

Reviews

PETER J. WOSH, editor

Using the Nation's Documentary Heritage: The Report of the Historical Documents Study. By Ann D. Gordon. New York: American Council of Learned Societies for the National Historical Publications and Records Commission, 1992. Tables, figures, appendixes. 112 pp.

This is not a traditional review. Rather, it is a commentary on the report of a jointly funded National Historical Publications and Records Commission (NHPRC) and American Council of Learned Societies (ACLS) project. The Historical Documents Study surveyed researchers "in order to understand current demand for sources and the extent to which researchers avail themselves of services provided to enhance their use" (p. 14). The project had a distinguished advisory committee, representing the American Association for State and Local History (AASLH), the National Association of Government Archives and Records Administrators (NAGARA), the Organization of American Historians (OAH), the American Historical Association (AHA), the Association for Documentary Editing (ADE), and the Society of American Archivists (SAA). The report's preface indicates that the advisory committee played a significant role in the project's development, design, and focus.

The data collection method involved randomly sampling members of the AASLH, the OAH, the American Society of Legal History (ASLH), the National Council on Public History (NCPH), and the National Genealogical Society (NGS) through a mail questionnaire. The project lasted approxi-

mately two years and was funded by the Commission at \$200,000, not including support contributed by the National Archives and ACLS. Gordon's report analyzes the results of the survey responses and recommends action in eight major areas. Each general recommendation in turn spawned a brief series of more specific recommendations; neither set of recommendations is ranked or differentiated for special attention. Space precludes examining all of the recommendations, but those found in two general areas typify the scope and specificity of most. In the section dealing with traveling to use sources, Gordon recommends the following:

Employers of historians should recognize that historical research necessitates travel and fund their staff accordingly.

Graduate departments of history should have more funds available for students' research-related travel.

Funding agencies in the public and private sectors should make available more small awards for research trips.

It is as difficult to argue with these unexceptionable recommendations as it is to imagine that this information is not already widely known to employers, faculty, and funding agencies or that any of these recommendations will have an impact on resource providers. Did it take a survey of more than two thousand researchers and the technical expertise of a professional survey corporation to discover what appears obvious to most of us?

Another set of recommendations ad-

addresses “the historical record,” calling on those who use historical records to help ensure their survival by “work[ing] closely with the professions concerned with documenting and preserving the past.” Librarians, archivists, and curators, the report continues, “should be knowledgeable about the changing variety of uses researchers make of the historical record in their care.” The report also urges that “strategies for collecting the historical record should be developed and should take the needs of the full range of researchers into consideration.” I searched for new insights or approaches but, in the main, found that the report documented the predictable or self-evident.

Many of the thirty recommendations call on librarians, archivists, and curators to do more, but few recognize the opportunities for historians to promote the expanded use of historical documents. Some specific suggestions or ideas for innovative approaches would have been helpful. For example, a return to courses on research methods, a greater involvement of professional scholars in shaping secondary education, and serious efforts to reach out-of-school adults through such outreach programs as those sponsored by state humanities councils could increase the understanding and use of documentary records.

Implementing the report’s recommendations would dramatically improve the care, access, use, and understanding of our documentary heritage, but mere enumeration fails to move us toward achieving these laudable goals. Researchers and those who serve them do not lack an understanding of our needs, but do require a viable plan for meeting those needs. Over the last decade the nation has been sated by reports from blue-ribbon commissions and presidential task forces that have analyzed our social, cultural, and intellectual ills and made substantive recommendations for improvements. The 1983 National Commission on Excellence in Education called attention to

“A Nation at Risk.” Five years later, the National Endowment for the Humanities issued a depressing report on *Humanities in America*. Examples closer to our professional responsibilities include NHPRC’s *Documenting America* (1983), the Council on Library Resources’ *Report of the Committee on the Records of Government* (1985), and the National Coordinating Committee for the Promotion of History’s *Developing a Premier National Institution* (1989). None has exerted a lasting influence because each simply cites the problems and calls for action. That approach is not sufficient.

The project’s research design perhaps unintentionally predetermined the predictable results. Instead of drawing the advisory committee from a cross-section of the broad community of those who use documentary material, the project relied on representatives from six professional historical organizations. Every member of the committee was a historian with an earned doctorate. Even within that narrow range, younger scholars, women, and those who approach history in nontraditional ways were underrepresented. Today’s typical researcher is not a white male in his late fifties.

At least two approaches to the issues and opportunities confronting archivists offer the promise of action, even if painful or partial. First, we should assume that the economic resources held by our local, state, and federal governments, as well as by our nation’s educational, cultural, and philanthropic institutions, will not dramatically increase but will likely grow only at the rate of inflation. Given that sobering assumption, we must ask what can be done to improve access, increase collections, develop standards, extend preservation, and promote use. The answer is that we cannot do everything we want. Rather we must engage in a realistic discussion within the professions and among a broad range of researchers to achieve a working consensus on what we will or will not do. Educational institutions are making such choices for the

decade of the 1990s. Columbia University has closed its library school; the University of Michigan has eliminated its geography department; Johns Hopkins University has abandoned its classics major; Washington University has phased out its School of Dentistry; Stanford and Yale are dramatically paring their programs and staffs. Each is focusing its mission more narrowly in order to do some things well, rather than nothing with distinction. A document that laid out the issues in such a fashion would provide the basis for substantive discussion and strategic planning. Not to confront these realities suggests that we may be as much at fault within our professions as the general electorate, whose inability to accept sacrifice and take strong medicine ensures governmental gridlock.

A second approach is more modest but nonetheless difficult to achieve in a short time. The report calls for historical records professionals to know how their material is used by researchers. In the parlance of the business community, at least since *In Search of Excellence*, this is known as "staying close to the customer." Unfortunately, the very design of the survey substantially diminished the opportunity to collect and publicize precisely such information. The survey measured what was easiest to measure, not what was most important to measure. Instead of sampling the full user community, it canvassed members of five organizations. This decision admittedly permitted a relatively fast sample, but just as surely, it guaranteed predictable results.

One alternative approach that might have yielded more useful data would have involved contacting a representative cross-section of libraries, archives, and historical societies to discover the kinds of questions researchers were asking and how these institutions felt they could better serve users. Moving beyond this, it might even have been possible to query a sufficiently large user sample to obtain their insights. Such an approach would have extended our

knowledge of the research methods and needs of the fastest growing users of historical documents—those who are not members of historical organizations. How do film makers, for example, such as Henry Hampton (*Eyes on the Prize*) or Ken Burns (*The Civil War*) use documentary material? Their impact on the general population far exceeds that of most scholarly researchers. What kinds of skills do archivists believe researchers in the near future will need to use records that are available only in machine-readable form? Even well-conducted focus groups of users of historical records would likely yield newer information than *Using the Nation's Documentary Heritage*.

Either approach—identifying our most important responsibilities or better understanding the needs of our users and potential users—requires a long-term commitment. It requires building coalitions and consensus across professional organizational lines. It requires professional associations and societies to commit time and resources to long-term goals. It requires a willingness to compromise and to accept something less than the ideal. These alternatives may be as unrealistic as the recommendations of the Historical Documents Survey, but they at least have the potential to achieve partial success. NHPRC's current internal planning efforts under Gerald George's direction, involving both staff and commission members, are both fresh and promising. In fact, many of the recommendations found in Gordon's section on the NHPRC, including user education and wider distribution of microforms and finding aids, are being addressed in the commission's new plan, "To Protect a Priceless Legacy." SAA's embryonic attempt to set its course through a commitment to specific long-range goals offers hope. We can succeed by being inclusive rather than exclusive, and by stressing our commonality rather than our differences.

