

Reviews

NICHOLAS C. BURCKEL, *Editor*

University Archives in ARL Libraries. Association of Research Libraries, Office of Management Studies, Systems and Procedures Exchange Center, SPEC Kit 107, September, 1984. 108 pp. \$7.50 ARL members, \$15.00 nonmembers. Paper.

Those who like to monitor current practice in college and university archives may be disappointed with *University Archives in ARL Libraries*, recently published as a SPEC Kit by the Association of Research Libraries (ARL). The title is part of a series issued ten times annually by the Systems and Procedure Exchange Center of ARL's Office of Management Studies. The kits focus on "topically arranged groupings of unedited primary source documents—selected for their value to administrators and decision makers—that illustrate a wide range of alternative approaches to specific issues."

University Archives contains a report on a 1983 survey of archives at fifty-eight state universities, all members of ARL, and a selection of ten documents from responding universities, including: records systems planning reports from

Connecticut, Texas A&M, and Pennsylvania State; a goals and objectives statement from Oregon; policy statements from Kansas and Washington State; annual reports from California-Berkeley and Illinois at Urbana-Champaign; and position descriptions from Maryland and Connecticut.

These documents constitute the most interesting and valuable part of this SPEC Kit, and their relative merits could be detailed in a lengthy review. It would be inappropriate for a book reviewer, however, to critique the contents of documents created for specific internal purposes and not for publication as statements of the ideal of professional practice. Therefore, this review covers the survey portion of the *University Archives* SPEC Kit.

Although the seven-page survey section is the key part receiving editorial input from ARL, it provides little substantive information. The survey's weakness results from several factors: (1) only fifty-eight public universities were surveyed; (2) results for archives not administratively part of a library were not collected; (3) only raw-number totals for each yes/no or multiple-choice question

are provided, with only a rudimentary summary of answers to open-ended questions; (4) there is little correlation between answers for one question and another; and (5) many of the survey questions appear shallow and seem to miss obvious archival issues. For example, since the survey focused on administrative relations and collecting policies of archives in public universities, why did it not inquire about the effect state legislation and/or records commissions have on the existence of archives, records appraisal, and access?

With such gaps, this survey is of little use. Instead, archivists, librarians, and university administrators needing an overview of the field are advised to rely on the high-quality survey and report of Nicholas C. Burckel and J. Frank Cook, "Profile of College and University Archives in the United States," *American Archivist* 45 (Fall 1982): 410-28.

The lack of editorial input in the ARL survey report carries over to the balance of the SPEC Kit. While the ten documents are interesting, there is no explanation of the connection between the survey's questions and the documents; no explanation of the criteria used to select these documents, themes, and institutions; no evaluation of the merits of each document as an example of its genre; and no explanation of the reason for the sequence of documents or the relation of one to another. In the absence of such analysis, the reader is left without guidance on how to interpret the information available in these documents.

Another problem is the failure to provide an adequate bibliography—only nine items are cited. Some notable items are included, e.g., the Burckel/Cook article and *College and University Archives: Selected Readings*. But the bibliography misses an important document published by the Society of

American Archivists—*College and University Archives Guidelines*—and, in fact, contains no reference to SAA, its publication program, or the College and University Archives Section. In a short bibliography, such major sources of additional professional guidance should have been noted. Even brief annotations would have helped explain the rationale for citing each item.

Despite these limitations, the SPEC Kit contains several interesting documents which provide reports on working approaches to current archival problems. In fact, the SPEC Kit's emphasis on practical approaches suggests that archivists should consider establishing a publication series for such "working papers."

In sum, *University Archives* could have been a valuable addition to archival literature if only the compilers had invested a modest amount of additional work. Their efforts should have focused on a more carefully written and collated survey, analytical treatment of the documents, and a better bibliography. *University Archives* shows little evidence of critical judgement regarding the documents it presents, and it fails to provide a coherent statement on its chosen subject. Therefore, it must be used cautiously and read in connection with archival publications. Serious problems might result if university and library administrators were to rely on the SPEC Kit when making decisions about the establishment, scope, and staffing of archives. The issuance of such a publication by a library association emphasizes the need for archivists to be more active in asserting themselves as a profession which establishes and publicizes the criteria by which its programs and members are to be judged.

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Automation for Archivists and Records Managers: Planning and Implementation Strategies. By Richard M. Kesner. Chicago: American Library Association, 1984. Index. 222 pp. \$27.50. Paper.

