

Reviews

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The Library Preservation Program: Models, Priorities, Possibilities: The Administrative Challenge: Proceedings of a Conference, April 29, 1983, Washington, D.C. [sponsored by] Resources and Technical Services Division, American Library Association, with the cooperation of the Library of Congress, National Preservation Program. Edited by Jan Merrill-Oldham and Merrily Smith. Chicago: American Library Association, 1985. 118 pp. \$8.95. Paper.

Though intended for the wider library community, *Library Preservation: Models, Priorities, Possibilities* is also good lunchtime reading for archivists. It is good to take a few minutes each day, away from piles of papers and faded folders, to read about the larger picture of preservation planning. The seventeen papers are from the April 1983 conference "Library Preservation: the Administrative Challenge," jointly sponsored by the Library of Congress National Preservation Program Office and the American Library Association's Resources and Technical Services Divi-

sion. This conference was intended for top-level managers. The April 1984 conference "Library Preservation: Implementing Programs" for middle managers is currently in preparation as a book to be available from the American Library Association. The August 1985 workshop "Library Preservation: Fundamental Techniques" for book repair staff will complete the series. The editors of the title under review have grouped the seventeen papers around three topics: a history of the growth of major preservation programs, procedures for assessing needs and establishing priorities, and arguments for fiscal support.

All of the authors and the editors have impeccable credentials; they are notable leaders in the preservation field. They have done all of the hard thinking, planning, experimenting, and budget-battling for us. Their persistence (sometimes for ten years) in moving large bureaucracy-laden libraries to establish working programs is admirable.

The first section of historical review features candid summaries of the programs at Brigham Young University,

University of California at Berkeley, Columbia University, and the Morris Library of Southern Illinois University by A. Dean Larsen, Joseph A. Rosenthal, Patricia Battin, and Kenneth G. Peterson respectively. The authors of the essays in the second section analyze the preservation priorities of their respective collections and summarize the processes that they used for selecting treatment options. These essays are by R. Gay Walker of Yale University, Sally A. Buchanan of Stanford University, Barclay W. Ogden of the University of California at Berkeley, and Peter G. Sparks of the Library of Congress. The third section, "Fiscal Realities and Possibilities," presents articles by David H. Stam, Ann Russell, David C. Weber, Margaret Child, and James M. Morris. Pamela Darling's conclusion is intended to keep readers fired up and focused on the common goals of the preservation challenge for all keepers of the record.

Archivists will find repeated in this book the litany of important questions to ask while planning and implementing a preservation program, but there is nothing specifically about archives. The six articles on the fiscal options for preservation programs, however, will help archivists understand the broader view of an institution's financial commitment to the local archives, to regional and national networks, and to posterity. The authors exhort us to cooperate with each other as much as possible, although James M. Morris, in a witty article, warns: "But let us be *clearheaded* about cooperation."

Things are happening fast in the preservation field now that these pioneers have their programs running with success and momentum. Since preserving the record is an overwhelming and costly problem, however, members of the preservation community, including archivists and archives, must keep their ef-

forts well-planned and coordinated. This small book with its smooth style and heartening message—persist in your preservation efforts—is a pleasure to read.

MARY CATHARINE JOHNSEN
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MARC For Archives and Manuscripts: A Compendium of Practice. By Max J. Evans and Lisa B. Weber. Madison: State Historical Society of Wisconsin, 1985. Appendixes, unnumbered pages in three-ring binder. From the Society of American Archivists: \$15.00 members, \$20.00 nonmembers.

For over a decade Max Evans has been among the leaders of a small group who have coaxed the archival profession into the world of automation. In this publication Evans and his colleague Lisa Weber provide one more tool to make the job of automating according to accepted national standards easier for all of us.

