

Reviews

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MicroMARC:amc. East Lansing, Mich. Michigan State University, 1986. \$995.

MicroMARC:amc is a software implementation of the MARC AMC format for use on IBM PC or similar microcomputers. It was developed at Michigan State University with the assistance of an NHPRC grant directed by Frederick L. Honhart of the MSU Archives. This review covers the modules for data entry and editing, searching, and report generation. Development of the system continues; a module for exporting and importing data to and from other systems was released in March 1987. Other modules, such as a records management system, are expected to follow. The MicroMARC system is extensive; the reader should realize that there is a good deal more to these programs than can be summarized here.

MicroMARC requires an IBM compatible system running the MS DOS or PC DOS operating system, with a minimum of 128K of random-access memory (more memory is always useful), and a hard disk storage device. Caution is recommended for users of non-IBM equipment; this reviewer originally attempted

to beta test the product on a Sperry PC, but failed due to problems tentatively identified as hardware incompatibility. Unfortunately, "IBM-compatible" remains a rather elusive classification. For this review I was able to install the software on an IBM AT, and others are running the system on Zenith and Columbia systems without difficulty. Users of potentially incompatible systems will be comforted by MSU's 30-day return policy. The installation procedures are sufficiently straightforward, allowing anyone to put the system into operation with only rudimentary familiarity with microcomputers.

Data entry and editing will not be difficult for anyone familiar with the MARC format. The system assumes this knowledge and does not provide on-line assistance to those of us who have not yet mastered it. Coding sheets are strongly recommended to expedite data entry, and assistance can be built into these sheets. The system includes an ASCII text-file with a suggested format for coding sheets that can be edited with a word processor. Data entry screens are reminiscent of OCLC and may be printed via the DOS

print screen command. In addition to descriptive screens, the system includes process control and action screens, which provide useful tools for recording donor information, processing status, and other accessioning data. Data in the system can then be manipulated through the report module. Unfortunately, there is no way to reformat text on the screens; the system simply begins a new line when it reaches the edge of the monitor, breaking words arbitrarily at the end of the line, and leaving a space at the beginning of the line should one fall in the normal flow of typing. The impact of this problem is limited by the fact that most of the output of the program is handled through the report module, which corrects the spacing and word-wrapping problems. Cursor movement controls are also somewhat limited. In all, the editor module works adequately, but it is not nearly as convenient or elegant as one accustomed to the current generation of word processors or data base managers might expect.

The searching module is satisfactory and rapid. The module allows searching of a field or group of fields for either an exact match of characters, or a match of beginning characters. For example, the expression "Find: SUB BG AGRI" would result in a search of subfields a, x, y, and z in tags 650, 651, 655, 656, 690, 691, 693, 694, 695, 696, 697, 698, 699 beginning with AGRI; in other words, it would produce a list of collections dealing with agriculture. The results of the search are saved and can be further refined. One could, for example, retrieve collections relating to agriculture in the nineteenth century by doing a second search on the results of the first search in the example above. There is no provision for a substring search, but this does not seem to be a major limitation since this can be done through the report module. The search program uses auxiliary indexes which must be updated after enter-

ing new records. The program for updating these indexes is very slow, and thus should only be run in batches when the computer is not otherwise needed. It can take over an hour to update all the indexes for one hundred records, but since the program can be run unattended, this should not present a serious problem.

The report module provides the means for selecting information in the data base and transmitting it in a variety of formats to a printer or to a computer file which can be later manipulated with a word processing program. Thirty-two predefined report formats are provided, which cover most needs, and it is also possible to define one's own formats and save them for repeated use. The report system is oriented towards producing hard copy reports. During testing I found myself wishing for some means of displaying the results of the report on the screen directly without leaving the program. On the other hand, the report program is very slow; one may never wish to wait long enough to read it directly off the screen. This lack of speed is not a serious limitation if the program is used as intended—that is, to run while you are at lunch, or better yet overnight.

Overall, the software provides a usable implementation of the MARC AMC format on microcomputers, a significant achievement in itself. The MARC format does not lend itself well to microcomputer file structures, yet microcomputers are likely to be the only automation that the majority of archives will ever see. Thus the availability of a workable MARC format program is a significant contribution to archives management. As an added bonus, MicroMARC software does not require extensive familiarity with microcomputers, though such knowledge might well prove helpful. I would rate the documentation as quite good, certainly better than most commercial packages. Over all, I believe the dis-

advantages of this product relate more to the nature of the MARC format than to this particular implementation. Anyone wishing to use the MARC format on microcomputers must consider this system. In comparison with systems that are not fully MARC compatible, reporting is somewhat slow and data entry somewhat cumbersome; but if MARC compatibility is important, this is obviously not a fair test. At \$1,000, *MicroMARC* is not inexpensive, but if you need software to use the MARC AMC format on an IBM microcomputer, this product does a job that was not previously possible.

JON K. REYNOLDS
Georgetown University

A Model Curriculum for the Education and Training of Archivists in Automation: A RAMP Study. By M. H. Fishbein. Paris: General Information Programme and UNISIST, United Nations Educational, Scientific, and Cultural Organization, 1985. 33 pp. Paper.

