

Reviews

NICHOLAS C. BURCKEL, *Editor*

Archives & Manuscripts: Administration of Photographic Collections. By Mary Lynn Ritzenthaler, Gerald J. Munoff, Margery S. Long. Basic Manual Series. Chicago: Society of American Archivists, 1984. Appendixes. 173 pp. \$14 members, \$18 others. Paper.

The photographic archivist authors of this latest volume in SAA's Basic Manual Series provide one of the most comprehensive editions yet. The manual covers all subjects of interest to the archivist working with photographic collections in a thorough manner that is easy to understand.

The first two chapters give the reader a good background in becoming visually literate. Margery Long, who teaches photographic archives administration, first lays down groundwork in styles and trends which influenced photography from Louis J. M. Daguerre to Ansel Adams. This is particularly important as an insight into why the images in our collections look the way they do. Long describes the contributions made by documentary photographers Robert Fenton, Mathew Brady, and the Farm Security Administration staff as well as the amateur photographers liberated by

George Eastman's invention. These are later tied together with a summary of research uses of historical photographs.

Gerald Munoff completes the background in a well-written, well-illustrated chapter on photographic processes. In fact, one of the book's strongest points is the generous use of photographs and diagrams to illustrate a process or point; the use of color is very helpful in differentiating between various forms of the medium. The difference between wet and dry plate negatives, for instance, would not necessarily be clear from a written text alone or even from black and white illustrations.

Mary Lynn Ritzenthaler's introduction warns the reader of the need to have a prior understanding of basic archival techniques. Yet much of the chapter on arrangement and description provides the reader with that basic understanding. This may serve one unintended purpose, however: it shows how the processing of photographic collections is similar to that of manuscripts. Full page examples of forms that can be used in arrangement and description are used here as well as in other sections of the book. These are useful as models in developing better

record keeping. Other helpful illustrations are found in the discussion on appraisal where interpretation of one photograph is closely examined. It reminded the reviewer of the game of trying to locate the differences in two drawings. It is great challenge to test one's skill in locating as many bits of information as possible from a single photograph.

The authors recommend that it is often better to maintain the original order of photographs as an integral part of a larger manuscript collection than to remove them for separate storage. Many repositories will find that a surprise after having carefully removed all photographs from manuscript collections for so long. The justification may be that photographs seldom receive different treatment from manuscripts after removal anyway, but more likely it is that one needs to see the relationships between photographs and manuscripts without letting too great a concern for their preservation obscure the view.

The preservation chapter is as comprehensive and profusely illustrated as the rest of the manual. Everything from removing an image from its case to repairing a broken glass plate negative is discussed. Also included is a refreshingly calm discussion of the nitrate film question. Yes, it is flammable; but no, it probably will not spontaneously combust in an archival box. All nitrate fires have resulted from heat plus nitrate motion picture film or stacks of x-ray film. The question of establishing a copy service is given considerable attention as well. It can be an important and sometimes costly phase of an archives operation requiring a great deal of planning.

The manual also includes a chapter on legal issues which has an excellent explanation of the current copyright law. Also included are two useful appendixes in which suppliers of photographic archives materials and possible sources for

funding of photographic archives projects are listed.

This latest Basic Manual is a welcome addition to the photographic archives literature. It is an excellent reference tool loaded with helpful information and illustrations on topics dealing with photographic collections and therefore should be on every archivist's shelf.

WES WILSON
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Taking Control Of Your Office Records: A Manager's Guide. Edited by Katherine Aschner. White Plains, N.Y.: Knowledge Industry Publications, 1983. Appendixes, glossary, bibliography, index. 264 pp. \$32.95. Cloth.

Writers about records management have been faced with a dilemma over the last decade. The easier path is to write about the tried and true techniques for managing paper documents. The more difficult approach is to integrate these established methods with new ones that enable records managers to control information as it is in the "real world" of electronic data bases, interactive systems, and user-controlled stand-alone processors. New methods and revised theories are needed since many in this new community of information creators and users are unsophisticated, unknowing, and perhaps uncaring, about basic records management and data processing principles. In broader terms, how do we make the transition from "records management" to "information management"? How do we emphasize and implement management of the content as opposed to management of the media? A records manager today must be a Janus, fully cognizant of "old" principles and methods and prepared to modify these

and develop new techniques for today and tomorrow. He also must make something of an act of faith, since this "real world" is clearly a world in disorderly transition, not one of fixed status and slow changes. Paper documents have not gone away, will not disappear in the near future, and are continuing to grow in total volume. On the other hand, the quantity of information captured on magnetic media is growing faster. The outlook is for this media to continue to become more evident and eventually predominant in the office of the near future. The traditional concepts of records management based on a paper environment are not sufficient.