Many archivists and records managers recognize the advantages of automated techniques but do not know where to start, what to automate, or which system to use. Good advice can be found in *Automation for Archivists and Records Managers*. This book provides concrete planning and implementation techniques that will guide readers through a series of steps from an initial interest in automation to the establishment of automated systems in their institutions.

Archivists who are looking for simple answers or recommendations for the best hardware or software systems may be momentarily disappointed. The book does not compare the advantages and disadvantages of IBM versus DEC or SELGEM versus SPINDEX. Instead it provides a conceptual framework and specific planning tools that archivists or records managers can use to evaluate existing systems, identify systems that need improvement, and select the most appropriate automated techniques and equipment from a variety of commercially available products. Use of these techniques requires considerable thought and analysis because successful automation depends on a thorough understanding of each institution's information requirements.

Kesner's approach to automation is based on the premise that the information requirements of archivists, records managers, and their user communities are not unique. Kesner is convinced that archivists do not command adequate technical or financial resources to develop information systems exclusively for archival applications. Therefore, it will be more economical and expedient

for most institutions to purchase software packages for word processing, database management, and financial and statistical reporting from commercial vendors. Before approaching vendors, archivists and records managers must analyze their needs, establish goals, and assess available resources.

The book focuses primarily on automation of routine record keeping systems for such functions as collection development, intellectual and physical control, reference services, and administration. Most institutions maintain manual files for these purposes. A worksheet, called an "analysis matrix," will help archivists to identify these systems and determine how resources are allocated among them. By ranking systems in terms of priorities, the analysis matrix reveals low-priority systems that consume a disproportionate amount of staff time and money. Such systems could be improved through revision and the application of automated techniques. Because the analysis matrix points out flaws in existing systems, even institutions that are not contemplating automation in the near future will benefit from this type of analysis of their manual files.

Similar worksheets for each step in the process lead to the eventual selection of the most appropriate techniques. Matrixes are provided to analyze various electronic data processing (EDP) options (rent versus lease versus purchase, or minicomputers versus microcomputers); to determine where word processing, database management systems, financial/statistical, or networking software would be most applicable; and to evaluate software packages, hardware, and vendors. Advice on implementation, with guidelines for developing an action plan, assigning staff responsibilities, and establishing a timetable should ease the transition from manual to automated systems. The planning and

implementation tools call for a level of precision that few archives will be able to attain, but the book also prepares readers for many of the delays and complications that inevitably arise in automation projects. Kesner warns readers against discouragement and frustration when he quips: "No project has ever been completed on time and within budget; yours will not be the first." Nevertheless, the planning tools enable archivists to establish reasonable time and cost estimates which far surpass the guesswork that characterizes many projects.

The approach proposed in this book is an unconventional one for archivists and records managers; but it is not original. Many of the techniques are borrowed from business management and, to a lesser degree, public administration. Needs assessment and systems analysis of existing procedures have been used in the design of business information systems for more than two decades. To justify new information systems in economic terms, many public and private administrators used automated techniques first in the areas that were easiest to automate and that promised the most immediate payoff in cost savings or improved service. Kesner advocates that archivists approach automation the same way, by starting with simple, repetitive internal information systems that consume staff time which could be spent on more challenging activities. He contends that archivists have taken a backward approach to the problem of automation. By making automated access to holdings the priority, archivists started with the most difficult problem. This might satisfy the needs of a few researchers, but it does little to reduce costs or improve services for other archival or records management functions.

Using these planning and implementation techniques, some institutions will

discover that it is more beneficial to apply automated techniques to lead files, routine correspondence, or financial reporting before they tackle access to descriptive and bibliographic information. Some of the applications are not practical in small shops where administrative activities are minimal compared to field work, processing, or reference services. The potential for using microcomputers with off-the-shelf software demonstrates, however, that small repositories can take advantage of automated techniques with a very small investment. The flexibility of the planning tools will help small shops to identify areas that merit automation.

The audience for this book should not be limited to archivists and records managers who are considering the development of automated systems. Richard Kesner delivers a broader message to archivists and records managers about the implications of their failure to accept and become involved with contemporary information technology and automated techniques. Information managers and data processing staffs already have usurped some archival and records management responsibilities because they understand the technology and control more resources. Unless archivists and records managers take a more active role in the design and management of information systems, they will become increasingly irrelevant to their institutions. Moreover, as users become accustomed to rapid information delivery in their own institutions and in libraries, they are likely to press archivists for similar services or look elsewhere for the information they need.

