

Reviews

PETER J. WOSH, editor

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

The information technology landscape of modern organizations continues to grow in diversity, complexity, and sophistication. One of the areas that has aroused great popular interest relates to the development and application of expert systems technologies. Expert systems, the origins of which date to the early 1950s, have emerged from the laboratory to assume a significant role in supporting the business objectives of organizations. They no longer exist in the realm of the esoteric, understood by only the technically literate or those who dabble in the purely theoretical. They are essential tools, used by organizations to streamline their work processes, expedite decision making, and even facilitate the "re-engineering" of the business itself.

Although archivists need to begin building a comprehensive understanding of a whole host of domains in the information technology landscape, the area of expert systems is especially worth exploring. For this reason, archivists should find *Expert Systems Technology and Its Implications for Archives* a useful primer for enhancing their knowledge of this important tool. The report is the ninth in a series of Technical Information Papers produced by the National Archives and Records Administration. In addition to the eighteen months of work devoted to its production, the report benefited from review by a wide range of technical experts. Over six pages of biblio-

graphic references augment the comprehensive information provided in the report.

Michelson's compilation reflects a balance between the theoretical and technical aspects of expert systems and their application in the public, private, and academic sectors. Of greatest value are the descriptions of expert systems applications in government. In these sections, one gains an appreciation of the extent to which this technology has penetrated the business of government. Closer to home, the report explores the use of expert systems by libraries, suggesting that, as in other areas, librarians have not been as shy as archivists (excepting a few notable projects such as the *Guide and Resources for Archival Strategic Planning* sponsored by NAGARA) in exploring the potential of this technology in advancing their programs.

The report serves as an excellent starting point for archivists interested in expert systems and their application, but it only hints at this technology's deeper implications for records managers and archivists. What criteria were used by organizations to decide that expert systems should be used? What steps did they follow to analyze and adjust their work processes and decision-making processes in order to make the most effective use of the technology? How did the technology facilitate the implementation of the redesigned work processes? What was its impact on recordkeeping practices?

From an archival perspective, a host of issues and questions need to be addressed beyond the brief review provided in the report. For instance, archivists have turned to the nature and arrangement of records, in

part to provide evidence of how organizational functions, activities, and decisions evolved. Often institutions appeared to operate in an undisciplined and relatively unstructured manner that seemed poorly documented in policy files or procedures manuals. One could argue that an expert system application can actually enhance the quality of the archival record. Application designs require a more precise and disciplined approach, forcing institutions to better articulate the rules and procedures of corporate functions and activities. If this is in fact the case, should archivists concerned about saving evidence of evolving functions and activities focus on preserving the expert system and its contents rather than on the records that might be generated as part of the application? What does this say about our traditional concept of "record"? Furthermore, if we are interested in preserving expert systems applications, how do we accomplish this in light of the well-known and formidable challenges presented by electronic records preservation generally?

An examination of the use of expert systems in the administration of archives and their impact on scholarly research raises an even greater number of issues and questions. Nevertheless, by providing archivists with a comprehensive guide to an important technology that has finally become part of the mainstream, *Expert Systems Technology and Its Implication for Archives* will serve as a useful platform for bringing the discussion into sharper focus.

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Optical Digital Image Storage System. Project Report. By the National Archives and Records Administration. Washington, DC: Archival Research and Evaluation Staff. March 1991. Photographs, illustrations, glossary, appendixes. xii, 378 pp. Paper.

In 1984, the archivist of the United States, Robert Warner, authorized a research and

testing project to investigate the potential applications of digital imaging and optical storage technologies to archival situations. The ensuing Optical Digital Information Storage System (ODISS) project took over six years, several million dollars, and thousands of staff hours to complete. The results of this important research effort are detailed in this impressive project report dated March 1991.

The report consists of six chapters, which discuss the history, goals, design, and findings of this research project. The first chapter, "Archival Management and Technology Summary," offers a cogent explanation of the project's origins, the general structure of optical digital storage technology, archival considerations involved in document imaging, cost and management issues, and the conclusions of the Archival, Research and Evaluation Staff. The archivist who is debating the adoption of this technology for use with archival holdings will find this chapter particularly valuable.

Chapters two through six discuss the research design and methodology, which was based on the timely scanning, indexing, storage, and access of the Compiled Military Service Records (CMSR) of the Confederate Army of Tennessee. The reader who has already made the commitment to use an optical digital system and is entering the design and procurement phase of a project will find these latter chapters and the 214 pages of appendixes of greater interest.

The research team concluded that conversion of paper records to digital images can be accomplished rapidly with little damage to original documents when slightly modified conventional microfilm preparation procedures are employed. This is essential because ODISS systems are not yet sufficiently standardized to permit a comfortable disposal of originals after committing the records to optical disk formats.

Archivists will note that the National Archives and Records Administration (NARA) researchers present the issue of archival

longevity as a matter of automated system obsolescence and an absence of data interchange standards rather than as a problem of media durability and stability. All major optical media manufacturers currently produce media with the potential to significantly outlive the hardware and software needed to access the data. Indeed, the project staff observed that "the capability to transfer easily digital images written on optical disks using a data format peculiar to one computer system to one that does not use the same format does not now exist."

A primary goal of the ODISS project involved evaluating document access. Although staff time conducting reference searches on ODISS was reduced significantly in comparison with reference searches using conventional manual systems, the accuracy and completeness of automated index searches appeared "less impressive." Retrieval proved relatively easy for trained NARA staff, but it seemed too complex and confusing for patrons to use comfortably and confidently. Most interesting, project staff observed that, although ease and convenience of remote access to ODISS records constitutes an improvement over other formats, the cost of making these services available in remote locations remained prohibitive. This conclusion is well demonstrated by the decision to make the remote installation at the Tennessee State Archives and Library only partially functional. File indexes were accessible to the Tennessee State Archives and Library through a modem, but digital image transmission proved so expensive that searchers remained dependent on microfilm of the Confederate Tennessee CMSR.

The project staff also observed that digital scanning in general, and the NARA installation specifically, present problems in scale and in speed of production that must be solved before this technology can successfully be applied to large-scale operations. Due primarily to system design problems and production speed limitations,

the original test sample was scaled back from all of the individual military records of the Army of Tennessee to only the service records of the army's seventy-six cavalry regiments.

