

Reviews

GLEN A. GILDEMEISTER, *Editor*

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"Recent Trends in Rare Book Librarianship." Edited by Michele Valerie Cloonan. *Library Trends*, vol. 36, no. 1 (Summer 1987). Champaign, Ill. University of Illinois Graduate School of Library and Information Science, 1987. 256 pp. Single issue price \$10.00.

This issue of *Library Trends* brings together the work of sixteen authors who are all involved in various aspects of rare book librarianship. The last time *Library Trends* devoted an issue to rare books was in 1957. Clearly, there have been enormous changes in the profession in the last thirty years, but why would *American Archivist* choose to review this publication devoted to an extraneous discipline? The answer, obviously, is that rare book specialists and archivists have many problems in common and that compartmentalization of library "turf" is self-defeating. For example, the rare book world has been grappling with special cataloging problems, standards, points of access, and authority work for years now. Much of this expertise and experience is transferable to archives cataloging, and today's archivists cannot afford to

ignore it.

Several articles in this compilation will be of special interest to archivists. I would highly recommend Paul Koda's review of the application of technology to research in books and manuscripts. His grouping of equipment by price range (from a cyclotron on down) is a refreshingly realistic way of presenting the subject.

The articles by Richard Schwab, professor of history at the University of California at Davis, and David Woodward, professor of geography at the University of Wisconsin, describe detailed applications of cyclotron and beta-radiography techniques. Also to be read with care are the articles by Stephen Paul Davis of Columbia University and John B. Thomas III of the Humanities Research Center at the University of Texas, Austin. Both deal with the problems and possibilities of automation in bibliographical control of special collections, and both stress the need for cooperation and standards. These articles, at the same time theoretical and practical, provide a readable summary of the issues involved in setting up the standards and special

formats which will necessarily become an integral part of our work.

Margaret Child of the Smithsonian Institution Libraries contributes an overview of the role of the National Endowment for the Humanities (NEH) in supporting special collections. She gives a useful perspective on the history of NEH grants, including the grant that led to the establishment of the MARC AMC format. Her analysis of NEH's institutional thought processes may suggest approaches for future grant requests. To Child goes the award for most memorable quote: "Federal dollars have served as a kind of fertilizer to spur growth in a number of directions." Bonnie Joe Cullison and Jean Donaldson, both from the Newberry Library, describe the occasionally strained interaction between conservators and curators, outlining some of the practical and ethical problems that may arise in special collections work. Many of the questions they pose are now in abeyance awaiting further experience and research—an opportunity for input from the profession.

Mary Wyly, director of Library Services at the Newberry Library, contributes the final and most frightening piece to this volume, "Special Collections Security: Problems, Trends, and Consciousness." She describes several recent theft cases to demonstrate that collections are increasingly at risk, and her documentation of staff involvement is especially disturbing. Wyly does not prescribe remedies, but reviews what is being done and suggests some sources for aid and information.

On the whole, this issue of *Library Trends* gives a good picture of what is going on in the rare-book world today. Most of the contributors are rare-book specialists working in libraries, and regrettably, most library professionals will assume that they can skip this issue. I hope that some archivists will at least glance at the articles I have mentioned as relating to their interests. You may be surprised to learn that

rare book librarians are working in areas that concern you and that a considerable amount of their experience and work is relevant to your own job.

ANTHONY S. BLISS
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A Research Guide to the Massachusetts Courts and Their Records. By Catherine S. Menand. Records Descriptions and Inventories by Mary Eleanor Murphy. Boston: Massachusetts Supreme Judicial Court Archives and Records Preservation, 1987. 135 pp. Spiral bound. \$6.00.

Guide to Records of the Court of Common Pleas, Chester County, Pennsylvania, 1681–1900. By Lynn Ann Catanese. West Chester, Penn.: Chester County Historical Society, 1987. 139 pp. Spiral bound. \$25.00.

State court records are a labyrinth that (except for colonial and probate records) is just beginning to be explored and charted by archivists and historians. Both these works succeed in their purpose of making court records more understandable and more accessible, though they differ in their scope and emphasis.

The Massachusetts *Guide* was published with the help of a National Historical Publications and Records Commission grant and assistance from the Social Law Library, Boston, and offers a statewide perspective. The largest section is a detailed legislative history of each trial and appellate court from 1630 to the present. Particularly useful features are "tree" diagrams of court evolution, tables summarizing court jurisdiction, and statutory citations within the body of the text (instead of in footnotes). Following

the history of the courts is a guide to court records, providing for each court general information on extant records, their location, published editions, existing inventories, and microfilm copies. The actual records inventory is a list of series titles (with quantities and dates) on microfiche. The inventory lists records of each court which had been inventoried as of May 1987. The microfiche will be updated as additional records are inventoried.

The *Chester County Guide*, published with support from the National Endowment for the Humanities, provides access to prothonotary (i.e., court clerk) records in the Chester County archives. The *Guide* describes nearly one hundred series of civil court records, as well as a few series of appellate and noncourt records. The heart of the *Guide* is the series descriptions. Each description states record title, dates, and quantity, and discusses content, arrangement, missing records, and related records. The descriptions are no small achievement. The plethora of dockets and filed papers of the Chester County Court of Common Pleas constitute an intricate, archaic records system that even present-day lawyers might find hard to understand. The *Chester County Guide* also contains a useful history of the court (inexplicably stopping at 1847, though the records in the archives go to ca. 1900), explanations of typical civil actions, a map of Chester County, a legal glossary, annotated bibliography, and index.

