of a user survey undertaken for the division in 1982. The main article in the second issue was about the approach taken by divisional archivists to the appraisal of machine-readable data. The third issue was devoted to a description of the finding aids created in the division, while the emphasis of the fourth issue was on the processing of machine-readable data files as well as the various services provided to researchers and the costs associated with each service. The main article in the fifth issue provided an overview of the divisional conservation program. Forthcoming issues will include articles devoted to the functions and services provided by the various data archives and data libraries in the country. Gradually the section on new acquisitions/recently processed files will include information from other institutions.

For more information on the publication, contact Chief, Documentation and Public Service Section, Machine Readable Archives Division, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario, Canada K1A 0N3, telephone 613-993-7772.

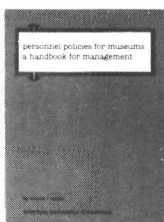
The Educational Testing Service (ETS) has published *A Guide to the Herman A. Witkin Papers*. This 111-page publication describes Witkin's papers. Witkin was an ETS research scientist and psychologist who died in 1979. According to the Social Sciences Citation Index, he was one of the 100 most cited social scientists in the world. The guide is available for \$6.00 from ETS, Princeton, N.J., 08541.

ETS also has produced El CID, which stands for the Corporate Information Database. El CID has two components: descriptions of past and present ETS projects and a bibliography of ETS research reports. El CID is available in-house for on-line searching, and it has been used to produce hard-copy and computer-output microfiche (COM) indexes. The COM edition of the *Index to ETS Research Report Series, 1970-1981* covers more than 1,100 reports and is sold to libraries in the United States and abroad.

ANNE MILLBROOKE
United Technologies

PERSONNEL POLICIES FOR MUSEUMS

A Handbook for Management



by *Ronald L. Miller*. This book is an indispensable management tool for museums of every size and discipline. It tells how to establish, implement and revise personnel policies. Among the topics covered are the recruitment, selection and promotion of employees; termination and layoff; leave policies; compensation admin-

istration; performance appraisal and standards for personal conduct. No museum should be without it! 164 pp., bibliog. \$11.50, \$9 to members. Orders under \$10 must be prepaid. If you order more than one copy, include 75 cents each for postage and handling.



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American Association of Museums

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