NICHOLAS C. BURCKEL
Washington University

A Glossary for Archivists, Manuscript Curators, and Records Managers. Compiled by Lewis J. Bellardo and Lynn Lady Bellardo. Chicago: Society of American Archivists, 1992. viii, 45 pp. Paper. ISBN 0-931828-79-1.

This glossary expands approximately fivefold the list compiled by Frank Evans and his colleagues, first published in this journal in July 1974. This publication's greater scope is welcome. The addition of terms for "type of document" is long overdue. The attempt to incorporate such new concepts as "documentary strategy" is brave. I salute all those who had a hand in it, and I recommend its careful and regular use to all who manage and study archival documents. Still, I do think that the new glossary falls short of achieving comprehensive, internally consistent, and linguistically sound definitions of archival terms.

The Bellardos clearly state their goal "to provide archivists, manuscript curators, and records managers with a common vocabulary, and to acquaint entering professionals and outside audiences with the terminology of these three closely related professional groups." The compilers also attempt "to reflect *practice* in both Canada and the United States, and to note clearly divergent practices between the two countries. Also included are a few European and Australian terms that represent significant *concepts* for which there are no equivalent terms [emphasis added]." Almost all of the criticism that can be leveled at this otherwise worthy effort may be traced to this underlying assumption. In effect, the Bellardos view their task largely as reconciling the existing usage of terms that have evolved from practice in three disciplines in several countries. The compilers therefore selectively borrow from existing lists. It seems to me far more important to express clearly the meaning of important concepts, as established in the thinking and writing about archival theory and method. Constructing definitions of

terminology in a science or a discipline is among the most exacting exercises, requiring scholarship of a very high order. In the brief space available here, I will explore one example to suggest the dimensions of the exercise and to illustrate some of the problems with this particular glossary.

Consider the distinction between *primary value* and *secondary value*. These terms originated in the thinking and writing of such archivists as Phillip Brooks and Theodore R. Schellenberg at the National Archives of the United States. Evans did not define these terms in his glossary, but the Bellardos make an attempt. *Primary value* is "the value that RECORDS/ARCHIVES possess, by virtue of their CONTENTS, for the continued transaction of the business that gave rise to their creation." *Secondary value* is "the capacity of DOCUMENTS to serve as evidence or sources of information for persons and organizations other than the CREATOR." These definitions are riddled with problems, further complicated by related difficulties involving definitions of the capitalized terms in the *primary value* definition, as well as other terms that are defined elsewhere in the list.

First, let us turn to Schellenberg. His only relevant writings on the definition of *primary value* and *secondary value* can be found in his 1956 bulletin, "The Appraisal of Modern Public Records," readily available in shortened form in *The Modern Archives Reader*:

The values that inhere in modern public records are of two kinds: *primary values for the originating agency itself* [my emphasis] and secondary value for other agencies and private users. Public records are created to accomplish the purposes for which an agency has been created—administrative, fiscal, legal, and operating. These uses are of course of the first importance. But public records are preserved in an archival institution because they have

values that will exist long after they cease to be of current use, and because their values will be for others than the current users. It is this lasting secondary usefulness that will be considered in this bulletin.

Clearly, Schellenberg defined neither term; he only offered very general descriptions. As a result, the glossary's compilers attempt to do the job, extending both terms to apply to all "records/archives." Their first obligation, then, is to represent faithfully Schellenberg's meaning and intent, to the extent it can be determined. Schellenberg states only that primary value is the value (ignore the tautology for the moment) of public records to serve the purposes of the agency that generated them; in his terms, the originating agency. He does not restrict this value to the continued transaction of the business that gave rise to creation of the documents. No doubt the word *originating* misled the compilers. It falsely suggested that Schellenberg meant to make a connection with the specific transactions generating the documents. In fact, Schellenberg simply wished to distinguish primary value from secondary value. Remember, *in his bulletin on appraisal he wished only to consider secondary values because he defined archives as those records that are appraised as having secondary value and are transferred to an archival repository.*

The compilers seem unable to decide whether they support Schellenberg's dichotomy between "records" and "archives." They apply primary value to "records/archives," suggesting that the two are identical. The Bellardos define *record* as "a document created or received and maintained by an agency, organization or individual in pursuance of legal obligations or in the transaction of business." *Archives* becomes "the documents created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their con-

tinuing value. Historically, the term referred more narrowly to the NONCURRENT RECORDS of an organization or institution preserved because of their continuing value." *Noncurrent records* are "records no longer needed by their creator to conduct current business."

What do the compilers mean to convey by this reference to the historical usage of the term *noncurrent records*? Do they wish to apply the term *archives* to documents generated in the course of the conduct of affairs or business of persons *and* organizations, rather than merely organizations? If so, why do they cling so tenaciously to the terms *papers* and *manuscripts*? Or do they intend to underscore the suggestion, implicit in their coupling of records/archives, that the two are identical by definition? Certainly, if we consider the word *maintained* in the definition of records as equivalent to the words *preserved because of their continuing value* in the definition of archives, no essential difference exists between the Bellardos' definition of *records* and the definition of *archives*, or between a record and an archival document. This certainly seems where the compilers are leading, and rightly so. A record (archival document), after all, does not change in nature, whatever we may consider its value, upon accessioning into a historical archival repository. The whole archival endeavor is designed to preserve and reveal that nature, so this matter is of the highest importance, not merely some affectation of those who would closely define terms. And no one can validly object that we use terms loosely in our everyday language. A glossary like this one is hardly a record of shop talk. It should express the discipline's scientific vocabulary.

One other definition will complete this particular circle or, perhaps more accurately, thicket of definitions. The reader may well wonder, with all this reference to "value," where administrative value enters the picture. *Administrative value* is de-

defined as “the usefulness of RECORDS/ARCHIVES for the conduct of current and future administrative business. Administrative value is also called operational value.” What then is the difference between primary value and administrative value, and are archives, as Schellenberg wished, distinguishable from records by their secondary value? It is impossible to write an internally consistent set of definitions by ignoring these questions. I see no clear distinction between *primary value* and *administrative value* as defined in this *Glossary*. Both refer to the value of documents generated in the course of the conduct of affairs to serve continuing administrative or operational needs.

The main issue here is the word *value*. Only once, in the definition of *secondary value*, do the compilers clearly articulate that value is capacity, a potentiality of archival documents to serve some purpose or need. The “value is value” tautology can be escaped only by saying precisely which need, or whose need, is served in the definition of any kind of value. Schellenberg sought to distinguish between the purposes and needs of the creator and the purposes and needs of others, nothing more and nothing less. Fidelity to his meaning requires that we ascribe no more meaning than he intended to the terms. We might then have two distinct and consistently wrought definitions: *primary value* being the capacity of archival documents to serve *any* purpose of the person or organization creating and receiving them; *secondary value* being the capacity of archival documents to serve *any* purpose of persons or organizations other than the creator. For instance, when the U.S. government uses any archival documents that it generated, at any stage in their existence, the government realizes primary value. Any use of those same documents by persons or organizations outside of government realizes secondary value.

Administrative value then becomes the more specific capacity of archival docu-

ments to serve the operational purposes for which they were generated. Interestingly, it is better not to restrict administrative value to the originating agency. Agencies die or change functions, new agencies are required to administer the same business, and these latter creations may need the earlier records of its conduct. Indeed, such permutations and combinations are the main reason for making a clear distinction between primary and administrative value in the first place. Schellenberg did not precisely do so. His failure should not prevent us from assuming his insight and intention in order to clarify the meaning of important and useful concepts that are applicable universally to archives.

