

Reviews

ANNE R. KENNEY, editor

Ancient Literacy. By William V. Harris. Cambridge, MA: Harvard University Press, 1989. Index, bibliography, illustrations. xv, 383 pp. \$35. ISBN 0-674-03380-9. ©

In describing an ignorant person, Plato found an intriguing way of making the point: "he does not understand letters," the philosopher said, "or know how to swim." How the first of those skills came to be considered so fundamental is William V. Harris's subject. This is a book that should be read by archivists, even those who never have and never will come close to an ancient manuscript in the course of their work. By exploring the development of writing and how ancient societies made use of it, Harris is probing the "pre-history" of the archival profession. If we understand why humans made written records in the centuries in which writing was first available to the species, we get a perspective on those same motivations today.

Harris's central thesis is somewhat controversial among historians. Avowedly revisionist, he maintains that the level of literacy in the ancient world was much smaller than most others have believed: at best 10 percent of the population in Greece, he says, and not much better (perhaps 15 percent) in the Roman Empire. His argument for this is not as strong as it might be: he asserts the case more than proves it, relying on sentences that are heavily laced with "undoubtedly" and "must have been." The work has already been criticized on this score by his fellow

specialists, and the scholarly controversy will likely continue.

Of greater interest to archivists will be Harris's consideration of what the ancients did with writing. For both Greece and Rome he gives scores of examples of the functions of literacy and the kinds of records that were produced. He offers a long list (pp. 26-27) of purposes for making records by writing something down, a list far more exhaustive than a similar one by Ernst Posner in his classic *Archives in the Ancient World*. Many of these causes of records will be as familiar to curators of modern archives as to those who have custody of older materials. Records are used to write letters, to make contracts, to issue laws, to commemorate people or events, to record prayers, to transmit works of literature, and dozens of other purposes.

Throughout the remainder of his text, Harris provides more detailed examples of each of these from ancient history, picking them apart in an effort to understand not just the extent of literacy, but also its meaning. He recognizes (as M. T. Clanchy did in his 1979 study of medieval England, *From Memory to Written Record*) that the critical thing for any society is not the numerical measure of literacy as such. Rather, the real turning point comes when everyone in society, even those who cannot read and write themselves, agree to rely on writing. Whether this was a slow process with only modest results, as Harris argues, or a more extensive phenomenon, as his critics main-

tain, archivists should ponder the significance of the shift for record making in general, both then and in more recent times.

Along the way, Harris alludes to some fascinating topics about which one wishes to hear more. He makes occasional reference to hostility toward writing, and cites examples of archives being deliberately burned during democratic revolutions in Greece. In many Roman provinces, too, records were a hated symbol of imperial authority, and there was thus a psychological as well as a practical reason for destroying them as part of any uprising. One also wishes Harris had more to say about the religious and symbolic significance of records. Oracles, procedures for making sacrifices, the religious calendar, and even inscribed curses were all thought to increase in potency from being written down. Later on, religious change had an effect on the form that records took: the book-like codex triumphed over the traditional papyrus roll in large measure because early Christians found it an easier way to locate a specific passage in their sacred writings and to refer back and forth among passages. (You can hold your place by inserting a finger in a codex in a way that you cannot with a roll.) There is just enough here on these subjects to raise more questions for archivists to ponder, regardless of the historical period they are concerned with.

This is a book of good and thoughtful scholarship, presented in a lively and agreeable style. Not just for the specialist, it provides important archival insights. A profession that proclaims the past to be prologue should ponder the history of its own most fundamental questions. Why are there archives in the first place? Why is there anything for us to work our professional magic on? By raising those questions, *Ancient Literacy* is a welcome volume.

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Control Through Communication: The Rise of System in American Management. By JoAnne Yates. Baltimore: The Johns Hopkins University Press, 1989. Index. xx, 339 pp. \$29.50. ISBN 0-8018-3757-X. ©

The High-Technology Company: A Historical Research and Archival Guide. By Bruce H. Bruemmer and Sheldon Hochheiser. Minneapolis: Charles Babbage Institute, 1989. 131 pp. Paper. Available from SAA. Members \$10; nonmembers \$15.

Archivists will welcome these two books for the insights they offer on business functions and documentation. JoAnne Yates' *Control Through Communication* addresses primarily business historians and historians of technology, but archivists will find in it a fascinating history of the forms and genres of communication that we often take for granted. *The High-Technology Company*, by Bruce H. Bruemmer and Sheldon Hochheiser, on the other hand, focuses directly on analyzing the documentation of modern high-technology companies. Although the guide is most germane to archival issues, business historians can also use its model of business functions to locate historical records in high-technology firms.

Control Through Communication is a historical study of systematic management, the technology used to support business communications, and the new genres of communication that emerged between 1850 and 1920. Yates first provides a general framework for understanding the emergence of modern management and innovations in communications technologies. She then uses this framework to analyze the role of modern forms of business communication in the modernization of three firms: the Illinois Central Railroad, the Scovill Manufacturing Company, and E. I. du Pont de Nemours and Company.

Archivists got a glimpse of Yates' overall argument and its application to the ap-

praisal of business records in an article that appeared in the *American Archivist* in 1985. *Control Through Communication* adds much to that initial foray. The first part of the book provides useful historical background on many familiar record-keeping technologies and techniques defined broadly enough to include the telegraph, the letter press, the typewriter, carbon paper, an array of duplicating devices, and the vertical file. Although the chapter on systematic management overlooks much recent research on scientific management and office work, it correctly draws attention to the significance of the systematic management movement at the turn of this century.

The three case studies point out a strong relationship between modern managerial methods and the modernization of record-keeping systems in American businesses. Yates identifies the need to communicate over distances, concern for safety in daily operations, and government regulatory requirements as key factors that encouraged written communications and fostered a sense of need within firms for a systematic corporate memory. The link between modern management and modern methods of communication is complex and indirect and Yates posits no causal relationship. Neither the availability of new technology nor an apparent need for better communications explains how, why, and when businesses introduce new record-keeping techniques. The case studies illustrate how the adoption of new communications devices and the introduction of new record-keeping techniques often lagged behind their introduction into the marketplace by several decades. In all three cases studies, Yates found that a strong manager was instrumental in bringing modern communication methods into the firms.

Control Through Communication will help archivists place common forms and genres of communication in their historical context. Letters, reports, memos, charts, statistical tables, techniques for duplicating

and disseminating information, and the vertical file are products of a particular set of historical circumstances. Awareness of this historical context also suggests that communication techniques, developed nearly a century ago, are in the midst of gradual but fundamental change in the wake of widespread use of computer technology. Just as the rise of "System" in American management spanned several decades, the transition to new forms of business communication may be gradual, but nonetheless profound. [Editor's note: JoAnne Yates was one of two recipients of the 1990 Waldo Gifford Leland Prize, given by the Society of American Archivists for writing of superior excellence and usefulness in the field of archival history, theory, or practice, for her *Control Through Communication*.]

In *The High-Technology Company*, Bruce Bruemmer and Sheldon Hochheiser present a framework for analyzing the functions and records of large, modern firms that produce technologically sophisticated products and services. The guide is part of the Charles Babbage Institute's (CBI) National Collecting Strategy program for preserving the historical records of computing and the result of a National Historical Publications and Records Commission-funded project at CBI that analyzed the records of Control Data Corporation. High-technology firms, like those of the computing industry, play an increasingly vital role in the modern economy. Understanding their organization and functions is essential for documenting business and industry in the latter half of the twentieth century.

The guide presents a model of the business functions of high-technology companies: planning, basic research, research and development, production, marketing, sales, and product support and enhancement. The authors describe activities associated with these functions and discuss the types of records that most companies create to document them. Seven support functions, such

as financial services and personnel, are treated in a similar manner. The last section of the guide explains the use of "documentary probes" to study a single product in detail and analyze the quality of available historical documentation. The guide draws extensive examples from an analysis of the Control Data Corporation and from published works on similar modern corporations.

The High-Technology Company offers an innovative approach to the identification of historical documentation. Like other recent documentation guides, this guide emphasizes the relationship between an organization's functions and activities and the documentation it creates. The overall approach will be valuable to archivists who work with modern records in large organizations where the volume and complexity of documentation make it impractical to survey all records in order to understand the documentation landscape. Rather, an analysis of an organization's functions and activities can point archivists toward likely sources of significant historical documentation and help identify gaps in written records that should be supplemented through use of oral history and other techniques.

Both *Control through Communication* and *The High-Technology Company* illustrate how shifts in the organization of business create new patterns of documentation and raise new challenges for archivists. In the latter half of the nineteenth century a myriad of new forms of written communication supplanted the less formal, word-of-mouth communications of small shops. Large firms with specialized divisions needed elaborate internal communication systems to coordinate activities and control workers and managers. In the latter half of the twentieth century, high-technology firms that compete in a global marketplace and produce elaborate products with short life cycles are gaining dominance over sunset industries. In high-technology firms, plans, research notes, laboratory reports, product designs

and specifications, market surveys, and other new forms of recorded information take their place along side familiar forms of documentation. These two books illuminate the significance of major shifts in the organization and functions of American business and help archivists understand the changing nature of the documentation they create.

MARGARET HEDSTROM

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Archives Assessment and Planning Workbook. Edited by Paul H. McCarthy. Chicago: Society of American Archivists, 1989. Table, forms, bibliography. 86 pp. \$24 (\$19 to SAA members). Loose-leaf, three-hole punch. ©

Strengthening New York's Historical Records Programs: A Self-Study Guide. Albany, N.Y.: University of the State of New York, State Education Department, 1988. Glossary, forms, bibliography. viii, 157 pp. Paperback, three-hole punch. This NHPRC-funded publication is free (while supplies last) upon written request to: State Archives and Records Administration, Room 10D45, Cultural Education Center, Albany, NY 12230.

The image of the archivist as a professional remains elusive for many despite certification. In the quest for tangible professionalism to focus on in facing real world dilemmas, such as inadequate resources and rapidly deteriorating records, these two publications will serve as bright touchstones. The SAA workbook is intended for the archivist while the New York guide is directed mainly at the nonprofessional. Both illuminate (and validate) the archivist as a very real and indispensable professional being. They also serve as resources for critical connections among archivists and improved education for all who are responsible for records programs.

The SAA Task Force on Institutional

Evaluation published the workbook to help the archivist, "gather information on your institution's resources, responsibilities, and activities, place this information within the context of widely accepted principles of institutional evaluation, and compare your programs with broad national patterns." This practical self-study process provides conditional, yet meaningful support to the individual repository and to the archival community at large.

The Task Force asserts that the workbook is applicable to "any institution having custody of documentary materials of enduring value" and identifies the organizational types for which it will be most useful: federal, state, local, academic, business/institutional, religious, special subject, and museum. The workbook thereby encompasses both archives and manuscript repositories. Though extensive field use will be necessary to determine how well the workbook relates to specific institutional types and program elements, it generally looks promising. Unfortunately there is no specific treatment of records management programs that often accompany the archival functions. The workbook could be improved by the identification and treatment of archival repository issues that overlap with a records management component.

