Reviews

Archival Appraisal. By Frank Boles in association with Julia Marks Young. New York: Neal-Schuman, 1991. Bibliography, index. ix, 118 pp. Paper. $39.95. ISBN 1-55570-064-0.

Archival Appraisal "was written to increase the understanding of how archivists select records for long-term storage. . .[and] is intended to improve the practice of selection among archivists by creating a better understanding of the methodology underlying selection." This succinct prefatory statement explains the purpose of *Archival Appraisal* and typifies the book's organizational and stylistic clarity. Frank Boles, in association with Julia Marks Young, here vastly improves the explication found in the path-breaking Spring 1985 *American Archivist* article, "Exploring the Black Box: The Appraisal of University Administrative Records," and also expands extensively on that work's content and coverage.

Boles and Young identify the need for an "empirical examination of how archivists actually carry out their specific selection responsibilities," rather than continuing the very personal reflection that has characterized most archival writings about appraisal. Initial chapters of *Archival Appraisal* describe the methodology of the study Boles and Young designed to both field test and further develop the flowcharts or diagrams that originally appeared in their 1985 article.

The authors divide their thinking about selection into three conceptual modules: value of information, costs of retention, and policy implications, all of which are outlined in flowcharts and described in the text. These modules consider a vast majority of the theoretical and practical considerations of selection and, as the authors admit, prove both theoretically and practically unwieldy. Two full chapters review the modules and their component clusters.

Archival Appraisal devotes the most discussion and thought to the "value-of-information" module, which, not surprisingly, the authors identified as the most important. The other two modules—"costs-of-retention" and "policy-implications"—appear considerably more controversial, both in their content and in Boles's and Young's operating assumptions. Here, the "black box" becomes a soapbox. The authors argue that "better" (i.e., totally uniform) standards for processing, reference service, and use—indeed for all aspects of archival work—would allow archivists to estimate costs more easily, thereby allowing them to apply the selection structure to records appraisal more effectively. Several provocative statements about archival practice should stimulate varied but equally strong reactions by the book's readers. Fewer archivists would argue with the "policy-implications" module. At some time in their collecting and appraisal work, virtually all archivists have balanced institutional policies with donor and/or administrative political influences on collecting.

Attempts at quantifying the data produced by tests of the modules proved most disappointing for the authors, leading them to ask whether selection constitutes an "unquantifiable act." Not surprisingly, scoring and ranking the different selection elements proved difficult; eliminating the human element from all deliberations was impossible. Archivists used the project methodology to evaluate identical records in very different ways, and practices varied among diverse repositories.

The concluding chapter does not synthesize the provocative and challenging thoughts outlined in the preceding text in any useful way. Whereas Boles states that a consistent selection methodology eventually can be developed, the foregoing discussion does not really prove his case. It is interesting that, only in the conclusion, after all the discussion of the need for standardized practices, does the first mention of "collecting policy" appear. This placement may owe something to the institutional records background of the authors, but the reader wonders how intentional it was.

For the most part, the volume is well edited and well produced. A good bibliography supports the generally valuable review of appraisal literature in the first chapter. One disappointment is the layout of the flowcharts, which are integral to following and understanding the text. The charts are often compressed into inadequate space when a fuller treatment and more consistent location would have greatly increased their usefulness. The index is insufficient.

The authors do an excellent job of probing the complexities of appraisal and selection and the numerous variables that must be considered during the process. Their work furthers the discussion of appraisal-as-process by breaking that process into clear components. It also shows, however, that the human element, differences in repositories, and variations in types of material, among other aspects, conspire to make even the most complete flowchart unworkable. The importance of this volume lies in its attempt to quantify the process, in the innumerable areas for additional study and work that the authors identify, and in the amount of discussion it should provoke in the archival profession.

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The Archival Appraisal of Records Containing Personal Information: A RAMP Study with Guidelines. PGI-91/WS/3. Prepared by Terry Cook. Paris: UNESCO, 1991. Appendix. 94 pp.

In this Records and Archival Management Programme (RAMP) study, Terry Cook of the National Archives of Canada presents both a method and a theory for the archival appraisal and selection of government records containing information about identifiable individuals. If widely adopted and followed, the method should result in more systematic, professionalized appraisal, not just of personal information but of all records of large organizations. The theory may well stimulate debate and dissent. It assesses the archival value of most personal information collected by government, not according to use or potential use (the usual approach of pragmatic North American archivists) but according to its congruence with an abstract "societal image" that focuses on citizen-state interactions and tensions. The approach owes much to the work of German archivists, particularly Siegfried Buttner.

Appraisal of government records containing personal information is complicated, even stymied, by the daunting volume of modern paper case files and by the growing tension between the demands for access to information and for personal privacy. Cook holds that the "taxonomic" method of appraisal, which ascribes a priori "values" to individual record series, fails to reflect (let alone document) organizational, political, and social dynamics. In effect, Cook says it is high time for archivists to move beyond the tentative and incomplete appraisal model proposed by Theodore R. Schellenberg in the 1950s.

Cook argues that appraisal should be linked firmly to an effective and "archivally-driven" records management program. Appraisal should also be grounded in "archival, diplomatic, and historical"

research into the physical and intellectual characteristics of records and the functions of information. In what he terms "comprehensive" appraisal, Cook recommends appraising records of law makers and policy makers and electronic records first, before proceeding to appraise "clusters" of interrelated paper record series containing personal information. Cook ably restates and discusses well-known criteria for evaluating record series (particularly case files), and he clearly summarizes the basic preservation options available through sampling.

Cook concedes, a bit impatiently, that government archives must for "political" reasons retain in their entirety certain massive series containing personal information (e.g., military service records). But he contends that personal information records should be preserved as evidence of government activity only if they "project and sharpen the image of the citizen-state dialectic," as it is realized in the tripartite interaction of a government program, an agency, and the citizen. Cook proposes that the "evidential" value of records containing personal information increases as any of several (nonquantitative) "variables" increases: divergence between program intent and implementation; discretion allowed to program administrators; flexibility of interaction between agency and citizen; and opportunity for citizen self-expression and influence on decisions. Cook states that the resulting "image. . .need not (and often will not) conform with the prevailing ideologies, practices, and institutions of the state."

