

Reviews

GLEN A. GILDEMEISTER, *Editor*

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Our Family, Our Town: Essays on Family and Local History Sources in the National Archives. Compiled by Timothy Walch. Washington, D.C.: National Archives and Records Administration, 1987. xvi, 223 pp. Bibliography, index. \$30.00. 0-911333-50-9.

In 1980 "Sources in the National Archives for Genealogical and Local History Research" began appearing in *Prologue: Journal of the National Archives*. Essays illustrating the wealth of materials in the National Archives for local historians and genealogists came from the pens of Lorraine Branning and Sarah Larson of the Education Branch of the Office of Public Relations of the National Archives, and from other archivists and historians such as James D. Walker, Leonard Rapport, James W. Oberly, and Constance B. Schulz. Readers who have followed this section of *Prologue*, including this reviewer, have enjoyed the case studies and the consistently useful methodologies utilized by authors in mining otherwise mundane-sounding federal records such as Civil War income tax records, Mexican American War military bounty land warrants, records of the Southern Claims Commission, and Interstate

Commerce Commission files, for pearls of local and genealogical data.

Now Timothy Walch of the National Archives Trust Fund Board has brought together in a handsome volume what he explains are the best of the fifteen articles from "Sources," and three additional essays which originated first as presentations at a NARA conference on family and local history. When necessary, Walch writes, the essays were reviewed and updated by the authors. Thomas J. Schlereth of Notre Dame University provides an interesting introduction which summarizes traits about federal records which make them good sources for local and family history, and then finds common threads in the anthology. Schlereth notes a bias in the selection of articles toward the nineteenth century, noting that many federal records such as the census are not open for most of the twentieth century, and suggesting that the compiler may have shared a "tendency to regard the modern era as not yet appropriately historical." Schlereth's overall assessment of the book, however, is favorable, and his introduction exhorts researchers to dig into federal records.

Readers will find the volume useful for several reasons. The essays provide useful

suggestions on methodologies for utilizing federal records for local and family history research. The book should become a handbook at genealogical workshops and in graduate history research seminars. Second, the anthology should stimulate historians who use state records, and archivists at state archival agencies to ponder the relationship between state and federal record groups and series, and the complicated interconnection between federal, state, and local government records.

Perhaps the National Association of Government Archives and Records Administrators (NAGARA) could be persuaded to sponsor a similar volume of case studies from several state archives illustrating how equally innocuous-sounding state records can be used for local and family history. As federal and state government records archivists begin studying the feasibility of joint records appraisal projects, *Our Family, Our Town* should remind the archival community that a large national audience of the most frequent users of historical resources, the local historians and genealogists, stand ready to benefit from the new informational relationships which joint appraisal projects will inevitably reveal.

MARK H. JONES
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The Life of a Document: A Global Approach to Archives and Records Management. By Carol Couture and Jean-Yves Rousseau. Translated by David Homel. Montreal, Canada: Vêicule Press, 1987. Bibliography, appendixes. 357 pp. \$25.00 paper. \$40.00 cloth. 0-919890-63-6.

This work is an updated version and translation of *Les Archives au XX siècle*, published by the Université de Montréal in 1982. David Homel does a commendable job in translating this work and thus making it available to a wider audience, especially within the United States. Both authors, along with the contributors Marlene Gagnon, Jacques Ducharme, and Denise Pelissier, bring much experience to this comprehensive work. Couture and Rousseau are associated with the Université de Montréal Archives and with the institution's Archives Certificate program. They, along with the contributors, bring both an archival as well as management background to the concept of the "life of a document." Thus a document is seen and studied from its point of creation to its final resting place in the incinerator, landfill, or archival repository.

The authors bring a strong sense of reality to deal with the huge explosion of paper documents, breaking this massive problem down to such integral parts as the creation, distribution, filing, inventorying, scheduling, transfer, disposal, and preservation of records. At the same time, Couture and Rousseau place these detailed aspects of the document's life within a perspective of values: primary and secondary, evidential and informational, administrative and historical. For example, a document's life cycle is studied in light of three "ages": active, semi-active, or inactive. An active record's primary value is administrative and informational, as it is indispensable to the daily operations of the creating office. As a semi-active record, its administrative and informational value has decreased to the point

that the record, although still important to maintain, no longer must be stored on site. As an inactive record, its primary value is gone, but it must be appraised for a secondary value which could be historical, and more than likely is based on the record's evidential value. This life cycle and these values are continually brought into the discussion of forms management, record scheduling, micrographics and computerization, appraisal, destruction, and archival transfer; they also inform the discussion of archival preservation techniques.

Life of a Document is clear and concise in arrangement and writing. The table of contents works as an index, and each section is numerically coded for easy referencing. The book primarily deals with institutional and public records, although manuscripts are acknowledged and discussed as well. Occasionally, extensive detail confuses the reader, especially in the chapter on filing and indexing of active records; however, this may be more a case of an archival rather than a records management approach to the work. Perhaps the book's greatest strength is the bridge it offers: both archivists and records managers can learn more about each other's working concepts, principles, and procedures by studying this book, thus enhancing the quality of our professional accomplishments. Another area of difficulty for American readers is that most of the examples, whether in terms of explanation of such rules as provenance and *respect des fonds* or in the laws cited regarding public records, are those of the Quebec and Canadian governments. Here again, understanding Canadian laws and procedures involving archival processes only strengthens our own knowledge of the archival profession.

Couture and Rousseau are not afraid to point out the problems within the archival profession, especially in the area of standardization. For example, they have included as an appendix a glossary of technical terms which is a compilation drawn from

eleven works on archives and information management. Regarding these definitions, the authors state: "At times contradictory, at times complementary, these definitions reveal the lack of adequate standard terminology within the profession. We encounter communication difficulties created by lack of precision or improper use of vocabulary; time and energy are expended in vain; efficiency lags; and the profession's image suffers as a result" (page 231). The authors take great strides toward eliminating these "communication difficulties," and their work is highly recommended reading for students as well as trained professionals in the fields of records management and archives.

