Reviews

ANNE R. KENNEY, editor

Managing Archival and Manuscript Repositories. By Thomas Wilsted and William Nolte. Chicago: Society of American Archivists, 1991. Appendixes. 105 pp. ISBN 0-931828-78-3.

This book, one of the seven new titles in the SAA's "Archival Fundamentals Series," is a good and necessary addition to the series and a "must read" for all archivists. Whether you are new or experienced, are working alone or in the midst of a large academic or governmental bureaucracy, *Managing Archival and Manuscript Repositories* belongs on your reference shelf.

The authors seem well aware of the fact that most archivists do not think of themselves as managers, do not *like* to think of themselves as managers, and in fact have a fairly low opinion of the "sub-species" to which they feel managers belong. Wilsted and Nolte's first mission, then, is to go about demonstrating to archivists that disdaining managers and management is a luxury we simply can not afford. They cite two reasons for this view. The first is that all of us are managers ourselves. By defining management as "the exercise of responsibility for the effective use of the human, financial, and other resources available to meet an organization's objectives," (p. 3–4) they maintain that all archivists are and should consider themselves managers, and should attempt to become just as proficient in this area of their work as they do in other, more traditionally archival areas.While professional classics such as T. R. Schellenberg's *The Management of Archives* deal with managing the strictly archival aspects of work, this new title fills a need for general, basic management training that is both accessible and relevant to archivists.

The second reason the authors cite for the necessity of abandoning our disdain for management is that we all *work* for managers, and it is only by acquainting ourselves with the way managers think, act, and most importantly, make decisions, that we will be able to effectively influence the process of decision making and gain from our managers the resources and support we need for our collections and our programs. (There is even a portion of Chapter 5 subtitled "Managing Your Peers, Managing the Boss"!)

Wilsted and Nolte, the latter with a background as a historian and manager with the federal government, the former with experience as an archivist and manager in private institutional archives, took a unique approach to collaborating on this book by dividing principal responsibility for it on a chapter-by-chapter basis. Wilsted is the principal author of chapters on the archivist as manager, organizational structure, planning, fund raising and development, managing archival facilities, and public relations; while Nolte took charge of the chapters on the management process, human resources, financial management, and technology. Nolte also compiled the guide to management literature and professional associations found at the end of the book. While the authors apologize, in their "Introductory Note," for the differences in style and emphasis from one chapter to the next that they feel resulted from this approach to collaboration, I did not notice any discontinuity, and found the style overall to be clear and readable.

Each of the ten chapters in the book is formatted so that it begins with a discussion of general principles, and then follows with specific applications of those principles to archival work. The applications portions of each chapter are extraordinarily clear and precise, and contain numerous helpful figures and tables suitable for adaptation to the needs of individual archivists and repositories. Each chapter ends with an annotated list of suggested readings, guiding archivists to recommended books suitable to readers of our backgrounds and interests.

The authors' thorough familiarity with archivists and the archival profession has enabled them to direct their instruction to the specific managerial issues of greatest importance to archivists without wandering off, at any time, into areas of little or no interest to their highly-specialized audience. At the same time, Wilsted and Nolte take seriously their stated goal of demystifying management for archivists. The book is full of pithy definitions and explanations of time-honored managerial shibboleths that archivists all hear (generally when we're being told "no" to some request for funds, equipment, remodeling, or personnel). After a term or concept is succinctly defined ("Theory X/Theory Y supervisors," for example) the authors then proceed to demonstrate what the term or concept can mean in an archival context, and how an archivist can or needs to use it as a tool to achieve a desired goal. The book covers such important twentieth-century business thinkers as Edwards Deming, Peter Drucker, Frederick W. Taylor, Henri Fayol, and Douglas McGregor, remaining focused at all times on the basic contributions of each of these thinkers to management thought, and then demonstrating how these contributions can be applied to the management of archives and archival work.

Reading *Managing Archival and Manuscript Repositories* will not make archivists either Harvard MBAs or reincarnations of Niccolo Machiavelli (should I update this latter reference to "Donald Trump?"), but it will provide a basic introduction to the tools and concepts of management. This is sufficient for the needs of all beginning archivists, and for many experienced archivists whose managerial responsibilities are slight. It can also be a helpful starting point for archivists who find themselves with significant managerial duties, particularly if the suggested readings are utilized.

If, as Wilsted and Nolte maintain, it is inevitable that archivists be managers, it is important that we manage well, and this book is recommended as a valuable resource for any archivist interested in learning how to manage well.

JEAN MARIE DEKEN
National Personnel Records Center

Describing Archival Materials: The Use of the MARC AMC Format. Edited by Richard P. Smiraglia. New York: Haworth Press, 1990. 228 pp. ISBN 0-86656-916-2 ⊗

Such has been the pace of recent advances in the theory and practice of archival description, that it is difficult to recall that as little as ten years ago, the prevailing belief (still not totally extirpated, I'm afraid) was that unique materials called for unique treatments and that each repository's situation was somehow peculiar and not amenable to any sort of externally developed approaches—to say nothing of standards. The latter were, it seems, regarded as little more than unwarranted encroachments on local autonomy and sovereignty.

