

Reviews

PETER J. WOSH, editor

Providing Reference Services for Archives and Manuscripts. By Mary Jo Pugh. Chicago: Society of American Archivists, 1992. Illustrations, appendixes, index. 123 pp. Paperback. \$19, members; \$25, nonmembers. ISBN 0-931828-82-1.

The impulse to collect records in order to hide them away is very human, and it dates at least to the pyramids of Egypt. With a little reflection, however, it becomes clear that only use justifies the tremendous expense of collecting, processing, cataloging, and storing archives and manuscripts. Without use, it would be far more sensible and economical to destroy archives once their immediate and primary function has been fulfilled. History undoubtedly owes much to obsessive collectors who acquired papers simply for the sake of ownership. Papers become valuable, however, only after someone makes the documentation available for research. By definition, that "someone" is a reference archivist.

Secondary research use not only justifies the retention of archival records and manuscript collections, but it often defines the actual significance of the records. Ancient church sacramental records, originally generated out of a concern for souls, acquire an entirely different and unintended significance when analyzed by modern sociologists. Such unpredictable secondary uses differentiate archival reference work from most library reference services. In a well-cataloged library with open stacks, individualized reference service often becomes merely an optional luxury. Among the broad spectrum of library users, only extreme novices and researchers working on highly

specialized or advanced projects require significant individual attention. In a properly administered archives reading room, by contrast, the reference archivist's assistance proves essential for every user. Researchers require archival assistance to interpret finding aids, understand procedures, and develop an effective search strategy.

"Repositories," in the words of Mary Jo Pugh, "must acknowledge the centrality of reference services to the mission" of the archives (p. 104). If this statement appears obvious, consider the somewhat surprising fact that the library world possesses a vast literature concerning reference services while the archival community has generated relatively few monographs. Mary Jo Pugh's thorough and thoughtful contribution to the Society of American Archivists' (SAA) Archival Fundamentals Series begins to redress this regrettable disparity in the professional literature. *Providing Reference Services for Archives and Manuscripts* builds on and largely supersedes Sue Holbert's basic manual, which was published by SAA in 1977 and has remained one of the profession's few reliable guideposts concerning reference.

Pugh carefully defines her goals at the outset. She seeks to articulate the commonly accepted standards for archival reference service in the United States. A general consensus concerning various aspects of reference work has developed over the past two decades, largely through discussions at SAA annual meetings and meetings of the regional archival organizations. Pugh remains extremely conversant with the

emerging national standards. She has contributed actively to the discourse through observations based on years of practical experience at the Bentley Historical Library and, more recently, academic work on the faculty of the University of California at Berkeley's School of Library and Information Sciences. Pugh confidently defines generally accepted policies and procedures. She does not use the manual as a vehicle for elucidating controversies or opening new avenues for reference service, nor does she choose to explore the implications of such specialized formats as nontextual media.

The first chapter in *Providing Reference Services* provides a succinct historical sketch of both the public archives and the historical manuscripts traditions that have merged to define American archival practice. This background clarifies some apparent inconsistencies. Archival use policies sometimes seem to blend a commitment to open democratic accessibility derived from the public records tradition with elitist and exclusionary practices derived from the historical manuscripts tradition. Pugh firmly allies herself with the advocates of free and open access, at least to the extent that such policies prove compatible with legal requirements for privacy. She outlines a positive and healthy approach, and one certainly very congruent with the cumulative wisdom of SAA's leadership.

Pugh does not address, and indeed does not pretend to consider, the need to defend open access against daily and ongoing political pressures. Archivists often must choose between restrictive access and messy litigation. They need to view their work within the much broader context of preserving a truthful historical record. This role requires a considerable degree of moral courage and a strong helping of stamina. It simply cannot be reduced to a set of procedures. Perhaps, in the final analysis, it is the subject for another book.

Providing Reference Services offers a very thorough and daunting list of archival ref-

erence functions. Archivists, in the author's view, provide information not only from the holdings but about the repository, the holdings, the records creators, related repositories, and such relevant laws as copyright. They offer researchers instruction in using the archives, grant physical access to the records, generate copies from the material, and coordinate loans. This is a large agenda. Pugh also underscores a very important and overlooked consequence of reference archivists' duties. They know the archival consumers best and have a responsibility to interpret and represent users' needs to the entire repository staff, from receptionists and processors to catalogers and administrators. Pugh believes that reference archivists should serve as key players in repository planning, "meeting regularly with upper management to report on use and user needs" (p. 97). This sounds simple and logical, but in practice can present serious difficulties. The reference archivist's role within the larger repository requires closer examination, but the topic falls largely outside the scope of a fundamental manual.

Even the most experienced archival practitioners will benefit from the chapter discussing the identification of users. Pugh provides a framework both for classifying the diverse clientele an archivist encounters and for analyzing users' different needs. Most archival administrators imagine that a well-educated scholar will constitute the repository's typical user. This assumption frequently produces a rigid and rather inflexible set of procedures. Often, the parent institution's own staff is neglected and remains unaware of the archives' potential for providing attractive images for publications, background history on current institutional problems, and a morale-building sense of identity. An especially cogent section of the manual discusses working with students and faculty. Nothing could be more fundamental to the profession's well-being. Each category of reader that Pugh identifies

deserves special attention. The approach advocated in this chapter would help archivists to frame procedures in a flexible manner, in order to accommodate a variety of readers and patrons.

Directories, finding aids, and online public access systems receive attention in a separate chapter. Pugh has prepared a handy mini-bibliography around this topic, complemented by useful samples from the National Historical Publications and Records Commission's (NHPRC) archival directory, the *National Union Catalog of Manuscript Collections* (NUCMC), and the Research Libraries Information Network's (RLIN) database. Interesting observations emerge from seemingly mundane details. The author notes that archival descriptive systems "in an ideal world" would develop only after "assessing the needs of users." She also recognizes the reality that archivists usually "inherit finding aids from previous eras in the life of the repository" (p. 28). Often, one must contend with an unhappy mix of provenance-based arrangement schemes and subject-based classification systems. Extreme user confusion results. Repositories commonly employ a two-stage approach to help researchers through this finding aid maze: readers first consult a subject-based index to locate a relevant collection, then use a provenance-based register to refine the search. In Pugh's view, automated databases may eventually serve to integrate subject and provenance access. Implicit throughout the discussion is the underlying assumption that reference archivists must play a well-defined role in the description process. Information retrieval must be designed with actual research methods in mind. The reading room experience serves as the real test of the quality and effectiveness of finding aids. Articulating this experience is essential to any form of quality control.