Both guides are perhaps overly modest concerning their aims. The *Massachusetts Guide* calls itself "strictly a guidebook"; the *Chester County Guide* is termed a "finding aid." In fact, both works exhibit a mastery of the complex, changing organization, jurisdiction, procedure, and records of state courts over a period of three centuries. These guides are contributions to archival/historical knowledge. They should serve as models for many similar publications, by other statewide court systems and

by local court archives.

JAMES D. FOLTS
*New York State Archives and
Records Administration*

Standing the Test of Time, Quality Assurance for State and Local Government Records Microfilming. By Linda James and edited by Sue E. Holbert. St. Paul, Minn.: Minnesota Historical Society, 1986. viii, 70 pp. ISBN 0873512146.

Guidelines for the Preservation of Microforms. By Michael Roper. Paris: International Council on Archives, 1986.

Standing the Test of Time is the result of a study supported in part by a grant from the National Historical Publications and Records Commission. The author does a commendable job in assuring the reader that microfilm production is not the panacea for preserving state and local governmental records. This erroneous assumption, generally held among historical agencies, government offices, and archives, certainly is brought to light in a sophisticated yet easy to understand statistical presentation. The author has at her disposal a legitimate amount of information supplied by fifty-one of sixty-eight institutions representing forty-six states. Her data certainly substantiates the numerous problems faced by agencies responsible for microfilming governmental records.

Highlighted among the identifiable problems facing these institutions are inconsistencies in administration, lack of comprehensive legislation, evidence of noncompliance with established ANSI and AIIM standards for microfilming perma-

nent records, and a repeated failure to establish excellent information dissemination programs within respective state and local records programs. The author quickly points to fragmentation, lack of properly trained staff and operational resources, and high initial investment costs as factors which result in weak and unstructured programs. These agency responses, brought to light by James, confirm suspicions that professional records administrators for decades have continued to establish microfilm programs without systematically incorporating them into overall acquisition, preservation, and record management programs. Consequently, the lack of technical experience, firm and continued commitments for administering agencies, and generally uninformed but aggressive vendors, service bureaus, and equipment salesmen have contributed to the woes of permanent archival microfilm programs.

Standing the Test of Time is well written, concise, and clear. Its strength rests with the series of tables provided by the author and an excellent selection of standards for photographic films, processing, sensitometry, and microfilm reproduction which should be part of a records administrator's or film technician's library. Also useful are the microfiche copies of the respondent's questionnaire, microfilm manuals, and examples of legal contracts, forms, internal logs, checklists, price lists, micrographics workshop curricula, filming statistics, and publicity materials. This document is a must reading for those responsible for microfilm programs.

The rather brief (eighteen pages) *Guidelines for the Preservation of Microforms* is also worth examining if you or your institution administers a microfilming program. The author describes and discusses the most basic elements of microfilm, microfilm application, procedures for properly preparing collections for microfilming, quality control standards, duplication, proper storage techniques, access, and use. He elab-

orates further on the use of silver, diazo, and vesicular microfilm; environmental conditions as they apply to these films; microfilm readers/reader printers; and the importance of a well defined micrographics operation.

Roper does not present any new micrographic information. The publication appears to be an update of the ICA 1968 publication *Micro-photography for Archives*. Roper's publication, however, does include graphics and a useful bibliography. What is important is that Roper has compiled a "neat," compact outline of procedures which should be a fundamental part of any archival micrographic library.

PAUL D. YON

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Report of the First National Conference on Issues Concerning Computerized Public Records Hosted by the Public Records Division, Office of the Massachusetts Secretary of State, Michael J. Connolly, Secretary, and James W. Igoe, Supervisor of Public Records. 2 vols. Boston, Mass., 1987. Paper. 155 pp. Free while supply lasts.

In today's increasingly automated society, information has become a ubiquitous commodity much sought after by individuals, corporations, and other institutions alike. As a result, the computerization of public records has raised numerous thorny issues regarding the control, dissemination, and, ultimately, proper access provisions safeguarding the massive volumes of automated data generated by all government agencies. Herein lies the importance and value of the recent *Report of the First National Conference on Issues Concerning*

Computerized Public Records.

A summer 1986 survey conducted by the Public Records Office of the Massachusetts Secretary of State revealed that the two areas of greatest concern to respondents were first, the best method for transposing existing Freedom of Information Act provisions into a format adaptable to computer records, and second, the policing of the use of data now readily available on computer tapes and disks. This two-volume report, the product of a two-day conference held in Boston, Massachusetts, marked the first tentative efforts towards establishing a national network of state Freedom of Information Act (FOIA) administrators to address these multifaceted questions.

Hosted by Michael J. Connolly, Massachusetts Secretary of State, and James W. Igoe, Deputy Secretary of State and Supervisor of Public Records, this January 1987 conference afforded involved individuals the opportunity to discuss the perplexing problems posed by the computerization of public records and to ponder possible solutions applicable at the state level. Although no definitive solutions were reached, the participants did address the numerous issues and consequences arising from the computerization of public records. All agreed, however, that future networking will be essential to ensure a proper forum for the discussion of their collective concerns.