Archivists who are completely unfamiliar with automation may have some difficulty with the terminology employed. Clear and concise explanations are provided for many hardware and software concepts, but some advanced terms are not defined adequately

for the novice. The problem with terminology, however, signifies the lack of preparation by archivists as much as it reflects a weakness of this book. Terms that are common parlance for systems analysts, records managers, and many librarians still have to be defined in glossaries and explanatory footnotes for archivists. This problem reinforces Kesner's valid point about the isolation of archivists from contemporary information technology. The extensive notes and references provide the most comprehensive review available of the literature, and they offer extremely valuable suggestions for those who wish to undertake further reading.

It is important to recognize the generic nature of information systems where they exist in archival institutions. Complicated and unique archival problems also demand attention, however. Even if archives begin by automating routine record keeping systems, the final goal is a system that also has sophisticated search and retrieval capabilities to provide access to archival holdings. While Kesner recognizes this, archivists will have to look elsewhere for detailed guidance in the areas of bibliographic control and subject access. We will get more help with these problems from librarians and other information scientists than from management information specialists. This book makes a major contribution by bringing to archivists and records managers some of the basic principles and tools used for automation in other types of institutions. The next goal should be a synthesis of this approach to archival information systems with the ongoing work on bibliographic control and subject access.

MARGARET HEDSTROM
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Museum Public Relations. By G. Donald Adams. Nashville, Tenn.: American Association for State and Local History, 1983. Appendix, notes, bibliography, index. x, 237 pp. \$21.00. Cloth.

G. Donald Adams' book undoubtedly will correct the misapprehension that professional public relations is not serious work. Published by AASLH, which serves both museums and archives, and reflecting the attitude toward public relations of the museum profession which sponsored it, *Museum Public Relations* is a serious, systematic study not only of the techniques and strategies of public relations, but also of the "mindset" of the public relations professional working in a cultural setting. For archivists struggling to cast a better public light on their work, owning and reading this book is a professional necessity. For the archivist whose institution lacks a public relations program, Adams provides a valuable service: he shows the archivist how to think like a public relations representative or a public program archivist.

Adams, who is the director of marketing and public relations of the enormously successful Henry Ford Museum and Greenfield Village, in Dearborn, Michigan, comes to his job with excellent credentials. Formerly public relations representative for a major university, he has had long experience in the delicate interactions of the cultural world, and he writes at a time when the museum profession, which has been concerned with public perception of its work for some forty years, has heightened its interest in the field. The book is equally applicable to archives—in the text, for example, one can usually read "archives" for "museum" with little shift in meaning—and comes at an equally ripe time for this field, in view of our present (and long overdue) interest in the

impact of archives on society, and the imperatives of the Goals and Priorities report, at least one part of which deals in detail with the need for improved public relations and outreach.

Museum Public Relations has nine chapters in addition to a preface and a must-be-read introduction. The two chapters that deal with working with, and providing material for, the media are alone worth the price of the book. Two chapters concern promotional campaigns and fundraising, and a fifth deals with daily operations and troubleshooting. In addition to these are twenty-five invaluable pages of samples ranging from a questionnaire for visitors to seven kinds of press releases and several direct-mail samples. The archivist just beginning to think about public relations will find three other chapters important: Preparing for Public Relations, Approaches to Research and Planning, and Publics within the Museum [Archives] and Just Beyond.

After asking why public relations has become of great concern to museums, Adams answers by quoting consultant Frances Koestler: ". . . public relations thinking contributes an essential viewpoint to virtually every kind of policy and management decision: a viewpoint that reflects existing public attitudes, predicts the decision's impact on those attitudes, and proposes appropriate communication methods and channels to make it understandable and acceptable." (Not to mention modifying those decisions that are patently user-unfriendly.) The quotation also reflects Adams' conviction that the public relations function, and the professional who embodies it, must plan, must have access to decision making channels, and must contribute to policymaking. Adams takes seriously the institutional mission statement; without it, he says, the institution is an internal battleground,

unable to decide on programs affecting the public, or choose among program options. The condition is a familiar one to many archives: without internal understanding, at all levels, of who constitutes an institution's public and how that public will be served, friction can be constant among archivists, public relations professionals, and staff charged with responsibility for public programming.