Pugh's detailed description of the reference process follows the traditional empha-

sis on an initial interview, continual interaction throughout research, and an exit interview. She places special emphasis on clarifying research questions and on determining user satisfaction when the search ends. Admittedly, the exit interview is often neglected, despite its proven value. A discussion of interpersonal dynamics summarizes extensive library research on nonverbal messages and body language, as well as on staff defensiveness and its effect on reference service. Pugh recommends that reference staff not be burdened with administrative details and paperwork. Clerical staff can explain security routines and handle registration forms, thus freeing the reference archivist for the type of meaningful dialogue that is so essential for a successful transaction.

Such a clear description of the reference process raises a number of questions. Most critical, Pugh does not address a whole series of issues involving the archivist's responsibility for providing accurate reference service. If a visiting researcher does not find information that, in fact, is in the repository, who is responsible for the wasted travel funds? If a mail inquiry receives an incomplete response, the researcher may incorrectly assume that the repository has been exhausted as a potential source. Some might treat this merely as bad luck. *Providing Reference Services* advocates a very clear definition of the level of research assistance that a repository can provide; it often assumes that accuracy will naturally follow.

The thorny issue of access policies receives a separate chapter. Archivists, according to Pugh, "maintain a delicate balance between encouraging use and protecting the rights of creators and third parties" (p. 56). She succinctly discusses privacy, highlighting ambiguities in the law. In the author's view, the reference archivist bears the burden of striving "to open as much material as possible" and "to pro-

mote the equality of access wherever possible" (p. 56). Pugh advocates a detailed written access policy, which explains the need to strike a balance between privacy rights and researcher rights. Such a document should also explicitly detail the level of available reference service. This all appears extremely sensible, if rarely practiced.

Fee-based services receive brief consideration in the chapter concerning access. Pugh reaffirms her belief that "making materials available for research is a fundamental archival responsibility" and discourages archivists from instituting research charges, "although fees for services such as photocopying or extended searches are customary" (p. 61). One might safely consider this a national norm that originated in the respected public library tradition. In reality, however, fees increasingly are creeping into reference work. Very few repositories happily acknowledge this fact of life. Although entrance fees generally are considered unacceptable, archives have demonstrated an increasing tendency to establish fairly high charges for photocopying, mail requests, and photographic prints. In many cases, these fees exceed mere cost recovery. Similarly, many archives place severe restrictions on free database searches. This entire area warrants careful professional monitoring.

Registration, security, retrieval, and facilities planning are grouped together in a chapter concerning physical access. Their exposition appears clear and straightforward and covers the relevant topics. One brief but intriguing section hints at the possibility that online registration forms might electronically integrate user information with collection descriptions. Expert systems could match users with relevant collections, and user studies might have much greater accuracy. Reference archivists have the potential to make a major professional contribution in this area.

In her chapter on copies and loans, Pugh provides perhaps one of the clearest available explanations of the copyright dilemmas facing archivists. When discussing the legal implications of reference work, Pugh offers consistently coherent and well-written information. She realistically acknowledges the manner in which photocopying machines have revolutionized research methods, and she documents the unrelenting demand for vast quantities of copies. The letter of the law too often conflicts with the way in which historians really work. Archivists, Pugh concludes, "must monitor current copyright developments, for they may find themselves in court to test provisions of currently accepted archival reference practice" (p. 85). This is a truly sobering thought.

By chapter eight, Pugh has built a strong case for her major thesis that "service to users must be the foundation of all archival programs" (p. 94). She then provides a theoretical framework for conducting a sophisticated user study. Her final chapter briefly addresses future trends influenced by developments in automation. One conclusion deserves closer examination: "it is probable that reference archivists will be called upon to provide information rather than records" (p. 106). Such a trend already appears to be developing, and it easily could redefine the archival profession.

Surprises always emerge when one tries to articulate common practice and codify consensus. This manual's seemingly straightforward goal, to describe nationally accepted standards for reference service, raises a host of questions that can only be answered by several well-researched volumes that examine the ways in which the historical record is used. As an alternative, we could always return to the pyramids.

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For Their Eyes Only: How Presidential Appointees Treat Public Documents as Personal Property. By Steve Weinberg. Washington, D.C.: The Center for Public Integrity, 1992. Appendixes. 71 pp. Paperback. ISBN 0-962-90127-X.

This study, which examines discriminatory access to the papers of U.S. presidents and their major appointees, was published with chosen irony on 17 June 1992—exactly twenty years after the Watergate break-in. Its conclusion concerning “criminal wrongdoing” at the highest federal levels reinforces the notion that not much has changed for the better in Washington, D.C., over the last two decades.

For Their Eyes Only consists of ten short chapters concerning such sadly familiar topics as “unpublic” public papers, officials’ attempts to control history and sometimes profit monetarily in the process, the “staggering” discriminatory access provided to chosen writers, prepublication review arrangements, and maddening distortions in records classifications. The author concludes with some recommendations for change.

Steve Weinberg is an investigative reporter, and his staccato style reflects that fact. He pleads most strongly for journalistic access to the full public record, but also includes briefs for scholars, the legal profession, and the public. Along the way, Weinberg reinforces the validity of Arthur Schlesinger Jr.’s observation that each claimant seeking access “is inclined to exaggerate his predicament” (p. 45).

