

## Reviews

This issue of the *American Archivist* was produced during a period of transition between book review editors, hence the fewer number of reviews. Brenda Beasley Keypley and Sara Stone have stepped down as review editors and deserve the appreciation of the journal's readers for a job well done. Beginning with the Spring 1985 issue, Nicholas C. Burckel will assume the duties of review editor, a three-year appointment. Books and other materials for review should be sent to SAA headquarters, 600 S. Federal, Suite 504, Chicago, IL 60605.

*Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Librarians.* Compiled by Steven L. Hensen. Washington, D.C.: Library of Congress, 1983. Index. 51 pp. \$10.00. Paper.

The cataloging manual reviewed here is already in day-to-day use in numerous archives across the country. Its rapid adoption by many repositories suggests that it is, indeed, a valuable and needed work. Its widespread use is also indicative, however, of evolving changes in the methods of compiling and disseminating bibliographic information regarding archival holdings. Therefore, in addition to explaining what this manual is, and, as importantly, what it is not, this review includes brief comments concerning the nature of these methodological changes.

The manual is a revision of Chapter Four (Manuscripts) of the second edition of the *Anglo-American Cataloging*

*Rules* (AACR 2). The first edition of the *Anglo-American Cataloguing Rules* (AACR 1) appeared in 1967 in separately published North American and British texts. AACR 1 provided the "Anglo-American" countries (Britain, Canada, and the United States) with a standard set of procedures for the cataloging of library materials. These cataloging conventions were adopted by major libraries and agencies in most English-speaking countries and have influenced the formation or revision of local and national cataloging rules in many other countries. The decade following the publication of the first edition, however, was a period of rapid change for the library world. Substantive changes included the growth of centralized and cooperative bibliographic services and networks, the introduction into libraries of increasing numbers of new media, new developments in the machine processing of bibliographic information, and the development of international bibliographic standards. In order to accommodate these

changes and others, a revision was formally initiated in 1974, and AACR 2 was published in 1978.

Chapter Ten of AACR 1 focused on the cataloging of manuscripts. Those rules were book-oriented in approach and presumed that most documents were cataloged as individual items. Unfortunately, the second edition only exacerbated the inadequacies of the rules for general use in most repositories of modern manuscripts and archives. Therefore, when the Library of Congress (LC), in conjunction with the Council of National Library and Information Associations and the National Endowment for the Humanities, initiated the preparation of a series of manuals to treat special format materials that were not adequately covered in AACR 2, Steven Hensen, Senior Manuscript Cataloger in the LC Manuscript Division, was appointed to compile an archival cataloging manual.

The general introduction to AACR 2 states that these rules "are not specifically intended for specialist and archival libraries" but recommends "that such libraries use the rules as the basis of their cataloging and augment their provisions as necessary." Hensen has indeed "augmented" the rules. Although retaining the basic structure and underlying principles of AACR 2, he has made significant departures. Throughout, the manual reflects the broader scope of application symbolized by the change of title from "Manuscripts" to *Archives, Personal Papers, and Manuscripts*. The manual is clearly intended to meet the needs of a wide range of manuscript and archival repositories. Also, the manual incorporates the collective approach to bibliographic control and description. While still suitable for cataloging individual items, these rules emphasize the cataloging of groups of personal or family papers and corporate or governmental archives. Closely related is the

recognition of cataloging as only a part of the total process of archival arrangement and description, and thus, the archival finding aid is identified as the chief source of cataloging information. Appropriate archival terminology and more examples have also been added. These "augmentations" do substantially alter the original rules and make this manual a viable tool for general archival use.

As mentioned, these rules are an element in the evolution of new archival methods, and this fact has led to some confusion with related developments. Therefore, it is important to point out that this manual is not a guide to the use of the new MARC (MACHine-Readable Cataloging) Format for Archival and Manuscripts Control, nor is it a guide to the use of any particular automated system. The manual provides rules for extracting bibliographic information and grammatical conventions for recording that information, and these rules are applicable for both manual and computer-assisted cataloging. While the elements of information described are comparable to data fields in the MARC format, these rules do not provide instructions for the use of MARC fields and subfields, nor is such instruction germane to the primary purpose of this work.

There are some limitations to the use of this manual which are closely related to its purpose and origin. Some rules are ambiguous, perhaps as a result of the nature of the revision process and of Hensen's efforts to use sufficiently flexible language to consistently support the fundamental principles of archival description while also retaining the basic structure of AACR 2. In a few cases this ambiguity is increased by the examples. In an effort to provide examples relevant to a broad range of archival situations, the author included some examples that in fact seem to conflict with the primary

thrust of the rule being demonstrated. One must also be aware that Hensen did not compile these rules in a vacuum. Aspects of certain rules reflect the nature of existing practices and systems at the Library of Congress and may not in all cases be directly applicable in other institutional environments. These points only suggest that archivists should apply these rules with the same degree of common sense often required in their interpretation and description of primary source documents.