This model curriculum prepared for UNESCO by Meyer H. Fishbein was especially designed to meet the needs of archivists in developing countries. As the author notes, however, in the realm of archival automation programs, most nations can qualify as "underdeveloped." Attention to the issue of archival education and training has not proceeded with the same speed as archival automation. This study is intended to assist archivists in closing the gap between technology and education.

Fishbein reviews the development of instruction for information scientists, identifies the current status of instruction for archivists, and provides a rationale

and guidelines for an archival curriculum. The study begins by looking at the emergence of information science before 1962 and developments in ADP instruction for records managers, museum curators, and librarians that followed. In considering current instruction for archivists in automation, Fishbein notes that college and university courses are available relating to automation, but few are designed specifically for archival applications. In institutional settings, most current instruction focuses narrowly on training and education for applications being planned or installed. He mentions training and education available through professional organizations, such as the Society of American Archivists, and by UNESCO.

The study also provides a rationale and guidelines for education and training in automation. The author discusses the various areas of archival functions that may be affected by automation, noting that the applicability to almost all of the functions provides the rationale for archivists to become involved in training and education efforts. To complete this study, curriculum syllabi are provided for three levels: basic instruction for the archivist, training for executives, and advanced training. Each syllabus identifies topics to be covered and associated hour equivalencies.

This study makes several important points regarding the education and training of archivists in automation. First, it acknowledges the need for instruction to include both the application of automation to archival functions and the handling of machine-readable records. Too often the two are thought of by archivists as discrete areas of training. The study also places a welcome emphasis on the need for various levels of training. Tailoring training and education to the specific concerns of clerical staff, archivists, and executives can do much to ensure

both the effectiveness of the instruction and the success of automation in an archival setting. The point is one for instructors and educators in archival automation to consider seriously.

Several problems chronically arise with a publication of this nature. Any publication on automation is dated by the time of its distribution. Further, to meet the limited length of RAMP studies, the author has had to generalize developments substantially. Several major efforts for archival training and education in automation are reduced to a few lines. This makes it difficult to derive more than very general impressions of the international status of automation.

Some archivists may take issue with the content of the curriculum. This again may in part result from the rapidity with which automation publications become dated. For example, the proposed curricula seem to place inordinate emphasis on the need to learn programming languages. That is less necessary now than it might have been several years ago. Archivists do not need to be able to do programming in order to understand how to apply automation to archival materials. It is more efficient and effective for archivists to rely on EDP specialists and programmers, whether in-house employees or on contract. The archivist's time and talents are best concentrated on substantive issues relating to the automation of archival records themselves. Although this RAMP study suggests such areas of concentration are optional, recent emphasis—at least in the United States—suggests that archivists involved in automation should have more training and education in such areas as standardization, authority control, indexing, the use of thesauri, and the role of archival networks.

Archivists reading this study will find that it provides general directions for the planning of university, institutional, and

archival organization efforts in automation training and education. Whether individuals agree with the exact specifics of the curricula or not, this study serves as a useful framework from which to begin a serious consideration of needs for instruction in automation.

KATHLEEN ROE
New York State Archives

Toward Descriptive Standards: Report and Recommendations of the Canadian Working Group on Archival Descriptive Standards. Bureau of Canadian Archivists, Working Group on Archival Descriptive Standards. Ottawa: Bureau of Canadian Archivists, 1985. Appendix, bibliography. 192 pp. Limited number of copies available from Terry Eastwood, School of Library, Archival and Information Studies, University of British Columbia. ISBN 0-88925-680-2.

Archival practitioners increasingly are becoming convinced of the need for standard practices for the description of their holdings. New opportunities for exchanging descriptions of holdings among repositories and the resulting requirement for consistency in those descriptions perhaps have been the major forces encouraging this development. Even though some archivists continue to assert the individuality of their situation as justification for developing and maintaining non-standard descriptive practices, the new archival orthodoxy is adopting standard descriptive practice as a basic tenet.

The effectiveness of standards in any field can be measured by two yardsticks:

appropriateness and growth potential. There is a small number of basic elements of any activity that must be subjected to rigorous standardization if there is to be any hope of compatibility among different practitioners. At the other end of the spectrum are those elements of the activity that can accommodate wide variations in presentation and practice, while still retaining basic compatibility. Standards that apply either a uniformly rigorous or open-ended approach fail either because they will not accommodate legitimate differences in local situations or because they do not impose a minimal level of consistency on essential aspects of the activity.

In evaluating a standard, one must also examine its potential for stimulating and accommodating new developments in the field. If development of the standard is tied too closely to current practice, especially when that practice has been developed from an ad hoc rather than a systematic theoretical basis, the resulting standard is unlikely to serve a useful purpose for very long. There is a danger that it will be overtaken either by changing conditions that affect practice or by the enunciation of a theoretical formula that treats current practice as a particular instance of a more general concept. The expense involved in replacing or overhauling an outmoded standard can be so great as to stifle the development of a truly useful standard.

The Bureau of Canadian Archivists established a Working Group on Archival Descriptive Standards in 1984, supported by funds from the Social Sciences and Humanities Council of Canada. In their report, *Toward Descriptive Standards*, the Working Group outlines the results of its deliberations and presents thirty-five recommendations for further action. The report is comprehensive, detailing the assumptions and studies that guided the group's efforts, as well as providing an

annotated bibliography on archival descriptive standards and on bibliographic standards development in general.

