

Reviews

ANNE R. KENNEY, *Editor*

Keeping Archives. Edited by Ann Pederson. Sydney, Australia: Australian Society of Archivists Inc., 1987. Bibliographies, illustrations, appendixes, glossary, index. 374 pp. ISBN 0-9595565-9-1.

Keeping Archives—"the first book in the English language which reflects a consensus of experience and practice among archivists working in many different environments"—will stand as a landmark in the development of archival literature. It is a succinct, lively, and comprehensive overview of the archivist's functions, responsibilities, and concerns.

As stated in the preface, this award-winner was designed to be "an introductory manual for those who are interested in or have been given responsibility for the keeping of archives." Its aim is to "provide practical guidelines based on sound archival principles and wide experience for the management of archival and manuscripts collections, however small." The five-person editorial board comprised of editor-in-chief Ann Pederson, Sigrid McCausland, Paul Brunton, Tim Robinson, and Kathleen Oakes; and the thirteen authors—Anne-Marie Schwirtlich, Gunnel Bellviken, Barbara Reed, Sandra Hinchey, Michael Piggott, David Roberts, Clive Smith, as well as each of the editors—have excelled in achieving this task.

Usability is one of *Keeping Archives's* greatest strengths. With its clearly delineated, functional organization, readers (in-

cluding those very unfamiliar with archival work and terminology) may logically proceed chapter by chapter, from cover to cover; or, using the detailed table of contents and index, they can quickly locate specific relevant chapters and pages. Chapter 1 introduces the reader to the rationales and principles of archival management, the types of archival agencies, and the Australian archival profession. In chapter 2 administrative and managerial concerns are discussed—development, implementation, and evaluation of policies, procedures, and programs; staffing; financial resources; and facilities and equipment design, allocation, and maintenance. With chapter 3, the reader begins the journey through the traditional functional cycle of archival management: acquisitions and appraisal; accessioning; arrangement and description, with a separate chapter on finding aids; and access and reference services. The final four chapters explain the four cross-functional topics of conservation, computers and micrographics, documentation programs, and user education and public relations. Every chapter has interesting photographs, examples, figures, case studies, forms, and tables; these make the volume visually very appealing, as well as providing essential amplification and exemplification of the topics discussed. Every chapter concludes with a brief list of relevant readings. Thus, in its 374 pages *Keeping Archives* provides an intro-

duction to the major aspects of managing archival records of all kinds.

To be sure, *Keeping Archives* has its limitations. By design a practical manual, it is sometimes weak on the theoretical precepts underlying its practical advice. Its focus is primarily on paper records; one will have to go elsewhere for detailed information about the management of photographs, machine-readable records, and sound recordings. And, now that it is more than two years since the book's publication, the information in some chapters, such as those on automation and appraisal, seems to be dated and to ignore more recent developments.

Nevertheless, *Keeping Archives* stands without parallel as the best comprehensive guide to archival management now available. Particularly commendable are the excellent chapters on repository management (by Schwirtlich and Bellviken) and user education and public relations (by Pederson). Much of the manual's success must be attributed to its consistent and sensitive editing: the tone and level of the writing is even; there is little of the redundancy that often plagues collaborative works; and adequate cross references to related chapters are provided.

The collaborative, consensual nature of *Keeping Archives* makes it useful to all persons responsible for the acquisition and care of records and manuscripts, be they novices or long-time professionals charged with the training of staff and/or the management of a repository. To write, edit, and compile such a volume is a daunting undertaking. Archivists worldwide commend the Australian Society of Archivists for this outstanding contribution. One can only hope that our Australian colleagues will build upon this excellent beginning and issue frequent revised editions of *Keeping Archives*.

JULIA MARKS YOUNG
University of Southern Mississippi

A Manual for Small Archives. Association of British Columbia Archivists, Small Archives Committee. Burnaby, B.C.: Association of British Columbia Archivists, 1988. Index. 215 pp.

Defining a "small archives" has always been like describing the Loch Ness Monster—many people claim to have seen one, but no two can agree on exactly what it looks like. It has been variously defined by the size of its staff, its holdings, its parent organization, its budget, or by the dimensions of the physical facility itself. All of these factors contain an element of truth, but even when they are combined with one another there are still ambiguities and contradictions. Although the title of this new manual produced by the Association of British Columbia Archivists suggests an answer to the question, we must be forthright from the start: the *Manual for Small Archives* is not necessarily a manual for small archives at all.

So what *is* this publication if not what the title promises? The introduction explains that the manual is "designed to help persons . . . with limited access to training. It is for the volunteer, for the one-day-a-week employee, the part-time archivist." "Small" in other words, is not to be equated with the size of the repository by any measure, but with the educational background of the person in charge. As such, the manual is cut from the same cloth as the Society of American Archivists' "Archives: An Introduction" workshop—designed for persons with archival responsibilities, but little or no archival training. Herein lie both the manual's virtues and its vices.

The fourteen chapters include six that deal with core responsibilities (appraisal & acquisition, arrangement, description, conservation & security, reference & public relations, and records management), five that deal with types of records, a chapter on "Getting Started," one on general management issues, and one on using com-

puters. Although this organizational scheme has its drawbacks, the chapters do accurately reflect the most common problems and questions that novices have about preserving and managing archival records.