The author builds his case by examining the memoirs written by Henry Kissinger, Caspar Weinberger, and George Schultz concerning their service in federal office. Each former officeholder received very special access to official papers that were restricted from almost all other researchers. Weinberg documents an array of instances in which Kissinger, Schultz, and Weinber-

ger either ignored or bypassed established legislation or standard procedures. They sequestered classified materials, confining use to their own writing projects. To support his case, Weinberg cites reports by the General Accounting Office, documents derelictions of duty by Pentagon officials, presents legislative staff members’ observations, reviews State Department pronouncements, and reveals accommodations by the Library of Congress. All of these abuses point toward what might at worst be termed a conspiracy or might at best reveal a numbing old-boy mindset. Clearly, access policies appear designed to serve the personal preferences of princelings of the U.S. government, while disregarding all other interests. Weinberg also describes the crowning insult for both historians and citizens: most of these self-serving officials-turned-authors airily declined, as in Caspar Weinberger’s case, “to include endnotes, a bibliography, or an author’s note on sources” (p. 32).

What is to be done? Weinberg’s “Recommendations for Change” begins with a bow in the direction of several seasoned officials who have counseled the improbability of accomplishing major changes, simply citing *rerum naturam*. James Hagerty of the Eisenhower administration, George Reedy of the Johnson presidency, and Roger Hilsman of Kennedy’s team all take this view. The author then presents his suggestions for improving practices. Interestingly, he does not base these on his own personal or professional views but rather draws heavily on the recommendations of a mid-1970s Washington commission chaired by Herbert Brownell, the U.S. attorney general under Eisenhower and hardly a radical firebrand. Brownell’s commission reported, in summary, that “the tradition of private ownership of public papers became established by reason of the failure of the government to provide an alternative. It is time to remedy the situation.”

Weinberg's suggestions for "specific alterations in law, regulation and custom" (pp. 47-48) include points long familiar to any archivist: records created through the use of public agencies are public; personal diaries are private; far fewer restrictions than those now in existence are justified; all classifications of records should be accompanied by stated time limits; and classified documents that are cited in published form should thereupon be unclassified. These recommendations do not appear objectionable and, in the broad view, appeal only to justice and common sense. The real difficulty in achieving their realization lies in the pervasive and persistent establishmentarian bias favoring presidents and the leading figures of their administrations. That bias is as real and powerful as it is unjust. It certainly strongly colored the thinking of those former officials who advised Weinberg that he was on a futile quest, and I do not pretend to offer a complete solution.

I would, however, make one suggestion. Weinberg only indirectly addressed the Library of Congress's role in this entire question. *For Their Eyes Only* relentlessly documents the misdeeds of officials at the State Department and the Pentagon in favoring their former secretaries. The attitudes displayed by those functionaries probably will never change. The Library of Congress, however, has participated in this process as well. Kissinger and Weinberger have been permitted to use the Library virtually as a private safe deposit resource for whatever public records they wish to control. Might the Library of Congress, a cultural institution, be persuaded to cease aiding and abetting these practices? There is no guarantee that such a step will fully resolve these questionable practices, but it offers some potential as one realistic component of a larger solution.

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Ethics and Public History: An Anthology. Edited by Theodore J. Karamanski. Malabar, Fla.: Robert E. Krieger Publishing Company, 1990. vi, 184 pp. Cloth. \$22.50. ISBN 0-89464-362-2.

One way to measure a profession's maturity is to determine its commitment to ethical standards. An important aspect of those standards involves the degree of dedication to fair employment; unless hiring and job security are founded on professional practice, other ethical principles can be rendered meaningless.

An interesting way to gauge the extent to which archival work may be considered a professional enterprise is to compare the Society of American Archivists' (SAA) criteria for accepting job announcements with that of the Society of Southwest Archivists (SSA). In the "Professional Opportunities" section of its newsletter, SAA reserves the right to edit or reject "announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments." The SSA will not accept for the "Opportunity Knocks" section of the *Southwestern Archivist* "advertisements inconsistent with the standards of the archival profession or the principles of the society."

Judging by these criteria, the SAA bases its commitment to fair employment on two factors: intellectual freedom and the law. Neither is uniquely archival, but each reflects broader values of the society at large. Taking an alternative approach, the Society of Southwest Archivists considers purely archival principles sufficient to determine its ethical position on fair employment. What are those principles? The SAA's recently refurbished "Code of Ethics for Archivists" offers little clue. It provides only "a summary of guidelines in the principal areas of professional conduct," choosing not to

define the ethical tenets by or against which that conduct should be judged. *Ethics and Public History: An Anthology* therefore appears at a useful time for archivists. By bringing together essays on public history ethics and including a compendium of ethical codes from public history and its related fields, the book serves as an excellent resource and starting point for discussing the "first principles" of archival work.

The anthology's editor, Theodore J. Karamanski, is an associate professor of history at Loyola University of Chicago and director of that institution's public history program. He divides the book into three parts. His first grouping, titled "Ethics and the Public Historian," presents seven essays, four of which were previously published in the *Public Historian*. These contributions address potential ethical conflicts in public history practice. Karamanski's second section offers commentaries on the ethical codes of the National Council on Public History, the Society for History in the Federal Government, and the California Committee for the Promotion of History. Part three accumulates the ethical standards of seven history-related associations, and it includes the SAA's 1980 statement.

In his introductory essay, Karamanski argues that ethics are central to any professional self-definition. Professions differ from other occupations in their moral obligation to promote social good. Specifically, in Karamanski's view, this higher moral purpose mandates that historians "seek the truth about the past and serve society." Subsequent essays discuss advocacy, business history, writing commissioned histories, historians as government employees, and historians as expert witnesses. A common thread throughout the anthology concerns efforts to reconcile the historian's obligation to fairness with commitments to particular employers or causes. No essayist proposes a satisfactory solution, but Martin Reuss's "Federal Historians" describes

conditions that government archivists especially will recognize. Reuss observes that federal employers rarely interfere directly in professional practice; rather, heavy work loads, understaffing, limited schedules, and changes in administrative priorities constitute the real villains that undermine ethical standards.

The essays on business history and on writing commissioned histories describe the hazards that occur when employing institutions attempt to influence professional principles of conduct. Carl Ryant urges historians to apprise their readers of employer restrictions on their work. Donald Page advises public history consultants to work out "mutually agreeable guidelines" with any potential employer before accepting a position.

Three essays concern expert witnessing, a function written into the job descriptions of many archivists who preserve such documents as state land records. Ronald C. Tobey argues that all public historians are advocates; it is impossible to provide legal testimony without representing a specific interest. J. Morgan Kousser asks the provocative question "Are Expert Witnesses Whores?" He answers in the negative, arguing for objectivity since historical practice in the courtroom and in academia are essentially similar. Joan Williams agrees with Kousser, but she suggests that historians sometimes fail to follow methodological standards and occasionally pursue advocacy beyond the evidence.