MARC For Archives and Manuscripts is a product of the national conference held at the State Historical Society of Wisconsin in the fall of 1984 funded by the National Historical Publications and Records Commission. Representatives from archival institutions that had led the way in automation met to compare and examine their practices as they began to implement the MARC AMC (Archival and Manuscripts Control) format. This loose-leaf volume presents current practices in the use of MARC AMC by Cornell, Yale, and Stanford universities; the Chicago, New York, and Wisconsin historical societies; the Hoover and Smithsonian institutions; the Church of Jesus Christ of Latter-day Saints; and national bibliographic utilities, RLIN and OCLC.

The volume's subtitle, *A Compendium of Practice*, describes the bulk of the text and the strength of this work. Following a too brief introduction, Evans and Weber have organized the text logically by the ascending three-digit numeric field tags of the MARC AMC format. Many of the normal publication conventions with which we are comfortable—table of contents, chapters, page numbers, footnotes, index—have not been used. Instead we rely on the machine record structure to find our way around, and it works fairly well as long as the reader knows something about the subject at hand. For each field the authors provide MARC definition, OCLC and RLG use policy statements, and specific examples from each of the repositories using that field and subfield. There is, of course, wide variation in the use or omission of many of the fields in the format among the institutions represented. Two of the archival community's largest groups, college and university archives and state historical societies, were well represented at the conference and are best served by the examples given.

Most smaller archives will never develop the breadth and depth of automated cataloging detailed in this volume, but they, too, will benefit from it. The especially lengthy description offered in the essential main entry (100, 110), title statement (245), and subject added entry (6XX) fields will assist even those setting up local microcomputer-managed data bases. In Appendix B one can find a broad variety of full MARC AMC records from each of the participating institutions.

Trying to read any automation manual cover-to-cover will put even the inveterate insomniac to sleep, and this one is no exception. The introductory section on the varying practices in machine record "leaders" is particularly arcane; even the authors note the leader contains

"little descriptive information of value to archivists." *MARC for Archives and Manuscripts* is not meant to be read through, however, so much as to be used as a reference guide when employing and defining fields and subfields within the AMC format. It shows us very clearly that national standards, automation, and archival cooperation can exist without forfeiting the unique character of an institution and its holdings or mission. Evans and Weber have given us an important tool to be put on the shelf next to Steven Hensen's *Archives, Personal Papers, and Manuscripts*, SAA's "Introduction to Data Elements," and OCLC's recently published AMC format manual. Archival automation has taken an important step forward with the publication of this compendium.

GLEN A. GILDEMEISTER
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Manuscripts: The First Twenty Years. Edited by Priscilla S. Taylor. (Coedited by Herbert E. Klingelhofer, Kenneth W. Rendell, and John M. Taylor.) Westport, Conn.: Greenwood Press, 1984. Illustrations. xi, 429 pp. \$35.00. Cloth. Hardcover distributed by the Society of American Archivists: \$29.00 members, \$35.00 nonmembers.

The National Society of Autograph Collectors was organized in 1948 and in October of that year began publishing a periodical titled *The Autograph Collector's Journal*. To explain its *raison d'être*, it stated that the "first issue of the *Autograph Collector's Journal* is a momentous occasion, since it marks the advent of the first periodical of, by, and for the collectors themselves." The organization changed its name in 1952 to the Manuscript Society and, noting that it was "a society that is over five years old

and growing—one which represents collectors, dealers, archivists, librarians, historians and researchers, not only in this country but many countries of the world,” changed the name of its periodical to *Manuscripts* to reflect the wider interests of its constituents.

The fifty-six articles that comprise *Manuscripts: The First Twenty Years* were all first published in either *The Autograph Collector's Journal* or *Manuscripts*. The earliest, “The Bogus Washington Commission,” was written by Victor Hugo Paltsits in 1948 and the most recent, “The Lure of Music Autographs,” by Ray Rawlins in 1969.

The articles are grouped under five headings: “Pointers for the Collector,” “Areas in which to Collect,” “Historical Documents,” “Penmanship and Writing Systems,” and “Manuscripts as a Key to Biography and History.” With eighteen articles, “Areas in which to Collect” is the largest section.