Cook asserts that this "macro-appraisal" model applies to all government programs, regardless of their functions, and that it serves to target for appraisal individual series containing personal information. However, when he declares that "searching out actual and anticipated research uses of records is *not* part of the archivist's job," one is left wondering how he expects his theory to be tested and validated. Every other profession is accountable to employers and the public for the usefulness of services rendered. Why should the appraisal archivist be an anomaly? Who else but current and future users of records could ultimately judge whether the "societal image" preserved in a government archive is coherent and authentic? By recognizing and accommodating user needs, the appraiser helps ensure that the archival record will (to use Cook's own words) "reflect the values, patterns, and functions of the society contemporary to the records creators."

Although Cook exaggerates the peril of allowing appraisal decisions to be influenced by current research trends, his "macro-appraisal" method itself skews the archival "image" of state-citizen relations. Cook's macro-appraisal variables are weighted toward documenting the flexible, responsive elements in modern governments rather than the rigid, coercive ones. According to his variables, would prison inmate case files provide archival evidence of state-citizen relations? Would *Stasi* (East German secret police) files? In both cases they probably would not. Cook's "macro-appraisal model" inevitably results in the rejection of personal information records that do not support a particular vision of government's interaction with society.

Terry Cook's ideas about a "societal image" and a "dialectic" involving program, agency, and citizen depend on Hegelian concepts that many readers will not readily accept. Nevertheless, this study is now the best available general guide to appraising government records (not just the personal information found in them). Cook has given us an instructive, suggestive, even provocative study, which I strongly recommend to advanced students and to all government archivists. The study includes helpful summary guidelines and a selective bibliography.

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The Impact of Computerization on Archival Finding Aids: A RAMP Study. PGI-91/WS/16. Prepared by Christopher Kitching. Paris: UNESCO, 1991. 69 pp.

Modern dependence on computers and electronic technology seems to be exceeded only by our fascination with them. Adopting the computer into the archival world may rank behind using acid-free file folders in its impact on the field, but the gap is closing quickly. Computers capable of storing and manipulating data have been assigned much of the routine record and computational work once performed manually.

This recent UNESCO Records and Archival Management Programme (RAMP) contribution joins the list of timely general studies that address the specific effects of the computer on the creation, structure, and use of traditional archival finding aids and that ponder the computer's role as a new type of finding aid. The study transcends *An Introduction to Archival Automation* (PGI-86/WS/15 Rev.), an earlier RAMP study by Michael Cook, which outlined possibilities for automating archival functions and recordkeeping. The present study concerns archival computer use on two levels: the functional change in producing and using traditional manual finding aids, and the logical next step of forging communicative links. Kitching also addresses the issues of cooperative data sharing between automated systems and the standards needed to make sharing possible.

Computers were first used widely as word processors, merely to produce and update traditional registers, indexes, and records schedules. This alone constituted a great leap forward. Linking several finding aids by computer contributed to developing institutional databases and guides. In this context the discussion of basic concerns relating to automation is quite good. Archivists less familiar with automation's capabilities and pitfalls will find practical advice in the first half of the study to help in searching for an appropriate system. Expert professionals should appreciate the larger issues raised in the final two chapters.

The strength of the study lies in identifying crosscurrents in research, development, and respective applications. It moves a step beyond the first chapters toward the more difficult system issues of symbol-based communication, national and international descriptive standards, control language, and data sharing. Clearly, computers' impact on the archival profession has yet to be fully absorbed.

The study outlines the remaining gap between word-processed text (the electronic equivalent of traditional finding aids) and database structures. Neither really does the other job well, I would argue, because they are different animals, meant for different purposes. Then there is the hulking problem of technical and descriptive standardization. In less than a decade, archivists are wrestling with specialized relational databases and cooperative ventures such as RLIN (Research Libraries Information Network) and linked networks. We have come far, as Kitching observes in his conclusions, but foundational problems still plague cooperation. Computer links allow a facility of informational cooperation heretofore unattainable by manual methods. Despite widely accepted descriptive standards and general operational efficiency, however, automated systems continue to meet individual needs and to be adapted to meet institutional preferences for data presentation. Here, the history appears similar to that of earlier noncomputer formats.

Kitching observes on page 41 that "it is apparent to the outside observer that the main archival institutions [and, we might add, everybody else], however much they wish to abide by standards or prescribed authorities, in practice tend to diverge in at least some respects to meet their own needs." Problems demanding priority

"differ from country to country and even from archives to archives" according to the stage of, and need for, automation. Archival cooperation should not necessarily mean homogeneity, but archival institutions must be mindful of the need for responsible adherence to general and specific standards if cooperative efforts are to succeed.

For this study Kitching taps the worldwide vein of current practice and concern, distilling responses to a questionnaire survey (with liberal quotes) of thirty-three institutions in twenty-two countries. Institutional database development is accorded substantial attention: Canada's UTLAS, Brazil's MAPA, Portugal's ARQBASE, the British Library's efforts at tagging index records with Revelation software, Australia's RINSE application for automated data retrieval, and others.

Three of the sixty-nine pages list a basic, multinational bibliography that could comfortably be headed "For Further Reading." Kitching does not include the survey instrument, which would have been useful for understanding the context of some responses. Future studies should include such instruments if used. Despite this minor flaw, *The Impact of Computerization on Archival Finding Aids* is fundamental reading for those wrapped up in, or even flirting with, the issue of archival automation and cooperation. For the future, a RAMP study focused not on the *capability* but the *desirability* of automation in the archival field would be appropriate. In the face of diverse institutional needs and processes, what do we *really* need? The profession can only hope that subsequent reports share the objectivity evident in this study of one tool—automation—that makes modern access to archives possible.

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The Nature of Copyright: A Law of Users' Rights. By L. Ray Patterson and Stanley W. Lindberg. Athens, GA.: University of Georgia Press, 1991. Index. xiii, 274 pp. Paper. $12.95. ISBN 0-8203-1362-9.

Robert W. Kastenmeier, a former U.S. Congressman who chaired the House subcommittee that oversaw revision of the U.S. copyright law, begins his foreword to this book with a simple statement: "This is a book that needed to be written and now needs to be read." Archivists, manuscript curators, and librarians should heed Kastenmeier's message. Scholarly, well written, and easily understood by the layperson, this important book by Patterson and Lindberg explains the origin and purpose of copyright, traces its evolution to the present day, and explains the rights that the copyright law gives to users—rights that publishers and authors often attempt to obscure.

