

Reviews

Rassegna degli Archivi di Stato. Rome: Ministry of Cultural and Environmental Properties, Central Office for Archival Properties, Division of Studies and Publications. Published three times a year, 1941.

The *Rassegna degli Archivi di Stato* (Journal of State Archives) is one of the publications of the Division of Archival Documentation of the Central Office for Archival Properties, which is the branch of the Ministry of Cultural and Environmental Properties having jurisdiction over archives and records management in Italy. The Division of Archival Documentation serves as the publishing house of the Italian archival administration. In addition to the journal reviewed here, the division publishes three series, volumes "out of series," and works prepared by individual archival institutions.

The three series are called *Strumenti* (Finding Aids), begun in 1951, which includes inventories, registers of parchments, guides, and exhibition catalogues; *Fonti* (Sources), begun in 1970, which includes monographs of special diplomacies (critical analysis of the forms and genesis of individual bodies of records); and *Quaderni della Rassegna degli Archivi di Stato* (Books of the Journal of State Archives), begun in 1960, which includes monographs on archival history and theory and the history of single *fonds*. Examples of "out of series" publications are the general guide to Italian State Archives, the Italian archival itineraries (one for each region), an anthology of archival writings, the proceedings of international symposia, and studies in honor of famous archivists.

The *Rassegna degli Archivi di Stato* was initiated in 1941 with the title *Notizie degli Archivi di Stato* (News of State Archives),

and acquired its present name in 1955. It publishes articles on archival theory, the history of archives, the history of institutions and law, diplomacies, and brief inventories. It also presents regular features including the texts of new articles of law directly concerned with, or somehow affecting, archives; lists of new accessions by institution; lists of deposits, gifts, and purchases; lists of private *fonds* declared of "notable historical interest" and thus made subject to archival legislation; reviews of international literature on archives and in allied fields; chronicles of archival initiatives in Italy and abroad (mainly exhibitions, seminars, local conferences and symposia, courses, series of lectures); international archival exchanges and agreements; and commentaries (usually on events of national or international relevance, such as conferences).

Notwithstanding its name, the *Rassegna* accomplishes in Italy the same function that the *American Archivist* has in the United States. The fact that the Italian journal does not spring from the spontaneous initiative of a voluntary association of professional archivists, but is part of a bureaucratic, governmental structure, does not impair either the objectivity and completeness of the journal or the opportunity of individuals to contribute to it; rather, it enhances the independence of the journal from institutional groups, currents of thought, and, last but not least, financial constraints.

In order to make every issue of some interest to every reader, theme issues are usually avoided, although there have been notable exceptions. Issue 1-4 in 1975, occasioned by the passage of archives from the jurisdiction of the Minister of Interior to that of the Minister of Cultural Proper-

ties, was dedicated to an examination of the evolution of the concept of archives as an arsenal of law and administration into the concept of archives as a form of cultural property. Issue 2-3, 1984, contains some forty articles on business archives in Italy, Europe, and North America. The entire issue, including a few articles in English or French, provides a very accurate and detailed panorama of the solutions found for the preservation of business archives in various countries. Issue 1-2, 1985, is dedicated to archives and didactics, and includes articles on the pedagogy of archival science and didactics in archival institutions, either for purposes of continuing education of personnel or for outreach purposes, such as lectures to high school and university students.

The presence of articles in languages other than Italian is not a peculiarity of the 1984 issues. The journal accepts and often solicits articles from foreign archivists. The material is generally published in the original language when the contributor writes in English, French, or Spanish, and is translated into Italian in all other cases. Thus almost every issue of the *Rassegna* presents a piece in one of the above languages. For instance, in Issue 3, 1986, there is the guide to the UNESCO archives in French.

Furthermore, even articles in Italian often refer either to archival *fonds* in other countries (for example, the article on the records of the Allied Forces Headquarters in the Public Record Office in London, also in Issue 3, 1986) or to archival situations and issues in other countries (for example, the article on informatics in French archives, in Issue 1, 1983).