If it is used carefully, there is much to commend in the manual. It covers the waterfront of archival activity, and it answers questions that novices frequently ask. Excerpts will be excellent reading for resource allocators, and the manual will be useful for training new staff, or working with local historical societies and other groups that maintain archival collections. The excellent illustrations, including sample archival forms, sample policy documents, and the floor plan for a (physically) small archival facility are probably its most sterling contributions. These serve to illustrate many of the points of the text; they can (and doubtless will) be easily adapted and used by those who read the manual.

In short, at its best the manual introduces the reader to such important concepts as the notion that not everything must be saved, and that acquisitions ought to be accepted not simply because they are old, but because they contain valuable information. It conveys the clear sense that an archives is a serious ongoing responsibility, not something that should be undertaken during the heat of passion that often accompanies a centennial celebration.

But raising one's consciousness about archives and doing archival work well are two different matters, and the manual is less effective at the latter task. Attempting to cover all aspects of archival work, it falls into the common trap of providing information that is not sufficiently specific to really benefit the fledgling practitioner. The chapter about management-related issues is particularly prone to this problem. The nineteen lines dealing with volunteers scarcely go beyond suggesting where people who may be interested in donating their time might be found. It overlooks the more important issue of the time required to keep

a volunteer program running smoothly, and finding productive work so that volunteers stay with the job after the initial burst of enthusiasm subsides. Another section tells the reader to make sure that insurance policies cover "archival materials" but it gives no inkling as to the complexity of this task or how even to begin. At the same time the chapter is cluttered with marginal material. In a volume such as this does the untrained archivist need to learn about pension plans, or be advised to check for a warranty when purchasing equipment?

Other chapters are more troubling. The tendency toward superficial coverage sometimes provides only enough knowledge to court disaster. With no caution about the possible damage that electromagnetic radiation may cause to tape recordings, readers are advised to "[frequently] dust and vacuum the area" in which such records are housed. With only a reminder to "watch for water soluble inks," those looking for some tips on removing smaller wrinkles and bends from maps are told that they may do so by "sponging the area lightly with water and pressing the document between acid-free blotters." Applied by someone with limited archival education, such advice can only be a recipe for catastrophe.

The organizational scheme, mixing functions with types of records, frequently results in having information about particular topics scattered throughout the manual. Steve Hensen's *Archives, Personal Papers, and Manuscripts* is omitted entirely from the bibliography for the chapter dealing with description, and only included with the chapter on textual records. The chapter on textual records contains guidelines that might better have been included in the conservation chapter. The chapter on conservation and security contains some of the best information about reference room policies. Cross-references, where they exist, tend to be one-way rather than reciprocal.

Throughout the manual terminology is used imprecisely, and in a way that will be confusing to novices. A “relaxation chamber” is termed a “humidity chamber” on the next page. In neither case is there any explanation of what this chamber is, or an illustration of what one looks like. Neither term is included in the glossary even though terms such as “map” and “artifact” are. Evidential and informational value, included in the glossary, are not mentioned in the chapter on appraisal. Training and experience can compensate for such inconsistencies; however, this manual is not aimed at trained, experienced archivists.

The bibliography is generally weak, and extremely uneven, especially given the target audience. Sources relating to appraisal number only four, with nothing published after 1981. For sampling and reappraisal readers are directed to one of UNESCO’s RAMP Studies—difficult for many to obtain—instead of several excellent journal articles such as Leonard Rapport’s “No Grandfather Clause.” Among the sources listed for the chapter on description are *Anglo-American Cataloging Rules, 2nd edition*, *Library of Congress Subject Headings*, and the Bureau of Canadian Archivists *Toward Descriptive Standards*, all good sources, but arguably not appropriate for the intended audience. The chapter on “Computers in the Archives” includes only one reference. The single source on designing archival facilities is an *Archivaria* article in which the author begins by stating “I ignore the possibility of the building being shared with other occupants”—hardly the situation that most so-called small archives will find themselves facing.

Finally, the manual undercuts its own goals. The chapter on reference and public relations acknowledges the need for such services, but advises: “Remember, though, to give them the priority they deserve in relation to your other work.” This sense that reference and outreach are chores to endure, not priorities, works against what

small archives need most to bolster their position: use—the ultimate evidence of value.

The profession needs a manual for those who have been assigned archival responsibilities, but given neither the opportunity nor the means to obtain the education they need to do their job well. *A Manual for Small Archives* has potential, but currently it lacks the glue necessary to weld it into a unified presentation on archival practice. It needs cross references to tie the various chapters together, and a careful eye to eliminate nuances in terminology (including the misleading title) and to unite the glossary with the next.

Notwithstanding these shortcomings, the manual will be useful to many. It provides the examples and the overview that archivists can use to good advantage when dealing with individuals and groups who are interested in preserving archival records. Perhaps that is the ultimate key to using this manual effectively: it needs an archivist to go with it.

TIMOTHY L. ERICSON
University of Wisconsin-Milwaukee

Preservation Needs in State Archives. By the National Association of Government Archives and Records Administrators [NAGARA]. 1986. Albany, NY: NAGARA, 1988. Reprint. Photographs, notes, appendix. iii, 56 pp. Paper.

The sad thing about the 1988 reprint of *Preservation Needs in State Archives* is that

it is still as relevant, compelling, and disturbing as when it was published in 1986. The study, funded by the National Historical Publications and Records Commission (NHPRC) and conducted by Howard Lowell in 1985-86, delineates the scope and depth of the preservation problem facing state archives, identifies the factors that keep those agencies from solving the problem, and offers a logical plan of action, complete with costs and timetables.