The Nature of Copyright originated with a University of Georgia task force's charge to examine fair use of copyrighted materials and to develop a fair-use policy for the university. Patterson, the Pope Brock Professor of Law at the university, and Lindberg, a professor of English and editor of *The Georgia Review,* authored the task force's report. When discussions in task force meetings revealed the depth of misunderstanding about copyright and the concept of fair use, Lindberg and Patterson decided to write a book examining the philosophy of copyright in its historical context, particularly the relationship of the rights of users and the statutory protection of copyright.

Patterson has been involved in litigating fair-use issues. In the 1970s he represented Vanderbilt University in a CBS lawsuit concerning the taping of news programs for Vanderbilt's television news archives. Though some copyright scholars may disagree with his interpretation of the historical context and language of the developing copyright law, Patterson's stance on behalf

of users' rights and the explication of those rights in this book go far toward counterbalancing the increasingly strident warnings issued by publishers and copyright owners.

The basic points to remember, Patterson and Lindberg stress, are the purpose of copyright and the reason that the concept was included in the U.S. Constitution, which grants to Congress the power to enact copyright legislation as follows: "The Congress shall have power. . .to Promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries." Since the word *science* retains here its eighteenth-century meaning of "knowledge or learning," the Constitution specifically recognizes the overarching purpose of copyright to be the promotion of learning, implying as a necessary corollary the right of access to copyrighted materials.

Three broad "policies" are manifested in this clause, namely the promotion of learning, the preservation of the public domain (by limiting exclusive rights to a particular time period), and the protection of the author (by giving exclusive rights). Patterson and Lindberg argue that the order of the policies indicates their priority and that the first priority of copyright, as intended by Congress, is the advancement of learning. Thus, the rights of users, as well as the rights of authors, are inherently protected in the copyright law.

Patterson and Lindberg divide their volume into three parts. Part One, "Copyright in Context," reviews the origins and evolution of American copyright, including a detailed analysis of the 1909 copyright revision and the 1976 act that abolished common-law copyright. Part Two, "Copyright Issues in Perspective," addresses the major issues of copyright and free speech rights, the "scope of the right to copy," and the "fictions and fallacies" of copyright law. The heart of the book, Part Three, discusses the "balance of rights," including chapters concerning authors' rights, publishers' rights, and users' rights. The latter chapter covers the question of personal use and fair use of copyrighted works, including a brief section on "The Fair Use Doctrine and Unpublished Material."

Archivists, manuscript librarians, and users may be disappointed in the discussion of copyright and unpublished materials. The references are almost entirely to literary materials on the grounds that the "papers of authors and artists are important to the cause of learning," and there is little acknowledgment that the bulk of papers in archives are not those of literary figures. The importance of this section lies in its discussion of the principles underlying fair use and the reasons those principles should be applied to unpublished materials; the question is the "ultimate policy issue"—whether an author may use the copyright to prevent rather than promote the cause of learning. Equally pertinent is the discussion of why copyright cannot be used to protect privacy.

Readers seeking a copyright law primer that discusses each section of the copyright statute with specific examples of applications and concrete answers to particular copyright questions will be disappointed. *The Nature of Copyright* covers more fundamental and ultimately more important issues. In good English prose unafflicted with legal jargon, the authors explain the purpose behind the origin of copyright, the continuing centrality of its basic policies and principles, and the reasons it has been so often misunderstood. "Copyright," argue the authors, "is not a right so much as a monopoly privilege that is granted in return for a quid pro quo—the creation of a work of authorship to benefit the public. . . . The primary beneficiary of copyright, in short, is intended to be the public" (pp. 138, 140). Copyright law has been shaped historically by powerful special interest groups who have successfully nego-

tiated with lawmakers to obtain statutory benefits at the expense of public interest. Moreover, judges in the lower courts who must interpret the copyright law often possess only minimal knowledge of copyright in its historical context, frequently basing decisions on precedents established under a previous statute in a different age and reading only those sections of the law applicable to the specific issue under discussion.

Patterson and Lindberg stress that the Copyright Act of 1976 must be read in its entirety to be understood fully. The same can be said of this fine book. An archivist may be tempted to read only the short section relating to unpublished works and fair use and may be disappointed. Patterson and Lindberg's arguments on the importance of users' rights apply to all materials that scholars may need, and they address the critical issues of access to information. Their warnings about the dangers of encroachment on these rights by "copyright entrepreneurs" and the relationship of copyright to learning are timely and deserve our attention.

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Structuring the Past: The Use of Computers in History. By Janice L. Reiff. Washington, D.C.: The American Historical Association, 1991. Bibliography, illustrations, glossary, appendixes. x, 149 pp. Paper. $6, members; $8, nonmembers. ISBN 0-87229-050-6.

Janice L. Reiff's *Structuring the Past: The Use of Computers in History* is the result of a conference at Amherst College in November 1984, sponsored by the American Historical Association (AHA) Committee on Quantitative Research in History, with support from the Exxon Education Foundation. The study is an important and much needed step in bridging the gap between historians and computer technology. It aims to stimulate readers to take advantage of the possibilities associated with the computer; to encourage historians to participate more directly in professional discussions concerning computer use and applications; and to serve as a reference guide for those who have basic questions about computing.

Reiff, who is an assistant professor of history at Case Western Reserve University, is well qualified to take on a study of this nature. Throughout her career, she has been actively involved in both on-campus and off-campus discussions concerning the use of computers by historians. She also has served as contributing editor of computer applications to *Perspectives,* the AHA newsletter.

The value of Reiff's study rests not in surveying or evaluating the wide range of computer technology available to users. The selection of software and hardware on the market at any given time is voluminous and changes rapidly. As the author herself points out, to find products best suited to their needs, consumers would do well to consult the trade journals and buyers' reports that regularly review such items.

Rather, the value of *Structuring the Past* is its challenge of the assumption that computer technology (with the exception of word processing) is at odds with the historical profession. Reiff addresses a number of issues relevant to the work of historians, including the use of the computer for research, writing, and teaching, and she demonstrates how the computer can facilitate their work. Reiff suggests that historians should not leave technology to systems technicians who have little, if any, grasp over the professional requirements of historians. Instead, historians should take greater advantage of technology, taking command over it and shaping it to their own situations. Reiff urges historians to become more knowledgeable participants in discussions

about the use of computers and telecommunications in libraries, archives, and the academic environment.