Volume one contains the reports of four workshop groups composed of a diverse mixture of computer experts, attorneys, reporters, local officials, and perhaps most importantly, information users themselves. These reports, penned by four Public Records staff lawyers (also group leaders), address a panoply of concerns stemming from the computerization of public records and the concomitant consequences that flow from their use. All four groups confront such difficult issues as commercial requests for public records (so-called "for profit" motive requests), direct access to government information, fee charges for request

processing, and use restrictions on public information. Special attention, moreover, is given to the nebulous status of computer programs produced by government agencies.

Volume two includes the conference's appendixes consisting of completed conference worksheets, survey information compiled by the Massachusetts Public Records Division, and miscellaneous conference correspondence. These worksheets, completed by participants prior to the conference, permitted individuals the opportunity to ponder and articulate their views on these matters without having their opinions influenced by others. For this reason alone, they provide an insightful and useful complement to the report.

Among the many issues addressed in the report, the dangers presented by "personal data composites" receive special attention. All participants agreed that a data composite, the collection of diverse information on particular individuals, poses the greatest threat to personal privacy. Using information obtained at "well below market value," individuals or companies with devious motives may obtain tape or disk copies containing personal information which may in turn be manipulated for their personal gain. This is especially serious as this information has been compiled at taxpayer expense.

Various solutions are proposed to prevent this regrettable situation, solutions which vary from screening information requests to establishing differential fee scales to discourage this practice. Individual opinion varies sharply on these alternatives because such measures, it is believed, would undermine the very premises underlying freedom of information itself. In the final analysis, no definitive solutions were reached concerning this perplexing problem, but all participants were sensitized to it.

The Report of the First National Conference on Issues Concerning Computer-

ized *Public Records* is a timely contribution to the steadily growing body of literature on this subject. While it offers few solutions to the dilemmas facing records custodians confronting the challenges posed by automation, it does raise many seminal issues which will undoubtedly be the subject of considerable controversy for many years to come.

RODNEY YOUNG
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Soldiers and Civilians: The U.S. Army and the American People. Edited by Garry D. Ryan and Timothy D. Nenninger. Washington, D.C.: National Archives, 1987. 194 pp. Biographies and index. \$25.00. 0-91133-52-5

The past few years have seen a resurgent interest in military history among academics, as publication of this collection of papers and comments from a National Archives conference in 1979 reflects.

Pieces or comments appear by several well-known names, including Russell Weigley and Edward M. Coffman. A chapter called "The U.S. Army's Impact on Local Communities: Some Explored and Unexplored Pathways" contains several worthwhile studies. Merritt Roe Smith's picture of the arsenal at Harpers Ferry before the Civil War shows a conflict between civilians with local interests and military managers concerned about efficient production for national interests. The conflict is one that almost any military procurement officer would recognize today. Smith's study echoes Robert Utley's works in the 1960s on the frontier army: civilians often contrived ways—including provoking warfare—to force the federal government to send troops because having the army

around was good for the local economy. The point is even sharper in Frank N. Schubert's "Troopers, Taverns, and Taxes: Fort Robinson, NE, and its Municipal Parasite, 1886–1911" and in Elaine C. Everly's "Red, Black, and White: the U.S. Army at Columbus, GA."

These merits aside, the publication is more an artifact than a book. The longest essays come in the fourth chapter, called "The U.S. Army as Agent of Social Change and as Instrument of Social Control." The social control issue was a dead horse by 1979. The literature that arose dealing with the army reflected concerns about civil-military relations that sprang from the social and political turmoil of the 1960s and Vietnam. In 1968 and 1975 Joan M. Jensen published books, which she repeatedly footnotes in her paper, on the army and domestic surveillance on campus. Here, Jensen shows little but that the army had agents on campuses at various times, that much so-called surveillance sprang spontaneously from university administrators who saw military training as a tool to inculcate discipline in their students, and that army officials stopped monitoring civilians because it was unproductive. This collection also gives short shrift to topics that desperately needed published treatment. Ernest F. Fisher, Jr., who was researching a history of the noncommissioned officer, spends only three and one-half pages on that subject, and one-half of one page is a photograph. Anton Myrer's treatment of the army family is similar.

Publishing hardbacks is costly and, as this one reflects, can take a very long time. Only rarely, do many people see a particular monograph. Given these facts, perhaps it would have been better for both readers and the authors of the better essays if they had published their articles in professional journals.

JAMES W. WILLIAMS
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Archives and Library Administration: Divergent Traditions and Common Concerns. Edited by Lawrence J. McCrank. New York and London: Haworth Press, 1986. 184 pp. \$24.95. ISBN 0866565906.

This set of ten essays, edited by Lawrence McCrank, first appeared as a special issue of the *Journal of Library Administration*. McCrank notes that he chose this journal not only due to the interest of its editor, but also because the Society of American Archivists generally pays insufficient attention to administrative and management issues, and was unreceptive to opportunities for collaboration with the library world on these matters. The essays, all by writers familiar to archivists but much less so to library administrators, are presented under four topics: "Archivists' Perspectives on Library Administration of Archives" (Paul McCarthy and David Klaassen); "Resource Sharing and Bibliographic control" (Richard Szary, McCrank, and David Bearman); "Cooperative Program Development at Institutional and National Levels" (Richard Cox, John Dean, George Vogt); and "Education and Professional Development" (Francis Blouin and Robert Warner). Each contributor was asked to explore a given issue from "an administrative perspective," including resource allocation, personnel management, new technology, defining clientele and services, and cooperation and networking.

