

Reviews

GLEN A. GILDEMEISTER, *Editor*

Publications for review should be sent to incoming Reviews editor Anne Kenney, Conservation Department, Olin Library, Cornell University, Ithaca, NY 14850.

Motivating Today's Library Staff: A Management Guide. By Dana C. Rooks. Phoenix: Oryx Press, 1988. References, bibliography, index. xvi, 160 pp. Paper. \$27.50. ISBN 0-89774-269-9.

The formation of a Management Roundtable, the commissioning of a management manual, the increase in annual programs dealing with aspects of management, and the two-day workshops on archivists as managers all point to a growing realization within the Society of American Archivists that, like it or not, management is important. It makes sense, therefore, to open the pages of the Reviews section of the *American Archivist* to recent publications that might contribute to better archival management.

In this volume, Dana Rooks, Assistant Director of Administration at the University of Houston Libraries, discusses one of the most important roles of a manager-motivator. Her approach to the topic is wide ranging, including performance appraisal, staff training, job enrichment, delegation, participatory management, leadership, communication, organizational structure, and motivation theory. She includes references to many of the well-known names in the study of management, such as Maslow,

Herzberg, McGregor, Ouchi, Drucker, Argyris, Odiorne, and Taylor. So sweeping an array of topics does more than simply illustrate the interrelationships between motivation and other aspects of management; it sometimes distracts the reader from the focus on motivation, threatening at times to become, instead, an introductory management text.

Clearly, there is much here that archival managers can read with profit, substituting "archivist" for "librarian" throughout the text. There is little, in fact, in Rooks's volume that distinguishes motivation in a library setting from nearly any other employment situation. That, in turn, raises the hoary question of whether or not the study of management is or should be generic. Is there such a thing as "library management" as distinct from "management"? Do archivists and librarians need a management counterpart to "Mathematics for Humanists" or "Physics for Poets"? Are management concepts so difficult that they need to be simplified and filtered for use by those who have not aspired to an M.B.A.? If not, then perhaps archivists should be reading current management literature rather than relying on archival and library literature that may be based on dated

management concepts.

The author's sources indicate at least as heavy a reliance on management as on library literature. But the management literature Rooks cites tends to be older than the library literature on which she relies. This is unfortunate because the management literature is large and growing. A review of recent issues of *Library Literature* (which indexes archival publications) reveals few citations dealing with motivation, and these are found under other access terms. *Business Periodicals Index*, on the other hand, provides a wide variety of current selections. Archivists who do not want to tackle the vast management literature may find a useful introduction to the subject, including motivation, in Robert D. Stueart and Barbara B. Moran's *Library Management* (3rd ed., 1987). Those who seek the latest thinking and research on motivation and management should turn to articles and books in psychology and management.

NICHOLAS C. BURCKEL
Washington University in St. Louis

New Jersey Historical Manuscripts: A Guide to Collections in the State. Compiled by Mary R. Murrin. Trenton, N.J.: New Jersey Historical Commission, Department of State, 1987. Index. xii, 193 pp. \$15.00 + \$1.10 postage. Cloth. ISBN 0-8974-3104-9.

The product of several years and a variety of small grants, this guide seems to represent a compromise between the desirable and the possible. Out of several hundred potential repositories—church, courthouse, and municipal archives were eliminated at the start—the project staff winnowed its way to 265. The collections at Princeton and Rutgers universities and at the New Jersey and Princeton historical societies are sum-

marized rather than described, as separate guides exist for them.

Within these limitations, the guide does a worthy job of describing the major elements of each collection and identifying the categories of documents to be found (business, genealogical, legal, personal) and their inclusive dates and the types of records involved (financial, diaries, printed family histories). Inventories or indexes are noted where they exist. Some collection sizes are given in linear and some in cubic feet, and a few other terms are used as well. These inconsistencies, as well as the note that not all individuals, associations, and firms represented in the collections are identified, reinforce the fact that the guide was largely compiled from information furnished by the repositories themselves rather than from site visits. Understandable as these limitations are in view of staff and funding available to the project, they reinforce the compiler's caution that the volume is a guide and not a catalog. As such, it will be of value primarily as a pointer to the existence and scope of small local history collections, and as a convenient source of summary information about printed guides and microforms editions available for larger collections.

The guide raises a larger issue. Less populous states may be well served by guides which attempt statewide coverage of several categories of documents, such as the pair recently issued to collections in North Dakota (see *American Archivist* 49 [Fall 1986]: 473). For dense states such as New Jersey, guides the size of this one can only be partial. County-by-county surveys of the depth of the on-going New York State Historical Documents Inventory are needed. In the meantime, this well-produced guide will usefully supplement the available published guides to major New Jersey collections.

BARBARA J. DUNLAP
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Atlas of American History. Text by Robert H. Ferrell. Maps by Richard Natkiel. New York: Facts on File Publications, 1987. Illustrations, colored maps, index. 192 pp. \$24.95. ISBN 0-8160-1028-5.

A historical atlas can often be a valuable addition to the archivist's collection of reference books. To answer many questions that can be expressed in geographic terms—about the location of towns at various periods, patterns of development, the paths of explorers, railroads, armies—a historical atlas can summarize information found in a variety of gazetteers and compilations of historical statistics and can provide the information in a format that is easily interpreted.

With the publication of this volume, Ferrell and Natkiel have entered competition with a number of atlases of American history that are currently in print, including a 1975 reprint of Charles O. Paullin's 1932 *Atlas of the Historical Geography of the United States*, a 1969 reprint of Clifford L. Lord and Elizabeth H. Lord's 1953 *Historical Atlas of the United States*, and a 1984 updating of James Truslow Adam's *Atlas of American History* edited by Kenneth T. Jackson, to name only the most well known.