Structuring the Past provides an extensive synopsis of the ways historians can effectively apply computer technology to their work. Reiff divides her study into what she considers the three basic tasks of the historian: collecting, analyzing, and communicating information. She discusses the numerous ways that historians have already begun to approach technology, and she offers a wide range of possibilities for potential use and change. Helpful tools for research, she notes, include bibliographic databases (e.g., Dialog, CD-ROM systems, OCLC, RLIN); databases for personal note taking (e.g., Ask Sam, InMagic); and packages for teaching that include instructional software programs (e.g., dBASE, Atlas, HyperCard).

A useful highlight of Reiff's work is its extensive glossary of terms—a fifty-page, detailed listing that simplifies computer language for the layperson. It includes hardware, software packages, trade names, technical language and terminology, and it is a helpful companion for historians who want to familiarize themselves with the basic elements of computers and telecommunications.

One cannot expect a study of this brevity and scope to address every issue concerning computers and historians. Indeed, there are shortcomings in *Structuring the Past,* particularly in some areas that apply to archivists. For instance, little mention is made of the computer-generated records themselves. A large part of primary source documentation today is being created on the computer, and many of those records are never printed on paper. This information poses several challenges, such as the changing definition of record, the authenticity of a machine-readable record, consistency in file labeling and cataloging, retrieval of information, preservation, and the obsolescence of hardware and software. Historians need to work more closely with archivists to ensure that important primary source material of the present will remain available to researchers of the future. In short, the survival of historical documentation is at stake.

Despite those failings, Reiff's book is packed with food for thought. It has raised a variety of issues and opened the way for more discussion. Its importance rests in its call for greater cooperation between systems technicians and the historical community.

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The Public Record Office, 1838-1958. By John D. Cantwell. London: HMSO, 1991. Illustrations, appendixes, index. x, 631 pp. Cloth. £50. ISBN 0-11-440224-8.

The year 1938 marked the one-hundred-year anniversary of the Public Record Office (PRO), which is the combined United Kingdom national archives and English and Welsh law court archives. A centennial history was to have been written at that time by J. R. Crompton, the PRO archivist, but in 1937 he committed suicide in the London underground. Some contemporary attempts were made to resurrect Crompton's project, but only some fifty years later did John D. Cantwell finally produce this first full-scale history of the PRO. We should perhaps be pleased that the long delay did occur, though, because Cantwell's book is a worthy study of an institution that has influenced not only repositories in the United Kingdom but archives throughout the English-speaking world.

A PRO staff member from 1952 to 1985 and author of other publications relating to its history, Cantwell here traces the office's development from its 1838 beginning to 1958, when new legislation reorganized the PRO in light of mid-century government

realities. The 1958 reorganization and related program administration changes gave rise to a second PRO era, which still continues and is Cantwell's justification for ending his book at that point. Another reason for concluding this appropriately long and detailed study in 1958 is the administrative rule allowing unrestricted researcher access only to those PRO records that are older than thirty years.

Cantwell uses a chronological approach generally based on examining the leadership tenures of successive PRO heads. He offers the expected coverage of broad archival activities such as appraisal, preservation, and reference. Considerable attention is paid to 120 years of PRO management relations with Parliament, the prime minister, and the Treasury, thus making this study especially valuable for political historians. Social historians will welcome the extensive coverage of such labor matters as employee wages and working conditions. Architectural and London history interests are served with the discussion of PRO buildings and their sites. Students of biography will find much space devoted to the personalities and deeds of archival leaders. The sometimes colorful account of Sir Hilary Jenkinson constitutes but one vignette devoted to the most celebrated British archivists whose contributions are examined at length. The text certainly contains enough extensive detail to evince the author's comprehensive investigation of the principal aspects of PRO history. Summary information on less important topics suggests areas for more extensive PRO historical research by others.

Easily the most dramatic coverage relates to World War I and II bombing episodes and the measures taken to safeguard records in wartime. Among the most discouraging passages are those revealing the all too frequent government hesitancy to provide sufficient staffing, funding, and facilities for meeting the archival needs of the day. But there are also encouraging accounts of gradual improvements, such as the increasing professionalism of archival work and the changing staff status of women.

This is an official, government-sponsored history. Yet Cantwell appears to have been free to balance genuine regard for the best in PRO traditions with a critical analysis of the institution's problematic past. The book's author and the cooperating PRO administration are to be commended for creating and allowing the creation of this volume, which is a fine model for other comprehensive archival institutional histories. It appears unlikely that another PRO history of such scale and merit will be issued in the near future, but we can hope that Cantwell or another capable author will someday bring the PRO story into the 1960s and beyond.

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Environmental Controls Resource Packet. By the New York State Program for the Conservation and Preservation of Library Research Materials. Albany: New York State Library, 1991. Available for $10 from the New York State Library.

This packet is designed for the working archival professional. It contains basic technical and product information, lists of pertinent readings, and names of consultants and vendors, emphasizing preservation issues at the collection level. The format includes photocopies of classic articles, order forms for other program materials, and two outstanding resource booklets in a paper pocket folder. Designed primarily for a personal library, it will require rebinding or reboxing before it can be placed in the stacks.

The authors and compilers of this highly recommended packet are all active practitioners and respected experts in preservation and environmental engineering. Professional archivists grappling with tech-

nical issues and decisions about environmental control, monitoring equipment, buildings, and interaction with engineers and architects will find vital information and practical tips.

The *Environmental Controls Resource Packet* includes photocopies of the following: the Southeast Library Network (SOLINET) Preservation Program leaflets on "Environmental Specifications"; a description of SOLINET's loan program for the slide/tape, "Environmental Controls" (originally produced by the Nebraska His torical Society); Paul N. Banks's 1974 *Library Journal* article, "Environmental Standards"; and order forms for other New York State Preservation Program publications. Its real value, however, lies in the two resource booklets, *Hold Everything!* edited by Barbara J. Rhodes, and *Conservation Environment Guidelines for Libraries and Archives,* by William P. Lull with Paul N. Banks.