Perhaps most significantly, the ODISS researchers concluded that the cost of converting paper records to this alternative format, or any other alternative format, could not be justified from the data gathered from this test installation. Additionally, despite the economic power of the federal government, NARA could not persuade Unisys, the system integrator and vendor, to customize the system's software to meet all of the bid requirements. Other archival institutions should take note that acquiring ODISS customization from even the most respected systems integrators may not be simple in light of the NARA experience.

Those considering or interested in using current ODISS technology in archival applications will find this report essential reading. It is of even greater value for those who have decided to adopt ODISS technology for archival applications. To date, no other publication has offered this depth of technical and operational information on ODISS in the archival environment. Although the report remains quite optimistic about ODISS technology in general, its analyses and conclusions are fair and candid.

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Preservation Program Models: A Study Project and Report. By Jan Merrill-Oldham, Carolyn Clark Morrow, and Mark Roosa. Washington, DC: Association of Research Libraries, 1991. 54 pp. Paper. \$40. ISBN 0-918006-20-1. ©

Preservation Program Models is a tightly written report designed to explore the major facets of preservation management programs in diverse research library settings. Sponsored by the Association of Research Libraries' (ARL) Committee on Preserva-

tion of Research Library Materials, the study is thoughtfully constructed for its target audiences. Busy library directors with varying budgets and holdings should find the report a handy tool that will hold their attention. Offering highly condensed yet carefully considered arguments for establishing a preservation program, *Preservation Program Models* quickly addresses administrative concerns regarding long-range planning and essential resources. Archivists attempting to build administrative interest in, and commitment for, preservation efforts in their research libraries could find this an invaluable tool in the campaign to win the hearts and minds of those holding the power of the purse.

Each contributor directs a preservation program in a major research library, and this report reflects the range and breadth of their experiences. Jan Merrill-Oldham, of the University of Connecticut, is a leading preservationist, with particular expertise in commercial library binding (*Guide to the Library Binding Institute Standard for Library Binding*, ALA, 1990). Carolyn Clark Morrow, of Harvard University, has written the “bible” for in-house repair units (*Conservation Treatment Procedures*, second edition, 1986). Finally, Mark Roosa, of the University of Delaware, offers special expertise in the area of microfilming brittle books (with Sherry Byrne, *Inform*, 1987).

These three professionals, working under the oversight of the ARL committee, have analyzed preservation program needs from a statistical survey conducted among ARL’s membership. The survey proved a useful starting point in identifying the participating libraries’ diverse needs and resources. Based partly on the report’s statistical analysis, the authors developed four preservation program models, appropriate for various size collections.

Preservation Program Models begins by broadly arguing that preservation programs constitute essential aspects of a research library’s mission. The authors then identify

and discuss ten essential components of a coherent program, ranging from preservation administration to staff training and user awareness. Each component is analyzed according to the following four criteria:

- *Rationale* Ways in which the component contributes to the longevity of the collections and the basic function of the library
- *Administrative issues and policy recommendations* The issues and broad policies that require solid administrative support
- *Human and material resources* Practical needs and decisions that administrators need to consider
- *Developmental phases* Stages in program development which can be anticipated as the program matures

The authors proceed to divide research libraries into four categories, distinguishing between collections holding fewer than two million volumes, two to three million volumes, three to five million volumes, and more than five million volumes. They provide administrators with useful benchmarks and goals as programs develop. For example, ARL librarians with collections of fewer than two million volumes should earmark approximately 4 percent of their total budget for beginning conservation programs, and nearly 6 percent for more “mature programs.” Benchmarks are also established for commercial binding, conservation, reformatting, protective enclosures, and personnel. Indeed, *Preservation Program Models* offers administrators practical guidance for starting conservation programs, assessing progress, and establishing developmental goals.

Long-range planning appears less intimidating after readers absorb this information. The authors seek to nurture ARL programs toward maturity by presenting four organizational charts (based on collection size) for well-developed programs. Finally, they present four narrative case studies to illustrate the ways in which libraries in each

size category have actually achieved model preservation programs.

I readily recommend this study as a first-rate reference resource for library administrators engaged in strategic planning. *Preservation Program Planning* is concise, easily digestible, and very practical. It provides an excellent method for grappling with a seemingly overwhelming problem. For archivists, however, it may prove less useful, especially considering the slender volume's \$40 price tag. An archivist seeking to solicit managerial commitments toward establishing or enlarging a preservation program could certainly strengthen and more effectively package a proposal by using this resource. Archivists who operate within large library systems might find the book particularly useful, but the budget and personnel figures certainly do not reflect archival costs.

Bonnie Curtin's *NAGARA GRASP: Guide and Resources for Archival Strategic Preservation Planning* (NAGARA, 1991) probably constitutes a more cost-effective expenditure for archivists. Curtin addresses the same major components and considers such archives-specific topics as unpublished materials, electronic media, appraisal, and records management. By using GRASP software, archivists can tailor specifically for their needs a planning program that outlines priorities and allocates personnel and resources efficiently.

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A Place in History: Twenty Years of Acquiring Drawings and Prints at the National Archives of Canada. Compiled by the staff of the National Archives of Canada. Ottawa: National Archives of Canada, 1991. Illustrations, color plates, indexes. 300 pp. Paper. \$29.95. ISBN 0-660-13740-2. ©

Why would an archives collect art? The answer to this question is persuasively and

attractively presented in this exhibition catalog from the National Archives of Canada (NAC). The archives produced the publication to accompany an exhibition it held in Ottawa from 30 October 1990 to 31 March 1991. The results impressively argue for incorporating the acquisition of visual documents into a greater number of archives.

The National Archives of Canada is committed to "documenting the Canadian experience in all its aspects, both past and present, regardless of medium." In carrying out this mandate, the NAC has acquired over 200,000 paintings, drawings, prints, posters, cartoons, medals, and other visual materials—Canada's largest collection of works of art relating to Canadian history. Unlike an art museum, which values art works primarily for their aesthetic qualities, the National Archives of Canada collects works of art for their unique historical value as documentary records, while also recognizing their artistic merit. The archives acquires these works "for their value both as representations of places, persons and things, and also as interpretations of how we have seen ourselves over three centuries of nation-building."