Ultimately, however, there are fundamental shortcomings in both the approach and recommendations of the group. These flaws can best be understood in the context of the standards evaluation criteria noted earlier. The exclusive reliance on current practice as the foundation for standards development limits the range of the recommendations too narrowly. Identifying the principle of provenance exclusively with *respect des fonds* and original order, for example, fails to appreciate the former's complexity and potential for description and retrieval. *Respect des fonds* and original order are valid, but extremely limited applications of a concept that seeks to integrate information about historical materials with information about the context in which they were created. Similarly, the report postulates an equivalence between the multi-level arrangement and description of records and a five-level arrangement/seven-level description hierarchy—another particular application of a much more comprehensive and useful concept.

The report also ventures into areas in which standardization is unnecessary and actually may be counter-productive. The chronic inability of the archival profession to distinguish between the information about its holdings (a data base, if you will) and the products in which that information is presented (finding aids) is reflected here in proposals to standardize finding aid formats. While consistency among finding aids within a repository or within a compiled survey—such as a national union catalog—is necessary, local circumstances may require a different presentation format from repository to repository or project to project. Consistency must be maintained within each category, but not necessarily across all situations. Since the advent of automated

systems is providing much of the stimulus for the development of standards, it may be useful to note that much of the power of these systems is their ability to select, manipulate, and reformat information in a variety of ways, tailored to the particular circumstances at hand, but derived from a consistent set of core information.

The report proposes the potential utility of the library catalog model in discussing archival description, but fails to exploit the model by limiting itself to surface analogies and by confusing applications with principles. The report dismisses classification as inappropriate to archival materials since libraries deal mainly with subject classification schemes, but fails to realize that the arrangement of materials according to organizational arrangements is simply a different type of classification (as one-dimensional in its own way as the Library of Congress or Dewey Decimal systems), a point made some years ago by Theodore Schellenberg. In its comparison of the International Standard for Bibliographic Description's bibliographic description areas to archival practice, the report satisfies itself with listing potential archival analogs to existing areas. A deeper appreciation of the library model might have suggested the possibility of additional areas of particular value to the description of historical materials.

In its discussion of non-subject access points, the report limits archival practice to "decisions about preferred forms of names for individuals or corporate bodies," instead of decisions about proper attribution of creative responsibility, as thorny an issue for many archival materials as for published documents. The potential usefulness of function/activity and form of material as archival counterparts to author and title is not discussed. The report describes subject indexing as essential for "access to the content of archival holdings . . . which ideally should

be carried out at the item level," and fails to discuss ways in which provenance access, a more typical and effective archival retrieval approach, might be integrated into descriptive standards. A curious assertion is that any descriptive standard must reflect the current, fragmented nature of archival finding aid systems. While standards must be accommodating enough to steer users through the labyrinths of extant card catalogs, registers, indexes, and inventories, they should encourage wider integration of finding tools rather than perpetuate current conglomeration.

The thirty-five recommendations of the working group accurately reflect the assumptions and discussions reported. The recommendations address issues of policy, cooperation, theory, and procedure. Where they call for a fuller investigation of particular issues, the evaluation of current standards, or steps towards consultation and cooperation with related bodies, they represent progress in the effort to achieve integration of archival description. Where they call for the enshrinement of particular applications as principles, they misinterpret the underlying rationale for standards—providing the means for individual undertakings to proceed in a manner that not only satisfies their local concerns, but also contributes to developments in the wider community. As a result, the report is of limited usefulness. While some specific recommendations are useful, the report fails to provide an overall context within which archival descriptive work can begin to develop a focus and a discipline that can guide the development of effective and integrated information systems for historical information.

RICHARD V. SZARY
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People, Space, and Time: The Chicago Neighborhood History Project. By Gerald A. Danzer and Lawrence W. McBride. Lanham, Md.: University Press of America for the Chicago Metro History Fair, 1986. xi, 443 pp. illus. ISBN (Perfect): 0-8191-5223-4; (Cloth): 0-8191-5222-6. Price: \$34.50 (paper); \$50.00 (library binding).

Early Chicago, 1833-1871: A Selection of City Council Proceedings Files. Bailey, Robert E. and Evans, Elaine Shemoney. Springfield: Illinois State Archives, 1986. 117 pp., documents set. Free.

Archivists and local history librarians in the Chicago area need copies of these volumes on their reference shelves to help schoolchildren who visit the library while working on assignments in these volumes or to guide any patrons interested in local history research and the interpretation of historical documents. Archivists and librarians elsewhere may want them as models for their own publications.

The introduction to *Early Chicago* states that "the primary objective of this study packet is to introduce students to local history in a meaningful manner and thereby increase interest in history in general . . . Subordinate objectives include teaching students how to read historical documents and exposing them to historical reasoning." These objectives work equally well for *People, Space, and Time*. With financial assistance from the National Historical Publications and Records Commission (*Early Chicago*) and the National Endowment for the Humanities (*People, Space, and Time*), the authors provide supplemental materials for teachers who want to incorporate more research using primary sources into their social studies or history curriculum.

Early Chicago consists of a series of documents from the files of the City Council of Chicago, covering the years from the incorporation of the city in 1833

to the Great Fire of 1871. Each document is reprinted on heavy paper to be duplicated for the students; a transcription on the back of the handout and in the teacher's manual helps students decipher the handwritten documents. The manual also includes background information on the document and the issues it raises, discussion questions for classroom use, and cross-references to related documents. While some of the documents may seem a bit arcane, such as an 1845 "Petition Relating to Geese Running at Large," the discussion questions relate the document to greater issues of public health. The introduction to the volume provides a brief general overview of Chicago history and relevant national events.