The last ten years, however, have seen a virtual explosion of activity in this area. From the work of the National Information Systems Task Force in developing the MARC AMC format to the publication of archival cataloging codes to the recently completed work of the Working Group on Standards for Archival Description, there has been a growing understanding and—

more to the point—an acceptance of the importance of developing a body of standards in the practice of describing archival materials of all sorts. The prime reason for this is the dawning of understanding (finally!) among most archivists that information about the materials in our custody is an altogether proper and essential part of that seamless web of research information that forms the heart of what is increasingly being recognized as a national database of cultural resources. The most obvious implication of this new role for archival description is that it must now be consistent with, or at least intelligible within, the systems that have been developed for describing such other cultural artifacts as books, serials, photographs, and films.

One telling piece of evidence for this sea-change among archivists can be found in the highly successful workshops that the SAA has sponsored over the last five years in "Understanding the USMARC-AMC Format" and "Library Standards for Archival Description." In particular, the success of the latter workshop has been interesting: two genuine, bona-fide librarians (Richard Smiraglia, senior lecturer at the erstwhile School of Library Service of Columbia University and Edward Swanson, principal cataloger at the Minnesota Historical Society) standing before a willing group of archivists for two days, unraveling the mysteries of AACR 2 and the Library of Congress Subject Headings.

The present volume has, to some degree, grown out of that workshop and is a welcome and thoughtful addition to the growing literature of archival description. Consisting of ten essays that originally appeared in *Cataloging and Classification Quarterly* (Vol. 11, nos. 3/4), this book thoroughly explores the current practice and horizons of archival description. Smiraglia's introductory essay, "New Promise for the Universal Control of Recorded Knowledge," which sets the tone and establishes

the appropriate theoretical context for the rest of the book, ought to be required reading for every practicing archivist today. It presents as clear and as challenging an explication of the basic nature of archival description and how it fits into today's information universe as I have seen.

The other essays include "Descriptive Cataloging for Archival Materials" by Michael J. Fox; "Choice and Form of Access Points According to AACR 2" by Edward Swanson; "Subject Access to Archival Materials" by Richard Smiraglia; "Authority Work for Transitional Catalogs" by Marion Matters; "Record Formatting: MARC AMC" by Lisa B. Weber; "The Automation Odyssey: Library and Archives System Design Considerations" by Kathleen D. Roe; "So That Others May See: Tools for Cataloging Still Images" by Barbara Orbach; "Cataloging Sound Recordings Using Archival Methods" by David H. Thomas; and "Control of Cartographic Materials in Archives" by James Corsaro.

Although all of the essays are uniformly excellent and authoritative, there are, inevitably, high points. In addition to the introduction (already mentioned), Fox's article presents an unusually clear and straightforward guide to the use of *Archives, Personal Papers, and Manuscripts* (giving this reviewer, for one, some additional insight). Smiraglia's essay on subject access, while offering some suggestions that I don't particularly agree with, breaks some new and necessary ground on a topic that all agree is vital and virtually untapped. In addition, I found Matters' and Orbach's chapters especially interesting, timely, and well-written.

My only complaint (and it is minor) is the physical look of the book. Although printed on permanent paper, there were many pages in my copy that looked smudged and muddy. In addition, most of the figures (consisting of examples of various kinds of

catalog records) have been printed on their side, making reference to them awkward at best.

What is perhaps most useful about this book is its completeness, dealing as it does on both a practical and theoretical level with everything from knowledge theory to constructing headings and creating AMC catalog records for maps, sound recordings, and still images.

What is ultimately most important about this book, however, is the fact that it has significantly elevated the level of discussion on the issues with which it deals. Its combination of theory and practical advice makes it a natural addition to the literature of the growing curriculum of archival study and teaching.

For my part, I can think of no better qualification for future archival certification, than a demonstration of a thorough understanding of the contents of this book.

STEVE HENSEN
Duke University

Beyond the Book: Extending MARC for Subject Access. Edited by Toni Peterson and Pat Molholt. Boston: G. K. Hall & Co., 1990. Indexes. ix, 275 pp. ISBN 0-8161-1924-4.

This collection of fourteen essays goes beyond the book to cover description of and access to visual materials in general, slide libraries, moving image materials, art objects (including sculpture), archival materials, music materials, and museum artifacts. Authors or co-authors are Patricia Barnett, Jeanne M. Keefe, Jackie Dooley, Helena Zinkham, Cathleen Whitehead, Martha Yee, Deirdre Stam, Christine Hennessey, Alden Monroe, Kathleen Roe, Brad Young, Linda Evans, Howard Besser, Maryly Snow, David Bearman, and Pat Molholt. The editors also contributed essays.

The initial essay by Peterson and Barnett demonstrates how MARC has already been extended by addition of the 654 field to accommodate faceted subject headings from the Art and Architecture Thesaurus (AAT). Several authors suggest rather modest evolutionary changes. According to David Bearman, significant change is inevitable and imminent.

Extending MARC by mutual agreement is one thing, changing it unilaterally is another. Jeanne M. Keefe explained how the architecture slide library at Rensselaer Polytechnic Institute decided to "reinterpret and expand the MARC field definitions in a very open ended manner." A field (242) meant for title translations (i.e., from one language to another) was used for what they called "generic-reference titles" (definitely not translations). A field meant for variant *titles* (740) was used for what they called *holdings*, an enumeration of the elements in the slide set cataloged, e.g., "1 plan, 1 section, 1 aerial view, 6 exteriors (4 col.), 3 interiors (2 col.)." Appropriate fields for these data already exist in the MARC format. Why weren't they used?

Although Rensselaer's reinterpretation of MARC is a little too open-ended to recommend as an example, Keefe deserves credit both for trying something and for writing about it. The real problem is not MARC, but the lack of standards for the content of descriptive records for slide depictions, a problem that Rensselaer cannot and should not solve alone.