The focus of this atlas is on military history, the specialty of the cartographer Natkiel (who has published atlases of twentieth-century warfare, battles, World War II, and maritime history), but a topic relatively neglected by most of the other atlases of American history now available. Close to two-thirds of the pages of maps in this work are devoted to wars, especially to battle plans. Almost all of these maps were previously published in Natkiel's *Atlas of American Wars* (Arch Cape Press, 1986), which apparently is no longer in print. The maps communicate their information well. They are simply drawn, with irrelevant detail omitted. Color is used to highlight troop movements and important events. Symbols with obscure meanings are used sparingly.

Natkiel's maps document the most im-

portant military campaigns and battles of American history. The American Revolution, the Civil War, and World Wars I and II receive the most attention, but many other wars and interventions are represented by one or more pages, including the Barbary Wars, Seminole War, intervention in Mexico in 1916, Korean War, and events as recent as the invasion of Grenada.

Aspects of this country's military history other than battles are less well covered. There are no maps describing industrial mobilization in World War II, for instance, and United States relations with the Soviet Union are shown only through small maps of the Berlin Airlift and the alliance structure after World War II, neglecting such topics as the development of strategic nuclear weapons and warning systems.

Most of the maps that do not concern military history are no more than outline maps showing data for various years at the state level: slave and free states, for example, and electoral vote for president. These maps are well laid out and informative, but they are clearly secondary in importance to the military maps in Natkiel's plan for the atlas.

Ferrell, a historian of American diplomacy and American presidents—whose publications include *American Diplomacy*, the fourth edition of which appeared in 1987, and *American Secretaries of State and Their Diplomacy*, edited with Samuel Flag Bemis—has contributed a capsule history of the United States, concentrating on military and political history, foreign affairs, and boundary disputes. Aside from the captions accompanying the maps, the text does not directly complement the maps.

In sum, this work is not a comprehensive atlas of American history. It does not supersede the standard atlases of Paullin, Lord and Lord, and Jackson, although it is considerably less expensive than any of them. As an atlas of American military history, however, it is an attractive and useful work. The maps are clear, easy to interpret, and up-to-date; and the price makes the

volume a good buy for a hard-bound atlas. For military history collections, this atlas will make a valuable addition to the reference shelf.

LEONARD A. COOMBS
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Preservation Microfilming: A Guide for Librarians and Archivists. Edited by Nancy Gwinn. Chicago: American Library Association, 1987. xix, 207 pp. \$40.00. Paper. ISBN 0-8389-0481-5.

As a tool of records and information management, microfilming is too often considered the cure-all for ending storage problems. Unfortunately, not enough thought has been given to microfilming as a preservation tool—until now. This guide is one of the most significant recent works on microfilming of any sort and deserves to be on the reference shelf of every librarian, records manager, and archivist who is responsible for, or will be responsible for, the microfilming of records. This volume should be of particular interest to archivists, because too often they are on the outer fringes of microfilming technologies and practices. For instance, they will provide microfilm readers to researchers to access microfilm purchased for the archives from other sources, but will ignore the microfilming potential of their own collections.

With the number of experts who contributed to this volume, it could have become a ponderous reader, but the adept integration of all their contributions has created a very readable guide to the science and purpose of preservation microfilming. Ably edited by Nancy Gwinn, who is Assistant Director, Collections Management, for the Smithsonian Institution Libraries, the guide

covers familiar territory while providing information that is usually not discussed in similar texts. A lengthy introduction explains the purpose of the guide and to what audience it is directed. Perhaps the guide's most important contribution is its first chapter, which describes the administrative decisions that must be made before microfilming is chosen as a preservation tool. Especially valuable are the sections on program planning, design, and management; contracting for services; access and bibliographic control; and cost control. The chapters following cover more familiar territory: selection of materials for microfilming, production planning and preparation of materials, microfilming practices and standards, preservation microfilming and bibliographic control, and cost controls. The guide's appendixes will prove valuable to the reader, as they provide information on preservation microfilming standards, specifications, and guidelines; a sample preservation microfilming contract; a glossary of terms; and a listing of organizations and institutions that provide information on or conduct preservation microfilming.

This guide does not really compare to other microfilming texts. Indeed, it stands above them and should serve as a model for anyone who attempts to prepare a similar guide. The guide's only drawback is its price, which will probably make it prohibitive for many small libraries and archives. That is unfortunate, because it is an important contribution to microfilming practices and procedures.

DALE A. STIRLING
Hart Crowser, Inc.

Kit #138: University Copyright Policies in ARL Libraries. Washington, D.C.: Systems & Procedures Exchange Center, Association of Research Libraries, 1987. 118 pp. Paper. \$20.00 plus \$5.00 postage outside the U.S., non-ARL members; \$10.00, ARL members. ISSN 0160-3582.

The Systems and Procedures Exchange Center (SPEC) is a clearinghouse operated by the Association of Research Libraries (ARL), Office of Management Studies (OMS) that provides a central source of timely information and materials on the management and operations of large academic and research libraries. It facilitates the exchange of knowledge and documents through SPEC kits, which are distributed ten times each year to ARL members and other interested libraries. The kits include topically arranged groupings of unedited primary source documents—selected for their value to administrators and decision makers—that illustrate a wide range of alternative approaches to specific issues.