The chapters in this volume address this issue only in passing and by omission. Even the chapter on "Automating Your Records Systems" is little more than a series of helpful hints which do not get into the heart of the subject. The book's contents are pointed only to the traditional approaches for control of paper documents or for using micrographic applications to solve paper document problems. More important for a potential reader, it is really a beginner's quick reference guide and not ". . . A Manager's Guide." There is little in-depth exposition of basic program concepts. The subjects are covered with a very broad brush and they adhere to the first half of the title in concentrating on "office" records. There is little help here for the records manager who has to establish control over complex manufacturing, engineering development, or research information. It is equally doubtful whether this volume would be of much help to a records manager in a large, multi-site, complex organization. There is no overall program implementation guidance, i.e., a presentation on how to establish, implement, and maintain records management programs in large organizations. From the way the subjects

are presented the book will be most helpful to those in a small, compact organization, or to those with a localized problem, e.g., what should be considered in planning a records center for a specific site.

On a positive side, the volume is eminently readable. The style is conversational. The format gives the impression that the text is an oral accompaniment for a series of flip-chart or slide show "bullets," with the numerous bold print paragraph headings being the "bullets." The beginner in records management should have no trouble understanding any of the text. Records managers, especially in small or very compact organizations, may find this book a useful text with which to get started, but they will need much more to sustain a meaningful program.

Experienced professionals will see some problems. The index is small compared to the pages of text and the material covered. Readers may just as easily leaf through the pages of the appropriate chapter. There are no footnotes. The glossary has no attribution and therefore the assumption easily made is that the authors created it. This makes for some interesting questions. For example, the definition of "public records" uses the second definition cited in the Society of American Archivists' (SAA) "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers" (*American Archivist* 37 (July 1974): 415-433). It does not mention the first definition. The second definition given for "offline" would seem to be the one more generally used. The definition of "generation" seems particularly narrow, referring to reprographics only—and this in a glossary that also presumes to define bit, byte, COBOL, FORTRAN and MS-DOS. Perhaps this is an unintentional reinforcement of the traditional, paper document approach of the entire

text. Without attribution it is impossible to know the authority, if any, behind the glossary. There are glossaries prepared for and endorsed by recognized professional organizations. This glossary is not recommended as an authoritative source.

Since there is a chapter on "The Corporate Archives," it is refreshing to find the valuable works by David Gracy and Edie Hedlin cited in the bibliography. One wonders, however, at the omission of any other citation for an archival reference work, especially the SAA's Basic Manual Series. The Society of American Archivists is not included in the scanty list of professional associations—AFIPS, ARMA, NMA (now AIIM), and SLA. Why include a chapter on archives and omit *the* professional organization in the field? One wonders.

Neither in the bibliography nor in the chapter on disaster recovery and vital records protection is there reference to the National Fire Protection Association's documents on protection of records: NFPA No. 32 Protection of Records, and NFPA No. 32AM Archives and Records Centers. Nor is there any mention of the most intensive study of a records center fire and the process of recovery from it: Protecting Federal Records Centers and Archives from Fire (U.S. General Services Administration, Washington, D.C., April 1977). For a beginner, these would certainly be helpful.

The understatement of the decade appears on page 215 in reference to on-line data bases: "Establishing and implementing retention schedules in this environment will be tricky indeed." No argument here, but no help either. That is all the text that is given to this "tricky" subject. What is a poor beginner to do? Along the same line, on page 181, in the chapter on records centers, the reader is told "all the paper based systems lend themselves extremely well to

automation." That is it, no more help. Apparently the authors do not want the beginner to catch up too fast. Page 21 does say that computer records should be included in the files inventory, but there is no "how-to" for this basic problem that records managers face. The recommendations for retaining "official records" are overly simplistic. Omission of the Internal Revenue Service requirements on micrographics and computer based financial systems is a serious exposure that one hopes would be corrected by a legal or tax counsel before the beginner gets an organization into deep trouble.

All in all, this is a very basic primer for beginners, but one that should not stand alone. If that were the authors' intent, they have fulfilled it within a very specific framework, that of a paper oriented organization. Even then, the beginner will need much more to plan and implement successfully a records and information management program. The experienced records manager needs more than this text has to offer.

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L'Archivo moderno: Dottrina e Pratica [The Modern Archive: Theory and Practice]. By Donato Tamblé. Rome: Majorca editore, 1984. 232 pp. Paper.