ANN BOWERS
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Houses and Homes: Exploring Their History. By Barbara J. Howe, Dolores A. Fleming, Emory L. Kemp, and Ruth Ann Overbeek. Nearby History Series, vol. 2. Nashville, Tenn.: American Association for State and Local History, 1987. Photographs, index. Paperbound. 176 pp. \$13.95, \$11.95 to members. ISBN 0-910050-84-8.

Houses and Homes is aimed at the beginner. Experienced preservationists and historians will find much here that appears obvious, for the authors have organized this primer into a series of topics relevant to the investigation of a typical site (the “setting” or environment, the building itself, sources of the information—written, oral, and visual materials). The first half of the text is devoted to the process of gathering information; the second half concentrates upon interpretation. An enthusiasm for “hands-on” research is conveyed through the informality of the essays.

Drawing upon a smorgasbord of examples from Texas to Massachusetts, the authors emphasize the diversity of useful methodologies and information. Their survey is broad, and their treatment of each topic is brief. Occasional “boxed” case studies are inserted throughout the text to demonstrate points alluded to in the essays, and a closely written history of a dwelling (517 East Capitol Street, S.E., Washington, D.C.) comprises the final chapter. For stylistic analysis the reader is directed to numerous recent publications; passages concerning structural examination emphasize deduction and common sense. The discussion of types of written evidence is useful for its description of a broad range of public documents. Each chapter is followed by an annotated bibliography; these suggested readings are a valuable adjunct and, one imagines, might form a reading list were *Houses and Homes* to be adopted as an introductory text.

The second half of the book, “Interpreting the Clues,” opens with a thirteen-

page summary of the development of residential architecture in America. This is followed by a similar review of vernacular, regional house types, an essay useful to the beginner for its sketches and definitions. Drawings by Emory Kemp enhance the chapter on building technology and present concisely a subject often neglected in the literature of preservation and architectural history. The brevity (four pages) of the treatment of “Household Technology” (plumbing, wiring, and ventilation) reflects a lacuna in the literature as well as the difficulty of abstracting the salient elements of a broad and complex topic. A closing chapter, “Families at Home,” notably effective in presenting a feminist perspective, explores the interrelationships of lifestyle and the physical accoutrements of the home.

For docents, volunteers, and aspiring preservationists, *Houses and Homes* may serve as a useful introduction to the study of the residential setting.

JOHN M. BRYAN
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Public History: An Introduction. Edited by Barbara J. Howe and Emory L. Kemp. Malabar, Fla.: Robert E. Krieger Publishing Co., 1986. Notes, charts, photographs, appendixes, index. vii, 516 pp. Cloth-bound, \$39.95; paperbound, \$27.50.

The practicing archivist, especially one who has been in the field for a few years, must approach the newly burgeoning world of public history with not a little bemusement. One is reminded of Moliere's comic creation who was astonished to learn that he had been speaking prose all his life. Not knowing what we were about, it appears that archivists have been public historians all along.

The term "public history" entered common currency less than a decade ago, as college teachers sought an acceptable name to describe the host of careers open to history majors who chose not to teach at the college level, or perhaps more likely could not find employment in the halls of ivy. "Applied history" and "practical history" were also floated as trial balloons; but supported by such nationally recognized programs as those at the University of California-Santa Barbara and West Virginia University, "public history" seems now to be the agreed-upon term.

While graduate programs have proliferated, the literature has not kept pace. Until the appearance of this book, there existed no overall survey of the field suitable for use in undergraduate or graduate classes. Attempting to provide that synthesis sought by many scholars, Howe and Kemp, both faculty members at West Virginia University, have assembled and edited thirty-one essays. That the book succeeds even in part as an overview of the field is a tribute to the energy and ambition of the authors.

The book, like Gaul, is divided into three parts. Not all will prove equally interesting to the archivist. The first, "An Overview of Public History," features a valuable essay by Leslie H. Fishel, Jr., Director of the

Rutherford B. Hayes Presidential Center. The second, "Varieties of Public History," describes a number of career tracks open to the public historian and contains several essays of archival interest. The third, "The Practice of Public History," concentrates almost exclusively on historic preservation and museum work.

Fishel's essay on public history and the academy is perhaps the most interesting in the book. He sketches in rather acerbic prose the guarded relationships between traditional academic historians and the new public historian. Archivists will take to heart his comments on the ways in which the academy has relied upon them for research assistance while simultaneously denying them full membership in the hallowed halls. Fishel also raises what may well be the most difficult problem facing professors of public history, namely the promotion and tenure process in colleges and universities. Archivists teaching courses in archival administration, whether those courses are part of a public history curriculum or a traditional archival training program, face difficult odds when being evaluated for promotion and/or tenure under the documents and guidelines in force in most history departments. The traditional emphasis on research and publication often leaves archivists, like other public historians, unable to compete. Their service-oriented profession does not lend itself to the type of evaluation familiar to traditional professors.

Several of the essays describing public history careers will be of interest to archivists, although archival professionals will learn little new from them. The audience at which they are aimed is clearly not the working archivist but rather the fledgling public history student. Fredric Miller, curator of the Temple University Urban Archives, has contributed an essay on "Archives and Historical Manuscripts." Miller provides a well-written and intelligently condensed overview of our profession. He describes the kinds of repositories

in which archivists work, the types of records with which they work, the nature of appraisal and arrangement and description, and reference uses of manuscripts and archives. The footnotes to his essay provide a useful beginning bibliography on the subject. Miller does not embark on any serious or substantive analysis of the current state of archival practice, although he does discuss the relationships between the archival and library professions, and points out that the administrative placement of archives within libraries raises serious difficulties.