SPEC Kit #138: University Copyright Policies in ARL Libraries was prepared by Kenneth D. Crews, member of the California Bar Association and Ph.D. student in the UCLA Graduate School of Library and Information Science, as part of the OMS Collaborative Research Writing Program. It approaches policies from the viewpoint of university administrators, as well as librarians, and presents full policies with all details, including general information and appendixes. *SPEC Kit #138* includes two introductory brochures (University of Colorado and University of California, Davis), four comprehensive or general copyright policies (Indiana University, University of Massachusetts, Brigham Young University, and University of Utah), three specialized policies (University of Utah—performance/display, Stanford University—software, and University of Rochester—music), and two ownership policies for special materials (Texas A&M University—computer software, and University of Washing-

ton—university sponsored educational materials). A selected reading list also is included. The kit supplements *SPEC Kit #102: Copyright Policies in ARL Libraries* (March 1984) which primarily focuses on library policies and generally arranges them by specific issues, such as interlibrary lending, reserve room copying, and the use of archives and manuscripts.

SPEC kits are available by subscription through subscription services or as individual issues directly from the publisher. Prepayment is required. If ordering directly, make check payable to ARL Office of Management Studies and send to: SPEC, Office of Management Studies, 1527 New Hampshire Ave., N.W., Washington, DC 20036. Order by kit number and title.

MARJORIE J. HABERMAN
Ohio Historical Society

Vietnam: The Heartland Remembers. By Stanley W. Beesley. Norman: University of Oklahoma Press, 1987. Glossary, biographical sketches, index. xviii, 194 pp. \$16.95. Cloth. ISBN 0-8061-2062-2.

Stanley Beesley served with the Seventy-fifth Infantry Rangers in Vietnam and was awarded two Bronze Stars. He now teaches school in Shawnee, Oklahoma. His book encompasses brief narratives of thirty-four individuals, thirty-two of whom served in Vietnam in military or nonmilitary capacities. The interviewees are a diverse group who share Oklahoma as a common denominator—they came from all parts of the state and served in the ranks of enlisted personnel and officers. Their duties included such military specialties as Seebee; machine gunner; counterintelligence and reconnaissance scouts; and fighter, reconnaissance, and helicopter pilots; a nurse, a medic, a volunteer physician; and many in-

fantrymen or “grunts,” as they describe themselves. One memoir is composed of a series of letters written by an infantryman who was later killed in combat. The other two participants are women—one a widow—whose husbands served in Vietnam.

Beesley's purpose in creating what he calls “autohistory” is to allow these thirty-four people to tell their stories in their own words. These are spontaneous narratives employing the actual words of the participants; and Beesley, wanting to be accurate in his portrayal of these people's experiences, has not sanitized their language. Although some of the narratives are more graphic and absorbing than others, anyone interested in the personal experiences of people who participated in this war will find many poignant chapters.

The book is organized into four sections, each emphasizing a broad set of experiences. “A Sense of Duty” covers the many reasons why people went to Vietnam and the effect of the experience on them and their families. One reads about Willie Homer, a college student who failed, got drafted, was sent to Vietnam, and then volunteered for combat duty—an “education” in itself. The most heartfelt and disturbing narrative concerns Kathryn Fanning's attempts to ascertain the absolute identity of the remains alleged to be that of her husband, Hugh, a Marine fighter pilot. Feeling rebuffed in her quest, she accuses the Corps of a “cover up” and concludes in a later section, “I am disheartened to discover that I was much more faithful to the Marine Corps than it was to me.”

The second section, “Another Kind of Wind,” relates actual combat experiences from several points of view. Bob Ford tells about shooting a sniper during the Tet offensive; Max Dipple talks about his first combat assault and contact with the enemy; Billy Walkabout recounts how he became the sole survivor of a Ranger team mission; and David Samples describes the “smell of fear.” In all, there are fifteen stories, doc-

umenting individual experiences of the war.

“The Edge of the World” chronicles some of the absurdities of the war and attempts to deal with them. Samples recalls the importance of rock music and how the troops changed words to fit their emotions; John Welsh addresses the severe diseases in Saigon and the collapse of the once-improving medical system; Marguerite Giroux talks about her feelings when trying to save the life of a Marine who lost his eyes, nose, mouth, and hands in a grenade explosion; Wilbert Brown discusses what it was like being stranded in the jungle and nearly captured by the enemy; and David Price relates his treatment when a prisoner of war.

“Getting Home,” the book's shortest section, recounts the experiences these Oklahomans had upon returning to the United States. Many of the narratives relate feelings of rejection and guilt. David Carter tells of being exposed to toxic chemicals, and Price talks about how a Vietnamese priest in Hominy, Oklahoma helped him learn to love again.

Vietnam fails in the tradition of Al Santoli's *Everything We Had* and Mark Baker's *Nam*. Beesley's book is interesting and adds to our knowledge of the individual Vietnam experience, but it lacks the punch of the two earlier books. It differs in that it depicts the experiences of people from essentially rural backgrounds and all from the same state.

WILLIAM G. MYERS
Ohio Historical Society

The Care of Prints and Drawings. By Margaret Holben Ellis. Nashville: AASLH Press, 1987. Illustrations, appendixes, annotated bibliography, index. 253 pp. Paper. From the American Association for State and Local History: \$13.95 members, \$14.95 nonmembers. ISBN 0-9100-5079-1.

In writing this book, Margaret Holben Ellis draws on her experience as conservator of prints and drawings at the Metropolitan Museum of Art. The first half of the text is an excellent overview of the nature, properties, and conservation problems of paper, parchment, and the artistic media encountered on them. These media include relief and planographic prints; ink drawings and the friable drawing media (pencil, charcoal, chalk, and pastel); watercolor, gouache, and tempera paints; and other traditional media, as well as modern media such as ball point pen and felt tip marker. The discussion of characteristic conservation problems is amply illustrated with well-chosen photographs and serves as an excellent text to educate readers in recognizing the condition problems of prints and drawings. There is an excellent bibliography for further reading. While Ellis only mentions papyrus or tapa cloth in passing, she has two recent books listed for those blessed with such exotica. Adding to the pleasure of reading this section are the little nuggets on the history of the ballpoint pen or the various binders used in tempera paint by Benjamin West (bear fat) or Northwest American Indians (salmon eggs).