A decade ago, when the Society of American Archivists was offered the opportunity to play a consultative role in the revision of AACR 1, the matter was not considered sufficiently relevant to the primary interests of archivists to be pursued actively. Now the situation has clearly changed. Today, the SAA standard for exchange of archival information is also a library standard, and we maintain it jointly with the Library of Congress. An increasingly large number of university and governmental archival programs are active participants in national bibliographic networks or use local library systems that allow the integration of their data with that compiled for other library materials. These changes have resulted not from either the desperation or subjugation of archivists but rather from enlightened self-interest. In this process of change we have not become captive to the interests of others but have, instead, expanded our own sphere of influence and the range of options available to us. Steven Hensen and his editorial committee, composed of Harriet Ostroff (Library of Congress), William Joyce (New York Public Library), James Kopp (National Library of Medicine), Lydia Lucas (Minnesota Historical Society), and Victoria Irons Walch (National Archives and Records Service), have provided us with a viable tool for everyday use and

have made a valuable contribution to the effort to expand access to the nation's archival and manuscript resources.

H. THOMAS HICKERSON  
*Cornell University*

*Chicago at the Turn of the Century in Photographs: 122 Historic Views from the Collections of the Chicago Historical Society.* Larry A. Viskochil, with assistance of Grant Talbot Dean. New York: Dover Publications, Inc., 1984. 144 pages. Index. \$8.95. Paper.

This publication is significant on several levels. The photographs, dating from 1904 to 1913, are stunning visual documents that combine beauty, technical skill, and great detail. They are presented in a scholarly context that will also appeal to a lay audience as well as photograph enthusiasts ever eager for more historical images.

The photographs were taken by the Barnes-Crosby Company, a prominent Chicago firm engaged in photoengraving, advertising art, and commercial photography. While the negatives also may have been used for other purposes, a number of them were printed and photomechanically reproduced to create picture postcards of well-known Chicago views. *Chicago at the Turn of the Century in Photographs* doubles as an exhibit catalog and a guide to a portion of the 300 gelatin dry-plate glass negatives in the Prints and Photographs Collection of the Chicago Historical Society. As such, it serves as a model for other archival repositories seeking ways to describe, publicize, and encourage use of their photographic holdings.

A provocative essay by Larry A. Viskochil entitled "The Elephant That Never Forgets" introduces the photographs and puts them into historical context. Viskochil cleverly employs the



A view of State Street from Madison Street, 1905. ICHi-19294. Photograph from the Barnes-Crosby Collection. Courtesy of the Chicago Historical Society.

allegory of a group of blind men examining by touch small portions of an elephant's body and each reaching a far different and partially correct conclusion about the whole beast. Using this familiar story as a point of departure, he discusses the various ways in which photographs can be interpreted, evaluated, and used. Each approach can be valid and can convey a portion of the truth, but not necessarily the whole truth. The essay intertwines the history of photography and its growing use in commerce with the history of Chicago and its development in the areas of business, architecture, transportation, and civic celebrations. For example, we learn that picture postcards first appeared at the World's Columbian Exposition in Chicago (1893-94), and that these photographic souvenirs quickly gained popularity across the country as an outgrowth of civic pride and business acumen. The most important message that Viskochil conveys, however, is the importance of photographic materials as historical documentation. He discusses the types of information that can be gained from careful examination of visual documents and presents a method for evaluating photographs at several levels. Archivists and researchers must critically question photographs in ways that are similar to testing textual records to determine, to the degree possible, the intention and point of view of the photographer, the reason the photograph was made, technical factors (such as film speed and lens) that affected the resulting image, and the subject matter. The latter is usually the easiest to determine, but even at the level of determining content, discipline is necessary to gather all of the information that may be present in a photograph. Researchers and archivists must train their eyes to really "see" a photograph and evaluate its potential for historical research.

Grant Dean provided captions for the photographs. That in itself was a massive undertaking because the collection of glass plate negatives was received with minimal identifying information—an occasional subject noted on a photographic sleeve, at most. Dean provides a key to the captions, which include, as appropriate, information on the chief name of the building shown, the alternate names, the address, the dates of opening and demolition, the name of the architect, and the Barnes-Crosby negative number. The latter notation is important for purposes of identification and also will expedite orders placed for copy prints. A note on the captions by Viskochil serves to explain the method employed in identifying the photographs. Close examination under magnification provided internal evidence (such as street and advertising signs, building addresses, clothing styles, and automobile models and license plates) that aided in identifying and dating the images.

