

Reviews

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MARC For Archives and Manuscripts: The AMC Format. By Nancy Sahli. Chicago: Society of American Archivists, 1985. In three-ring binder. \$20.00 members, \$30.00 others. (Also available in a set with *MARC For Archives and Manuscripts: A Compendium of Practice.* By Max J. Evans and Lisa B. Weber. Chicago: Society of American Archivists, 1985. \$32.00 members, \$45.00 others.)

This book is a basic reference manual that must be counted among the few works with which all archivists should become familiar. One scarcely can overstate the significance of the new Archives and Manuscript Control (AMC) format. It provides a degree of commonality within the archival profession that will encourage greater consensus on standards of description and better communication about procedures for managing archives and manuscript collections.

The fact that the format has been accepted into the MARC (*Machine Readable Cataloging*) family of formats is a great advantage for institutions that

want to participate in bibliographic networks, such as RLIN or OCLC, and for those planning an integrated computer catalog to include books, newspapers, and photographs as well as archives and manuscript collections. But the importance of the AMC format goes beyond its compatibility with the library community. By adhering to the standard format, archivists create a market of considerable size for developers of software (rather than scattering our efforts by creating software packages that are not compatible with each other), and we make our data transportable so that it does not have to be rekeyed when we wish to enter it in a different MARC-based system.

MARC For Archives and Manuscripts: The AMC Format presents the format as it stands today. It is based on the work of the National Information Systems Task Force (NISTF), established by the Society of American Archivists in 1977. NISTF designed the AMC format as a massive revision of the MARC-MS format, which had been unsuitable for most archival purposes other than item cataloging of manuscripts. To assist this effort, a

NISTF Working Group on Data Elements analyzed contemporary finding aids and compiled *Data Elements Used in Archives, Manuscript and Records Repository Information Systems* to account for the various pieces of information they found.

Nancy Sahli has brought the work of NISTF up to date and provided a very helpful introduction to place the AMC format in perspective. The "Data Element Dictionary" now includes citations to the AMC fields where each piece of information may be entered. The theoretical examples prepared by NISTF for many of the AMC fields have been augmented. These examples illustrate patterns of description for a manuscript collection, a single manuscript, a rare or literary manuscript cataloged following *Anglo-American Cataloguing Rules, Second Edition (AACR2)*, an archival record unit, and a records accession controlled according to records management practice.

The major portion of the volume is a field-by-field description of the AMC format, which duplicates part of the *MARC Formats for Bibliographic Data, Update No. 10, (MFBD)* with minor corrections. The *MFBD*, published by the Library of Congress, officially defines all of the MARC formats: those for cataloging books, serials, maps, music, machine-readable data files, and visual materials as well as those for archival and manuscripts control. Thus the SAA's manual separates the AMC format from the ponderous volume of the *MFBD* and emphasizes that the AMC format can be used alone as well as in systems that run all the formats.

The manual is looseleaf to allow for further revisions of the format, and the SAA intends to publish update pages. Proposals for official changes must be presented to the SAA's Committee on Archival Information Exchange and to

MARBI, the American Library Association's Committee on the Representation in Machine-Readable Form of Bibliographic Information.

Sahli's work spares us the confusion of trying to differentiate the AMC format from *MFBD* details that pertain to the other formats. It cannot, however, simplify the definitions of the fields which, like dictionary definitions, are formal and precise. As newcomers to MARC, archivists especially should value careful wordings that mean neither more nor less than they say and sanction all of the MARC formats without giving primacy to any of them.

Similarly Sahli has been careful to present the generic AMC format, not the format as it is implemented by RLIN or OCLC or others who produce users' manuals geared to specific systems. Her approach reminds us how neutral the format is. As she points out in the introduction, a format is basically like a set of labeled pigeonholes: it provides a place to store each piece of information.

The AMC Format does not prescribe the quality, quantity, or form of information to be entered in the variable data fields that compose nearly all of an AMC record. Indeed, one of the benefits of an automated system should be the ability to start with minimal descriptions that can be upgraded more easily than records in manual systems whenever an archivist processes the holdings or receives new accessions. An archivist may choose to describe a large group of material (record group, collection, series) in one AMC record or to describe a single item or any level of material in between. AMC records can be linked in a multi-level hierarchy from those for the smallest units of a group of material to the general record that describes the group.

As indicated by some of the theoretical examples of AMC usage in the manual, the format itself does not require users to

follow AACR2 or Library of Congress name authorities or subject headings; however, automated systems produce faster and more consistent results when they manipulate standardized data. The nature of the computer gives archivists an incentive to conform to some kind of uniform descriptive practices and to select index terms from thesauri. Repositories that join networks will want to adopt standards compatible with the other participants.

The *AMC Format* does not tell how the descriptions should be stored, sorted, searched, or displayed in any given computer system because the format is designed for the exchange of data *between* computer systems. Thus "MARC-based" or "MARC-compatible" computer implementations are free to structure and manipulate the information they contain in any manner, as long as the information can be produced exactly in the pattern specified by the AMC format when it is needed for exchange purposes.