Lowell found that "no state archives approaches the goal of providing total preservation care for its holdings." The report outlines a ten-year plan for the following: (1) to develop a self-study "package" and use it to shape a long-range preservation plan in each state archives; (2) to assess and upgrade facilities; (3) to educate and train personnel; (4) to expand and develop regional conservation centers; (5) to support state archives reprography projects, especially microfilming; (6) to process, or reprocess, existing holdings to meet preservation requirements; (7) to conduct laboratory-based research and development; and (8) to exchange information and staff expertise. The proposed funding for this ten-year program is over \$134 million in non-state (chiefly federal) funds and almost \$338 million from the states.

The report is an excellent piece of work. Its three-fold methodology (a questionnaire to gather quantitative data, site visits to gain a more qualitative understanding, and extensive discussions to test and refine the recommendations) offers a model that may be adapted by those now developing statewide preservation programs. It cogently explains the nation's stake in preserving state archives collections, while acknowledging the states' responsibility. It recommends a reasonable funding strategy, including creative use of federal matching funds to stimulate state support. There are adequate data, but these never overshadow the larger issues, which are articulated consistently and simply. Finally, the report sets forth a clear

and achievable preservation agenda for the National Association of Government Archives and Records Administrators (NAGARA); Lowell perceptively identifies the causes of inertia and offers feasible strategies for overcoming them.

Reading this report again, two years after its publication, one is tempted to ask, "What went wrong?" It seems that only one of the report's actual recommendations has been implemented: NAGARA is now developing the archival self-study program under an NHPRC-funded project based at the Georgia Department of Archives and History. Thus, the simplest and least expensive recommendation has received some action.

On the other hand, it is important to acknowledge that the report has, directly or indirectly, stimulated other progress. Several state archives have hired preservation officers to give management-level attention to this issue, and—in general—it seems that the amount and level of discourse among state archives has been raised. But that is not enough.

This report poised NAGARA and the archival profession to be a major force in a national effort designed to alert the American public to the preservation crisis and to build aggressive program initiatives and financial support. And such an effort *is* going forward—in the efforts of the Commission on Preservation and Access to shape a national program, in the lengthy hearings before the 100th Congress which featured preservation, in the three-fold budget increase authorized in 1988 for the NEH Office of Preservation, and in the 1987 television documentary, *Slow Fires*. But the archival community's message has been relegated to brief asides and passing mention, while the focus has been on brittle books.

Our colleagues in the library world should not be criticized for capturing the preservation spotlight. To the contrary, they should be heartily commended. They saw the scope

of the problem, conceived ways to solve it, and found a compelling emblem—the brittle book—on which public attention could be focused.

With the publication of *Preservation Needs in State Archives* in 1986, archivists, too, had this opportunity, but did not take full advantage of it, for whatever reasons. Archivists who have not read this report should do so now. Having made some modest progress in preservation, it is time to look at the larger challenges articulated in the report and to give renewed attention to the concrete and sensible course of action it proposes. Let us hope that by the time two more years have passed this excellent report is outdated, not because the problem is so much worse, but because so many of the recommended solutions are already in place.

LISA L. FOX

SOLINET Preservation Program

Information Systems: A Strategic Approach to Planning and Implementation. By Richard M. Kesner. Chicago: American Library Association, 1988. Figures, index. xx, 263 pp. \$30.00. ISBN 0-8389-0493-9.

Over the past decade Richard Kesner has warned the archival and records management professions, as he does again in this book, that they will lose status and influence in the management of information systems if they do not take more active roles in the administration of electronic records.

Not all have agreed with his arguments, of course, but it is also obvious by now that these professions must work more effectively with modern information technology.

This book is the “intellectual heir,” as Kesner calls it, to his 1984 *Automation for Archivists and Records Managers*, and readers of the new book will find similar themes and arguments. The earlier work concentrated on how and what archivists and records managers need to automate, whereas the new book examines the roles of the archivists and records managers (along with librarians, data processors, and others) in the overall development and management of institutional information systems. This new book reflects the developing notion of information resources management that many records managers, some archivists, and others are using to build cases for the planning and administration of information systems.

Information Systems is intended to help lead an institution through the process of planning for, implementing, and managing comprehensive information systems. The book also seeks to raise, as Kesner has done in his other writings, the issues and questions that all information managers must consider about their roles, practices, and outlooks in the modern institution.

This book is based on at least four major assumptions. First, general management approaches, most notably strategic planning, provide the essential context for deciding about and managing information systems. Second, the management of information systems can only be properly achieved by teams that include records managers, archivists, librarians, data processors, telecommunications experts, and general administrators united by a common mission of efficiently and effectively managing information for the institution. Third, each of the different information specialists who make up such teams brings unique and needed skills and perspectives to the man-

agement of information. Fourth, the creation, use, and administration of information is undergoing rapid change, transforming many of the basic notions presently held by the various information professionals.