In one sense, *Ethics and Public History* begs the question of how closely the principles of historical disciplines relate to archives. After all, archival work does not constitute a branch of history; it is the intellectual and methodological opposite of historical practice. The contributions of an archivist to this anthology might have shed light on that problem, but no archivist was included among the authors.

Nevertheless, the book's emphasis on something as simple as "telling the truth"

has profound implications for archivists. If archivists have a first principle, it is to preserve the documentary record untainted by the beliefs and prejudices of the individual archivist—the archival equivalent of “telling the truth.” Until archivists create an ethical code founded on that bedrock ideal, they may find that earning respect for the professional nature of their endeavor will be an unreachable goal.

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Cataloguing Heresy: Challenging the Standard Bibliographic Product. Edited by Bella Hass Weinberg. Medford, N.J.: Learned Information, 1992. Index. xii, 217 pp. Cloth. \$35.00. ISBN 0-938734-60-1.

The stated purpose of this volume is to examine basic theoretical questions about current practices of creating standardized library cataloging records. The core questions, as stated by the editor, are: “Is the idea of standard cataloging data valid? Can a single set of centrally supplied descriptive access points, subject headings, and classification numbers serve the needs of all types of library users?” These questions provided the central focus for the annual day-long Congress for Librarians held at St. John’s University. Bella Hass Weinberg has included in this anthology ten papers presented at the congress, as well as seven specially contributed papers.

Despite its promising title, and the congress’s stated intention to assess standardized and centrally supplied library cataloging theoretically, *Cataloguing Heresy* fails to analyze cohesively the problems inherent in using standardized cataloging and cata-

logging tools. The various papers provide a veritable Tower of Babel of complaints about a range of issues, but they neither translate into a coherent attack on current practice nor articulate an approach that will help the profession build some more productive structure. The participants undoubtedly were hindered in their efforts by temporal limitations—ten papers delivered in one day mitigates against providing a thoughtful critique. In addition, too many of the papers became mired in recitations of “How we do it here” and failed to approach the promised theoretical assessment. Authors did raise a range of concerns, including the inaccuracies, datedness, and limitations of subject terms; a need for more content notes; inconsistencies in cataloging records produced; and educational training that emphasizes process at the expense of a theoretical approach to cataloging. Further, the papers exposed problems with standardized bibliographic records for various formats and subject collections, such as musical sound recordings, digital cartographic databases, nonprint materials, and women’s studies materials.

The congress also relied heavily for its invited speakers on those whose fate is intimately entwined with creating and distributing standard cataloging and standard cataloging tools. Four of the ten published papers were prepared by representatives of the Library of Congress, the National Library of Medicine, the Online Computer Library Center (OCLC), and the Research Libraries Group (RLG). One hardly expects to see major acts of heresy instigated by such apostles of current library practice.

A noticeably missing element in the anthology is the library user. How, one wonders, does the standard cataloging product affect his or her ability to use a library effectively? Virtually none of the papers attempt to analyze what users want, how they search for it, and why the standard supplied cataloging record does not meet their needs. Without more substantive, empirical evi-

dence from users, it is difficult to assess the validity of the librarians' various arguments. Similarly, *Cataloguing Heresy* provides little voice for the librarians who seem most likely to benefit from standardized supplied cataloging, especially public librarians with small staffs having limited cataloging skills or interest. Only Sanford Berman from the Hennepin (Minnesota) County Library represents a public library, and his relatively large institution possesses a highly skilled technical staff. Quite simply, this book presents no solid evidence that centrally supplied standard cataloging tools or records fail to meet the needs of either users or a majority of libraries. This statement should not imply such evidence could not be provided; it simply is not contained, or even cited, in this volume.

The current debates and controversies in the library profession are of interest to archivists for several reasons. Archivists' increasing use of such library standards as the *Anglo-American Cataloging Rules 2* (AACR2) and *Library of Congress Subject Headings*, the growing number of archivists with MLS degrees, and the continuing search for a clearer theoretical approach to archival description or cataloging constitute major professional trends. Despite the movement toward accepting certain library practices, archival practice itself involves employing some principles considered "heretical" by librarians. As a result, the title of this volume may entice archival readers seeking a challenging assessment of library practice that might shed light on archival issues. Unfortunately, a more realistic title for Weinberg's anthology, based on the actual contents, might have been "A Cacophony of Cataloging Complaints." The volume fails to articulate a convincing, viable heresy that archivists might find useful in clarifying their own dogma.

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The Development of Policies and Plans in Archival Automating: A RAMP Study with Guidelines. PGI-91/WS/19. Prepared by Adam Green. Paris: UNESCO, 1991. Appendixes. 71 pp. Paperback.

The very thought of a computer sends either chills or thrills down the spines of all archivists, depending on whether they are confronting the beast for the first time or have been working with one over a longer period. Adam Green sorts out the more difficult aspects of automation planning for those archivists with "the chills," and his study is highly recommended reading.

Only careful, institution-oriented planning can make a system productive, and this study thoroughly examines both the necessary steps and their accompanying rationales. Archivists seeking a "quick fix" will be disappointed by this publication, and they will be equally frustrated in their efforts to use automation effectively. Very few aspects of the automation process prove fast or easy. Green's virtue centers on his ability to transform the arduous process of planning and policy making into readable and usable text.

This RAMP study addresses a broad range of general topics and includes hardware and software definitions and applications, a discussion of how automation can help the archivist, and an explanation of computer systems. Turning to specifics, Green discusses project selection, personnel considerations, financial aspects, staff training, potential problems and possible solutions, and systems maintenance. The sections on training and maintenance, often lightly treated in the literature, prove especially helpful. Indeed, they are critical to the entire automation process. All too often, the computer arrives, repository staff plugs it in, and the automation process ends. Archivists have adapted too easily to being at the end of the line. Indeed, they sometimes seem unaware and uncomfortable with the possibility of occupying a more central link

in the automation chain. Follow-through is very important to the success of the implementation phase, and Green outlines some critical considerations.