Ellis gives a detailed presentation on matting, hinging, and framing which will be useful to caretakers with collections that call for this kind of housing and with the resources and storage capacity to make it possible. The chapter following discusses a variety of simpler storage solutions from cabinets and map drawers to boxes, slip sheets, folders, and encapsulation. The impact of environment, air pollution, temperature, humidity, light, and pests is presented succinctly, again with an excellent bibli-

ography. The final chapter covers basic conservation procedures for the nonconservator and discusses how to find a good conservator to call on when expert help is necessary. An appendix lists sources for supplies.

Archivists with more conventional textual holdings or large holdings of photo-mechanically printed nontextual materials will probably find Mary Lynn Ritzenthaler's *Archives and Manuscripts: Conservation* to be more generally suited to their archival conservation needs. Ellis's book will be very useful to archivists with prints, drawings, posters, architectural drawings, and early maps in their care. It provides a valuable complement to Anne Clapp's *Curatorial Care of Works of Art on Paper*. The chapters on supports, media, and matting and framing bring together information not generally available in one source. There are occasional weaknesses: a few matting diagrams are confusing and two misleading statements should be corrected to avoid causing unnecessary alarm about environmental problems. First, the inexpensive, paper humidity indicator strips have been shown to be reliable and accurate, though difficult to read very precisely. Second, the white hazy image sometimes found on the inside of frame glass is not generally mold, but instead probably consists of degradation byproducts of inks and other organic compounds. It is not necessary to treat such an item for mold on the basis of hazy glass alone.

CATHERINE NICHOLSON
*National Archives and Records
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Bibliography of the Catawba. By Thomas J. Blumer. Methuchen, N.J.: Scarecrow Press, 1987. Native American Bibliography Series, Number 10. Index. 575 pp. \$55.00. Cloth. ISBN 0-8108-1986-4.

This comprehensive bibliography (4,271 entries) on a small South Carolina Indian tribe is the tenth volume in a series focusing on a wide variety of Native American topics needing new bibliographic treatment. The Catawba were agriculturalists allied to the colonists during the eighteenth century. Their earlier population of 5,000 quickly declined due to diseases introduced by Europeans. Today there are about 1,300 tribal members residing primarily in the Piedmont region.

Listed are newspapers, monographs, periodicals, and archival materials. Newspaper articles from the local general press comprise the bulk of the entries; the archival sources include prominent repositories such as the South Carolina Department of Archives and History, National Archives, Smithsonian Institution, and State Historical Society of Wisconsin. No mention is made of theses and dissertations.

The arrangement is chronological by date of authorship or publication from 1680 to 1985. All entries include one- to eight-line annotations and are fully indexed by proper names (including names of 545 tribal members), names of neighboring tribes and localities, and subject headings which conform to Library of Congress standards, with minor discrepancies. Errors of omission resulted in a few incomplete citations and omissions of proper names in the index. For example, the Draper Manuscript Collection, cited in entries 1335-1340, was not credited to the State Historical Society of Wisconsin and neither name was indexed. None of these flaws, nor the lack of subject divisions within the arrangement, materially affect the utility of this work. A four-page introduction briefly outlines Catawba history, and a three-page scope note provides an overview of the contents by high-

lighting prominent subjects and principal record types. Most entries pertain to the tribe's colonial trade and military dealings (1736-1812) and subsequent state and federal claims (1886-1985). The author, a Library of Congress editor with strong ties to the region and the tribe, compiled much previously buried and widely scattered documentation. This is welcome. Unfortunately, many of the entries are of marginal value and should have been described in far less detail. A useful addition would have been a description of the tribe's own archival records. This would have been appropriate, given the comprehensive nature of this volume, and may have been possible with the author's ties to the tribe. Genealogists and southern and ethnic history repositories will find this volume worth purchasing despite its price. It is the only book-length Catawba bibliography available and one of the few pertaining to southeastern tribes.

MARK G. THIEL
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The Library in America: A Celebration in Words and Pictures. By Paul Dickson. New York: Facts on File Publications, 1986. Illustrations, index. xiii, 242 pp. \$35.00. Cloth. ISBN 0-8160-1365-9.

Archivists have a double incentive to examine this photographic history of American libraries. It is an interesting example of how the intensive use of historic photographs, interwoven with a series of short excerpts from contemporary and historical published sources, gives an immediacy to the study of an important American institution. Secondly, given the related missions and methodologies of archives and libraries, the book provides archivists with the opportunity to compare their tradition

with the strong image that emerges from Dickson's experiences in libraries.

The book is less a history of libraries in America than a personal tribute to them as sources of books, architectural spaces, and providers of social and public services. Dickson, a Washington-based free lance writer, calls the work a "valentine to libraries, librarians, and patrons smitten with a passion for libraries." Given this motivation, it is not surprising that the book is not a systematic and balanced review of the history of libraries.

Indeed, its overwhelming focus on public libraries, branch libraries, and children's services can be rather unnerving to one in an academic library and archives who kept hoping that some of Dickson's passion would shed new light on the value of research libraries. If one is willing to set aside these kinds of concerns, the work has much to offer.