This small paperback is intended as an introductory manual or textbook for the general archives coursework at the School of Archival Science, Paleography and Diplomatics in Rome. It is written by one of its instructors, also the director of the Italian state archives there. Tamblé also holds a faculty position at the University of Rome. His manual introduces students to the four main components of what he describes as both a discipline and a science (*archivistica*):

theory, practice, history, and law. The book is divided into five parts to which are added a glossary or basic archival vocabulary and an appendix of short thematic selections addressing topics such as custodial responsibilities, administrative concerns, conservation (*archivonomia*), classification and registration, governmental organization, and public services. These themes are interpreted in relation to legislation from 1963 to 1969 which established the Italian national archival depository system and its policies.

The focus is on modern archives and records rather than historical records, paleography, and diplomatics. Archives are divided traditionally into public and private, alive and dead, personal and institutional, with no genuine contributions to archival thought but instead a synthesis of standard approaches. Sparse citations and the inadequate bibliography refer to a select, small group of Italian authors, although lip service is paid to Hilary Jenkinson and T. R. Schellenberg. Other than for a few classical allusions, there is no substantive attempt to place Italian archival development in either a historical or comparative context. There is no assimilation of modern literature, European or American, into the treatment. Chapters introduce the idea of primacy in documentation, the origin of the first archives, and the etymology of the word, and try to relate archives to the broader context of cultural resource management and the notion of civilization, but they do so only in language that is largely rhetorical and uninformative. Archival science is described as a historical-juridical interdisciplinary blend of cognate studies, including numismatics, archeology, and linguistics, in addition to history, legal history, paleography, and diplomatics. The latter auxiliary sciences are, however, not related to applications in modern archives as they should be. The attempted distinctions between archives, libraries, museums, and informa-

tion centers are sterile and unenlightening; the author fails to grapple with the real issues confronting all of these institutions in maintaining their individual identities and roles.

Despite such shortcomings and others, such as numerous typographical errors, irregular citation formats, and improper critical apparatus, the book does provide conveniently in one place a synopsis of Italian archival law; examples of protocol inventories, repertory or collection-level finding aids; model legislation from 1961, and excerpts from the presidential decrees of 1975 affecting archives; and tables which list regional depositories. This manual indicates approaches to the handling of material, but it does so without enough detail to study Italian archival practice sufficiently for comparison with other countries. Although it provides an outline of the Italian system which might be useful for potential researchers, it does not provide a guide to contents of the archives.

As a pedagogical textbook, a practical manual, or an introduction to Italian archives, this work is disappointing. The archival profession here and abroad, most certainly in Italy itself, deserves much better.

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Crossroads: Proceedings of the First National LITA Conference. Edited by Michael Gorman. Chicago: American Library Association, 1984. 261 pp. \$40.00. Paper.

When a colleague was asked to comment on the advisability of publishing conference proceedings as a means of recording the event, she remarked that a group photograph of the participants would conceivably serve the same com-

memorative purpose. Had the Library and Information Technology Association (LITA) followed this dubious suggestion, the provocative proceedings of the 1983 conference regrettably would not have been published. Edited by Michael Gorman and containing forty-one research and progress reports on pilot programs in library automation and the implications of information technology for traditional library environments, *Crossroads* is the first title in the new Library and Information Technology Series planned by the American Library Association Publishing Services.

The conference theme, suggested in the title *Crossroads*, implies that for libraries, information and technology have come to a fork in the road at which crucial choices have to be made. In his paper, "Aere perennius? Information, Technology and the Durability of Records," Hans H. Wellisch notes that information and technology have always been intertwined and that it may be useful to survey their commingled histories as well as to assay their futures before embarking upon new strategies that will alter the creation, collection, storage, and retrieval of information.

Crossroads accomplishes this surveillance while providing an overview of existing technology and a forecast of the changes to come and the manner in which these changes will affect libraries, research, and job content. The published proceedings include papers on user response to on-line catalogs, the automation of authority control, networking and technology, the administration of technological change, electronic publishing, the automated preparation and storage of information, and computer-assisted instruction. The conference papers reflect a shared philosophy and a commonality of purpose as stated by Howard L. Resnikoff in his keynote address, "the necessity to understand something about

the nature of technological development in order to be able to formulate plans in a rational and in an effective way."

While none of the papers blatantly espouse theories of archival administration and/or records management, a number of the practical and philosophical issues raised are of genuine concern to archivists and records managers, particularly those working within traditional library settings. The past few years have witnessed a sharing of technology between libraries and archival repositories most notably in the development of the Archives and Manuscripts Control MARC Format developed for the Research Libraries Information Network.