People, Space, and Time consists of a series of lesson plans to introduce students to the concept of neighborhood history. It concentrates on research skills for neighborhood history, defining a neighborhood, comparing neighborhoods, suburban neighborhoods, studying neighborhoods, neighborhood issues, neighborhoods and the humanities, and artists' views of the city. Each lesson plan has student handouts and assignments, teacher guidelines, and a bibliography. This is not a "self-contained" manual on Chicago history, however; teachers will almost surely have to use the bibliography to gain enough information on Chicago history to provide more than a cursory background for their students. Archivists and librarians may want to compile a list of the sources cited in their own collections to make this task easier for teachers.

People, Space, and Time was published to help teachers searching for up-to-date materials to use in their classes and to meld the research interests of university faculty with the curriculum interests of pre-college teachers. Most of the lessons seem to be addressed to high school students, although parts of the

curriculum have been adapted for use in all grade levels through college.

Both volumes definitely help make history relevant, and both draw very heavily on archival holdings. Similar packets of documents related to a topic could be developed by the staff at other repositories for local history projects and probably published at minimal cost. Books such as *People, Space, and Time* may only be financially feasible for large school systems, but the ideas could be adapted by others, since any archives holding maps, photographs, lithographs, promotional brochures, and documents related to its locale has the type of resources cited in *People, Space, and Time*. Working with the school system or individual teachers, archivists could create a localized version of this book or develop other innovative ways to encourage school children to use and respect the records of the past.

BARBARA J. HOWE
West Virginia University

Community As Classroom: A Teacher's Practical Guide to Oral History. By Krysztof M. Gebhard. Saskatchewan Archives Reference Series #5. Regina and Saskatoon: Saskatchewan Archives Board, 1985. Notes, Appendixes, Bibliography. iv, 28 pp. \$3.00. Paper. ISBN 0-9691445-5-7.

Caring For Our Past: Documenting Saskatchewan's Multicultural Heritage Edited by Ruth Dyck Wilson and Kathlyn Szalasnyj. Saskatchewan Archives Reference Series #6. Regina and Saskatoon: Saskatchewan Archives Board, 1985. Notes. viii, 75 pp. \$5.00. Paper. ISBN 0-9691445-5-5.

These two publications constitute the latest editions in a series devoted to Saskatchewan's archival resources and their potential for research use. Previous volumes include a historical directory of Saskatchewan newspapers, a guide to French Canadian historical sources in Saskatchewan archives, and handbooks on family history and local history research. Viewed collectively, the series is characterized by the wide outreach net it casts, targeting both professional and amateur users of archival materials.

Community As Classroom: A Teacher's Practical Guide to Oral History emerged as a result of the Saskatchewan Archives Board's "Children and Grandparents Oral History Programme," a project coordinated through the province's schools in the early 1980s and implemented by over five thousand seventh-grade student "interviewers." The manual represents an attempt "to sum up current thinking on the subject of oral history" and to provide teachers with "practical and convenient guidelines" on developing classroom programs. Included is a discussion of the value of oral history as an instructional activity, a summary of methodology, ideas for interview content and structure (within the broad

themes of family history, pioneer reminiscences, and local history), suggestions for further educational use of interviews, sample forms, and an unannotated bibliography of thirty-three entries.

Teachers should indeed find this work not only "practical and convenient," but inspirational as well. The author convincingly outlines the benefits of oral history to students, teachers, and narrators as well as archivists and researchers (through interviews), though his statement "with practice and experience, even very young children can become fairly competent oral history interviewers" may be more enthusiastic than accurate. In fact, the manual's chief shortcoming is its inattention to the problems presented by children who simply cannot function well in an extensive one-to-one dialogue with adults. From the standpoint of oral history literature, the content itself essentially offers nothing new, but the way it is packaged deserves praise. The prose is concise but with an unusual density of useful information. I can envision the book's methodology sections being successfully adapted by archivists to introduce oral history, not only to teachers, but to almost any audience of novices.

Caring For Our Past: Documenting Saskatchewan's Multicultural Heritage is less noteworthy than the preceding work. It is an edited compilation of presentations given at a conference held in Regina in October 1984 sponsored by the Archives Board along with the Multicultural Council of Saskatchewan. Aside from the connecting theme of ethnic heritage, the twenty-seven essays manifest considerable diversity, ranging from descriptions of archival holdings, methods, and research activity to assessment of current ethnic identity and the role of multiculturalism in education and the media. On the one hand, this mix of archivists, historians, anthropologists, geographers, genealogists, folklorists, museum cura-

tors, and others must have made for some constructive interchange at the conference. Those of us in the United States preserving, promoting, or studying ethnic culture should pay heed to Canadian progress, through this and other recent conferences, in building important communication channels. The great diversity of interests represented, however, does not allow the insights and concerns of each discipline or special interest group to be presented in sufficient depth. For instance, the "Research Methodology" section, which might have helped fill a need for evaluative information on techniques and resources used by professional ethnic studies researchers, contains only three brief reports of personal research from which few generalizations can be drawn.