Training issues too often disappear when the official and intimidating documentation arrives with the software package. After all, administrators sometimes reason, what questions could that book possibly leave unanswered? A system cannot realize its potential if the staff does not understand its capabilities. Days of hands-on experience do not substitute for a half-day class taught by a knowledgeable software consultant. The one-time costs for such training rapidly transform themselves into long-term savings.

Maintenance is another often overlooked issue. Hardware with superb industry reviews still might not work. Each archivist must determine how much "down time" his or her institution can afford, and whether the potential problem is even preventable. Disaster planning, an issue that archivists are quite comfortable with, also receives discussion in Green's section on overall maintenance.

Green assumes that the person planning institutional automation understands basic archival functions and applications. His section on project selection encourages archivists to determine their product needs, rightly shifting responsibility from the technological product to the human being. Archivists must remember that, in the process of designing their automated systems, they will encounter individuals who have no knowledge of such terms as "accessioning." Terms and information that archivists take for granted must receive complete definition and description as part of any automation plan.

Green's appendixes provide support and examples, and they deserve the reader's time and attention. In fact, many archivists might profit from consulting them before considering the body of the study. Appendix A provides a two-page study summary, out-

lining the principal stages of examining and developing an automated system. Appendix B includes another shortcut, presenting sample questions for self-examination and discussion with colleagues as evaluation of the system proceeds. Appendix D offers a sample operational requirements document for a small fictitious system. It will provide most readers with some idea of the full study's principal emphasis. In this specific case, Green presents a model plan to establish an automated accessioning module for a single integrated archival information system. Appendix F suggests some areas for further study. As the author correctly notes, rapid technological changes make an extensive bibliography less than helpful. Still, several publications and sources should remain viable for the foreseeable future.

An archivist can use this study with confidence when developing an automation plan. It is a badly needed and down-to-earth guide, as well as a welcome addition to the literature on archival automation. Green outlines the major elements of a complex issue and provides some context for the various steps by which any archivist can successfully introduce a computer into the workplace.

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Cataloging Architectural Drawings: A Guide to the Fields of RLIN Visual Materials (VIM) Format as Applied to the Cataloging Practices of the Avery Architectural and Fine Arts Library, Columbia University, Developed for Project AVIADOR. Edited by Jeffrey J. Ross. Tucson, Ariz.: Art Libraries Society of North America, 1992. Topical Papers No. 1. Illustrations. 90 pp. Paperback. \$20. ISBN 0-942740-11-4. ∞

Records in Architectural Offices: Suggestions for the Organization, Storage, and Conservation of Architectural Office Archives. By Nancy Carlson Schrock and Mary Campbell Cooper. Cambridge, Mass.: Massachusetts Committee for the Preservation of Architectural Records, 1992. Third revised edition. Illustrations, appendixes. Looseleaf. \$12 plus \$3 postage and handling. 31 pp.

Cataloging Architectural Drawings grew from the Avery Videodisc Indexing of Architectural Drawings Online in RLIN (AVIADOR) project at Columbia University. Jeffrey J. Ross, the volume's editor, served as the last head cataloger on the project. His introduction summarizes AVIADOR's origins, explains the derivation of the book, and provides a detailed explanation of the project staff's cataloging rules. Ross also offers some observations on the future of centralized cataloging in an age when national databases appear to be undermined by both budget cutbacks and the increasing tendency for academic centers to rely on their local mainframe computers for bibliographic database support. The remainder of Ross's volume presents the Avery Library's manual for entering records into the Research Libraries Information Network (RLIN) database. I found the sample entries for each field and sub-field clear and easy to follow. The editor fully notes and explains instances in which AVIADOR practice differs from either RLIN

procedures or the Library of Congress's *Anglo-American Cataloging Rules* (AACR2) stipulations.

Ross concludes with seven full-length examples of AVIADOR catalog records. Through these samples, he seeks to "represent the broad range of typical cataloging decisions and descriptive possibilities that architectural drawings can present to a cataloger" (p. 65). His examples range from records with missing information to those containing non-English components. From my own perspective as an archivist working with relatively complete and routine English language architectural materials, these selections appear very instructive and informative. Ultimately, the only way to understand online cataloging is to do it, or at least to study clear and concise examples. Ross succeeds in providing a very useful and usable manual. Libraries or archives entering architectural records into RLIN or local databases will find this manual essential.

Records in Architectural Offices is not intended for professional architectural archivists. Still, archivists and librarians not fully acquainted with the various and often confusing recordkeeping practices of architectural offices will find this book worthwhile. The authors possess considerable and diverse experiences. Conservator Nancy Schrock maintains a private practice, and her publications include the book *Architectural Records in Boston*, as well as numerous articles concerning archives and library preservation. Mary Cooper is the president of Cooper Information, a firm specializing in computer information retrieval services for architectural, engineering, and environmental firms.

Schrock and Cooper guide the reader through the process of identifying, organizing, appraising, and preserving records. Their explanations concerning standard records management procedures are written for nonarchivists and prove both clear and

easy to follow. Every architectural archivist should digest the authors' records management observations, and everyone working with architectural material should pay close attention to the chapter concerning organization and preservation. Not every architectural firm is an industry giant with scores of employees. Most concerns, in fact, are small businesses with at most two principal partners. As Calder Loth has observed elsewhere (Brownell, et al., *The Making of Virginia Architecture*, 1992), for most architects the drawings, papers, and models merely serve as the means to the end of a finished building. Most professional architects know (and care) as little about records management as most archivists do about reinforced concrete.

Records in Architectural Offices strongly argues that both large and small architectural firms need to develop functional and workable records management and conservation plans. When an architect dies or a firm closes, papers and records too often face destruction or dispersal. Records management procedures allow firms to identify valuable documents and make intelligent decisions concerning their ultimate disposition. Regional records repositories, such as the Massachusetts Committee to Preserve Architectural Records (COPAR), and strong national collections at the Library of Congress and the American Institute of Architects provide excellent outlets for defunct firm records. Schrock and Cooper present an easy and fairly painless plan that firms of all sizes can follow to organize their records and ensure that the architectural record outlives the partnership.