Kesner's work breaks roughly into four major parts. There are two introductory chapters on strategic planning and information management. He builds a strong case that "successful strategic planning requires the incorporation of MIS." Kesner also has a holistic view of information management, showing how paper-based systems and digitized electronic formats both have important functions to play in institutions. Two more chapters follow on information systems typologies and electronic data-processing options, with descriptions of the types of institutions and varieties of information users and a basic introduction to computers. Another two chapters consider the planning and implementation process for information systems, including numerous and elaborate planning matrices. The book concludes with two chapters on the development of information management systems in the office, comparing paper and electronic systems and describing the management of machine-readable records.

There is no question that this is an important contribution to the growing literature on the management of information systems. It is written in a straightforward, non-technical language that makes the volume accessible to a wide audience. The book should be used as a textbook in archival administration and records management courses because of its broad or holistic view. It also includes an excellent array of supplemental citations to related studies and reports, enhancing the book's value to institutions wanting advice on how to plan for strengthening their information systems.

Despite the values of the book, there are a number of ways that it could have been strengthened. The writing style is somewhat redundant, with key points stated far

too many times. Chapters of specific case studies would have aided Kesner's arguments considerably. Fuller descriptions of the different roles, backgrounds, perspectives, and training of the various information professionals might have helped to show how the teams he describes can function effectively in institutional settings, as well as showing the problems that need to be surmounted in their formation and continuing work. The inclusion of the bibliography in the footnotes is a frustrating practice; a brief bibliographical essay at the book's close would have been a valuable asset, especially considering Kesner's effort to reach a broader audience. The footnotes are also not critical enough, generally being long listings with little evaluation. Finally, the author is too much in love with matrices, some of which run over several pages and are quite difficult to follow.

Despite these problems, *Information Systems* is a valuable contribution to the archives, records management, and other information professions. It deserves wide reading and use if only because it provides a readable introduction to how all these fields can be integrated to profit the management of information in institutions.

RICHARD J. COX
University of Pittsburgh

Records Management Handbook for United States Senate Committees. By Karen Paul, under the direction of Walter J. Stewart, Secretary of the Senate. Washington, D.C.: U.S. Senate Bicentennial Publication #5, 1988. Selected readings, appendixes. 170 pp. Paper. No charge.

The Senate Historical Office has published another first-rate volume about our

nation's legislative records. Authored by Karen Paul, *Records Management Handbook for United States Senate Committees* provides guidelines and recommendations for retaining and disposing of the Senate's permanent historical records.

The beleaguered Senate staffer, charged with organizing a committee's records, saving useful documents, discarding the frivolous, and managing access, will find essential guidance here. Paul understands how a congressional office works and strives constantly to show that better records management will benefit the legislator. Archivists are not, and should not be, her primary concern.

For selfish reasons, then, Senate staffers would do well to follow Paul's careful, informed advice. Doing so will create a more efficient, effective committee office. That would be no mean accomplishment. In the mid-1970s, the Senate markedly increased staff resources available to its more than one hundred committees and subcommittees, vastly increasing the number of people creating potentially valuable records. Office automation systems complicated the picture, as did the growth of minority party committee staffing and the shift in party control of the Senate in 1981. Finally, consider that there is no "precise and comprehensive" definition of congressional committee records in statute or in the Senate Standing Rules—the author offers her own definition in about 2,500 words!

Although Paul did not write the handbook primarily for archivists, archivists will benefit nonetheless. The author, for example, defines "permanently valuable" committee records thoroughly in the context of seven basic Senate activities: reviewing and reporting of legislation, oversight and investigations, nominations, consideration of treaties, official communications, the budget process, and office management.

There are twenty pages of records disposition schedules organized around the

seven core functions and containing recommendations on files ranging from presidential messages (permanent retention) and Library of Congress loans (temporary retention) to high-volume pressure mail (retain a sample) and legislative case files (mostly permanent retention).

One feature that makes this volume a valuable reference tool for archivists is the chapter on automated records. It's a handy primer on the acronym-ridden Senate computer system, where insiders speak of CMS, CWS, AIS, LEGIS, and ATMS. Paul deals particularly well with this subject, providing at one point a handy checklist for systems managers to follow in maintaining appropriate records.

There's more. The handbook has chapters about sensitive and classified information, files management techniques (including such details as the proper weight of file folders), micrographics, how to transfer records to the National Archives, and the rules of public access to records. A treasure trove in the appendix contains glossaries, filing rules, selected readings, and pertinent legal documents.

Every archivist who works with congressional records ought to place this volume right next to the Senate Historical Office's 1985 publication, *Records Management Handbook for United States Senators and Their Repositories*. It's free, too. Write the Office for a copy.

Archivists have long benefited from the Senate's comprehensive effort to improve the quality and accessibility of its historically valuable records. Less certain, perhaps, is the long-term ability of publications such as Paul's manual to meet their primary objective. Will increasingly harried Senate staffers find the time or have the will to implement Paul's guidelines? Paul recommends, for example, that "Whenever possible, records of lasting value should be filed separately from those of transitory usefulness" (p. 3). Two chapters explore the distinction, but can we reasonably ex-

pect compliance in a setting dominated by rapid turnover and the staff's understandable loyalty to the moment (not to the future or the past)?

Not knowing the answer ought not to discourage us. Karen Paul's manual certainly moves us in the direction of higher quality, more useful committee records.

FRANK H. MACKAMAN
Gerald R. Ford Library and Museum

From Reliable Sources: The Archives of American Art. Washington, D.C.: Smithsonian Institution, 1988. 1/2" VHS And Beta videocassette. 25 minutes. \$39.95. Smithsonian Institution, Office of Telecommunications, Department 0609, Washington, D.C. 20073-0609.