Hold Everything! constitutes a basic sourcebook on proper storage conditions, environmental monitoring, storage equipment, housekeeping procedures, handling instructions, moving advice, and professional organizations. Readings explain the best ways to monitor, store, maintain, and, when necessary, move all formats regularly encountered in archivists' collections. Each section is written by a conservation or preservation professional and is briefly introduced with guidelines, followed by annotated listings of suppliers. Most listings are, of course, located in New York State, but enough sole vendors and national suppliers are included to make this booklet useful throughout the nation.

Conservation Environment Guidelines is the real jewel in the packet's crown. William P. Lull, an environmental engineer who specializes in designing and troubleshooting environmental systems in repositories, brings practical as well as technical expertise to an area in which very few archivists feel really competent. After introducing the ideal collection storage environment, Lull explains how to monitor environments and how to achieve acceptable compromises when, inevitably, the real falls short of the ideal. Lull's explanation of heating, ventilating, and air conditioning (HVAC) equipment is in itself worth the price of the packet. It offers detailed descriptions and informative diagrams of various systems and explains how they achieve appropriate levels of air circulation, heat, cooling, and humidity control. Other chapters include information on lighting and fire protection. The final two chapters discuss ways to implement interim and low-cost improvements in existing systems, as well as design and renovation projects. These final chapters include valuable advice on working with engineers and architects and ensuring that building or renovation projects will, in fact, improve the collection's environment. The volume also includes a glossary, bibliography, guidelines on selecting manufacturers and an index.

Lull organized his booklet logically to follow the steps an archivist would take when evaluating and improving the collection's storage environment. Various compromises and low-cost alternatives are discussed before the final option of building renovation is considered. He emphasizes the need for stable conditions, especially consistent and nonfluctuating levels of relative humidity, and he suggests how such stability might be achieved in temperate climates. The booklet's focus on temperate-zone climates limits its usefulness for archives in steamier and more tropical parts of the country. That quibble aside, the booklet does contain excellent technical information, understandable explanations of technical vocabulary, and practical advice on communicating with engineers and architects.

Overall, the packet offers both basic and technical information useful for self-education as well as for employee orientation and training. Its practicality and brevity

make it a unique resource. For archivists, it offers more complete and useful information than the environmental information in the library-oriented *RLG Preservation Manual*. New York State has thus produced a volume that is briefer, more practical, and more understandable for an American audience than is Garry Thompson's *Museum Environment*. Ultimately, the *Environmental Controls Resource Packet* complements and updates Mary Lynn Ritzenthaler's classic, *Archives and Manuscripts: Conservation* (Chicago: Society of American Archivists, 1983).

The most significant materials in the packet are the two resource booklets. The supplementary inserts are easily found elsewhere or are primarily of regional interest. Since the entire packet costs less than even one of the booklets purchased individually, however, the packet—superfluous material and all—is recommended.

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The Daguerreotype: Nineteenth-Century Technology and Modern Science. By M. Susan Barger and William B. White. Washington, D.C.: Smithsonian University Press, 1991. Illustrations, index. xvi, 252 pp. Cloth. $60. ISBN 0-87474-348-6.

The bibliography of photographic conservation literature published in *Picturescope* (Winter 1987) included an impressive sixteen citations for M. Susan Barger's 1982 to 1984 writings on the daguerreotype. Those familiar with her contributions will not be surprised at the thoroughness of this impressive summation of her research conducted with William B. White and other colleagues, primarily at the Materials Research Laboratory of Pennsylvania State University. Some of this information was discussed previously by Barger in such journals as *Photographic Science and Engineering* and the *Journal of the American Institute for Conservation,* as well as in the appendix to William Stapp's outstanding study of Robert Cornelius, *Portraits from the Dawn of Photography* (1983). In *The Daguerreotype* we have it all, plus more, between two covers.

Barger's research on the daguerreotype, initiated in 1978, is significant for several reasons. First, her work with high-tech analytic techniques, including scanning electron microscopy, optical reflectance spectroscopy, goniophotometric and profilometric measurement, and energy dispersive X-ray analysis, substantially extended the pioneering contributions of Alice Swan in developing an understanding of how the daguerreotype image is created, a process hardly understood by its inventor. This topic is thoroughly summarized and amply illustrated with electron micrographs in chapters 8 and 9 on daguerreotype image structure and formation.

Second, in exploring the reasons for daguerreotype degradation, Barger and White, with their colleagues, determined that the by-products of deteriorating nineteenth-century cover glasses are the chief "culprits." Consequently, conservators now routinely recommend that "weeping" cover glass be replaced rather than cleaned, unless there is a particularly good reason not to tamper with the daguerreotype package. Barger and her colleagues also confirmed that, although previously used cleaning methods such as cyanide or thiourea provide short-term improvement to image clarity, they also accelerate daguerreotype image corrosion, often with permanently damaging effects. In fact, Barger's research was responsible in the early 1980s for a movement to declare a general moratorium on cleaning daguerreotypes until better methods could be developed.

The back of the book's dust jacket, depicting a half-cleaned daguerreotype, effectively calls attention to Barger's third major contribution, the evaluation of new daguerreotype cleaning methods. Barger and conservator Thomas Edmonson developed

"electrocleaning," a revolutionary and very effective method of cleaning daguerreotypes which removes corrosion without affecting the image structure. Among the few drawbacks to this procedure is that hand-applied color is also removed. Barger also explored, with S. V. Krishnaswamy and R. Messier, the technique of sputter cleaning, which had been tried earlier by V. D. Daniels. These researchers found that, although sputter cleaning is not as effective as electrocleaning, some hand-applied color could be retained. Issues concerning daguerreotype degradation and cleaning are effectively discussed and illustrated in chapters 10 and 11. A chapter on daguerreotype preservation and display follows, including evaluations of special protective coatings and enhancing contrast through viewing with monochromatic illumination.

The technical chapters discussed above are prefaced with an original, lively, well-illustrated and reasonably nontechnical history of the daguerreotype, based largely on American and French primary source materials. In addition to the well-known facts concerning Niepce and Daguerre's contributions that led to the announcement of the process in 1839, Barger and White provide an authoritative account of the subsequent enhancements to the daguerreotype: fuming with bromine and/or chlorine gas, which increased the light sensitivity of the daguerreotype plates, making portraiture possible; gold toning, which improved the contrast and permanence of the images; and colored daguerreotypes. Particularly new here are the chapters on scientific interest in the daguerreotype during and after the Daguerreian era (roughly, 1839 to 1860).

As the above should imply, this reviewer enthusiastically recommends this book to anyone interested in the history, technical aspects, or conservation of daguerreotypes.