The exhibition catalog features seventy-eight items from the thousands of objects in the collection. The publication's purpose is to make the general public aware of the scope, significance, and sheer beauty of the NAC's documentary art holdings. The National Archives of Canada began planning the exhibition and the accompanying catalog in 1984. The resulting volume is an impressive publication that has been thoughtfully assembled and carefully researched.

The catalog is divided into four themes or sections. Working within this framework, the National Archives of Canada incorporates everything from eighteenth-century oil paintings of Eskimos in native dress to a Wayne Gretzky portrait by Andy Warhol. " 'As long as the sun shall shine': the First Peoples" (Cat. nos. 1–23) consti-

tutes the first section and explores documentary art works presenting native peoples and their ways of life in the eighteenth and nineteenth centuries. The second section, "Artists in a New Land" (Cat. nos. 24–41), features topographical views of Canada from cityscapes to landscapes as depicted by artists in the eighteenth and nineteenth centuries. "Timeless Mementos" (Cat. nos. 42–59), the catalog's third theme, highlights some of the National Archives' portrait treasures—from traditional oil paintings to miniatures on ivory—executed during Canada's British colonial period. The fourth and final section, "Our Times: Art as Record in the 20th Century" (Cat. nos. 60–78), includes examples of commercial art, editorial cartoons, portraiture, and other items from more recent years.

Extensive catalog entries have been prepared for each item. The entries examine the documentary content of objects as well as the context of their creation. They also often include new information on the lives and careers of the artists represented. Each entry is illustrated with a black-and-white photograph. (Twelve of the seventy-eight items also have color plates, located at the back of the catalog.) All of the catalog entries are well-footnoted and include related supplementary illustrations. These illustrations help to further explain the content and context of the main entries and greatly enhance the textual essays. The catalog includes a name index and a geographical index of illustrations.

Faults are minor and infrequent. One should not look to this volume for explanations of the selection process used at the National Archives of Canada in collecting documentary art. Although many archivists, manuscripts curators, and art museum professionals would be interested in such a topic, this is not the publication's primary purpose.

In addition, the twenty-year time frame for the catalog is somewhat misleading. Although the publication does span twenty

years of documentary art collecting at the National Archives of Canada (1970 to 1989), sixty-five of the seventy-eight objects chosen for the exhibition and catalog were acquired during the ten years preceding publication. This lack of balanced representation is not noted or explained, but one can surmise that larger acquisitions budgets during the 1980s played a role in the NAC's ability to collect objects of better quality during that time.

Despite these minor criticisms, the National Archives of Canada has produced a thoroughly researched and useful catalog that also makes interesting reading. It may serve as a model for other institutions with similar collections of documentary art.

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Local Businesses: Exploring Their History. By K. Austin Kerr, Amos J. Love-day, and Mansel G. Blackford. Nashville: American Association for State and Local History, 1990. Illustrations, index. xiv, 128 pp. Paper. \$14.95. ISBN 0-942063-09-0.

This is the fifth book issued by the American Association for State and Local History (AASLH) since 1982 in its "nearby history" series. Designed to encourage any adult with an interest in history to study and learn from local (thus, "nearby") institutions, the series has included titles concerning schools, homes, public places, and places of worship.

The authors of this installment have all participated in major projects involving business history. Kerr and Blackford teach this subject at Ohio State University and have published numerous books and articles concerning American companies and American business developments. Love-day, the chief curator of the Ohio Historical Society, has prepared more than forty exhibits, many of which contain a business history theme.

Like most AASLH publications, this book

is short and not overly technical. The first chapter introduces the importance of studying an individual company's history, whereas the second suggests a model for organizing research into a formal business history study. The third chapter advocates placing local company histories into the larger context of overall financial, political, and community developments. Following this discussion, the authors offer some advice concerning the internal and external resources that researchers might consult, and they conclude by illustrating ways to present the results of historical research to the public.

Kerr, Loveday, and Blackford successfully argue the importance of preserving the history of small businesses. They correctly illustrate that small businesses—defined as those with fewer than five hundred employees or less than \$10 million in assets—compose 99 percent of all businesses in the United States, representing 38 percent of the gross national product. The authors repeatedly advocate the need to study and preserve the history of these particular firms in order to increase understanding of this important segment of the American economy. Nonetheless, the research techniques they recommend can be applied to businesses of any size.

Local Businesses presents an excellent series of questions for business history researchers. The authors encourage historians to achieve a level of analysis that moves beyond a simple recounting of profits, products, and company presidents. Yet, much of their own focus still seems to center on the great men/great events approach to historical scholarship. Even the brief discussion concerning oral history interviews misses an opportunity to recommend interaction with clerical and factory workers.

Further, while Kerr, Loveday, and Blackford intend *Local Businesses* as an appropriate resource for even amateur historians seeking to research corporate history, the methods they recommend are in

fact quite demanding and detailed. Historians seeking to execute their design would require hundreds of hours of research time, as well as significant money for travel and communication expenses to contact multiple repositories, government agencies, corporations, and other institutions. As a result, the most appropriate audience for this book probably consists of younger scholars or graduate students just learning the intricacies of studying corporations.

One other weakness in the book's structure emerges in the final chapter, "Presenting Local Business History." The authors discuss several options for developing end products of historical research, ranging from traditional books and articles to more innovative videotapes, slide presentations, and museum exhibits. An unlikely underlying assumption behind this chapter seems to be that researchers will not decide on the format of a final product until actual research is concluded. In reality, virtually no scholar, private citizen, or corporation will spend the time and money necessary for detailed historical investigation without making some preliminary arrangements for a well-defined end product.

Despite this limitation, and despite the fact that *Local Businesses* appears most suitable for the novice scholar, archivists can learn some important lessons from this book. Any repository evaluating the pros and cons of collecting local business records, and especially material from smaller companies, should carefully consider the authors' arguments. Corporate archivists charged with either writing or researching institutional history may find this a useful resource. Although oral history specifically is mentioned only sparingly, the suggested research questions throughout the book provide good ideas for oral history topics.

The tone of this book remains most applicable to scholarly endeavors. Thus, despite the authors' hope that *Local Businesses* might serve as an effective advocacy document for business executives interested in

establishing a corporate archives, I cannot strongly recommend it for that purpose. Although Kerr, Loveday, and Blackford offer some arguments for businesses to maintain their historical records, the book generally supports a “warts-and-all” approach to corporate history, which will intimidate some executives.