The significance of the *Rassegna* for an American readership is varied. First, if it is true that we learn best by comparison, it is always useful to read the literature of other countries, even when the content is strictly limited within the boundaries of the country in question. In fact, the choice of subjects and the methodology adopted in

treating them constitute elements of reflection and inspiration to a true professional. Furthermore, if there is such a thing as a universal archival theory, and I believe there is, when foreign literature deals with concepts, principles, and methods, and their development and application, it is as relevant to one's own country as is its own national literature.

Second, the material published in the Italian journal very often has an international character, and constitutes a precious source of study for archival students and of ideas for experienced archivists. In this sense, the issue on business archives, for instance, should be read carefully in North America.

Third, the sections of the journal on international relationships, conferences, and so on, are a valuable source of information for those who are active in the profession.

Fourth, because Italian archives preserve a broad range of material which either complements the records and manuscripts in North America, or relates to the history of the new world, even articles on single *fonds* may be of interest to North American archivists.

Of course there is the problem of the language, which limits the accessibility of the journal to a select number of people. However, the few pieces in English and French, which are meant in the first place for an international readership, deserve to be read, and it is always useful to scan the table of contents for some inspiring Italian titles which can induce one to make the effort of a laborious translation.

In conclusion, the *Rassegna degli Archivi di Stato* is not the type of journal that every North American archivist should have at hand, but, because of its high intellectual quality and its broad perspective, it constitutes a very good source for those engaged in archival study, in the writing of essays and articles, in finding new or different solutions to problems, in acquiring new perspectives.

Sales and subscriptions: Istituto Poligrafico e Zecca dello Stato. Direzione Commerciale. Piazza Verdi. 00198 Roma, Italy. For one issue, Italian Lire 28,000; annual subscription, Italian Lire 66,000.

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The Archives: A Guide to the National Archives Field Branches. By Loretto Dennis Szucs and Sandra Hargreaves Luebking. Salt Lake City: Ancestry Publishing, 1988. 340 pp. \$27.95. ISBN 0-916489-23-X.

Two genealogists, a commercial publisher, and many individuals at the National Archives in Washington, D.C., and especially at the eleven regional archives (until recently entitled field branches), deserve thanks for providing the first consolidated guide to the historically valuable federal records preserved across the country. Peter Bunce, director of the Great Lakes Region Archives (Chicago), is given special credit.

The work draws upon numerous published and unpublished sources. Administrative histories of government agencies or activities were published in the 1974 *Guide to the National Archives*. Other material in the book comes from sources such as the National Archives' topical guides and in-house, unpublished finding aids prepared in the branches. The authors extracted, summarized, excised, updated, and added information, and have produced an attractive, well-organized work. It benefits from their research experience and their visits to every facility.

The guide assists the user by approaching the holdings in three different ways. It describes the major holdings and highlights of each center; the "holdings in common"; and the distribution of records of particular agencies, departments, bureaus, or other governmental units throughout the system. The latter, the description by "record group," provides the history of the bureaucratic entities and functions necessary to

understand the genesis and purpose of the records.

The authors indicate that "the guide is intended to stimulate interest among researchers and to facilitate their excursions into territories hitherto untapped." They have suggested topics for research and cited reference helps, and there certainly are untold numbers of major interpretations, theses, biographies, genealogies, and community histories waiting to be written.

Yet even an experienced government records archivist has frustrations when using the guide. Understanding the concept of a "record group," much less tracking a particular function through bureaucratic reorganizations and name changes, is challenging. The sheer volume of records (300,000 cu. ft. in the regional archives) is intimidating, while at the same time it is apparent that the guide can only begin to suggest what is available. Because the volume of records may change, the authors do not give quantities. If nothing else, this omission should alert potential researchers to inquire further before making a trip to a regional facility.