With the support of the Robert Wood Johnson, Jr. Charitable Trust, this award-winning video takes the viewer behind the scenes at the Archives of American Art (AAA), the preeminent resource for research on American art. The viewer listens to an artist discuss his career and learns how the AAA acquires new material and shares with researchers the discovery of new information. The promotional brochure describes the video as an "innovative introduction" for new and experienced researchers that demonstrates how easy it is to use the AAA's collections at its six regional centers or through interlibrary loan.

From Reliable Sources provides a brief history of the AAA and describes the regional centers. Staff members talk with artists, the president of the National Arts Clubs, a potential donor, an archivist who arranges and describes the material, and re-

searchers, including an art historian, a curator working on a publication, and those who make use of the material through interlibrary loan. All of those interviewed give a different perspective on the use of primary sources, and the film illustrates all the different points of contact that staff and researchers have with primary sources.

Although the brochure indicates that the video is intended for viewing by potential researchers, the AAA produced it to show to prospective financial supporters. According to John Fleckner, the acting director, the intent was to have something to put in the hands of foundation executives, and to show to trustees and friends groups. The anticipated buyers of the video are members of the AAA, art libraries, art historians, and teachers of American Studies and popular culture, who could use it as an introduction to primary sources at the AAA. The AAA hired non-archivists to produce the film, wanting an "interesting" film for the lay public. Consequently, the video is not a detailed look at what archivists do and it avoids archival jargon.

From Reliable Sources is an excellent example of an effective outreach tool that other archivists could adapt to their own shops. Too often outreach presentations emphasize, in detail, the internal operations of an archives. The video shows how primary sources are used, while providing a broad overview of the purpose and work of an archives. Archivists could use it as a model of how to promote their own institutions and programs in a way that can easily be understood by the general public. The only criticism is that it does not provide viewers with information on how to access the resources at the regional centers.

PATRICIA L. ADAMS
Western Historical Manuscript Collection
University of Missouri-St. Louis

Beyond the Printed Word: Newsreel and Broadcast Reporting in Canada. Ottawa, Canada: National Archives of Canada, 1988. Photographs. xxvi, 348 pp. Paper. Canada, \$5.00; other countries, \$6.00. ISBN 0-660-53992-6.

Beyond the Printed Word: Newsreel and Broadcast Reporting in Canada is the catalog for the exhibit of the same name organized by the National Archives of Canada and hosted by the National Museum of Science and Technology. Drawn primarily from the collections of the Moving Image and Sound Archives Division, the exhibit/catalog attempts to "present the twentieth-century Canadian experience as reflected through newsreel and broadcast reporting" spanning the years 1897-1987. To do so, curator and author Ernest J. Dick (Chief of Collections Management, MISA Division) chose 246 excerpts from newsreel, radio, and television news reports describing uniquely Canadian events such as the opening of the St. Lawrence Seaway, Mary Pickford's 1922 visit to Toronto, and the 1972 Canada-U.S.S.R. hockey final as well as noteworthy events of global interest, such as the launching of Sputnik, the D-Day invasion, and the sinking of the Titanic.

These reports were edited into eight hours of videotaped material arranged both by topic and by media. Thus six sections entitled "Remember When" are arranged chronologically and focus on how newsreels, radio, and television covered memorable news items of the time. Here the subject matter is highlighted. Additional sections examine newsreels, radio, and television as three distinct media and emphasize the newsreel companies, radio announcers, and television personalities rather than the news stories themselves.

Sixty-eight artifacts documenting the more technical side of newsreel and broadcast reporting were also included in the exhibit. Photographs of a wide variety of newsreel cameras, tape recorders, microphones, ra-

dios, television cameras, and television sets illustrate how rapidly technology has changed over the years.

Beyond the Printed Word is organized into chapters that follow the sections of the exhibit. Label text in English and French is reproduced for each news excerpt and is accompanied by a small black and white photograph, usually taken directly from the moving-image material itself. As an exhibition catalog this publication achieves the goal of all such catalogs—to serve as a permanent written record of a temporary exhibit. However, because of the audio-visual nature of this particular exhibit, the book cannot hope to convey the same sense of historic impact that the exhibit did. Rather, it acts as a kind of tease, making the reader long to see and hear the news reports themselves, not just read about them.

Still, the National Archives of Canada is to be commended for producing this fine publication. Although not a finding guide in the traditional sense, it can be used by archivists and researchers alike as an informal guide to many of the moving image and sound collections at the Archives. Sources for each exhibit excerpt are credited, including the name of the collection, date, specific newsreel, radio, or television title, and accession number. Those wishing to study the media themselves as well as the topics reflected in the media (war, politics, sports, or even news reporting itself) will find a wealth of information in this volume. Its inexpensive cost makes it an especially attractive reference purchase.

MAUREEN O'BRIEN WILL
Chicago Historical Society

Guide to Sources on Women in the Swarthmore College Peace Collection. Edited by Wendy E. Chmielewski. Swarthmore, Pennsylvania: Swarthmore College, 1988. Index. x, 118 pp. Paper.