The compilers express surprise that people differ, even over the term *archives*. We cannot hide from the matter and thus perpetuate the confusion. We have caused ourselves innumerable theoretical problems, especially in something so exacting as defining our fundamental concepts, by trying to distinguish records from archives, and particularly by ascribing the differences to differences of value. For example, archival documents that have found their way to a historical archival repository still have primary value if we remember that value is capacity or potentiality to serve purpose or need. We all know of cases when supposedly “noncurrent” archival documents or records (the same thing) suddenly become current again. Further, any administration may want to call upon the institutional memory residing in records to assist in its current operations. When a person or corporate body applies for access to current records under freedom of information law, secondary value is realized.

Indeed, the distinction between records and archives is increasingly out of step with the regime of integrated management, especially of electronic records, and with rights of access and privacy that have grown up in recent years. Unfortunately, the compilers appear so captivated by faithfulness to

the development of practice, and by the everyday usage of terminology associated with it, that they have missed a golden opportunity to realize their aim: a consistent and rigorous expression of the ruling concepts and technical terms of archival science. There is so much talk about theory and the need to develop it. One of the primary outlets for the theoretical cast of mind involves defining things consistently and rigorously, for the result will radiate clear thinking to method and practice. Much as this effort is an improvement on the earlier, groundbreaking Evans glossary, there is still a considerable way to go. Lest the compilers think I am harsh on them, I think it should also be said that the whole profession and particularly its professional organizations are responsible for our terminological shortcomings and for their reform. Some standing body is needed to manage that reform. The only reason that we appear to live in our own Tower of Babel, as Michel Duchein characterized the international confusion about archival terminology, is that we go about the exercise in the wrong way.

TERRY EASTWOOD
University of British Columbia

The Encyclopedia of Records Retention.
By Jesse L. Clark. Northfield, Ill.: The Records Management Group, 1990. Index. No pagination. Paper. \$103.

Jesse L. Clark's newly revised and expanded edition of *The Encyclopedia of Records Retention* is an accurate, reliable reference tool that lists optimal records retention periods for the most commonly encountered business records. Many of these recordkeeping requirements are available in other published sources, but the information is often difficult to locate and, when found, sometimes shrouded in ambiguity. These shortcomings have been corrected through Clark's efforts.

In addition to a short foreword and in-

troduction, approximately two dozen pages outline the requirements for establishing a successful records management program. Filing practices and guidelines, vital records protection, records center operation, and records identification and retention guidelines are described in brief and cogent fashion. Any organization evaluating the benefits of electronic imaging will benefit from the short and concise discussion offered by Clark. These few paragraphs alone may well be worth the price of the publication.

Records retention schedules list all of the record series handled by an organization and state the retention time necessary for meeting administrative, fiscal, legal, or historical requirements. Clark has defined a *record* as any document containing data or information and transcribed on any media, regardless of its physical form or characteristics. Thus, the schedules address such diverse media as books, maps, microfilm, paper, optical discs, magnetic cartridges, printouts, and even photocopies. Anything and everything either created or received by an organization in the course of transacting business falls within Clark's purview. Obviously, retention periods may vary somewhat, depending on the type of organization and the institution's obligation to make records available.

In developing the actual schedules, Clark has categorized the various record series into fourteen major functional classifications. Two classifications, "Municipal Records" and "Banking and Financial Institutions," have been subdivided further into an additional sixteen groupings or specialties. A record code prefix number has been assigned to each major functional classification, and this number serves to index specific record schedules. This coding greatly facilitates searches and brings together in one section all record series related to a specific business or discipline. A separate alphabetical index, printed on color-coded paper and based on a keyword sort,

serves as an additional cross-reference and further assists the user in rapidly locating specific series and record code numbers.

Suggested retention periods are offered in years. Contingency factors that affect retention, including audits, final payment, termination, and additional review, are identified. Records defined as *vital*, whereby their loss or destruction could irreversibly harm the organization and its patrons, are denoted. Clark chooses not to address the preferred method for protecting vital records and valuable assets, leaving this responsibility with individual organizations. He does emphasize that microfilming should meet either the need to protect the record or to facilitate its storage and retrieval. Records most suitable for microfilming are indicated.

Many organizations, attempting to save money and space, will specify the length of time that a record should be kept in the creating office before transferral to a less expensive storage facility. This period is dictated by the organization's operating environment and philosophy, as well as by the record type and use activity. Again, a professional records manager can best determine the active period after analyzing the daily record retrieval and weighing benefits against costs. The strength and value of *The Encyclopedia of Records Retention* rests on Clark's identification of the most commonly used record types and on his assigning the accepted retention periods. For this reason alone, the publication is recommended.

HERWART CURT VOGT
BASF Corporation

Conserving and Preserving Materials in Nonbook Formats. Edited by Kathryn Luther Henderson and William T. Henderson. Urbana-Champaign, Ill.: University of Illinois Graduate School of Library and Information Science, 1991. Index. 165 pp. Cloth. ISBN 0-87845-080-7.

Sponsors of the Thirtieth Allerton Park Institute at the University of Illinois Graduate School of Library and Information Science in 1988 rounded up the usual conservation and preservation suspects to produce this compilation. As a volume of proceedings, it remains subject to the typically uneven quality of such works. Readers will benefit from the insights of twelve acknowledged experts in their fields, and the book covers a wide and welcome range of archival media. Most of the chapters, however, address issues on a fairly superficial level, and very basic preservation information is presented repeatedly. The quality of the papers is erratic and, although the book was published recently, the conference occurred in 1988 and several individual papers already appear dated. The editors note that photographs and other illustrative materials comprised significant elements of many of the conference papers; unfortunately only a handful of charts appear in this published version. The conference presentation addressing works of art on paper is not included in the volume, an unfortunate omission for archivists whose collections contain such material.

Lambertus Van Zelst's paper, "Needs and Potential Solutions in Conservation," opens the volume. Since he is a conservation scientist, Van Zelst not surprisingly dwells on the costs and pervasive lack of access to analytical services for the conservation community. Particularly noteworthy is his emphasis on the importance of public awareness in funding conservation and preservation. Gerald D. Gibson's chapter on sound recording preservation is more broad than deep, since little new research concerning this topic has appeared in print. Still, his section offers welcome coverage of compact discs and solid appendixes recommending proper storage conditions. Susan Swartzburg, writing on the preservation of newspapers, makes a valuable contribution by urging caution to those repositories considering contractual arrangements

with profit-making micropublishers. She also includes a useful annotated bibliography.

Klaus Hendriks, writing on black-and-white photography, emphasizes technical details. Five of his eight tables enumerate the differing ANSI (American National Standards Institute) standards for storing various photographic media. As Hendriks himself later notes, this seems of questionable value, since most archivists are burdened with one storage facility for *all* of their media. Susan Dalton, examining the preservation of black-and-white motion pictures, reviews the history of moving-image preservation, and asserts that no moving-image document can be considered "preserved" unless a master copy is kept by an archival institution. Henry Wilhelm's contribution on color photography confirms what most individuals have already observed: color prints, movies, and slides fade badly and fast. His discussion of cold storage helpfully includes the names of several institutions that have developed both high- and low-tech zero-degree storage facilities. Wilhelm concludes with a section on exhibition conditions.