Adams' chapter on preparing for public relations provides an analysis of how several levels of staffing, ranging from a staff with no professional public relations person to a staff of three or more, can reasonably allocate the necessary work of the institution. He shows that it is possible to undertake, for example, public opinion research, publications preparation that provides quality content and design, or a long-range and strategic public relations plan. In "Approaches to Research and Planning," Adams shows how to find out what the public thinks of us as an institution, how to develop goals and objectives for the institution, and how to focus management strategies on public relations. His chapter on institutional publics is particularly useful to archivists, touching on donors, volunteers, other staff, trustees, and visitors. Throughout, he stresses order, coherent policy, and planning; and the text ranges successfully from reflection on the larger purposes of public relations in the cultural institution to very practical aspects of the daily job.

Indeed, this is far more than a collection of techniques supported by reasons. Comprehensive, manageable, and practical, the book is a fine chart to the public relations mind, in which every aspect of an institution's policy and practice is seen, tested, and evaluated from the point of view of the publics, from staff to visitors, who experience it.

Like many of the books published by the museum profession, and particularly by AASLH, it provides sound professional direction for archivists at a time when we need it.

ELSIE T. FREEMAN

*National Archives and Records
Administration*

Museum Archives: An Introduction. By William A. Deiss. SAA Basic Manual Series, Chicago: Society of American Archivists, 1984. Illustrations, appendixes, bibliography. 37 pp. \$4.00 SAA members, \$6.00 others. Paper.

For a number of years archivists have been working with museum curators in both large and small institutions to make them aware of the value of museum administrative records and museum collections to the research community. Traditionally, smaller museums and local historical societies have collected records of local interest—of local businesses and personalities—and have considered this to be the “archives” of the museum. Very little attention has been paid to the operational records of the museum and its staff.

As is stated clearly in the introduction, *Museum Archives: An Introduction* is directed not at working archivists but at the “museum professional with little or no archival training,” in the hope that it will “encourage museums to preserve their historically valuable records.” The manual is the first of its kind and is useful as a reference source to both the museum curator who wishes to start an archives program and the archivist who teaches museum personnel about archives and their value to the museum.

By presenting examples of how archives programs have benefited a number of museums, the author gives

the reader the rationale for embarking on the program. Deiss begins by discussing the necessary organizational support and authority for developing the program. The sample policies and forms present the reader with basic information on documents to detail and support the mandate.

The publication deals with processing the collection and making it available to the user public. It covers, in much less detail, the subjects that are discussed in other volumes of the Basic Manual Series—the records survey, appraisal, accessioning, arrangement and description, and reference and access. The supporting bibliography recommends a number of other publications for the curator as he begins his task. In one of the sections Deiss suggests very strongly that the curator contact his or her local archives and archivists for advice and support—a particularly important element of success.

One area for which additional information might be of assistance to the curator, but which is not covered in any detail, is storage and equipment needs. Very little information is provided on types of supplies and suppliers of humidity and temperature controls. It may have been assumed that museum curators would be familiar with these aspects, but with preservation being one of the major considerations, this might have been a valuable addition.

The concept of archival programs dealing with administrative records of museums has not been dealt with to any great extent in published form. This is a completely new area for museum curators, and the manual offers clear and concise guidelines to starting such a program. It is a valuable introduction to the concept of museum archives programs and should be recommended, together with other publications on archives, to the curator who is looking for

assistance in this area or as a resource to the archivist who instructs museum personnel on archival techniques.

CHRISTINE ARDERN
Art Gallery of Ontario

Tribal Archives, 13½-minute slide/tape program. Smithsonian Institution, Washington, D.C., 1983.

Tribal Archives is a synchronized slide and tape show produced by the Office of Museum Programs, Smithsonian Institution, with funds from the National Endowment for the Humanities. It consists of 110 slides of archival records, such as photographs, drawings, maps, pictographs, and handwritten and printed documents; tools of the archival trade, such as finding aids, publications, and acid-free boxes; and on-location photographs of staff and researchers working in an archival or museum setting. The professionally narrated audio track includes American Indian music and excerpts from oral history interviews. An accompanying pamphlet provides a typescript of the narration, identifying information for each slide; a bibliography; a glossary; and a list of professional organizations, archival suppliers, and conservation centers. The program begins with a clear statement of purpose: to explain why archival records are valuable to the community, what an archives is, and how to start one. The producers hope to encourage American Indian tribes to maintain archival materials and thus preserve their history.