The book consists of nine chapters, starting with libraries in the first decades of the American republic but predominantly focusing on the twentieth century. Aside from the photo captions, Dickson's writing is limited to short comments at the beginning of each chapter to suggest broad themes for the period. The core of the chapters is a sequence of over 400 photographs of buildings, individuals, and occasional documents, complete with captions, which attempt to identify the photograph, justify its inclusion, and carry the narrative. These visual items are interspersed with full-page extracts from historical documents, publications, and secondary works discussing issues or trends related to the themes for each decade. The more than two dozen extracts include a diary entry from a village librarian, Lenin's comments on the accomplishments of American libraries, Richard Wright's fascinating account of how he obtained books from libraries that would not serve blacks, and selections from scholarly studies of library history. Despite the fact that many passages seem to be included

mainly as historical curiosities, the success of the excerpts is that they leave one wanting to investigate these topics more thoroughly.

The book covers many important areas of American librarianship, including service to immigrants, intellectual freedom, and the interrelationships of private philanthropy, library architecture, and tax support for libraries. Overall, the quality of the graphic design and photographic printing is good, especially considering the large number of photographs in the book and the often variable quality of historical photographs. At the same time, however, the book has some important limitations. It focuses on a limited range of library services, primarily the circulation of books by public libraries. More bothersome are some of the author's idiosyncratic emphases, especially the omnipresent descriptions and photographs of bookmobiles.

There is also a need for more editorial attention to the photograph captions. It is often difficult to link a photograph with its caption, and the captions need better dating and more identification of individuals and historical events. While the archives and libraries holding the original copies of the photographs are clearly indicated, the book contains no references to the specific collections of origin, thus making it very difficult for future readers to locate the originals of these images.

Even with these limitations, *Libraries in America* is worthwhile as a means of showing how fascinating and diverse libraries are as institutions. In fact, it is Dickson's success in conveying an enthusiasm about libraries that should cause archivists to hope that one of our users may be so inspired by years of work in archives and manuscript repositories that he or she might prepare a similar photographic essay entitled "A Celebration of Archives in America."

WILLIAM J. MAHER
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The Cartography of North America 1500–1800. By Pierluigi Portinaro and Franco Knirschi. New York: Facts on File, Inc., 1987. 171 color plates. 320 pp. Cloth. ISBN 0–8160–1586–4.

This is basically a collection of map facsimiles, grouped chronologically around the theme of the European cartography of North America. The text is not very illuminating, nor does it seem to contain many blunders; but the maps are the main feature, and here we have to put this volume alongside such competitors as *Sea Charts of the Early Explorers* by Michel Mallat, et al. (New York, 1984) and *The Discovery of North America* by W. P. Cumming, R. A. Skelton, and David Quinn (New York, 1971).

Some of the plates in *The Cartography of North America* are decidedly fuzzy (for instance, plate XLVIII), but most are almost as well reproduced as the ones in *Sea Charts*, which sets a very high standard. Moreover, there is some material which has not been so well reproduced anywhere else, such as the magnificent “Salviati world map” (Plate XI), preserved in the Medicea-Laurenziana Library at Florence. Plate XX curiously has been omitted from the table of contents; and between Plates XVI and XVII are two very fine (though unlisted and unascribed) details from the work of the Dieppe School; one from the British Library’s Harleian atlas and the other from the Huntington Library’s Vallard atlas. Plates XXXVIII and XXXIX are from a rarely produced, but very interesting, atlas at the Bibliothèque Municipale, Lyon (France); and Plate XLVI is an unusual detail from the Vaz Durado atlas preserved at the Torre de Tombo archive in Lisbon. Plate LIII, an indifferent reproduction, is described as anonymous, though it actually is a well-known map by Baptista Boazio. Plates LXV, a world map from the Royal Library at Turin, and LXVII, from the Museo di Storie della Scienza in Florence, are other examples of interesting material which has rarely if ever been reproduced before,

as is Plate XC, a most curious manuscript world map drawn by a Chinese artist and now preserved at the Biblioteca Ambrosiana, Milan.

Virtually all the new material comes from Italy, as do the authors. In the end, their enthusiasm for Italian sources gets the better of them, as the last 40 (out of 170) plates are devoted to late eighteenth-century Italian cartographers, a time when more interesting and innovative maps were being drawn by the cartographers of other European powers. Still, this is a useful book, beautiful to look at, and containing a certain amount of important original material.

DAVID BUISSETER
Newberry Library

Archival Sources for the Study of Canadian Jewry. 2nd ed. Ottawa, Canada: National Archives of Canada, 1987. Bilingual, index. v, 102 pp. ISBN 0–6625–5320–9.

At first glance, this finding aid appears longer than it really is. The deceptive size is due to Canadian bilingual publication standards; the text is in English and in French on inverted pages. Part of the National Archives of Canada’s Ethnocultural Guide Series, the first edition was published in 1978 and the second in 1987. The major difference between the two seems to be updating; the second includes several collections with records dated later than 1978.

The guide begins with a brief history of Canadian Jews, outlining their diversity, their arrivals in Canada, where they settled, their occupations and institutions—exactly the kind of information a researcher will need to reach beyond the collection in Ottawa. Another section, “Research at the National Archives of Canada,” provides information on the institution itself. The listing of hours indicates that “some re-

search rooms are open to registered researchers twenty-four hours a day, seven days a week," a bonus that few institutions offer! Some collections are available for interlibrary loan on microfilm, another enhancement to access.

Relationships between the National Archives and other institutions are covered in "Manuscript Division: Canadian Jewish Archives Program." One information-packed paragraph lists the numerous locations of external collections. This section concludes with a plea for donations of appropriate material to the National Archives.