Mary Lynn Ritzenthaler differentiates between archival preservation and the preservation of published or artistic works, noting the media, uses, mass, uniqueness, and other qualities of archives. Ritzenthaler enumerates the many functions that make up an archival preservation program and concentrates on two: holdings maintenance and conservation treatment. Her discussion of single item, batch, and mass treatments includes the important observation that batch treatments should not be allowed to take on lives of their own, as sometimes occurred with lamination or deacidification. Ritzenthaler has referred elsewhere to this phenomenon as "feeding the beast." Carla Montori's chapter on preservation planning concludes the volume. She introduces the concepts of prospective and retrospective preservation, discussing condition surveys

and other functions of preservation management, including staff training, user education, and disaster planning.

Conserving and Preserving Materials in Nonbook Formats has two notable high points. One is Sara Wolf Green's presentation on textiles. Archivists, who usually have some textiles in their collections, will welcome this clear and concise exposition of the types and properties of textiles and their requirements for storage, handling, and exhibition. Green also introduces the term *collection management*, an approach with broad applications in archives and manuscript environments as well as in museums. A second peak is achieved in the chapter on the preservation of computer-based records. Intelligible and thought-provoking, Gordon Neavill's elegant treatise readily confesses that it provides few answers. The author does discuss a number of fundamental concepts, however, including the difference between transmitting information over time and over space and between static and dynamic media decay. He challenges archivists to consider how marketplace factors affect the way they retain or accumulate information, and he makes clear the extent to which preserving computer-based and computer-generated information differs entirely from preserving material in other formats.

Two particularly weak contributions also deserve mention. The first, by Dennis Inch of Light Impressions, Inc., purports to address "The Role of Vendors in Conservation." This perplexingly brief and disjointed offering begins with four semi-related questions concerning vendor responsibilities and current awareness, supplies, and problems in storage environments. Inch then attempts to answer these queries in a few brief sentences. His supply list provides a good basic shopping guide, arranged by curatorial function (e.g., transporting prints or storing slides). The end result may be dangerous, however, since the article lacks

any instructions on when and how to use or not use the variety of inks, adhesives, and deacidification solutions presented.

The other weak link is Mary Lynette Larsgaard's "Conservation of Cartographic Materials." After introducing the wide range of media that comprise cartographic materials and mentioning some of the less common techniques used in map-making, she reiterates the same material properties and causes of deterioration covered by several other contributors. One particularly troublesome aspect of her paper concerns several recommendations on preservation and handling methods for the non-conservator. Many conservators and curators will question her somewhat alarming comments concerning home humidification, using "archival tape," and placing ultra-violet filtration materials in direct contact with paper. Larsgaard's discussion of copying makes no mention of the large-format photocopiers available in many repositories. This article is redeemed slightly by an appendix listing suppliers of equipment for storing cartographic materials.

Conserving and Preserving Materials in Nonbook Formats contains an index as erratic as the papers themselves. And, ironically, although this work is all about preservation, it appears not to have been published on acid-free paper.

MARY B. BOWLING
The New York Public Library

Leadership for the Future: Collected Essays. Edited by Bryant F. Tolles, Jr. Nashville: American Association for State and Local History, 1991. Illustrations, index. xi, 196 pp. Paperback. \$20.95. ISBN 0-942063-11-2.

Management has become an increasingly important issue for archivists during recent years. Fund raising, budgeting, and the corporate climate have all been the subject of either articles or Society of American

Archivists program sessions. One management function that has not yet received extensive attention concerns the range of issues involving leadership, from its very attributes to its role in management. *Leadership for the Future* examines this issue in detail through a series of essays by leaders of public historical agencies.

The volume begins with a brief history of American history museums by Edward P. Alexander, retired director of the Museum Studies Program at the University of Delaware; the essay places museums in both a historical and a social context. Subsequent essays address a variety of topics, reflecting the roles agency heads must play if they seek to provide adequate leadership. Essential leadership roles include institutional visionary and motivator; intellectual leader and educator; guardian of social responsibility; trainer and developer of professional standards; institutional legal guardian; fund raiser and cultivator of institutional support; internal communicator; and fiscal, property, and security manager. *Leadership for the Future* assesses these qualities and also discusses the director's role in such museum issues as collection development, exhibitions, and institutional research. Finally, a few contributions examine museum leadership in smaller institutional contexts and specifically in African-American museums.

The authors constitute a cross-section of the historical agency community. They include mid-level managers as well as those responsible for larger historical agencies. *Leadership for the Future* is not directed specifically toward archivists, but archival readers will learn a great deal by studying this series of essays.

Harold Skramstad of the Henry Ford Museum discusses the attributes of a leader and the role this individual must play in a historical agency. Skramstad likens a museum leader to an Oz-like figure who must possess human attributes but who should

also appear larger than life. The leader must be a communicator and ideally reflects the hopes and aspirations of the historical agency's board and staff. Another interesting chapter laments the continuing lack of educational standards for historical agency professionals. Daniel Porter, of the New York State Historical Association, places the responsibility for this state of affairs on both professional leadership and professional organizations for failing to set standards. When standards are available, Porter observes, employers often fail to incorporate them into hiring practices. Much of the commentary and argument in this chapter will ring true and sound familiar to those within the archival community as well as to the managers of historical agencies.

Other chapters of particular interest include discussions of fund raising and development by Albert Klyberg of the Rhode Island Historical Society, managing small museums by Charles Lyle, and African-American museums by Amina Dickinson. The latter two essays will especially interest archivists in smaller institutions, who often feel that management is significant only for those administering large agencies. These contributions demonstrate the need for both leadership and management skills in smaller settings where archivists too often feel that multiple demands leave little time for planning, development, or other managerial tasks.

Leadership for the Future has something for all archivists and is highly recommended for "lone arrangers," mid-level managers, and leaders of large archival agencies.

THOMAS WILSTED
American Heritage Center
University of Wyoming

Understanding Congress: Research Perspectives. Edited by Roger H. Davidson and Richard C. Sachs. Washington D.C.: U.S. Government Printing Office, 1991. Illus-

trations, index. xxii, 244 pp. ISBN 0-16-035728-4.

In February 1989, this reviewer attended "Understanding Congress: A Bicentennial Research Conference," sponsored by the U.S. Senate, the U.S. House of Representatives, and the Congressional Research Service (CRS) of the Library of Congress. Congressional scholars at the symposium heard members of Congress, biographers, archivists, journalists, lawyers, historians, and political scientists assess the nature of congressional research. It is especially pleasing now to have the conference's published proceedings available in this volume.

Roger H. Davidson, co-editor of this publication, worked closely with staff from the Historical Offices of the Senate and House as well as with the CRS, to direct the conference. He formerly served as a senior specialist with the CRS and is now professor of government and politics at the University of Maryland. Davidson also authored the introductory essay, which explores the ever-evolving study of an ever-changing institution—Congress itself. Richard C. Sachs, the other co-editor, served as a conference manager and is a CRS analyst specializing in congressional operations and legislative procedures.

The published proceedings closely follow the actual conference, presenting a multidisciplinary research perspective on the national legislature and its personnel. The first section, "Approaches to Congress," begins with Davidson's introduction, an essay by the historian David McCullough, and a roundtable discussion on "What We Ought to Know About Our National Legislature" by Senators Wyche Fowler, Jr. and Richard G. Lugar, and Representatives Mickey Edwards, Paul B. Henry, and David E. Price. Unfortunately, most average Americans will not read McCullough's "Time and History on the Hill," richly enhanced with entertaining and enlightening vi-

gnettes from congressional history. Even more unfortunate, readers cannot hear his stirring delivery. McCullough's memorable address set the tone for the conference, emphasizing that Americans need to know more about their Congress. McCullough peppered his presentation with a surprising array of historical and political insights, from the obvious to the obscure. Despite a wealth of potential subject material, many topics remain to be researched or published.