The location of the records may or may not conform to regional boundaries. Those boundaries have been changed, so Minnesota records first were placed in Kansas City but now go to Chicago. Some record groups or parts thereof are found only in one center although they pertain to other regions. National Park Service records relating to historic sites, shrines, monuments, and parks of the eastern U.S. (including those in Minnesota) are in Philadelphia, for instance.

It would be unrealistic to expect an index to meet all needs; the number of subjects mentioned in the guide dictates selectivity. However, the basic premises of this index are not clear and the product seems skimpy and capricious. There are no entries, for example, for "National Parks" or even "parks," or for the Historic American Building Survey. All of the national parks, monuments, etc., mentioned on page 246

are found in the index; one of fifty on page 247 is. One cannot find a citation to records relating to the Great Lakes *per se* (individually or collectively) nor to the Mississippi River. But of course federal records contain information about management of these major natural resources. Listing all references to records noted as containing information pertinent to each of the states would have enhanced usefulness.

Despite these reservations, this guide is a welcome complement to the National Archives' own guides and lists. It soon will be augmented by individual guides to records in each of the facilities, and, rumor has it, by a thoroughly revised guide to the records in Washington.

SUE E. HOLBERT
Minnesota Historical Society

Acquisition of Archival Materials in Developing Countries. By Dhan Keswani. Paris: International Council on Archives. 1987. 127 pp. Paper.

While acknowledging the existing "formidable body of literature available on archival theory and practice," Dhan Keswani, formerly an archivist with the National Archives of India, maintains there is "a paucity of literature exclusively relevant to the newer archival services" established since World War II. She also maintains that the chronic underfunding, bureaucratic apathy, and inadequate awareness of the role of archives in such nations justifies this publication.

Ms. Keswani characterizes the archival scene in developing nations as one of weak archival heritage; uneven legal bases; and dispersal of records among the "mother country," other nations, government agencies, and revolutionary leaders reinterpreting the past. Many national archives, floundering after initial recognition and support, prove it is easier to establish archives than to provide adequate, continuing funding.

Acquisition of Archival Materials emphasizes developing the infrastructure to support archival work through the traditional approach of gaining control over government records by diligent work in the records. Keswani stresses agency surveys to gain knowledge of operating procedures and the records created; arrangement projects; appraising records; developing transfer lists (supplemented by records control schedules); destroying documents with no continuing value (including a sizeable portion of those just arranged); transferring other records to a records center or the archives; and accessioning those records transferred to the archives.

In the area of appraisal the author emphasizes the role of private papers and archival records in other countries and the need to determine which ones have relevance and are essential for understanding the developing nation's heritage.

Appendixes include sample forms for the survey worksheet, transfer list, accessions register, and acknowledgement of archives received. All are elementary and can be prepared and duplicated by the archives staff.

Endnotes reveal a heavy emphasis on traditional European archival writings. Cited sources ignore pertinent UNESCO and ICA publications and most recent North American sources. The latter reflects Keswani's view that records management procedures in the United States and Canada are too elaborate to be emulated.

The value of *Acquisition of Archival Materials* lies in its authorship by an archivist from a developing nation who suggests approaches and techniques suitable to current circumstances in many such countries. It is less useful in the political, economic, and cultural milieu in which most archives of developed nations operate.

Inclusion of an annotated bibliography and a list of current sources for advice and information, especially those offered by UNESCO and ICA would enhance this work. A review of current conditions, leg-

islative status, and archival traditions in the various developing countries also would be useful. Even a list of which nations have national archives and which have records center systems would be informative.

Acquisition of Archival Materials also is marred by inadequate attention to physical production qualities. Like too many ICA publications, this is a photocopied, author-created manuscript. It lacks adequate editorial review, proofreading, or publication treatment. ICA publications can meet a higher standard than this.