Approximately half the material in the Swarthmore College Peace Collection (SCPC) is by or about women. It is entirely appropriate, therefore, that the SCPC publish a guide to women's sources in its holdings. The Peace Collection was established in 1935 as a memorial to Jane Addams of Hull House and her work for social justice and world peace. The collecting focus of the SCPC is on materials related to pacifism, but because of the varied interests of the individuals documented in the collections, the subject content of the materials described in this guide stretches far beyond the quest for peace to an array of issues related to the role of women in social reform. The cornerstones on which the SCPC was established are two important women's collections, the papers and library of Jane Addams and the records of the Women's International League for Peace and Freedom (WILPF). Many of the major collections described in the guide relate closely to those two core collections.

The Guide is divided into two sections: one that lists or describes the collections and a second that attempts to provide subject access to materials in the collections. The first section is further divided into subsections: "Major Document Groups," "Major Document Groups-Secondary," "Collective Document Group A-Material from the United States," "Collective Document Group B-Material from Other Countries."

The "Major Document Groups" section is a model for the best manuscript and archival description. The entries are a great pleasure to read. They provide standard guide information as well as biographical descriptions that illuminate the content of the collection and also provide marvelous

insight into the lives of the women whose activities are documented. There are thirty-four collections described in the section; most of them are the papers of the founders or early active members of the Women's International League for Peace and Freedom or early spin-off groups of that organization. Exceptions include the records of more recent women peace activists or women's peace organizations.

Regrettably the initial favorable impression created by the first section of the guide is devastated by the comparative lack of description for less important or smaller groups of materials and the confusing organization of subsequent sections. What follows in "Major Document Groups-Secondary" is an alphabetical listing of collection titles (American Civil Liberties Union, National Committee on Conscientious Objectors, Henry Wadsworth Dana, Phoenix Defense Fund, etc.) without dates, size, or any information about the content of the papers or what proportion of the collections provides sources on women. The information in Collective Document Groups A and B is slightly more substantial.

The subject section of the Guide is arranged under the headings of Art, Children, Education, Feminism, Health, International, Marriage and the Family, Mothers, Politics, Race, Religion, Sexuality, and Work. Under each heading are listed items, series, subseries, types of material, or occasionally only a name (e.g., "Joan Baez, singer-1967-1971"), followed by a document group number. The collection descriptions in the first section are arranged by guide entry numbers—not document group numbers—so it is very difficult to identify the collection in which the items or series listed in the subject section appear. The subject section is followed by small sections listing women's Diaries and Journals; Memorabilia; Pamphlets, Articles and Leaflets; two appendixes, and a very comprehensive index.

The purpose of any guide to subject ma-

terials in a collection is to lead the researcher to find information on a topic and to provide some insight into the relationships between the materials described. The uneven levels of description in the first section of the guide and the confusing arrangement of the subject section do not easily assist the researcher in that enterprise. The guide is full of information that whets the appetite of any potential researcher. It is unfortunate that the editor did not take a more standard approach to the organization of this guide to a very distinguished body of sources for the study of women's history.

LOUISA BOWEN
*Southern Illinois University at
Edwardsville*

American Passenger Arrival Records: A Guide to the Records of Immigrants Arriving at American Ports by Sail and Steam. By Michael Tepper. Baltimore, Maryland: Genealogical Publishing Co., Inc., 1988. 2 tables. 134 pp. \$18.95. ISBN 0-8063-1224-6.

Two parents, four grandparents, eight great-grandparents. . . . The basic arithmetic of family history starts producing large numbers of people to be tracked down at about the same time that living memory and family archives stop helping. Even in the best-documented cases the genealogist is brought back sooner or later to the bewildering mass of heterogeneous data known as passenger arrival records. Every family

has its firstcomers, its immigrants, and the facts of arrival of the first Americans in each family are often desperately difficult to pin down.

Michael Tepper, managing editor at Genealogical Publishing Co., has written a useful primer on the availability of public records regarding the arrivals of passengers from overseas. He starts with a strong chapter on colonial records, a patchwork where many gaps have been filled by the ingenuity of researchers on both sides of the Atlantic but where all too much is wholly irrecoverable.

Arrivals to the new republic also saw few attempts to collect uniform, systematic data, or indeed any data at all, until after the War of 1812. (The gaps here are difficult to understand: surely the influx in the 1790s of British Jacobins and United Irishmen should have stimulated a worried American government to keep records. Normally one expects the quantity of official questions and the level of official paranoia to correlate directly.) In practice, only baggage lists kept at the port of Philadelphia provide useful amounts on information about incomers.

After 1820, however, the arrival records are abundant and many more people each year needed to be recorded. Tepper provides a good summary guide through the changing legal requirements for record-keeping. Two extremely useful tables summarize the surviving customs and later immigration passenger lists and the ports and dates involved. He provides relatively little information about the records kept on the other side of the Atlantic, but U.S. arrival records after the mid-nineteenth century should be enough to satisfy at least preliminary inquiries from genealogists.

Tepper concentrates on immigrants from northwestern Europe to the ports of the eastern U.S. seaboard. The book offers little to Asian-Americans and nothing at all to Americans of African heritage. Canadian records are seldom mentioned, a pity because the passage to Quebec was gen-

erally cheaper than the New York run; many thousands saved money and then those who survived the crossing walked south. Users of the book will wish the selected bibliography (selected for what purpose is not quite clear) had been abandoned in favor of an index. It's strange but true: the book has no index.