Linda Evans, in a very cogent essay on cataloging artifacts, observes that "artifact catalogers will find MARC-based computer systems to be even more satisfactory when museums are able to agree among themselves on description standards for the content of certain fields." Maryly Snow ("Visual Depictions and the Use of MARC") expresses a similar view: "a task force of slide librarians and photo archivists should begin the development of

guidelines for the cataloging of visual depictions in MARC." Amen.

Sometimes, rather than trying to adapt, extend, or reinterpret MARC, curators have rejected it altogether. The Image Database Project of the University of California at Berkeley (described by Howard Besser and Maryly Snow) opted for a hardware-independent, workstation-based, user-friendly interface that operates on top of traditional textual queries and existing departmental databases for visual materials. Knocks your socks off. But wait—collections managers repudiated MARC because it was too complex, because "many of their records have little more information than title, accession number and format." On the other hand, computer people eager to work with new technology bought it raw and spent hundreds of hours writing their own programming tools. The result: a BMW interface for lone soapbox databases. The real problem *here* is not MARC, nor even the lack of standards for the content of description, but the apparent lack of commitment by the university or its departments to provide the description in the first place and to share it in the second place.

Did subject access get lost somewhere? No! The intriguing commonality among the essays lies in their explorations of the very nature of "subject"—object as subject, function as subject, depiction as subject. Attention to vocabulary, that is, the choice of terms to represent subjects, is accompanied by increasing interest in linking discrete terms to preserve their context. Faceted approaches, including PRECIS (Preserved Context Indexing System) as well as AAT, are mentioned more than once. Jackie Dooley and Helena Zinkham ("The Object as Subject") explain why these concerns intensify as subject access moves beyond

the book: "A single archival collection often encompasses many subjects and many forms of material; for retrieval purposes, it may be crucial to maintain the relationships of particular subjects to particular forms.... Are new indexing techniques needed for collection-level cataloging records, for which postcoordinated Boolean searching poses dangers more severe than for item-level records?"

The concept of access, our perception of how a catalog functions, is stretching, too. Archivists and curators are not content only to show what the library [archives, museum] has by a given author, on a given subject, or in a given kind of literature. They want to gather material that shares any of numerous characteristics, among them topical subject and all its aspects or facets.

Finally, Pat Molholt's "MARC and the Promise of Artificial Intelligence for Subject Access" probes more deeply the relationships among concepts. Besides the genus/species and whole/part relationships now reflected in thesaurus structures, Molholt suggests additional examples: x is typically used by y, x is caused by y, x is produced by y, etc. We need to develop "a core set of concept relationships and a methodology to include relationship coding in the indexing process" (which sounds a lot like PRECIS). This kind of knowledge structuring has "direct payoff in the AI environment because this contributes to the building of knowledge bases."

Like Scarlett, you may want to think about that tomorrow. To prepare, however, read this book today.

MARION MATTERS
Consultant

Basic Standards for Diocesan Archives: A Guide for Bishops, Chancellors, and Archivists. By James M. O'Toole. Chicago: Association of Catholic Diocesan Archivists, 1991. vi, 85 pp. ☺

Proceedings of Two Hundred Years of Catholic Record Keeping in America: Current Issues and Responsibilities. Edited by Frederick J. Stielow, John J. Treanor, and Timothy A. Slavin. Chicago: Association of Catholic Diocesan Archivists, 1990. iv, 113 pp. ☺

Considered together, these pamphlets illustrate the trends, strengths, and weaknesses characterizing modern American Catholic diocesan archival programs. The principal authors and editors are all professionally-trained and active laypersons with extensive experience in non-religious archival settings. Two authors—O'Toole and Stielow—direct newly-established and university-based archival training programs. Three—Treanor, Slavin, and O'Toole—have played instrumental roles in developing two of the leading diocesan archives in the United States at Chicago and Boston. The Association of Catholic Diocesan Archivists, which published both volumes, has matured as an increasingly important and independent organization since its formation in 1982, representing archival interests to the Roman Catholic hierarchy and bridging the gap between the broader profession and newly-appointed, untrained archival novices. In short, these slender volumes testify to the relatively rapid maturation and professionalization of Roman Catholic diocesan archives since the National Conference of Catholic Bishops promulgated its landmark "Document on Ecclesiastical Archives" in 1974.

O'Toole's volume constitutes the more polished and, in one sense, more useful contribution. As its subtitle suggests, this work is intended not merely as a refresher course for professional archivists, but rather as a primer for bishops, chancellors, and

churchpersons responsible for maintaining ecclesiastical records. The author deftly summarizes the basic elements of any archival program, cleverly utilizing language and examples that bridge the gap between religion and recordkeeping. Thus, for example, the diocesan archives helps "spread an understanding and appreciation of the church and its heritage . . . it is an important part of other evangelization, renewal, and pastoral efforts" (p.8). Religious leaders and church bureaucrats should find such descriptions of the archival mission congenial and helpful.

O'Toole also urges diocesan archivists to broaden their focus and move beyond the chancery office to assume responsibility for records in parishes, schools, social welfare organizations, and hospitals. Nearly half the volume includes sample policies and statements concerning access, collection development, archival mission, deeds of gift, sacramental records, and relevant canon law citations. These items will prove especially useful for recently-appointed diocesan archivists, who will also benefit from the discussion of basic reference tools, and professional organizations.