Most of the writers agree more or less on several broad points, regardless of their particular perspective. They concur generally that there are sufficient similarities in the purpose and methods of libraries and archives to make logical an administrative placement of archive programs in a library setting and to warrant direct collaboration to meet shared needs. They perceive that librarians have been the senior partners in these programmatic relationships and that librarians may have assumed without careful analysis that there are no significant differences that could not be accommodated

within the basic techniques developed by librarians for published materials. Because of the uneven relationship, simple lack of interest on the part of librarians, or the absence of a proactive, cooperative stance by archivists, libraries frequently have not provided an environment conducive to effective archival program development. Often, neither partner has been satisfied, although each, especially the archivist, has found it difficult to express this dissatisfaction openly or productively. Lack of support and understanding from libraries has led archivists at times to overemphasize differences as a way to help meet their own needs for professionalization. This may have further reduced potential opportunities for mutually advantageous cooperation within individual institutions, between professional associations, and on national issues.

Given this context, most of the writers in *Archives and Library Administration* perceive the current period as one of transition toward a more integrated information profession in which libraries and archives (and records management) are all parts of one continuum. This transition was in part prompted and certainly is accelerated by the possibilities offered by new technologies, especially automated bibliographical systems. According to Warner, but several contributors might have written the same words, these new technologies "are making long cherished concepts held by all information handlers—librarians, archivists, records managers—seem mere provincialisms rather than sacred theory or immutable principles."

Several writers, especially Klaassen and Szary, provide excellent, tightly reasoned discussions of the important differences between archival and library work; however, they, as well as others (including McCrank in his excellent introduction and in his own thirty-five page essay on integrating archival and bibliographical systems), perceive increasing opportunities for cooperation in a range of activities. Cooperation and in-

tegration will grow because of the opportunities technology offers for information sharing, because of a shared paucity of resources, because of other large problems—especially preservation—faced in common, and because of the pressures for archivists and librarians to unite against other parts of the information community, especially the private sector, on public interest issues. A number of authors, including Cox, Szary, Blouin, McCrank, and Warner, perceive that as collaboration increases, librarians will see more clearly that certain archival principles (provenance) and techniques (appraisal) have much to offer librarians in addressing major library issues.

Educational programs, offered in a broad information handling framework, may ultimately be the most powerful factor in breaking down barriers. This, not surprisingly, given their continuing collaboration at the University of Michigan, is the view of Blouin and Warner, who advocate the development of a “foundation curriculum” (Warner) built around “information as a concept . . . kept quite separate from its format” (Blouin). They call upon archivists to take advantage of the ferment in library and information education and to use the existing library education infrastructure rather than try to create a separate parallel structure. By seizing opportunities for engagement, and avoiding the temptation to go it alone, archivists can help shape integrated educational programs. These, in turn, will produce professionals and administrators well versed in all aspects of the management and use of information, including information of enduring value.

This brief summary does not do justice to individual essays of note. George Vogt, for example, provides an excellent review of the movement of the past several years to develop a nationwide and profession-wide archival agenda and to emphasize cooperation and coordination as key strategies. Overall, this volume succeeds admirably in

meeting its editor's main goal of “a coherent set of essays which brings into focus key issues confronting archives and library administrators today.” The impact of the publication would have been enhanced by one or two strong essays by a research library director or high-level, mainline library administrator—something that other library administrators would read as a message from a recognized colleague. Nevertheless, these are timely and useful readings for the professional archivist, whether located in a library setting or not.

LARRY J. HACKMAN
*New York State Archives and
Records Administration*

Handbook for Research in American History: A Guide to Bibliographies and Other Reference Works. By Francis Paul Prucha. Lincoln: University of Nebraska Press, 1987. 289 pp. \$21.95 cloth, \$9.95 paper. ISBN 0-8032-3682-4 (alk. paper), ISBN 0-8032-8919-4 (pbk).

While a graduate student in U.S. history, I was fortunate to participate in a bibliographic seminar. The history librarian discussed the major reference works available and their uses for historians. Scholars are now equally fortunate to have Francis Paul Prucha's *Handbook for Research in American History*. It reiterates everything from that seminar and adds more, providing a compendium of tools which should be utilized by anyone writing American history. While conceived with beginning historians in mind, Prucha notes that both experienced historians and nonhistorians alike may benefit from use of the *Handbook*.

In the *Handbook*, Prucha lists selected reference works, usually the most recent ones, making no claim to being definitive.

His volume is divided into two parts: categorical and subject. In the first part are works which treat newspapers, manuscripts, obituaries, biographies, and related topics. In the second part, chapters are arranged by topic: women, religion, military history, blacks, and American Indians, to name a few. Helpful introductions to each chapter provide a broad overview on how to approach either a topic or a type of material. For some sections—biography in particular—there is extensive annotation either explaining an item's use or how it is arranged. But entries in other areas receive no annotation.

The sections on the National Archives and on data bases are particularly useful. The National Archives, our nation's largest repository, can be frightening to the novice, but Prucha strips away some of the unknown in his brief discussion. He explains the organization's origins and the record-group system it employs. Data bases, too, tend to inspire fear in some researchers, but this chapter can reduce this fear. While he avoids specifics, Prucha discusses the concept of data bases and how they work, warning of pitfalls and pointing out advantages to their use—certainly something from which both new historians and long-time professionals can benefit.