"Researching Congress: The Paradox of Sources," the second segment of *Understanding Congress*, provides especially thought-provoking commentary for congressional archivists. Anna K. Nelson explores "The Historian's Dilemma" in writing recent American political history. She stresses the difficulty of understanding Congress and the legislative process and the importance of researching the "informal record" through interviews and observations as well as through the more "formal record" of printed proceedings, reports, and private papers. Most important, Nelson challenges records creators, archivists, and historians who use these records to share responsibility for understanding "the particular value of the informal record" in any historical evaluation of the legislative process (p. 70). With an eye on the future, Raymond W. Smock, historian of the U.S. House of Representatives, recalls the historian William E. Leuchtenberg's prediction that political history would constitute the next historical frontier. In that context, Smock examines the state of records disposition, congressional relationships with the National Archives, and the records' availability and accessibility for research. This section concludes with "Commentaries on Congressional Research" by former U.S. representative and author Charles W. Whalen, Jr., the political scientist Joseph Cooper, and the archivist R. Michael McReynolds.

Diverse research perspectives are presented in Parts 3, 4, and 5. Robert A. Caro

and Richard Lowitt discuss their experiences in authoring congressional biographies, and Senator Russell Long comments on his father's biography. Several lawyers and scholars, including Louis Fisher, Robert A. Katzmann, and Judge James L. Buckley, offer overviews into two hundred years of legislative-executive-judicial relations. In the final section, the journalist Steven V. Roberts, the historian Fred L. Israel, Representative Barney Frank, and the political scientist Stephen Hess consider "Congress in the Public Eye."

Understanding Congress continues a discussion that originated in two previous conference publications. Both the 1977 New Harmony Conference on Access to the Papers of Recent Public Figures and the 1978 Conference on the Research Use and Disposition of Senators' Papers featured similar participants, attendees, and topics. Equally interesting, the 1985 conference for the National Historical Publications and Records Commission's Congressional Papers Project grant produced a working document calling for improvements in preserving Congress's record.

In ways similar to these earlier endeavors, *Understanding Congress* seeks to stimulate research into the national legislature and to open the next frontier for scholars. Individual contributions vary in quality. Still, the multidisciplinary approach to the subject remains the overriding strength of the volume. *Understanding Congress* is a valuable resource for academic graduate advisors and coordinators, as well as for individual scholars. Archivists will find its implications for appraisal and access interesting and will undoubtedly use it in developing reference assistance.

If the proceedings succeed, those who preserve and make available the records must understand Congress in its many complexities. The original conference laid important groundwork for a congressional documentation strategy among attendees who composed the Society of American

Archivists' Congressional Papers Roundtable. Under the direction of Senate archivist Karen D. Paul, the resulting Congressional Documentation Project report is scheduled for publication in fall 1992 and is eagerly awaited.

SHERYL B. VOGT

*Richard B. Russell Memorial Library
The University of Georgia Libraries*

The Immigration History Research Center: A Guide to Collections. Compiled and edited by Suzanna Moody and Joel Wurl. New York: Greenwood Press, 1991. Illustrations, index. 446 pp. Cloth. \$65. ISBN 0-313-26832-0.

The Immigration History Research Center (IHRC) at the University of Minnesota is the oldest multiethnic archives in the United States, and its new guide highlights one of the largest collections describing America's Eastern, Southern, and Central European ethnic groups. The center's roots date to 1963, when the university created an Immigrant Archives Committee. It was established formally in 1966 as the Center for Immigration Studies and subsequently changed to the Immigration History Research Center in 1974. The IHRC's holdings cover twenty-three European groups: Albanians, Armenians, Bulgarians and Macedonians, Byelorussians, Carpatho-Rusins, Croatians, Czechs, Estonians, Finns, Greeks, Hungarians, Italians, Jews, Latvians, Lithuanians, Poles, Romanians, Russians, Serbians, Slovaks, Slovenes, and Ukrainians. A small group of material, designated the "Near Eastern American Collection," focuses on Arabs and other Middle Easterners.

The guide is handsomely produced and attractively illustrated with photographs from the archival collection. Organized by ethnic group, with one additional general section covering multiethnic collections, the publication allows the reader quickly to obtain an overview of the center's entire hold-

ings for each group. Sections are arranged alphabetically, making it easy to locate individual entries. The index deserves special praise. It is especially thorough and detailed, greatly increasing the guide's usefulness.

Entries for manuscript groups remain clear and consistent with the USMARC format for Archival and Manuscripts Control. Archivists and researchers are becoming increasingly familiar with the structure of USMARC records, and using this format to standardize guide entries imposes a uniform structure that proves easy to understand and follow. Excepting occasional collections for which the repository presumably lacks data, the entries provide adequate information on individual or institutional creators and on the actual holdings.

The extensive information concerning the center's published materials is an unusual and very helpful feature. Each section lists all of the IHRC's newspaper and serial titles for the particular ethnic group, as well as a brief essay describing relevant nonserial publications. Considering the importance of the center's periodical holdings and the fact that they, like most ethnic serial collections, are not cataloged into national databases, these listings provide a major service for researchers. The essays, although brief, place the center's books within the bibliographic context of each ethnic group and provide a well-written introduction to the literature.

The center's Italian-American holdings are the largest in the country, reflecting both the research interests of the IHRC's director, Rudolph J. Vecoli, and a successful recent project to collect the records of the Order of the Sons of Italy in America. Quantitatively, the other largest manuscript collections document Ukrainians, Finns, and Poles. The fifth-largest category consists of the "general multiethnic" section, including the records of the American Council for Emigres in the Professions (475 linear

feet), the national records of the American Council for Nationalities Service, and local records of many international institutes.

Holdings for the other ethnic groups are considerably smaller, although some of the smaller sections contain especially significant collections. The Greek section constitutes one example, containing the papers of the eminent Greek-American historian Theodore Saloutos, as well as the records of the Department of Laity of the Greek Orthodox Archdiocese of North and South America. Another relatively small section includes an important body of records from the National Slovak Society, the largest of the Slovak fraternals. Other holdings among the smaller sections remain the most comprehensive archival resources for those specific groups.

Fortunately, the Immigration History Research Center's guide appears at a time when ethnicity is again the subject of national discussion. The current dialogue over multiculturalism may direct some well-deserved attention toward the publication. Moody and Wurl also offer concrete evidence that the ethnic revival has spawned substantial research collections that can provide a documentary basis for illuminating the multicultural debate. The guide also makes clear the fact that documenting America's immigrant and ethnic heritage remains an unfinished agenda.

R. JOSEPH ANDERSON

The Balch Institute for Ethnic Studies

Cultural Connections: Museums and Libraries of Philadelphia and the Delaware Valley. By Morris J. Vogel. Philadelphia: Temple University Press, 1991. Illustrations, color plates, maps, index. 256 pp. Cloth. \$29.95. ISBN 0-87722-840-x.

Archivists, librarians, historians, and travelers to Philadelphia and the Delaware Valley will welcome this attractively designed guide to the area's museums and libraries. Morris Vogel's *Cultural Connec-*

tions primarily addresses historians and museum visitors. Archivists will discover in its pages the fascinating history and development of local museums, libraries, and manuscript repositories, integrated into the collective cultural history of the early United States. Designed as the first in a series of guidebooks seeking to increase awareness of museum and library resources in the Philadelphia region, the publication of this book was supported by a grant from the William Penn Foundation.