In her introduction to *Manuscripts: The First Twenty Years*, Madeline B. Stern writes: “An anthology that is a collection of carefully selected articles and essays relating to the field of autographs and manuscripts is surely *multum in parvo*, for, like the library of Lucullus, it opens freely to the world the best that has been thought, said, and written on the subject.” Truly, there is “much in little” here. Whether it may be identified as the best that has been “thought, said, and written on the subject” of autographs and manuscripts is perhaps another matter.

While archivists generally must deal with large and sometimes overwhelming numbers of documents, here the emphasis is often on a single document or a small collection of letters or a group of materials about an individual or an event. I found the volume both instructive and entertaining, and to quote again from the Introduction: “No handful of sand, this

compilation, but an anthology of the whole manuscripts universe whose fascinations abide here.”

CLYDE C. WALTON
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Anuario Interamericano de Archivos, Vol. IX-X. Centro Interamericano de Desarrollo de Archivos. Cordoba, Argentina: 1982-83. 306 pp. n.p. Cloth.

The *Anuario Interamericano de Archivos* (Inter-American Journal of Archives) is published by the Inter-American Center for the Development of Archives in Cordoba, Argentina. Through support from the Organization of American States, the Center exists to develop professional archivists and encourage archives throughout Latin America. The center provides professional training to selected students from Latin America and promotes archival literature in Spanish through the *Anuario*.

The journal is divided into five parts: Articles, Meetings, Reports, Biographies, and Bibliographies. The articles range from general discussions of archival conditions in Latin America to issues in particular countries such as Bolivia and Costa Rica. Other articles discuss research projects in Mexico and the growth of the Inter-American Center for Development of Archives. Unfortunately, none of the articles discussed the more technical aspects of archival management. For example, there were no articles on appraisal, arrangement and description, sampling, or collection guides.

The central theme of most of the articles was the poor condition of Latin American archives, the lack of resources, the destruction of historical documents, and the inaccessibility of information to researchers. Most of the authors believed

that the problems were being addressed but that progress was a very slow process. The articles, however, failed to suggest remedies in terms of preservation, conservation, security, or automation.

The *Annuario* has extensive coverage of important archival meetings in the region. Meeting descriptions include propositions/motions and recommendations/conclusions. Conferences covered ranged from a Brazilian meeting of Latin American students of archives to a general conference of the Association of Latin American Archives in Madrid, Spain. In this instance there were reports on technical seminars for paper, book, and photographic conservation held in Santo Domingo and Costa Rica.

Published reports on archival activities are also summarized and reviewed. A Report of the Committee of Archives of the Pan American Institute of Geography and History, for example, gives a brief description of the committee, its decisions, and an overall resolution adopted by the historical commission. This section also includes an interesting report on the activities of the Inter-American Center for the Development of Archives, which lists students and countries, required reading, visiting professors, publications, technical assistance, staff travel, and equipment purchased.

The fourth section of the *Annuario* contains biographies of various Latin American archivists. This section was introduced so that readers might become better acquainted with their archival contemporaries across the continent. The subjects of the biographies range from an experienced professor at the center to the new directors of the National Archives in Argentina, Mexico, Columbia, and Guatemala. In addition, the biographies of section chiefs are provided for the National Archives of Argentina, Columbia, Costa Rica, Chile, El Salvador, Guatemala, and Puerto Rico. Finally, this sec-

tion contains resumes of the archival professors in Brazilian universities.

The last part of the *Annuario* contains two annotated bibliographies of foreign journals, several book reviews, a list of books received, and an annotated bibliography of works by the director of the Inter-American Center for the Development of Archives, Dr. Aurelio Tanodi. An interesting bibliography for American readers is provided by Celso Rodriguez, editor of the *Annuario* and a member of the Department of Cultural Affairs for the Organization of American States. Rodriguez provides an annotated bibliography of the *American Archivist* from 1981 to 1983. The bibliography is divided into major areas such as technical matters (processing, original order), special archives, education, legislation, archival history, and theory and practice. This serves as an outstanding example of a method of disseminating knowledge and information between American archivists and fellow professionals in other countries.