Several papers encourage a re-evaluation of the relative positions of librarians in the service sector of the economy as well as their roles as custodians of our intellectual heritage. In "Looking Down the Road of Technological Change," Ithiel de Sola Pool asks who will bear the cost of this advancing technology. With the prospect of an enormous proliferation in the sources of information, the number of users, and the ways in which information will be used, she proffers notions of the subsidized library, fee-based services, and alternative means of funding research. Her point is that in the market, anything, including information, will be supplied if the vendor is able to recapture the costs from the customer. She suggests that in the future, librarians and archivists may have to learn to become aggressive entrepreneurs in an increasingly competitive marketplace. Competition will make it incumbent upon them to reconcile economic realities with the glittering technology.

Hans Wellisch worries about the durability of records and exhorts us to do the same thing. He observes that the larger the production of records, the less durable they become. As we approach

the so-called paperless society, the widespread electronic recording of information may make the storage of information a precarious operation because of the inherent instability of the electronic medium and its potential for erasure and alteration. As electronic recording becomes increasingly expensive, what criteria will be used to determine the information that is to be recorded? What information will be discarded out of economic necessity? Will expense force selectivity? Wellisch hopes that a cost-effective, durable means to preserve our intellectual heritage in toto will be developed.

Other conference participants tell us what we may already know or surmise. William Gray Potter discerns four trends that indicate on-line catalogs can improve bibliographic access: (1) a move to integrated or linked systems, (2) greater use of intelligent, micro-computer based terminals, (3) the use of brief records for processing (i.e., less than full MARC), and (4) greater attention to the "localness" of on-line catalogs—that is, to providing information on the status of physical items in a library. He concludes that we are heading toward linked bibliographic and physical systems. The implications of this conclusion are a decentralization of technical processing, a greater use of repositories, and shared resources between institutions.

Donald E. Riggs stresses the importance of strategic planning and library technology. He discusses ways in which library managers can outline and implement "grand designs" for coping with systematic planning for existing and future technologies. In describing the essence of strategic planning, Riggs is really explaining management by objective, a concept which many library schools have borrowed from graduate business schools. Still, the lesson bears repeating. Technological advances will place the burden upon leaders in the

library and archival professions to put technology in its proper perspective. The emphasis on strategic planning will intensify as stress to implement new technologies increases. Strategies that will best adapt those technologies to the information age will be most useful.

Crossroads is not a panegyric to technology, nor is it a jeremiad against automation. It is a comprehensive overview of the present and future of information technology and is written for an audience of librarians. Archivists nevertheless will be able to extrapolate information to assist them in coping with problems of technological change and obsolescence in their repositories.

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Kultusministeriet. Organisation og arkiv [The cult ministry: Organization and archive]. By Niels Petersen. *Administrations-historiske studier nr. 10 [Administrative historical studies no. 10]*. Copenhagen: Rigsarkivet, 1984. Illustrations, appendixes, 372 pp. 150.50 Danish kroner, incl. VAT. *Rigsarkivet og hjælpemidlerne til dets benyttelse III, 1, Forsvarets arkiver. Vejledning og oversigt, vol. 1 Haeren 1660-1980 [The national archive and guides for its use III, 1, The defense archives: Guide and overview, vol. 1 the army 1660-1980]*. Edited by Vagn Aage Petersen. Copenhagen: Rigsarkivet, 1984. Illustrations, index, 226 pp. 152.50 Danish kroner, incl. VAT. *Rigsarkivet og hjælpemidlerne til dets benyttelse IV, 1, Større private personarkiver i Rigsarkivets 4. afdeling [Larger private individual archives in the National Archive's fourth department]*. By Vello Helk. Copenhagen: Rigsarkivet, 1984. vi, 280 pp. 91.50 Danish kroner, incl. VAT.

In 1982 Rigsarkivet (the Danish national archive located in Copenhagen) celebrated its four hundred year anniversary. While the government has kept records for much longer, not until 1582 was a central archive established, placed initially in the palace of Copenhagen. Another 150 years passed before, under the leadership of archivist Hans Gram (1730-1748), these materials were organized and for the first time made available for historical research. Parliament greatly expanded the archive's holdings with the law of 30 March 1889, which reorganized what had been a privy archive into the current Rigsarkiv making it the depository for most organs of the central government, the supreme court, and, of course, the royal house.

Rigsarkivet has cataloged its materials, old and new, according to systems employed by the contributing institutions, sometimes making access difficult. To assist the user Rigsarkivet provides well-trained and helpful archivists and has over the years published various guides, overviews, catalogs, and other finding aids. The three books under review here are part of that continuing effort.

Kultusministeriet. Organisation og arkiv (The cult ministry: Organization and archive) by Niels Petersen is the tenth in a series of studies on the history of government administration in Denmark. These volumes present detailed histories of specific aspects or parts of government, both as studies in administrative history and as guides to familiarize scholars with institutions whose archives they intend to use.