The author, Morris J. Vogel, is a professor of history at Temple University and has also served as a guest curator/historian at the Balch Institute for Ethnic Studies and the Historical Society of Pennsylvania. He edits the *Pennsylvania Magazine of History and Biography* and has written two other books concerning the history of the Philadelphia area: *Still Philadelphia: A Photographic History, 1890-1940* (Philadelphia: Temple University Press, 1983) and *Philadelphia Stories: A Photographic History, 1920-1960* (Philadelphia: Temple University Press, 1988).

Cultural Connections contains an introduction, a series of five thematic essays, and an annotated alphabetical listing of eighty-six cultural institutions. The book is decorated lavishly with approximately 250 color illustrations that showcase the enormous collections of objects held by the museums and libraries in Philadelphia and the Delaware Valley.

Vogel uses the introduction to present his theoretical framework for understanding the nature of cultural enterprises, as exemplified by the region's rich cultural heritage. Cultural institutions are treated as parts of an interconnected whole, and the author describes how an exhibit or display at one area museum can provide the visitor with insights into an exhibit or display at another institution. The continuity of common themes is a key element that permeates the book. One of Vogel's major premises posits that, to be meaningful in

the contemporary world, the holdings of museums and libraries must be considered, interpreted, and explained in relation to the broad cultural experiences of the individuals and societies with which they are associated. The author's introduction concludes with a brief overview of the history and changing orientation of cultural institutions in the Philadelphia area.

The first chapter, "American Nationality," traces the origins and development of Philadelphia's scientific and cultural institutions in the years preceding the American Revolution and illustrates the ways in which they both responded to the needs of the population and influenced each other. The United States from its earliest days was influenced by these cultural institutions. Indeed, among the first cultural artifacts Americans created were those used to promote a national identity. Powerful symbols, images, and rituals reflected the ideas exemplified by a new country and government. Art and architecture proved the most common expressions of cultural identity, with both traditions possessing strong ties to the democratic ideals of Greece and the ancient Roman Republic. Vogel describes the development of classicism in art and architecture and traces its relationship to a Jeffersonian emphasis on science and naturalism. This Jeffersonian focus combined with a public encouragement and financing of Western exploration to broaden the American experience. A knowledge of new places, plants, animals, and people eroded the classical emphasis.

Vogel argues that the new American lands were transformed into a symbol of nationalism, thus helping form the political philosophy of "manifest destiny," which subsequently justified territorial expansion through purchase, annexation, and war. Other long-lived American mythical symbols, including the sturdy yeoman, the log cabin home, the brave backwoodsman, and the noble savage, were developed and elaborated over the course of the early nine-

teenth century. As sectional polarization increased and the nation moved toward Civil War, Americans began to change their self-definitions. A new emphasis on factors of birth, race, and place of origin appeared evident, and Delaware Valley cultural institutions reflected this altered perception. Xenophobia arrived with a vengeance as certain races increasingly became viewed as "unsuitable." New immigrants seemed especially suspect and Chinese exclusion laws were passed in the early 1880s.

The author concludes his first chapter by tracing social changes since World War II. Revised immigration laws, the Civil Rights movement, and increased pride in immigrant origins over the last four decades markedly altered society. Many new cultural institutions have emerged and older ones have modified their mission with a view toward studying and celebrating America's diverse cultural ancestry.

Cultural Connections then proceeds to define and describe Victorian culture and to assess its impact on the development of American institutions. Defined by Vogel as a culture of "self-congratulation," the Victorian period simultaneously witnessed an enormous growth of museums and of other cultural institutions. Intensive study of nature and the environment, as well as increased contacts with emerging cultures, generated new information. Victorians filled their museums with novel specimens and objects. A supreme self-confidence and firm belief in the superiority of current values characterized Victorian America. Demonstrating continuity with the past, late twentieth-century society has witnessed a great revival of interest in all aspects of Victorian culture.

Vogel addresses issues of "Discovery and Exploration" in a chapter tracing the intellectual expansion of the world that resulted from various voyages of exploration, the development of cultural contacts through trade, and new scientific discoveries. The author reviews societal notions of progress

and their influence on cultural institutions. Brief sketches of major scientific thinkers from Copernicus to Darwin are accompanied by examples from library and museum collections that document their genius and achievements. This chapter concludes that Americans still pursue this voyage of discovery, whether institutional or personal.

In his last collection of essays, entitled "The World We Have Lost," Vogel places memory at the heart of culture and analyzes the ways humans have used art, literature, myth, and religion to preserve cultural memories. *Cultural Connections* explores such concepts as the memories of the earliest settlers, the Protestant revivals of the early nineteenth century, the frontier myth, rugged individualism, republican communities, civic virtues, and domestic nostalgia to illustrate the ways in which Americans justified familiar values during various historical periods.

Americans have preserved their cultural icons in museums and libraries, while simultaneously removing cultural treasures from other corners of the globe. Colonial conquest brought spoils from Africa, Asia, South America, and the Pacific into our cultural institutions and also served as a

means of appropriating material from Native-American groups, often under the guise of government-sponsored scientific expeditions. In more recent decades, cultural institutions have played an important role in helping groups rediscover their heritage.

Vogel's study concludes by listing eighty-six cultural institutions in Philadelphia and the Delaware Valley. Detailed annotations accompany each entry. Historical sketches and collection descriptions highlight the resources. Three maps locate the cultural institutions.

Cultural Connections provides a dual service for travelers, librarians, museum professionals, and archivists. First, it offers an excellent annotated guide to the Philadelphia area's cultural institutions. Second, and much more significant, Vogel provides librarians, archivists, and curators with a historical and cultural context for understanding their work. As his preface advises, "use it to reflect on how Americans have thought about culture, broadly defined, in making sense of their experiences as a people" (p. 11).

PETER L. STEERE
University of Arizona

BRIEFLY NOTED

Sophia Menache, known for her earlier work on the papacy and the Templars, has produced an important study on the development of communication, in its broadest aspects, from the eleventh through the fourteenth centuries. *The Vox Dei: Communication in the Middle Ages* was published by Oxford University Press in 1990 and is available from this New York publisher for \$39.95. Menache's interesting and challenging introductory chapter establishes the theme of written and oral communication—the media—as a valid subject for study. The remainder of the volume contains three distinct parts: the church, the monarchy, and heresy. Each section broadly outlines the general theme and carefully scrutinizes specific examples, including the Crusades, the Franciscan crisis, and the Templars. Perhaps owing to her interpretive breadth, Menache approaches events in a very traditional manner. She does, however, view them differently, and she offers the reader new insight into modern modes of communication. The interaction between information and society, a relationship that a modern reader or hearer might take for granted, is delineated carefully throughout this study. Several relevant publications, including the work of Marsha Colish, M. T. Clanchy, Brian Stock, Walter Ong, and Jack Goody, relate directly to Menache's work and should have been used to enhance and strengthen this interesting essay. One other problem, the bane of curatorial existence, handicaps the work; plates depicting manuscripts bear no citations identifying the owning libraries or providing shelf numbers, a clear lack of communication on Menache's part. The volume itself constitutes part of Oxford's series "Communication and Society." It will be particularly useful for archivists and curators unfamiliar with this time period but wishing to learn more about the framework of modern communication. If *The Vox Dei*

argues for one central theme, it contends that written and oral communication are not new and that a better understanding of the history and development of communication will lead to a better understanding of modern practice. ISBN 0-19-504916-0. © (Philip N. Cronenwett, Dartmouth College Library)