Generally, the authors present their arguments effectively and with an obvious affection for the subject. They do not effectively reach all target audiences, but they articulate an important rationale for studying business history. *Local Businesses* will ultimately help anyone planning to study and analyze a company’s history in detail.

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Places of Worship: Exploring Their History. By James P. Wind. Nashville: American Association for State and Local History, 1990. Illustrations, appendixes, index. xix, 145 pp. Paper. \$14.95. ISBN 0-942063-04-X.

In the first chapter of *Places of Worship*, James Wind reminds congregational historians that first impressions of church life can be either helpful or distorted. My initial view of this volume was, I admit, distorted. Can anything significantly new be added to the literature concerning the writing of church history? I suspected not, but I read the book anyway.

Wind, a Lutheran minister with a doctorate in modern American religion from the University of Chicago, does in fact provide a new perspective on writing local church history. Still, much of what he says, especially in the latter chapters, is not new. Numerous guidelines for developing congregational histories exist, and many authors have discussed the use of church and denominational archives, the need to consult previous histories, the significance of oral history, and the importance of secular sources. Rather, it is the first half of this

volume that holds the really intriguing challenges and suggestions.

Wind clearly describes his goals in the preface. First, he hopes to encourage the production of genuine church history that weaves itself within the fabric of the human experience. Such studies, in the author’s view, can contribute to an understanding of “who we are, where we come from, why we do what we do, and where we are going.” Second, Wind believes that this deeper understanding will “enrich the institutions where some of people’s deepest aspirations and most profound questions are expressed.” Finally, his simpler, unstated goal encourages writing congregational histories that offer more than lists and membership figures.

Wind first suggests that church historians examine the architecture of the place of worship. What do the building design, the furnishings, the ornaments, and the seating arrangements reveal about the past and present membership? Study the people. Where did they come from and how have their ethnic, social, and economic backgrounds shaped the church? Look for the character of the congregation. Hopefully, church historians will discover the “underlife” of the people, past and present, who have gathered for worship.

Wind calls for both professional and lay writers of church history to take a different view of the congregation’s story. Examine the church from the vantage point of the place of worship itself. This internal view allows the historian to see the symbols and people of the faith. Balance this with a bird’s-eye-view of the church and its surroundings. A continuing theme in the book concentrates on the church in the community. This broad vision should suggest abundant questions for the writer examining the life of the church and its people.

Wind suggests that church historians approach their task not merely as historians but also as journalists. To that end, he provides a lengthy list of the who, what,

when, where, why, and how questions that the journalist/historian should address. The questions are more easily asked than answered, but they need to be considered by serious writers of congregational history.

Much of the rest of the book proceeds more traditionally, though Wind provides new thoughts on some conventional approaches. Look for the intentional and unintentional sources of the story, he advises researchers. Materials produced to relate the life and story of the church, such as minutes, newsletters, and published histories, are purposefully intended to document congregational action. Diaries, personal letters, and secular accounts of church affairs are "unintentional" sources, which provide a fuller accounting of church life from a broader range of perspectives. Move beyond the "official version" of events, he advises, but keep in mind that this is not always easy.

For archivists of religious collections, this book is worth reading for two reasons. First, it can provide them with valuable insight in their work with the hundreds of individuals who struggle to write anniversary histories. Second, it challenges archivists to look for "unintentional" sources of historical documentation, and to perhaps develop intentional means of capturing this information for historians.

Places of Worship's greatest problem involves its intended audience. I doubt that many professional or lay writers will consult Wind's volume before plunging into their assignments. Professional historians probably will never consider the book a valuable tool for creating congregational stories. Local church historians may find it difficult to comprehend some of Wind's suggestions. Most of what he recommends may exceed the abilities of the average church historian. The task of shaping a history while remaining mindful of community development, denominational heritage, and the story of the local church and its people is not, in reality, an easy one.

Denominational historical programs can benefit most from this book. Professionals in religious historical agencies should incorporate Wind's new ideas in their manuals and guidelines for writing church history. In this way, many writers of congregational histories can be encouraged to blend the stories of church and community in new and interesting ways.

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The Library of Congress: A Guide to Genealogical and Historical Research. By James C. Neagles. Salt Lake City: Ancestry Publishing, 1990. Index. xii, 381 pp. Hardback. \$39.95. ISBN 0-916489-48-5.

The average genealogist's historical vision has suffered from the paucity and inaccessibility of published guides to major institutional research collections. Lacking knowledge of broadly based research resources, genealogists understandably have relied on more limited primary and secondary sources whose principal virtues seemed their accessibility in highly localized settings.

Ancestry Publishing, recently established in Salt Lake City, recognized this dilemma and has begun producing quality bibliographic guides to the nation's most important family history resources held by specific libraries and archival institutions. In addition to the book under review, Ancestry has published two other major guides: *The Archives: A Guide to the National Archives Field Branches*, written and compiled by Loretto Kathryn Dennis Szucs and Sandra Hargreaves Luebking (1988) and *The Library: A Guide to the LDS Family History Library*, edited by Johni Cerny and Wendy Elliott (1988).

James C. Neagles's qualifications for authoring *The Library of Congress* guide include his graduate work at Washington University and his private and professional

genealogical research over the past twenty years. Neagles has also served as a genealogical instructor and has authored four research guides emphasizing Revolutionary War and Confederate veterans' records, as well as immigrant naturalization records.

The book's foreword, written by James H. Billington, the librarian of Congress, lauds Neagles's effort to introduce genealogists to the "nation's memory"—the vast historical and genealogical treasures housed at the Library of Congress. Billington aptly emphasizes that Neagles's work constitutes the first attempt to bring together in one volume an overview of numerous, separately produced guides to the library's important genealogical collections. Structurally, *Library of Congress* is organized into three sections: "The Library: Its History, Divisions, and Catalog Systems," "Categories of Research," and "Key Source Material: Regional and State."

The first section briefly recounts the library's history, describes its various reading rooms, and teaches readers to use both the printed and computerized card catalogs. Unfortunately, the author tends to include highly mundane and routine information in great detail, including, for example, elaborate instructions for filling out call slips. This approach unnecessarily limits the book's usefulness by highlighting information that might well become outdated quickly. Neagles also includes detailed and superfluous instructions for operating the library's current computerized catalog. As with his instructions for filling out call slips, this type of detail would be provided most effectively by on-site reference librarians or by user-friendly computer instructions at the library. Neagles's well-intentioned efforts to help readers thus needlessly consume space that could have been better devoted to more pertinent topics or illustrations.