First Petersen presents a detailed history of Kultusministeriet from 1848 to 1916. It was among the first of the new ministries organized in 1848 as the government began the shift to constitutional rule. The new ministry's province included the administration of the state church; all public primary, secondary, and some

technical schools; teacher colleges; the university; and funds for assisting students attending private agricultural and folk high schools. From time to time it also administered other cultural institutions, such as the Royal Theater. This wide range of responsibilities eventually proved too unwieldy, and in 1916 the ministry was split into two: one ministry for education and one for the church.

The second portion of the book describes the organization of the ministry's archive and gives instructions on access to the material. During the 1848-49 constitutional changes, rather than create a new bureaucracy *ex nihilo*, the government formed the new ministries out of the former colleges and chancellery. Those offices that in the reorganization became Kultusministeriet each had well established work patterns and independent archives, initially affected little by the changes. The ministry continued to keep records principally to document communications with outsiders. While each office routinely registered and numbered incoming letters in a journal, either chronologically only or topically as well, they nonetheless continued to file most documents by the last item in each individual case. When Rigsarkivet repacked the material, they reordered it according to the journal number, making access easier. Without the assistance of a guide like Petersen's, using this material continues, however, to be at best difficult.

The last section of the book is a catalog of the collections. The material varies greatly from the standard journals and copy books to pastors' applications for vacant livings and account books of the estates and farms of Sorø Adakami, an old Latin or secondary school.

Together the book's three parts provide a cohesive guide to the use of these materials, as well as an unusual insight into the workings of a state bureaucracy

of the nineteenth century. Atypical material detailing office procedures in Kultusministeriet has been found, and equally unusual are the many photographs of the staff and offices taken by the court photographer Elfelt between 1909 and 1910. A number of these are among the book's illustrations.

The other two books are part of the series *Rigsarkivet og hjaelpemidlerne til dets benyttelse* [*The national archive and guides for its use*] of which four volumes, including the two reviewed here, have been published to date.

In 1971 Rigsarkivet assumed responsibility for all army records, along with other archival materials under the jurisdiction of the Defense Ministry. *Haeren 1660-1980* [*The army . . .*] volume 1 of *Forsvarets arkiver* [*The defense archives*] is a catalog of these materials. Included are regimental records, maps, technical drawings, photographs, military school and academy records, materials relating to the wars of 1848-51 and 1864, as well as special collections of various types. Some of these date from the 1500s and include, among others, the personal papers of eminent army personnel and all materials pertaining to the Nazi occupation. Each entry gives a very brief history of the units that generated a particular set of records, lists pertinent print literature, if any, and catalogs the archival material. In addition the volume is illustrated with materials from the rich iconographic collection. It should be noted that not all materials are accessible to users and that additional volumes on navy and air force records are forthcoming.

Since the 1930s Rigsarkivet has systematically collected private papers of eminent individuals, mostly politicians and officials. *Større private personarkiver* [*Larger private individual archives*] catalogs some nineteen hundred collections, ranging in size from one to over

one hundred archive boxes and in age from medieval to contemporary. The listings are arranged alphabetically by the former owner's last name and include birth and death dates, occupation or title, and a short description of each collection. An additional notation indicates whether or not each set contains a detailed table of contents.

The Danish central government, both as an autocracy before 1848 and as a democracy thereafter, has involved itself in most aspects of Danish life. The materials in Rigsarkivet, as these three volumes amply illustrate, are consequently immensely varied and include private and public, written and iconographic materials from the middle ages to the present. Hardly anyone doing research in Denmark can avoid—or should want to avoid—using Rigsarkivet, and these guides are consequently very welcome.

CHRISTIAN NØKKENTVED

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Guide to Catholic Indian Mission and School Records in Midwest Repositories.

By Philip C. Bantin with Mark G. Thiel. Milwaukee: Marquette University Libraries Department of Special Collections and University Archives, 1984. Index. x, 446 pp. \$15.00. Paper.

Beginning with their first contacts, and continuing through to the present, Europeans and their descendants devoted great energy to instructing and converting the native peoples of North America to the ways of Euro-American society and its religions. With strong governmental support, Catholic and Protestant organizations in the nineteenth century created missions, schools, and a host of other institutions in virtually every village and cross-roads where American Indians resided. The story of this activity is often a painful one, for frequently mixed with

genuine religious concern and Christian charity was an underlying theme of racism and cultural imperialism. It also is a story of survival and adaptation, for contrary to the expectations of many, the American Indian did not vanish. This guide to the records of Catholic missionary and educational activities in the Midwest (including Oklahoma) is an invaluable tool for locating the primary sources necessary to understand these developments in all of their ambiguities and complexities.