The *Annuario Interamericano de Archivos* is providing a valuable service to Latin American and international archivists. It might be improved by the inclusion of more technical articles and a few selections in the Portuguese language. Certainly the journal keeps its readers aware of the problems and limitations of archives throughout South America and documents possible remedies available through the Inter-American Center for the Development of Archives.

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Theory and Practice of the Archival System in the USSR. Edited by F.I. Dolgich and K.I. Rudel'son. Berlin:

Staatliche Archivverwaltung des DDR, 1983. Bibliography, notes. 416 pp. Cloth.

We are indebted to our archival colleagues in the German Democratic Republic for this translation of the 1980 Soviet text for archival studies. The Dolgich-Rudel'son work replaced similar volumes which appeared in 1950, 1958, and 1966. The 1958 edition was also translated into German. The "theory and practice" series parallels a series of lexicons or dictionaries of archival terminology in Socialist countries. While Patricia K. Grimsted has written on archival resources in the Soviet Union, little has been available on the theory and practice of archival science in the USSR in languages other than Russian.

The book contains sixteen chapters by seventeen authors, principally by K.I. Rudel'son and M.N. Sobuchov. It is intended for use at the Moscow State Historical and Archival Institute (MGIAI) and relies heavily on recent work of the Union Research Institute for Documentation Science and Archival Affairs (VNIIDAD) and publications in *Sovetskie arkhivy* and VNIIDAD's *Trudy*. Drawing on historic Russian records-keeping practices and Marxist-Leninist ideology, the modern system has been formulated in a 20 September 1978 decree of the Council of Ministries that reorganized the central state archives. The textbook sets forth the national system for the determination of record groups and places a strong emphasis on appraisal and description. Contributors note the superiority of the doctrine of "Bestandbildners" or records creators for the scientific appraisal and organization of records in the totalitarian state, especially in relation to the bourgeois principle of provenance. The emphases on content analysis, description of documents, planning, and access networks are important bridges to modern information

or documentation science.

The book also covers the close relationship between the registry system and Soviet administrative procedures. The Russian tradition extending from the Razriadnyi Prikaz regulation of the fifteenth century to the 1978 decree should be of interest to American archivists.

There are many national and some local archival traditions. The Soviet text is an important addition to this literature. Unfortunately, if archival science is indeed a science of theory and practice, its basic principles should have general relevance, and the discussion of them should be international. To accomplish this, we need an international literature that addresses fundamental questions on a scholarly basis. Textbooks and position papers by national archival establishments seldom attain this level. Even though cultural property is particularly susceptible to political manipulation in all countries, we should be able to discuss archival and information science as we discuss mathematics or physics.

MAYNARD BRICHFORD
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Records Management Handbook for United States Senators and Their Repositories. By Karen Dawley Paul. Washington, D.C.: United States Senate Historical Office, 1985. Appendixes, bibliography. 130 pp. Free. Paper.

I do wish that I had had a manual like this one when I first started working with congressional collections. I wish even more that the senators with whose collections I have worked had had one for their offices. The handbook is eminently practical. It explains some of the basic techniques and options of records management, as well as some of the archival and historical implications of these various

actions to the senators' office managers; it then explains to archivists what materials they are actually receiving, are likely to get, or what it is possible to get. It is quite an important book because it comes at a time of transition from paper to electronic media, and it documents those changes for archivists. The chapter on files maintenance and disposition should be most helpful to the senators' offices in terms of advice on the historical value of the various series and on how to handle technological applications in that context. It is actually a retention/disposition schedule describing the file and giving retention/disposition recommendations. When/if there is divided opinion on a series, that is noted and discussed. Options are given throughout, as is the reminder to "consult your archivist." A chapter on management and disposition of automated records is useful for archivists. It is a description of systems and subsystems, giving samples of the various kinds of reports available.

