

## Reviews

PETER J. WOSH, editor

*Varsity Letters: Documenting Modern Colleges and Universities.* By Helen Willa Samuels. Metuchen, N.J.: The Society of American Archivists and Scarecrow Press, 1992. Illustrations, index. 281 pp. Cloth. ISBN 0-8108-2596-1. Available from the Society of American Archivists, \$25. ©

Helen Samuels's *Varsity Letters* challenges archivists to document their institutions aggressively, rather than passively to keep existing records. She advocates an activist role for the archivist, as first proposed two decades ago by Howard Zinn and F. Gerald Ham. Her approach would require significant changes in the ways that archivists define their mission, goals, and professional identity. "To meet the challenges posed by modern documentation," Samuels states, "archivists and their colleagues must become active participants in the creation, analysis, and selection of the documentary record" (p. 12). Acknowledging that her approach still generates controversy, Samuels uses *Varsity Letters* to provide both a convincing rationale for her methodology and a detailed framework for documenting specific institutions.

The central concept underlying this book's argument involves the notion that archivists should focus on functions rather than on structures and hierarchies, and on "what organizations do rather than who does it" (p. 5). Administrative structures and personnel remain fluid, Samuels observes, but the functions of colleges and universities appear relatively stable. By understanding functions, archivists can both make better

selection decisions and find ways to document activities that produce few records.

*Varsity Letters* naturally extends Samuels's earlier work, in which she developed an approach for appraising the records of science and technology and articulated the concept of "documentation strategies." Whereas her earlier efforts were decidedly multi-institutional activities, the documentation plan described here focuses on a single institution. These approaches are complementary; each involves examining all available sources of information and using functional appraisal studies.

Samuels devotes most of *Varsity Letters* to a detailed examination of seven core functions performed by most colleges and universities: conferring credentials (admissions, advising, and degree granting); conveying knowledge (teaching, learning, and evaluation); fostering socialization (academic rules, facilities, services, and extra-curricular activities); conducting research; sustaining the institution (governance, finances, personnel, and physical plant); providing public service (continuing education and technical assistance); and promoting culture (fine arts, libraries, and museums). Separate chapters dissect each function, describe the numerous activities that support these functional goals, examine available types of documentation, and discuss ways to overcome problems arising from the lack of documentation for certain activities. Samuels's discussion provides a valuable overview of academic functions. She emphasizes the sources and methods for documenting each activity and covers a

broad spectrum of academic life. Individual archivists remain responsible for selecting records and defining collection policies, based on institutional circumstances and resources. The wide variety and types of colleges and universities make general guidelines impossible.

The final chapter outlines a method for developing an institutional documentation plan and offers a framework for converting theory into practice. Collecting and appraising records comprise only two components of this process: "A documentation plan articulates objectives for the management and appraisal of existing material, the intervention to assure the creation and preservation of desired records in the future, and the creation of supplementary documentation to fill gaps" (p. 254). To formulate such a program, archivists must fully understand institutional history and successfully translate functions into documentary goals.

The institutional documentation concept outlined in *Varsity Letters* has many of the same strengths and weaknesses inherent in the concept of documentation strategies. Both concepts provide a broad framework for understanding archival functions and offer refreshing new ways to define archival goals. These theoretical models challenge archivists to take an active role in the information community and to redefine professional identity. By describing the full spectrum of tasks necessary to document all academic functions and activities, however, *Varsity Letters* may overwhelm most archivists. Struggling merely to provide basic services, many archivists will find it impossible to undertake or encourage such things as extensive oral history programs, videotaping lectures, or collecting current student notebooks and essays. An interventionist role may also seem to compromise the integrity of archival records by deliberately creating documents to fill gaps. Such a response would be unfortunate.

*Varsity Letters* charts a path that archi-

vists should follow, to whatever extent time and resources permit. Its significance lies in forcing archivists to rethink basic assumptions and goals. In order to survive future changes in information technology and user needs, archivists must shift their orientation from records and structures to information and functions. Samuels articulates a clear process for accomplishing this. She has written an important book, not only for academic archivists but also for everyone concerned about the future of the archival profession.