The workbook promotes a self-study through three intertwining features: (1) a clear, concise format and action agenda; (2) a tabular summary of statistics from the 1985 SAA Census of Archival Institutions; and (3) statements and questions about elementary archival principles coordinated with SAA's "Principles of Institutional Evaluation."

The graphic layout is particularly clean and clear. The reader is fully acquainted with the self-study instrument in a speedy one and one-half pages. Administrative, legal, technical, and procedural challenges to basic archival mandates are divided into ten sections averaging four pages each. Each section begins with a short paragraph to

introduce the principle, followed by a checklist of questions to elicit strengths and weaknesses. Self-study responses can then be entered into a planning worksheet that relates the assessment to a prioritized schedule of activities.

In a blue-paper section, data tables present statistics arranged by type of repository, size of holdings, and budget. This section alone makes the workbook invaluable. Every archivist wants to know how his or her repository compares to others; now it is easy. The data tables afford flexibility for the self-study to be equally applicable to any type of repository. The tabular statistics provide a reference for self-analysis as well as a stockpile of concrete facts that are necessary to convince resource allocators, various other constituencies, and ultimately archivists themselves, that their program choices and requests are valid (i.e., imperative!). SAA plans to repeat the census within the next few years. A continuing census would enable the workbook to remain current within a consistent structure for long-term institutional planning.

The workbook provides a basal measurement of strengths and weaknesses, no more and no less. It does not provide detail. Though there is certainly comprehensive coverage of functional issues, there is no real depth. Only a few selected sources are cited and these concern institutional planning, not specific areas of theory and practice. Also, there is no glossary. Most significantly, the narratives and questions are distillations of complex professional challenges.

Archivists attempting this self-study process should be well grounded in archival theory and practice. Such a declaration should be redundant but, in reality, is not. Those who lack training as archivists and yet who must build an archives program will find clues here, though these may mislead the novice into a remedial planning effort that is not cogent. Only archivists

who possess the necessary background to “read between the lines” will benefit—tremendously. For planning at the repository level, this workbook provides a compact and succinct mechanism for well-trained archives veterans. It also serves as an excellent point of reference for communication between archivists and their constituencies. In contrast, however, the workbook would be a lean and sparse offering for lone fledglings; they must look elsewhere for sustenance.

A form to evaluate the workbook has been included as part of SAA’s effort to refine and update this publication. Archivists are encouraged to submit comments and suggestions about the workbook to SAA so that future criteria for institutional evaluation reflect the breadth of professional identity. In this vein, the workbook would be an excellent discussion focus for committees within regional archival organizations as well as an important instrument for repository self-study and planning. The SAA Committee on Institutional Evaluation and Development not only welcomes feedback, but will also respond to inquiries about actual field use of the workbook.

Similarly, the New York State Archives and Records Administration (SARA) is interested in receiving comments about the other publication in this review. Issued as a prototype in the effort to protect and manage New York’s historical records contained in multifarious collections throughout the state, the New York guide was prepared to help nonarchivists learn to administer the documentary heritage in their domain. Both the publication and the experience of its application in New York offer valuable lessons.

The first lesson begins with the background for developing the guide. In 1984, the New York State Advisory Board presented a report to the Governor and citizens that identified and described the threat to historical documentation resulting from poor records management and insufficient fund-

ing. (*Toward a Usable Past: Historical Records in the Empire State.*) Two years later, the report of the New York Document Conservation Advisory Board, *Our Memory at Risk: Preserving New York’s Unique Research Resources*, pursued the delineation of solutions by asserting that “historical records program administrators must have the opportunity to learn, more about essential elements of managing such programs, and people working directly with the records must be able to learn archival techniques necessary to care for them.” Though such a provision is obvious to archivists, rallying new attention and support from other constituencies got results in the form of the New York Historical Records Programs Development Project that SARA has administered. The project features the self-study guide along with workshops and other educational efforts.

The guide is predicated upon the broad experience of several distinguished professionals, primarily that of Richard Cox who has worked in a variety of archival settings and currently teaches at the University of Pittsburgh School of Library and Information Science. The other major contributor, Judy Hohmann, is a seasoned resource developer for nonprofit organizations and has prepared the guide’s section on fund raising.

The scope of the guide is comprehensive in both conventional and innovative terms. Traditional archival theory and practice are accompanied by major treatments of general administration, fund raising, and cooperative approaches. The superbly coordinated functional and administrative sections are complemented by an extensive section on published and organizational resources (oriented to New York State) as well as a glossary that includes fund-raising concepts.

Each section conveys a straightforward message of premise and practice, replete with useful examples (e.g., policies, forms) drawn from repositories and yet is remark-

ably compact. The topical sections conclude with lists of self-study questions culled from the narrative representations.

Unfortunately, field experience has revealed some significant problems despite the guide's considerable effort to acquaint the reader in its use. Though provided with two preparatory sections, "Introduction" and "Essential Elements of Historical Records Repository Program," independent users have reported that the guide seems overwhelming. The format itself may be partly responsible. To the uninitiated, table of contents headings such as "Sections: 2.2; Element 16—Historical Records Secure-Handling System" can be confusing and intimidating. However, when the guide has been presented in the context of a workshop, the user has been able to view it as a handy device to focus on specific organizational concerns within a comprehensive approach to caring for the state's documentary heritage. In 1990 a pamphlet was produced to accompany the guide. Titled, "Basic Elements of Historical Records Programs," the pamphlet may help readers ease into the guide's rich benefits.

Archivists themselves would benefit greatly from the guide's unique and proficient reckoning of administration and fund raising. There are other lessons, too. Archivists have shaped an approach to our documentary records that is sensible, but not simple. We cannot expect nonprofessionals to build solid repository programs (much less comprehensive regional records programs) without the foundation of skills that archivists have acquired. What archivists can do is to provide nonprofessionals with selected tools to participate in the work at hand. Except for parts of the resource section, the guide could be an effective teaching tool in any other state—if an archivist provides accompanying instruction. For example, specific guide segments would be a tangible focus for workshops, preliminaries or follow-ups to consultations, and as preparation for conference participants.

The guide's resource section, though itself geographically narrow, is a superlative model that archivists will want (and absolutely need) to emulate and distribute in their own state.

The ultimate lesson that both the SAA workbook and the New York guide can teach us is that professional qualifications and standards are not a matter of convenience or tradition, but are what the job truly requires. The history of archives and manuscript repositories is one of empty pocketbooks. The field has long relied on volunteers and others who have limited qualifications. This has led to problems in performance and service that impede both short- and long-term goals of the archival mission.

The workbook and guide demonstrate that even the best publications cannot substitute for professional archivists. This remains true even if other "realities" demand compromises that lead to such publications. Archivists should improve communication structures in ways that give continuing support to beginners and nonprofessionals who are responsible for records. The publications in this review are two excellent tools to use in building such a structure.

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The Essential Alfred Chandler: Essays Toward a Historical Theory of Big Business. Edited by Thomas K. McCraw. Boston: Harvard Business School Press, 1988. Index. 505 pp. ISBN 0-87584-176-7.

Alfred Chandler, dean of American business historians for the past four decades, has influenced how archivists, historians, economists, sociologists, and management theorists view the rise of modern industrial enterprise. His *Strategy and Structure* (1962), *The Visible Hand* (1977), and *Scale and Scope* (1988), taken together, explain the rise of managerial capitalism, and the

strategy, structure, and administrative functions of bureaucratic organizations in ways that have implications for archivists and students of business alike.

This book makes Chandler more accessible to the reader. Thomas McCraw, Chandler's colleague at Harvard Business School and, like Chandler, a Pulitzer Prize winner, has selected nineteen essays dating from 1950 to 1988 that "contain the essential threads of Chandler's work on the history of big business" (p.1). Among the essays are six articles from *Business History Review*, lectures and conference papers prepared for colleagues, undergraduates, and academics in other disciplines, chapters from anthologies, and the introductions and tables of contents for Chandler's three major works. By including the tables of contents McCraw demonstrates how Chandler marshals his evidence to support his general propositions.

McCraw provides an intellectual biography that is particularly valuable in understanding the influences upon Chandler, including family, his military and professional experiences, and mentors such as Talcott Parsons and Frederick Merk. In his introduction to each essay, McCraw provides the context in which the essay was written, and refers the reader to other essays and reviews. The essays are published with the original footnotes. He concludes with a thirteen-page bibliography of Chandler's published work.

McCraw's selection from the body of Chandler's published work demonstrates how Chandler's thought matures while Chandler's empirical research and institutionalist, sociologically oriented approach, derived from Parsons and Schumpeter, remains constant. The first essay is a tribute to Henry Varnum Poor, Chandler's great-grandfather and editor of the *American Railroad Journal* and *Manual of the Railroads of the United States*, for pioneering "in providing accurate and reliable busi-

ness information" that "performed a new and essential function in a business world growing increasingly complex and specialized" (p.23). Clearly, Chandler thought Poor's rigorous empiricism an appropriate model for his particular variety of historical explanation: complex enterprises like railroads managed through rational systems of control and communication.

Of particular interest to archivists is the essay written with Fritz Redlich, "Recent Developments in American Business Administration and their Conceptualization," that describes the need of large business to "define channels of communication and authority," and "to develop more useful kinds of information to move through the channels," thereby leading to systematic, periodic reports, operating statistics, and forecasts (p.129). This essay is especially interesting because it offers critiques by Chandler's colleagues in history, sociology, and economics, widening the reader's perspective.

The introduction to *Strategy and Structure* outlines Chandler's propositions and, along with the following essay containing case histories of two railroads, provides Chandler's thoughts about lines of communication in greater detail than much of his other writing. He defines structure "as the design of organization through which the enterprise is administered. This design . . . has two aspects. It includes, first, the lines of authority and communication between the different administrative offices and officers, and, second, the information and data that flow through these lines of communication and authority. Such lines and such data are essential to assure the effective co-ordination, appraisal, and planning so necessary in carrying out the basic goals and policies and in knitting together the total resources of the enterprise" (p.174). Chandler does not discuss specific records in any detail although one essay, "Administrative Co-ordination, Allocation and Monitoring: Concepts and Compari-

sons," is useful for anyone needing a short course in the development and uses of accounting records.

As assistant editor of the Letters of Theodore Roosevelt and editor of the Dwight D. Eisenhower Papers, Chandler recognized similarities and differences between big business and big government. In "Decision-Making and Institutional Change" he argues that "the processes by which decisions were reached and action implemented" by twentieth-century presidents and by twentieth-century business men had many similarities (p. 344). Chandler suggests in "Government Versus Business: An American Phenomenon" that because government hierarchies developed later than the business hierarchies, for different reasons, to carry out different functions with different objectives, two different cultures resulted. He notes that the creation of a professional class of public administrators defined the attitudes of government, just as professional managers affected businesses.

Attractively produced and well-bound, *The Essential Alfred Chandler* provides a concise summary of Chandler's thought, ably selected and presented by McCraw but, like any anthology of one person's work, it results in some redundancy. Its chronological order does not always work well—one will have to rely upon McCraw's introductions to the essays to keep one's bearings.