What are these exchanges that we may anticipate? Perhaps the simplest to envision is the transfer of records from one in-house system to another that incorporates a "new, improved model" of computer software and/or hardware. This potential makes the AMC format attractive even to archivists who are uncertain that they will ever care to exchange data with an outside institution or network. More broadly, an exchange format opens a path between archival information systems and innumerable automated services that exist now or will become available for building or searching data bases, for producing computer output microforms or printing, for interacting with videodiscs, for controlling the "life cycle" of records, for scheduling and warehouse administration, and for managing collections.

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Technology Assessment Report: Speech Pattern Recognition, Optical Character Recognition, Digital Raster Scanning. Washington, D.C.: National Archives and Records Service, General Services Administration, 1984. Illustrations, appendixes. 139 pp. Free. Paper.

Videodisc and Optical Digital Disk Technologies and Their Applications in Libraries: A Report to the Council on Library Resources. Information Systems Consultants, Inc. Washington, D.C.: Council on Library Resources, Inc., 1985. Illustrations, appendix. ii, 191 pp. \$6.00. Paper.

Recent developments in optical disk and related technologies have generated a wave of enthusiasm and speculation as to their potential library and archival applications. Proponents of these technologies portray them as a virtual panacea for many information storage, retrieval, and preservation problems. Although these innovations are still in the developmental stages, there is a growing body of literature concerning their potential impact on archival and library services.

The National Archives, in response to the emergence of these new technologies, produced its *Technology Assessment Report: Speech Pattern Recognition, Optical Character Recognition, Digital Raster Scanning*. The report is a brief but informative look at archival applications of these technologies. Although concentrating on the particular needs of the National Archives, the report will be of interest to archivists in other institutions. Written primarily for those without an extensive technical background, the report is a discussion of the history, principles, and general applications of the technologies, including an assessment of each as it relates to archival problems. Speech pattern recognition is given cursory treatment since it has very limited

potential for converting the informational content of archival documents to computer processible form. Optical character recognition devices are recommended as being best suited for converting typed item-level finding aids, such as printed indexes and catalog cards, to machine-readable form. The major portion of the report deals with digital raster scanning, or the ability to scan documents as graphic images, convert the image into digital code, and reproduce it as a close facsimile of the original. This is the most appealing of the technologies studied for archival purposes since most digital raster conversion systems use optical disks for the storage of digital codes. Optical disks provide greater storage capacity and offer certain preservation advantages over traditional magnetic media. The report recommends the National Archives undertake further research in specific applications of each of the three technologies by initiating several in-house pilot projects.

Videodisc and Optical Digital Disk Technologies and Their Applications in Libraries: A Report to the Council on Library Resources is a necessity for those seriously considering optical disk systems. The report surveys the various types of optical media and explains, in at times highly technical terms, the underlying principles of the technology involved. Videodiscs, compact audio discs, CD ROM (compact disc read only memory), and optical digital disks are the various forms of optical media discussed. Videodiscs, compact audio discs, and CD ROM are being promoted for applications that require mass replication and read-only capabilities. Optical digital disk technology, on the other hand, is being directed at the computer mass storage market, where the ability to record data at the user site and then retrieve it is essential. While focusing primarily on library applications, the descriptions of

specific library-related optical disk products will be of interest to archivists. Detailed product information for commercially available systems is given, pointing out the features and capabilities of each. Several pilot projects are examined, most notably those of the National Library of Canada, National Library of Medicine, Library of Congress, National Air and Space Museum, and Public Archives of Canada.

As the two reports make clear, these technologies, in their current stage of development, are a long way from fulfilling the claims of their proponents. At present, few systems are commercially available and these are expensive. The market needed to support future development in library and archival applications seems limited. Most firms that have entered the contest to develop these products have introduced only prototype systems. Products developed this year may be obsolete or discontinued next year. It may be several years before these technologies are reliable enough or cost effective for archival application in even moderate-sized institutions.

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Guardian of Heritage: Essays on the History of the National Archives. Edited by Timothy Walch. Washington, D.C.: National Archives and Records Administration, 1985. v, 93 pp. \$7.00. Paper.

The National Archives is surely the least known of the country's significant national treasures. *Guardian of Heritage* will not correct the deficiency, but it can help. This small publication contains six informative essays (three of which appeared first in *Prologue*), editor Timothy Walch's introduction, many illustrations, and a guide to further reading. Its ninety-eight pages are a

useful summary of the institution's first half-century. Younger archivists and inquiring nonprofessionals will find no better place to begin their study of the National Archives and Records Administration. Longtime readers of the *American Archivist* and of the quantitatively modest literature in the field will find essentials here.

With the ease that comes from thorough knowledge and the practiced hand of good writing, Donald McCoy leads with an essay on the origins of the institution to 1934, when the building was almost completed and legislation was enacted to create the National Archives. Next, Virginia Purdy details the construction of the landmark building, located midway between the Capitol and the White House. Rodney Ross follows the story through the agency's organizational pangs to 1949 when the institution was placed under the General Services Administration. James Bradsher traces the next fifteen years (1950-1965) of expansion and enlargement. Trudy Peterson hangs the next fifteen years (1965-1980) on the somewhat tenuous thread of the year 1974, eventful surely but not all-inclusive. Robert Warner concludes with a memoir of his stewardship as sixth Archivist in the years that led to independence as the NARA.