The Books of the Fairs: Material About World's Fairs, 1834-1916, in the Smithsonian Institution Libraries, compiled by the Smithsonian Institution with an introductory essay by Robert W. Rydell (Chicago and London: American Library Association, 1992), serves as a guide to the Smithsonian Institution Library's (SIL) extensive collection of exposition publications. It focuses on the part of the collection that was compiled between 1834 and 1916, as well as on a microfilm collection containing many of the materials for the same period. This illustrated volume alerts researchers and other repositories to the extensive sources held by the SIL, so that the material might be more widely used. *The Books of the Fairs* is a well-organized and detailed catalog. A brief yet informative introduction provides historical perspective, suggests available secondary material, and discusses related collections both within the SIL and elsewhere. The major section of the work consists of 1,700 entries relating not only to world's fairs, but to industrial expositions, trade fairs, and sanitary fairs. The checklist, which does not claim to be complete, is arranged chronologically by year, then alphabetically by city, and finally by the official name of the fair. Entries are comprehensive, including title, dates, number of pages or volumes, publishing information, and a brief note describing the importance of items. Entries highlight unique components contained within the individual publication or manuscript (e.g., photos, maps, illustrations, and indexes). Reel numbers are provided for

filmed items. *The Books of the Fairs* contains two useful indexes: a general index and a title index. References relate both to the introductory essay and to the checklist. A minor shortcoming is the omission of a subject index. Each item contains a very broad range of topics, and the compilers deemed a subject index impractical.

Expositions have played a large role in the unfolding of modern history. They have served important educational functions; have acted as media of mass communication; have set guidelines from particular social, economic, political, and cultural perspectives; and have institutionalized industrial, commercial, and urban progress. Their potential value for researchers is unlimited. *The Books of the Fairs* illustrates the wide range and impact of the early exposition movement and the variety of publications associated with it. It allows researchers to gain access to a major collection on fairs that, until recently, had been largely uncataloged and inaccessible. (Mary Cordato, *American Bible Society*)

Bonnie Hardwick, formerly archivist at the Denver Public Library and currently head of the manuscript division at the Bancroft Library, has contributed the study *The Function and Force of Reader Registration Procedures* to the Society of Colorado Archivists' informative and useful Occasional Papers series. The sixteen-page pamphlet provides very practical and helpful advice for archivists and manuscript curators developing forms and guidelines. Hardwick surveyed over thirty repositories to determine current registration practices, and she has included sample "Repository Rules" and "Reader Registration/Access Forms" in her appendixes. Throughout the paper, Hardwick argues for procedural clarity, urging archivists to avoid ambiguous terms like *qualified researchers* and *serious research* when developing access policies. She also presents material in a clear and logical manner, illustrating the inter-

related nature of such common archival procedural documents as registration forms, reading room passes, daily logs, request forms, and use logs. Registration procedures, in Hardwick's view, should not "be a tangle of useless information or redundancies." Rather, "there needs to be a purpose for each item of information requested on each succeeding form in the flow of documentation from the registration desk to the submission of a request slip" (p. 12). Archivists developing and refining reference procedures will find this occasional paper a useful place to start, and the Society of Colorado Archivists' series remains an excellent professional bargain at \$3. Copies may be obtained from the editor, Rutherford W. Witthus, at the Auraria Library, University of Colorado at Denver, Lawrence at 11th Street, Denver, Colorado 80204.

The Philadelphia Maritime Museum recently issued two attractive and impressive guides. *John Lenthall, Naval Architect: A Guide to Plans and Drawings of American Naval and Merchant Vessels, 1790-1874* was prepared by Gail E. Farr and Brett F. Bostwick and published by the museum in 1991. Lenthall (1807-74) was a major naval architect, responsible for many innovative shipbuilding practices, and he originally donated this collection of over five hundred ship plans to the Franklin Institute in 1874. When the Franklin agreed to lend this collection to Philadelphia Maritime in 1990, the museum secured outside funding to catalog, conserve, and publish a guide to this significant collection. The fifty-two page guide includes a biographical sketch of Lenthall, an introductory essay placing the subject's work in the context of nineteenth-century shipbuilding, detailed descriptions of the ship drawings and supplementary holdings, bibliographic citations to Lenthall's own exhaustive shipbuilding library, references to Lenthall material in other repositories, and a general

bibliography. A truly scholarly work that also remains faithful to the USMARC Format for Archival and Manuscripts Control, this publication sets a high standard for collection guides. Equally impressive is the Philadelphia Maritime Museum's *Shipbuilding at Cramp & Sons: A History and Guide to Collections of the William Cramp & Sons Ship and Engine Building Company (1830-1927) and the Cramp Shipbuilding Company (1941-1946) of Philadelphia*, compiled by Farr and Bos-twick with the assistance of Merville Willis. The Cramp shipyards constituted a fixture on the Philadelphia waterfront for over a century. This sixty-four page guide focuses on the firm's ship plans, but it also includes brief descriptions of Cramp's business records, photograph collection, and artifactual materials. Both guides offer evidence that producing and publishing quality finding aids remain among the most relevant and scholarly aspects of archival work. Both publications may be obtained by contacting: Librarian, Philadelphia Maritime Museum, 321 Chestnut St., Philadelphia, Pennsylvania 19106.

Folklore Archives and the Documentary Heritage of New York State (Ithaca, N.Y.: New York Folklore Society, 1991) presents the results of a survey conducted by archivist Frederick Stielow under the auspices of the New York Folklore Society (NYFS). Stielow and John Suter, executive director of the NYFS, coedited this document, which includes an executive summary, the complete text of Stielow's findings, a paper by distinguished folklorist Bruce R. Buckley reciting the history and nature of folklore collecting, and the proceedings of a 1991 Folk Archives Conference held at the Sanford Town Library in upstate New York. Stielow surveyed by mail thirteen hundred organizations and individuals throughout New York State during 1991, and he visited and examined fourteen sites in depth to ascertain the state of folk-

lore collections in the region. Most collections appeared small, constituting less than one full file cabinet, with nonprint media predominating and archival knowledge among staff low. Stielow and Suter prescribed a number of remedies to bring folklore collections within the archival mainstream, including a series of educational workshops to train staff, state-sponsored efforts to encourage descriptive adherence to the USMARC Format for Archival and Manuscripts Control, and programs to train educators in the use and collection of folklore materials. Perhaps the most interesting comments concern the unresolved copyright, legal, and ethical issues peculiar to folklorists. *Folklore Archives* may also signal the beginnings of a new series of archival studies that pay appropriate homage to the current age of economic scarcity. Stielow remains very cognizant of the "current fiscal crisis in New York State," and emphasizes that his recommendations "are necessarily modest in scope and cost" (p. 7). Eschewing grandiose efforts to resolve all documentary problems, the report recognizes "current financial and practical restraints" (p. 21), and presents a series of manageable short-term recommendations. The importance of the material, the need to address underdocumented elements of American society, and the danger that the traditions under discussion will rapidly fade from memory cause readers to hope with Stielow and Suter that the recommendations "do not die in a bureaucratic jungle" (p. 28). The report can be obtained from the New York Folklore Society, P.O. Box 130, Newfield, New York 14867.