Archivists might wish to read this book in conjunction with JoAnne Yates' *Control Through Communication: The Rise of System in American Management* (Johns Hopkins University Press, 1989, also reviewed in this issue), for a good foundation to understanding managerial capitalism, and its impact upon the structure and formal communications systems that have developed in large industrial enterprises and in the public sector.

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The Effects of Electronic Recordkeeping on the Historical Record of the U.S. Government. By a Panel of the National Academy of Public Administration, Ray Kline, Chairman. Washington, DC: National Academy of Public Administration, 1989. Appendixes. v, 69 pp. Two spiral-bound volumes.

The value of this study lies not so much in the newness of the information that is given but in the provision of a summary of the issues that confront archivists in facing electronic records. The scope of the study is limited to records created through office systems; this is understandable, but unfortunate, as integrated office systems tend to blur the distinctions previously made between data and document. Many of the issues raised and recommendations proposed are as applicable to data in systems as to electronic documents from office systems.

The purpose of the study as outlined in the preface "was to determine the extent to which electronic technology has pervaded the government, and whether or not decision-making or policy documents were being lost. Furthermore, the study was to examine whether valuable documents were being retained in a way that would make them usable to future historians and researchers." These concerns have existed for more than twenty years as the development of automated systems first became a given in the delivery of programs. The concerns are now more apparent as the technology provides users with direct access to a variety of software and computing abilities and these changes will have more of an impact on the traditional office practices and record-keeping practices.

The study provides seventeen recommendations addressed to the National Archives and Records Administration (NARA). The recommendations are of importance particularly as they outline the need for strategic planning to investigate issues related to research on electronic records and

outreach programs to ensure that information exchange is accomplished and practical guidance is developed in this area for agency use. The report stresses that NARA must take an active and leading role in this field, ensuring that cooperation and coordination with federal and nonfederal agencies are achieved.

The recommendations are important and summarize the issues that surround electronic record creation and preservation. It is important that one agency take the lead in ensuring that the archival concerns are brought to the forefront and are incorporated into such areas as standards and system development. The value of this report is in the statement of the issues and the recommendations. It summarizes what archivists who have been concerned with electronic records for a number of years have felt and provides the focus required. For archivists unfamiliar with the problems related to compound documents and integrated office systems, the report comes at an appropriate time to provide sufficient insight into the issues and invite their participation. The fact that the recommendations are made to NARA should not be understood by archivists as "NARA will take care of the problem" but should be seen as the agency to contact for direction, input, and coordination of activities.

The focus on integrated office systems is appropriate in that it is office systems that will impact most heavily on record-keeping practices and identification of archival records. Data in systems, although of equal importance, has to date not had the same impact on archival practices nor on the archival profession as a whole. Integrated office systems will, in the long term, be the major source of archival records. The use of integrated office systems will also provide access to data in systems and in an indirect way will have an impact on the data in systems. It is absolutely vital, as the study stresses, that archives and in particular, NARA, focus on these issues

now. This is a timely study and should be of use to all archivists.

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Le traitement d'un fonds d'archives: ses documents historiques. By Michel Champagne and Denys Chouinard. Montréal: Université de Montréal, Service des Archives, 1987. Bibliography, glossary, index. 176 pp. ISBN 2-89123-109-0.

This concise text sets out to be a manual of archival practice encompassing "the whole of the operations and procedures by which archives are appraised, arranged, described, and indexed" (*le traitement*). It is aimed at archivists involved in the everyday problems of bringing conventional textual archives under administrative and intellectual control, but the authors also believe, and rightly so, that their work will be useful to students of archival science and practice or *l'archivistique*, a term for which there is no adequate parallel in English. All readers will undoubtedly profit from the authors' skill in combining basic theoretical concepts with clear exposition of the techniques derived from them. Indeed, the greatest value of this book for English readers will be found in the rigor with which the authors define basic principles and concepts and illustrate techniques across the entire range of operations of archival control.

L'archivistique in Quebec fuses European and North American theory and practice in a highly attractive manner. The authors reflect the efforts of their colleagues to bring the classical European theoretical principles, the concepts of modern records management and appraisal, and the precepts and techniques of library and information science to bear on their discipline. From the French, they adopt the concept of *fonds d'archives*: "the whole of the documents of whatever nature that every administrative body, every physical or moral

person, has automatically and organically brought together by reason of its functions and activities." A "physical person" is any human being, a "natural person" in American legal terms. Thus, in common parlance in the rest of North America, this definition embraces public and private records whether generated by an administrative body or a private individual acting in his or her own right, and therefore makes no distinction in theory between institutional records and so-called historical records or manuscripts.

The authors draw on North American concepts of scheduling and appraisal to explain how *fonds d'archives* are systematically acquired and controlled. They are careful to make distinctions where necessary between the tactics of treating open fonds to which the archivist can expect accruals, as is the norm in institutional records and archives programs, and closed *fonds* (no accruals likely), as is commonly the case for private archives such as personal papers. They do insist that the principle of provenance and the *modus operandi* deriving from its application are conceptually the same for all fonds, whether open or closed, institutional or not.

The authors see the treatment of fonds as falling into a preliminary stage of control in which documents are identified, ordered, numbered, boxed or stored for basic preservation, weeded of duplicates, and described in summary terms in a guide or other instrument reporting their origin and collective character. In a second, definitive stage, appraisal for selection, arrangement, more detailed description, and indexing are carried out. Chapters of the book are devoted to each of these operations.

The greater part of the book treats arrangement, description, and indexing of *fonds*. On the score of arrangement, the authors emphasize the importance of analysis of the functions and activities of the body (physical or moral person) creating the *fonds*, on the one hand, and the meth-

ods employed to organize or classify documents in the *fonds*, on the other. This analysis provides the foundation for observance of the first degree of the principle of provenance (*respect des fonds*) and the second degree (*respect pour l'ordre primitif*), and leads to a proper scheme of arrangement and choice of finding aid. The authors' exposition of description relies heavily on Franco-Québécois conventions for the production of finding aids as summarized in Cardinal et al., *Les instruments de recherche pour les archives* (Montréal, 1984), and is salutary reading for archivists accustomed to excusing themselves from precise specifications for the production of inventories or registers and lists of various kinds. On the score of indexing, the authors advocate deriving access points from finding aids rather than from the documents themselves, as is now commonly done, and explain the basic principles and techniques of construction and presentation of indexes associated with finding aids clearly and succinctly.

This little book is remarkably packed with food for thought for English-speaking North American archivists. Anyone who can read it should do so. Vive l'archivistique québécoise.

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Social Responsibility in Librarianship: Essays on Equality. Edited by Donnarae McCann. Jefferson, NC: McFarland & Company, Inc., 1989. ix, 134 pp. \$15.95. ISBN 0-89950-457-4.®

The Freedom to Lie: A Debate About Democracy. By John Swan and Noel Peattie. Foreword by Robert Franklin. Jefferson, NC: McFarland & Company, Inc., 1989. xxi, 182 pp. \$15.95. ISBN 0-89950-409-4.®

Are librarians more aware of social responsibility than archivists? Or do they just

think they are? Is it socially responsible to have two volumes on intellectual freedom, equal access, and truth with no reference to archivists and archival collections?

These two volumes address questions of “the library in society” in different but complementary ways. In *Social Responsibility*, Donnarae MacCann states two opposing views of the role of the librarian: as a neutral custodian or as an activist. As she states, all the writers in the book she edited are activists. Most are librarians and all clearly and thoughtfully propose very active, that is, very “socially responsible” roles for librarians. The essays are on subjects familiar to librarians in the past decade: feminism, literacy, bilingualism and multiculturalism, subject headings, equal services for children, and services for special groups.

The Freedom to Lie, by John Swan and Noel Peattie, presents two points of view that are similar in most respects but have important differences. The authors concentrate on their differences over intellectual freedom, specifically the freedom of speech.

Swan and Peattie first crossed verbal swords after the California Library Association allowed a publisher to rent exhibit space, then canceled the contract, then reinstated it, and then, finally, refused to allow the publisher to exhibit, to hold a session, or to speak at the CLA meeting in 1984. The publisher, David McCalden (a.k.a. Lewis Brandon), asserts that the Holocaust, the murder of Jews in Europe during World War II, did not occur. He says that only a few Jews were killed in the concentration camps.

Swan interprets the principles of freedom of speech as being without exception. He said so in an article in *Library Journal* in 1986, attacking the final decision of the CLA; Peattie wrote in support of it, and at the American Library Association meeting in New Orleans in 1988, they debated.

This book contains Swan’s original article, a slightly revised version of his talk

at the debate, an expanded version of Peattie’s speech, Swan’s reply to that, and Peattie’s “Brief Rejoinder.” Each writer then presents cases, such as feminist opponents of pornography, that challenge not only the other person’s views but also their own. Their writings reflect thoughtful consideration of Plato, Hannah Arendt, Pope Leo XII, John Stuart Mill, and many others. The “annotated” bibliographies, one by each proponent, are strongly opinionated: they use their notes to continue their debate.

While both books will challenge archivists to think about their present roles and their proper responsibilities to the people they serve (all our “publics”), Swan and Peattie’s volume will be especially helpful. In addition to the general usefulness of a review of high-sounding principles and the attempts to apply them to extremely complicated situations, there are matters of direct concern to archivists.

Peattie asks, “What is the moral responsibility of librarians for highly controversial materials in their collections?” As archivists, we frequently debate the use of materials that might be damaging to individuals. What about materials that affect groups of people? Is there any college archives that does not have examples of student “humor” and cartoons that are racist, sexist, or offensive to one or more ethnic groups? Do we and should we grant equal access to these materials? Should we comment on them as we retrieve them for patrons?

If we know that a researcher will “deliberately” misconstrue evidence about the Holocaust or information about the morals of a public figure, do we still grant free, equal (and helpful) access?

The librarians in both these books frequently refer to the Library Bill of Rights, the “Intellectual Freedom Manual” of the ALA, and similar documents. Do archivists have anything similar? Is our Code of Ethics for Archivists helpful?

Both books challenge us and provoke us to think carefully about our work. MacCann's book is directed to a particular audience, whereas the debate by Swan and Peattie is of more general interest. These debaters can not give us all the answers, but they help us to ask the right questions and to address them in the right way.

DAVID E. HORN
Boston Edison Company

"Constitutional Issues and Archives."

Edited by Mary Boccaccio. *Archival Symposia*, Vol. 1. Mid-Atlantic Regional Archives Conference, 1988. 81 pp. Paper. MARAC members, \$5.25; non-members, \$6.00; plus \$1.00 postage and handling. Copies are available from Richard H. F. Lindemann, Special Collections, Alderman Library, University of Virginia, Charlottesville, VA 22903.

For its fall 1987 meeting the Mid-Atlantic Regional Archives Conference (MARAC) selected a bicentennial theme, "Archives: The Living Constitution." Drawing upon the papers delivered at that meeting, MARAC's Publication Committee has made available the first volume in what is intended to be a series of publications exploring various archival issues and utilizing papers presented at MARAC meetings. The issues considered in this particular volume are privacy, freedom of information, and copyright.