I would quibble with Prucha's use of the term "out of date," when describing publications. Bibliographies, by their very nature, are quickly outdated. The lag between material covered and publication date can be as great as ten years. As a result, finding the most recent material on a given subject is often very difficult for researchers. There are many instances in which Prucha cites "out-of-date" publications, implying a work is of less value than others. Because a bibliography lacks currency does not mean it lacks value. Although older works provide dated references, in many cases, they are still the most useful aids available. Perhaps the proliferation of data bases will resolve this dilemma.

The *Handbook's* only obvious omission is its neglect of photographic material. Today, historians use photographs not just as illustrations, but as resources much like manuscripts. While many of the manuscripts repositories included will have such visual material, there are numerous photo archives, not discussed, which hold valuable collections. A listing, too, of the reference books important to photo research, such as *Picture Sources*, would have been useful.

As an introduction to sources, however, the *Handbook for Research in American History's* uses are almost endless. I would recommend Prucha's *Handbook* to anyone doing historical research today. Its availability in paperback should make it a required item for all students seeking to write American history.

ANITA M. WEBER

George C. Marshall Research Library

Resources for the History of Computing—A Guide to U.S. and Canadian Records. By Bruce H. Bruemmer. Minneapolis: University of Minnesota, Charles Babbage Institute, 1987. 187 pp. \$9.00.

It has become standard practice for a discipline history center, such as the Center for the History of Information Processing at the Charles Babbage Institute (CBI), to produce a catalog of documentary source materials for its discipline and, furthermore, to declare that its purpose is to serve as an aid to researchers seeking information about archival collections. What is innovative in the CBI guide is the usefulness it promises archivists.

Resources for the History of Computing

“focuses on manuscript and archival sources directly relating to the development of the electronic computer and its application in the United States and Canada. Most of the sources relate to the electronic digital computer, though the guide does include information about analog, electromechanical, and to a lesser degree, mechanical devices. Accordingly, most of the collections date after 1935” (p. 5). Four additional limits to its coverage should be noted. The guide does not cover (1) materials outside of historical repositories, (2) entries from the National Archives and Records Administration or the National Archives of Canada, nor information about (3) artifacts, or (4) specific oral history interviews. The main section of “Collection Abstracts” consists of traditional guide entries, arranged by state or province and then by repository; there are three appendixes and a name and topical index. The appendixes are a list of repositories with relevant oral history interviews, an annotated bibliography of selected introductory readings in the history of computing, and an alphabetical list of repositories whose holdings appear in the guide. Entries were compiled through surveys of institutions having the greatest computer development, and also through analyses of existing national data bases, notably the Research Libraries Information Network (RLIN) and the National Union Catalog of Manuscript Collections (NUCMC). This is undoubtedly the most comprehensive compilation yet available of resources pertinent to the history of computing. Its major weakness is its index; the lack of references to main entries or numbered collections places an unnecessary burden on the user.

In its introduction, the CBI guide states that, of its two immediate purposes, the first is to serve as a “guide for archivists interested in understanding the range of records that have been acquired in order to improve the documentation for the history of computing at their repository” (p. 4). This potential use of guides by archivists

is not necessarily a new one; other discipline centers have produced similar guides that could have served the same purpose. What is innovative is that the CBI guide places archivists center stage, underlining their importance in the documentation effort. The introduction offers promise of more concrete aid to archivists in the future. *Resources for the History of Computing* is, in fact, a vital component in the construction of a national collecting strategy. By using the guide as a tool to identify areas that are not currently documented, the CBI expects to devote its attention to the “development of a broad and comprehensive collecting plan . . . that will be useful to all archivists and curators in developing collections at all institutions and organizations” (p. 4). As readers of the *CBI Newsletter* know, the other key feature of the strategy is “to provide historical aids for collecting: a chronology of software developments, a bibliography to the history of software, and an overview of the history of computer architecture.” Because of their interest to archivists, information on these historical aids should have been included in the guide’s introduction.

In conclusion, *Resources for the History of Computing* offers a wealth of materials that will foster use by researchers and improved collecting by archivists. In addition, the guide is handsomely designed, and edited with high professional standards. As an author of similar guides, this reviewer appreciates the inclusion of the source note for information used in entries and is intrigued, too, to see how frequently (apart from repositories) the source of information is RLIN and how seldom NUCMC.

The CBI volume indicates that future guides to resources—at least those pertaining to subjects—should take usefulness to archivists as a central purpose. Many opportunities come to mind. In the CBI guide, for example, the annotated bibliography offers a major aid; in later editions, we can expect the appearance of many more ben-

efits from the national collecting strategy. The author of this fine volume and the Charles Babbage Institute are to be congratulated.

JOAN WARNOW-BLEWETT
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A Preliminary Guide to Pre-1904 County Records in the Archives Branch, Virginia State Library and Archives. Compiled by Suzanne Smith Ray, Lyndon H. Hart III, and J. Christian Kolbe. Richmond: Virginia State Library and Archives, 1987. xxv, 331 pp. \$5.00. ISBN 0-88490-143-2.

A Preliminary Guide to Pre-1904 Municipal Records in the Archives Branch, Virginia State Library and Archives. Compiled by Lyndon H. Hart III and J. Christian Kolbe. Richmond: Virginia State Library and Archives, 1987. xxv, 61 pp. \$5.00. ISBN 0-88490-144-0.

These two inexpensive volumes contain admirable listings of the older local government records available at the Virginia State Library and Archives. Comprehensive and detailed, they should greatly facilitate access to approximately 18,000 cubic feet of extremely important records.