GARY SARETZKY
Educational Testing Service

A Shared Authority: Essays on the Craft and Meaning of Oral and Public History. By Michael Frisch. Albany: State University of New York Press, 1990. xxiv, 273 pp. Paper. $18.95. ISBN 0-7914-0133-2.

Envelopes of Sound: The Art of Oral History. Second Edition, revised and enlarged. By Ronald J. Grele. New York: Praeger, 1991. xxiv, 283 pp. Paper. $32.95. ISBN 0-275-94184-1.

Both of these volumes consist of occasional essays by accomplished practitioners of oral history. Frisch covers oral and public history, though the two come together under his umbrella of shared authority. The second edition of Grele's book contains some new material, but it will be familiar to those acquainted with the first. In addition to essays by Grele, it contains his interview with Studs Terkel and a 1973 panel discussion featuring Terkel, Grele, and several other oral historians. As collections of occasional essays, both volumes lack the fluidity of a monograph, but each provides instruction valuable for archivists and other practitioners of oral history.

Frisch and Grele devote their primary attention to the creation and interpretation of oral histories. They share various assumptions regarding these processes. Neither limits oral history to elite recollections designed to supplement traditional archives. Both understand that interview subjects not only recall but also interpret the past. Frisch especially commends academic efforts to share authority for reconstructing and interpreting the past, though his works on public presentation dwell more on public history in general than on oral history in particular. Both illustrate how cultural biases influence the creation and interpretation of oral history, just as they do other source material. For those interested in the creation of oral history, its interpretation, and its roles in larger public history programs, Grele and Frisch provide a series of

thoughtful examples drawn from research and practice.

Archivists interested in oral history will find Frisch and Grele instructive but not comprehensive. Neither appraises oral history within the larger universe of historical documentation, a subject that should interest practitioners of the craft. Grele refers to the need for increased attention to description and presentation standards for oral histories, but this topic is not developed. These are noteworthy absences from the collected writings of two respected authorities on oral history, especially considering that some of the essays date to the mid-1970s. My impression is that these also represent general weaknesses in the oral history literature.

On the other hand, both volumes provide insights that practicing archivists should not overlook. The public's ready interest in oral history is especially apparent in Frisch. This, along with the documentary value of the craft, should be factored into archival program priorities more often than it is now. Furthermore, both authors (and oral historians in general) demonstrate an appreciation for the subtle meanings of documents that some archivists may have forgotten in this postpaleographic age.

DWAYNE COX
Auburn University

Documenting Diversity: A Report on the Conference on Documenting the Immigrant Experience in the United States of America. November 15–17, 1990. Prepared by the CDIE Planning Committee. St. Paul, Minn.: Immigration History Research Center, University of Minnesota, 1991. v, 108 pp. ISBN 0-932833-12-8.

The committee charged with planning the Conference on Documenting the Immigrant Experience (CDIE) has provided a brisk yet detailed account of the early and immediate preparations for the conference while also presenting its ultimate findings and recommendations. For historians and archivists in the field of immigration history, the volume offers a quick read and update on the two major initiatives proposed by the Committee: development of a national strategy for documenting the immigrant experience in the United States, and production of a documentary history of American (i.e., U.S.) immigration.

Documenting Diversity begins with the conference's three basic findings and recommendations. First, the CDIE concluded that "documentation of the immigrant experience is inadequate, fragmentary, and scattered; records are often intellectually inaccessible for research and physically at risk." Second, the conference proposed five elements to define an urgently needed "national strategy to locate, preserve and make accessible the records of the immigrant experience in the United States." Finally, conference participants observed that "the experiences of the immigrants, as they themselves recorded them in words and images, should be presented through a variety of media (including a series of documentary volumes) for educational, research, and other purposes" (pp. 1–2).

Next, *Documenting Diversity* reviews the steps that led to the conference. The lack of available sources for studying immigration history has long been recognized and, with the upsurge of interest generated by the restoration of the Statue of Liberty and Ellis Island, many individuals and groups have turned their attention to this problem. Most prominent among these are the History Committee of the Statue of Liberty/Ellis Island Centennial Commission and the National Historical Publications and Records Commission.

The planning committee members—R. Joseph Anderson, Mary Lynn McCree Bryan, John Grabowski, Alan Kraut, Franklin Odo, Rudolph Vecoli (chair), and Joel Wurl—invited fifty immigration scholars, archivists, documentary editors, and representatives from a variety of ethnic

and immigrant groups and funding organizations to the two-day session. Participants were asked to address issues ranging from immigration records collection development to documentary publishing. Six immigration scholars opened the conference with formal papers. A series of workshops aimed at developing a national strategy for documentation and creating a documentary history followed. The conference concluded with a plenary session where workshop reports (summarized in this book) were followed by recommendations from the assembly. Charged with the task of compiling and distributing the conference report and implementing the conference's recommendations, the planning committee reconstituted itself as the Project to Document the Immigrant Experience (PDIE).

After two intensive workdays, the conference participants developed an agenda for action. Seven actions were proposed; the first six concerned the collection and dissemination of needed immigration history and archives information and the seventh called for production of "a multivolume, multi-media series of documentary editions on the immigrant experience." The principal recommendations and account of the conference essentially ends at this point in the book. Three appendixes follow: "Conference Program," "Participants and Observers," and "Questions Addressed at Workshops."

In some ways, the most intriguing section of *Documenting Diversity* begins at this point, for this is where the six papers presented at the outset of the conference are found. The crucial question is addressed by Rudolph J. Vecoli: "Why a Conference on Documenting the Immigrant Experience?" Appropriately, this paper opened the conference. One wonders why it did not also open the conference report. In fact, all six papers "set the table" for the ensuing workshops and action agenda at the conference. Had they been placed at the beginning of the conference report, they might have provided a fuller context and a measure of the intellectual substance that informed conference workshop discussions and decisions. This placement might have put readers in a better position to evaluate the findings and recommendations and, more important, to lend support to the action agenda. Nevertheless, equally valid arguments can be made for the order in which the conference report was compiled: To some readers, "so what happens next?" may be just as important as "what happened then and why?"