The illustrations are an integral part of the account. Among them is the familiar photograph of stiff, hardworking, selfless J. Franklin Jameson, although the caption's use of Jameson's first name seems a near insult to the memory of that sensitive, dignified scholar, who was precise and exact even to the preferred use of his name. Also included is Waldo Leland's portrait, which once graced the National Archives Conference Room. While the reproduction is poor, the portrait aids in understanding the man who would have been the first Archivist had his politics been different. The portrait of

the second Archivist, S. J. Buck, conveys something of his talent and strength. Illustrations showing other persons and events are also presented.

The endpapers, which are photographs of architectural drawings, of the building under construction, and of operations, functions, and special events, help us understand the institution. The single photograph needed to evoke the essence of institutional character—one of Barbara Jordan when she came to study the Constitution itself during the Senate Judiciary Committee hearings in 1974—is, however, omitted.

Text and photographs leave the story, as must be, with the institution at a new and welcome turn in the road, but leaderless. Although more than a year has passed since NARA came into legal existence, the next archivist has not been selected, and her or his appointment has not been announced. The most devoted efforts by any acting archivist (as in 1979-1980) are not enough when the institution needs its permanent head with full authority and responsibility.

There are surprisingly few flaws in this publication with its several contributors and collaborators. An essay rather than a single paragraph (page 75) on the leadership of the National Archives in world archival development was justified but is absent. There were a few factual errors. I have never found any evidence that Ebenezer Hazard received any funds from Congress for his scholarly work (as claimed on page 1). The Abraham Lincoln papers were opened at the Library of Congress on 26 July 1947 with much publicity (page 70). The records program became part of the National Historical Publications and Records Commission in the very last days of 1974, thus its impact came in later years (page 75). The National Historical Publications Commission was created with the National Archives in 1934 and has never been simply

"another NARS activity" (page 59). Identification of the members of the revitalized commission of 1951 (also on page 59) should have been given.

Let us hope that in 2034, if the world we know endures, the National Archives will be recognized by all for what it is. *Guardian of Heritage* will help us know its value.

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Archival Moving Image Materials: A Cataloging Manual. Compiled by Wendy White-Hensen. Washington, D.C.: Library of Congress, 1985. Appendixes, index. ii, 156 pp. \$15.00. Paper.

A film is not a book or a manuscript. Moving images are not created by a printing press nor are they bound into volumes, produced separately, edition-by-edition. The physical pieces that result from the photochemical process used to develop and print motion picture films are different from galley proofs or holographs. I am restating the obvious, but the many obvious differences between moving image formats and print have plagued film catalogers for years. Film catalogers have been forced to rely on jury-rigged guidelines originally developed for print materials, or to develop their own standards and methods. As a result, most film archives employ cataloging systems fashioned by the content and/or format of their moving images, the level of staff support, the configuration of the physical plant, and other internal considerations. There is a different cataloging system for each film archive, and each new moving image collection must reinvent the film cataloging wheel.

Archival Moving Images was compiled by Wendy White-Hensen, film cataloger for the Library of Congress's Division of Motion Pictures, Broadcasting and

Recorded Sound. Harriet Harrison, head of the Division's Processing Section, contributed to the creation of the manual, as did the findings of an NEH-sponsored meeting of experienced film catalogers. The manual's purpose is "to provide instructions for describing (cataloging) materials held by film and television archives . . . within the framework of the *International Standard Bibliographic Description* as reflected in . . . AACR II." It is the first publication that aims to develop a national standard and guidelines for the description of moving image materials and to instruct the archivist in the application of these guidelines. An earlier publication, the International Federation of Film Archives's *Film Cataloging*, is a fine survey of different cataloging methods employed by major European film archives, but it does not provide specific instructions on cataloging, nor attempt to arrive at an international standard for description of moving image material.

In a thorough introduction, White-Hensen lays out how and why the stipulations for recording the descriptive data of a catalog record for archival moving image materials differ from those in traditional cataloging rules. "This difference is due primarily to the archival need for a conflation in one record of data covering several pieces, perhaps bearing different indicia but belonging to the same moving image title . . . there is little of the 'normal' concept for a single, ideally complete, physical unit." White-Hensen then explains the concept of edition/version as applied to moving image materials and the choice of release title as main entry.

With these departures from traditional cataloging clearly outlined, the author breaks down the catalog record into areas: title and statement of responsibility; edition/version statement; country of production; publication, distribution; physical description; series area; note

area. A chapter is devoted to each of these areas, providing rules and examples for a wide range of moving image materials. The manual covers archival materials such as "motion pictures and other theatrical releases, shorts, news footage, trailers, outtakes, screen tests, training films, educational materials, commercials, spot announcements, home movies, amateur footage, television broadcasts and unedited footage."