Carolyn Colwell, reference librarian at Georgetown University, provides an essay on "Academic Libraries and Historians." She briefly describes employment as subject specialists and reference librarians and then mentions archives as part of special collections departments. She does a disservice to neophyte public historians by glossing over so lightly the problem of the M.L.S. degree for archival work. She states, "Unlike subject bibliographer and reference positions which virtually always require a master's in library science, positions in special collections do not usually require that degree." The employment advertisements appearing recently in the *SAA Newsletter* do not support such a generalization.

Two essays address the role of the historical editor. Brent Tarter of the Virginia State Library and Barbara Oberg, editor of the *Papers of Albert Gallatin*, discuss the editing of public records and private manuscripts. Both essays provide a useful discussion of the editor's function and the problems and pitfalls associated with historical editing. In both cases, archivists appear principally in their role as the custodians of those documents which should be made available to the editor. This reviewer would like to have seen more discussion of the archivist as editor, having long believed that archivists are remiss in not seeking out opportunities to edit and publish materials from their holdings. Many institutions would provide some degree of released time for

such editorial projects, as part of the professional development activities often encouraged by supervisors. Editing of manuscripts would also provide archivists with publication opportunities, when such a record is needed for promotion purposes.

Several other essays, while containing little mention of archives, do provide good summary overviews of other branches of the historical profession and as such are useful reference items. Beth Grosvenor's article on federal programs in historic preservation, Emory Kemp's on industrial archaeology, Steven Lubar's on the organization of the Smithsonian Institution, and Gerald George's on the history and role of the American Association for State and Local History are all cases in point.

One finishes this book with an unsatisfied longing for a better treatment of the relationship between archivists and public history. Archivists have been appropriated into the ranks of public historians, whether we like it or not. Courses in archival administration are taught in scores of public history curriculums. The old saying, "If you can't lick 'em, join 'em," seems quite appropriate here. Judging by the number of pages devoted to archival concerns, compared with museum administration or historic preservation, archivists in this book rank about where archivists in society rank, somewhere outside of the mainstream. The book that will truly define the relationship of archivists and public history remains to be written.

PATRICK B. NOLAN
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Civil War Manuscripts: A Guide to Collections in the Manuscript Division of the Library of Congress. Compiled by John R. Sellers. Washington, D.C.: Library of Congress, 1986. Illustrations, index. xvii, 391 pp. \$20.00. Cloth.

The American Civil War continues to interest both the scholar and the general public. The bloody years of war and sacrifice left their mark on the character of our nation and marked a significant turning point in our history. Because of this interest, the chronological benchmarks, and the vast amount of documentation on the Civil War, the period lends itself naturally to a subject type guide.

Subject guides are generally "user friendly," but as T. R. Schellenberg stated, "The subject approach is a difficult one and the archivist is justified in taking it only where it serves to make information available to a considerable class of users." Subject guides cut across lines and through collections, and because records relating to a specific subject might be buried in a collection, they tend to be elusive. Subject guides to records relating to the Civil War are not unique. A number of repositories have such unpublished and published guides. Although there is a general consensus as to the entry elements for each collection, the various guides tend to reflect the distinctive style of the compiler or repository. This guide is no exception.

Entries for the 1,064 collections are arranged alphabetically. Collections entered under personal names include birth and death dates, when known, and a "statement of identification" with personal information. A brief statement about the types of materials in the collection is followed by the inclusive dates and approximate size. The latter reflects the total volume and not just that part of the collection relating to the war.

The main body of the entry consists of a description of the collection, or of perti-

nent items in the collection, and an alphabetical list of the principal correspondents when applicable. If there are available finding aids, indexes, guides, or microfilm copies, this fact is noted. If the collection is a copy of a collection in another repository, the final line of the entry identifies that repository. Occasionally there is a reference to published items.

In addition to the individual entries for each collection, the *Guide* has several sections in the introductory matter. The introduction reflects the compiler's interest in military history and provides a summary of some aspects of Civil War history reflected in the collections. It should be noted that these represent only a sampling. A section entitled "How to Use This Guide" accomplishes its mission and includes additional information on what is not included and a little about the history of the collections. There is a map of the defenses of Washington, D.C., for 1865 and several photographs of Union officers and officials, one of Abraham Lincoln, and one of Jefferson Davis. At the back of the volume is a comprehensive and extensive ninety-six-page index. It serves as an excellent key to the contents of the individual entries, and John Sellers is to be commended for being so thorough and exacting.

The compiler points out that the "most noticeable weakness in the Manuscript Division's Civil War holdings is the imbalance in materials from the opposing sides, the ratio being at least three or four to one in favor of the North." The designer of this handsome volume mirrored this imbalance in the selection of illustrations. From a stylistic point of view, a more critical weakness is the imbalance reflected in the descriptive entries themselves. Some entries contain general summaries of the primary subjects mentioned, while others describe specific items, and others are a combination of description and itemizing. The size of the collection appears to have been a governing factor.

The contents of the collections in the Library of Congress as described in this volume will serve to reinforce existing conclusions on some aspects of society and the war, and will also provide new information about others. The descriptive entries will help unlock the collections. Researchers will have to do the digging.

LOUIS H. MANARIN

Virginia State Library and Archives

A Guide to Documentary Editing. By Mary-Jo Kline. Baltimore, Md.: The Johns Hopkins University Press, 1987. [xviii], 228 pp. Bibliographies, index. \$29.50. Cloth. 0-8010-3341-8.

If you have ever wondered what a documentary editor does, glance through Mary-Jo Kline's *A Guide to Documentary Editing*. In ten well-organized chapters, written in simple, clear prose, Kline provides, among other things, a brief history of the development of the field; suggestions for initiating and organizing a project; a discussion of the editorial processes, which include selection, transcription, annotation, and text preparation; and comments concerning the editor-publisher relationship. At the conclusion of each chapter, in a section labeled "Suggested Reading," Kline offers a bibliographic essay describing and evaluating other sources that shed light on the topics covered in the chapter. An appendix of sample search letters that an editor may send to libraries and autograph dealers, as well as an index, complete the volume.