Other presenters and their papers included John J. Grabowski, "Archivists and Immigrants, Embarking for New Destinations Together"; Joel Wurl, "The Archival Golden Door: Thoughts in Improving the State of Historical Documentation on the Immigrant Experience"; Kathleen Neils Conzen, "Hunting the Snark; or, The Historian's Quest for Immigrant Documentation"; Alan M. Kraut, "In Their Own Words: Why Historians Need a Documentary History of the Immigrant Experience"; and Mary Lynn McCree Bryan, "Voice for the Voiceless: A Means to an End." Five of the six presenters—Mary Lynn McCree Bryan, John Grabowski, Alan Kraut, Rudolph Vecoli, and Joel Wurl—also served on the CDIE Planning Committee. Kathleen Neils Conzen represented the History Committee of the Statue of Liberty/Ellis Island Centennial Commission.

An ambitious project is under way, with major initiatives in collection policies, preservation, and access issues. Most important, efforts to produce a documentary history of immigration in the United States have begun. If your work takes you into the field of immigration and ethnic history, make sure a copy of this report reaches your shop.

ROSALIE MCQUAIDE, CSJP
Catholic Relief Services-USCC

BRIEFLY NOTED

Greenwood Press, which previously published state historical reference guides for Louisiana, Massachusetts, Texas, California, and Florida, issued its first midwestern contribution in 1991. John Hoffman, a librarian at the University of Illinois at Urbana-Champaign, edited this impressive ***Guide to the History of Illinois.*** Fourteen bibliographical essays by Illinois academics provide a chronological and topical overview of the state's rich and varied history. Illinois archivists offer detailed narrative descriptions of most of the largest and most significant state repositories, including the Illinois State Historical Library, the Illinois State Archives, the Chicago Historical Society, the University of Illinois at Chicago, the University of Chicago, the Newberry Library, the University of Illinois at Urbana-Champaign, Southern Illinois University, and Northern Illinois University. Hoffman's guide also features briefer treatments of other archives and contains an essay concerning Illinois-related sources at the Library of Congress and National Archives. A must for serious students of Illinois history, this 349-page publication sells for $59.95 (ISBN 0-313-24110-4).

Artificial Intelligence: Its Role in the Information Industry, written by Peter Davies and published by Learned Information in 1991, attempts to answer several questions: What are the likely benefits of artificial intelligence (AI) for the delivery and use of information? How can the information industry prepare for them? What new products and services can be offered using AI? And how can a staff achieve technical competence concerning AI? Even though the book is being widely marketed to the information professions, it fails to address the concerns of a broad information audience. Rather, Davies defines the "information industry" narrowly, as the enterprises involved in the commercial delivery of information services, including newswires, indexing and abstracting contractors, and online databases. Beyond the fact that the concerns of the intended audience are quite distinct from those of archivists or librarians, the author's forecast of AI trends is based almost exclusively on his experience in Great Britain. The North American timetable for marketing aspects of AI may differ significantly from those of Europe and England. However, Davies's discussion of specific tasks suited to artificial intelligence (or other technologies)—such as aspects of query formation, browsing, searching, abstraction, database management, and indexing—may be useful to archivists involved in front-end design of information delivery systems. *Artificial Intelligence* includes a glossary and is available in paperback for $39.50. The ISBN is 0-93874-50-4. (Avra Michelson, National Archives and Records Administration.)

An important feasibility study concerning the conversion of microfilm to digital imagery is available for $5 from the Commission on Preservation and Access, 1785 Massachusetts Avenue, NW, Suite 313, Washington, D.C. 20036. Donald J. Waters, head of the Systems Office at the Yale University Library, prepared this 41-page report, entitled ***From Microfilm to Digital Imagery.*** Yale is now involved in the first stages of a long-term project to develop systems for converting film to digital image, and this report summarizes the planning phase of the larger project. While conceding a preservation role for microfilm in the library of the future, Waters argues that digital images will probably become the preferred storage medium for using and distributing preserved materials. The author expresses considerable optimism concerning digital imaging but raises several issues of concern, including the need to integrate mass storage devices, the need for regular refreshing of data on optical storage

media, problems concerning indexing, and questions about the quality control process. This thought-provoking document, with revolutionary implications for modern libraries, was published in June 1991 and has been printed on acid-free paper.☮

Photographs that illustrate insect damage to a painted wooden mask from Bali, oily residue on the horn of a Bambara Tyiwara, and red rot in a decorative book binding are only a few of the highlights in ***Guide to Environmental Protection of Collections,*** authored by Barbara Appelbaum and published by Sound View Press in Madison, Connecticut. Directed primarily toward museum curators, this comprehensive 270-page volume addresses objects as diverse as ivory and feathers, and it provides a blueprint for assessing collection needs. Archivists dealing with more conventional paper-related conservation problems will benefit from the first half of the book, which contains extensive discussions of temperature and relative humidity, lighting, air quality, mold and pest control, and preventing physical damage. Appelbaum stresses the point that "every object, every building, every circumstance is different" (p. 10), and she carefully avoids blanket recommendations and broad generalizations. The guide effectively blends sophisticated information with practical advice, juxtaposing detailed instructions on how to measure relative humidity with technical data concerning pollutants. Available for $39 (ISBN 0-932087-16-7).

Louis A. Perez, Jr., a historian at the University of South Florida, has compiled ***A Guide to Cuban Collections in the United States*** (Westport, Conn.: Greenwood Press, 1991). Heralded as "an indispensable guide to Cuban materials" by the publisher, the guide unfortunately suffers from some difficulties and problems. Most critically, Perez never explains his methodology in compiling the information, though he acknowledges "countless numbers of curators, archivists, librarians and their staffs and assistants" (p. x). The preface claims that "effort was made to include only those collections of substantial and varied holdings," but this principle does not appear to have been applied uniformly. The "Juan Murdoch Papers" at the University of California at Berkeley, for example, "consists of a six-page will, dated May 22, 1820 in Havana, disposing of Murdoch's property in Cuba" (p. 4). Most entries provide virtually no information concerning quantity, a major consideration for prospective researchers. Relatively extensive biographical information is provided for most individuals mentioned, but no data are offered for others. Nevertheless, many political and economic historians especially will undoubtedly find the entries useful. As Perez himself acknowledges, the book is "not designed to serve as a definitive guide" but rather as "a general locator," which "should not be presumed to be exhaustive and complete" (p. x). Priced at $39.95, the guide consists of 192 typescript, camera-ready pages (ISBN 0-313-26858-4).☮

A new RAMP (Records and Archival Management Programme) study, prepared by Helen Ford and available from UNESCO, focuses on ***The Education of Staff and Users for the Proper Handling of Archival Materials.*** Ford treats her subject with the proper gravity, blending commonsense prescriptions (e.g., employees must always wash hands) with useful sketches of book cradles, volume supports, and foam wedges. Enforcement and training are important themes throughout the 38-page pamphlet, and many closet coffee-drinking archivists are sure to read the study with a tinge of guilt. Ford notes that "all members of staff should be on the look out for lax practice" and warns that "it is particularly important that senior staff observe the rules and are seen to do so by juniors" (p. 27). Published in 1991, *The Education of Staff and*

Users is number PGI-91/WS/17 in the RAMP series.