The combination of scope and specificity makes this manual useful for practicing archivists and archival administrators. The appendixes include examples of complete descriptions and a glossary of terms. The manual is also equipped with an index, increasing the utility of this detailed publication.

Archival Moving Image Materials will be of interest to every institution holding any type of film, videotape, or videodisc. White-Hensen's manual is an important step towards a national standard for moving image description, and it should facilitate moving image preservation and access.

MAXINE FLECKNER DUCEY
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Preserving Field Records: Archival Techniques for Archaeologists and Anthropologists. By Mary Anne Kenworthy, Eleanor W. King, Mary Elizabeth Ruwell, and Trudy Van Houten. Philadelphia: University Museum, University of Pennsylvania, 1985. x, 102 pp. Illustrations, bibliography, list of archival suppliers. \$6.95. Paper.

This concise manual was a joint effort conceived and executed by the staff of the University Museum Archives at the University of Pennsylvania. The project was funded by the National Historical Publications and Records Commission and advised by a committee representing

national organizations in the fields of anthropology, archaeology, and archival management. Its purpose is to provide guidance for researchers who plan projects, create field records, and provide storage for documentation during the often lengthy life of a project and before records are transferred to an archival repository.

The publication's greatest strengths are its emphasis on analyzing preservation parameters *before* any records are generated and its focus on the needs of the researcher who is generating primary source documents (under less than ideal circumstances!) but may not be cognizant of the implications of record longevity. A brief introductory chapter alerts the reader to archival principles, urges appraisal of document formats in the planning stages of a project, and discusses financial implications. Subsequent chapters summarize technical information gleaned from a wide variety of preservation sources for documents created on paper; film, tape, and video; and machine-readable records. Chapter 5 summarizes recommendations for storing records, information also found in earlier chapters.

For the most part, this manual admirably meets its objectives. The information is concisely presented, numerous mention is made of "real life" situations, and specific recommendations are included. The chapters covering color photographs, sound recordings, and machine-readable records are particularly useful, considering the paucity of preservation information concerning these materials and the greater uncertainty about their potential as long-term information storage mediums. The chapter on paper preservation is disappointing, however, especially since it points out that documentation still consists largely of paper records. Although the author very accurately synthesizes the broad issues of

paper preservation, simple practical recommendations (the manual's main focus) are scattered unevenly throughout the text, and there are some glaring problems. For example, the reader is told *never* to use pressure sensitive tape, but that it is permissible to use impermanent felt-tip pens if one intends to photocopy documents later. Likewise, pages are given to the history of papermaking, but almost no information is provided on how to deal with a major mold outbreak or how to recognize insect infestation. Why was no mention made of microfilm as an archival copying method while frequent mention was made of photocopying?

Although the format of the manual was suitable for multiple authors, it might have been better to have had one author edit the contents into an integrated text. It also would have been useful to organize each chapter and its preservation recommendations into three phases: planning the project, work in the field, and handling and storage. The manual does contain a separate final section "Time Line for Record Preservation," culled from the previous chapters. Such an outline, however, for *all* the information presented would have been very effective. Finally, although the bibliography is useful, short annotations would have made it much more useful to readers.

Preserving Field Records is another excellent example of how effective preservation information can be when it is focused for a particular audience.

CAROLYN CLARK MORROW
The Library of Congress

National Archives and Records Service Twenty Year Preservation Plan. By Alan Calmes, Ralph Schofer, and Keith Eberhardt. Springfield, Va.: U.S. Department of Commerce, National Technical Information Service, 1985. Charts. 67 pp. \$10.00. Paper. \$4.50. Microfiche.

The National Archives recently published its twenty-year preservation plan (NTIS Publication #NBSIR 85-2999). The document summarizes previous preservation activities, which concentrated on nontextual (usually nonpaper) records. The preservation of textual (or paper) records was generally on an ad hoc—usually emergency—basis, an approach all too familiar to most archivists. In 1982, NARS decided to end this unfortunate pattern by developing "a systematic preservation plan [that would] preserve the documentary heritage of the United States; provide timely service to both government and scholarly researchers; [and] husband scarce resources." The major features of the plan were the improvement of record environments; the recopying of certain types of vulnerable, disintegrating documents; and the prevention of future backlogs by handling most preservation needs when documents are accessioned.

Systematic preservation planning is a good concept, and many of the suggestions outlined in NARS's plan are likely to benefit other institutions. But this may be the most positive outcome of the plan. For those of us who viewed NARS's independence as an auspicious sign, this report is relatively sobering. The combination of long-term and already deferred needs, the fledgling funding and budgetary relationships of a "new" government administration, and the financial implications of the Gramm-Rudman Act make it so.

NARS's projection for completing the outlined preservation tasks acknowledges

some of these factors. Perhaps most important is the recognition that the job cannot be done unless *both money and staff positions* are provided. The report clearly describes what happens to archival collections that suffer from the dual burden of hiring freezes and budget cuts, and it outlines a reasonable solution. A long-term solution, however, may need to go beyond granting the National Archives only the resources necessary to carry out *this* plan. When I toured the preservation laboratories at NARA and the Library of Congress during the 1984 SAA meeting in Washington, D.C., I was struck by the inequities I found between the two. The National Archives's preservation staff is capable and dedicated, but inadequate work space and less-than-state-of-the-art equipment can work against even the most skilled and dedicated staff. NARA suffered from both.