BRUCE I. AMBACHER
*National Archives and Records
 Administration*

Proposta Para um Programa de Modernizacao dos Sistemas Arquivisticos dos Paises Latino-Americanos. By the International Council on Archives, Association of Latin American Archives, Pan American Institute of Geography and History, and the Canadian International Development Agency. Brazilia: Brazilian National Archives, 1988. 30 pp. In Portuguese.

This is a landmark study on the modernization of archival systems in Latin America. "Modernization," as defined here, is not merely a plan for automation or microfilming, but a comprehensive plan for reorganizing and redefining the role of archives in the Latin American context. Through an analysis of the national archives in six selected countries, a comprehensive modernization plan relevant for all Latin American countries is set forth.

Various aspects of archival programs are analyzed. These include records management programs, legislation, qualifications and training for staff, buildings and equipment, budgets and employee salaries, conservation and preservation, users, and accessibility of records.

For the most part, there is no regularized system for selecting and transferring rec-

ords from agencies to the archives. In four of the six countries, the national archives were founded over a hundred years ago: Uruguay in 1827; Guatemala in 1846; Colombia in 1868; Argentina in 1884. The national archives were established in Venezuela in 1911 and in Chile in 1927. These archives served exclusively as repositories for historical records and, for the most part, continue in that role today. Even though records date back to the sixteenth century, no records have been transferred to these archives in recent years (since 1937 in Colombia, 1945 in Venezuela, and 1959 in Guatemala).

Findings indicate that legislation is badly needed to redefine and transform the role of the national archives in each country. The report recommends that the role of the national archives be changed from that of a traditional, esoteric institution serving university scholars and historians, to an institution that also meets the administrative and legal needs of the governments and citizens. In addition, it recommends that the national archives should assume a leadership role in archival development at all governmental levels. Not surprisingly, the study reveals that national archives, budgets, and the salaries of employees are at the bottom of the economic ladder. For example, monthly salaries, excluding the directors, ranged in U.S. dollars from \$80 to \$100; the 1987 annual agency budgets ranged from \$34,000 for Guatemala on the lower end, to \$150,000 for Chile on the upper end. At the same time, adequate training (except in Argentina) and efficient use of staff are cited as problems. (In Guatemala, for example, there is no position of "archivist.")

While all the archives studied have their own building (except for Colombia where construction is underway for a new building), the space is inadequate to receive more records. Conservation and preservation are enormous problems. With the exception of

Chile, there is a lack of control of the temperature, humidity, and light. Accessibility of records and the lack of standardized finding aids are other problems cited.

Specific recommendations on how to carry out the modernization program include organizing national and agency-wide committees within each country and developing policies and procedures manuals for dealing with current, semi-active, and permanently valuable records.

The working group that authored this study is to be congratulated for this effort. In particular, staff at the National Archives of Brazil and Mexico played significant roles. A second, revised edition in Spanish is scheduled to appear soon that also includes records centers, automation, and electronic records. More practical publications are to follow such as standardized records retention schedules, model legislation, and job descriptions for archivists and other personnel in the archives. These publications will be invaluable for those Latin American countries seeking to serve their citizenry with better, more efficient programs.

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The American History Sourcebook. Edited by Joel Makower. New York: Prentice Hall Press, 1988. Illustrations. 548 pp. Cloth. \$40.00. ISBN 0-13-027491-7. Paper. \$22.95. ISBN 0-13-027483-6.

At first glance *The American History Sourcebook* looks like a marvelous addition to a basic library reference collection. The editor has brought together information about the holdings of national archival agencies, state historical societies, county historical museums, city science and technology museums, historic sites, preservation commissions, campus libraries, and local art museums. In addition, an index provides

subject access to the descriptions of repository holdings.