In sum, this manual constitutes a competent basic summary of the diocesan archivist's craft, useful for beginners and nonprofessionals. It remains sensitive to the "religious" context of religious archives, but emphasizes the professional principles that link religious archivists with the larger recordkeeping world. Archivists searching for theoretical treatises will find little new or revolutionary, but the volume deserves widespread distribution and circulation among its intended audience.

Proceedings of Two Hundred Years aspires to broader purposes. In 1989 (or August 1990 if one accepts the preface rather than the title page), the Association of Catholic Diocesan Archivists (ACDA) assembled a conclave of archivists, historians, chancellors, and lawyers to discuss current issues and responsibilities in dioc-

esan archives. The issues discussed were mostly technological, while the responsibilities appeared to be primarily ethical. This publication constitutes an apparently lightly-edited transcript of the conference proceedings. More editorial rigor would have enhanced the pamphlet immeasurably. Spoken words do not always translate well to written discourse, and many presentations seem rambling and repetitive. Careful editorial work would also have prevented some of the numerous distracting factual and typographical errors (e.g., MARAC is *not* an acronym for the "Maritime Regional Archives Conference" [p. 69]).

Substantively, the *Proceedings* contains several interesting contributions, especially when the volume addresses diocesan-specific issues. Church archivists will especially benefit from the frank and open discussion concerning the microfilming program of the Genealogical Society of Utah; the practical and illuminating presentations by a records manager and a lawyer concerning the sensitive question of marriage tribunal case files; and the very lucid and understandable description by Anne Gilliland concerning microcomputer-based software options. The contrasting perspectives by the social scientist Leslie Woodcock Tentler and the attorney James Serritella concerning clergy personnel files constitutes perhaps the most thought-provoking exchange in the volume. On the lighter side, the noted Catholic historian Gerald Fogerty offers a highly amusing discussion of, in his words, "The Fun and Games of Going to Archives" prior to the trend toward greater professionalization and openness.

Ultimately, this volume brings religious archivists back to a frequently-discussed issue: what, if anything, is peculiarly "religious" (or "diocesan") concerning "religious" (or "diocesan") archives? Despite some nuances of historical development and the peculiarities of particular record groups, the *Proceedings* would appear to

answer that question with a resounding "not much!" All archivists share the technological, ethical, and managerial concerns that drove this conference, albeit in different institutional contexts. Yet, as Treanor observes, "the numbers of diocesan archivists attending the SAA meeting are woefully small" (p. 35) and the ACDA has decided to hold its biannual meetings separate from SAA in an effort to increase attendance. Whether a problem of perception, programming, or parochialism, this professional splintering remains an issue that requires, perhaps, yet another conference.

PETER J. WOSH
American Bible Society

Directory of Information Management Software for Libraries, Information Centers, Record Centers. 1989-1990 edition. Compiled and edited by Pamela R. Cibbarelli and Edward J. Kazlauskas. Felton, CA: Pacific Information, 1990. x, 294 pp. ISBN 0-913203-20-3.

Most archival institutions do not have the financial or technological resources to develop their own automated management system. Although no comprehensive survey of technology in archives has been completed recently, one would expect that an IBM-compatible microcomputer is the level of computing power available to the average repository. The past five years have seen a rapid expansion in the number of commercially available personal computer-based automated tools for archival administration. Unfortunately, there are few sources where archivists can learn what off-the-shelf systems exist, and how well they live up to vendor claims. Most information on software systems comes through vendor contacts and word-of-mouth. The most accessible sources of information on commercial packages include the regular reviews of specific packages in the *Archives and Museum Informatics Newsletter* and the 1988 and 1990 directories of software for ar-

chives and museums published in its companion *Technical Reports* series; an April 1989 article in the *Records Management Quarterly* of the Association of Records Managers and Administrators, which compared many PC-based records management software packages; and the March 1990 *Records and Retrieval Reports*, which included a directory of 34 records management software systems.

The *Directory of Information Management Software for Libraries, Information Centers, Records Centers,* 1989-1990 edition, is not a useful source for archivists to identify commercially available archives management software packages or to learn how well they work. The directory has been published annually since 1983. All of the information was collected directly from vendors and was verified through literature review or personal contacts. Unfortunately for archivists, the apparent universality of coverage suggested by the title is misleading. This directory is directed almost exclusively to the library community. It does not cover many basic functional requirements for archival systems and omits most common archival packages, including such popular products as MicroMARC.amc and Minaret. Despite its limited coverage of archives management packages, this directory identifies more than two hundred library materials-oriented packages, some of which are fairly obscure. The packages listed range from personal computer to mainframe based systems.

Each entry contains basic information on the software package including the hardware and software on which the system operates, operating system requirements, components and applications available from the software such as acquisitions, interlibrary loan, interface for MARC records, cataloging, index of key-words, and reserve room; features of searching and record formats, including Boolean logic searches, full text searches, and global change capability; type of support available from the vendor; and information on in-

stallations, such as date of first installation, total number of current installed sites, and a sample of current clients. The basic data form also includes the cost of the package and a brief list of clients, which is supplied by the vendor. The directory contains three indices: one listing all products that use a particular hardware platform, one listing all products that support a particular function such as interlibrary loan or records management, and a general index of package names and vendors.