Incomplete multiple perspectives would not be so troublesome if some coordination or synthesis were evident. While the objective of cooperation between users and managers of archival materials gave life to this conference, only one of the articles, by anthropologist Zenon Pohorecky, makes the explicit effort to suggest ways in which the two can work together. Also, with the exception of historian Cornelius Jaenen's keynote address, the booklet fails to recommend directions for future research and archival collection development.

The publication is not without some excellent individual contributions such as Michael Taft's discussion of folklore, Maureen Fox's illustration of the role of geography in multicultural research, and Elizabeth Beaton-Planetta's outline of ethnic considerations in researching ethnic communities. On the whole, however, I am reluctant to recommend this to anyone other than those with an interest in Canadian ethnicity. As one of the authors states, conferences like this "should help to evolve a more effective system of collecting and preserving archival materi-

als.” If the booklet accurately reflects the conferences proceedings, I do not believe this objective was furthered.

JOEL WURL
University of Minnesota

Researching the History of Your School: Suggestions for Students and Teachers. Albany: The University of the State of New York, The State Education Department, State Archives, 1985. 40 pp. Paper.

Issues and Images: New Yorkers During the Thirties, Teacher's Guide to Using Historical Documents. Albany: The University of the State of New York, The State Department of Education, State Archives, 1985. 32pp. 30 documents and photographs. Paper.

These guides, produced as classroom teaching aids, are written with the busy teacher in mind and contain all elements necessary in a usable educational kit. From the titles one might assume they are intended primarily for history teachers, but they would be equally useful in social studies, speech, research methods, language, drama, and creative writing courses. Students will learn a variety of skills such as collecting and analyzing data, conducting original research, and writing. Localizing and personalizing the research project should foster enthusiasm for the exercise.

Researching the History of Your School begins with a synopsis of the history of the New York state educational system. It includes the development of elementary and secondary education pro-

grams and milestones in the history of education in New York state. It goes on to suggest research topics, where to look for primary sources, use of these sources, and follow-up activities for teachers and students to use in reviewing their work. The guide is intended for use in New York schools, but the model easily can be adapted elsewhere. Implementing such a program into a curriculum would require initiative on the part of the teacher and the cooperation of school administration regarding access to records.

Issues and Images: New Yorkers During the Thirties is a teaching packet complete with photographs and facsimiles of documents. In thirty-two pages it covers the history of New York during the economic depression of the 1930s and includes a four-page bibliography suggesting additional reading materials. The guidelines and suggested teaching activities, which are supported by the photographs and facsimiles of documents, provide teachers with themes and subthemes for discussion. The three sections—rural life, urban life, and the changing role of government—are each analyzed according to historical themes. Students are given a concept and asked to review the material accordingly. Skills involved include analyzing photographs for historical information, collecting and analyzing data, drawing conclusions, and decreasing stereotypical perceptions.

Both publications are useful models and would be helpful to other states wishing to undertake school curriculum projects designed to increase awareness of local history. Their value lies in the personalization of history for the students. Teachers, school administrators, and historical organizations intending to develop and implement a local history curriculum will benefit from these two publications.

EDWARD P. NELSON
Iron Range Research Center

Proceedings of An Ounce of Prevention: A Symposium on Disaster Contingency Planning for Informational Managers in Archives, Libraries and Records Centres, Toronto, March 7 and 8, 1985. Edited by Nancy Wilson. Sponsored by Emergency Planning Canada, the Archives of Ontario and the Emergency Planning Coordinator for Ontario. Ontario: Toronto Area Archivists Group Education Foundation, 1986. P.O. Box 97, Station F, Toronto, Ontario M4Y 2L4. 191 pp. \$25.00. Paper.

The purpose of this symposium was to increase awareness of the need for improved contingency planning in archival repositories. Highly qualified session panelists emphasized the protection and care of staff members as well as materials. The panelists, as experts in their respective fields, offered reasonable solutions to the problems archivists encounter, working within reduced budgets, in preparation for difficulties posed by potential disasters. They agreed that the process of planning, with the complete cooperation of staff and management, is just as important as having a prepared plan. The symposium's companion handbook, *An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries and Records Centres*, was the 1986 recipient of the Waldo G. Leland Award from the Society of American Archivists.

Panelists addressed several of the usual subjects (fire detection, storage, fumigation, and occupational health and safety) by means of panel sessions, paper presentations, and selected case studies. While the information in some cases did not differ significantly from that available in Mary Lynn Ritzenthaler's *Archives & Manuscripts: Conservation* or Joan Grant's *The Disaster Plan Workbook*, it is a good supplement for these and similar studies. Sessions pertaining to insur-

ance, building codes, freeze-drying, and magnetic media, however, did provide additional innovative and specific examples of cause, effect, prevention, and cure. Indeed, the descriptions of past disasters and their aftermaths (such as Nancy Marrelli's account of the 1982 fire at the Concordia University Archives), and the strong possibility of future ones, were particularly sobering.

Among this publication's strengths are its clear language, its judicious use of footnotes, and the inclusion of additional comments and questions from the various session audiences. Descriptions of new techniques, especially the use of readily available materials, were another strong point. A case in point is the use of Lysol to prevent the growth and development of mold on wet paper documents and books (pages 13-14) as described by John Holmes of the McMaster University Library. This method, within proper safeguards, seems effective and most importantly, safe. The lack of an index is the only obvious weakness of this publication.