The Association for Documentary Editing (ADE) sponsored the project that resulted in this guide. Arthur Link, first president of the ADE, pronounced in his presidential address at the ADE meeting in Princeton, 9 November 1979: "Our most obvious need is an authoritative manual on documentary editing." Link's hope seemed to be a work that would incorporate the experience, the editorial ideal, and the procedures that historical and literary editing had developed during the previous forty years. Incoming president Lester Cappon appointed fourteen members of ADE to serve as a committee, chaired by Richard Showman, editor of the Nathaniel Greene Papers, to determine the feasibility of and the guidelines for creating a manual.

With support from the NHPRC, the committee met and selected Mary-Jo Kline, an experienced and able editor who was completing the edition of the Aaron Burr papers, to serve as author of the manual. By the time ADE had received an NEH award to support the preparation of the work, the author and her committee had determined that what had begun as a manual would be a guide, descriptive rather than prescriptive of editorial procedure. Throughout the preparation of the guide, Kline was assisted by an executive subcommittee of the original fourteen-member ADE committee. This group, plus literary and historical editors David J. Nordloh, David R. Chestnutt, and Paul H. Smith, served as a review committee for the manuscript in its various stages.

Kline and the ADE committee chose to focus the guide on methodology involved in the editorial process itself, carrying the reader through a discussion of the procedures associated with each stage in the preparation of a document for publication. In addition to the committee with whom she worked, Kline consulted another coterie of respected, experienced editors. She discovered a variety of editorial philosophy and practice. Kline describes the general

rules and basic processes the profession of documentary editing demands. Yet she recognizes that there is no one course of editorial method that could be applied to all editorial projects. Editors are obliged continually to reshape the editorial process to meet the special needs of each new project. The size of the body of material with which they work, the type of documents, the time period the documents represent, and the physical condition, languages, and legibility of the documents all impact on the processes to which editors subject their material, on the size of their staff, on the amount of financial support they require, and on the final published version of their work.

From among the variety of editorial methods Kline identified, she selected those most often used and those most effective, and described them, citing documentary editing projects as examples. Many archivists will be familiar with this "how I do it in my shop" approach, but Kline has carried the presentation one step further. Where there is unanimity on a given practice, she indicates that; or when she has a strong opinion, based on her own experience, she describes her preferred method.

An editor's tasks are many and varied. One seldom has the pleasure of pursuing the procedures Kline describes in chapters four through nine on a full-time basis. Missing from the guide by design is any significant discussion of many of the other responsibilities an editor assumes in managing a project. For example, directing the work of other scholar editors, devising a task structure for a project and its staff, maintaining relations with institutional homes and with family and associates of their subjects, fund raising, and negotiating legal issues associated with copyright and publication are activities that require time, patience, and expertise not often associated with the basics of editorial practice, but necessary for the successful completion of an editorial project.

At first glance, a disappointing aspect of the guide is its unevenness. For example, Kline provides a great deal of information on transcription. The reader is even told the number of copies of each transcription that must be kept at each step in the procedure. What, how, and how much to annotate receives relatively brief coverage. Yet the reader must be patient; it is too much to expect the complete story of documentary editing in this one publication. As Kline points out, the bibliographic essays at the end of each chapter supplement the information in the guide. It seems likely that if one were to consult all of the recommended sources and to use them in conjunction with the information Kline offers, one would have a reasonably complete picture of the current status of editorial theory and method.

For archivists, the volume will be useful as an introduction to the work of documentary editors. Archivists will benefit from learning the procedures to which documentary editors subject documents in preparation for publication and from having at hand an explanation of the terminology associated with documentary editing. Since archivists have occasion to transcribe and annotate original documentation for exhibits, exhibit guides, and assorted repository publications, the discussion of transcription and verification methodology should provide exceedingly helpful "how to" information.

Unfortunately, Kline's description of the processes in which archivists interact with editors is limited. There is, however, in chapter two a description of the theory and methods editors consider in defining their projects, establishing internal controls, and designing a search. Archivists will also be disappointed if they hope to find more than a mention of the use of computer technology in editing and indexing, or of the steps an editor must take in creating a microfilm or fiche publication. There is a decided bias in favor of presenting the final product in printed volume form.

Archivists, historians, documentary editors, or would-be documentary editors will wish to add *The Guide to Documentary Editing* to their libraries. The work is a significant contribution to the literature of documentary editing. Not a textbook, nor strictly a "how to" volume, it is precisely what it set out to be: a guide to the literature, to the history and intellectual arguments, and to the spectrum of processes that compose the profession of documentary editing.

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The Disposition of Government Records. By T. W. Wadlow. Paris: International Council of Archives, 1985. 74 pp. Paper.

Records Management Resources: An Annotated Bibliography for Local Governments. Compiled by Laura McGee. Pasadena, Cal.: International Institute of Municipal Clerks, 1987. 46 pp. Paper.

Anyone seeking to compare records disposition practices in other countries with those common in the United States need not consult the study published by the International Council on Archives, *The Disposition of Government Records*. As stated in the introduction, "the study describes basically a system that was developed in the United States of America" which can be used "in any country where the records management system has not been organized and/or fully implemented."

The text is a fairly straightforward description of the inventory and scheduling

process. Much of the information apparently came from United States National Archives publications (the book does not include a bibliography, but reference to NARA and GAO within definitions found in the glossary are clues, as are the forms which are used as examples) with some modifications made, according to the introduction, as the result of two international conferences. The publication suffers from insufficient proofreading. In some passages, for example, the reader is told to measure in feet and inches; in others, in linear metres. In one instance, the text refers to a nonexistent table of equivalents. These complaints aside, one hopes that the book serves a purpose by providing a reasonably clear explanation of why and how to inventory and schedule government records. At the same time, the reader may wonder whether a brief annotated bibliography and access to the publications from which this book was drawn would not have done as well.