Although its objectives are clearly stated, *Tribal Archives* falls short of fulfilling them, largely because they are too ambitious. The producers made their task impossible by committing themselves to explaining how to start an archives, a difficult subject to cover adequately in a 13-week course, much less a

13½-minute slide show. The program does the topic a disservice by reducing it to the basic requirements of "budget, space, staff, and equipment" and "enthusiasm and commitment to the project." Mentioning these considerations without elaborating on them is not an adequate point of departure for interested viewers.

What could have been successfully accomplished through the audiovisual medium is an audience's commitment to help make an archival program a reality. Viewers need to be presented with evidence that archives have a substantive effect on the life of their community—that without archives, the social, cultural, and economic well-being of the Indian culture would suffer an appreciable loss. The task, plainly stated, is to sell archives.

Given that Indian culture has been endangered since the onslaught of settlers centuries ago, it is not difficult to make a case for the value of historical documents. Threatened cultures need archives to piece together the past. Reminding the audience that successful claims for thousands of acres of land and the perpetuation of obscure Indian dialects, for example, are based on archives, makes the value of archives apparent and is likely to engender the audience's enthusiastic support. Unfortunately, *Tribal Archives* suffers from the use of vague and trite generalities, such as "to study records of the past is to appreciate the continuity of life" and "archives are useful because they contain information of permanent value."

In cases where examples of interest are cited, their impact is lost in a matter-of-fact script. The line "These old photographs . . . which show how totems looked before deterioration and vandalism, have been used as a reference in restoration work" might command more attention had it read "These symbols of Indian heritage were accurately

restored only because the Eskimo community's archives contained photographs of them. Without archives, they would have remained in disrepair, the victims of vandalism and nature." An expressive reading of the lines "Archives have economic significance. Based on treaties in archival depositories, the Penobscot and Passamaquoddy tribes sued the state of Maine. The outcome? The Indians were awarded nearly \$82 million" has an impact missing from the actual script, which reads "Archival information supports legal claims."

In addition to missing the opportunity to excite audiences with the true merit of archives, the producers confuse them by defining archives in terms of place ("a place where collections of historically valuable materials are preserved") and source "archives are collected from individuals, tribal organizations, and non-tribal organizations associated with Indian matters, like state and national governments." These definitions are misleading and incomplete. State and national governments are not sources of tribal archives. They are sources for state and federal archives, which contain references to Indians. An archives can be a place, but more importantly for this novice audience, archives are documents in many forms—handwritten, typed, or printed papers; photographs; maps; sound records; films—all containing vital historical data. The inclusion of oral history and artifacts in the program leads the viewer to believe that these too are part of the archival realm.

In short, *Tribal Archives* suffers from lack of focus. It wanders in the general vicinity of things historical and leaves the audience with some vague notion that old things ought to be kept, but it does not make clear how archives are different from other historical materials and why it is critical that these records be maintained. Had the program

prompted a sense of urgency by making clear the consequences of the loss of historical records, the audience might have left the screening determined to have an archives, and the primary purpose of the program would have been achieved. The matter of launching an archival program could have been addressed in a supplementary lecture.

Given the potential of the audiovisual format as a motivational tool, the program is disappointing. Slide/tape programs have an advantage over publications, lectures, or other educational media in that they allow the use of three distinct elements—pictures, narration, and music—to captivate the audience. The visual medium is a powerful one. A dramatically lit photograph of an Indian treaty showing the texture of the parchment on which it is written and the seals of its signers has an aura and authenticity hard to express in words alone. A photograph of volunteers sifting through cartons of charred records is a reminder that the fate of records is often a disastrous one. Images of brave warriors in tribal regalia juxtaposed against modern-day scenes of deprivation in Indian communities are an evocative link of the past to the present. Such images, combined with a clear, tight, colorful script and music to help put the audience in a receptive mood, have far more impact than any one of the three can have on its own. Filmmakers have been capitalizing on that impact for decades. It is time for archivists, in their audiovisual programs, to do the same.

NANCY MALAN

*National Archives and Records
Administration*

Guide to Railroad Collections in the Intermountain West. Edited by Ronald G. Watt. Salt Lake City, Utah: Conference of Intermountain Archivists, 1984. Index. vi, 98 pp. \$10.00. Paper.