An important new publication by the Association of Records Managers and Administrators (ARMA) will assist all governmental archivists. *Essential Elements of Local Government Records Management Legislation, Including Sample Language from Existing State and Local Laws* (Prai-

rie Village, Kans.: ARMA, 1992), prepared by ARMA's U.S. Legislative and Regulatory Affairs Subcommittee in cooperation with the National Association of Government Archives and Records Administrators, identifies and discusses eleven important components of successful legislation governing local records. The ninety-page report focuses on the following program elements: general provisions, administrative responsibilities and program management, access to records, legal custody of records, records retention and disposition, archival program, storage of inactive records, legality of microfilm and electronic records, legal remedies and penalties, vital records, and program funding. Each chapter begins with a very brief discussion of one of these elements and provides numerous examples of actual state and local statutes addressing these questions. The growing professional discussion concerning electronic records ensures that this chapter will be scrutinized with care. ARMA conservatively observes that, whereas laws should recognize microfilm as "legally admissible in court in lieu of the original records" (p. 63), legal requirements for optical images and electronic databases appear more murky. At minimum, ARMA recommends, "the law should assign responsibility for designating technical standards and procedural guidelines to the state records management or archival agency, with provisions for review and approval of proposed local applications" (p. 63). Examples of statutes from the states of Arizona, Florida, Kentucky, New Jersey, New York, Texas, and Utah; from the counties of Montgomery in Ohio, Racine in Wisconsin, and Salt Lake in Utah; and from the town of Flower Mound in Texas illustrate the diversity and range of current legislation. This ARMA publication has the considerable virtue of bringing together contemporary legislative trends and providing a convenient format for comparison. Government archivists should find it useful

in drafting and evaluating their own legislative framework, and academically minded archivists can mine the data for the insights it provides into late twentieth-century recordkeeping concerns.

National Information Policies: Strategies for the Future, by David R. Bender, Sarah T. Kadec, and Sandy I. Morton (Washington, D.C.: Special Libraries Association, 1991), is the second publication in the Special Libraries Association's (SLA) Occasional Papers Series. The authors distinguish between the need for a national information policy, which "applies to the rights of the citizens of the nation to information, regardless of its source, and to the protection of their privacy in dealings with government, industry, or other segments of society" (p. iii), and government information policies, which should be subsumed under this "national policy." Issues concerning electronic information predominate. Bender, Morton, and Kadec proceed from the assumption that "information is a basic foundation of democracy" (p. 3), and they examine the impact of electronic information on concerns ranging from copyright to privacy to access. The report perhaps inadvertently also indicates the extent to which archivists remain isolated from related professions. Appendix B lists over seventy attendees at SLA's Information Policy Series, and the group appears dominated by librarians and systems professionals. Only two paragraphs in the sixty-two page report refer to preservation, archives, and records management. Perhaps the most important reason for archivists to study this report is to recognize the fact that they remain part of a larger community of information professionals and that the archival agenda must be defined and interjected into the larger informational discussion. Electronic recordkeeping contains enormous implications for information accessibility in the future, as this report makes clear, and archivists need to remain

key players in the outcome. ISBN 0-87111-381-3.

Photographers: A Sourcebook for Historical Research, edited by Peter E. Palmquist (Brownsville, Calif.: Carl Mautz Publishing, 1991), is an interesting and enjoyable if somewhat idiosyncratic book. It includes six essays grouped around the general theme of regional photographic directory research, described as "the why and how of delving into the lives of long-dead photographers" (p. 1) by Palmquist, who himself is categorized by another contributor as a "Coastal Californian and ultimate free-lance historian" (p. 53). *Photographers* also includes a lengthy bibliographic essay, entitled "Directories of Photographers: An Annotated World Bibliography," compiled by Richard Rudisill, the curator of photographic history at the Museum of New Mexico. Chapter titles include "Where Did You Find That One? Sources for Finding Dead Photographers," "Looking for Lochman: Researching A Historical Photographer," "California Photographers: A Personal Account of Regionalism in Practice," "Regional Photographic History in Europe: A Review of Methodology and Sources," "Combining

Directory Research with Demographic Analysis," and "Ruminations After a Bibliography of Directory Research." These titles provide ample evidence of the volume's wide-ranging scope. The chapter that is my personal favorite is "Where Did You Find That One?" by David Haynes of the Institute of Texan Cultures in San Antonio. Haynes cautions potential researchers that "you will never find all the photographers," and offers the ultimate archival truism: "generally speaking, the people who wrote the sources were not any more careful than we are today" (p. 5). In another section, "Where Does Your Tax Money Go?" in the same article, Haynes recounts his problems with the National Archives and the IRS in gaining access to an assessment list containing occupational tax information on nineteenth-century Texas photographers. Archivists who fail to appreciate this volume apparently have no one but themselves to blame. Palmquist himself notes that "I began to collect original photographs largely because I found that in order to illustrate an article it could cost several hundred dollars when illustrations had to be purchased from historical agencies such as the California Historical Society" (p. 23). ISBN 0-962194-02-6.

SELECTED RECENT PUBLICATIONS

Cartographic Citations: A Style Guide. By Suzanne M. Clark, Mary Lynette Larsgaard, and Cynthia M. Teague. Chicago: American Library Association, Map & Geography Round Table, 1992. Index. 23 pp. Paperback. \$10. ISBN 0-8389-7581-X.

Documentary History of the First Federal Congress, 1789-1791, Volume X, Debates in the House of Representatives: First Session April-May 1789. Edited by Charlene Bangs Bickford, Kenneth R. Bowling, and Helen E. Veit. Baltimore, Md.: Johns Hopkins University Press, 1992. Illustrations, index. lxiv, 794 pp. Cloth. \$49.95. ISBN 0-8018-4177-1.

Documentary History of the First Federal Congress, 1789-1791, Volume XI, Debates in the House of Representatives: First Session June-September 1789. Edited by Charlene Bangs Bickford, Kenneth R. Bowling, and Helen E. Veit. Baltimore, Md.: Johns Hopkins University Press, 1992. Illustrations, index. xi, 1,548 pp. Cloth. \$49.95 ISBN 0-8018-4178-X. ☉

Emigrants in Chains: A Social History of Forced Emigration to the Americas of Felons, Destitute Children, Political and Religious Non-Conformists, Vagabonds, Beggars, and Other Undesirables, 1607-1776. By Peter Wilson Coldham. Baltimore, Md.: Genealogical Publishing Co., 1992. Appendixes. Cloth. 188 pp. \$19.95. ISBN 0-8063-1329-3. ☉

How the Peace Was Lost: The 1935 Memorandum. Developments Affecting

American Policy in the Far East Prepared for the State Department by Ambassador John Van Antwerp MacMurray. Edited and with an introduction and notes by Arthur Waldron. Stanford, Calif.: Hoover Institution Press, 1992. Index. 165 pp. Paperback. \$16.95. ISBN 0-8179-9152-2. ☉

Index to Pennsylvania's Colonial Records Series. Compiled by Mary Dunn. Baltimore, Md.: Genealogical Publishing Co., 1992. xi, 228 pp. Cloth. \$20. ISBN 0-8063-1332-3.

The Pension Roll of 1835. With an index to the four volumes compiled by Murtie June Clark. Baltimore, Md.: Genealogical Publishing Co., 1992. 4 volumes. Index. 3,183 pp. Paperback. \$185. ISBN 0-8063-1327-7.

The Records of William Clyde Friday: President of the Consolidated University of North Carolina, 1957-1972 and General Administration of The University of North Carolina, 1972-1986. By Michael G. Martin, Jr. and Madeleine Bagwell Perez. Chapel Hill, N.C.: University of North Carolina at Chapel Hill, University Archives and Records Service, 1991. Index. 94 pp. Paperback.

University Archives Manual. By J. Thomas Brown. Terre Haute, Ind.: Indiana State University, 1991. Index. 51 pp. Paperback.

Wickliffe Rose of the Rockefeller Foundation: 1862-1914, The Formative Years. By Roy M. Acheson. Cambridge, England: Killycarn Press, 1992. Index. 99 pp. Paperback. £12.50. ISBN 0-9518908-0-8.