In 1886, the Sheldon Art Museum Archaeological and Historical Society issued a plea to the residents of Addison County in western Vermont to donate books, pamphlets, and documents "such as housekeepers gather in the course of years and store away in garrets, or sell to the rag peddlers." ***Treasures Gathered Here: A Guide to the Manuscript Collection of the Sheldon Research Center*** testifies to the museum's success. Prepared by Elizabeth Dow, this seemingly traditional printed guide has been based on the cataloging of the museum's collections into a microcomputer-based software system using the MARC format. Entries are arranged chronologically, and the guide includes extensive collection descriptions, appendixes listing the descriptive terms, indexes of names and occupations, and some photographs and reproductions of documents. Guides such as these constitute interesting reading. Among the treasures described are correspondence from early nineteenth-century mill girls in Lowell to their families in Granville; an 1830s daybook from the Stage Coach Tavern at Searsburg, Vermont; guest registers from Victorian hotels; temperance society proceedings; records of the Shoreham Marble Company; and the diaries of an Addison County homemaker who "had moments of introspection as she struggled with the trials of her life" and "was also very sensitive to the beauty of the world, and recorded her joy in it" (p. 119). The guide was published in 1991 and is available for $19.95 from the Sheldon Museum, 1 Park Street, Middlebury, Vermont 05753.

SELECTED RECENT PUBLICATIONS

Anglo-Americans in Spanish Archives: Lists of Anglo-American Settlers in the Spanish Colonies of America. A Finding Aid. By Lawrence H. Feldman. Baltimore: Genealogical Publishing Company, 1992. Index. 349 pp. Cloth. ISBN 0-8063-1313-7.

Counterpoint Melodies: Mary Gertrude Regan, BVM and Mary Cecilia Dougherty, BVM. By Jane McDonnell. Dubuque, Iowa: Sisters of Charity, 1991. Illustrations, index. 115 pp. Paper.

A Dictionary of American Proverbs. Edited by Wolfgang Mieder, Stewart A. Kingsbury, and Kelsie B. Harder. New York: Oxford University Press, 1991. xviii, 726 pp. Cloth. $49.95. ISBN 0-19-505399-0.℗

A Dictionary of English Place-Names. By A. D. Mills. New York: Oxford University Press, 1991. xxxi, 388 pp. Cloth. $29.95. ISBN 0-19-869156-4.

The Great Sioux War, 1876–1877. Edited by Paul L. Hedren. Helena, Mont.: Montana Historical Society Press, 1991. Illustrations, index. xii, 293 pp. Paper. $11.95. ISBN 0-917298-24-1.

Guide to Historical Materials in the Gerald R. Ford Library. By David A. Horrocks. Ann Arbor, Mich.: Gerald R. Ford Library, 1991. Illustrations. 90 pp. Free.

Guide to Research in Classical Art and Mythology. By Frances Van Keuren. Chicago: American Library Association, 1991. Index. x, 307 pp. Cloth. $31. ISBN 0-8389-0564-1.℗

In the Shadow of Trinity: An American Airman in Occupied Japan. By Robert V. Vaughn. Manhattan, Kans.: Sunflower University Press, 1991. Illustrations, index. 179 pp. Paper. $16.95. ISBN 0-89745-140-6.

An Intimate Chronicle: The Journals of William Clayton. Edited by George D. Smith. Salt Lake City: Signature Books, 1991. Illustrations, index. lxxii, 656 pp. Paper. $75. ISBN 0-941214-90-7.

Library of Congress Acquisitions. Manuscript Division 1990. By the Library of Congress. Washington, D.C.: U.S. Government Printing Office, 1990. 95 pp. ISSN 0275-9616.

The Long Haul: An Autobiography. By Myles Horton, with Judith Kohl and Herbert Kohl. New York: Anchor Books, 1990. Illustrations, index. xxi, 231 pp. Paper. $10.95. ISBN 0-385-26314-7.

Map Guide to the U.S. Federal Censuses, 1790–1920. By William Thorndale and William Dollarhide. Baltimore: Genealogical Publishing Company, 1992. Paper. ISBN 0-8063-1188-6.

The Pension Lists of 1792–1795 with Other Revolutionary War Pension Records. Compiled by Murtie June Clark. Baltimore: Genealogical Publishing Company, 1991. Index. xi, 200 pp. Cloth. ISBN 0-8063-1318-8.

The Pension List of 1820. By the U.S. War Department. Reprinted with an index by Murtie June Clark. Baltimore: Genealogical Publishing Company, 1991. Index. 748 pp. Cloth. ISBN 0-8063-0351-4.

Rome in the Fourth Century A.D.: An Annotated Bibliography with Historical Overview. By Alden Rollins. Jefferson, N.C.: McFarland & Company, 1991. Appendix, index. xxxiii, 324 pp. Cloth. $48.50. ISBN 0-89950-624-0.

UNESCO, ICA and Archives in the Modern World: Essays from the UNESCO Journal of Information Science, Librarianship and Archives and Administration. Compiled by Alan Ives. Wagga Wagga Australia: Riverina-Murray Institute of Higher Education, 1987. 221 pp. Paper. $15 Australian.

Vietnam Above the Treetops: A Forward Air Controller Reports. By John F. Flanagan. New York: Praeger, 1992. Index. xiii, 312 pp. Cloth. $24.95. ISBN 0-275-93738-0.

Yearbook on International Communist Affairs 1991. Edited by Richard F. Starr. Stanford: Hoover Institution Press, 1991. Index. xlvii, 689 pp. Cloth. $59.95. ISBN 0-8179-9161-1.