The second section of the book selectively discusses and lists the library's major research sources, including genealogies,

family and local histories, directories, maps, newspapers, and periodicals. Neagles also pays generous attention to bibliographies that describe important record sources not held at the library. Although the majority of the library's resources relate to U.S. history, a surprising number of listings exist for Canada and the United Kingdom.

Neagles obviously cannot present comprehensive information concerning each bibliographical entry, but a closer examination of certain sources would have enabled him to present more accurate annotations. In one case, for example, he suggests that by profitably consulting only four different bibliographies at the library relating to Mormon sources, the researcher could probably avoid a trip to the Latter-Day Saints Library in Salt Lake City. He then inaccurately ascribes a severely limited scope to the first source under discussion.

The third section of *Library of Congress* contains a bibliography of major published sources for each state. Brief state historical chronologies are followed by lists of library holdings arranged around the following topics: guidebooks, census indexes and abstracts, biographies, land acquisition, early settlers, local records, military records, periodicals, and directories. Readers thus receive a well-ordered description of the breadth and depth of the library's resources.

Library of Congress lacks quality illustrative material and appears less polished than the now classic volume, *Guide to Genealogical Research in the National Archives* (Washington, DC: National Archives and Records Service, 1982). Overall, however, this ambitious volume is a commendable and successful effort. The book should be acquired by any library or archives that hosts genealogists or historians as patrons. It should also be required reading for any genealogist undertaking research in the United States.

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Guide to Documents Relating to French and British North America in the Archives of the Sacred Congregation "de Propaganda Fide" in Rome, 1622-1799. By Luca Codignola. Ottawa: National Archives of Canada, 1991. Index. xiii, 250 pp. Paper. \$39.95. ISBN 0-660-13758-5.

Calendar of Documents Conserved in the Archives of the Sacred Congregation "de Propaganda Fide" (Finding Aid No. 1186). By Luca Codignola. Ottawa: National Archives of Canada, 1991. 12 fiche. Microfiche. \$25.

(Both the *Guide* and the *Calendar* are available in English or French.)

This *Guide* and *Calendar* are welcome additions to our knowledge of North American documentary resources in the archives of the Congregation for the Evangelization of Peoples, commonly known as the Historical Archives "de Propaganda Fide," in Rome. Both reference works will also increase accessibility to that archives for researchers in Canada and the United States. The United States was considered missionary territory and ecclesiastically subject to the jurisdiction of the "Propaganda Fide" congregation until 1908. Prior to its independence, parts of the United States were also subject to Britain and/or France. Therefore, the *Guide* and the *Calendar* contain many references to regions now part of the United States, as well as references to postindependence American correspondence with the "Propaganda Fide," which will interest Canadian scholars.

The *Guide* is designed as an introduction to the microfiche *Calendar*. Yet, it also provides a user-friendly description of the Historical Archives "de Propaganda Fide." The *Guide*'s three major sections can broadly be defined as history, bibliography, and archives description. Information concerning the methodology used in preparing the *Calendar*, an introduction to the use of the *Calendar*, and an index of proper names in

the *Calendar* are also featured. Luca Codignola has spent many years exploring a wide variety of Roman archives to compile his exhaustive inventories of Canada-related research materials. Yet the *Guide* clearly demonstrates that he is very sensitive to the needs of researchers at varying levels of experience and sophistication.

The historical section provides a brief overview of relations between Rome, the "Propaganda Fide," and North America between 1622 and 1799. The bibliographic and archival sections, however, will prove more valuable for future researchers. The bibliography really serves as a detailed discussion of various previously published finding aids and studies focusing on the "Propaganda Fide" archives. Each work is critically analyzed, and Codignola offers practical tips for using the more dated guides. An uncharacteristic bibliographic lapse involves the omission of the latest *Inventory of the Historical Archives of the Congregation for the Evangelization of Peoples* or "de Propaganda Fide," third enlarged edition (Rome: Pontificia Universitas Urbaniana, 1988).

Most researchers will use the *Calendar* for preliminary research, locating appropriate call numbers or "segnatura" of desired "Propaganda Fide" volumes prior to arriving in Rome. The *Guide* also provides the best published introduction to the "Propaganda Fide" archives. Researchers will richly benefit from Codignola's explication of the congregation's administrative structure and function throughout the seventeenth and eighteenth centuries. The *Guide* traces a specific request for a priest by Catholic parishioners in Newfoundland, demonstrating the ways in which documentation accumulated and was dispersed throughout various administrative offices and channels during the process. This example clearly illustrates why researchers must understand the ways in which organizations function in order to fully mine archival resources organized by provenance.

Indeed, this *Guide* brings researchers closer to that understanding than does any other printed source now available.

The microfiche *Calendar* is also well designed. Each entry includes the appropriate volume number or "segnatura," the volume title, and folio numbers. A researcher need only copy the information and present the request for a specific volume at the "Propaganda Fide" archives. In addition to this essential data, each *Calendar* entry contains the author(s) and recipient(s), a summary of the document, other related documents in the particular series or dossier, and cross references to relevant items in other records series. Interestingly, the same documents are listed in both this *Calendar* and in *U. S. Documents in the Propaganda Fide Archives: A Calendar* (Finbar Kenneally, O.F.M., editor, [First Series, vols. 1-7 and Index to vols. 1-7] and Anton Debevec, Mathias C. Kiermen, and Alexander Wyse, editors, [Second Series, vols. 8-10]. Washington, DC: Academy of American Franciscan History, 1966-). Still, the Canadian *Calendar* offers superior summaries of documents as well as more complete information concerning dates and authors. Researchers interested in U.S. topics during this period may wish to consult both *U.S. Documents* and the Canadian *Guide* and *Calendar* for the most comprehensive coverage. Any libraries supporting programs in American history, particularly American religious history or missiology, will find the *Guide* and *Calendar* useful bibliographic additions.

As noted, some overlap exists between the two works under review and the ongoing *U.S. Documents* series. This raises some intriguing questions concerning international cooperation for archival projects. The Codignola *Guide* and *Calendar* were funded by the Canadian government. The *U.S. Documents* series is privately funded. As the line between private and public sponsorship of research projects in the scientific community blurs, and as sci-

entific endeavors become increasingly international in character, one wonders why archival cooperation remains so difficult.