The handbook is helpful in other ways as well, detailing files management, micrographics, the creation of subject files, and the considerations involved in the donation of a senator's papers. There are several appendixes of terms, laws, and forms.

Karen Paul's book is a superlative effort that I hope will be updated at regular intervals. Given the pressure of Senate business I wonder how much of this guidance can or will be followed, but the effort is at least being made to aid Senate office staff members. The interaction of an archivist early in a senator's career should provide a more satisfactory collection. Early contact would also help archivists avoid problems created by the computer applications now becoming standard in many Senate offices.

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A Comparative Guide to Classification Schemes for Local Government Documents. By Russell Castonguay. Westport, Conn.: Greenwood Press, 1984. Notes, annotated list of sources, index. xv, 144 pp. \$35.00. Cloth.

The bulk of this book comprises descriptions and evaluations of seventeen different published schemes for assigning call numbers to published local government documents, thus physically arranging them. The range of these schemes is wide. Not only are there the expected Dewey Decimal and Library of Congress systems, but author Russell Castonguay has also included a classification used in the Makerere University College Library in Uganda, five schemes that have been abandoned, and a 1932 outline for a system that apparently was never used. Archivists with responsibility for state government publications will regret the author's questionable decision to exclude several published schemes for those documents in particular states even though he includes other schemes of dubious value. The annotated bibliography, however, is more inclusive.

Castonguay, a librarian with the Los Angeles County Public Library System, renders the schemes intelligible to the nonlibrarian through clear prose, charts, and examples. Readers of this journal will find some of the issues involved in evaluating these classification schemes very familiar. The question of access by subject versus provenance and the difficulties for arrangement caused by frequent government reorganization affect both fields.

Castonguay prefaces his evaluation of the classification schemes with a short treatment of other issues relating to the collection of local government publications and closes with a brief discussion of the indexing of them. The latter concentrates on thesauri and automated

systems. It makes no mention of the volumes indexing the government documents of thirteen states that the late Adelaide R. Hasse published between 1907 and 1922. A short description of the work of the Baltimore Regional Institutional Studies Center is included.

State and local government publications are an important part of this nation's record that, like archival material, are often given less than their due. Since 1972, Greenwood Press has been issuing annual volumes of an *Index to Current Urban Documents* and a companion *Urban Documents Microfiche Collection*. Limited to the publications of this country's largest cities and those few counties with a million or more inhabitants, this effort also receives Castonguay's critical attention. Both the urban documents project and the volume under review, which probably should not have been expanded beyond article length, are less than fully successful, but both make a modest contribution to a field that is important and closely allied to the work of archivists.

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BRIEFLY NOTED

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

The Archives of the Holland Land Company, 1789-1869, copies of the original documents at the Municipal Archives of Amsterdam, the Netherlands, is contained on 202 microfilm reels edited by Franciska K. Safran. A set of positive microfilm is available at the Manuscript Division of the Library of Congress, the Genealogical Society of Utah, and Reed

Library at the State University of New York College at Fredonia, Fredonia, NY 14063. The entire set, or parts of it, may be purchased from Reed Library at \$20 per reel.

With financial support from NHPRC and the University of Connecticut, the Historical Manuscripts and Archives Division of the University Libraries undertook a records survey. In response to a need for guidelines revealed by the survey, the division published the *Filing and Record-Keeping Manual for the University of Connecticut*, prepared by Daria D'Arienzo. Copies may be purchased from the Business Services Office of the Homer Babbidge Library, University of Connecticut, Storrs, CT 06268 for \$3.00.