Perhaps even more threatening to this plan's overall success are the confusing cost estimates for certain preservation tasks. Without some elucidation of these estimates and how they were reached, other institutions will find them difficult to extrapolate for their own planning purposes, and NARA may find them difficult to defend during the budgetary process. Obvious questions include the following:

- Given the importance of the staffing issue, how are staff member costs included in the dollars budgeted?
- The \$9.00 estimate for each archives box seems high, perhaps by as much as 100 percent or more if orders are placed for 100 or more boxes at a time. What else does the estimated cost include? Do similar, hidden, or poorly calculated costs exist elsewhere in the cost estimates?
- The costs of copying various textual units (paper, film, magnetic media)

are difficult to compare. What constitutes each of the following units: paper (@ \$0.26/unit copied), still photographs (@ \$0.33/unit copied), or magnetic media (@ \$1.33/unit copied)? The unit costs are taken from the report's figures for total dollar/volume of materials. Although approximate, these figures still raise some serious questions.

Despite my concerns, I am convinced that the National Archives is well on the way to managing the preservation needs of its collection. Its *Preservation Plan* will also have a secondary role as a useful starting point for other archival institutions interested in achieving a similar goal. Beyond that initial goal, however, NARA and other institutions will need the support of adequate staff, facilities, and funds. And those responsible for granting or denying that support should be as aware as archivists that without it we are likely to lose our documentary heritage throughout the nation.

JULIA NIEBUHR EULENBERG
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An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries and Record Centres. Edited by John P. Barton and Johanna G. Wellheiser. Ontario, Canada: Toronto Area Archivists Group, 1985. Bibliography, appendixes, index. iii, 192 pp. \$19.70. Paper.

This handbook on disaster contingency planning is a timely and useful publication. Canadian conservators John P. Barton and Johanna G. Wellheiser provide comprehensive, well-documented guidelines that can be easily adapted to the needs and circumstances of an archives, library, or records center. The editors include both common-sense advice and technical information on topics

ranging from disaster prevention to disaster recovery.

The title of the handbook takes its name from a 1981 workshop organized by the Toronto Area Archivists Group, who, with the Canadian government, sponsored the publication. It is organized into nine chapters entitled "The Disaster Contingency Plan," "Disaster Prevention," "Disaster Protection," "Forewarning Disasters," "When Disaster Strikes," "Commencement of Salvage Operations," "Rehabilitation of Salvaged Materials," "Fumigation and Sterilization," and "The Completion of Recovery." The handbook is valuable because it synthesizes and presents clearly a wide range of information, most of which is already available in an array of brochures, leaflets, reports, and other publications. Its extensive bibliography illustrates the existing literature on this aspect of conservation management. Checklists outline the varied activities of disaster prevention, disaster protection, and salvage operations, in addition to suggested duties of key personnel involved in disaster work. The editors recommend that disaster contingency planning include the writing of a custom-designed repository disaster plan, but their guidance in its preparation is limited to a general statement and a brief outline.

Overall, the handbook is a beneficial addition to the archival literature on conservation. It would be useful to archivists, librarians, and records managers, regardless of their present stage of disaster contingency planning. It could also be helpful to records professionals involved in planning a new or renovated facility. It effectively demonstrates the wisdom of the adage, "an ounce of prevention is worth a pound of cure."

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A Guide to the Modern Literary Manuscripts Collection in the Special Collections of the Washington University Libraries. By Timothy D. Murray. St. Louis: Washington University, 1985. Appendixes, index. 115 pp. No charge. Paper.

What is the purpose of reviewing a volume as freely and as widely distributed as the one under consideration? Is it to appraise the publication for the granting agency whose funds made it possible? Is it to express some feeling of how at least a few of the author's peers accept the work? Concerning the latter, archivists who decry any attempt at manuscript description "below the folder level" are likely to be appalled by this guide. In one instance, for example, essentially five paragraphs, counting head and end matter, are used to describe a collection of five items. But those of us who know to expect exceptions to the rules when cataloging papers of Samuel Beckett will consider the guide an excellent finding aid.

Beckett's name is but one of the 115 on the Washington University's Modern Literature Author List, which "serves as a guide in the acquisition of both books and manuscripts." That it does not "entirely dictate the collecting policy of the Libraries' Special Collections" can be attested to by the fact that the names of well over half of seventy-six authors whose papers are described in the guide are not on the list. It should be noted, however, that most of the "non-list" collections contain letters written by many of the authors on this list, so the collecting focus is well maintained.

The groups of manuscripts described in the guide range in size from four to 50,000 pieces, but most are small collections. The term collections is used advisedly here; whereas "Papers" is the designation used throughout the guide, in reality many of the groups of papers have

been assembled from a variety of sources by gift and by purchase. Probably at least half of the manuscripts described in the guide fall into this category of artificially-created as opposed to self-generated papers. The guide also contains several examples of papers that are actually letters exchanged by two persons, which in times past would have been described as "Correspondence."