One does not need to say much about the widely recognized importance of local government records. In this case, the obvious value of documentation spanning from the creation of eight original shires in 1634 to the abolishment of the county court system in 1904 is confirmed by the inherent interest of the series listings. Free negro registers, reports of the overseers of the poor, Grange and Farmers' Alliance records, proceedings of Committees of Safety, orphans accounts, and oyster inspection reports appear along with the expected land,

court, estate, and marriage records. As in South Carolina, large quantities of antebellum business records ended up in Virginia's county courthouses. An entry for one-half cubic foot of "Old Papers in W. L. M.'s desk, 1822-1901" from Albemarle County indicates the inclusiveness of coverage. One hastens to add that few entries share the peculiarities of that description.

Handsomely produced by offset from word-processed copy in a large 8 1/2-by-11-inch format, the volumes also contain a glossary, summary description of the history of Virginia local government, suggestions for additional reading, and an index. The bulk of the index entries are for personal names, geographic locations, corporate names, and particular court cases that are mentioned in the series listings. Useful cross references in the index also facilitate access to the entries, which are alphabetically arranged. Entries in the index for the terms that are defined in the alphabetically arranged glossary are perhaps an unnecessary use of space.

In Virginia large incorporated municipalities are independent of counties. Some counties have been absorbed into these entities and the county's records are accordingly listed there. The second and much smaller of these two guides, therefore, lists many of the same kinds of records as appear in the county guide and the front matter is largely the same. This reviewer doubts the wisdom of not incorporating all the entries into one volume. In both volumes, microfilm is listed in separate sections after "Original Records," the latter somewhat of a misnomer since it includes extensive holdings of photostats. A good deal of space and much flipping back and forth by prospective researchers could have been saved if the holdings for a given series had been collated into a single entry.

Like *Section B: County Records* of the *Guide to Research Materials in the North Carolina State Archives*, soon to appear in

a tenth edition, and the forthcoming *A Guide to Local Government Records in the South Carolina Archives*, these Virginia volumes do not attempt to duplicate and update the excellent descriptive work that was done in the 1930s by the Historical Records Survey. Used in conjunction with those publications, however, these listings of the local records now centrally available are a boon to research. In Virginia's case, it should be pointed out that some original records transferred to Richmond that have not yet been microfilmed are closed to research without prior permission of the respective clerks of court.

CHARLES H. LESSER
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The Leaving of Liverpool: The Story of Nineteenth-Century Emigration. Compiled by J. Gordon Read; edited by Paul Rees. Liverpool, England: National Museums and Art Galleries on Merseyside, 1986. Twenty-six document facsimiles, three supplemental booklets. £3.95. To negotiate price in U.S. dollars, write P. Duncombe, Commercial Services Manager, National Museums and Galleries on Merseyside, Liverpool, L3 8EN, United Kingdom.

An increasingly important constituency for many archives is the school community. Archivists recognize the value of teaching students research skills and training teachers to use primary materials. They also appreciate the broadened support base and heightened public awareness that results from educational outreach programs. Several archives have recently developed facsimile packets and other document-based curriculum materials to serve this school

audience. *The Leaving of Liverpool* is a recent addition to this growing body of archives-produced educational materials.

The Leaving of Liverpool provides insight into the conditions faced by the nine million people who passed through Liverpool between 1830 and 1930 in search of the new life in America, Australia, and other countries. The unit was developed for the National Museums by J. Gordon Read, Keeper of Archives, and Paul Rees, Keeper of Educational Services. Designed to involve students as active participants in their education and to draw them into the human side of history, it both complements an emigration exhibit and capitalizes on a significant archival collection of emigration materials acquired by the museum over several years.

The *Leaving of Liverpool* consists of twenty-six document facsimiles, an introduction, suggested readings, brief descriptions of each document, and six transcriptions. It includes posters, tickets, photographs, newspaper advertisements, letters, full-color lithographs, and excerpts from *The English Voyager's Manual* and *Openings for Gentlemen's Sons on Farms, Ranches, Cattle Stations, etc., Abroad*. Most of the documents are printed and easy to read; unfortunately, however, two of the letters are not transcribed and are difficult to decipher.

The facsimiles in the package are visually very appealing. Reproduced actual size and folded to nine by eleven inches, they are printed on paper of varying colors and weights to make them as authentic in appearance as possible. The folding and variety of sizes, however, make the documents difficult to handle, and the newsprint used for four documents is not durable enough for repeated classroom use. In addition, oversized documents are difficult to reproduce for multiple classroom copies.

Overall, the variety and format make the packet intellectually accessible to student users and adaptable for teachers. A Radio

Merseyside series on *Leaving for a New Life*, produced to accompany the teaching unit, further increases its educational value. The packet was developed and classroom tested over a seven-year period. Unlike some document packets that are produced with little or no input from the intended audience, this project involved educators extensively in all phases of development. Compiler Read envisions the unit being used in classrooms from later primary to university level. Unfortunately, the packet lacks a teacher's guide and suggestions for classroom use. Perhaps this reflects the long British tradition of local history studies, or perhaps it reflects the unit's intended dual use as a teaching supplement and museum souvenir.

The Leaving of Liverpool can nonetheless lead students on a voyage of historical discovery if they and their teachers do the necessary additional research to incorporate successfully the emigration theme into the curriculum; it catches the imagination and presents historical documents in an easily accessible manner. Students are engaged in interpreting primary sources without even realizing it.