The number of commercially available archival management software packages will certainly continue to grow, and archivists will need a good directory to help them identify what systems can meet their requirements. The process of selecting a vendor and a product to automate the physical and intellectual access to materials is not simple. It involves painstaking analysis of the full range of functionality of a product as it is compared to the needs articulated by the institution. It also requires investigation of the vendor's background, record of satisfied customers, expected longevity, and ability to provide the kinds of services that the archives requires. Many of the elements included in this reference work are exactly what is needed to aid archivists in selecting appropriate off-the-shelf software. However, a description of system functionality is only a partial help to archivists in search of an appropriate automated tool. Also needed is a single source that cites objective reviews and identifies existing users of software products designed and used for archival management. Full analyses and tests of products and experiences in a live environment are among the most useful pieces of information in an evaluation process. A directory that includes elements such as those in the *Directory of Information Management Software for Libraries, Information Centers, Records Centers,* 1989-1990 edition as well as an index of reviews and names of known users will become acutely needed as the

market expands. Such a directory would be an essential resource for the selection process that would save time and money and would demystify a difficult process.

THOMAS J. RULLER
New York State Archives and Records Administration

Choosing and Working with a Conservator. By Jan Paris. Atlanta, GA: Southeastern Library Network, Inc. (SOLINET), 1990. vii, 24 pp. ☻

Jan Paris, conservator for the Academic Affairs Library at the University of North Carolina, Chapel Hill, has written a "how to" booklet on the topic of selecting and working with a professional conservator. This document is the first of its kind and will serve as a useful tool for archivists who do not have a conservator on staff and wish to contract for treatment services. A discussion of preservation and collections-care issues are not included within the scope of this work.

The focus is on treatment of intrinsically valuable materials and on items where reformatting or other preservation alternatives are not appropriate. The booklet provides guidelines for making informed decisions to secure responsible conservation treatment. The same selection guidelines apply to those seeking a conservation consultant to perform a survey, or for those who wish to employ an in-house conservator.

The text begins by defining conservation treatment (physical and chemical stabilization) and the rationale for single-item work, as opposed to holdings-maintenance activities. The various avenues of conservation training are discussed, which is useful for evaluating a conservator's qualifications (such as specialization, length of practical experience, professional affiliations, and references).

Finding a conservator to meet archives' needs may be challenging because many private conservators do not advertise, and

conservators with library and archive expertise do not exist in all parts of the country. Paris addresses strategies for the sometimes difficult task of locating a conservator and provides useful lists of information resources and regional conservation centers, some of which offer referral services. (The referral services do not endorse individual conservators, but rather provide the names of conservators who practice in a given area.) The booklet also offers reassurance that one should not be discouraged if a professional cannot be found locally; material can be shipped to a conservator or conservation center with guidance by the conservator regarding safe packing and transportation.

Once a conservator has been chosen, the reader is informed about what to expect during the negotiation process. Paris outlines the questions to ask of the conservator and what questions will likely be asked in return. Discussion with the conservator will allow an archivist or librarian to evaluate the conservator's capabilities; will allow the conservator to understand the nature of the artifact(s), nature of the problem(s), desired outcome of treatment, anticipated use, and housing and environmental conditions to which the item(s) will be returned; and will allow the conservator to offer options within available resources and respective time frames. This dialogue, as the booklet rightly stresses, is essential to establish a balance between institutional needs and the conservation priorities of the artifact. Finally, Paris discusses what to expect during the course of treatment, including how to examine photographic and written documentation (examination report, treatment proposal and treatment report).

The publication can be purchased through SAA or directly from SOLINET for $10 (SAA member's price). This may seem high for a small booklet with only 16 pages of text, but the investment is worthwhile for archivists and librarians who want to make responsible decisions regarding the choice

of a conservator and contracting for treatment services.

KATHY LUDWIG
Minnesota Historical Society

Management of Recorded Information. Converging Disciplines. Proceedings of the International Council on Archives' Symposium on Current Records. National Archives of Canada, Ottawa, May 15–17, 1989. Compiled by Cynthia J. Durance. Munich, London, New York, Paris: K. G. Saur, 1990. 218 pp. ISBN 3-598-10897-4.

These proceedings include fifteen papers, two panel discussions, and two related talks. More than three hundred participants at the symposium included librarians, archivists, records managers, library and information scientists, computer and telecommunications scientists, and information policy specialists.

The papers address a wide variety of topics, including a history of the archival approach to information management, problems of managing different kinds of documents (for example, images and obscure literature), evaluation of the effectiveness of information resource management, and information policy as a management strategy. The best insights are provided by Ronald Weissman and David Bearman in their examination of the dramatic changes that will occur as information technology revolutionizes the way we work, communicate, and manage information. This review focuses on issues raised in the Weissman and Bearman papers.

Weissman introduces, and Bearman expands upon, the notion of the "virtual document." The virtual document is a reality brought into existence by the user via the information, computing, and communications capabilities at his or her disposal. In many important ways, the virtual document differs from the vast majority of documents with which we are acquainted:

• The virtual document is created by the user at a given time, drawn from numerous sources, and may well disappear when the user is finished with it. For example, a query about PCB contamination can result in a retrieved "document" that combines database information about geographical locations where PCB pollution is prevalent, graphical information from a geographical information system that provides terrain data on specific pollution sites, information and bibliographic references about the pollutant, and digitized photographs that show actual PCB pollution sites.

• As illustrated by the example above, the virtual document is a multimedia document. Our computing environments are increasingly moving closer to our real-life environments, because "life is multimedia" (p. 39).

• The virtual document is dynamic rather than static. Even as one views it, the document changes as the databases to which it is connected are updated.