ELIZABETH YAKEL
Maryknoll Mission

Guide to the Manuscripts Collections of the Historical Society of Pennsylvania. By the Historical Society of Pennsylvania. Philadelphia: Historical Society of Pennsylvania, 1991. Index. No pagination. Cloth. \$130. ISBN 0-910732-25-6.Ⓢ

This publication begins with an introductory observation that the recent changes in information and communications technology with which we are all familiar may make this the last printed reference guide to the Historical Society's manuscripts. "Hardware, software, modems, databases, electronic mail, and other promises of the computer age may eliminate the need to produce such a volume. It is already a relic of another era to those who are accustomed to communicating to large audiences across great distances without committing words to paper." If that prophecy proves accurate, this comprehensive and attractive volume would be an excellent example for printed guides to be remembered by.

The *Guide* consists entirely, excepting an introduction and acknowledgements, of brief entries describing virtually all of the society's 2,170 manuscript collections. Entries are arranged in collection-number order, and an index is also included. In a few cases, where collections remain unprocessed, the collection number contains the notation "No entry." Entries provide the collection title, the chronological range of the documents, a sentence or two describing the history of the principal creator of the documents; a brief description (usually a paragraph but in some cases nearly two pages) of the contents; and information on the source, method, and date of acquisition. Descriptions, which are generally faithful to the standards of *AACR2* and Ste-

ven Hensen's *Archives, Personal Papers and Manuscripts*, prove clear and concise. They illustrate what a treasure house the Historical Society is, not only for Pennsylvania historians but also for scholars exploring many areas of U.S. history, especially during the colonial and early national periods.

Random searching through the index appears to indicate that the society's holdings are geographically strongest in documenting the southeastern part of the state and chronologically most thorough in shedding light on the first two centuries of Pennsylvania history. Almost two columns of entries appear under "Philadelphia," for example, whereas only three lines are required for "Pittsburgh." Similarly, more than fifty collections contain information on Native Americans (described as "Indians" in the index), whereas only two refer to the oil industry. The steel industry remains noticeably absent.

The index uses Library of Congress (LC) subject headings, which means that topics are sometimes described in ways that are unlikely to be familiar to the novice or non-professional researcher. Thus, there is no entry for the "Civil War" or the "American Revolution," although in accordance with LC guidelines both are listed under "United States." It would have been helpful in some cases for the compilers to create "See" entries directing users from more popularly accessible headings to those preferred by LC. Researchers not using the *Guide* on-site would have benefited from a brief paragraph providing such pertinent information as the Historical Society's phone number, fax number, hours of operation, photocopying rules, handicapped access, and so on. A few paragraphs discussing the history of the society and relating the collecting policy of the manuscripts division would have also been appropriate.

This guide follows the unfortunate example of almost all other archival guides in containing no illustrations. When eco-

nomically feasible, samples of maps, posters, prints, photographs, and other visually interesting documents offer guide users a better feel for the kinds of materials in the collections. They also have the potential for promoting unanticipated use of the collections. Including illustrations would be another way of carrying out the Historical Society's mission as described in the introduction, which noted the need to provide "palpable documentation of our manuscript materials."

But these are minor drawbacks to a very thorough and usable guide.

ROBERT SHUSTER

Archives of the Billy Graham Center

Guide to Archives and Manuscript Collections in Selected Utah Repositories: A Machine-Readable Edition. By Utah State Historical Society. Salt Lake City: Utah State Historical Society, 1991. Available in 5.25-inch high-density, 5.25-inch double-density, 3.5-inch high-density, and 3.5-inch double-density diskettes. \$25.

The *Guide to Archives and Manuscript Collections in Selected Utah Repositories* compiles collection-level descriptions from ten repositories in Utah. Distribution is being offered in an electronic format rather than as a more conventional printed guide. Advantages and disadvantages to both repositories and researchers result from this choice, but this novel approach is at the leading edge of the new age of archival description and access. This particular manifestation may not yet constitute the mainstream, but electronic access to bibliographic records is increasing. Although the numerous bound print volumes of the *National Union Catalog of Manuscript Collections* contain barely over 60,000 collection descriptions, the Research Libraries Information Network (RLIN) offers bibliographic entree to nearly 350,000 archival and manuscript records.

The Utah Historical Records Information

System Project, funded by the National Historical Publications and Records Commission, began in 1988 under the leadership of Max Evans of the Utah State Historical Society. Evans and his staff began surveying Utah repositories with an eye toward capitalizing on the existing use of RLIN by the major academic libraries in the state and by RLIN's adoption of the Archives and Manuscripts Control (AMC) format for bibliographic records. Surveyors concentrated on larger repositories, including the American Fork Public Library, Brigham Young University, Daughters of Utah Pioneer Museum, Southern Utah University, Springdale Public Library, University of Utah, Utah State Archives, Utah State Historical Society, Utah State University, and Weber State University. Smaller institutions, such as county historical societies and municipal libraries, remained largely outside the project's parameters. Notably absent are the collections at the Church of Jesus Christ of Latter-Day Saint's Historical Department and the Utah Genealogical Society's library.

Because participating institutions maintained their records in RLIN, it proved relatively easy to download collection descriptions for research sites lacking access to this database. Offering the data to a wider research audience seemed the obvious next step. The simplest solution would have involved distributing the data as an ASCII text file, leaving individual consumers to provide the search tools. Laudably, the project staff licensed a powerful text-retrieval software and included it as part of the package. The Folio software from Provo, Utah, is also used to provide access to some full-text newspaper files.

Consumers will find a seven-page manual and simple instructional sheet with each package. The manual contains a brief history of the project and an evaluation of the data's strengths and weaknesses, whereas the instructional sheet leads users through the loading process. Loading the data re-

quires a DOS personal computer with approximately seven megabytes free on the hard disk, and our installation was accomplished in one hour. Searches can be conducted immediately. Interestingly, the Utah State Historical Society sells each package, but the manual notes that the disks can be copied freely as long as they are not sold. Thus, institutions apparently may provide complimentary diskette copies to interested researchers.