Archivists in the United States should not make the mistake of disregarding this publication simply because the proceedings were held in Canada. Despite its somewhat high price, large and small archives and related facilities would do well to obtain a copy, as it represents a welcome addition in the field of disaster planning and conservation. Such symposia, by offering advice and encouragement without undue recrimination, should be wholeheartedly sponsored and attended.

ERVIN L. JORDAN, JR.
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Catalogue of Manuscripts in the Houghton Library, Harvard University. Alexandria, Va.: Chadwyck-Healey Inc., 1986. 8 vols. \$1,600. Cloth. With *Inventories*, 331 silver positive microfiche. \$2,300. ISBN 0-89887-042-9; 0-89887-040-2 (set).

This publication is a reproduction of the cards in the main catalog of manuscripts in Harvard University's Houghton Library. While eight volumes of catalog cards in one alphabetical arrangement would not immediately rivet the attention of the general reader, because this work can provide access to one of the finest manuscript collections in the country, archivists and other research scholars might well take note of its publication. In size alone (some 24,000 linear feet; 4.5 million manuscripts) the collection is remarkable. The library's particular collecting strengths are American (especially New England) literature and history and English literature. In addition, however, it has strong collections of medieval and renaissance manuscripts, missionary records, radical and Eastern European political archives, and large holdings in French, Portuguese, and Russian literature. A list of American authors for whom the library has substantial holdings reads like a bibliography for several survey courses in American literature. Among them are Emerson, Longfellow, Melville, Bronson Alcott, Margaret Fuller, Henry and William James, C.S. Peirce, and twentieth century Harvard graduates, E.E. Cummings, Robert Lowell, John Updike, and Thomas Wolfe. There is no doubt that before planning a trip to do major research in U.S. repositories, any scholar of American literature, particularly of the period before 1950, would be well advised to verify that the subject of his or her study is not represented in Houghton's collections. With the publication of this *Cata-*

logue of Manuscripts in the Houghton Library, the researcher can do just that.

The catalogue, which was established on cards in its present form in the late 1940s, provides primarily name access to the collections. Unlike the Library of Congress's *National Union Catalog of Manuscript Collections* which provides description to manuscripts on the collection level, the cards in Houghton's catalogue generally describe individual manuscripts, diaries, or series of letters to or by an individual author. Therefore, manuscript descriptions are brief. Cards have been made for all principle authors of manuscripts and every correspondent and addressee who is established in the book catalog of the Harvard College Library. There are very few subject headings, though there are "genre" headings, such as "Sermons" and "Diaries." Other information on the cards includes the physical description of the manuscript, languages, and subject or collector. Accession numbers and donor information provide clues to the provenance of an item.

This kind of detailed name indexing is essential for literary researchers who require a level of cataloging that few repositories of historical materials can afford. Archivists unfamiliar with traditional manuscript cataloging, which concentrates on specific items rather than entire collections, however, may find it somewhat difficult to use the *Catalogue* as the sole means to gain access to Houghton's collections. Recognizing that, Chadwyck-Healey and Harvard University have made the microfiche of the typescript inventories to Houghton's collections from the *National Inventory of Documentary Sources in The United States, Part 4* available for purchase with the *Catalogue* (Subscribers to the *National Inventory* will automatically receive the 331 microfiche).

Active manuscript collecting began at Harvard in the mid-nineteenth century, and the university has had the time and means to compile a tremendously rich and varied collection. The catalogue reflects the institution's emphasis on acquiring the papers of great men and some great women. Because there is virtually no subject access to the collections in the manuscript catalogue, a researcher must rely on the inventories on microfiche to pursue topics which do not center on named individuals.

The publication of the *Catalogue of Manuscripts in the Houghton Library*, together with the *Inventories*, provides a valuable service to the scholarly community by allowing researchers to locate materials and plan their work before investing in the expense of a visit to Cambridge. Because of the price of this reference work, however, in these days of shrinking budgets and prohibitions against the purchase of expensive reference works, it is unlikely that many American libraries will be able to add this publication to their collections. Clearly there is a market for the *Catalogue* in large academic and research libraries in the United States and abroad. One hopes that cooperative collection development arrangements among smaller libraries will allow researchers easy access to this fine publication.

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The Naval War of 1812: A Documentary History, Volume I, 1812. Edited by William S. Dudley. Michael J. Crawford, Associate Editor. Washington, D.C.: Naval Historical Center, Department of the Navy, 1985. v, 714 pp. Foreword by Rear Admiral John D.H. Kane, Jr. Illustrations, index. Cloth. \$34.00. ISBN 008-046-00112-0.

The publication of this documentary work on *The Naval War of 1812* marks an auspicious beginning to a projected three-volume series that will add much to our knowledge of naval activities during that unusual conflict. This reference work documents well the coming of age of the American Navy during the first year of the war, when it earned distinction as a capable fighting force in fleet actions on the Great Lakes and single-ship engagements at sea. Certainly this ambitious project will serve as a bench mark in naval historiography.