The first two papers focus on the Privacy Act of 1974 and the tension between an individual's right of privacy and society's right to know. The authors, James Gregory Bradsher and George Chalou, both from the National Archives and Records Administration (NARA), briefly summarize the development of the concepts of freedom of information and privacy, and assess the impact of the Privacy Act of 1974. This law, which allows individuals to seek amendment of inaccurate federal records concerning them, has been interpreted by the courts

to permit expungement—removal and destruction—of documents and files even from records scheduled for permanent retention. Bradsher maintains that in most instances such expungements do not threaten society's right to know while Chalou argues that expungement should cease.

Although the next three papers are grouped under the heading "Privacy Issues in Documenting Society and Government," none of them actually explores privacy issues. Martin Cherniack, a medical doctor at Yale New Haven Hospital, reports on his study of the health effects of the construction of Hawk's Nest Tunnel in West Virginia in the early 1930s. The archival issues raised relate to adequacy of documentation. Herbie Smith of Appalshop in southeastern Kentucky describes the history and work of that organization, which has drawn heavily from archival holdings in making films on Appalachian history. Frank B. Evans of NARA describes a cooperative project then being undertaken by the National Archives and the state archives to locate, describe, and share information on intergovernmental records.

A third set of papers deals with copyright issues, especially the implications of *Salinger v. Random House*, a case that resulted from author J. D. Salinger's efforts to prevent use of his unpublished letters in a biography by Ian Hamilton. Christopher Runkel of NARA analyzes the Salinger case in light of the Supreme Court's decision in *Harper & Row Publishers Inc. v. Nation Enterprises* and suggests that Salinger's position was even stronger than the Court of Appeals' conclusions indicated. Michael Les Benedict, professor of history at Ohio State University, reviews the development of fair-use doctrine and questions some aspects of the court's reasoning in the Salinger decision. He notes that the implications of the case for scholarly photocopying of unpublished materials are unclear. However, he urges archivists to take the risk of continuing to make unpublished materials

available for photoduplication and to promote a concept of fair use that satisfies the needs of scholars and of society as well as the rights of creators.

The volume concludes with an entertaining luncheon address by Leonard Rapport of NARA concerning his travels gathering documentation on the ratification of the federal constitution. The address does not deal with constitutional issues, but Rapport's comments on the personalities and values of his archival colleagues are instructive and stimulating.

Overall the volume reflects the strengths and weaknesses of its origin. It offers the personal experiences, divergent viewpoints, and varied styles one expects from a professional meeting. It does not provide systematic treatment of a topic or, despite the thematic nature of the meeting, coherence with respect to subject matter. In terms of addressing constitutional issues, the papers on expungement and on the Salinger case form the strongest sections of the volume. For more thorough treatment of privacy issues and of the federal Freedom of Information Act one should look to other publications such as Gary M. Peterson and Trudy Huskamp Peterson's *Archives and Manuscripts: Law*. Likewise, for more thorough coverage of copyright issues archivists should call upon the Petersons' manual, Benedict's earlier article, "Historians and the Continuing Controversy over Fair Use of Unpublished Manuscript Materials," in *American Historical Review* 91 (October 1986): 859-81, and Suzanne Flandreau Steel's article, "Current Copyright Law and the Archivist," in *Provenance* 7 (Spring 1989): 1-15. Both these articles are based on presentations to archival meetings, and from both one would infer that professional journals set higher standards of revision and review than MARAC has established for *Archival Symposia*. Nevertheless, *Constitutional Issues and Archives* reflects a commendable commitment on the part of MARAC to share

the substance of its meetings with a broader audience and, in that respect, accomplishes its purpose.

ROBERT L. BYRD
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Records Management Handbook. By Ira A. Penn, et al. Brookfield, VT: Gower Publishing Co., 1989. Appendixes, index. xii, 249 pp. \$58.95. ISBN 0566-05666-6.

Books about records management are on the bookshelves of many archivists as well as records managers. At a full twelve inches in height, *Records Management Handbook* will tower above most in size, if not in content.

The four authors are experienced and knowledgeable in records management. Ira Penn, for example, is the editor of *Records Management Quarterly*. Gail Pennix has taught seminars and courses in records management while being a records manager at Hewlett-Packard. Anne Morddel and Kelvin Smith are records managers in Great Britain and add an unusual international dimension to the subject. A chapter on the management of files includes a discussion of the registry system, which is more common in the United Kingdom than in the United States.

In the first sentence the authors declare that *Records Management Handbook* is intended for the practitioner of records management rather than the college student in the classroom. Major points are often grouped together and highlighted rather than dispersed in paragraphs. The book contains excellent and numerous full-page illustrations of worksheets, forms, and checklists. Topics discussed include information surveys, reports management, directives management, forms management, management of files, records scheduling, vital records, records centers, and archives. Readers will also find a very useful chapter on disaster planning and recovery, especially in the

handling of magnetic media damaged by fire or water.

A weakness is the lack of attention to forms design, copy management, correspondence control, and microfilming. The authors point out that numerous books and articles already discuss these subjects. Unfortunately, *Records Management Handbook* does not contain a bibliography or even a review of the literature. Nor do the chapters themselves refer to other works. One appendix lists the names and addresses of organizations of potential interest to records managers. Another lists four journals and five monographs. Readers interested in the chapter on archives, however, will not find references to publications by archivists or the names and addresses of archival societies.

These shortcomings aside, however, there are some very worthwhile chapters. Particularly outstanding are three chapters in the area of administrative structure and operation for records management. The authors take the view that records management is more than the sum of the individual programs of records management, from forms design to records centers. For them, records management involves a continuing analysis of the information needs and systems of the organization. To be effective, therefore, records managers need to have only a knowledge of the specialties of records management. They need an understanding of management analysis techniques as they apply to the creation and use of information. A very well written chapter reviews project planning, flowcharting, cost analysis, and reporting. Another gives practical and detailed advice about information surveys.

This perspective leads the authors to argue that records management programs should adopt matrix styles of organization. Specialists in traditional records management, such as forms designers and records center operators, would work in tandem with management analysts throughout the or-

ganization on all issues concerned with the management of information. In this way, those involved with records management would have a global view of each information system within the organization.

The weakest chapters concern appraisal, retention scheduling, and archives. In those areas, the authors should, at a minimum, have listed basic sources and works such as the *Guide to Records Retention Requirements* and Donald S. Skupsky's *Record-keeping Requirements*. Given these failings, *Records Management Handbook* is a useful addition to, but not a replacement for, the literature of records management.

RAIMUND E. GOERLER
Ohio State University Archives

The Papers of Thomas A. Edison, Volume 1: The Making of an Inventor, February 1847-June 1873. Edited by Reese V. Jenkins et al. Baltimore: The Johns Hopkins University Press, 1989. Illustrations, appendixes, index. lxxviii, 776 pp. \$65. ISBN 0-8018-3100-8. ©

The life of Thomas A. Edison was without precedent in American industrial history. Edison was a hybrid whose career bridged the gap between his antecedent, the individualist inventor, and his eventual successor, the scientifically trained researcher working within an institutional context. During his long working life, and in the years since his death, Edison's life transcended reality and entered into the realm of mythology.

Popular biographies have fostered simplistic interpretations of Edison's life and have provided the most rudimentary facts about his achievements. While Edison obtained 1,093 U.S. patents during his long career, many of his less well-known innovations have been routinely overlooked. Furthermore, Edison's ability to bring his common sense to bear upon solving the practical problems of his day have been ig-

nored as have been the precise details of his formative years.

The documentary record now available shows that Edison was not an unsophisticated businessman. Nor was he “the lone inventor who single-handedly made miraculous inventions, an uneducated tinkerer who mindlessly tested everything, stumbling onto technical breakthroughs, and, by a streak of luck, transformed the world.” Edison the inventor was a shrewd businessman capable of raising capital, securing patents, forming partnerships, and marketing his inventions.

Close examination of the records reveals that as a young inventor, Edison was well-educated, well-read in the scientific literature of his day, and possessed of a thorough knowledge of both scientific methodologies and business practices, particularly those within the telegraph industry. Edison was a man who recognized the value of teamwork and sought to surround himself with knowledgeable associates who, in turn, enabled him to embrace multiple technologies.

With the publication of *The Papers of Thomas A. Edison, Volume 1: The Making of an Inventor*, many myths surrounding Edison’s early life are dispelled. Much of what has been accepted as truth may now be dismissed as apocrypha. This first volume, containing 90 percent of all known documents relating to Edison’s boyhood and early career, chronicles his childhood to age 26 when his experiments in telegraphy paved the way for his future inventions and commercial failures as well as his successes.

The Edison Papers Editorial Project, located at Rutgers University, was established in an effort to find answers within the documentary record to unexamined questions raised by Edison’s life and work. The completed twenty-volume series will contain over 7,000 documents and thousands of original sketches and drawings selected from the 3.5 million pages left by Edison, most of which are in the archives

of the Edison National Historic Site in West Orange, New Jersey. Through the work of the editorial project, the papers are being made publicly available for the first time.

The editors of this annotated illustrated edition have selected as their audience serious scholars who have yet to reach a common understanding of Edison’s career, and general readers who have fallen prey to the Edison myth. The introductory essay to the first volume identifies the relevant historical issues and relates them to the documentary evidence contained in the book. Headnotes, endnotes, and annotations throughout the text describe the contexts in which the documents were created and allow readers to follow at levels of understanding commensurate with their relative technical expertise.

In selecting an editorial apparatus, the editors have avoided the “clear text” approach which employs neither critical symbols nor note numbers, but buries all the editorial emendations in notes at the end of the volume. As justification for this decision, we are told, “it is important that the readers of this edition have the evidence of Edison’s creative mind at work—that they see the first primitive sketches of a new design, sense the hurried hand that makes false verbal starts, leaves out letters in words, and disregards the conventions of capitalization and punctuation; and note the evidence of Edison’s verbal facility as well as his visual-spatial capabilities.”

The virtues of this volume are several. The collected documents function as a corrective to earlier biographies, and also serve to set a research agenda for future inquiry. Because invention as an activity is seldom studied, Edison’s working papers and correspondence become a valuable tool for further research. Edison’s life and career were emblematic of this country’s move away from its rural-agrarian culture to an urban-industrial one and his papers chronicle the emergent business, economic, labor, and social issues of the period. His

life, as reflected in his papers, provides a lens through which we may view contemporary society as we approach the next century.

LISA BROWAR

The New York Public Library

Explorations in the History of Canadian Mapping: A Collection of Essays. Edited by Barbara Farrell and Aileen Desbarats. Ottawa: Association of Canadian Map Libraries and Archives, 1988. Appendix. x, 274 pp. Paper. ISBN 0-9690682-6-3. \$25 Cdn. Available from: ACMLA c/o MAPS, National Archives of Canada, Ottawa, Canada K1A 0N3.