Archival Sources contains 150 entries and covers only the major collections on Canadian Jewry in the Manuscript Division. A larger body of collections—the papers and records of those who affected Canadian Jewry—was excluded from this listing. The descriptive technique used in the guide, however, suggests that the relationship between these collections and their Jewish subjects may be relatively easy to establish. To some extent, the guide's index works like the cumulative indexes developed by Richard Berner for the University of Washington collections.

For example, the single index entry for the Winnipeg General Strike directs the researcher not to a collection entitled Winnipeg General Strike, but to the personal papers of Abraham Heaps, "one of the leaders of the 1919 Winnipeg General Strike for which he was jailed and later acquitted of sedition charges." Specific geographic names (e.g., Winnipeg, Toronto, Vancouver), provide a greater number of access points: for example, the index entries for Toronto lead the researcher to the records of B'nai Brith Canada, Benjamin's Park

Memorial Chapel, the *Canadian Jewish Chronicle*, and Canadian Young Judea, as well as the personal papers of Nathan Cohen, David Croll, Heinz Warschauer, and Samuel Zacks, among others. The only apparent problem with this technique is that it references page rather than collection or accession numbers. On pages with more than one collection, the reader must scan several entries. The guide does not indicate whether this indexing technique is used for all collections at the National Archives.

An alphanumeric indicator is not explained in the guide—and should be. A phone call to Ottawa provided the following explanation. The alphanumeric code at the upper right of each collection indicates manuscript groups and subgroups: MG 36, V 8 would be manuscript group 36, subgroup V 8.

The guide concludes with a bibliography of books dealing with various aspects of Canadian Jewish history. The bibliography also notes the existence of "numerous brochures, articles, and bibliographies . . . on religious and community institutions," as well as other archives containing Jewish holdings. This bibliography will be especially beneficial to a researcher preparing to work with the primary sources.

As a Canadian Jewish historian—and an archivist—I find this guide to be a remarkable tool. Although it does not provide access to all of the possible Jewish sources in Canada's National Archives or to all of the Jewish archival collections in Canada, it paves the way to research at the National Archives and suggests clues to related collections in other institutions.

JULIA NIEBUHR EULENBERG
Seattle, Washington

Briefly Noted

In a *Catalog of Census Returns on Microfilm: 1666-1891*, the Public Archives of Canada offers a revised and expanded edition of past catalogs of census record microfilm. This edition begins with the first census taken in 1666 and covers more than two centuries, through the fourth decennial census of 1891. The catalog lists census returns on microfilm in the Public Archives of Canada for the present-day provinces, and entries usually consist of the districts and subdistricts listed together in alphabetical order. Included are the years for which there are returns, together with the numbers of the microfilm reels on which the returns are located. A listing of the census returns available for particular years for each province is included in the appendix. This publication, which contains valuable information on the availability of returns, is an excellent reference tool for genealogical research. This bilingual paperbound publication is available from the Canadian Government Publishing Center, Ottawa, Canada K1A 0S9 for \$18.00 (Canada) and \$21.60 (outside Canada).

J. Gordon Melton has completed, for Gale Research, the first edition of *The Encyclopedia of American Religions: Religious Creeds*. The first comprehensive presentation of American religious creeds, confessions, and statements published in over a century, this work presents over 450 creeds. In twenty-three chapters organized around religious "families," *Religious Creeds* gives the researcher the core, authentic text of adherence or confession for every mainline, fringe, and newly evolving religious group in the United States and Canada. Coverage is exhaustive and generally in proportion to both the historical and current import of the family and its subgroups. Here one can find not only Luther's seminal "Smalcald Articles" in its entirety, but also the Mazdazman Confession of the Zoroas-

trian faith, the Principles of Wiccan (American Council of Witches), and basic teachings of the Sunni and Shia branches of Islam in North America. A master index by organization name, creed, and keyword completes the eight-hundred-page text. This volume is expensive (hardcover, \$125.00) but is a *sine qua non* for all those working in secular shops with religious holdings. Order from Gale Research Company, Book Tower, Detroit, MI 48226.

Vietnam War Almanac by infantry Colonel Harry G. Summers, Jr., was published in 1985 by Facts on File. This is a valuable and encyclopedic reference book covering the Vietnam War from A to Z. Summers, a career soldier who has taught at the U.S. Army War College and currently is senior military correspondent for *U.S. News and World Report*, offers incisive and balanced definitions, each with separate, specific suggested readings. He includes social, political, and military aspects in addition to biographical and geographical entries. Summers sets out to chronicle "the complexity and diversity of America's quarter-century involvement in Vietnam," and he succeeds brilliantly. This almanac will help you learn about atrocities on both sides, "fragging," Kit Carson scouts, post-traumatic stress disorder, tunnel warfare, and the roles played by Tom Hayden and Abbie Hoffman. The book incorporates maps and photographs and includes a synoptic history, a detailed chronology for 1959 to 1975 events, an almanac, and an index. Summers's book is essential to any repository acquiring Vietnam War collections, and complements John Bowman's *The Vietnam War: An Almanac*, another important reference work. The first paperback edition of Summers's volume is available from Facts on File, (460 Park Avenue South, New York, NY 10016) for \$12.95. [William G. Myers, Ohio Historical Society]

The *ALA CD-ROM Directory of Library*

and Information Professionals is now available from the American Library Association. The *Directory* “provides the latest data on approximately 45,000 individuals in the information community,” stored on optical media so it can be searched, manipulated, and displayed on standard personal computers equipped with a CD-ROM drive. The combination software/CD package allows full Boolean searching across sixty data fields in either a menu or command mode, and the software, KAware 2 Retrieval System, allows the user to add notes, modify formats, and index before moving ASCII output data to a wordprocessing program. The full price for the *Directory* package is \$495; a sample demonstration disk of 200 records is also available for \$20. The demonstration disk requires an IBM-PC or fully compatible unit, 512K RAM, one 360K floppy drive, MS-DOS 2.0+, and comes with paper documentation. The full package requires 640K RAM and offers a \$200 discount on a CD drive at \$795 when bundled with the *Directory*. Requests for either the sample or the full package should be made to ALA Publishing Services, Order Department, 50 East Huron Street, Chicago, IL 60611.