American Passenger Arrival Records will be extremely helpful to librarians and archivists wanting to serve, or at least to stem, the genealogical hordes. The book is well-written, and Tepper manages to get a lot into a few pages. He has written an authoritative overview of the passenger records we currently know to be available.

ROGER HAYDON
Cornell University Press

Boletín Bibliográfico Archivístico Vol. 1, No. 1. Organization of the American States. Cordoba, Argentina: Centro Interamericano de Desarrollo de Archivos, 1988. 168 pp.

This bibliography provides a notable opportunity for archivists in the United States and Canada to become familiar with the concerns and practices of archivists in Central and South America. This is the first volume in a projected series of biennial issues intended to provide analytical abstracts of significant articles in archival journals, published in a variety of languages including English, Spanish, Portuguese, French, and German. The *Boletín Bibliográfico Archivístico* resulted from the

need expressed by archival professionals and scholars at a joint seminar between the Organization of American States and the Spanish government held at the Centro Interamericano de Desarrollo de Archivos in Cordoba in 1986.

This initial issue includes 268 entries from 1984-86, covering a typical range of archival topics including appraisal, description, conservation, reference use, archival history, professionalism, archives and the law, automation, and the administration of archives. Unfortunately for North American archivists, nearly half of the entries are for articles from the United States and Canada. Nonetheless, more than one hundred entries representing articles in Spanish and Portuguese provide insight into developments in Central and South America. The volume also contains four indexes to subjects, journals cited, professional affiliation of authors whose works are cited, and contributors.

Each bibliographic entry contains detailed analytical notes on the article; many of these are nearly a page in length. The editor, Celso Rodriguez, explains the purpose behind this extensiveness as being the intention of making each abstract sufficient in itself to convey the salient information in each article, thereby precluding the necessity of reading the full version. These abstracts provide useful summaries of the articles, which are sufficient to provide a basic understanding of the author's main thesis. However, there is no explanation of the basis for the inclusion of articles. The articles do not appear to reflect either an effort at comprehensiveness or a particular topical emphasis, hence the collection seems somewhat eclectic. Nonetheless, the *Boletín* provides an opportunity to gain an overview of archival literature in Central and South America, offering an easy method for developing a basic knowledge of issues and practices experienced in these areas. Archivists in the United States and Canada have shown increasing interest in archival

traditions, theory, and practice (as well as travel) in various parts of Europe, as well as China, Australia, and the Soviet Union. Significant interest, however, has yet to be shown in Central or South America. The *Boletín Bibliográfico Archivístico* may be a useful tool for investigating the possibil-

ities for learning from, and exchanging information with, archivists in Central and South America.

KATHLEEN ROE

*New York State Archives and Records
Administration*

BRIEFLY NOTED

The Special Libraries Association has published No. 3 in its Research Series: *Libraries and Information Centers within Women's Studies Research Centers* by Grace Jackson-Brown. Women's Studies Research Centers (WSRCs) are defined as organizations that actively facilitate feminist research, influence public policies about women, and advocate the strengthening of women's studies programs. Their collections include both published materials unlikely to be found in traditional libraries and unpublished research in new and expanding fields. Several WSRCs, most notably Schlesinger and Smith, also collect historical manuscripts. Based on survey responses from thirty-one WSRCs in the United States, this 34-page booklet reports how many WSRCs have set up libraries or information centers, the size of their collections, kinds of user groups, and levels of staffing and funding. Included are histories of WSRCs and reviews of their advocacy programs, publications, and efforts toward creating a national women's research database. The booklet is available for \$7.00 from SLA, 1700 18th St., N.W., Washington, DC 20009. [Brenda J. Marston, State Historical Society of Wisconsin].

William Dollarhide's *Managing a Genealogical Project* (Baltimore, MD: Genealogical Publishing Co., 1988, \$14.95) is a 69-page book describing techniques for organizing "piles" of papers accumulated during genealogical research. Dollarhide introduces a series of forms to be used for documenting one's research. It is particularly useful that the forms can be adapted to a computer format. The author explains the more common systems of ancestor identification numbering and publication (or presentation), followed by a comparison of computer software programs that can be used for record keeping, presentation, and the

adaptation of his forms. He contrasts his "command driven" software with three of the more popular "menu driven" programs currently available. Most researchers will eventually transfer their written records to a computer, using some genealogical software package; until such time the discipline of organization and documentation covered by this book are invaluable. This book is a must for the beginning family historian and may prove helpful to experienced researchers and repositories that maintain a reference collection for research use. [Arthur F. Sniffin, New York Historical Resources Center].

Several years ago the National Archives of Canada established a strategic planning process with annual review and annual publication of a five-year plan. The most recent publication, and the first since the proclamation of the National Archives of Canada Act, is *Strategic Approaches of the National Archives of Canada 1988-1992* (23 pages each in English and French). It shows the archives grappling with such issues as obtaining adequate physical facilities, improving the management of government records in response to increased requirements of the National Archives of Canada Act, and implementing departmental automation. These were the top three among eight priorities and strategic directions covered. Nearly half the document is devoted to background, including a section on the basis for strategic planning and a section on departmental operating principles. The strategic plan is based not only on the department's mandate and mission, but also on assumptions about the environment in which it operates: government policies, international and interinstitutional relations, public attitudes and expectations, government service expectations, and technological impact. [Marion Matters, Society of American Archivists].