The documents included in this first volume were selected specifically to create an overall picture of the Navy's activities. They include correspondence, plans, reports, ships' logs, messages, and even a few newspaper accounts from collections throughout the United States, Canada, and the United Kingdom. After an introductory essay describing the development of the American Navy between 1775 and 1805, the editor, William S. Dudley, head of the Research Branch of the Naval Historical Center, grouped the resources into five topical chapters: the maritime causes of war, 1805-1812; naval operations in the Atlantic Theater, January-August 1812; the Northern Lakes Theater, June-December 1812; the Gulf Coast Theater, February-December 1812; and the Atlantic Theater, September-December 1812.

Dudley has produced a thoroughly professional product, something that scholars have come to expect from the

Naval Historical Center. The editing process is exemplary, and an excellent essay describes the editorial method. The reader is provided with introductory material for both chapters and individual entries, which place the documents into historical perspective. Moreover, the editor has annotated the documents to provide additional background information without overediting, certainly no easy task judging from the number of edited works that suffer from this defect.

All of the large editions of papers relating to important historical incidents being published are valuable, but *The Naval War of 1812* is singularly exciting. This first volume in the series documents the entry of the Navy into the conflict and provides information not just about operations, but also about such critical aspects as finance, logistics, and even medical support. William S. Dudley, his staff, and the Naval Historical Center are to be commended for making available this valuable collection of primary materials.

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Briefly Noted

The American Library Association's Commission on Freedom and Equality of Access to Information, chaired by Dan M. Lacy, has published its report, *Freedom and Equality of Access to Information*. Major issues addressed in the report include those related to telecommunications, electronically stored information, information provided by the government, and the role of libraries in support of access to information. The paperbound report is available from ALA, 50 East Huron St., Chicago, IL 60611 for \$10.95.

Charles Clement of the Genealogical Library of the Church of Jesus Christ of Latter-Day Saints has edited *Genealogy and Computers: Proceedings of the RASD History Section Genealogy Committee Program, July 1985*. The first paper explores the practical considerations of providing microcomputers to the public for genealogical or other projects. The second paper explains strategies for conducting genealogical and background research by using commercially available data bases. The last two papers focus respectively on a standardized format for genealogical records to permit easy dissemination and on software packages for genealogical research developed by the Genealogical Library of the Church of Jesus Christ of Latter-Day Saints. The paperbound proceedings may be purchased for \$7.95 from the American Library Association, 50 East Huron St., Chicago, IL 60611.

Anne MacDermaid and George F. Henderson have co-edited the second edition of *A Guide to the Holdings of Queen's University Archives*. Entries for the more than 2,000 collections of manuscripts and records have been produced using AACR2; the index was constructed using *Canadian Subject Headings and Canadian Name Authorities*. Copies of the cloth guide are available from Queen's University Archives, Kathleen Ryan Hall, Kingston, Ontario, Canada K7L 3N6 for \$15.00 Canadian currency.

Dione Miles, archivist at Wayne State University's Walter P. Reuther Library, has compiled *Something in Common—An IWW Bibliography*. The volume includes in separate chapters numbered entries of books, articles, dissertations, pamphlets, IWW newspapers, government documents, and miscellaneous writings about the Industrial Workers of the

World. The cloth edition is available from Wayne State University Press, Detroit, MI 48202 for \$49.50.

The Directory Committee of the Chicago Area Archivists had edited *Archival and Manuscript Repositories in Metropolitan Chicago and the Calumet Region of Northwest Indiana*. The entry for each of the 183 repositories includes the complete address, hours, access restrictions, description of collection focus and holdings, and availability of copying facilities. The paperbound, spiral directory, prepared with the support of the Illinois Humanities Council, is available from Loyola University Archives, Chicago, IL 60626.

The National Library of Australia has published a microfiche edition of *Guide to Collections of Manuscripts Relating to Australia: A Selective Union List*. The twenty-sheet microfiche set consists of two parts: (1) entries arranged in numerical order within four series, A to D, (each series has 1,200 entries); and (2) a consolidated Name Index of collections and sub-groups within collections. Some 45 institutions and repositories contributed entries for the *Guide*. Requests for copies at \$20.00 per set should be directed to the National Library of Australia, Canberra, ACT 2600.

Loss control consultant John Morris has written *The Library Disaster Preparedness Handbook*. It includes chapters on basic building security, problem patrons, theft and mutilation of library materials, fire protection, water damage, designing library buildings for safety and security, preservation, and insurance and risk management. Technical issues are presented with charts and photographs; appendixes, glossary, and bibliography provide additional information. The paperbound handbook can be ordered from

the American Library Association, 50 East Huron St., Chicago, IL 60611 for \$20.00.

The Educational Testing Service Archives has published *A Guide to the Gertrude Hildreth Papers and Test Collection* by Gary D. Saretzky and Jane E. Davis. The papers reflect Hildreth's career as psychologist and educator, including her 20 years at Lincoln School at Teachers College, Columbia University and later as a faculty member at Brooklyn College. During her career she authored over 250 books, monographs, and articles as well as a number of widely used tests. The paperbound *Guide* is available for \$10.00 from ETS Publications Order Services, CN 6736, Princeton, NJ 08541-6736.