The technical notes by the Chicago Historical Society staff photographer, Paul Petraitis, are of particular interest. He describes the historical techniques that originally would have been employed in printing the glass plate negatives, as well as the contemporary procedures employed to replicate as closely as possible the quality and tonal range of the original prints. The negatives were contact printed, as originally intended, with careful attention and control to capture an incredible amount of detail, and the results are superb.

The photographs are the *raison d'être* for the book, and, as Viskochil suggests, they can be viewed and savored on many levels. The photographs are primarily of Chicago buildings (many, unfortunately, no longer standing) and street scenes. Technically they are excellent in terms of composition and detail, and visually

they are arresting. The reproductions do indeed do justice to the originals. On occasion, close examination will reveal evidence of a cracked glass plate or loss of emulsion at the border edges, but these should not be seen as distractions. Rather, they are bits of evidence that tell us more about the history of photography. When one considers the life history of fragile, heavy, 11" x 14" glass plate negatives, their survival is nothing short of amazing. The photographs will be of interest to urban and architectural historians and photographic historians, as well as to those with a specific interest in Chicago history. On a purely aesthetic level, it is a pleasure to leaf through the pages and see a portion of Chicago as it once looked.

I highly recommend this book. It will provide archivists and researchers with new insights into the photographic record. Equally pleasing is the fact that it is reasonably priced and, as are all Dover publications, is constructed with sewn signatures rather than adhesives, and thus is designed to withstand the heavy use it deserves to receive.

MARY LYNN RITZENTHALER  
*Society of American Archivists*

## BRIEFLY NOTED

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

Two new bilingual (French and English) publications in the General Guide Series of the Public Archives of Canada have appeared: *Machine Readable Archives Division*, by Katherine Gavrel and Walter Meyer zu Erpen (35 pages) and *Picture Division* by Raymond

Vezina (40 pages). Both are available free upon request from the Publications Division, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario, Canada, K1A 0N3. Each provides an introduction to the division and its services and holdings, and each has appendixes.

The American Library Association has published a new edition of *The First Freedom Today: Critical Issues Relating to Censorship and to Intellectual Freedom*, edited by Robert B. Downs and Ralph E. McCoy. The topically arranged volume is comprised of excerpts from previously published articles and essays dealing with the First Amendment. Topics include privacy, the public's right to know, and censorship. The 1984 edition, with 341 pages, can be purchased for \$40.00.

The papers of Archibald MacLeish, Margaret Mead, and Abraham Ribicoff are among the collections highlighted in the *Library of Congress Acquisitions: Manuscript Division, 1982*. The fifty-three page paperback publication describes important manuscripts received in 1982 in seven categories: presidential papers; political, military, and legal history; cultural history; scientific history; other papers; archives and records; and reproductions. Copies of *Library of Congress Acquisitions* are free upon request.

The Society of Archivists, Records Management Group, England, has published *Records Management 7*, the proceedings of a one-day conference held at the University of Dundee on 6 May 1983. Papers include: "Records Management—Is It Really Necessary?," "Total Records Control—A Crock of Gold?," "With Record Store of Deeds Long Since Forgot: How to Store Records and Find Them Again," and



"Archive Material: Its Selection and Preservation." The thirty-six-page publication is available for £1.80 from D. Lamb, Hampshire Record Office, 20 Southgate Street, Winchester SO23 9EF England.

Stephen McShane has compiled the first *Guide to the Collections in the Calumet Regional Archives* (Gary, Ind.: Indiana University Northwest, 1984. 39 pp.). The guide briefly describes 169 different manuscript collections documenting the history of blacks, churches, community organizations, education, environmental movements, industrialization, labor, and politics in Northwestern Indiana. It is free upon request to Calumet Regional Archives, 3400 Broadway, Gary, IN 46408.

*Editing Naval Documents: An Historical Appreciation* (Washington, D.C.: Naval Historical Center, Department of the Navy, 1984. 61 pp.) is a compilation of selected papers from the Sixth Naval History Symposium held at the U.S. Naval Academy on 29 September 1983. It includes papers by William S. Dudley on the Naval War of 1812, William James Morgan on the naval documents of the American Revolution, James C. Bradford on the papers of John Paul Jones, and John B. Hattendorf on the purpose and contribution of editing naval documents.