University Microfilms International (UMI) has published the *Guide and Index to the Microfiche* for the United Negro College Fund Archives microfiche collection. In addition to the index, the 422-page cloth-bound guide includes a brief history of UNCF, a short history of black education by Benjamin Quarles, research notes on the collection, and profiles of past and present UNCF member colleges and universities. Copies may be purchased for \$90.00 from UMI, Ann Arbor, MI 48106.

The University of the State of New York has released *The Regents Long Range Plan for the Office of Cultural Education*. That office includes the state archives, state library, state museum, public television and radio, and the Center for International Programs. The plan includes an assessment of current programs and unmet needs and a statement of mission and goals, as well as objectives and major activities. The New York State Archives has also published three new finding aids in the continuing

series: "Selected Records in the State Archives Relating to Women" (41 pp.), "Civil War Records in the New York State Archives" (5 pp.), and "Selected Records Relating to New York State Canals" (13 pp.). Free copies are available from the Office of Cultural Education, Cultural Education Center, Albany, NY 12230.

Oral History: A Reference Guide and Annotated Bibliography by Patricia Pate Havlice provides 773 annotated entries dealing with all aspects of oral history. Entries are arranged alphabetically by author of the annotated work and can be accessed by a subject index. The paperbound guide can be purchased from McFarland & Company, Jefferson, NC 28640 for \$29.95.

The Hagley Museum and Library has published *Pennsylvania Power & Light Company: A Guide to the Records* by Michael Nash, John Rumm, and Craig Orr. The 1,000 linear foot collection is divided into series covering the records of predecessor companies and the records of Pennsylvania Power and Light and related holding companies. Each entry

contains a brief company history, and entries for operating companies include detailed descriptions of the records along with scope and content notes highlighting material of particular interest. Copies of the guide are available from Eleutherian Mills-Hagley Foundation, Wilmington, DE 19807 for \$10.00.

Washington University Libraries in St. Louis has published *James Merrill, Poet*, an exhibit catalog of printed materials and manuscripts drawn from Olin Library's Modern Literature Collection. Copies of the paperbound catalog are available for \$4.00 from Washington University Libraries, St. Louis, MO 63130.

Records Management for Parishes and Schools, compiled by David P. Gray for parish and school administrators in the Diocese of Bismarck, ND, contains information on establishing a records management program, the care of archival materials, sample forms, a glossary of archives/records management terms, and general records retention schedules for commonly held records. For additional information contact the Diocesan Archivist, Box 1137, Bismarck, ND 58502.

**SELECTED RECENT
PUBLICATIONS**

Masinahikan: Native Language Imprints in the Archives and Libraries of the Anglican Church of Canada. Compiled by Karen Evans. Toronto: Anglican Book Centre, 1985. Indexes. xxiii, 357 pp. \$24.95. Cloth.

Register of the George H. Clark Radio-ana Collection, c. 1880-1950. By Robert S. Harding. Washington, D.C.: Archives Center, National Museum of American History, Smithsonian Institution, 1985. Index. v, 90 pp. Paper.

The Herbert Menges Collection. Compiled by Bruce Whiteman. Hamilton, Ontario: McMaster University Library Research News, 1984. ii, 43 pp. Paper.

Preliminary Inventory to Yeshiva University Records, 1895-1970. By Roger S. Kohn. New York: Yeshiva University Archives, 1985. 99 pp. Free. Paper.

In Search of Your European Roots: A Complete Guide to Tracing Your Ancestors in Every Country in Europe. By Angus Baxter. Baltimore: Genealogical Publishing Co., Inc., 1985. Bibliography, index. xix, 289 pp. \$12.95. Paper.

A Bibliography of American County Histories. Compiled by P. William Filby. Baltimore: Genealogical Publishing Co., Inc., 1985. xiv, 449 pp. \$24.95. Cloth.

Guild of Book Workers Supply List. Compiled by Bernadette G. Callery and Jean Gunner. New York: Guild of Book Workers, 1985. iv, 82 pp. \$12.50. Paper.