This guide represents one of the more ambitious projects to date by a regional archival association. A total of 656 collections in thirty-three repositories in the six states of Arizona, Colorado, Idaho, Nevada, New Mexico, and Utah are described and indexed in this guide. Unfortunately, four of the six repositories listed in the 1978 *NHPRC Directory* as having railroad collections are not included. Omission of repositories such as the Colorado Railroad Museum, which has the papers of a number of area railroads, represents a serious weakness in any claim to comprehensiveness. The scope of the guide is, however, clearly stated, and no user should have trouble understanding either its organization or its descriptive format.

The index, unfortunately, is much less satisfactory because some oversight—presumably, inconsistent entry formatting—has omitted references when, in fact, there are holdings the user could consult in the guide. As only one example, the city of Ogden, Utah, is mentioned prominently in the descriptions of entries 651 and 654, but “Ogden” is not indexed for 654 even though it consists exclusively of street scenes of early Ogden. As the index contains only 491 entries (though many railroads have multiple entries) for 656 collections, the amount of cross-references to names of individuals or to subjects is minimal. The user of this guide would be wise not to assume, just because the topic is not indexed, that the guide does not have any (or other) relevant collections. Rather—and annoyingly—all possible guide descriptions must be consulted.

While the Conference of Intermoun-

tain Archivists should be complimented on completing this project, the index and the limited number of repositories surveyed reveal the difficulties of relying on “free time” or the generosity of host institutions rather than seeking adequate funding for such a sound proposal. These criticisms aside, other archival associations should follow the lead of their colleagues to the west and likewise share, through cooperatively prepared guides, information on their regionally related collections.

J. FRANK COOK
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Disaster Plan Workbook. Edited by Joan Grant, et al. New York: New York University Libraries, 1984. Appendixes. 75 pp. \$10.00. Ring binder.

The members of the New York University Libraries Preservation Committee have prepared an easy-to-follow guide for the preparation of a disaster plan. Although intended for in-house use, this disaster plan format could be adapted for use in any library or archival repository. A number of factors that may have been obvious to NYU Libraries' staff members (and thus are not specified in the *Workbook*), however, may not be obvious to the uninitiated. For example, responsibilities of individual recovery team members should be indicated.

Similar in scope and content to the disaster plans now being prepared throughout the country, the NYU *Workbook* contains a few assignments and responsibilities frequently overlooked by other institutions. The sections dealing with in-house fire wardens and evacuation administrators and the section on emergency funds should be incorporated into all extant plans. The sections on safety equipment; fires; bomb threats; vandalism; rodents, in-

sects, and mold; structural accidents; computer system failures; and summoning medical assistance provide clear, simple, and good advice. Types of natural disasters should be listed with recommended procedures. The section on floods includes little technical advice. Peter Waters' *Procedures for Salvage of Water-Damaged Library Materials* is summarized, but most conservators now recommend packing wet books spine-down in cartons, rather than flat, and most would use styrofoam blocks, rather than toothpicks, to support books that are being air-dried.

The *Workbook* provides space for the insertion of floor plans. Instructions should be given to mark priority ranges of the collection and locations of alarms, extinguishers, exit doors, utility cut-offs, and other features on those plans. Space is also provided for descriptions of past disasters, but no directions for inclusion of photographs are given.

A nine-item bibliography with very brief notations is included as an appendix to the *Workbook*. Most institutions append Hilda Bohem's *Disaster Prevention and Disaster Preparedness* and the Waters publication noted above. These publications should be required reading for all staff. Workshops on recovery training should also be conducted in-house in order for any disaster plan to be effective. The plan should include a checklist for recovery team members to note the dates of their training and tours of the building. It should also include priority listings of the entire collection.

While the members of the NYU Libraries Preservation Committee are to be commended for making this first major step toward disaster management, this reviewer cannot recommend the purchase of the *Workbook* for institutions wishing to write their own plan. A number of institutions and state and

regional organizations will provide more comprehensive guidelines free of charge.