• The virtual document has no clear authorship. In the PCB example, authorship is not included (except in bibliographic references), but even if it were, the attribution would be only momentary; seconds later the virtual document might be changed by an inflow of new data (for example, an updated survey of a pollution locations).

• There are no audit trails for any of this unless users save electronic or paper documents.

Clearly, the virtual document will make life exciting for users and information managers. As computer-supported collaborative work spreads, we must find new ways to manage authorship. In the world of virtual documents whose origins will be impossible to audit, how do we approach the level of data integrity of modern database management systems? How can we manage organizations without records that are certified as made, received, or viewed for

information? Since the document is no longer constrained by physical format, how will we manage with a bag of information-management tricks based on format?

The symposium papers are better at describing new challenges than they are at proposing solutions. That is to be expected because we are only beginning to see the outlines of the impending changes, as can be illustrated by two examples. Weissman points to content-designated formats as a step from the full-text document to databases (the format, for example, identifies the abstract of the document, and that could be searched across all documents). Weissman and Smith hold out hopes that some problems will be solved by better software (for example, linking image management and database management).

The most interesting suggestion for managing the virtual document environment is based on archival dogma. In fact, Weissman and Bearman should have gotten themselves into an argument on this matter, but failed to do so. Weissman says, "Tomorrow's electronic document will be a process in continual re-definition and re-formulation. But information science is oriented toward storing and retrieving things: Archivists and librarians are trained to view documents as things, as entities, not as relationships between organizations, people, work processes, data and analysis tools. How do we store and retrieve a process? How do we indicate that a document refers to links with other files that have been created by many people over a long period of time[?]" (p.54). Bearman agrees with this analysis of how we should manage the virtual document environment, arguing that traditional archival doctrine related to form and function (provenance) provides a useful approach (p. 117-118). But Bearman argues that archivists possess this perspective, while Weissman argues that they do not. Bearman is right, because archival administration does provide the foundation for this kind of information management.

Weissman is also right, because when one looks at archival information systems, too often it appears that archivists are fixated on retrieving things.

From my perspective, these proceedings were thought-provoking. I commend the publication to *American Archivist* readers.

RICHARD H. LYTLE
Drexel University

Expert Systems Technology and Its Implication for Archives. By Avra Michelson. National Archives Technical Information Paper No. 9. Washington, DC: National Archives and Records Administration, 1991. 41 pp.

This report from NARA examines developments to date in expert systems technologies, a subset of the field of computer engineering known as artificial intelligence, to suggest some of the implications of their eventual arrival in the domain of archival practice. Based on an eighteen-month-long survey of corporate, governmental, and other professional applications and consultations with leading systems developers, the report explores the current state of evolution in existing systems, presents a cogent introduction to basic concepts and terminology, and focuses in particular on how the expanding presence of this form of automation may inescapably alter traditional archival practices.

As noted by author Avra Michelson and the technical team who reviewed the final report released to the public by the National Archives, the advent of expert systems may provoke profound changes in intellectual operations, as profound as what the arrival of industrial machinery did for physical labor in the nineteenth century. An already commercially viable technology finding increasing applications in the business world and within the federal government, expert systems present several significant functions that have direct bearing on both the management of archival collections and the

means for accessing information contained within them. Expert systems can dramatically increase productivity, both for archivists and researchers. Expertise in any area need no longer be dependent on the accessibility of a specialist nor affected by a change of staff. Further electronic availability of information provided by experts can free staff from mundane, time-consuming, and repetitive procedures. The automated system can tutor researchers or staff at any level of complexity required, as well as provide complete records of work produced through the application. One of the strongest points of the NARA report is to suggest that these and other advantages, already demonstrated through existing expert systems in the corporate environment, can have a highly beneficial impact on the productivity of archival operations which are often understated.

Verification and validation procedures to assure accuracy of information, the maintenance of increasingly larger and interconnected knowledge bases, and the potential for systems that improve themselves with use (machine learning) are among issues cited in the report that will be addressed by current reseach agendas. Another trend noted is the use of individual applications of structured software shells that will alleviate the need for specialized programming skills. The implication is that this practice may result in the structuring of archival practice and theory to accommodate a pre-ordered code of functions presented in the software. The report also suggests that the use of expert systems may radically affect appraisal and could conceivably render traditional archives obsolete.

The report ends with recommendations to enable archivists to stay current with, if not ahead of, the inevitable arrival of expert systems technologies and their concatenation with other dramatic technologies such as hypermedia, digital imaging, optical storage, and other multimedia. The transformations wrought in the ways peo-

ple produce information will unavoidably affect how those records are retained and used. The ultimate implication hinted at by the NARA report is the confluence of archival practice and research methodology into one automated system. The best guidance for this process, the author concludes, must begin with the development of a consensus for the use of expert systems within the archival community that is based on broader collaboration with record originators as well as an understanding of potentials presented by the technology. The NARA report presents a well-written argument that the flood of information characteristic of our time cannot be effectively handled by archivists if we are not already standing uphill from the stream.

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Image As Artifact: The Historical Analysis of Film and Television. Edited by John E. O'Connor. Malabar, FL: Robert E. Krieger Publishing Company, Inc., 1990. Index. xi, 356 pp. ISBN 0-89464-312-6.