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*Archival Theory and Information Technologies: The Impact of Information Technologies on Archival Principles and Methods.* By Charles M. Dollar. Edited by Oddo Bucci. Ancona, Italy: University of Macerata, 1992. 117 pp. Lit. 30.000. Available from the Society of American Archivists, \$30. ©

In *Archival Theory and Information Technologies*, Charles M. Dollar confirms the significance of basic archival principles for managing and providing access to electronic records. Dollar emphasizes first the concept of electronic records as "electronically communicated and maintained transactions" and second the principle of provenance. These theoretical constructs emerge as the twin pillars on which strategies and tactics for preserving electronic records must be built. As the assistant director of the Research and Evaluation Staff at the National Archives and Records Administration (NARA), Dollar has been a pioneer in addressing the archival problems of electronic records. His new book presents an emerging consensus concerning basic approaches among the professional cadre that Terry Cook has labeled "the second generation of electronic records archivists." In addition to the author's own views, this publication reflects the insights

of leading North American and European archivists who gathered at the University of Macerata in Italy in May 1991.

Oddo Bucci, professor of archival science at the University of Macerata, provides a celebratory foreword that places Dollar's work within the context of European and North American perspectives on archival science. In chapter one, Dollar reviews trends in information capture, processing, and storage; information sharing; and integrated functionality. This chapter covers technological trends that have been studied recently by the NARA Research and Evaluation Staff. Examples include optical character recognition, optical and magnetic storage media, expert systems, and digital networks. Dollar augments this focus by discussing geographic information systems, end-user computing, object-oriented programming, and interoperability among information systems. Although the author's choice of technologies at times seems eclectic, even readers who are not well versed in information technology will find this chapter readable and informative.

The second chapter focuses on, in Dollar's words, "technology imperatives," which he defines as "the sense that the marketplace drives information technologies, causing profound changes that are inevitable" (p. 35). Three imperatives are of central concern: the changing form of documents, the changing methods of work, and the changing technology itself. This chapter is not completely satisfying. It fails to explore the relationships between market forces, technology, and the larger society and culture. Nevertheless, archivists should heed Dollar's advice to keep abreast of innovations in information technology in order to avoid obsolescence and irrelevance.

All archivists should read the third and fourth chapters, "Archives Principles" and "Basic Archival Methods." Throughout these chapters, Dollar discusses the concept of electronic records as evidence of

transactions, drawing heavily on the work of the United Nations Advisory Committee for the Co-ordination of Information Systems (*Management of Electronic Records: Issues and Guidelines*, 1990) and on the theoretical contributions of David Bearman and Luciana Duranti. Dollar confirms the value of provenance as a fundamental principle for understanding the context in which a document was created, its purposes and uses, and its ultimate destination. He also reminds archivists about the difficulties of identifying and maintaining contextual information concerning electronic records. Original order and the arrangement of records, which have supplied important contextual information for paper documents, rarely provide clues about the provenance of electronic records. Only when systems successfully capture, and archivists carefully analyze, the logical and contextual relations between pieces of electronic information, and between electronic records and the business functions they support, can original order and arrangement fulfill this traditional function.

In the fourth chapter, Dollar reviews basic archival methods and explains how central archival repositories and current methods must change if archivists hope to influence the administration of electronic records. The author argues for appraisal criteria that stress the evidential value of records in supporting the basic mission and business functions of organizations and in ensuring their accountability. Archival practices must be integrated into the life cycle management of electronic records through the development of functional requirements that can be built into the design of systems for the capture, retention, and description of electronic archives. Archivists need to abandon the concept of "permanence" in favor of one that emphasizes "continuing value." They should shift from supply-driven to demand-driven reference services. A reliance on centralized archival facilities that physically hold electronic records must be viewed

only as a last resort. Developing open systems standards, which limit incompatibility among hardware and software systems, is an essential requirement for achieving this strategic approach. Chapter five recapitulates this strategy in the form of discussion and recommendations. The appendixes include a helpful glossary, a bibliography, and elaborations on geographic information systems, the process of document creation, and international standards relating to information technology.

Readers who have remained current with the literature and debates about electronic records will find several features of this book especially valuable. It synthesizes current perspectives on electronic records, contrasts North American and European viewpoints, and cogently applies archival principles to electronic records management. *Archival Theory and Information Technologies* also constitutes essential reading for archivists who are less acquainted with electronic records. Dollar references his sweeping overview of the issues against familiar archival concepts, thus rendering the material intelligible. Ultimately, Dollar's contribution reflects an emerging consensus among archivists about key issues and prime strategies, reinforcing such recent works as the United Nations guidelines for electronic records management and the National Historical Publications and Records Commission's research agenda (*Research Issues in Electronic Records*, 1991).