The guide is the product of a survey of 823 institutions in twelve states funded by the National Endowment for the Humanities. It reports on records in 277 locations, 160 of which were visited by the author in six field trips of twenty-five to thirty days duration (surely a record of sorts for archival endurance). The results of this labor are impressive. It is convenient to find information on Indian mission and school records in relatively well known locations such as the University of Notre Dame, the Kansas Historical Society, and the federal archives and records centers in Chicago and Kansas City; but it is extraordinary to find richly detailed descriptions of records in missions, churches, diocesan offices, and the archives of religious orders—repositories whose holdings generally are not well known. It is these repositories which constitute the bulk of the entries in this publication, and the profession should be indebted to them for opening their doors to this survey effort. (Indeed, this volume joins the 1983 guide to records of women religious compiled by Sister Evangeline Thomas as a major contribution to making the rich archives of religious organizations more accessible.)

This project not only overcame problems of scale, it also has dealt innovatively with problems of complexity. Catholic Indian missions and schools exist within complex and frequently changing admin-

istrative structures of regional dioceses and of the religious orders of men and women which operate them. Through detailed administrative histories (generally in the form of chronologies) and through extensive indexing the reader is directed to the numerous locations in which records of a single mission or school are (or might be) found. These histories, compiled for this project from many sources, are important research tools in themselves. This approach, carefully explained in the introduction, should be considered for similar surveys of complex organizations.

An example, taken at random, illustrates the nature of the problem. Priests first visited the White Earth, Minnesota, region in 1868 and a decade later built a church which still operates. Benedictine monks and sisters ran a school at White Earth until 1969. The monks also administered Indian missions and mission stations at some two dozen other locations in Minnesota. As is generally the case at the parish level, only the sacramental records remain at White Earth, but a substantial body of records is found elsewhere. At various times White Earth was a part of the dioceses of St. Paul, St. Cloud, Crookston, and Duluth. Their records include formal reports and correspondence of bishops and other officials. At St. John's Benedictine Abbey there are pupil records and school censuses, parish histories, abbots' correspondence, and correspondence and diaries of monks. Also, as is commonly found, there are hundreds of photographs. Similar materials, including 495 identified photographs and many additional school records, are at St. Benedict's convent. In addition, the guide points to six other missions and churches which have historical associations with the White Earth church and whose records might contain information about the church at White Earth.

One aspect of the guide may cause some confusion. The entries are arranged by location of the records today, but they are not indexed by location. Thus to find information about a place you must know the correct name of the mission or school located there. This is particularly troublesome for the relatively few entries describing records of non-midwestern missions and schools located in midwestern repositories. With this exception, the guide is outstanding for its clarity, thoroughness, and accuracy. Marquette University, already an important repository of Catholic Indian mission and school records, can be proud of this major contribution to its archival program.

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A Guide to Archives and Manuscripts in the University of London. Volume 1. Edited by Janet Percival. London: University of London Library Resources Coordinating Committee, 1984. Bibliography, index. xi, 219 pp. £8.25. Paper.

Most repository guides published these days tend to resemble one another. This is probably good since it indicates that archivists have made some progress toward standardizing their practice, at least on one level of description. Scholars generally welcome such guides more warmly than archivists, yet it is always satisfying to acknowledge a job well done by archival colleagues. It is equally satisfying to note that, if this guide is representative, descriptive efforts do not vary substantively on opposite shores of the Atlantic.

Most published repository guides suffer from confinement in static straight-jackets. At best they provide a snapshot of a repository's holdings at one point in

time, thus they are outdated before they roll off the presses. This volume is no exception. It is, nonetheless, a thoroughly professional effort. As such it should prove to be of considerable use to scholars in quest of the holdings described in it.

The "General Introduction" provides an accurate, precise summary of its contents:

This volume only covers six institutions: the British Library of Political and Economic Science (London School of Economics), Imperial College Archives, King's College Library (Library Manuscripts Collection, Liddell Hart Centre for Military Archives), the School of Oriental and African Studies Library, University College Library, and the University of London Library. Archives and manuscripts held by the remaining Schools and Institutes of the University will be included in the second volume of our *Guide*.

Each institution is covered in a separate section of the *Guide*. A detailed introduction explains the history of the institution and the development of its collection, and the current position regarding the institution's own archives. Information is given on opening hours (and closed periods where these are regular and predictable), and any special regulations on admission, publication, and access to collections. Many smaller collections, individual manuscripts and autograph letters have had to be omitted from the lists in the *Guide* because of limitations of space.