Perhaps fitting somewhat disparate groups of manuscripts under one uniform rubric results from the author's conforming to the innovative computerized cataloging systems noted in the guide's introduction. And perhaps such a conclusion only reveals the reviewer's bias. The bias may show, too, a complaint about the type format of the guide, which is computer printed and difficult to read for those of us who were taught the alphabet in other forms.

Setting aside the criticisms above—which are more of form than substance—it should be noted that the guide will be a joy to researchers in modern literature. It will be a widely used tool, and one sure to increase Washington University's copy machine revenues substantially in the coming months.

KEN DUCKETT
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Guide to the North Dakota State Archives. By David P. Gray. Bismarck, N.D.: State Historical Society of North Dakota, 1985. Illustrated, index. ix, 151 pp. \$7.50. Paper.

Guide to Manuscripts. Compiled by David P. Gray. Bismarck, N.D.: State Historical Society of North Dakota, 1985. Illustrated, index. ix, 117 pp. \$6.75. Paper.

The publication of a repository-level guide is one of the major contributions that an archivist and an archival

repository can make both to scholarly research and the archival profession. David P. Gray and his associates in the North Dakota Historical Society have made such a contribution with these attractive and comprehensive guides. They were produced by the State Historical Society of North Dakota, with a grant from the North Dakota Humanities Council.

North Dakota, like a number of the midwestern states, established its state archives in its state historical society through formal legislation adopted in 1977. The state archives guide reflects both that event and the collection efforts prior to it. The volume identifies archival materials held in the State Historical Society collections and at the University of North Dakota and North Dakota State University. While this guide will not be as easily updated as the guide to the Illinois State Archives, it is much more detailed than the guide to the archival holdings of its sister state South Dakota. Similar to the Illinois publication, the *Guide to North Dakota State Archives* contains administrative histories that should be a standard element in this type of work, with subgroups of records and series clearly identified. Lacking, and thus tantalizing by its omission, is a discussion as to why some records are at other institutions.

The *Guide to Manuscripts* contains a comprehensive alphabetical list of both large and small collections. The entries present only the barest historical/biographical information and lack provenance data.

Authors of guides have a literary license as to form and format, but a uniform method of measuring volume of records would have been useful rather than the myriad of approaches used (cubic feet, inches, volumes, drawers, bundles, folders, items, rolls of microfilm, etc.). Both guides use entry

numbers, which are useful indexing tools but are unnecessary in an alphabetical manuscript guide and possibly confusing in an archival guide that also includes series numbers.

Minor criticisms aside, these are very usable volumes. David Gray, the North Dakota State Archives, and the North Dakota State Historical Society have provided researchers with the means to utilize effectively two very important bodies of historical resources. They take their place beside the *Guide to the Orin G. Libby Manuscript Collection*. We look forward to the publication of the forthcoming guide to the holdings in the North Dakota State University. With that publication, the main archival and manuscript collections in North Dakota will have been described. It would be a great day if all states achieved this level of archival control and description.

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Nebraska Micrographics Manual. State of Nebraska, Secretary of State, Records Management Division. First edition, April 1985. Illustrations, appendixes, index. vi, 157 pp. \$8.00. Paper.

This manual is primarily designed to provide a step-by-step guide to micrographics for large government agencies in the state of Nebraska. This approach, however, makes the potential audience much broader. The Nebraska manual is aimed at larger repositories and agencies that are either planning the establishment of an in-house microfilming project or managing the ongoing micrographics needs of a records management program. Any size or type of archives (governmental, college and university, religious) contemplating a micrographics project will find the manual beneficial. The *Nebraska Micro-*

graphics Manual takes an archives through a micrographics project, from developing the scope, through document preparation and the actual filming, and to the purchase of a reader to check the final product.

The initial chapters of this work are particularly well designed. They point out the need for any agency thinking about micrographics to do a thorough self-evaluation of its micrographics needs, capabilities, and expectations of the final product. The manual poses all the right questions; whether an agency spends the time to answer these questions sufficiently will determine the success of its project.

Throughout the text, micrographics terms are adequately explained. Options and decisions that must be made, such as the choice of microfilm or fiche, archival quality film or not, in-house or contracted services, are all anticipated and discussed. Because the work is aimed at larger agencies, there is a slight tendency to assume that the work will be done in-house. Although the guidelines for developing bid specifications for outside firms are discussed in detail, equal time is not given to delineating all of the elements the final contract with a micrographics firm should contain.

The *Nebraska Micrographics Manual* also fails to consider the "human element." While following it as a procedural guide will undoubtedly reduce the strain of a micrographics project in any situation, it is also true that any large micrographics project puts stress on the resources of an agency, particularly in a smaller archival setting.

Records to be microfilmed are divided into two categories in the manual. First, there are those to be kept less than fifty years, which are considered non-archival. These are filmed solely for records management reasons and to increase office efficiency. Secondly, there are the

records to be kept longer than fifty years, the "archival" records. The manual provides information on how to ensure that these records are filmed with all the necessary legal considerations and are prepared for filming to ease access for future users. Here again, though, the slant is toward agencies that have large numbers of noncurrent records in fairly good condition rather than more historical records with special problems such as fading ink, deteriorating bindings, and brittle paper, which are exacerbated during the filming process.