Decorative maps, like photographs, have often been used purely to illustrate texts or to buttress views gleaned from more traditional written sources. Cartographic historians, photo archivists, and other specialists in this visual media have decried such use and have championed the notion that these sources are primary and should be integrated with historical research from the outset. One essayist in the volume under review goes even further when she states that historians no longer have the choice of whether or not they will use maps as documents: if maps exist, they must be consulted or the research is incomplete. This collection of essays is a model for the use of maps as true documents, for in many cases, the maps stand on their own with a brief text to explain symbols, draw comparisons, or provide interesting background on the cartographer or the events portrayed.

The volume was compiled by two Canadian geographers, Norman Nicholson and Serge Sauer, who shared an interest in the history of mapping in Canada, and who felt that the many important articles on the topic that had appeared in the *Bulletin of the Association of Canadian Map Libraries* and in the earlier *Proceedings* were, in effect, lost to a general readership, as well as stu-

dents of historical cartography, because of the limited circulation of this specialized journal. They saw a need to make the articles more available, and the present editors completed the project with the same "source specific" focus and limited aims.

The collection includes twenty diverse essays representing considerable research by professors of historical geography, historians of cartography, keen amateurs, students, collectors, librarians, and archivists. Background information on the authors, as well as the citations for the original publication of the articles is noticeably missing, although some of the major players are discussed in a fine introductory historiographical essay with an extensive bibliography.

The text divides into four sections entitled "Research Background," "Exploring the Coasts," "Routes and Patterns of Settlement," and "Survey and Resources," each with five essays. In "Research Background," the reader is given a comprehensive overview of the study of the history of cartography in Canada by Richard I. Ruggles, while R. Louis Gentilcore and Betty Kidd discuss the value of maps as sources of evidence. Coolie Venner provides one of the very few, and more interesting, studies of a cartographic printing house in his essay on the Arrowsmith firm of London. "Exploring the Coast" assembles material on the mapping of both the east and west coasts of Canada, including essays on Nova Scotia, New Brunswick, and the west coast surveys done by Captain James Cook and Commander George Vancouver. The section concludes with an account of the contribution of officers of the Hydrographic Survey to the delineation of the west coast. Using New Brunswick, Ontario, and British Columbia as examples, "Routes and Patterns of Settlement" encompasses studies of the mapping that took place as settlement progressed and cities grew. Two chapters in this section are devoted to char-

acteristic North American cartographic products: nineteenth-century county atlases and fire insurance plans. The latter in Canada were produced by Charles E. Goad following the pattern of the Sanborn Fire Insurance Maps produced in the United States. "Survey and Resources" focuses on the valued input of professional surveyors, and the role of the new mapping agencies such as the Department of the Interior and the Geological Survey. Evident in each study is the fortitude, hardiness, and initiative of early surveyors and mappers in the face of the Canadian distances, topography, and climate.

Although the subject of the volume is limited to the study of Canadian cartography, the essays do provide useful insights for archivists who are responsible for the care of historical maps. They help the reader to understand the purpose of maps and charts, and they suggest ways these may be used in historical study. Most of the articles are well-written and interesting in themselves, and as the compilers claim, the essays are difficult to locate in their original form and serve to fill a need that is not covered by other more available sources.

CONNELL B. GALLAGHER
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Guide to the Records of the United States House of Representatives at the National Archives, 1789-1989. By Charles E. Schamel et al. Washington, DC: National Archives and Records Administration, 1989. Appendixes, index. xix, 466 pp.

Guide to the Records of the United States Senate at the National Archives, 1789-1989. By Robert W. Coren et al. Washington, DC: National Archives and Records Administration, 1989. Appendixes, index. xii, 356 pp.

The National Archives has published these two guides as its part in the commemora-

tion of the bicentennial of Congress. Produced by the staff of the Center for Legislative Archives, these guides are intended to supplement the finding aids already available for the records of the House and the Senate, in particular *Preliminary Inventory 113: Records of the United States House of Representatives, 1789-1946* (1959) and *Preliminary Inventory of the Records of the U.S. Senate* (1950). The guides are targeted for a diverse audience and are designed, as Robert Coren states in the introduction to the Senate Guide, to "be a broad survey intended to give researchers a sense of the magnitude and scope of the records and to suggest both traditional and novel ways to use the records."

Both guides are similarly arranged. After a brief introduction, each opens with a chapter on researching the records of Congress. The chapters that follow describe the records of each standing committee (as of the 90th Congress), its predecessors and related committees, select committees, joint committees, general records pertaining to that body, and records accessioned by the National Archives since 1968. The Senate Guide also includes a chapter describing records relating to executive proceedings and impeachments. A series of appendixes (which include useful bibliographies of published and unpublished finding aids already available for the records) and an index complete each volume.

By arranging the records by committee, rather than by Congress as was done by the inventories, the guides facilitate research into specific subjects or committees over a period of time. While not as detailed as the inventories, the guides provide more than adequate subject access to the records. They also extend the coverage of the records from 1946 to 1988, thereby becoming the only published source of this kind on the recent records of Congress and are an indispensable aid to researchers interested in the history of the United States since World War II. The guides also reflect changes in

description and correct inaccuracies discovered since the publication of the inventories in the 1950s. The inventories are still valuable resources for researchers interested in researching specific events or time periods, and provide superior subject access to the records, especially in the case of the House inventory.

In spite of the attempt to appeal to a broad audience, both guides are more suitable for serious scholars as well as archivists and librarians assisting such researchers. This is nowhere more evident than in the chapter concerning research in the records of Congress. This chapter (which is virtually the same in both guides; this is also true for the chapters on joint committees) contains a wealth of information concerning the published records of Congress and related published research tools, as well as a general description of how the unpublished records are arranged. However, the chapter starts its discussion of the records with the manuscript material, rather than with the published records and reference aids. A researcher unfamiliar with research in manuscript sources would have been better served had the section on published material and reference aids come first. In addition, while the guides dutifully point out material of genealogical interest, it is unlikely that any but the most hardened genealogist would make use of this information since there are other sources more readily available.

Both indexes utilize the numbered paragraph system for indexing used in the *Guide to Genealogical Research in the National Archives* (1984), which allows the reader to move directly from the index entry to the paragraph containing the information sought without having to scan the entire page. This feature is especially useful when information is contained in long descriptive lists of material, and it is encouraging to see the National Archives make this a standard part of its publications.

The *House Guide* includes two other innovations in its format that are particularly helpful in making sense of the often bewildering organization of Congressional records. At the beginning of each committee chapter, a timeline table shows the history of the committee and its predecessors, representing both the term of existence of the various committees and the transfer of jurisdiction among them, as committees are combined or abolished. These tables make it much easier for the reader to grasp both the temporal dimension and the relationship between the committees.

Another aid is a table (or tables, for committees in existence over a long period of time) that graphically represents the types and amounts of material that are available for each committee. This allows the descriptive section that follows to concentrate on what the records contain, rather than the records themselves. It also lets the reader know how much material of each type is available without reading through several sentences to discover the information.

Overall, while both guides do a fine job of description, the *House Guide* does so in a manner that is easier for the user to understand. Aside from the two innovations noted above, the *House Guide* has a very structured mode of description, which results in a short but clear statement concerning the history and jurisdiction of the committee being described and a smooth flow from that to the record descriptions. In addition, the *House Guide* often uses selections from the records themselves to aid the researcher in understanding what the records contain.

[Editor's note: The Center for Legislative Archives received the 1990 C. F. W. Coker Prize, given by the Society of American Archivists in recognition of outstanding finding aids, for these two guides.]

JAMES CROSS
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A Guide to Research Collections of Former Members of the United States House of Representatives 1789-1987. Edited by Cynthia Pease Miller. Washington, DC: Office for the Bicentennial of the United States House of Representatives, 1988. 100th Congress, 2nd session, House Document 100-171. 504 pp. Paper.

This volume, published as part of the observance of the Bicentennial of the U.S. Congress, locates and briefly describes much of the extant research materials on former members of Congress. Given the fact that more than 9,000 people have served in the House during the past two hundred years—many for only one or two terms—this was not an undertaking for the faint of heart. Information for the entries was obtained through a canvass of repositories in all fifty states, a survey of the *National Union Catalog of Manuscript Collections (NUCMC)* master card catalog, study of published guides, and information from individual researchers.

The guide entries are arranged in alphabetical order by member's name, including life dates and territory or state represented. Below each name is an alphabetical listing of the repositories holding research materials on that individual and a brief description of the holdings. These entries, dependent as they were on responses from the reporting institutions and other sources, are uneven in quality. Most of them include span dates, volume, and a brief note on the types of materials present, e.g., personal, business or congressional correspondence, photographs, and audio-visual items. Most also indicate the presence of a finding aid within the repository. Unfortunately, the entries do not describe the scope and content of the collections. Researchers using the *Guide* will need to contact each repository for further information about its holdings.

Originally, the Office for the Bicenten-

nial had planned to include only those collections with ten or more items; in the end, even single-item collections were included. While quality cannot be determined by quantity, some of these entries seemingly do not merit inclusion. Entries for many individual letters would have been enhanced by the addition of the correspondent's name and the subject of the letter.

As with any project so dependent on the work and cooperation of large numbers of people, the *Guide* lacks uniformity and is subject to error. Volume is described in numerous, and often indeterminate, ways, and some access restrictions found in early *NUCMC* entries have since expired.

In addition to the entries describing the locations of papers, the *Guide* contains an alphabetical listing of members whose papers either remain in private hands or could not be located, a list of the repositories cited in the entries, a select list of documentary editing projects related to the history of the federal government, dates of congressional sessions, and a copy of the reporting form used in the repository survey.

Researchers interested in contacting some repositories will need to consult other sources for specific mailing addresses. The inclusion of members' names whose papers could not be located and the sample reporting form is to be applauded. Perhaps this will motivate additional repositories to contribute information on their holdings to the database or to update old entries.

The weaknesses of this volume do not negate its strengths. Indeed, many of the points mentioned above were anticipated by the editors and are noted in the introduction. The staff of the U.S. House Office for the Bicentennial has performed a valuable service for those interested in the history of Congress. The *Guide* will save countless hours for reference archivists and researchers who wish to locate the papers of many former members of Congress. With regular updates, this volume and the *Guide*

to *Research Collections of Former United States Senators* published by the Historical Office of the U.S. Senate will serve their intended audience well.

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A Guide to Pre-Federal Records in the National Archives. Compiled by Howard H. Wehmann, revised by Benjamin L. DeWhitt. Washington, DC: National Archives and Records Administration, 1989. Appendixes, index. xiii, 375 pp. \$25. ISBN 0-911333-75-4.

With *A Guide to Pre-Federal Records*, the National Archives continues its long-standing commitment to making its collections accessible for research. Over the years, this tradition has produced many inventories, preliminary inventories, special lists, and general and subject guides. In a sense an anomaly, *A Guide to Pre-Federal Records* attempts to describe on the record group level records held by the National Archives that predate the U.S. Constitution, which went into effect on 4 March 1789. The majority of the records described relate, therefore, to the United States under the Continental Congresses and the Articles of Confederation. However, the inexorable nature of a cut-off date also means that many records held by the archives that relate to Canada, the Caribbean, or Spanish colonies in North America are included. Similarly, post-1789 records that document pre-federal activities (such as Revolutionary War service) also appear.