This review of John O'Connor's *Image As Artifact: The Historical Analysis of Film and Television* was completed on the day of the Persian Gulf War's Allied Coalition Parade in New York City and two days after a similar event in Washington, D. C. It struck the reviewer as appropriate because the war was fought with its bullets, bombs, and missiles "live on television," and because the Kuwaitis, Saudis, Iraqis, joint military forces, and the U.S. government all used American television (mostly CNN) to tell their stories worldwide. The coverage and the role of the moving image, at least in its news and journalistic context, will be the subject of review, comment, and criticism in the public and professional press for years to come. For students of history, if a picture is worth a thousand words, is any picture of any scene related to some event, person, place, or subject

appropriate as the "historical word" that will survive into the future and by which generations to come will evaluate our times? That is the thesis of O'Connor's and his co-authors' dissection of the value of the preserved moving image in the study of history.

Image As Artifact is part of the three-element "study system" (reviewer's term) that includes the book, a two-hour-long video compilation (available both on videocassette and videodisc formats) with its own companion 300-page study guide, and a pamphlet, *Teaching History with Film and Television.* Only the *Image* book was available to the reviewer, so it will be evaluated, as well a reader might, as a self-contained examination of the field without the benefit of the moving-image accompaniment.

Chapter One, "Image As Artifact: An Introduction," deals briefly with the nature of the moving image and how it is different from other historical artifacts. The second section of the chapter discusses the two stages of historical analysis of images that are amplified in the next two chapters.

Chapter Two, "Historical Analysis, Stage One: Gathering Information on the Content, Production, and Reception of the Moving Image Document," examines the context in which a moving image was created and viewed by audiences. Essentially it says that these images don't stand by themselves, that they must be viewed as a product of the times, and the circumstances under which they were produced.

Chapter Three, "Historical Analysis, Stage Two: Four Frameworks for Historical Analysis" comprises the bulk of this book. In it, the editor has added the collected wisdom of eleven other authors to his own in an examination of moving images in four frameworks:

- The Moving Image As Representation of History (3 essays)
- The Moving Image As Evidence For Social and Cultural History (3 essays)

- Actuality Footage As Evidence for Historical Fact (3 essays)
- The History of the Moving Image as Industry and Art Form (3 essays).

Chapter Four, "Case Study: 'The Plow That Broke the Plains'" (1936) is an in-depth study of Pare Lorentz' film made for the Resettlement Administration in the wake of the Depression. The film is first examined by means of the Stage One analysis (explained in Chapter Two). Its content, the circumstances and people making the film and their influence on its content, and the reactions to it by viewers of the period are all considered. Clearly, such an examination of this or any other moving image artifact must include a study of the available paper documentation on it.

The second part of Chapter Four reviews the film through the separate lenses of the four frameworks comprising Stage Two analysis (covered in Chapter Three): the film as a representation of history, as evidence for social and cultural history, as evidence of historical fact and for its place within the film industry, and as an art form.

Chapter Five, "An Introduction to Visual Language for Historians and History Teachers," is an amazing primer of moving image history and visual literacy.

Two appendices and an index conclude the book. Appendix 1, "Contents of the Video Compilation," lists by title the thirteen elements included on the accompanying video. Appendix 2, "For Further Reading," is a 5½-page bibliography of important books and articles in the field. They are very usefully divided into general subjects: General Guidelines for Evaluating Film and Television, Sources on Film, Sources on Television, and Sources on the Connections Between History and the Moving Image. O'Connor acknowledges that these are only some of the vast number of available resources in the field and also cites other compendia and publications.

Image As Artifact is a useful addition to

the literature of the field that may be valuable to two different groups of people interested in moving image archives: academics, archivists, and other "non-media people" who are entering the field, either as custodians of collections or researchers using them; and, on the other hand, "media people" who are charged with taking collections of media materials, and "making an archive" of them. This book comes at an opportune time when film and television preservation professionals have arranged to form an independent association for moving-image archivists outside the sphere of SAA. John O'Connor's book serves as a bridge between the two associations by demonstrating that appraisal of moving images is dependent on a critical examination of both the media itself and the written record.

ALAN F. LEWIS
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National Conference on the Development of Statewide Preservation Programs. Report of a Conference held March 1-3, 1989, in Washington, D.C., on the Current Status and Future Directions of Statewide Programs for the Preservation of our Intellectual Heritage. Edited by Carolyn Clark Morrow. Washington: National Conference on the Development of Statewide Preservation Programs, 1991. Selected Bibliography. 107 pp.

Statewide activities directed at the preservation of our intellectual heritage must. involve cooperation between all types of libraries and archival repositories to be successful. The National Conference on the Development of Statewide Preservation Programs brought together, for the first time in some instances, state librarians, state archivists, heads of historical societies, directors of university and research libraries and resource personnel who could and should be instrumental in developing such

a program. The conference itself was the result of cooperation at the national level, as is witnessed by its cosponsors: the Library of Congress, the National Archives and Records Administration, and the National Endowment for the Humanities, among many others.

The publication of these proceedings permits those unable to attend to gain from the wealth of information and advice dispensed during the conference. This volume follows the format of the conference, which was divided into sessions addressing specific aspects of statewide programs. These included perspectives on the preservation problem in general and specifically in various states, the current climate for statewide preservation efforts, case histories, legislative efforts, funding, building public awareness, and closing remarks. The speakers included practitioners from all types of institutions and organizations whose participation in a statewide initiative would be crucial to its success. These people shared the successes and failures that had marked their activities. Among the speakers were Vartan Gregorian (New York Public Library), Don Wilson (National Archives and Records Administration), James Billington (Library of Congress), Richard Ackeroyd (Connecticut), Larry Hackman (New York), Trudy Peterson (NARA), Ann Russell (New England Document Conservation Center), Sally Jones (American University), Missouri Secretary of State Roy Blunt, and Virginia Governor Gerald L. Baliles. Although the format, the time restraints, and the goals of the conference did not permit many speakers the luxury of delving deeply into their experiences, the publication includes a wealth of information regarding state and regional activities.