David Bearman, director of the Society of American Archivists’s National Information Systems Task Force (NISTF) from 1981 to 1983, has compiled four papers he prepared while working on the task force, under the title ***Towards National Information Systems for Archives and Manuscripts Repositories***. Bearman, now an independent consultant, has a well-established reputation as an expert in the field of archival automation, and these collected papers provide a good view of his earlier work—both expository and advocacy—on NISTF during a critical period. Following an introduction to the compilation are two working papers proposing “alternative models” (1981) and assessing “opportunities and requirements” (1982) for national systems.

Two papers written after the dissolution of the task force assess its accomplishments and look to future possibilities. While all four of these chapters have been either circulated or read previously at public meetings, the SAA and the author have brought them together to document the search for national standards for description and automated systems. Archivists interested in the history of automation in general and the genesis of USMARC AMC in particular will find the work important. Copies may be ordered for \$10.00 (members) and \$12.00 (nonmembers) from the SAA office: 600 S. Federal, Suite 504, Chicago, IL 60605.

The New York Local Government Records Advisory Council has published ***The Quiet Revolution: Managing New York’s Local Government Records in the Information Age***. The twenty-six-page booklet is the advisory council’s report to New York’s governor, legislature, and the Commissioner of Education. Introductory sections explain the origin of the report in the Local Government Records Law of 1987 and list the basic principles and assumptions on which the advisory council based its report. The main body of the report discusses ten issues involving the creation, management, and preservation of local government records; describes existing conditions in New York’s local governments; and make recommendations for dealing with the problems identified. Appendixes include a brief history of local government records management programs in New York and the text of the Local Government Records Law of 1987. Copies of *The Quiet Revolution* are available from the Local Government Records Advisory Council, 10A63 Cultural Education Center, Albany, NY 12230. [Karl Moore, Illinois State Archives]

Lois C. Gilmer’s ***Genealogical Research and Resources: A Guide for Library Use*** intends to “assist the librarian not trained in genealogy by combining an introduction

to genealogy reference sources with insights into the special requirements of genealogical searching." While this might be a good place for a neophyte to begin, archivists with any experience in genealogical work will find little to help them here. Indeed, with the exception of three pages devoted to state and national archives, the role of archives or manuscripts libraries is not discussed. For example, the section titled "Local Government Records" makes no mention that these cultural records might be found anywhere other than in the county court house or local city hall. Still, the volume does provide an entry-level primer on library reference materials which are essential complements to primary source research. Orders for the \$9.95, sixty-two-page paperback should be sent to the American Library Association, Publishing Services Office, 50 East Huron Street, Chicago, IL 60611.

The Labadie Collection of the University of Michigan, one of the largest collections of radical activist material in the country, has published a new guide to its manuscript holdings. Funded by the National Endowment for the Humanities, *Manuscripts in the Labadie Collection* provides concise descriptions of the seventy-five manuscript collections that document various radical social protest and reform movements of the past two centuries. The collection is best known for its important anarchist materials, collections documenting the early decades of the modern labor movement, and for its holdings concerning civil liberties and the McCarthy era. Compiled by Kathryn Stallard and Karen Mason and edited by Kathryn Beam, the guide, and the collection to which it provides primary access, is essential to research on the history of anarchism, social and political activism, and the foundation of the labor movement in America. Copies of the guide are \$5.00 and are available from the Department of Rare Books and Special Collections, 711 Hatcher Graduate Library, University of Michigan,

Ann Arbor, MI 48109-1205.

The American Society of Indexers (ASI) has published *Indexing: A Basic Reading List* by Hans W. Wellisch. Although it is brief (eleven pages and eighty-one entries), this pamphlet would be most helpful to the many curators and archivists engaged in thesaurus and authority construction for use in automated data bases, printed guides, and other reference indexes. This annotated bibliography is intended to assist newcomers to the field of indexing who want to get some basic advice on the technical aspects of compiling an index. Topics covered include textbooks, standards, indexing techniques, computer-aided indexing, filing, typography and layout, book indexing, special formats and subjects, periodical indexing, free-lancing, and training. Hans Wellisch is a recognized authority in the field of indexing. This book will be a key starting point to anyone wanting to index effectively and a resource for graduate students in library and information sciences. Copies are \$5.00 to ASI members (\$8.00 to others) and may be ordered from the Publications Sales Office, American Society of Indexers, 1700 18th Street, N.W., Washington, DC 20009.

Media Access Corporation has brought out its first two video cassettes in a new series called *The Memorable Year*, which will eventually cover 1938 through 1988. Each forty-five-minute tape in the series will cover one year and will highlight events in politics, sports, and various aspects of popular culture. The first two editions cover the years 1963 and 1968. Hosted and narrated by E. G. Marshall, these visual scrapbooks are an entertaining yet informative outreach tool for archivists to use in public programs, exhibits, or education efforts at the elementary and secondary levels. The cassettes are available from Media Access Corporation, 150 East 58th Street, New York, NY 10155 for \$29.95 plus \$2.95 for shipping and handling.