Unfortunately, this favorable impression belies serious flaws in the book's concept and execution. The compiling of repository information from a variety of agencies represents an attempt to create a reference source for anyone interested in history without regard for the user's objectives. According to Prentice Hall's press release, *The American History Sourcebook* was designed to make the search for historical information "considerably easier for history buffs, students, teachers, historians, fact-checkers, and writers alike." *The American History Sourcebook* is predicated on the premise that there is a shortcut to historical reference work and to knowledge about sources. It is not so, whether one is a professional or an amateur. The result of this "one-stop shopping" approach to historical source information is a poorly focused reference tool.

Even if one accepts the concept behind *The American History Sourcebook*, this volume does not fulfill its mission very well. It is incomplete, inaccurate, and inconsistent. The entry for the University of Wisconsin-Eau Claire lists the library's Government Publications Department as the contact point. Although that library department has historical information, so does every other federal depository library in the country. What have we gained by having this information in this sourcebook? In addition, the entry suggests that the documents department operates a bird museum and a map library. Both facilities exist, but neither is under the auspices of the university library. The Special Collections Department, the major holder of historical records in an eight-county region, receives one sentence.

Even more troubling than these errors is the fact that no entry is provided for the University of Wisconsin-Madison Archives, despite its being the largest ar-

chives in the University of Wisconsin system. Neither the archives at Marquette University nor at the University of Wisconsin-Milwaukee are listed despite the fact that they house significant collections documenting Wisconsin's largest city.

Similar problems exist for Michigan. The *Sourcebook* lists the Grand Blanc Heritage Association, but does not list the Gerald R. Ford Presidential Library. It lists the Isle Royal National Park, but does not list Greenfield Village. It lists the Bentley Historical Library under the heading "Michigan Historical Collections," but lists the Clements Library under "University of Michigan."

This "sourcebook" may be a useful tool to someone browsing for historical collections, but the unsuspecting reader, archivist, or reference librarian who believes this to be an adequate approach to locating sources is in for a surprise. The National Historical Publications and Records Commission's (NHPRC) *Directory of Archives and Manuscript Repositories in the United States* is probably more comprehensive than Makower's work. With approximately 4,225 entries, the NHPRC directory is forty percent longer than *The Sourcebook*, and its entries are clearer, better edited, and more uniform. The NHPRC directory, the American Association for State and Local History's (AASLH) *Directory of Historical Agencies in North America*, *The National Union Catalog of Manuscript Collections*, the Research Libraries Information Network, citations in secondary sources, and a good understanding of the nature of historical information remain the most reliable tools for locating historical research materials. For those wishing to browse through our nation's past, try the AASLH's *A Historical Guide to the United States* before you plan your next vacation.

RICHARD L. PIFER
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West Virginia Genealogy: Sources and Resources. By Carol McGinnis. Baltimore: Genealogical Publishing Co., Inc., 1988. 129 pp.

Ohio Guide to Genealogical Sources. By Carol Willsey Bell. Baltimore: Genealogical Publishing Co., Inc., 1988. 372 pp.

McGinnis has produced another state genealogical resource work, following on the heels of her successful 1987 *Michigan Genealogy: Sources & Resources*. Like this previous publication, the West Virginia book is laid out logically, clearly, and concisely.

Her introduction is direct, explaining intent, methodology, and content. As reflected in the title, the purpose is to list and describe genealogical sources and resources pertaining to West Virginia. It therefore includes collections outside the state but concerning West Virginia, such as files in Fort Wayne, Cincinnati, and Richmond repositories. The guide enables researchers to set out on their quest on firm ground. Predictably, surveys account for the majority of data listed. The questionnaires included basic yet essential questions and were sent to county clerks, libraries in every county, and historical and genealogical societies. Second mailings managed to increase the returns percentage, with McGinnis listing all of these statistics openly.