The *Utah Guide* presents untagged fields in familiar formats: main entry, title, date, size, description, arrangement, donor statement, finding aid citation, location, access terms, call number, and RLIN ID number. Access terms include standard Library of Congress subject headings and added entries. The Folio search software provides full-text record searching, including the subject headings and added entries. The *Guide* contains an extensive *Help* file with comprehensive documentation concerning database use. Simple searches can be conducted quite easily; more complex queries require some study and experimentation.

Visually, searches are quite interesting. Three windows provide an alphabetical list of search terms, detail the number of entries searched, and specify the particular research query. Researchers can scan the index from beginning to end. Numbers and numerical expressions are included in the index, as are all words: the database contains 7,538 citations to "a"; 1,400 citations to "an"; and 7,825 citations for "the." Unlike many automated systems, the Folio software makes no attempt at authority control. All "words" are indexable and searchable. Further, the Folio indexing feature overwhelms any attempt at standardizing terms. Still, the database is small enough and the software fast enough to make the program work reasonably well.

Unfortunately, typographical mistakes are evident in the database and can be found throughout the index list. "6 ft of Biull Purdy, 1985" apparently means "Gift of

Bill Purdy, 1985,” while “Congretational,” “Bentely” and various other errors have crept into the *Guide*. Accents and diacritical marks also apparently present some special difficulties.

One final potential user problem results from the fact that only two printers—the Proprinter and the Laserjet—are serviced by the program, and no provision apparently exists for adding others. The program does allow users to copy entries to files, however, thus allowing archivists to easily prepare specialized bibliographies.

Despite my concentration on the program’s quirks, the *Utah Guide* provides an excellent model for improving access to archival and manuscript collections. Though it appears unlikely that other institutions will follow this particular automated path, the Utah experience certainly demonstrates the viability and utility of the approach.

TERRY ABRAHAM
University of Idaho

BRIEFLY NOTED

The Kentucky Oral History Commission, the only state agency in the nation dedicated solely to the preservation of history and culture through the collection of oral history interviews, has published *The Guide to Kentucky Oral History Collections*, compiled and edited by Cary C. Wilkins. The *Guide* describes and extensively indexes oral history collections at forty-seven repositories throughout Kentucky, and it constitutes the product of an eighteen-month NHPRC-funded project. It should appeal to historians interested in individuals as diverse as former baseball commissioner Happy Chandler and poet laureate Robert Penn Warren. Social scientists studying topics from bluegrass to folk medicine to whiskey will also find the guide invaluable. This excellent 183-page effort to make oral history collections more accessible is available for \$10 from the commission at P.O. Box 537, Frankfort, KY 40602.

Volume II of Diane Vogt O'Connor's *Guide to Photographic Collections at the Smithsonian Institution*, covering collections at the National Museum of Natural History, National Zoological Park, Smithsonian Astrophysical Observatory, and Smithsonian Tropical Research Institute, is now available from the Smithsonian. Bonnie Stepenoff reviewed the first number of this projected five-volume series in the Winter 1991 *American Archivist*, describing it as "a massive achievement" and "a model for other repositories ambitious enough to strive for a comprehensive guide to pictorial holdings." O'Connor's second volume deserves similar praise. Her very brief but insightful and suggestive introductory essay discusses the link between science and photography. Useful overviews of each curatorial bureau, carefully researched contextual information for each collection, and meticulously prepared descriptions characterize the work throughout. Over 150 collections containing nearly

two million photographs are covered. Smithsonian Press is located at 470 L'Enfant Plaza, Suite 7100, Washington, DC 20560, for \$40, and the ISBN for the *Guide* is 0-56098-033-8. ©

A new edition of *Genre Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloguing* has been published by the Association of College and Research Libraries (ACRL). This update of the 1983 edition includes 109 new terms for a total of 441. Developed by members of the ACRL Rare Books and Manuscripts Section's Bibliographic Standards Committee, the terms are intended for use in MARC field 655 to designate intellectual genres of textual materials. For example, adding thesaurus terms such as dictionary, cookbooks, or ephemera to the 655 field enables an individual to easily retrieve all materials of these genre. Authorized terms in the new edition are in boldface to facilitate use, and numerous scope notes and cross references have been added and edited. This ninety-page paperback (ISBN 0-8389-7516-x), printed on acid-free paper, is available for \$16.95 for ACRL members and \$19.95 for nonmembers, from the American Library Association Order Department, 50 E. Huron Street, Chicago, IL 60611. ©

A Target Packet for Use in Preservation Microfilming, compiled by Debra McKern and Sherry Byrne, is now available from the American Library Association. This fifty-seven-page booklet, accompanied by eighteen eye-legible targets, began as a task force assignment under the auspices of the Preservation Microfilming Committee of the Association for Library Collections and Technical Services. Definitions and descriptions of microfilming targets, sample target sequences, use instructions, and standardized forms are all included. The *Target Packet* is an ideal item for archivists with small micrographics operations, and it is available from ALA Publishing Services, 50 East Huron Street, Chicago, IL 60611, for \$20 (ISBN 0-8389-7492-9).

Bill Sumners, director of the Southern Baptist Historical Library and Archives, has prepared a manual and guidelines for church historians under the title *Documenting the Spirit*. Local congregations constitute the principal audience for this forty-six-page compilation, which offers numerous suggestions for capturing the essence of the religious experience. Sumners discusses the basic elements of an archival program, balancing general professional principles with specific guidelines for videotaping church activities, accumulating oral histories, and surveying church members to determine the character of the particular congregation. Copies of *Documenting the Spirit* can be obtained from the Historical Commission of the Southern Baptist Convention, 901 Commerce Street, Suite 400, Nashville, TN 37203-3630 (ISBN 0-939804-45X).

Two 1990 publications by Oryx Press reflect the maturation and leadership role of the Annenberg Television Script Archive, located at the University of Pennsylvania's Annenberg School of Communications. Sharon Black's *Thesaurus of Subject Headings for Television: A Vocabulary for Indexing Script Collections* (ISBN 0-89774-552-3) "contains 460 preferred terms and 278 nonpreferred terms compiled over the course of indexing approximately 7,000 prime-time network television subjects by scripts." The author's eighteen-page introductory essay deserves a wide readership; it moves beyond merely describing the Annenberg thesaurus to consider broader issues concerning the concept of indexing television fiction, and theoretical and practical difficulties inherent in thesaurus construction. Black and Elizabeth Sue Moersh have also coedited Oryx's *Index to the Annenberg Television Script Archives: Volume 1, 1976-1977* (ISBN 0-89774-553-1), which presents the thesaurus's practical applications. Fans of mid-1970s television will be pleased to see that standard

hits such as *Fantasy Island* and *Charlie's Angels* are indexed, along with more obscure programs like *The San Pedro Beach Bums* and the barely-remembered *Richie Brockelman, Private Eye*. Judging by the subject index, the most popular television topics in 1976-77 involved "Romantic/Sexual Relations," "Homicide," and "Teenagers." "Imposture/Mistaken Identity" also provided a recurring theme, but archivists may be distressed to find relatively few shows dealing with "Bureaucracy" and "Family History."