Techniques and procedures for preserving permanently valuable records are described in the final chapter. Again, Schrock and Cooper provide clear advice on conservation techniques and on properly storing and protecting architectural records. Lists of vendors and relevant associations are included, and they will be especially useful

to the firm beginning an archival program. Appendixes contain sample forms and schedules that will ease the implementation phase of a records management initiative.

An academic or corporate archivist who deals with only the occasional architectural accession, as well as an architectural firm without a functional records management program, will find this publication invaluable. It would serve as a good addition to the professional library of an archivist whose collections are more architectural in nature, but its very basic level places it in the "buy when funds are available" category.

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A Guide to Manuscripts and Microfilm Collections of the Research Library of the Balch Institute for Ethnic Studies. Compiled and edited by Monique Bourque and R. Joseph Anderson. Philadelphia: The Balch Institute for Ethnic Studies, 1992. Illustrations, index. ix, 129 pp. Paperback. \$15. ISBN 0-932437-11-5.

The Balch Institute for Ethnic Studies, founded in 1971, is one of many repositories devoted to collecting ethnic materials. It remains the only archival organization, however, whose primary mission is to document and interpret ethnic and racial groups in the United States. Monique Bourque, the institute's archivist, and R. Joseph Anderson, its library director, have compiled a comprehensive guide to the organization's manuscript and microfilm holdings that both reflects its unique mission and documents its successful efforts over the past twenty years.

Bourque and Anderson's introduction provides a researcher with most of the information necessary to use the guide effectively, and it also leaves the reader with a basic understanding of the institute's history, purpose, and changing collection de-

velopment strategy. The editors describe the format for each guide entry, define such terminology as *register* and *inventory*, and recommend sources for obtaining additional information. Their failure to provide a list of available institutional services (e.g., photocopying) and a repository address detracts somewhat from the volume's usability, though the address can be found in fine print just above the copyright information.

The guide's main text is well organized, with entries arranged alphabetically by self-determined ethnic or racial group. Within each group, materials are divided into manuscripts, which include photographs and microfilm serials as well. Each entry follows standard archival descriptive practices, listing main (title) entry, types of material, dates, size, brief content analysis, primary languages identification, register/inventory availability, restrictions (if any) and donor or provenance when relevant. For newspapers, inclusive dates and frequency of publication are also provided. Overall, the content descriptions are uniformly clear and helpful, with sufficient information to aid knowledgeable researchers. Some peculiarities have crept into the text. The absence of professional or biographical information on someone with the stature of Lauritz Melchior (p. 14), a Danish-born opera singer (1890–1973), probably will not confuse the relatively casual researcher. Even a knowledgeable professional, however, might hope for at least a geographical location or first name to make better sense of "The Jones Family" (p. 118). The guide's index, constructed by using manuscript collections, serials, and occupations, provides adequate access to its contents.

Although the Balch Institute catalogs its book, serial, and manuscript collections into OCLC and reports its accessions to both the *National Union Catalog of Manuscript Collections* (NUCMC) and *Newspapers in Microform*, this volume brings together in a convenient format information concern-

ing all holdings. Researchers now have a comprehensive, albeit necessarily abbreviated, view of the institute's collections. Online systems and NUCMC provide collection access only; a volume such as this or *The Immigration History Research Center: A Guide to Collections* by Suzanna Moody and Joel Wurl (University of Minnesota, 1991) offers complete institutional access. Printed guides effectively illustrate the diversity of an entire collection, ultimately enabling researchers to compare institutional holdings and plan more effective research strategies.

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La Rivoluzione Francese (1787–1799). Edited by Paola Carucci, Gerard Delille, and Angela Groppi. Rome: Ministero Per I Beni Culturali E. Ambientali, 1991. Index. Five volumes, boxed. 1, 520 pp. ISBN 88-7125-033-8.

Revolutions normally are viewed as resulting from internal political, economic, and social forces. In many ways, the French Revolution is an exception to this rule. The new ideologies at its core profoundly influenced western Europe. No one disputes the French Revolution's impact, but the precise nature and extent of its influence remain elusive for the historian. Difficulties may arise from the nature of extant sources, an awareness of the extent of its influence, or simply the difficulty of measuring the impact of anything with any degree of precision. Under the direction of Paola Carucci, Gerard Delille, and Angela Groppi, the publication program of the Italian State Archives has contributed enormously to historians wishing to consider or reconsider the French Revolution's impact on Italy. Their five-volume study of printed and archival sources is a masterpiece in well-conceived and thorough archival research.

The first volume describes the relevant

archival holdings in the various state archives throughout Italy. At the time of the French Revolution, Italy was a group of independent states, each with its own diplomatic apparatus. This guide therefore reflects twelve different national reactions to the events in France. Some seem mildly detached; others, especially in Venice, Milan and the Papal State, clearly appear concerned about the events unfolding in the north. I was interested particularly in the Vatican Archives listings. The most logical record groups, those for the nunciature of France and those in the central fonds for the secretary of state, remained the focus of the guide. Records of other nunciatures housed in the Vatican Archives, most notably those of Vienna and Monaco di Baviera, would also shed considerable light on the papal response to events in France, but they were not listed in this guide.

The middle three volumes in this series list printed materials in the principal state research libraries of Italy. This exhaustive list of sources will be useful to anyone in-

terested in the French Revolution. Unlike the archival sources in the first volume, these printed materials originated primarily in France and were acquired gradually by the libraries of the principal Italian states. Published documents, prerevolutionary writings, and subsequent reflections all receive consideration. Considerable bibliographic research and scholarship undergird the entries. The editors carefully note the location of duplicate copies and highlight variations in editions at different locations.

The final volume consists of an extremely thorough index, which references the first four volumes by name, date, and—for printed items—library. In sum, this truly monumental work makes a significant contribution to available studies on the French Revolution. It is a model for archival subject guides. All involved should take pride in their accomplishment.