The content is well-arranged, beginning with pertinent state historical data for genealogists and reference archivists followed by information on vital and county records. The next chapter describes census material and land records, with the last two listing genealogical collections and societies. Within each chapter, information is listed under counties, which are grouped alphabetically. There are three appendixes: a bibliography of sources covering state material, regional histories, church and military records, for example; an inventory of Historical Records Survey Archives microfilm held at the university in Morgan-

town; and a Civil War claims list. An index completes the volume, and here is its weakest section. It appears to be a computer-generated key phrase listing. While "voter registration lists" is an entry, so too is "lists of jurors," with no additional listing under "jurors." Including addresses of county offices besides county seat towns and zip codes would also have strengthened the content.

But these are not serious drawbacks when McGinnis's work is viewed in its entirety. It is a well thought out and constructed publication. The physical format is easy to read and the author has covered a huge amount of material, and organized it in a user-oriented manner. The result is quick access to desired information—the ultimate goal of reference tools.

The *Ohio Guide to Genealogical Sources* sets a totally different tone from McGinnis's publication. Its content and arrangement reflect orientation toward a different audience, or at least one that is at a different stage of research. It is a nonsense work, conceivably intimidating initially to a beginning genealogist.

While both McGinnis and Bell begin their introduction stating that their work makes no attempt to fulfill a "how to" approach, things differ radically from that point. Bell is straightforward in her explanation that court records are available in the Archival Districts and that public libraries and historical and genealogical societies have collections which are not included. Bell is more thorough than McGinnis in providing county office addresses in addition to those for major libraries and societies. However, it takes a second reading of the small print introduction and a scan through the entire book to realize counties are the arrangement focus. There is no table of contents nor index nor appendixes. After a brief section explaining entry format and abbreviations, another section lists state agencies and a thorough bibliography of works on Ohio by

subjects, such as cemeteries, military, religion, and blacks.

The county section begins on page ten with Adams and continues to the end with Wyandot. Under each county are headings defining record types: court records, Ohio Historical Society holdings, census records, tax and agricultural census schedules, and so on.

Whereas Bell's book assumes the reader is approaching research via county and is more sophisticated in the understanding of record types available, McGinnis envisions her readers as beginners in their search, with lower levels of comprehension regarding the variety of record categories. Though McGinnis's work is informal and Bell's is fuzzy about content, methodology, and arrangement, both accomplish their intent.

LAURA S. KLINE
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Architectural Records in the San Francisco Bay Area: A Guide to Research. Edited by Waverly B. Lowell. New York: Garland Publishing, Inc., 1988. 350 pp.

The California Cooperative Preservation of Architectural Records (CalCOPAR) survey project which culminated in the publication of this guide was patterned on the pioneering work of MassCOPAR and stimulated by a need to locate and inventory architectural records in the Bay area. Architectural records are of immense value to architectural historians, historic preservation officers, architects, and building owners. Often the records which document a building are not in established repositories but rather they reside in architectural firms, building engineers' offices, public agencies, and in private hands.

CalCOPAR recognized the diverse nature of architectural documentation and surveyed not only the repositories but firms and businesses as well as government agencies. The result is a three-section guide: the

first provides a guide to pre-1970 records in architectural firms and related businesses (148 entries), the second lists repository holdings (97 entries), and the third is a guide to government agencies (42 entries). Each entry describes the records held by the firm, repository, or agency, and gives a short note on the firm's practice or the agency's or repository's scope. The entries provide enough information for a researcher to identify the collections which should be of value for their particular research and provide the necessary information to initiate a pre-visit contact.

The short introduction to each section provides information on the methodology used to collect the data as well as additional caveats such as "the records held by firms should not be considered stable permanent collections such as those in a repository" and a warning that a listing in the guide does not guarantee public availability to a firm's records. The repository section of the guide includes not only traditional repositories but also institutions such as hospitals, businesses, and religious organizations that maintain files of architectural records related to their own properties.