Bookworms: The Insect Pests of Books, by Norman Hickin, describes the book pests of Europe and North America; when appropriate, other regions are mentioned. Of the thirteen chapters in this 176-page text, nine are devoted to detailed descriptions of the habitat, life cycle, and type of damage insect pests inflict on books and paper. Each insect discussed is illustrated, and photographs of damaged texts are included. Two chapters discuss the storage of books and disinfestation. There is a brief bibliography of technical sources and separate indices for the scientific (Latin), English, American, French, and German names for pests, each keyed to page numbers. Copies are available at \$30.00 from the North American distributor, Spoon River Press, P. O. Box 3635, Peoria IL 61614. (Holly Hall, Washington University)

Greenwood Press has published *Dictionary of American Book Collectors* by Donald C. Dickinson. The 384-page text presents biographical information on 359 significant American book collectors who

died before 31 December 1984. Each narrative identifies the collector's chief area of interest, describes how those interests developed and, where possible, assesses the influence the collector and collection may have had. Citations are appended for printed catalogs of the collections and secondary sources about the collector. Disposition of the collection is also provided. Appendix I lists areas of collector specialization, arranged by subject; Appendix II lists Notable American Book Auctions, arranged chronologically. The price of the cloth-bound volume is \$49.95. (Holly Hall, Washington University).

Selected Recent Publications

Philadelphia Theatres, A-Z: A Comprehensive, Descriptive Record of 813 Theatres Constructed Since 1724. By Irvin R. Glazer. Westport, Conn.: Greenwood Press, 1986. Illustrations, glossary. xiii, 277 pp. Cloth.

Pennsylvania and Middle Atlantic States Genealogical Manuscripts: A User's Guide to the Manuscripts Collections of the Genealogical Society of Pennsylvania as Indexed in Its Manuscript Materials Index; Microfilmed by the Genealogical Department, Salt Lake City. Compiled by J. Carlyle Parker. Turlock, Calif.: Marietta Publishing, 1986. xiv, 45 pp. Paper.

A Guide to the Collections of the Department of Archives and Manuscripts, Linn-Henley Research Library, Birmingham Public Library. Birmingham, Ala.: Birmingham Public Library, 1986. 82 pp. Paper.

Records of the Department of Railways and Canals (RG 43). By Glenn T.

Wright. Federal Archives Division General Inventory Series. Ottawa: Public Archives of Canada, 1986. 51 pp. Paper.

100 Years of Architecture in Kingston: John Power to Drever & Smith. By Joan Mattie. Ottawa: Public Archives of Canada, 1986. Illustrations, suggested readings. 30 pp. Paper.

The Status of Archivists in Relation to Other Information Professionals in the Public Service in Latin America. Prepared by Aurelio Tanodi. Paris: UNESCO, 1985. 59 pp. Paper.

Michel Lambeth, Photographer. Exhibition Catalog, National Photography Collection. Ottawa: Public Archives of Canada, 1986. Illustrations, bibliography. 77 pp. Paper.

Documentary History of the First Federal Congress of the United States of America, March 4, 1789—March 3, 1791. Vol. 4: *Legislative Histories*, lxxvii, pp. 1-711. Vol. 5: *Legislative Histories*, v, pp. 713-1476. Vol. 6: *Legislative Histories*, vii, pp. 1477-2191. Edited by Charlene Bangs Bickford and Helen E. Veit. Baltimore: The Johns Hopkins University Press, 1986. Cloth.

The Insanity File: The Case of Mary Todd Lincoln. By Mark E. Neely, Jr., and R. Gerald McMurty. Carbondale: Southern Illinois University Press, 1986. xiv, 203 pp. Cloth.

Chicago: City of Neighborhoods: Histories and Tours. By Dominic A. Pacyga and Ellen Skerrett. Chicago: Loyola University Press, 1986. xv, 582 pp. Paper.

Easy Access to Information in United States Government Documents. By Julia Schwartz. Chicago: American Li-

brary Association, 1986. xi, 49 pp. Paper.

Whaling Logbooks and Journals, 1613-1927: An Inventory of Manuscript Records in Public Collections. Originally compiled by Stuart C. Sherman. Revised and edited for publication by Judith M. Downey and Virginia M. Adams. New York: Garland Publishing, 1986. xiv, 469 pp. Cloth.

Proceedings of the Assembly of the Lower Counties on Delaware, 1770-1776, of the Constitutional Convention of 1776, and of the House of Assembly of the Delaware State, 1776-1781. Edited by Claudia L. Bushman, Harold B. Hancock, and Elizabeth Moyne Homsey. Newark: University of Delaware Press, 1986. 612 pp. Cloth.

A Guide to the Mobile Municipal Archives. By Clifton Dale Foster, Tracey J. Berezansky, and E. Frank Roberts. Mobile, Ala.: Mobile Municipal Archives, 1986. v, 96 pp. Paper.

Federal Archives Division, General Inventory Series: RG 3, Records of the Post Office Department. By Thomas A. Hillman. Ottawa, Canada: Public Archives of Canada, 1985. ix, 47 pp. Paper.

American Indian and Alaska Native Newspapers and Periodicals, 1971-1985. Edited by Daniel F. Littlefield, Jr., and James W. Parins. Historical Guides to the World's Periodicals and Newspapers. Westport, Conn.: Greenwood Press, 1986. xx, 609 pp. Cloth.

The World Almanac of the American West. Edited by John S. Bowman. New York: Pharos Books, 1986. 368 pp. Cloth.

Lutheranism Takes Root in the Settlement of Pennsylvania, 1682-1982. By Morna M. Huffman. Published by the author, Whitney, Penn., 1982. v, 191 pp. Cloth.