The invaluable interaction and networking that occurred in these three days cannot be conveyed by a publication. However, Carolyn Clark Morrow, who served as secretariat for the conference and edited the

proceedings, has given the reader ample opportunity to view how people have approached similar problems in different settings. This volume permits the reader to realize that there is no one solution to the development of a statewide preservation program. Each state, each institution, and each constituency requires a different approach to achieve success. What worked in Nevada will not succeed in Connecticut; what was successful in New York cannot be replicated in South Carolina, and vice versa. Yet, every presentation included something that would be useful to the developers of a statewide preservation program. Of particular interest were Carolyn Morrow's four prerequisites to statewide preservation program development, the case histories, Sally Jones's presentation on funding sources, and Vartan Gregorian's comments on building public awareness. Time and time again it became clear that cooperative action at the local, state and national level is essential for such programs

to work. The dominant theme of the conference and this publication is that no one can create a statewide preservation program in a vacuum.

Conveying the tenor and energy of a conference such as this is difficult, but Carolyn Clark Morrow has succeeded in doing so. The attractiveness of this publication reflects the level of detail and care that went into the planning of the conference and into production of this volume. An abstract of each session is included at the beginning of every chapter, and photographs of speakers, panels, the audiences, and informal encounters of participants help to bridge the gap between conference and publication. The brief biographies of the speakers, the select bibliography, and lists of state representatives, observers, and resource personnel add to the volume's resource value.

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BRIEFLY NOTED

Financial Records, the third in a series of records management booklets published by the Society of Archivists, consists of four papers and some summary discussions extracted from a London conference held in November 1989. The 49-page publication provides an overview of issues facing records managers in classifying, managing, surveying, appraising, and storing the voluminous financial documents created by governmental and business entities. The overall tone of the presentations is descriptive rather than analytical, drawing heavily from the personal experiences of the authors. Available from D. Lamb, Esq., Hampshire Record Office, 20 Southgate Street, Winchester, England S023 9EF. Cost: 10.5 pounds. (Philip F. Mooney, Coca Cola Company)

HARROD'S LIBRARIANS' GLOSSARY of terms used in libarianship, documentation and the book crafts AND REFERENCE BOOK, edited by Ray Prytherch, is now available in an updated seventh edition (Gower Publishing Company, 1991). The press release accompanying this edition refers to *Harrod's* as "the standard reference handbook of terms used in librarianship, documentation, information science, the book trade, printing, publishing and archive work throughout the world." While noting that the book retains a British emphasis and is international in scope, one nonetheless looks in vain for signs of American archival references. It may be asking too much to expect such terms as "documentation strategy" or "holdings maintainence" or definitions that incorporate the increasing emphasis on the informational content. But such standard archival terms as "arrangement" (defined in its musical context only) and "description" are missing, as is any mention of historical value in the definition of "appraisal," which is seen as synonymous with "selective retention." One would not expect the volume to make the forthcoming SAA-sponsored glossary superfluous, but it is disturbing that some basic archival premises and terminology will not be made accessible to those outside the profession.

Peacework: Oral Histories of Women Peace Activists, by Judith Poter Adams, contains excerpts from the oral histories of twenty-three women who worked actively for peace, from the 1920s to the present. All were rank-and-file members of the Women's International League for Peace and Freedom (WILPF) or Women's Strike for Peace. The women interviewed recount their efforts for women's rights, civil rights, labor rights, and peace and disarmament. These testimonies form a part of the Women's Peace Oral History Project, which was adopted by WILPF as part of its 70th anniversary celebration.

SELECTED RECENT PUBLICATIONS

Broadcast Pioneers Library Reports: A Quarterly Newsletter. Special Oral History Issue. Numbers Twelve/Thirteen (Winter 1989/Fall 1990). 53 pp.

CD-ROMS In Print, 1991. An International Guide. Compiled by Norman Desmarais. London: Meckler Publishing, 1991. Indexes. xxiv, 450 pp. ISBN 0-88736-587-6.

How to Search on CD-ROM. The Video Tutorial. Westport, CT: Meckler Video, 1990. ISBN 0-88736-688-0.

The Journals of the Lewis & Clark Expedition, Volume 7, March 23-June 9, 1806. Edited by Gary E. Moulton. Lincoln, NE and London: University of Nebraska Press, 1991. Bibliography, index. x, 383 pp. ISBN 0-8032-2861-9.

Modern Copyright Fundamentals. Key Writings on Technological and Other Issues. Edited by Ben H. Weil and Barbara Friedman Polansky. Medford NJ: American Society For Information Science, 1989. Index. xxi, 460 pp. ISBN-938734-33-4.

Nature's Last Strongholds. Edited by Robert Burton. New York: Oxford University Press, 1991. Glossary, index. 256 pp. ISBN 0-19-520862-5.

The Red King's Rebellion. Racial Politics in New England, 1675-1678. By Russell Bourne. New York, Oxford: Oxford University Press, 1991. Index. xiv, 273 pp. ISBN 0-19-506976-5. Paper.

Washington History. Magazine of The Historical Society of Washington, D.C., Special Bicentennial Issue. Guest edited by Kenneth R. Bowling. Volume 3, Number 1 (Spring/Summer 1991). 140 pp.