Selected Recent Titles

- Checklist of Parish Registers, 1986.*** 4th ed., revised by Patricia Birkett. Ottawa, Canada: National Archives of Canada, 1987. Bilingual, geographic index. 205 pp. Paper.
- The American Indian Experience.*** Edited by Philip Weeks. Arlington Heights, Ill.: Forum Press, 1988. Index. xvi, 320 pp. Paper.
- A State Divided: Opposition in Pennsylvania to the American Revolution.*** By Anne M. Ousterhout. Westport, Conn.: Greenwood Press, 1987. Appendix, index. 348 pp. Cloth.
- Legal Papers of Andrew Jackson.*** Edited by James W. Ely, Jr., and Theodore Brown, Jr. Knoxville, Tenn.: University of Tennessee Press, 1987. Appendix, index. lxvi, 420 pp. Cloth.
- The Smaller Academic Library: A Management Handbook.*** Edited by Gerard B. McCabe. Westport, Conn.: Greenwood Press, 1988. Index. xi, 380 pp. Cloth.
- Proceedings of the House of Assembly of the Delaware State, 1781-1792 and of the Constitutional Convention of 1792.*** Edited by Claudia L. Bushman, Harold B. Hancock, and Elizabeth Moyne Homsey. Newark, Del.: University of Delaware Press, 1988. Appendixes, index. 1020 pp. Cloth.
- Advice After Appomattox: Letters to Andrew Johnson, 1865-1866.*** Edited by Brooks D. Simpson, Leroy P. Graf, and John Muldowny. Knoxville, Tenn.: University of Tennessee Press, 1987. Appendixes, index. xxvi, 259 pp. Paper.
- A Guide to the Archives of the City of Seattle.*** Edited by Scott Cline. Seattle, Wash.: Office of the Comptroller, 1988. Index. 234 pp. Paper.
- Guide to the Records of the Secretary of State in the Massachusetts Archives.*** Massachusetts: Massachusetts Archives at Columbia Point, 1987. 81 pp. Paper.
- Records Management Manual and General Records Retention Schedule for Washington State Community Colleges.*** Compiled by Sidney McAlpin, et al. Olympia, Wash.: State Archives, 1987. ii, 187 pp. Paper.
- Vital Records Handbook.*** By Thomas J. Kemp. Baltimore, Md.: Genealogical Publishing Co., 1988. ix, 231 pp. Paper.
- Guide to Archival Records of Troup County, Georgia, 1825-1900.*** By Erwin Levold and Kaye Lanning. LaGrange, Ga.: Troup County Historical Society, 1987. Appendixes, indexes. 81 pp. Paper.
- Recent Soviet Archival Literature: A Review and Preliminary Bibliography of Selected Reference Aids.*** Occasional paper by Patricia Kennedy Grimsted. Washington, D.C.: Smithsonian Institution, 1986. xvi, 122 pp. Paper.
- Guide to the William A. Egan Papers, 1940-1984.*** By Barbara M. Tabbert. Elmer E. Rasmuson Library Occasional Paper No. 13. Fairbanks, Alaska: Alaska and Polar Regions Department, Elmer E. Rasmuson Library, University of Alaska Fairbanks, 1987. x, 17 pp., container list (60 pp.) on microfiche. Paper.
- The Writers' Union of Canada Archive.*** Compiled by Carl Spadoni and Bruce Whiteman. Ontario, Canada: Mills Memorial Library, McMaster University, 1987. 42 pp. Paper.
- Family History at the Crossroads: A Journal of Family History Reader.*** Edited by Tamara Hareven and Andrejs Plakans. Princeton, N.J.: Princeton University Press, 1987. Index. xxii, 341 pp. Paper.

Publications from the Society of American Archivists

The publications program of the Society of American Archivists has grown continually since the Society's founding in 1936. SAA's publications cover a wide range of topics in archives, from basic archival functions to advanced archival theory. The Society also distributes many archives-related publications of other publishers. Discount prices on all publications from the Society are available to SAA members.

Basic Manual Series I

Archives & Manuscripts: Appraisal and Accessioning, Maynard Brichford
Archives & Manuscripts: Arrangement and Description, David B. Gracy II
Archives & Manuscripts: Reference and Access, Sue E. Holbert
Archives & Manuscripts: Security, Timothy Walch
Archives & Manuscripts: Surveys, John A. Fleckner

Basic Manual Series II

Archives & Manuscripts: Exhibits, Gail Farr Casterline
Archives & Manuscripts: An Introduction to Automated Access, H. Thomas Hickerson
Archives & Manuscripts: Maps and Architectural Drawings, Ralph Ehrenberg
Archives & Manuscripts: Public Programs, Ann Pederson and Gail Casterline
Archives & Manuscripts: Reprography, Carolyn Hoover Sung

Archives & Manuscripts: Conservation, Mary Lynn Ritzenthaler

Archives & Manuscripts: Administration of Photographic Collections, Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long

Archives & Manuscripts: Machine-Readable Records, Margaret L. Hedstrom

Archives & Manuscripts: Law, Gary M. Peterson and Trudy Huskamp Peterson

Archival Forms Manual

Information Management, Machine-Readable Records, and Administration: An Annotated Bibliography, ed. Richard M. Kesner

Management of Archives and Manuscript Collections for Librarians, ed. Richard H. Lytle

Museum Archives: An Introduction, William Deiss

Religious Archives: An Introduction, August Suelflow

Select Bibliography on Business Archives & Records Management, ed. Karen M. Benedict

Understanding Progress as Process: Final Report of the Joint Committee on Archives of Science and Technology

To obtain a complete list of SAA publications, write The Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.