Given the level of description and access to certain collections, most notably, Record Group 360 "Records of the Continental and Confederation Congresses and the Constitutional Convention," the compiler and editor devised an innovative approach: descriptions of these records follow each chapter introduction and precede descriptions of other record groups on the subject.

The existence of detailed finding aids for the Papers of the Continental Congress is the justification for presenting all other records within the context of those papers.

Each chapter addresses the records of different subjects, such as "Records of Commercial Affairs" or "Records of Indians and Indian Affairs." Each subject chapter has an alpha designation. This code is followed by the record group number and the number of the paragraph for a particular record group in a given chapter. The resulting composite number is used in the index and for cross references. The composite number also should be cited by researchers requesting the records described. The appendixes list National Archives microfilm publications and items for the Papers of the Continental Congress. The bibliography includes publications of the National Archives (primarily guides) as well as federal imprints dating from 1775.

The guide, therefore, has both content and structural problems. First, it is a "mixed bag" covering records from and about the period; to further complicate the issue, not all nineteenth- and twentieth-century records that relate to the pre-federal period are covered. The compiler and editor attempt a distinction between records "about the period" but "not of it." Second, given the deference paid to the finding aids available for the Papers of the Continental Congress (especially the five-volume subject and name index), the scarcity of resources, and the many record groups lacking even preliminary descriptive work, one must question the need for such a guide. Structurally, although numbering every paragraph may facilitate the handling of inquiries, the bold-faced numbers are disruptive, particularly in the introductory material. The elaborate numbering scheme makes this guide a complicated one to use.

Nevertheless, *A Guide to Pre-Federal Records in the National Archives* provides a fascinating window on the records of individuals and other governments that exist

in the National Archives from this special and formative period in the history of the United States. With the celebration of the Columbian Quincentennial and its focus upon the role of Spain in the cultural interaction that accompanied European settlement of this continent, the Spanish entries are especially timely.

ALEXIA JONES HELSLEY
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Guide to Non-Federal Archives and Manuscripts in the United States Relating to Africa, Volume 1: Alabama—New Mexico and Volume 2: New York—Wisconsin, Index. Researched and compiled by Aloha South. London: Hans Zell Publishers, 1989. Published for the National Archives and Records Administration. Bibliographies, indexes. 1,268 pp. ISBN 0-905450-55-8 (set).

Almost thirty years after the idea was expressed the results are finally in hand. And everyone involved—but especially Aloha South—should take great satisfaction from seeing such a worthwhile project through to its finish. A midway goal was reached in 1977 with the publication of the *Guide to Federal Archives Relating to Africa* and now the “Non-Federal” volumes complete the landmark achievement. The volumes under review appear in the distinctive color and format of the Zell/Saur publications on Africa.

This guide describes the holdings of approximately 440 repositories in forty-four states and the District of Columbia. It excludes collections on the African-American experience except as it relates to colonization and the slave trade. Relatively little can be found on Islamic Africa in spite of the fact that the largest single entry in the index refers to Egypt. Art is hardly represented. Ms. South had to rely on the voluntary submission of descriptions from repositories and apparently, because of this,

she did not feel free to edit them into a consistent format or vocabulary. Some institutions describe their scope and purpose in head notes (CA 11, p. 34) while others have that kind of useful information in the description (CA 9, p. 33). The Archives and Historical Collections of the Episcopal Church uses twenty-eight pages to present the Alphabetical Name File of 153 boxes of missionary records (TX 1, pp. 992-1019), but the Lyndon Baines Johnson Library uses only ten pages to describe its entire Africa-related holdings (TX 2, pp. 1021-1030). Material is also described by volumes, drawers, boxes, items, pieces, pages, files, hours, sets, reels, feet, inches, and nothing at all as well as the more commonly used linear feet and cubic feet. The division of materials in the presidential libraries between the 1977 *Guide* and this one, purely on the basis of a definition of official records and private papers, is quite confusing to those not familiar with the fine points of archival terminology and those unique institutions.

After Egypt, the greatest number of geographic index entries are for Liberia and South Africa. Missionaries and slavery have the greatest number of subject entries and there are also entries for various formats such as music, folklore, maps, photographs, movies, TV series, phonographs, and filmstrips.

The most frustrating thing about using the extensive index is caused by the two-volume division of the publication with the index at the end of the second volume. At first use, this seemed to be a necessary inconvenience to be tolerated for the benefit of the whole. However, the entries for the District of Columbia take up about one-third of the total pages. Because this material is all satisfactorily covered by Purnima Mehta Bhatt's *Scholar's Guide to Washington, D.C. for African Studies*, published in 1980 in the Woodrow Wilson International Center series, that section, with all its index entries, could have been dropped

and only one volume published. Not only would it have been easier to handle, but one hopes that it might also have been less expensive than the \$250.00 quoted. This is only one example of what seems to have been a lack of consultation among the compiler, the publisher, and users. Another, and one that works a special hardship on scholars from other countries who are not familiar with our cities and states, is the awkward identification system using a state abbreviation, a depository number, and a decimal point. There is no mnemonic advantage to this and the naming of cities is superfluous anyway so a straight numbering scheme would have worked much better. The simple device of a running title would have been a welcome aid to finding one's place in the volumes.

It is far easier to carp over the details that might have been than it is to do the long and arduous creative work this guide required. This is a tremendously useful publication that opens up information about material almost impossible to obtain elsewhere. Ms. South and all those who helped and encouraged her deserve our thanks and appreciation.

HERBERT FINCH
Cornell University

Guide to China's First Historical Archives. [Zhongguo Diyi Lishi Danganguan Guancang Dangan Gaishu]. Compiled by staff of the First Historical Archives. Beijing, PRC: Archives Publishing House [Dangan Chubanshe], 1985. Index, tables, illustrations. ii, 208 pp. Y2.30 RMB. Hardbound.

In 1925, on the fourteenth anniversary of the 1911 revolution that overthrew the last Chinese empire, a "documents department" (wenxianbu) was instituted in the library of the newly established "palace museum" (Gu Gong), the erstwhile imperial palace and "Forbidden City" of the Qing (1644-1911) and Ming (1368-1644)

dynasties since its construction in about 1420-21. In 1985, the First Historical Archives, which traces its antecedents to that same documents department, marked its sixtieth anniversary by receiving archivists from all over the world to celebrate its survival through wars and political turmoil, its six decades of achievement, and its historical importance and distinction among archives in the People's Republic of China. A small attractive brochure issued for the occasion illustrated and described highlights of the history and holdings of the First Historical Archives. In the same year, the First Historical Archives also prepared, and the Archives Publishing House published, this much more substantial and detailed "summary account" (gaishu) of its history and entire holdings, record group by record group. While seasoned research scholars will no doubt head directly for the yet more detailed catalogues (mulu) for each record group, this guide offers those who visit the First Historical Archives for the first time an excellent overview and starting point.

The guide opens with a two-page introduction that explains how the guide was compiled and includes nearly a dozen rather grainy illustrations of the archives building and some distinguished documents from the archives. Chapter One is devoted to a thirty-page account of the sixty-year history of the First Historical Archives, its shifting subordination amid the vagaries of twentieth-century Chinese government, and the work accomplished by dedicated archivists despite the persistence of civil strife or international war throughout much of that period. This is no mere account of stubborn survival, admirable as that would be, but a proud account of significant accomplishment, understated as a series of simple, stark facts.

The First Historical Archives is also known as "The Ming-Qing Archives" (Ming-Qing Danganguan), which has occasionally been its official title and which

persists as a handy and familiarly descriptive term among its old friends and research scholars. It is the principal repository of official records of both the Ming and Qing empires, and its holdings are rivaled only by those of the Palace Museum in Taipei, Taiwan, many of which were once housed in the Palace Museum in Beijing. The records, numbering over ten million documents, are arranged into seventy-four record groups (*quanzong*). Four large record groups, each of which has more than 500,000 items, account for more than 72 percent of the archives. Another seven record groups (with between 100,000 and 500,000 items) account for another 22 percent, leaving sixty-three record groups to share the remaining 6 percent of the archives. Among the latter is a single record group into which all surviving Ming dynasty records (about thirty-six hundred items) are placed for administrative convenience regardless of specific provenance. When the Manchus conquered the Ming and established the Qing dynasty, they ruthlessly exterminated symbols of Ming authority, including muniments, the records of that authority, so as to eliminate rivals to their own authority. Most of the Ming documents that do survive in the First Historical Archives were collected by the Qing for research in writing their official history of the dynasty they replaced, and the documents were, in fact, obtained from among the records of that history-making operation.

The great majority of the holdings are records of the Qing dynasty, some dating from as early as 1607 (a date American archivists identify readily as the founding of the first permanent English colony in America) before the Manchu conquest. The most recent Qing records date from the post-1911 palace residency of the last emperor, Pu Yi, who was allowed to remain there until 1924. Central government records predominate, but there are also regional, provincial, and local records, and even four

groups of significant personal family records.

For editorial and descriptive convenience, compilers of the guide gathered record groups of similar provenance into thirteen generic chapters: imperial offices in direct support of the emperor; appointments and dismissals; banking and finance; rites and ceremonies; military affairs; legal matters; industry, transportation, agriculture, and commerce; internal security; culture, education, health, and sanitation; minority nationalities and foreign relations; imperial kinsmen and palace management; provinces and localities; and individuals. The final chapter is devoted to the "map collection" (Yutu Huiji), an artificially assembled record group consisting of maps removed from the principal record groups and acquired from various sources over the years.

Within each chapter there are subchapters for each component record group. The text for each record group gives a brief history of the entity or entities that produced the records and a description of the contents and conditions of the records themselves. For the most part, these descriptions are devoted to the types of records to be found; discussion of historically-significant content within the records themselves is minimal to non-existent. One of the more extensive descriptions is that for records of the Grand Council (Junji Chu), in which the records are divided first into subgroups by type of record and then further into series. One series, dealing with revolutionary matters, is notable in that it gives a page-long list of 156 secret societies that occupied the attention of the Qing authorities.

Like many such guides the world over, this one is written by archivists for archivists, and archivists will appreciate it more readily than researchers. Researchers who do use it and who have the patience and willingness to shift temporarily from their familiar mode of historical investigation to one of archival practice will no doubt gain

great benefit and understanding in how to use the First Historical Archives to their best advantage.

WILLIAM W. MOSS
Smithsonian Institution

Christianity in China. A Scholars' Guide to Resources in the Libraries and Archives of the United States. Edited by Archie R. Crouch et al. Armonk, NY: M. E. Sharpe, Inc., 1989. Union lists, bibliography, indexes. lvi, 709 pp. ISBN 0-87332-419-6. ©

America's century-old, richly diverse, and dynamic missionary heritage has been in eclipse for more than a generation. The rise of anti-colonial currents after World War II and the emergence of more than a hundred new nations inevitably caused people everywhere to minimize or reject the role of the West in general and the United States in particular in fostering development in those lands. Missionary work came to be seen as an arm of colonial rule, serving more the missionaries than the local populations. There is, of course, more to this story than has been written.