Perhaps the most valuable sections in the guide are the sixty-two page listing of "San Francisco Architects in Practice 1850-1920," and the essay "Conducting Architectural Research in the San Francisco Bay Area." The list of architects is a valuable

tool that allows researchers to trace an architect (addresses and corporate associations) through the years. Based on City Directory research, the listing is, the editors recognize, incomplete and it contains the expected errors associated with city directory research. With that in mind, the listing of architects provides researchers with significant information not available elsewhere.

The introductory essay on doing research in the San Francisco area provides an overview of the types of general resources available in the area as well as specific information on the types of records one can expect to find, the relationship of those records to a research project, and it provides an overview of the general sources (surveys, repositories with records, photographs and plans, maps, and public records such as building and water permits, etc.) for San Francisco, Oakland, and Berkeley. This introduction sets the stage for those about to embark on architectural research.

This guide is a useful addition to the reference shelf not just for the guide entries to specific architectural firms, repositories, and public agencies which hold historical files, but also for the listing of architects. Those working on architectural research in the San Francisco area will find this a valuable tool.

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BRIEFLY NOTED

Books in Peril is the title of the proceedings of a 1986 symposium on the preservation of library and archival materials in Southern Africa which was organized to promote awareness among librarians, archivists, museum professionals, and administrators of the preservation problems facing South Africa's documentary heritage. The twenty presentations at this conference covered the current state of South African collections, the development of preservation programs, education and training, exhibit preparation, and various conservation treatments. Copies may be obtained by writing the South African Library, Queen Victoria Street, Capetown, S.A. 8001.

101 Software Packages to Use in Your Library: Descriptions, Evaluations, and Practical Advice (American Library Association, 1987) contains reviews written by Patrick Dewey, editor of the "Public Computing" column in *Wilson Library Bulletin*. The reviews are arranged by application (such as circulation, database management) and include information on the vendor, price, hardware requirements, the nature and quality of documentation, related programs, and additional sources of information. The volume does not contain information on specific archival packages.

Two recent publications focus on disaster planning. Barbara J. Rhodes compiled *Hell & Highwater: A Disaster Information Sourcebook* for the New York Metropolitan Reference & Research Library Agency and METRO's Conservation/Preservation Advisory Council. This 58-page volume identifies sources of services and supplies available to the greater New York City area. Entries are divided into the categories of products and services. A table of contents and/or general index would have made it easier to use this excellent sourcebook. Write to METRO, 57 Willoughby St., Brooklyn, N.Y. 11201.

Statewide Disaster Preparedness and Recovery Program for Florida Libraries was issued as one of the *Occasional Papers* of the University of Illinois Graduate School of Library and Information Science. It describes a three-phase statewide program. The author, John DePew, conducted a survey to determine the extent of preparedness and the need for training in Florida libraries. Based on an analysis of survey returns, the project then led to the offering of a series of workshops to address disaster preparedness needs and the development of a disaster recovery support network. Two internationally recognized experts in library disaster planning, Sally Buchanan and Don Etherington, served as advisors to this project. Send orders to Occasional Papers, Graduate School of Library and Information Science, Publications Office, University of Illinois at Urbana-Champaign, 249 Armory Bldg., 505 E. Armory St., Champaign, IL 61820. \$5.00 plus \$2.00 shipping and handling.

Glossary of Basic Archival and Library Conservation Terms, Volume 4 of the International Council on Archives Handbooks Series (Paris: K.G. Saur, 1988), was compiled by the ICA Committee on Conservation and Restoration. The glossary consists of alphabetically arranged and numbered terms followed by definitions in English, with term equivalents in Spanish, German, Italian, French, and Russian. Each language has its own alphabetical index at the end of the glossary, numbered to correspond to the appropriate English term. There seems to be a greater emphasis placed on terminology used in book conservation than paper conservation.

The second edition of Michael Cook's *Archives and the Computer* (London: Butterworths, 1986) describes how computers can be used to support archives and records management services. Computerized systems for the listing and retrieval of material and systems for office management are in-

cluded, as well as computer applications in records management and a survey of the systems used in the United Kingdom. While providing useful comparisons to the United States (for instance, there is no national database comparable to RLIN for disseminating information about archives and manuscripts material), the 170-page volume is fairly costly at \$59.50.