With funding from the National Historical Publications and Records Commission, the Society of California Archivists has published *Archival and Manuscript Repositories in California* (Sacramento, Calif.: Society of California Archivists, 1984. 152 pp.). The directory contains data on 410 repositories in the state, including federal and state agencies; college and university collections; local historical societies; town,

city, and county archives; public libraries; religious archives; and corporate archives. The cost is \$7.50 for SCA members; \$10 for nonmembers.

### Selected Recent Publications

*Americans as Proconsuls: United States Military Government in Germany and Japan, 1944-1952*, Edited by Robert Wolfe. Carbondale, Ill.: Southern Illinois University Press, 1983. 560 pp. \$27.50. Cloth.

*Atlantic Libraries and Archives: A Directory of Special Collections*. Compiled by Iain Bates and Ann Nevill. Halifax, Nova Scotia: Atlantic Provinces Library Association, 1983. 56 pp. \$5.00. Paper.

*Berlin Alert: The Memoirs and Reports of Truman Smith*. Edited by Robert Hessen. Stanford, Calif.: Hoover Institution Press, 1984. Index. 172 pp. \$19.95. Cloth.

*Guidelines for the Preparation of General Guides to National Archives: A RAMP Study*. Paris: UNESCO, 1983. (PGI-83/WS/9) 67pp. Paper.

*Hadassah Medical Organization Papers in the Hadassah Archives: 1918-1981*. By Ira Daly. New York: Hadassah, 1984. 90 pp. Paper.

*Photographs at Harvard and Radcliffe: A Directory*. Compiled by Karen R. Lewis. Cambridge, Mass.: Harvard University Library, 1984. Name index, topic index. 77 pp. \$7.50 prepaid. Paper.

*Journals of the House of Representatives of Massachusetts 1776. Vol. 51, Part 3*. Malcolm Freiberg, Editor of Publications. Boston: Massachusetts Historical Society, 1984. Index. 282 pp. Cloth.

*Mexico and the Southwest: Microfilm Holdings of Historical Documents and Rare Books at the University of Texas at El Paso Library*. Compiled

- by Cesar Cabellero, Susana Delgado, and Bud Newman. El Paso, Texas: University of Texas at El Paso Libraries, 1984. 33 pp. \$3.00 prepaid. Paper.
- A Model Curriculum for the Training of Specialists in Document Preservation and Restoration: A RAMP Study with Guidelines.* Paris: UNESCO, 1984. (PGI-84/WS/2) 27 pp. Paper.
- On Account of Sex: An Annotated Bibliography on the Status of Women in Librarianship, 1977-1981.* By Kathleen M. Heim and Katherine Phenix. Chicago: American Library Association, 1984. Indexes. 188 pp. \$25.00. Paper.
- The Papers of John Marshall: Correspondence and Papers, January 1799-October 1800.* Chapel Hill, N.C.: University of North Carolina Press, 1984. Index. 365 pp. \$35.00. Cloth.
- Papers of Ulysses S. Grant: Volume 11, June 1-August 15, 1864 and Volume 12, August 16-November 15, 1864.* Edited by John Y. Simon. Carbondale, Ill.: Southern Illinois University Press, 1984. Vol. 11, Index. 520 pp. \$45.00. Cloth. Vol. 12, Index. 546 pp. \$45.00. Cloth.
- Revolutionary America 1763-1789: A Bibliography.* In two volumes. Compiled by Ronald M. Gephart. Washington, D.C.: Library of Congress, 1984. Index. 1,671 pp. \$35.00. Cloth. (G.P.O. Stock #030-000-00125-7)
- Selected Guide to Archival and Manuscript Collections in the Dargan-Carver Library.* Compiled by Bill Sumners. Nashville: Sunday School Board of the Southern Baptist Convention, 1984. 18 pp. Free. Paper.
- Survey of Archives Relating to India and Located in Major Repositories in France and Great Britain.* Prepared by P.S.M. Moideen. Paris: UNESCO, 1983. (PGI-83/WS/19) Appendixes. 68 pp. Paper.
- Documents diplomatiques français 1932-1939. I<sup>re</sup> Série (1932-1935). Tome XII (21 Aout - 15 Octobre 1935).* Paris: Imprimerie Nationale, 1984. Index. 706 pp. Cloth.
- Répertoire numérique détaillé du fonds du Conseil des arts et manufactures.* By Anne-Marie Cadieux. Montréal: Université du Québec à Montréal, 1984. 66 pp. Paper.
- Virginia Legislative Petitions: Bibliography, Calendar, and Abstracts from Original Sources, 6 May 1776-21 June 1782.* Edited by Randolph W. Church. Richmond, Va.: Virginia State Library, 1984. 572 pp. \$35.00. Cloth.