Manuscript holdings are listed alphabetically under the name of the collection. Each entry includes biographical details (where possible), some indication of the contents and extent of the collection, and a note of the finding aids available, and of special conditions in force. Two institutions felt strongly that their rather complex holdings of microforms and photocopies of archives and manuscripts

should be listed separately. Otherwise microforms and photocopies are treated as ordinary collections. A name index completes the work.

The potential user is semi-humorously forewarned to call in advance: "The scholar who arrives unannounced off the lunch-time train deserves the reception he gets."

Among the most notable of the more than seven hundred collections described in the *Guide* are the papers of Sidney Webb, Viscount Alexander, and George Orwell.

Of the repositories represented in the *Guide*, entries for the holdings of the British Library of Economic and Political Science at the London School of Economics fill some 35 of the 153 pages devoted to description, while those of the University College Library occupy 39 pages. Entries for the remaining repositories average 16 pages each.

A useful select bibliography of publications on the history of the institutions represented in the *Guide* as well as general and subject guides that contain references to archives and manuscripts held by the institutions are also included.

The major fault with this *Guide* is its less than helpful index. The compilers chose to include only a name index because the range of subjects covered by the collections proved to be so enormous that they were unable to devise an adequate subject index. While this is unfortunate, our British colleagues should take some comfort in the knowledge that their North American counterparts, too, have had their difficulties coping with the problems of subject access. Yet, even the name index has its limitations; it refers users to a repository section rather than a specific page (or pages) in the *Guide*.

On the whole, though, the *Guide* is a useful, well-done, welcome effort which

whets our anticipation of the appearance of Volume II.

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Guide to the Archives of International Organizations. Volume 1. The United Nations system. United Nations Educational, Scientific and Cultural Organization, Paris, 1984. Index. 279 pp. Paper.

The Society of American Archivists and subsequently the International Council on Archives (ICA) showed a special interest in the archives of international organizations when the United Nations and the United Nations Educational Scientific and Cultural Organization (UNESCO) were founded. This guide is a product of that professional concern. In 1974 ICA signed a contract with UNESCO for a preliminary study for the development of a guide to the archives of international organizations. The study was prepared by a small working group in Geneva after visits to institutions, the development and distribution of a questionnaire, and an analysis of the replies. It was decided that the guide project should be divided into three parts concerning the archives of members of the United Nations system, other important international organizations, and archives groups and private papers of international significance in other repositories. Another contract provided for the first part of the project, and a preliminary version of this guide was completed in 1979 (PGI/79/WS/7). Members of the working group and authors of the preliminary version were Gilberte Perotin (International Telecommunications Union), Raymond Manning (International Labour Office), and Sven Welander (United Nations). The final version has been updated, revised, and edited by Dr. Lowell H. Hattery, Professor Emeritus,

American University, Washington, D.C. It constitutes the first extensive overview of the archival resources of the most important international organizations. While the chief purpose of the *Guide* is to facilitate more effective utilization of these significant research resources, it incidentally serves as a progress report on the development of the archives of international organizations. On the basis of the information provided in this guide, international organizations in general seem to warrant barely a passing grade.

Many agencies have not preserved their archives. For example, of the six principal organs of the United Nations, only two—the Secretariat and the International Court of Justice—have been given entries of their own. For the purpose of the *Guide* the term “archives” includes all records active, semi-active, and inactive as well as printed archives which are likely to be preserved for long-term administrative purposes and research. Many records have been microfilmed and the originals destroyed.

Entries in the *Guide* are in alphabetical order from the Food and Agriculture Organization (FAO) to the World Meteorological Organization (WMO). Each institution was asked to supply general information including the name, address, opening hours, working languages, the administrative unit responsible for the archives, policy governing access, and facilities for consultation and reproduction of documents; a description of archives groups and series composing them; and a description of external archives groups held and of archives of the organization held elsewhere. There is a great variation in the extent of entries between those for the United Nations (46 pages), UNESCO (27 pages), the League of Nations (26 pages), and the great majority of entries, which are less than 5 pages in length.

The historical introductions for each entry are interesting and provide valuable information about a wide range of international activities. Perhaps the most interesting feature of the information provided is the limited access to archival holdings. Many entries note that there is no access policy, access is not normally granted, or that requests for access will be considered individually. Few institutions have search room facilities. There are, of course, good reasons for limitations on access: the recent dates of records (most of the organizations have been created in the last thirty years) and the nature of many of the records (individual health and refugee cases, for example, which warrant the protection of privacy). The impression remains, however, that while most international organizations seem to have adequate records management systems, archival considerations have not been given a high priority. This *Guide* may provide an incentive for improving the accessibility of important research sources.