The John Carter Brown Library has jointly published *A Supplement to a Guide to Source Materials for the Study of Barbados History, 1627-1834* with the Barbados Museum and Historical Society. Jerome S. Handler, who prepared this supplement, authored the original *Guide* in 1971. The printed books, pamphlets, broadsheets, broadsides, and maps concentrate on the island's pre-1834 slave period, and Handler claims to be "reasonably confident that there no longer exist any nonidentified printed works of major consequence relating to the period covered by this *Supplement* and the *Guide* that preceded it." The manuscripts section identifies Barbados-related material in approximately sixty-five repositories throughout England, Ireland, Scotland, France, and the United States. The *Supplement* is available from the John Carter Brown Library, Box 1894, Providence, RI 02912 (ISBN 0-916617-35-1).

A Research Libraries Group (RLG) symposium concerning the management and preservation of large photograph collections attracted forty preservation administrators, art librarians, archivists, photograph collection curators, photograph conservators, and special collections librarians in October 1990. RLG has now published the symposium papers under the title *Photograph Preservation and the Research Library*. Jennifer Porro edited the fifty-six-page publication, which includes contri-

butions from Bernard F. Reilly, Jr., James M. Reilly, Debbie Hess Norris, Steven T. Publia, Paula De Stefano, Julia Van Haften, and Patricia McClung. Issues relating to preservation planning, bibliographic access, and image duplication, as well as commentary concerning recent research in the field, are all addressed by the authors.

A concluding summary by Patricia McClung of RLG presents the symposium's substantive recommendations in the following areas: public relations, needs assessment and planning, reformatting projects, fund raising, training, and new technologies.

SELECTED RECENT PUBLICATIONS

The Academic Library in the American University. By Stephen E. Atkins. Chicago: American Library Association, 1991. Index. xl, 226 pp. ISBN 0-8389-0567-6.

Address Book for Germanic Genealogy. By Ernest Thoude. Baltimore: Genealogical Publishing Company, 1991. Fourth Edition. 218 pp. ISBN 0-8063-1321-8.

Catalogue of the Botanical Art Collection at the Hunt Institute, Part 4, Plant Portraits, Artists I-O. Compiled by James J. White. Pittsburgh: Hunt Institute for Botanical Documentation, 1991. 146 pp. ISBN 0-913196-42-8.Ⓜ

Creating the Bill of Rights: The Documentary Record from the First Federal Congress. Edited by Helen E. Veit, Kenneth R. Bowling, and Charlene Bangs Bickford. Baltimore: Johns Hopkins University Press, 1991. Index. xxiv, 323 pp. Paper. ISBN 0-8018-4100-3.Ⓜ

Dear Comrades: Menshevik Reports on the Bolshevik Revolution and the Civil War. Edited and translated by Vladimir N. Brovkin. Stanford: Hoover Institution Press, 1991. Index. xxii, 275 pp. Paper. ISBN 0-8719-8982-X.Ⓜ

Directory of Family Associations. By Elizabeth Petty Bentley. Baltimore: Genealogical Publishing Company, 1991. vi, 318 pp. ISBN 0-8063-1319-6.

Guide to the Collections of the National Air and Space Archives. Prepared By Paul E. Silberman and Susan E. Ewing. Washington, DC: Smithsonian Institution, 1991. Index. 110 pp.

An Inventory and Folder Listing of the Records of the New York City Housing Authority at the LaGuardia and Wag-

ner Archives. Third Edition. Long Island City: LaGuardia and Wagner Archives, 1991. Index. 20 pp.

The Israel State Archives, Volume I. By P. A. Alsberg. Jerusalem: Israel Archives Association, 1991. Index. 106 pp.

Japanese American World War II Evacuation Oral History Project. Part I: Internees. Edited by Arthur A. Hansen. Westport: Meckler, 1990. xv, 277 pp. ISBN 0-88736-539-6.Ⓜ

The Papers of Andrew Jackson. Volume III, 1814-1815. Edited by Harold D. Moser, et al. Knoxville: The University of Tennessee Press, 1991. Index. xxix, 599 pp. ISBN 0-87049-650-6.Ⓜ

The Papers of Andrew Johnson. Volume 9, September 1865-January 1866. Edited by Paul Bergeron. Knoxville: University of Tennessee Press, 1991. Index. xxviii, 681 pp. ISBN 0-87049-689-1.Ⓜ

The Papers of George Catlett Marshall. Volume 3, "The Right Man for the Job," December 7, 1941-May 31, 1943. Edited by Larry I. Bland. Baltimore: Johns Hopkins University Press, 1991. Index. xxii, 772 pp. ISBN 0-8018-2967-4.Ⓜ

The Papers of Ulysses S. Grant. Volume 17: January 1-September 30, 1867. Edited by John Y. Simon. Carbondale: Southern Illinois University Press, 1991. Index. xxiii, 661 pp. ISBN 0-8093-1692-7.

The Papers of Ulysses S. Grant. Volume 18: October 1, 1867-June 30, 1868. Edited by John Y. Simon. Carbondale: Southern Illinois University Press, 1991. Index. xxiv, 651 pp. ISBN 0-8093-1693-5.

Resident Alien: The Clark Blaise Papers, First Accession and Second Accession, An Inventory of the Archive at the University of Calgary Libraries. Compiled by Marlys Chevretil. Calgary: University of Calgary Press, 1991. Index. xliii, 585 pp. ISBN 0-919813-79-8.Ⓢ

Television Interviews, 1951–1955. A Catalog of Longines Chronoscopes Interviews in the National Archives. Compiled by Sarah L. Shamley. Washington, DC: National Archives and Records Administration, 1991. Index. vi, 108 pp. ISBN 0-911333-82-7.Ⓢ