Bruce Wilson's *Colonial Identities:*

Canada from 1760 to 1818 is the third volume in a series, *Records of Our History*, produced by the National Archives of Canada. The 236-page volume consists of reproductions of 113 archival documents from the National Archives, including manuscripts, maps, works of documentary art, and rare printed items. Each is accompanied by a commentary which describes the item and explains its significance in understanding Canada's past. The volume is arranged by eleven broad themes which highlight this period from exploration and conquest to the War of 1812.

Historical Documentary Editions 1988 is the second revision of the National Historical Publications and Records Commission's catalog which describes all documentary editions ever supported by the Commission with funds or formal endorsement. Hard copy and microform editions are combined in a single alphabetical list, and there are separate listings by title and subject. Individual descriptions now include prices and International Standard Book Numbers, which facilitate ordering from the publishers, whose names, addresses, and phone numbers are provided in the back of the volume. The catalog is available from NHPRC, National Archives, Washington, D.C. 20408.

The Preservation of Library Materials Section (PLMS) of the Resources and Technical Services Division of ALA has published two useful reference tools, the *Preservation Education Directory* and *A Core Collection in Preservation*. Compiled by Susan G. Swartzburg, the thirty-page directory lists accredited library schools that offer one or more courses on the preservation of library materials and other organizations that can provide training in preservation and conservation. *A Core Collection* is a fifteen-page annotated bibliography compiled by Lisa L. Fox. It includes books, reports, periodicals, and articles that

cover the spectrum of library and archival preservation. The bibliography is divided into nine topical sections, covering general works, serials, the environment, different types of materials, emergency preparedness, and planning. Individual references include price and ordering information. Each pamphlet costs \$5.00 and is available from RTSD Publications, 50 East Huron St., Chicago, IL 60611.

Two other publications on conservation have recently come out of the National Archives of Canada. *Conservation of Photographic Materials* is a basic reading list compiled by Klaus B. Hendricks and Anne Whitehurst. It primarily covers references on the preservation of still photographs although some sources on preserving microfilms and motion picture films are also included. The unannotated list is divided into eleven sections according to subject matter. The last section covers relevant publications by the American National Standards Institute. In November 1987, the National Archivist approved the *Conservation Policy* for the National Archives of Canada. The purpose of this document is "to provide a comprehensive policy statement on conservation activities of the National Archives of Canada." The eleven-page report includes information on the legislative authority for the policy (National Archives of Canada Act 1986), offers a set of definitions used throughout the text, and outlines in eleven policy statements the National Archives' responsibilities in such areas as accommodation, preventive conservation, research, and emergencies.

Peronism and the Three Perons represents a comprehensive bibliography of material on Peronism and on Juan Domingo, Eva, and Isabel Peron located in the Hoover Institution Library and Archives and in other libraries at Stanford University. The 170-page unannotated checklist was com-

piled by Laszlo Horvath who serves as the cataloger of the Hoover Institution's Latin American Collections. It is divided into four parts; the first three are devoted to works about Peronism and the three Perons, and the fourth part lists all published writings by the Perons. The soft bound volume is available from Hoover Institution Press and costs \$16.95.

Erwin Nathaniel Griswold: Illustrious Alumnus is a forty-three-page catalog to a retrospective exhibition honoring the Dean of the Harvard Law School on the sixtieth anniversary of his graduation from Harvard Law School. The exhibit was based on Griswold's personal papers and related collections from various repositories at Harvard. Erika S. Chadbourn prepared this accompanying exhibit catalog which includes an introduction, biographical note, descriptions of the various Griswold collections at Harvard and at other repositories, a listing of the items on exhibit, and twelve facsimiles.

The New Massachusetts Archives Facility: A Study in Planning and Process, written by Albert H. Whitaker, Jr., Archivist of the Commonwealth of Massachusetts, describes the planning process for the Massachusetts State Archives building. This pamphlet is the first in a series to be issued by the National Association of Government Archives and Records Administrators. Entitled "Government Records Issues," the series will be devoted to topics of broad interest to government archivists and records administrators at the local, state, and federal levels.

SELECTED RECENT TITLES

The Papers of Ulysses S. Grant, Volume 15: May 1-December 31, 1865. Edited by John Y. Simon. Carbondale, IL: Southern Illinois University Press, 1988. Index. xxv, 691 pp.

The Papers of Ulysses S. Grant, Volume 16: 1866. Edited by John Y. Simon. Carbondale, IL: Southern Illinois University Press, 1988. Index. xxvi, 635 pp.

Information Policies for Museums. By Elizabeth Orna. MDA Occasional Paper 10. United Kingdom: The Museum Documentation Association, 1987. Index. 48 pp. Paper.

Collections Management for Museums: Proceedings of an International Conference held in Cambridge, England 26-29 September 1987. Edited by D. Andrew Roberts. Cambridge, U.K.: The Museum Documentation Association, 1988. Bibliography, index. xx, 237 pp.

Thesauri Used in Online Databases: An Analytical Guide. By Lois Mai Chan and Richard Pollard. Westport, CT: Greenwood Press Inc., 1988. Indexes. xvi, 268 pp.

Understanding Library Microcomputer Systems. By Roger C. Palmer. Studio City, CA: Pacific Information Inc., 1988. 128 pp. Paper.

Work and Labor in Early America. Edited by Stephen Innes. Chapel Hill: University of North Carolina Press, 1988. Index. 297 pp. Paper.