The *Guide* is well organized and edited and is an important contribution to the UNESCO series on documentation, libraries and archives, bibliography, and reference works.

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BRIEFLY NOTED

The Department of Manuscripts and Archives, Yale University Library, has recently issued *Primary Sources for the Study of China*. Compiler Judith Ann Schiff describes over forty collections containing material relating to Chinese history, education, foreign relations, economic conditions, and medical practice and to missionaries and travellers in China. Most of the papers were written

or collected by Americans or Chinese-Americans and date from 1705 to the present. The fifty-five-page guide is available from the department for \$5.00. (Box 1630A Yale Station, New Haven, CT 06520).

Report to Congress on the Records Disposition Activities of the Federal Government (44 U.S.C. 3303a (f)) describes a number of advances in records disposition during fiscal year 1983. The report includes information about the development of comprehensive records disposition schedules by several executive agencies and the federal judiciary and the appraisal and scheduling for disposition of a number of voluminous collections of unscheduled records. Copies of the report are available from the Records Disposition Division, National Archives and Records Administration, Washington, DC 20408.

The British Records Association has published *Manorial Records* as the fifth volume in its Archives and the User Series. P. D. A. Harvey, Professor of Mediaeval History at the University of Durham, provides a detailed introduction followed by separate chapters on surveys, accounts, court records, and manorial records after 1540. Copies of the eighty-one-page paperbound volume are available from the Association at Master's Court, The Charterhouse, Charterhouse Square, London, for £6.75.

The Public Archives of Canada continues its General Guide Series with the publication of *National Photography Collection*, a fifty-page paperbound bilingual guide written by Christopher Seifried. The guide provides an introduction to the collection as well as information about the services and holdings of the division. A free copy of the guide is available from the Publications Division,

Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario, Canada K1A 0N3.

Acquisitions of the Manuscript Division of the Library of Congress during 1983 included the papers of author James M. Cain, Postmaster General James A. Farley, and First Lady Jane M. Pierce. Items were also added to the papers of presidents James Buchanan, Thomas Jefferson, Andrew Johnson, Abraham Lincoln, James Madison, Theodore Roosevelt, and Martin Van Buren. Additional information about collections is included in the fifty-five-page illustrated publication, *Library of Congress Acquisitions: Manuscript Division, 1983*, available free upon request.

Kenneth A. Lohf and Rudolph Ellenbogen have edited *The Rare Book and Manuscript Library of Columbia University: Collections and Treasures*, published to coincide with the opening of the new library. This 138-page exhibit catalog includes more than fifty illustrations and can be obtained for \$25.00 from the Butler Library, Columbia University, New York, NY 10027.

Selected Recent Publications

A Guide to New Jersey Legal Bibliography and Legal History. By Cameron Allen. Littleton, Col.: Fred B. Rothman & Co., 1984. Appendixes, index. 636 pp. \$75.00. Cloth.

The Frontier Experience: A Reader's Guide to the Life and Literature of the American West. Edited by Jon Tuska and Vicki Piekarski with Paul J. Blanding. Jefferson, N.C.: McFarland & Company, 1984. Indexes. 434 pp. \$29.95. Cloth.

Bedford Forrest and His Critter Company. By Andrew Lytle. Seminole, Fla.: The Green Key Press, 1984. Bibliographical note, index. 402 pp. \$15.95. Cloth.

1984: Challenges to an Information Society, Proceedings of the 47th ASIS Annual Meeting. Volume 21. American Society for Information Science. White Plains, N.Y.: Knowledge Industry Publications, Inc., 1984. Index. 256 pp. \$22.50. Paper.

Annual Review of Information Science and Technology. Edited by Martha E. Williams. Volume 19. American Society for Information Science. White Plains, N.Y.: Knowledge Industry Publications, Inc., 1984. Indexes. 417 pp. \$50.00. Cloth.

Guida Agli Archivi Della Resistenza [Guide to the Archives of the Resistance]. Compiled by Gaetano

Grassi. Roma: Pubblicazioni Degli Archivi Di Stato, 1983. Indexes. 974 pp. Cloth.

Integrated Online Library Systems: Principles, Planning and Implementation. By David C. Genaway. White Plains, N.Y.: Knowledge Industry Publications, Inc., 1984. Bibliography, appendixes, index. 151 pp. \$36.50 cloth, \$28.50 paper.

Cataloging Government Documents: A Manual of Interpretation for AACR2. Edited by Bernadine Hoduski. Chicago: American Library Association, 1984. Index. 260 pp. \$49.00. Cloth.

Museums for a New Century: A Report of the Commission on Museums for a New Century. Washington, D.C.: American Association of Museums, 1984. Appendixes, index. 144 pp. \$17.95. Paper.