The Nebraska slant in the work is most apparent in the listings of standards, service bureaus, and vendors in the appendixes. After working through this manual, all Nebraska state agencies must register their micrographics project with the State Records Administrator for final approval prior to the project's commencement. The requirement that someone with micrographics experience will review all plans and preparations before implementation is especially important.

We all recognize that not everything can or should be saved. Micrographics, however, provides a tool not only for saving more, but also for increasing the availability of records. While the *Nebraska Records Manual* does not delve into questions concerning the appraisal process, it brings us closer to making an informed choice of micrographics once appraisal decisions have been made.

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Dictionary of Archival Terminology. Edited by Peter Walne. Compiled by Frank B. Evans, Francois-J. Himly, and Peter Walne. ICA Handbooks Series, Vol. 3. New York: K. G. Saur, 1984. Index. 226 pp. \$30.00. Cloth.

The third volume of the International Council on Archives (ICA) Handbook Series has appeared. The *Dictionary of Archival Terminology* is a glossary of just over 500 terms used in the archival profession with each term defined in English and French and with equivalents in Dutch, German, Italian, Russian, and Spanish. It was compiled by Frank B. Evans (U.S.), Francois-J. Himly (France), and Peter Walne (U.K.), with Mr. Walne serving as chairman of the Working Party of the ICA, which constructed the glossary, and as its general editor. The German equivalents and index were prepared by Eckhart G. Franz, the Spanish by Antonio Arago and Concepcion Contel Barea, the Russian by Filip J. Dolgih, the Italian by Elio Lodolini, and the Dutch by Eric Ketelaar.

Each term selected is arranged in English alphabetical order (using British spelling) and defined in English and French along with the other language equivalent terms. A serial number is assigned to each term, which is fully defined, enabling a user of the various language alphabetical indexes to readily find the term with its English and French definition. The compilers have been careful to indicate with parenthetical notations such as "(U.K.)," "(U.S.)," "(Canada)," or "(Australia)" whenever the usage is particular to one country.

The *Dictionary of Archival Terminology* supersedes the twenty-year-old *Lexicon of Archival Terminology* (Elsevier, 1964). The distinguished Working Party fully recognized the changes in our profession during the past several decades and provided the essential terms

in several areas largely absent in that earlier work—notably in microforms, records management, and computers. The compilers wisely made no attempt to be comprehensive in every field of archives administration; rather, they presented the “core of concepts common to several languages.”

The *Dictionary* should prove particularly useful to archivists wishing to become more fully conscious of each others’ practices and usages. It will help bridge the gap between archivists and records managers and their colleagues in the field of information science. Any American reading archival literature from across our borders will find this book helpful in gaining a clearer understanding of the common archival terms being used—sometimes in a perplexing manner.

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BRIEFLY NOTED

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

Assistant State Archivist Julie P. Cox has compiled *A Guide to the Papers of Vermont Governors*. The alphabetically arranged guide contains information on individuals elected to state and national office, biographical data, and dates of executive, judicial, legislative, and county service. This information is followed by descriptions and locations of primary sources. Those interested in purchasing the guide for \$5.75 should contact the Vermont Department of Libraries, Montpelier, VT 05602.

A descriptive guide to the papers and drawings of California’s first and foremost woman architect has been prepared by Nancy Loe and Mary Weaver. The 103-page *Guide to the Julia Morgan Collection* describes how the 12,000 item collection is arranged. Copies of the guide are available from the Special Collections Department, Robert Kennedy Library, California Polytechnic State University, San Luis Obispo, CA 93407.

The Minnesota Historical Society has published *A Guide to the Records of Minnesota’s Public Lands* by Gregory Kinney and Lydia Lucas. The records in the 121-page guide document the state’s acquisition, sale, and management of its trust fund, railroad grant, and related lands, as well as the federal land survey of Minnesota and the initial transfer of title to public lands from the federal government to the state or to private parties. Copies of the guide are available for \$9.50 from the Order Department of the Minnesota Historical Society, 1500 Mississippi Street, St. Paul, MN 55101.

Peace Archives: A Guide to Library Collections of the Papers of American Peace Organizations and of Leaders in the Public Effort for Peace is a 60-page directory that identifies manuscript holdings in 30 major repositories and describes over 70 individual peace collections. It is available from the World Without War Council, 1730 Martin Luther King, Jr., Way, Berkeley, CA 94709 for \$5.00.

The New York State Archives has issued a new publication to help local government officials manage the growing paperwork in their offices. *Managing Local Government Records: A Manual for Local Government Officials in New York State* is the first manual ever produced in New York to show local officials

how to create a total records program covering paperwork from initial creation to final disposition. Single copies of the 105-page manual are available free from the New York State Archives, Cultural Education Center, Albany, NY 12230.