Records Management Resources, produced by the International Institute of Municipal Clerks, provides a listing by state and province, and thereunder by city, of writings and information about local government records management programs. No claim of completeness is made. The information from local governments was gathered through "random surveys," and in all cases the compilers were dependent upon the return of survey forms. Still, only five states and two provinces failed to provide some information, and eighty-seven cities returned information on their records management programs. The IIMC bibliography provides a good indication of the types of records management publications available relating to local government. For some local government officials, it will provide information on who can give them assistance in their state or province.

Anyone who has ever constructed and distributed a survey recognizes that general questions produce uneven results. The IIMC

survey was no exception. Although a bibliography for local governments, some state programs listed publications intended only for state government agencies. Two states were alert enough to list their NHPRC-sponsored assessment reports, although twenty times that number have completed such reports which include sections on local government records. Some archival guides and informational pamphlets are included in the listing as well.

Some of the manuals which were listed included notations that they were produced with NHPRC support, while others, also funded through NHPRC grants, were not so noted. The annotations consist primarily of contents listings; there was no attempt to evaluate the publications; however, even this level of annotation provides an improvement over bibliographies without annotation. If this publication is updated, as IIMC indicates may happen, some evaluative annotation might be considered for those readers looking for particularly good examples of specific types of records management publications. IIMC might also consider combining its efforts with the Council of State Governments to better develop a clearinghouse of materials relating to government archives and records programs.

GERALD G. NEWBORG

State Historical Society of North Dakota

A Guide to Special Collections in Kansas.

Edited and compiled by Gene DeGruson, Michael Kelly, Angus Mundy, and Virginia Quiring. Topeka, Kan.: Kansas Library Network Board, 1986. Index. iii, 403 pp. Paper.

The Guide to Kentucky Archival and Manuscript Repositories.

Frankfort, Ky.: Public Records Division, Department for Libraries and Archives, 1986. Appendixes, index. xiii, 127 pp. Paper. \$12.

Since NHPRC issued its *Directory of Archival and Manuscript Repositories in the United States* in 1978, there has been an increasing number of guides or directories covering archival and manuscript repositories in a particular state or region. Two recent examples, *The Guide to Kentucky Archival and Manuscript Repositories* and *A Guide to Special Collections in Kansas*, serve to illustrate some of the benefits as well as some of the shortcomings of this genre.

The *Kentucky Guide* is the first publication to result from the Kentucky Guide Project, an NHPRC-supported effort to create a statewide automated data base of archival repositories and their holdings and to publish a series of guides based on this data base. The format of the *Kentucky Guide* will be familiar to anyone who has used the NHPRC *Directory*. Repository entries contain the same information as the NHPRC *Directory* with the useful addition of bulk dates indicating the dates of the majority of the materials in the repository. The entries are arranged alphabetically by city or town, then alphabetically by repository name within each city or town. The *Guide* is printed in an easy-to-read, two-column format.

The *Guide* contains entries for 285 repositories, the result of an initial survey of 600 potential repositories and on-site visits to over 400. This substantial increase over the 48 entries listed in the NHPRC *Direc-*

tory reflects the inclusion of smaller repositories and the comprehensiveness and thoroughness of the survey. The *Guide* is supplemented by appendixes that provide access to repositories by type of repository and by county. The index combines broad subject access with good repository name, place name, and personal name coverage. In short, *The Guide to Kentucky Archival and Manuscript Repositories* is a workmanlike production that reflects the significant resources devoted to the Kentucky Guide Project. It can certainly serve as a model for this type of repository guide.

A Guide to Special Collections in Kansas, which also received some federal funding under LSCA, was sponsored by the Kansas Library Network Board and aimed to provide statewide access to special collections "not identified in conventional sources." The *Kansas Guide* is divided into two parts—one for academic libraries, the second devoted to public libraries, museums, historical societies, and other organizations. Within each of the two sections of the *Guide*, repositories are listed alphabetically by name, with collection entries listed alphabetically thereunder. For each repository, the guide lists name, address, telephone, and hours and days of operation. For each special collection, the guide entry consists of any entry number, collection title, subjects under which the collection is indexed, the type of materials included, and a narrative description of the collection. For many collections, but not all, the description also includes the dates of the material, and information on access to the collection, photocopying, and existence of finding aids. The *Guide* is indexed by subject and by type of material.

The *Guide* was compiled and edited by two teams of volunteers who must be commended for surveying in excess of 1,000 organizations. The *Guide* contains entries from about 350 institutions, a substantial increase of repository coverage over the NHPRC directory, even with the inclusion

of printed collections. Still, this guide is far from comprehensive. Notably absent are archives of nonacademic religious institutions.

The *Guide* includes special collections as defined by the *A.L.A. Glossary of Library Terms*, but unfortunately the application of the definition is very uneven, resulting in repository-level descriptions for some collections and subcollection-level description for others. The disparities that result are a real disservice to researchers. In addition, the indexes fail to pick up terms or types of material mentioned in the narrative descriptions, and the lack of a listing by location makes the *Guide* less useful. Nevertheless, the *Kansas Guide*, like the *Kentucky Guide*, provides access to repositories whose research collections are unlikely to be described anywhere else.

Certainly this is still one of the major benefits that encourages the production of state and regional directories. It is unlikely that the 1988 revision of the NHPRC *Directory* can be as inclusive or comprehensive, or that the national bibliographic utilities can be as accessible to small repositories. However, the Kentucky Guide Project is on the right track by exploring ways to make its statewide data base available to the national utilities and by committing to update the repository data base on a regular basis.