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BRIEFLY NOTED

The British Archives Council (BAC) has issued a second edition of its *Directory of Corporate Archives* first published in 1985. Lesley Richmond and Alison Turton surveyed the BAC membership to compile the seventy-five-page paperback: "only member firms were invited to contribute and some chose not to do so." The directory is arranged alphabetically by company name, and each entry provides a one-paragraph historical sketch and information on access, scope, finding aids, facilities, publications, and addresses for inquiries. Among the companies listed are Bank of England, British Broadcasting Corporation, Guinness PLC, Lloyd's Register of Shipping, Reuters Ltd, Shell UK, and the Worshipful Company of Saddlers. For copies (£4.95) write to the Council, 185 Tower Bridge Road, London, England SE1 2UF.

The International Council on Archives has published the proceedings of the twenty-fourth and twenty-fifth annual meetings of the International Archival Round Table held in Austin, Texas (1985) and in Helsinki, Finland (1986). The Austin meeting addressed the subject of access to archives and the counterbalance of privacy; the Helsinki conference focused on the issue of centralization and decentralization in archival programs. Both publications contain conference agendas, summary reports, minutes of sessions, final recommendations, and a list of participants; they feature both English and French text in one volume. These paperbound volumes will be distributed in the United States by the Society of American Archivists. *Access to Archives and Privacy*, Austin 1985, is \$20 for members, \$25 for nonmembers; *Centralization/Decentralization and Archives*, Helsinki 1986, is \$16 for members, \$20 for nonmembers.

A five-year special project carried out by the Texas Historical Foundation has been completed with the publication of *Photographic Collections in Texas: A Union Guide*. Compiled by project coordinator Richard Pearce-Moses, the guide covers collections "held by libraries, historical societies, universities, museums, government agencies, corporations, and other public entities," but does not list privately held collections or purely commercial photographic collections. Each entry gives basic data describing both the repository and the photographic collections, and lists topics covered, photographer surnames, geographic areas, personal names of prominent subjects, and titles of record groups within the larger collection. There are separate but related indexes for each of these areas in the back of the guide. Texas A & M University Press has published this softcover, 381-page guide, and copies may be ordered by writing the press at College Station, TX, 77843-4354.

Gale Research has published a fourth edition of *Notable Americans: What They Did, From 1620 to the Present* (xiv + 713 pages; indexes; ISBN 0-8103-2534-9). Edited by Linda S. Hubbard, this update was more properly titled *Notable Names in American History* in its third edition (1973) since it provides little data beyond name, title or position, and dates for "leaders in government, the military, business, labor, religion, education, cultural organizations, philanthropy, and national associations, including recipients of significant awards and honors." The fourth edition does add many names from the Vietnam War and lists federal office holders for the fifteen years which have passed since the last issue. Complete personal name and organization indexes provide access to the nineteen chapters of lists of office holders, military commanders, agency heads, and honorees. Copies may be ordered from Gale Research, Book

Tower, Detroit, MI 48226, for \$150.00 each.

Unesco, through its General Information Program and UNISIST, is making available at no cost two recently printed bibliographies: *List of Documents of the General Information Programme and UNISIST: Supplement 1984-1986* (PGI-87/WS/8; Paris, 1987; indexes; 43 pp.; paper) and *Awareness of the Principal Documents and Publications of the General Information Programme* (PGI-85/WS/S/25; Paris, 1987; indexes; 105 pp.; paper). Both are English language publications and, while there is some duplication of entries, each would be of value to archivists who follow the international developments in information science and to those doing research in the status of archives and policy development in a global context. Copies may be obtained by writing to: The Documentation Centre, Division of the General Information Programme, Unesco, 7, Place de Fontenoy, 75700 Paris, France.

A joint effort by NAGARA and the Council of State Governments has produced a twenty-six page pamphlet entitled *Program Reporting Guidelines for Government Records Programs*. Ten years in the making, this benchmark consensus should reduce the problem of communications between different state archives and records management programs by reducing the confusion on terms, measurements, and descriptions. Both NAGARA and the Council see this effort as a way to strengthen state government records programs. The publication includes a glossary and a model ten-page "Annual Reporting Form" which is also available separately. For more information, write Bruce W. Dearstyne, Executive Director, National Association of Government Archives and Records Administrators, Executive Secretariat, New York State Archives, 10A75 Cultural Education Center, Albany, NY 12230.

Geographers, cartographers, and map curators now have a *Scholar's Guide to Washington, D.C.: Cartography and Remote Sensing Imagery* thanks to author Ralph E. Ehrenberg and the Woodrow Wilson International Center for Scholars (Smithsonian Institution Press; index; xx, 385 pp.). This is the Center's "twelfth volume in a reference series describing the scholarly resources of the Washington, D.C. area." The *Guide* describes map or image collections from institutions as important and diverse as the National Geographic Society, Army Military History Institute, Library of Congress, and National Archives. Six informative appendixes (especially helpful for logistics), a bibliography, and five indexes—subject, personal name, organization name, geographic (map), and geographic (image)—complete the volume. It is available in both hardcover (\$29.95) and paper (\$15.00) by writing to the Smithsonian Institution Press, P.O. Box 4866, Hampden Station, Baltimore, MD 21211. Include \$1.75 for postage and handling.