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BRIEFLY NOTED

Archivists who enjoyed the recent "European Archives in an Era of Change" issue of the *American Archivist* (Winter 1992) should consult the International Council on Archives's (ICA) 1992.2 issue of *Janus* for the published papers of the Maastricht Centennial Symposium on "Archives and Europe Without Boundaries." Sixty-five archivists, primarily from European and North American repositories, contributed to this 435-page paperback. The result is an impressively broad, if somewhat eclectic, compendium of international archival thought and practice. American archivists interested in the current and seemingly never-ending debate over education and training will benefit from the perspectives offered by colleagues in Belgium, The Netherlands, Germany, and the United Kingdom. A series of articles addressing personal privacy and freedom of information provides important insights into the cultural factors shaping these concepts. Papers discussing "the image of the archivist" reflect the ongoing tension between history-trained curators and modern information specialists. Specific issues concerning technological change, mass deacidification, and audiovisual materials are also addressed. The Maastricht Symposium concentrated on European archives, but non-Western perspectives were also sought. Archivists from Sri Lanka, Nigeria, and Indonesia broadened the discussion further, providing insight into the unique challenges and problems facing archivists in Asian and African settings. In sum, both the symposium and the papers reproduced in this special issue of *Janus* will undoubtedly be remembered as seminal contributions to the history of international archival development. Archivists interested in the volume should be forewarned: articles appear in English, French, German, and Dutch. Further, ICA distributes *Janus* free to its members but does not

accept separate subscriptions. ISSN 0254-7937.

Two technical leaflets published in 1992 mark the seventh and eighth contributions to the Mid-Atlantic Regional Archives Conference's (MARAC) occasional series, under the general editorship of Kathryn Allamong Jacob. Kenneth Schlessinger and Marvin F. Russell have prepared a handy twenty-page pamphlet on *Identifying and Handling Classified Documents in Archives*. Archivists in a variety of institutional settings occasionally discover documents ominously stamped *Top Secret*, *Confidential*, or some similar designation, and this technical leaflet provides good practical advice on recognizing and reviewing such material. The authors provide a brief historical overview of the ways and reasons that the federal government has classified materials and they also explain the declassification process. Several important insights evolve from the discussion, implicitly demonstrating the significance of this relatively modest technical leaflet. First, as Schlessinger and Russell observe, "Responsibility for properly handling classified documents rests with whoever has physical custody of the documents" (p. 3). Contractors and government officials often retain classified documents with their business and personal papers, increasing the chances that such materials may find their way into libraries and historical societies. Second, some classified information is not marked, especially if the records creator served as a very high government official. Finally, security-classified foreign government information, as well as data covered under the Atomic Energy Act of 1954, present very special problems and require consultation with the National Archives. The pamphlet's special strength lies in its summary of relevant executive orders and legislation, clear delineation of security markings, and explanation of the assistance offered by the Records Declassification Di-

vision of the National Archives and Records Administration.

MARAC's second technical leaflet, authored by James Gregory Bradsher and Bruce I. Ambacher, is *Archival Sampling: A Method of Appraisal and a Means of Retention*. Systematic sampling has emerged in recent years as a popular archival answer to the daunting modern problem of massive case records. Bradsher and Ambacher, drawing especially on large sampling projects completed over the past fifteen years by the Federal Bureau of Investigation, the Massachusetts courts, the Department of Justice, and the Quebec courts, endorse careful application of the technique as useful for both appraisal and retention purposes. Addressing appraisal, the authors place great emphasis on employing a careful, statistically valid, and "objective" methodological approach. Still, in the final analysis, much depends on the archivist's judgment in rating the sampled files' potential research value. Bradsher and Ambacher caution archivists against relying too heavily on subject-matter experts, since "any researcher can think of a reason for keeping everything, especially when it pertains to records that relate to their field of study" (p. 15). In the authors' view, archivists, who should have a broader conception of record use and a more practical understanding of cost considerations, need to accept responsibility for final appraisal decisions. Most archivists probably view sampling as a retention, rather than an appraisal, issue. This technical leaflet addresses their concerns by providing a useful introductory discussion of both quantitative and qualitative sampling. Bradsher and Ambacher recognize important disadvantages inherent in both systems and seem at several points to endorse some combination of the two techniques. Ultimately, they agree with Leonard Rapport that archivists "always need to look at all the possibilities and then act and decide with the intent of

doing the least harm to their collections or to the researchers they serve" (p. 22). Modern realities dictate that sampling will be one of the key options that archivists examine. Both technical leaflets are available from MARAC for \$5.00.

Even certified archivists often receive minimal managerial training. A new publication by SAA's College and University Archives Section, *Student Assistants in Archival Repositories: A Handbook for Managers*, seeks to help academic archivists recruit, train, and supervise a common source of unskilled curatorial labor. This thorough 49-page manual includes a number of helpful hints designed to maximize the potential of student laborers. Archivists are led through the administrative tasks of justifying positions to their supervisors, securing institutional funding, developing job descriptions, defining qualifications, interviewing potential applicants, conducting successful orientations, and training student workers. An underlying theme of the entire publication involves planning and leaving little to chance. Supervisors frequently make convenient but incorrect assumptions and operate with unrealistic expectations. The manual's compilers should be complimented for leaving little to the imagination. The section concerning "telephone techniques," for example, addresses a key issue in office etiquette and effective communications that novice administrators often ignore. Some information might have been streamlined or deleted. Under "Effective Training," for example, the lengthy discussion of performance evaluation techniques and terminations cannot really provide much general guidance, since each employing institution will have fairly well-defined policies and procedures. Overall, this is a very commendable manual. The compilers note in their introduction that, while a recent survey indicated that student assistants constitute a common labor pool for college ar-

chivists, less than one-third of the archives employing students possess a student manual or written training procedures. Hopefully, this publication will alter those statistics and bring the implementation of sound managerial techniques to the forefront.