On the 50th anniversary of the city and regional planning program at Cornell University, the Department of Manuscripts and University Archives prepared an exhibit held in the John M. Olin Library, 21 October to 31 December 1985. Both the exhibit and the published catalog were titled *Urban America: Documenting the Planners* and drew from Cornell's extensive holdings. The catalog combines a brief history of the growth of the planning profession with a comprehensive listing of items exhibited. A single copy of the catalog, compiled by Elaine D. Engst and H. Thomas Hickerson, may be obtained without charge from Cornell University Libraries, Ithaca, NY 14853.

Doris Cruger Dale has compiled *A Directory of Oral History Tapes of Librarians in the United States and Canada* available from the American Library Association, Chicago, IL 60611, for \$20.00. Each interview entry provides the name of the interviewer, biographical information, length and date of the interview, availability of a transcript, and restrictions on use of the material. Prominent librarians included in the 200 interviews are Jesse Shera, Isadore Gilbert Mudge, Virginia Lacy Jones, Jerrold Orne, Louis Round Wilson, and Jean E. Lowrie.

Garland Publishing, Inc., has published John W. Weeks's *Middle American Indians: A Guide to the Manuscript Collection at Tozzer Library, Harvard University*. The introduction provides information on the collection's

history, scope, and organization; the remainder of the volume is devoted to over 850 annotated entries accessed by three different indexes. The cloth edition costs \$37.00.

Immigrants from Great Britain and Ireland: A Guide to Archival and Manuscript Sources in North America, compiled by Jack W. Weaver and DeeGee Lester, focuses exclusively on unpublished materials for the history of English, Scottish, Irish, and Welsh settlement of North America. Entries are alphabetically arranged by state or province and library. This is the first volume in a new series, Reference Guides to Archives and Manuscript Collections in Immigrant Culture, and can be purchased for \$35.00 from Greenwood Press, Westport, CT 06881.

Since its reorganization, the Nazarene Archives has sought to broaden its collections and make them more widely known to researchers. That effort is partially reflected in *To Rescue the Perishing, To Care for the Dying: Historical Sources and Documents on Compassionate Ministries Drawn from the Inventories of the Nazarene Archives*, prepared by Stan Ingersol. Copies of the paperbound guide are available for \$2.00 from the Nazarene Archives, 6401 The Paseo, Kansas City, MO 64131.

The *Federal Land Series* indexes archival material on the early land grants of the United States government to facilitate genealogical research covering the years 1783-1830. The latest publication in the series is a continuation of Volume 4, Part 1, summarizing and indexing land grants in the Virginia military district of Ohio made to Virginia veterans of the American Revolution. Volume 4, Part 2, by Clifford Neal Smith, can be purchased for \$40.00 from the American Library Association, Chicago, IL 60611.

Greenwood Press has published as Number 6 in its Bibliographies and Indexes in Law and Political Science series *Congressional Committees, 1789-1982: A Checklist*, compiled by Walter Stubbs. This volume, useful to historians using congressional records at the National Archives and archivists responsible for congressional papers collections, pulls together from various published sources information on more than 1,500 standing, select, and special committees of the Senate and the House of Representatives and the joint committees of Congress. The information includes each committee's title; dates of, and authority for, establishment and termination; and cross-references to predecessor and successor committees. Two useful features of the checklist are that where possible the keyword in the committee title is based on the Superintendent of Documents classification system and that an appendix lists chronologically House, Senate, and joint committees. The volume costs \$35.00 and is available from Greenwood Press, Westport, CT 06881. (Robert W. Coren, *National Archives and Records Administration*)

Selected Recent Publications

- An Illinois Legacy, Gubernatorial Addresses of Adlai E. Stevenson, 1949-1952.* Bloomington, Ill.: Paint Hill Press, 1985. Appendix. 169 pp. Cloth or paper.
- Foreign Investment in the American and Canadian West, 1870-1914: An Annotated Bibliography.* By Anne T. Ostrye. Metuchen, N.J.: Scarecrow Press, 1986. Appendixes, indexes. vii, 192 pp. Cloth.
- Wheeler's Last Raid.* By Lewis A. Lawson. Greenwood, Fla.: Penkevill Publishing Company, 1986. Illustrations, bibliography, index, xix, 446 pp. Cloth.
- Beyond Ethnicity: Consent and Descent in American Culture.* By Werner Sollors. New York: Oxford University Press, 1986. Notes, bibliography, index. xiii, 294 pp. Cloth.
- The Old Army: A Portrait of the American Army in Peacetime, 1784-1898.* By Edward M. Coffman. New York: Oxford University Press, 1986. Illustrations, notes, sources, index. ix, 513 pp. Cloth.
- Common Ground: A Turbulent Decade in The Lives of Three American Families.* By J. Anthony Lukas. New York: Alfred A. Knopf, 1985. 659 pp. Cloth.
- World Canals: Inland Navigation Past and Present.* By Charles Hadfield. New York: Facts On File Publications, 1986. Illustrations, notes, index. 432 pp. Cloth.
- The First Liberty: Religion and the American Republic.* By William Lee Miller. New York: Alfred A. Knopf, 1986. Appendixes, index. viii, 373 pp. Cloth.