Researchers working with U.S. census manuscripts will appreciate William Thorndale and William Dollarhide's *Map Guide to the U.S. Federal Censuses, 1790–1920* (Genealogical Publishing Company, Inc., 1987; xxvi, 420 pp.; bibliography, index; hardcover, \$49.95). Organized alphabetically by state, this book provides researchers a genealogy of the evolution of counties within a state, decade by decade, from the date of statehood through 1920. Since decennial federal census manuscripts are organized by county, this reference tool should prove useful to genealogists, especially those who must research a number of states. Each state map shows current boundaries marked in white with the historical boundary and name for that decade overlaid in dark black ink and letters. Many maps also carry some annotation concerning problems in tracing boundaries or in

conflicts over the multiple redrawing of the county lines.

The Society of North Carolina Archivists has published *Archival and Manuscript Repositories in North Carolina: A Directory*. The directory lists repositories by city, and contains indexes by institution name, county, repository type, and subject. Entries for each repository include basic information such as a description of holdings, subjects and formats (based on LCSH and AACR2), and reference services provided. Materials solicited is a useful entry in the guide, as it indicates the substantial work on cooperative collecting policies accomplished in North Carolina. Some repositories do not indicate whether their holdings are primarily original copy. Two other problems exist. Readers are not told which repositories use the AMC format, and there is no information on which have automated systems offering local subject access or access to a national data base. The guide is available from the society for \$10 plus \$2 postage for members, and \$12 plus postage for nonmembers. (Michael A. Breedlove)

Genealogical Publishing, Incorporated, has brought out another reference work: Peter Wilson Coldham, *The Complete Book of Emigrants: 1607–1660* (xviii, 600 pp.; index; hardcover, \$29.95; ISBN 0-8063-1192-4). Derived from "English Public Records" of ship manifests, lists of deportees, and similar documents, the volume covers only English emigrants; emigrants from Scotland, Ireland, and Wales are not included. The book is organized chronologically by day, month, and year, and provides only name, destination, and means of transit for most entries. There is a comprehensive, one-hundred-page surname index to access the thousands of entries. The book is well made, attractively priced, and should be a welcome addition to many genealogical reference shelves.

Selected Recent Publications

- Collection of Testimonies, Memoirs and Diaries*** (Record Group 033), Part 1. Compiled by Bronia Klibanski. Jerusalem: Yad Vashem Central Archives, 1987. Index. iii, 307 pp. Paper.
- In Search of Your German Roots: A Complete Guide to Tracing Your Ancestors In the Germanic Areas of Europe***. By Angus Baxter. Baltimore, Md.: Genealogical Publishing, 1987. Index. xii, 122 pp. Paper.
- Italia Judaica: Gli Ebrei in Italia tra Rinascimento ed Eta Barocca***. Atti del II Convegno Internazionale, Benova, 10–15 giugno 1984. Roma: Istituto Poligrafico e Zecca Della Stato—Libreria della Stato, 1987.
- A Century of "Separate But Equal" Education in Anne Arundel County***. By Philip L. Brown. New York: Vantage Press, 1988. Appendixes, index. 258 pp. Cloth.
- Bibliographic Services Throughout the World***. Supplement 1983–1984. By Marcelle Beaudiquez. Paris: Unesco, 1987. viii, 319 pp. Paper.
- Among the Sleeping Giants***. Occasional Pieces on Lewis & Clark. By Donald Jackson. Urbana, Ill: University of Illinois Press, 1987. Index. xiv, 136 pp. Cloth.
- Wedemeyer on War and Peace***. Edited by Keith E. Eiler. Stanford, Calif.: Hoover Institution Press, 1987. Index. xxii, 245 pp. Cloth.
- Studies: The Disposition of Government Records***. By T. W. Wadlow. Paris: International Council on Archives, 1985. Appendix. iii, 74 pp. Paper.
- Studies: Acquisition of Archival Materials in Developing Countries***. By Dhan Keswani. Paris: International Council on Archives, 1987. Appendixes. 127 pp. Paper.
- A Guide to Major Manuscript Collections Accessioned and Processed by the Library of the Western Reserve Historical Society Since 1970***. Compiled by Kermit J. Pike. Cleveland, Ohio: Western Reserve Historical Society, 1987. ix, 91 pp. Paper.
- The Frontier Nursing Service Oral History Project, An Annotated Guide***. Compiled and edited by Susan E. Allen & Terry L. Birdwhistell. Lexington, Ky.: University of Kentucky Libraries, 1987. 68 pp. Paper.
- New York History: Quarterly Journal of the New York State Historical Association, Ten-Year Index, 1976–1985***. Compiled by Deborah Taylor and Wendell Tripp. Cooperstown, N.Y.: New York State Historical Association, 1987. 136 pp. Cloth.
- Salt of the Earth: The History of the Catholic Diocese of Salt Lake City, 1776–1987***. By Bernice Maher Mooney. Edited by Monsignor Jerome C. Stoffel. Salt Lake City, Utah: Catholic Diocese, 1987. Index. xiii, 546 pp. Cloth.
- Texas County Records Manual***. Volume 1, revised edition. Austin, Tex.: Texas State Library, 1987. Paper.
- Sound Recordings in the Library of Congress***. By Sharon G. Almquist. University of Illinois, Graduate School of Library and Information Science Occasional Paper 179, August 1987. 37 pp. Paper.
- Filing and Records Management Fundamentals for the Small Business***. By Ann Bennick. Prairie Village, Kans.: ARMA International, 1987. 50 pp. Paper.
- Selecting and Organizing State Government Publications***. By Margaret T. Lane. Chicago: American Library Association, 1987. Appendixes, index. xi, 254 pp. Paper.