As Wilbur Stolt pointed out in a review of the St. Louis *Directory* (*American Archivist* 49 [Summer 1986]: 330-31), there is little empirical data on how well guides and directories get information into the hands of researchers. Even if further study is warranted in this area, there is little doubt that repository directories frequently provide the impetus to improve procedures and upgrade the description of the collection. They also can and do promote a level of inter-repository cooperation not simply in the production of the guide, but in the sharing of information about collections and operations, and in referring potential users and

donors. They can be an effective, if basic, tool in broadening our vision of the context in which we work.

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Minnesota Historical Society

National Inventory of Documentary Sources in the United States. Part 3: State Archives, Libraries and Historical Societies and Part 4: Academic Libraries and Other Repositories. Teaneck, N.J. and Cambridge, England: Chadwyck-Healy, 1985, 1986. Twenty units of approx. 400 silver positive microfiche. Index on negative diazo COM fiche (9 fiche for Part 3 and 11 fiche for Part 4). Standing order for 5 units per year, \$1,000 per unit.

By now NIDS—short for National Inventory of Documentary Sources—is a fairly familiar acronym for archivists and researchers alike. The two final parts of the project, under review here, differ from the companion parts 1 (*Federal Records*) and 2 (*Manuscript Division, Library of Congress*) by offering open-ended sets, limited only by the numbers of registers and inventories repositories are willing to contribute to the series. The coverage for the two parts provided for review includes 2,504 finding aids from fifteen state archives, libraries, and historical societies and 3,187 finding aids from thirty-six academic libraries and other repositories. The institutions represented in Part 3 range from the Massachusetts Historical Society to the Alaska Historical Library, while in Part 4,

from MIT to the Knights of Columbus. As of December 1985, these repositories represented about one-third of those which had agreed to contribute.

As with the previously reviewed Part 2 (*American Archivist* 48 [Fall 1985]: 432–33), each finding aid is reproduced on one or more separate fiche. They may be calendars, photo collection guides, inventories with series descriptions and folder listings, item catalogs, or microfilm listings; virtually all are unpublished typescripts. Quality of reproduction is excellent in most cases, and each fiche has an eye-legible header including repository name, finding aid title, and fiche number. The fiche come in envelopes, arranged sequentially by a three-part number representing “NIDS Part.Repository.Finding Aid.”

The most crucial element of this resource is, of course, the indexing. Each of the four NIDS parts has its own index. In the case of these two, it is a COM fiche index which will be cumulatively updated and distributed with each new issue of five units. By and large, the index is quite legible, although several of the fiche in the copy examined lost text, as the left edge seemed to have been cropped too closely.

The index in both parts follows the same format. The first part of the index is a listing of the repositories, followed by a listing of the collections sorted alphabetically under each repository. These records provide main entry and title of collection, span dates, quantity, NUCMC number (if any), optional notes on provenance or internal indexing, and the assigned three-part fiche number. Each collection on the index, however, is then also assigned a consecutive reference number. It is this second number which is used in the other half of the index—the alphabetical subject listing. The extra look-up (finding the fiche number represented by the collection number in the index) seems an unnecessary irritant.

Naturally most of the subject headings are personal, corporate, or geographical

names, but there are a good deal of topical subject headings, and these are based on the *Library of Congress Subject Heading List*. Subjects are apparently drawn from the summary narrative information in the finding aids. Although there can be considerable variation in the depth of the indexing, the average number of index entries seems to be about eight per collection.

The Kentucky Historical Society's *Photographic Collection Guide*, however, seemed to have an index entry only under the repository. Constituent collections in the guide could not be found in the index, and without form or genre headings, there was no way to discover the extensive photo collections by form or even geographical or topical headings with form subheadings. In another example, the J. Orrin Oliphant collection at the Washington State Historical Society deals with religion in the Pacific Northwest, focusing on the letters of missionaries. Subject headings were found under Washington and Oregon—History, and under several of the more prominent individuals; but there were no references readily apparent that tied the collection to religion, missionaries, or revivals.

Two random examples do not necessarily invalidate the usefulness of a resource as ambitious and long anticipated as this one, however. A national collection of finding aids has been endorsed by the National Information Systems Task Force of the Society of American Archivists. These two parts provide us detailed information on many collections not reported to or not eligible for NUCMC. It will be a heavily used tool for many years to come, regardless of any drawbacks. Quite likely the only obstacle NIDS will face will be its price. Many libraries and archives which could use its information will shy away from a start-up price of \$20,000 for the first two years of these two parts alone.

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Briefly Noted

One of the most complex and rapidly changing areas of the modern scientific and technological enterprise is information processing. The mandate of the Charles Babbage Institute (CBI) is to "record and study the evolution of the computer and modern electronic communication technology." Because information technology is such a recent phenomenon, CBI's collection necessarily emphasizes oral history. The *Guide to the Oral History Collection of the Charles Babbage Institute*, edited by William Aspray and Bruce Bruemmer (Minneapolis, 1986; 110 pp.) encompasses audio interviews and related material collected as of May 1986. The guide is available on floppy computer disks which are periodically updated. Entries are arranged alphabetically by interviewee. Approximately 140 interviews are abstracted and indexed in the guide. Approximately 100 of the interviews are restricted in some way, a practice common to many oral history collections. We are fortunate to have Bruemmer and Aspray's guide to oral histories held by the Charles Babbage Institute. Documentation of computer history is sparse, and the first generation of computer pioneers is rapidly disappearing. CBI's use of oral history serves as a strong model for the use of oral history as a tool for documenting a complicated technological field. For a copy of this softcover guide, which costs \$5.00, write Charles Babbage Institute, Walter Library, University of Minnesota, Minneapolis, MN 55455. [Carol Dreyfus-St. Ledger]

The Smithsonian Institution Press has just published *Past Meets Present: Essays About Historic Interpretation and Public Audiences* (x, 169 pp.; hard cover, \$19.95; paper, \$11.95). The eleven essays in this volume grew out of a national conference of 160 museum professionals, held in New York in October 1984, sponsored by the New York Humanities Council. Jo Blatti

has edited the papers and written a brief introduction to them which provides some information on this unusual conference. Nine of the papers were written after the conference, reflecting on the field touring done as the primary activity of the meeting. The tension and relationship between the public and academe (“citizens and ‘experts’”) is a recurrent theme of the contributors, and one with which most archivists are familiar. Although the focus is clearly on museology and public programming, archivists working in a museum setting or with exhibitors would find this thoughtful compilation helpful. Copies may be ordered from the Smithsonian Institution Press, P.O. Box 4866, Hampden Station, Baltimore, MD 21211.