Mobile Storage of Archival Collections, Four Case Studies, is a videocassette made available by Spacesaver Corporation which features the use of its compact shelving at four institutions: Emory University, Georgia State University, Georgia Department of Education, and the State Historical Society of Iowa. The cassette is available for \$12.50 from Spacesaver, 1450 Janesville Ave., Fort Atkinson, WI 53538.

The Hoover Institution and the Department of Special Collections at the University of Arkansas have produced guides to their holdings in women's history. Helena Wedborn compiled ***Women in the First and Second World Wars. A Checklist of the Holdings of the Hoover Institution on War, Revolution and Peace***. The 73-page volume lists both printed and archival holdings (although it does not include any correspondence) arranged by LC subject headings that were assigned to the material at the time of original cataloging. There are

388 entries for World War I and 382 for World War II. The layout of the volume (no table of contents, running headers or listing of subject headings included) make this a difficult volume to use.

Manuscript Resources for Women's Studies, compiled by Andrea E. Cantrell, is a guide to the holdings of Special Collections of the University of Arkansas Libraries that pertain primarily to Arkansas women. The guide consists of an alphabetical listing of 142 entries for collections of personal and family papers and organizational records. An index to personal names, organizations, geographic names and subjects completes this 37-page guide. Write to the University of Arkansas Libraries, Fayetteville, for copies.

Robert E. Moody and Richard C. Simmons have edited ***The Glorious Revolution in Massachusetts: Selected Documents, 1689-1692*** (Colonial Society of Massachusetts, Boston, distributed by University Press of Virginia, 1989). The volume is divided into two parts. The first focuses on basic governmental records of Massachusetts, supplemented by appropriate documents to fill out the account; and second, selections of British documents focusing mainly on the struggle over the Massachusetts charter that took place in England after the Glorious Revolution. The 647-page volume costs \$30.00.

SELECTED RECENT TITLES

American Ship Building Company and Predecessors, Naval Architectural Drawings, 1867-1920. Perrysburg, OH: The Institute for Great Lakes Research, Bowling Green State University, 1988. xviii, 117 pp. Spiral bound.

The Arrangement and Description of the Architectural Plans Collection. Prepared by Garron Wells; edited by Jane Nokes. Toronto, Ontario: The Bank of Nova Scotia Archives, 1988. Spiral bound.

Libby: The Alaskan Diaries and Letters of Libby Beaman, 1879-1880, As Presented by Her Granddaughter, Betty John. Boston: Houghton Mifflin Company, 1989. x, 236 pp. Paper.

Liste des Fonds et Collections d'Archives Privées Conservees au Service des Archives de l'Uqam. By Gilles Janson. Montreal: University of Quebec, 1988. 47 pp. Spiral bound.

Micrographics. By William Saffady. Second Edition. Littleton, CO: Libraries

Unlimited, Inc., 1985. Index. xii, 254 pp.

One Hundred Years of Sci-Tech Libraries: A Brief History. Edited by Ellis Mount. Binghamton, NY: The Haworth Press, Inc., 1988. 193 pp.

Recruiting, Educating, and Training Cataloging Librarians: Solving the Problems. Edited by Sheila S. Intner and Janet Swan Hill. Westport, CT: Greenwood Press, Inc., 1989. Bibliography, index. xiv, 430 pp.

Répertoire Numérique Détaillé du Fonds du Centre des Loisirs Immaculée-Conception. By Francine Pilote and Martine Jeanson. Montreal: University of Quebec, 1988. 231 pp. Spiral bound.

Répertoire Numérique Simple du Fonds de la Palestre Nationale. By Gilles Janson and Normand Charbonneau. Montreal: University of Quebec, 1988. 311 pp. Spiral bound.

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