TOBY MURRAY
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BRIEFLY NOTED

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

UNESCO's General Information Programme Division has published *Compatibility Issues Affecting Information Systems and Services* by F. Wilfred Lancaster and Linda C. Smith (Paris: UNESCO, 1983, 209 pp.). UNESCO, seeking to provide the first "fundamental study on the compatibility issues pertaining to informations systems and services" in an international context, commissioned Lancaster and Smith to assess progress and problems in sharing electronic databases. UNISIST, UNESCO's Programme of International Cooperation in Scientific and Technical Information, wrote the guidelines for the study, which is a highly specialized and technical treatise for information scientists and computer programmers. The authors briefly note archival developments such as the SAA's NISTF and USMARC AMC, but little else is relevant to archivists. [GLEN A. GILDEMEISTER, *Northern Illinois University*]

Harvard University Library has published the third guide in its Research Materials in Microform series. *History and Literature of the United States: Source Materials in Microform* lists manuscript, archival, and oral history collections in microform that either are

held by the Harvard University Library or may be borrowed from the Center for Research Libraries. The briefly annotated list of over 400 items is arranged alphabetically by the author or title of the collection. Single copies are available upon request from Nathaniel Bunker, 197 Widener Library, Harvard University, Cambridge, MA 02138.

The Business Archives Council (England) has published three small pamphlets as part of its *Records Aids* series. The series aims to provide general advice on records management and archival administration and is directed at "managers contemplating the setting up of records management functions in their organisations, and archivists in publicly funded records offices who have responsibility for business records of historical interest." Brochures published to date include "Records Management in Business," "The Uses of Business Archives," and "Records Retention." Copies may be purchased from the Council (Denmark House, 15 Tooley St., London SE1 2PN) for £1.00 each.

Ron Chepesiuk, Ann Evans, and Thomas S. Morgan of Winthrop College have edited *Women Leaders in South Carolina: An Oral History*, funded by a grant from the South Carolina Committee for the Humanities. The publication, available from the Archives at \$2.00, consists of the edited transcripts of videotaped interviews with thirteen women leaders in the state. The project was described in the Shorter Features section of the Winter 1985 *American Archivist*.

Directory of Federal Historical Programs and Activities (1984), a revised and expanded version of the 1981 edition, is organized into three sections: a

program list, a name index, and a grade survey. The program list is arranged by department or agency. Each entry for a major program or office includes a brief description of the program, the name of the head of the program with mailing address and telephone number, and a roster of current personnel. The 86-page paperbound directory is available from the American Historical Association (400 A Street, S.E., Washington, D.C. 20003). The price is \$5.00 for members, \$6.00 for nonmembers.

Selected Recent Publications

Map Collections in the United States and Canada: A Directory. Compiled by David K. Carrington and Richard W. Stephenson. 3rd edition. New York: Special Libraries Association, 1978. Index. 230 pp. Paper.

The Archive of the Macmillan Company of Canada LTD. Part I, 1905-1965. Compiled by Bruce Whiteman. Hamilton, Ontario: McMaster University Library, 1984. 97 pp. Paper.

Trade Catalogs at Winterthur: A Guide to the Literature of Merchandising, 1750-1980. Compiled by E. Richard McKinstry. New York: Garland Publishing, Inc., 1984. Chronological, geographical, and alphabetical indexes. 438 pp. \$60.00. Cloth.

America: History and Life. Part D, Annual Index. Vol. 20, 1983..539 pp. Paper.

The Papers of Robert Morris, 1781-1784: Vol. 6, July 22-October 31, 1782. Edited by John Catanzariti and E. James Ferguson. Pittsburgh: University of Pittsburgh Press, 1984. Index. 747 pp. \$45.00. Cloth.

American Puritan Studies: An Annotated Bibliography of Dissertations, 1882-1981. Compiled by Michael S. Montgomery. Bibliographies and In-

dexes in American History, No. 1. Westport, Conn.: Greenwood Press, 1984. 419 pp. \$49.95. Cloth.

Genealogical Materials in the New Orleans Public Library. By Collin Hamer, Jr. New Orleans, La.: Friends of the New Orleans Public Library, 1984. 56 pp. \$3.95. Paper.

Illustrated Catalogue of the Slide Archive of Historical Medical Photographs at Stony Brook. Compiled by Rima D. Apple. Westport, Conn.: Greenwood Press, 1984. Bibliograph-

ic sources. Photographs. 442 pp. \$55.00. Paper.

Photographic Cataloging Manual. New York: American Museum of Natural History, 1984. 72 pp. \$10 pre-paid. Paper.

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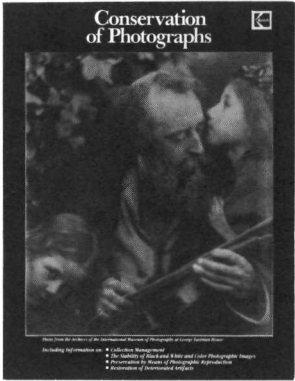
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