If college and university archivists have been addressing the issue of student workers, a recent United Nations Educational, Scientific, and Cultural Organization (UNESCO) study considers a related managerial concern. *Guidelines on Best Practices in Basic Collection Management for Non-Professional Staff and on the Organization of Training Courses: A RAMP Study* (PGI-92/WS/7; Paris: UNESCO, 1992), by D.W.G. Clements and D. L. Thomas, seeks to train and guide non-professional staff by using a series of "inexpensive, simple and straightforward techniques which do not rely on sophisticated and expensive equipment" (p. 1). "Basic collection management," in the sense used by Clements and Thomas, largely concerns conservation and preservation procedures. The authors spend most of their 27-page paperback discussing environmental controls, biological damage, security concerns, cleaning and routine care, staff handling of materials, reprographic issues, and reading-room policies. RAMP reports are often intended primarily for repositories in developing countries, and this particular compilation consequently focuses on such issues as extreme environmental problems in tropical climates and severe insect infestation, along with more mundane and, to the North American archivist, more common problems. Many of the suggestions are sound ones, and experienced archival administrators will find nothing particularly new. They will prove helpful to the intended audience: beginners, nonprofessionals, and institutions considering the establishment of an archival program. After discussing the elements of a sound conser-

vation program, the authors propose a nine-part course designed to orient novices to preservation basics.

Day to Day: A Guide to the Records of the Historic Day Mines Group in the University of Idaho Library, edited by Terry Abraham and Richard C. Davis (Moscow, Idaho: University of Idaho Library, 1992), describes the records of over seventy mining companies, totalling 1,600 cubic feet of records. The growth of silver mining in Idaho's Coeur d'Alene district marked the birth of "complex industrial enterprises dependent on new mining and smelting technologies as well as new methods of mobilizing labor and investment capital" (p. 1). Records donated by the Day family are described in this 44-page paperback, which traces the growth and diversification of this industry from the late nineteenth century through the 1980s. In addition to the actual records descriptions, archivists will be especially interested in a thirteen-page essay concerning "Mining Records as Historical Sources." This discussion extensively details the nature of the various financial, banking, personnel, plant and equipment, stockholder, tax, insurance, capital stock, and shipment records comprising the core of the collection. Business archivists and historians can use this essay to discover fascinating information about the nature of corporate recordkeeping, the relationship of historical sources, and the scope and limitations of extant documentation. Brief and useful firm histories of the numerous mining concerns acquired by the Days also increase the guide's usefulness. Abraham and Davis have edited a professional and broadly useful finding aid that should interest a broader audience than historians of Idaho silver mining.

Beatrice Rodriguez Owsley's *The Hispanic-American Entrepreneur: An Oral History of the American Dream* (New York: Twayne Publishers, 1992) is the eighth in

a series of oral histories under the general editorship of Donald Ritchie. Owsley, an associate archivist and oral historian at the University of New Orleans, clearly compiled and edited these interviews with her book's subtitle in mind. The seventeen interviews appear designed primarily to reinforce Owsley's view that each essay should underscore "entrepreneurial traits of foresight, tenacity, and individualism" (p. xiv), while also serving notice to "the native-born" who "tend to take for granted many of the advantages their nation has to offer" (p. 12). Hence, this history from the top down presents a series of success stories, actually reflecting New Orleans's Hispanic business leadership rather than the broader community implied in the title. Individual interviews contain some interesting moments. One Dominican-born graphic artist,

after assuring Owsley that "most of my time is spent working hard in the gallery or promoting civic improvements," proceeds to note that "I enjoy going to the theater, attending Carnival balls [and] benefit dinners, and riding in my chauffeur-driven Rolls Royce. It is my way of rewarding myself" (p. 57). Another contemporary artist from a prominent family admits that he is "not really familiar with" changes in the New Orleans Hispanic community, since "my professional and social contacts have always been almost entirely with Americans" (p. 52).

This attractive, illustrated cloth book, selling for \$26.95, reflects a deceptively skewed and narrow interpretation of America's rich, diverse, and growing Latin population. ISBN 0-8057-9107-8.

SELECTED RECENT PUBLICATIONS

Art and Architecture Thesaurus Supplement 1. By the Getty Art History Information Program. New York: Oxford University Press, 1992. 221 pp. Cloth. \$50. ISBN 0-19-507656-7.[∞]

The Central Zionist Archives: Report for the Year 1991. By the World Zionist Organization. Jerusalem: World Zionist Organization, 1992. Illustrations. 38 pp. Paperback.

The Naval War of 1812: A Documentary History, Volume II, 1813. Edited by William S. Dudley. Washington, D.C.: Naval Historical Center, 1992. Illustrations, index. xlv, 779 pp. Cloth. ISBN 0-945274-06-8.

The Orphan Trains: Placing Out in America. By Marilyn Irvin Holt. Lincoln, Nebr.: University of Nebraska Press, 1992. Illustrations, index. 248 pp. Cloth. \$27.50. ISBN 0-8032-2360-9.

The Papers of Joseph Henry, Volume 6, January 1844-December 1846, The Princeton Years. Edited by Marc Rothenberg. Washington, D.C.: Smithsonian Institution Press, 1992. Illustrations, index. xli, 662 pp. Cloth. \$55. ISBN 1-56098-112-1.[∞]

The Papers of Thomas A. Edison, Volume 2: From Workshop to Laboratory, June 1873-March 1876. Edited by Robert A. Rosenberg, Paul B. Israel, Keith A. Nier, and Melodie Andrews. Baltimore, Md.: Johns Hopkins University Press, 1992. Illustrations, index. xlviii, 842 pp. Cloth. \$75. ISBN 0-8018-3101-6.[∞]

The Pre-Raphaelites in Context. By Malcolm Warner, Susan P. Casteras, Lindsay Smith, Jerome McGann, Jane A. Munro, Sara S. Hodson, and Shelley M. Bennett. San Marino, Calif.: Henry E. Huntington Library and Art Gallery, 1992. Illustrations, index. 260 pp. Paperback. \$20. ISBN 0-87328-138-1.

"Realms of Gold": A Catalogue of Maps in the Library of the American Philosophical Society. By Murphy D. Smith. Philadelphia: American Philosophical Society, 1991. Index. xxiii, 599 pp. Cloth. \$40. ISBN 0-87169-195-7.

State Census Records. By Ann S. Lainhart. Baltimore, Md.: Genealogical Publishing Company, 1992. 116 pp. Cloth. \$17.95. ISBN 0-8063-1362-5.

A Summary Guide to Local Government Records in the Illinois Regional Archives. Edited by Robert E. Bailey, Elaine Shemoney Evans, Barbara Heflin, and Karl R. Moore. Springfield, Ill.: Illinois State Archives, 1992. 238 pp. Paperback. \$6.