With the publication of *Christianity in China*, the scattered record of Christian missions and the missionary experience in mainland China has been remarkably pulled together so that scholars of modern world history may reappraise the "history of the Christian church in all its aspects, both for itself and as a factor in the great drama of China's modernization" (p. xxxii). This bibliographical tool, according to John K. Fairbank, is a "map of a job still to be done" by historians practicing both in and out of China.

Compiled by a six-person research team, this monumental reference guide is a significant bibliographical contribution in that it covers all Christian denominations that were active in China. It consists of a "Foreword" by John K. Fairbank, an "Introduction" by Archie R. Crouch, a "Con-

version Table of Place Names," hundreds of record descriptions, union lists of serial titles (700), oral histories (650 interviews), dissertations/theses (550 titles), bibliography (12 pages), and three indexes (subject, personal names, and repository). In short, this survey of resources documenting the history of Christianity in China from the early 700s through 1952 to the present, incorporates the holdings of 554 repositories located in forty-eight states. Coverage includes sources found in libraries, archives, historical societies, religious orders, denominational headquarters, institutions in higher education (e.g., Oberlin in China), and organizations (e.g., China International Famine Relief Commission).

The 709-page *Guide* is organized by state and city, according to a system of hierarchical code numbers, similar to the access codes used to index the National Historical Publications and Records Commission's *Directory of Archives and Manuscript Repositories*. Archivists, manuscript curators, and librarians should feel comfortable with the arrangement—libraries are listed alphabetically within each institution and so are collection titles within a repository. Each entry is further organized according to the standard entry form so that the thirteen categories of information follow each other in identical sequence for each repository. Useful support information is provided on each repository; for example, one will find information on conditions of access, origins of collections, biographical data, finding aids, and other miscellaneous details respecting the collection.

The significance of this guide lies in its attempt to be comprehensive. Readers are warned, however, that "this guide should be considered . . . an introduction to resources documenting the history of Christianity in China" and that already "material is accumulating for a second edition" (p. xxxiii). This reviewer suspects that a second edition will not only include the resources of additional repositories but will

also deal with the apparent under-reporting of holdings in the first edition. A case in point are the World Mission Records (for China) of the American Lutheran Church, 1960-88, and the records of the Lutheran Church in America, 1962-88, as well as the papers of Lutheran missionary pastors.

I do have another quibble. The subject index is not as user friendly as are the indexes for personal names and repositories. The problem with referencing the subject with the page is that on pages with more than one collection the reader must scan several entries. In some instances a page may well include more than five hundred subjects. Perhaps the compilers should have considered keying the subjects to numbered entries, or to numbered paragraphs. The latter strategy is often used for the finding guides published by the National Archives.

This is a remarkable reference tool that will find its place alongside previously published guides about Christianity in China by Leslie R. Marchant (for the British Isles) and Peter M. Mitchell (for Canada). This most recent scholars' guide was made possible through the generous support of the Henry Luce Foundation and other private sources. It is safe to say that the considerable private support given to the project underscores the extent to which foreign missions are embedded in American history. *Christianity in China*, published on acid-free paper, with a sewn, reinforced binding, is recommended for purchase by all colleges and universities and theological schools.

ROLAND M. BAUMANN
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The Black Experience: A Guide to Afro-American Resources in the Florida State Archives. Tallahassee, FL: Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management, 1988. Appendixes, index, photographs. iv, 52 pp. Paper.

Guide to the Records of the Florida State Archives. Tallahassee, FL: Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management, 1988. Appendixes, index. xiv, 327 pp. Paper.

These two handsomely crafted and well-conceived publications are excellent examples of the fine work that can be produced as a result of the Library Services and Construction Act (LSCA). Both were developed, in part through LSCA grants, by the staff of the Florida State Archives. The Florida State Archives was officially established under the state's Archives and History Act of 1967 as an entity of the Florida Board of Archives and History, and assumed all archival functions previously held by the State Library. The Archives was transferred to the Division of Archives, History, and Records Management of the Department of State in 1969. In 1986, the Archives, under the Bureau of Archives and Records Management, became part of the Division of Library and Information Services.

The Florida State Archives maintains records in four collection areas: State and Local Government Records, Manuscripts, the Florida Photographic Collection, and the Genealogy Collection. The *Guide to the Records of the Florida State Archives* describes three of these collections. The Genealogy Collection, which includes census records of other states, is not included.

The State Government Records section of the *Guide* is arranged by record groups and subgroups. In most instances, each record group is or was a separate unit or agency of state government. Record group and subgroup titles are followed by an agency history describing legal authority, creation, historical development, functions, current status, and explanations of why particular records are found in that group. Agency records are described at the series level. Series entries following a re-

cord group tend to reflect the administrative role of the department. Series entries following a subgroup usually reflect the programmatic functions of that unit. The *Guide* contains a very helpful index that provides access by subjects, personal names, geographic names, and agency names.

The Local Government Records section of the *Guide* contains records created by counties, cities, or municipalities. The series entries are arranged alphabetically by the respective creator and contain the same elements as the State Government Records.

The Manuscript Collection section of the *Guide* contains nongovernmental records created by organizations or individuals. The manuscripts entries are also arranged alphabetically. There is no separate section of the *Guide* for the photograph collection. The combined index at the end of the book indicates which subject headings include photographs.

The Black Experience: A Guide to Afro-American Resources in the Florida State Archives arose from the increasing demand for primary sources relating to black history in Florida. It is, in that sense, a welcome institutional response to the growing interest in social history generally. With the help of an LSCA grant, the archives first surveyed its collections for materials relating to blacks in Florida from the territorial period to the present. Five collections were examined: State Government Records, the Manuscript Collection, Local Government Records, the Florida Photographic Collection, and the Florida Collection of the State Library.

The richest source of documentation, according to *The Black Experience*, is the Governor's Administrative Correspondence, which contains files relating to slaves, slavery, freedmen, the civil rights movement, segregation and desegregation, Black Conservation Corps Camps, lynchings, busing, black education, Florida A&M University, affirmative action, riots, and the black caucus.

The Manuscript Collection contains slave books, bills of sale for slaves, church membership rosters, baptisms, marriage records, the Black Teachers Association records, and the papers of Judge Joseph Lee, a prominent black Republican.

The archives turned out to have a great many photographs, many of which have been used as illustrations in *The Black Experience*. The Florida Photographic Collection contains hundreds of images showing blacks in everyday settings, prominent blacks who served in state government capacities, and blacks working in various agricultural industries.

The surveyors also examined the sources found in the Florida Collection of the State Library. There is a biography file that includes newspaper clippings and articles on prominent blacks and a card file on black legislators, black newspapers, slave schedules, the Gavin Papers (a black family in Wakulla County), a microfilmed copy of the Mary McLeod Bethune Papers, and an amalgam of published sources.

These publications will certainly be of great use to researchers who wish to use the collections of the Florida State Archives. Just as importantly, they provide good models for repositories that seek to facilitate user access to their materials. *The Black Experience*, in particular, reveals a much needed sensitivity to researchers' interests. Surely other "special subject" guides can and will be produced by Florida and other states.

GARY R. KREMER
Missouri State Archives

Special Collections in College and University Libraries. Compiled by Modoc Press, Inc. New York: MacMillan Publishing Company, 1989. Indexes. xv, 636 pp. Cloth. \$100. ISBN 0-02-921651-6.

A friend of this reviewer's library is quite unhappy that we have established a Special Collections Department incorporating our

Rare Book and Manuscripts departments. The "Introduction" to this directory, by noted dealers Leona Rostenberg and Madeleine B. Stern, offers interesting insights on the library holdings called "special collections," and notes both their diversity and that they are "often protean in shape." It may be useful to copy their brief essay for our friend and to remind him that Thomas Jefferson maintained a variety of special collections at Monticello. We are very comfortable with this name, and the large number of such assemblages in the many college and universities represented in this directory apparently are as well.

Its large format—the pages are 8 1/2" x 11"—and large type make this volume easy to handle and read. Entries are organized first by state, and then alphabetically by the name of the institution. Numbers are assigned to entries seriatim throughout the book, and all index references are to these numbers. The entry for each institution includes its name, mailing address, telephone number, and sections for Institutional Description, Library Administration, Library General Holdings, Special Collections, and Rare Books.

The most important sections in each entry are those headed "Special Collections" and "Rare Book Collections" in which the descriptions of the books, manuscripts, and other special collections are found. Text in these sections may be as simple as, "The Library maintains the Dutch Heritage Collection," or may be quite broad and helpful for large institutions with strong holdings. Quality of entries varies, not unexpectedly, because of the way in which the data were obtained. "Institutions were sent questionnaires designed specifically to elicit detailed information from which to create interesting, readable narrative as well as a detailed and extensive index. Institutions were given the option of sending descriptive brochures or other printed matter containing the information requested."

Interestingly, information has been ob-

tained from many institutions that do not have entries in *Directory of Archives and Manuscript Repositories in the United States*. A check of the entries for Michigan showed approximately twenty community colleges and other small educational institutions that do not appear in the *Directory*. But researchers consulting this volume should be warned that it does not include data for many institutions that are to be found in the *Directory*, and that these omissions are sometimes startling; there is no mention of the Archives of Labor History and Urban Affairs at Wayne State University, for instance, although the entry for the Wayne State University Libraries is far better than that in the *Directory*. (Presumably this is explained by the fact that the Walter Reuther Library, which houses the Labor Archives, is not a part of the University Libraries system.)

The emphasis in this directory is on rare book holdings. Manuscripts collections and college and university archives are not neglected, but they are subsumed under the heading "Special Collections," while rare book holdings merit their own section of description in each institutional entry. Because manuscripts and archives are unique—which "rare" books seldom are—manuscripts collections even at the smallest institutions seem, to this reviewer, to deserve a separate section in each entry.

The index is a vital component of a directory, and this one includes two: there is a "General Index" of seventy-five pages and an "Institution Index" of seventeen. The latter is redundant because the institutional names are incorporated, in bold-face type, in the General Index. Personal names are included in the General Index, but the cities and towns in which the institutions are located are not entered. Indexing is literal; because the entry for the Culinary Institute of America does not specifically mention cookbooks, there is no reference to the Institute in the General Index entry for cookbooks, though one might

suspect that there are cookbooks among the 26,573 volumes in the Institute's library.

Even with its bias toward books, this directory may prove useful to archivists as a complement to others on the reference shelf. It does contain descriptions of holdings at

institutions that cannot be found elsewhere. But its high price will certainly limit the numbers of us who can afford it.

EDMUND BERKELEY, JR.
University of Virginia Library

Briefly Noted

Managing Change by Susan C. Curzon is the second volume in a series of how-to-do-it manuals for libraries. Edited by Bill Katz, the volume is available from Neal-Schuman Publishers in New York for \$35, plus shipping and handling. This 125-page manual is intended as a practical guide for library managers who need to plan, implement, and evaluate change in their institutions. The author describes the process of managing change as a sequence of nine stages, each addressed in a separate chapter: Conceptualizing, Preparing the Organization, Organizing the Planning Group, Planning, Deciding, Managing the Individual, Controlling Resistance, Implementing, and Evaluating. Each chapter is broken down into a series of steps—altogether a total of fifty-two steps.