With the volume, *Optical Media: Their Implications for Archives and Museums* (Archival Informatics Newsletter and Technical Report 1, part 2 [Spring 1987]; 73 pp.), David Bearman has initiated an ambitious serial publication which will bring a quarterly newsletter complemented by a special focus technical report. The first technical report covers the full range of optical media, explains the alternatives available in videodisc, compact disk, and optical digital disk, and freely offers advice to archivists and museum professionals. Those interested in applying these technologies in an archival setting will find this work of value, especially the many bibliographic and institutional resources found in the appendixes. Subscriptions to both the newsletter and the reports are \$160 per year, prepaid. Copies are available to SAA members for \$40.50, \$45.00 to nonmembers. Write to Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

The Advisory Council on Historic Preservation has created a special edition annual report in honor of its twentieth anniversary: *Twenty Years of the National Historic Preservation Act: Report to the President*

and the Congress of the United States. The attractive, 128-page paperbound volume is written so that even readers “with no background in historic preservation will come away with a general understanding of the National Historic Preservation Act, its origins, the history of the programs it created, the present status of those programs. . . .” (p. 11). In addition to a history of the past two decades of federal preservation activity, the *Report* pulls together citations to all major federal statutes in this field, provides a list of eleven government publications currently available celebrating the twentieth anniversary, and explains the roles and relationships of preservation groups at the federal, state, and local level. Free copies are available as long as the supply lasts by writing: Publications Office, Advisory Council of Historic Preservation, The Old Post Office Building, 1100 Pennsylvania Avenue N.W., Room 809, Washington, D.C. 20004.

Farm Town: A Memoir of the 1930's depicts rural life in Horton, Kansas, through the lens of a local professional photographer, J. W. McManigal. Senator Robert Dole's brief introduction, editor Grant Heilman's sparse text, and photo captions taken from oral history interviews complement the approximately one hundred black and white images reproduced in the book. Heilman selected photographs which illustrate the methods, tools, and products of agriculture far more than the people on the farm. Considering its bleak subject—small town life on the plains in the worst of times—this is a positive, upbeat work with more than a touch of nostalgia. First published in 1974 by the Stephen Greene Press, this paperback has been reissued by Viking Penguin, Incorporated for \$10.95 (ISBN 0-8289-0606-8).

Keeping Your Past: A Basic Guide to the Care and Preservation of Personal Papers is a new Kansas City Area Archivists' pub-

lication (KCAA Publications Committee, 1987, 25 pp.). Adding to the growing archival literature aimed at the general public, this manual provides individuals and families with the basic “do’s and don’ts” of archival preservation. Avoiding the axiom that “a little knowledge is a dangerous thing,” the committee provides necessary cautions, including advice to seek professional assistance whenever appropriate. Archivists from a variety of repositories will find this volume easy to recommend to nonarchivists for its readability and its coverage of the most common preservation issues and problems. It will save repeated explanations to answer the most frequently asked questions. Appendixes provide a brief bibliography and addresses of professional organizations and archival product suppliers. To order, send \$5.00 (KCAA members, \$2.00) to KCAA, Western Historical Manuscripts Collections, University of Missouri, Newcomb Hall, Room 302, 5100 Rockhill Road, Kansas City, MO 64110-2499. [Elisabeth Wittman, Evangelical Lutheran Church in America]

The American Library Association and the National Education Association have published *The Copyright Primer for Librarians and Educators* (Chicago, 1987, 60 pp.). Written by ALA legal counsel Mary Hutchings Reed, this work explores the various aspects of copyright with which archivists, librarians, and teachers deal. The main body of the work consists of eleven sections on such topics as fair use, photocopying, nonprint media, and computer software. Reed introduces each section with a brief explanation followed by appropriate excerpts from the copyright law and any subsequent guidelines affecting its application. She then uses a question-and-answer format to provide practical solutions to specific problems and situations. The *Primer* also includes specifics on infringement liability, instructions on obtaining permission to use copyrighted material, a

list of legal and other sources, and an index. Reed’s clear and concise presentation helps explain the intent of the law so information professionals may better judge the appropriateness of their actions. Order at \$7.95 from ALA Publishing Services, 50 E. Huron Street, Chicago, IL 60611. [Marjorie J. Haberman, Ohio Historical Society]

The Society for History in the Federal Government has published *Federal History Programs: A Guide for Heads of Government Agencies* (Washington, D.C., 1987). This concise, twelve-page guide offers an introductory rationale for the programs, and then gives several paragraphs each to institutional history, oral history, records management, the Freedom of Information Act, preservation projects, and the establishment of a new historical office within an agency. Perhaps mirroring the ambiguity of writing history in a large bureaucracy, there is no name given for an author, compiler, editor, or even for an officer of the society which produced the work. This guide may offer a good starting point for those interested in historical consulting with government agencies, and archivists interested in receiving a copy should write to the society at Box 14139, Benjamin Franklin Station, Washington, D.C. 20044.