One premise of the volume is that managers can oversee change for a positive outcome by following a sequence of developmental steps. While the purpose of breaking the process down into a series of steps is to simplify and organize this managerial responsibility, the volume makes the process seem extremely cumbersome and tedious. Very few examples are used to illustrate the steps or the “changes” but the underlying assumption is that the library world is facing a continuously changing environment.

The archival community also is confronting a dynamic information landscape. Our profession, our education and training, and our institutions are all affected by the remarkable technologies available and by the challenges of serving the growing information demands of society. Being aware of significant changes and being able to manage them is a challenge for all information managers. One of the benefits of this volume is the recognition that managing change can be handled as a separate, discrete process, different from ongoing planning. Although the entire process in this

manual is too complicated for most situations, it might be useful in organizing a significant, profound change such as a major reorganization, a drastic budget reduction, or a change of mission or collecting scope. [Anne Van Camp, Hoover Institution]

French and Spanish Records of Louisiana: A Bibliographical Guide to Archive and Manuscript Sources, by Henry Putney Beers (Baton Rouge: Louisiana State University Press, 1989, ©) is a guide to records generated in the Louisiana Territory during the French and Spanish colonial periods. It was awarded the Society of American Archivists' Waldo Gifford Leland Prize for excellence and usefulness in archival history, theory, and practice. The volume describes the history of record-keeping bureaucracies in Louisiana, Mississippi, Alabama, Missouri, and Arkansas and provides detailed information on the availability of originals and microforms of land, military, and ecclesiastical records, registers of births, marriages, and burials; and private papers. The author also traces these documents to repositories in Europe, Canada, and Cuba.

Archival Principles and Practice. A Guide for Archives Management by Jeanette White Ford (Jefferson, NC: McFarland & Co., 1990) consists of 141 cartoon panels designed to teach the major points in establishing and managing an archives. The idea of “illustrating each precept in small easy-to-understand steps” is a sound one but unfortunately much of the information conveyed is not. In attempting to make the process simple, the author has oversimplified to the point that what is presented is often misleading, incomplete, or inaccurate. One cartoon panel has as its caption: “Archives preserve primary sources. Unlike history books or newspapers, archives are unbiased by authors or journalists.” The implication here is that (1) newspapers are not primary sources, (2) archives do not

contain any newspapers, (3) archives are unbiased, and (4) neither journalists nor authors keep archives. Archivists and records managers alike may take umbrage with her assertion that the goals of a records manager "are almost the same as the goals of an archivist," especially when one panel describes "the cry of the records manager is 'simplify, simplify, simplify, simplify.'" Her advice on records disposition is to "accept the fact that you may get criticism for disposal. So—call 'em tough and walk away fast."

A second major problem with this volume is one of audience. While this book purports to help the novice deal with archival material in "every library, school, church, business, or home," the author begins with Hilary Jenkinson's definition of archives as "documents drawn up in an official transaction and preserved for information," and limits her discussion to institutional records. It is unclear how someone concerned with family and personal papers would find this volume useful. The assertion that this book can be placed "in the hands of volunteer helpers [or] be used by students who plan to pursue the study of archival principles and practice" is a disservice to the profession.

Archival Gold. Managing and Preserving Publishers' Records (The Canadian Centre for Studies in Publishing, Simon Fraser University, British Columbia, 1989) was written by Laura M. Coles, the author of *A Manual for Small Archives*. The volume succeeds in its main objective of helping book publishers understand how to implement a records management program in their publishing companies. It describes the steps involved in inventorying and scheduling records and includes such common sense advice as having the staff catch up on their filing before doing an inventory. The third chapter contains a very useful and sound sample department-by-department records schedule for records commonly found in a

publishing company. Unfortunately, the volume falls short of its second objective which is to educate publishers to the value of their records. The author describes archival records as "documents no longer needed by the business or individual." While the first chapter is devoted to a discussion of the value of publishers' records, it appears that these records are useful only to those outside the company. Coles sees little advantage in a company maintaining its own archives, and all but absolves it from any continuing responsibility for its noncurrent records. In discussing the transfer of material to an archival repository, the author advises "of course you would like to be paid for your records, the more the better." While acknowledging that some archives can not afford to purchase such collections, she assures her audience that the archives can provide the company with a handsome tax write-off. She further states that the "archives will be responsible for appraising records in this case." Canadian tax law may differ from U.S. tax law, but the IRS could look unfavorably on an appraisal coming from or being paid for by the party receiving the records.

In 1979 the National Archives came under fire for approving the disposal of FBI field files. A seventeen-member committee worked intensively to appraise these records, and two years later recommended that some field files be retained. In 1983 the National Archives charged another committee with establishing effective disposition standards for Department of Justice case files. Their findings are reported in *Appraisal of Department of Justice Litigation Case Files: Final Report* (Washington, DC: National Archives and Records Administration, n.d.). A team of archivists from several different divisions of the National Archives reviewed 8,000 litigation case files and produced a series of evaluations covering 190 classifications of case files. These contain disposition recommen-

dations that form the basis for the schedules developed for the records. Among their general findings are:

- Case files in general consist of slim folders rather than bulky dossiers, reinforcing the impression that “most case files provide a very limited amount of information.”
- 82.6 percent of the files examined were judged to have no research value, 0.2 percent had high research value, 2.2 percent medium, and 15 percent low research value.
- The “fat file theory” was supported by their findings. Large files generally were considered more valuable than thin ones (61.8 percent of large files were found to have research value).
- Case files cover a wide range of official and legal matters. The project staff determined that certain types of case files were worthy of preservation, including (1) “virtually all” civil rights case files, (2) “nearly all” anti-trust case files, (3) a “substantial portion” of files relating to protection of the environment, Indian rights, and federal land and resources, (4) “significant numbers” of files covering national security, (5) files relating to major prosecutions for misconduct in office, and (6) files for key cases having a constitutional dimension in defending federal programs.
- 4 percent of case files retired by 1983 are to be preserved and 40.2 percent of those that accumulate annually will be maintained.

The major issues involved in applying the disposition schedules to vast quantities of records are also discussed in the final chapter of the report.

Two recent guides provide information on health-related collections in the United States. *Guide to Archival Sources in Nursing* (Interagency Council on Library Resources for Nursing, West Long Branch, NJ 07764, 1989) and *Guide to Historical*

Collections in Hospital and Healthcare Administration (by the Center for Hospital and Health Care Administration History and the Hospital Research and Education Trust, American Hospital Association; Chicago, 1990) were produced with outside funding by health care associations and are similar in format and coverage. The Interagency Council on Library Resources for Nursing is a voluntary group composed of agencies and organizations concerned with providing library and information resources for nursing and improving access to library sources for nursing. The Center for Hospital and Health care Administration History, “the nation’s premier historical resource for hospital and healthcare administration,” is a joint project of the American Hospital Association and the American College of Healthcare Executives. Each group based their guide on the results of a mailed survey. While the nursing survey was more modest in scope, the response rate was significantly higher: of the 1,500 questionnaires mailed out, 1,000 were completed and returned. The health care survey went to 9,800 institutions, organizations, and individuals, 1,500 of which responded. The nursing guide contains 215 listings and the health care guide identifies more than 300 repositories. Each guide follows a similar format. Entries are arranged in alphabetical order by state and include the following information: name of institution, address, phone number, contact person, and holdings codes. Nursing holdings were classified under eight headings: nursing leaders, own archives, school(s) of nursing, state nurses association, state board of nursing, professional organizations, visiting nurses association, and miscellaneous data. The health care entries were categorized as: health care administration materials, institutional/organizational materials, nursing administration materials, and miscellaneous materials, with entries for hospitals further categorized as archives or hospital history. There appears to be very

little overlap between these two guides, even in the area of nursing administration materials. While neither guide claims to be comprehensive (for instance the nursing

guide omits existing associate degree nursing programs and current hospital schools of nursing), they represent a good beginning to documenting the medical field.

Selected Recent Titles

California Legal History Manuscripts in the Huntington Library: A Guide. By the Committee on History of Law in California of The State Bar of California. San Marino, CA: Henry E. Huntington Library and Art Gallery, 1989. 233 pp. Cloth. \$35.

The Cape Diary and Letters of William Mann, Astronomer and Mountaineer, 1839-1843. Edited by Brian Warner. Cape Town, South Africa: Friends of the South African Library, 1989. 104 pp. Paper.

Guide to Inventories and Finding Aids of German Archives at the German Historical Institute, Washington, DC. By Axel Frohn with the assistance of Anne Hope. Washington, DC: German Historical Institute, 1989. 84 pp. Paper.

Guide to Records of the Court of Quarter Sessions, Chester County, Pennsylvania 1681-1969. Researched and Compiled by Lynn Ann Catanese. West Chester, PA: Chester County Historical Society, 1989. 80 pp. Spiral bound. \$25.

Guide to the Boris I. Nicolaevsky Collection in the Hoover Institution Archives. By Anna M. Bourguina and Michael Jakobson. Stanford, CA: Hoover Institution, 1989. 755 pp. Paper.

His Majesty's Government, Ministry of Defence, Royal Nepal Army Headquarters and His Majesty's Government, Ministry of Foreign Affairs (Record Section). Source Manual Series No. 2. Edited by Shaphalya Amatya. Kathmandu, Nepal: National History Guide Committee (Nepal), [1988]. 164 pp. Paper.

His Majesty's Government, Ministry of Finance, Department of Revenue (Record Section) and Office of the Comptroller General, Kumari Chowk Gosorā Treasury. Source Manual Series No. 1.

Edited by Shaphalya Amatya. Kathmandu, Nepal: National History Guide Committee (Nepal), n.d. 101 pp. Paper.

Hull-House: The Urban Conscience. An Exhibition held by the Special Collections Department of the University Library, the University of Illinois at Chicago in Celebration of the 100th Anniversary of the Founding of Hull-House. Chicago: Board of Trustees of the University of Illinois, 1989. 40 pp. Paper.

In Celebration of Bay View. A National Historic Landmark. Birmingham, MI: Jack Kausch Photography, 1988. Video-cassette.

An Introduction to the Frances Payne Bolton Papers and the Frances Payne Bolton Audio-Visual Collection, Payne Fund Records, [and] Chester Castle Bolton Papers. Cleveland, OH: The Western Reserve Historical Society, 1989. 30 pp. Paper.

London Local Archives. A Directory of Local Authority Record Offices and Libraries. 2nd edition. Edited by Elizabeth Silverthorne. London: Guildhall Library and Greater London Archives Network, 1989. 36 pp. Paper.

The Manuscripts of Flannery O'Connor at Georgia College. By Stephen G. Driggers and Robert J. Dunn, with Sarah Gordon. Athens, GA: The University of Georgia Press, 1989. 213 pp. Cloth.

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