The National Archives and Records Administration has published a revised edition of its basic guide, *Civil War Maps in the National Archives*, which was originally published in 1964. This new edition incorporates three welcome changes: it now includes maps from the Confederate Record Group 109; file numbers have been added for maps from Record Group 77 (which includes over one-half the total); and the number of representative illustrations has been increased. The work is divided into two parts. Part 1 provides a general coverage of approximately 8,000 maps, plans, and charts pertaining to Civil War

operations which are available in fifteen different records groups in the National Archives. Part 2 describes selected maps of exceptional interest in greater detail. Effective use of the volume is well provided for by a forward, preface, table of contents, list of illustrations, guide to usage, and index. All the maps described are available, and reproductions may be ordered for a fee. This 140-page casebound guide, with thirty-three illustrations, is available for \$30.00 from the National Archives Trust Fund, P.O. Box 100793, Atlanta, GA 30384. [Otto Olsen, Northern Illinois University]

In 1983 staff at the National Library of Scotland began work on a master plan for preventing or coping with natural disasters in the library. After a survey of forty libraries and archives, the need for a more general manual became clear, and the pub-

lished result is *Planning Manual for Disaster Control in Scottish Libraries and Records Offices* (bibliography, index, 76 pp., paper). The manual covers disaster prevention planning, reaction to natural calamity, and recovery procedures for archival and library materials; there is also a brief advisory on insurance. Written in succinct, outline form, the book gives thorough coverage despite its brevity and could be used as a quick reference for coping with emergencies after they happen. It provides a complement to the several strong conservation reference works already available through the Society of American Archivists, and SAA will be the American distributor for this volume. No price has yet been set, but information on ordering copies may be obtained by writing the society's Chicago offices.

Selected Recent Publications

The Research Collections at McMaster University Library. Compiled by Charlotte A. Stewart and Carl Spadoni. Canada: McMaster University Library Press, 1987. Index. viii, 100 pp. Paper.

Guide to the Holdings of the Archives of the Ecclesiastical Province and Dioceses of Rupert's Land. By Wilma MacDonald. Canada: St. John's College Press, 1986. Indexes. vi, 208 pp. Paper.

Ethnocultural Guide Series: Archival Sources for the Study of Polish Canadians. By Myron Momryk. Canada: Public Archives Canada, 1987. Bibliography. vii, 26 pp. Paper.

Diaries of William Souder Hemsing: An Intimate Look at Souderton, Pennsylvania, 1885-1888, 1902-1906, 1918. Souderton, Pa.: Indian Valley Printing, Ltd., 1987. Appendix. 494 pp. Cloth.

Federal Copyright Records, 1790-1800. Edited and with an introduction by James Gilreath. Compiled by Elizabeth Carter Wills. Washington, D.C.: Library of Congress, 1987. Index, appendix. xxv, 166 pp. Cloth.

The Man behind the Quill: Jacob Shalus, Calligrapher of the United States Constitution. By Arthur Plotnik. Washington, D.C.: National Archives and Records Administration, 1987. Index, bibliography, xv, 110 pp. Cloth.

A Guide to Archives and Manuscript Collections in the History of Chemistry and Chemical Technology. Compiled by George D. Tselos and Colleen Wickey. Philadelphia, Pa.: Center for History of Chemistry, 1987. Indexes. viii, 198 pp. Paper.

Approaches to Problems in Records Management Series: Computer Generated Records; Proceedings of a Sem-

inar at the University of Liverpool, September 26, 1986. Edited by Michael Cook. London: Computer Applications Committee/Records Management Group, Society of Archivists, 1987. Appendix. 60 pp. Paper.

The Papers of Woodrow Wilson, Vol. 57, April 5-22, 1919. By Arthur S. Link. Princeton, N.J.: Princeton University Press, 1987. Cloth.

A Guide to the San Diego Historical Society Public Records Collection. By Richard W. Crawford. San Diego, Cal.: The Society, 1987. Index. 86 pp. Paper.

Soldiers and Civilians: The U.S. Army and the American People. Edited by Gary D. Ryan and Timothy K. Nenninger. Washington, D.C.: National Archives and Records Administration, 1987. Index. xiv, 210 pp. Cloth.

A Guide to the Holdings of Queen's University Archives, Vol. 2: Audio Visual Collections. Coedited by Anne MacDermaid and George F. Henderson. Kingston, Ontario: Queen's University, 1987. Index. xiii, 137 pp. Cloth.

Collection of Testimonies, Memoirs and Diaries, Part 1 (Record Group 033). Compiled by Bronia Klibanski. Jerusalem: Yad Vashem Central Archives, 1987. Index. 326 pp. Paper.

The Papers of William Penn, vol. 4, 1701-1718. Edited by Craig W. Horle, et al. Philadelphia: University of Pennsylvania Press, 1987. Index. xvii, 823 pp. Cloth.

An Inventory of the Records of the New York Housing Authority. Compiled by Moon Wha Lee. Long Island City, N.Y.: Fiorello H. LaGuardia Archives, 1986. vi, 79 pp. Paper.

State of the City's Records: A Report on the Status and Condition of The Pub-

lic Archives and Records of the City of Boston. Mark J. Duffy, Project Archivist. Boston, Mass.: Municipal Archives and Records Project, 1987. Appendixes. vii, 338 pp. Paper.

Printing and Publishing Evidence: The-sauri for Use in Rare Book and Special Collections Cataloging. Prepared by the Standards Committee of the Rare Books and Manuscripts Section (ACRL/ALA). Chicago, Ill.: Association of College and Research Libraries, 1986. iv, 28 pp. Paper.

Historiographer to the United States: The Revolutionary Letterbook of Pierre

Eugene Du Simitiere. Edited by Paul G. Sifton. New York: Vantage Press, 1987. 133 pp. Cloth.

The Journals of the Lewis & Clark Expedition, April 7–July 27, 1805. Vol. 4. Edited by Gary E. Moulton. Lincoln: University of Nebraska Press, 1987. Index. ix, 464 pp. Cloth.

Directory of Information Management Software for Libraries, Information Centers, Record Centers, 1987/1988. Compiled and edited by Edward John Kazlauskas and Pamela Cibbarelli. Studio City, Cal.: Pacific Information, 1987. Indexes. 301 pp. Paper.