This is not the final word on electronic records; rather, it provides ample fuel for important debates about the nature of archives. For example, archivists should consider whether appraisal criteria based on evidential value and accountability will be effective in organizations where powerful leaders can avoid being held accountable. Will centralized archives, which serve as the "archives of last resort" and take physical custody of records only when their continuing maintenance cannot otherwise

be assured, be substantially smaller or less significant than today's centralized archives? Should archivists anticipate the development and widespread adoption of the open systems standards that underpin much of the current strategy for building electronic archives? Thanks to Charles M. Dollar, archivists will be able to debate these fundamental questions in a more enlightened manner.

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*A Roundtable on Mass Deacidification.* Edited by Peter G. Sparks. Washington, D.C.: Association of Research Libraries, 1992. iv, 116 pp. Paper. \$20. ISBN 0-918006-21-X. ©

Librarians have dreamed of a mass method for treating deteriorating paper-based materials since the 1960s, when it became obvious that the majority of books published since the late nineteenth century were slowly deteriorating. Acidic ingredients within the books themselves, an inherent vice, have caused the decay. Over time the paper becomes brittle and, in some cases, disintegrates. Once librarians identified the causes of deterioration, they presumed that some tidy solution would eventually resolve the problem. Perhaps, they theorized, someone might develop a process that would remove the dangerous acids causing deterioration but simultaneously free librarians from the burden of selecting individual items for treatment. Librarians believed that the preservation of their collections for future generations merely involved a question of technology.

Richard Smith's research in the 1960s stimulated the production of the Wei T'o process, which is now used for the mass treatment of books at the Canadian National Library and, in a modified formula, at the Bibliotheque Nationale's conservation center in Sable, France. Individual spray

units for the Wei T'o process remain available, and the method has proven effective for treating archival materials produced on acidic paper. Still, several limitations have prevented this breakthrough from emerging as the librarians' panacea.

First, the Wei T'o process does require some preselection of materials. Librarians must identify and remove certain bindings, papers, and inks that might receive damage during treatment. Thus, this process did not fully constitute the "mass treatment" librarians originally envisioned. Second, each document or individual page of a larger document must be sprayed individually with the Wei T'o solution, thereby further undermining the process's ability to serve as a truly "mass treatment." Finally, the Wei T'o solution contains freons that experts consider environmentally harmful. As a result, the entire formula is undergoing change, and the process must once again be tested and evaluated when alterations are complete.

The diethyl zinc (DEZ) process, developed by scientists at the Library of Congress in the late 1970s, initially held great promise. Indeed, in the early 1980s the library community widely believed that units for mass treatment might eventually be installed in a library, or at a regional center serving libraries and archives. The public soon learned, however, that the DEZ process appeared highly volatile and could be used only under stringent safety conditions. Further, DEZ also required some preselection of materials.

Throughout the 1980s, several other processes were developed for the mass deacidification of library materials. Each method possessed its strengths and weaknesses; none could be implemented without some preselection of materials. Many claims have been made for the processes' effectiveness, but solid documentation has not been available. It appears clear, however, that none of these processes will strengthen embrittled paper, and that the treatments

somewhat alter the physical nature of the documents undergoing deacidification.

Increasingly, librarians and archivists have recognized the need to retain the intrinsic physical integrity of books and documents in many instances. A clearer understanding of the nature of deterioration has fostered an increased concern for housing brittle and potentially brittle paper-based collections under environmentally controlled conditions. Securing a stable environment can retard deterioration without changing or destroying the original object. International initiatives are under way to encourage the production of permanent and durable alkaline paper for written documents. Hopefully, librarians and archivists of the future will not need to address the acid-paper problem on such a large scale.

Archivists should keep this background information in mind when they turn to *A Roundtable on Mass Deacidification*. This publication reports on the results of an invitational meeting held in September 1991 at Andover, Massachusetts, and hosted by the Northeast Document Conservation Center (NEDCC), the nation's first and only regional conservation center specializing in the treatment of library and archival materials. Meeting participants included senior administrators from the university libraries at Harvard, Columbia, Chicago, Johns Hopkins, Northwestern, Michigan, Ohio State, Pennsylvania, Connecticut, Stanford, and Berkeley, as well as representatives from the New York Public Library, the National Library of Medicine, and the Library of Congress.

Most attendees had spent considerable time and energy exploring the potential of some deacidification process, and many participating institutions could boast of some experience with at least one of the techniques under discussion. Anxious to identify an efficient and effective mass treatment to solve their brittle book problems, these librarians proved eager and willing to begin treatment programs. Market considerations

played an important role in their enthusiasm. Many remained fearful that, if they did not act, producers of these processes would conclude that no viable market existed and would discontinue their research and development operations.

Paul Fasana of the New York Public Library dissented from the prevailing optimism in his quiet way, observing that “we do not believe at this time that it is right for NYPL to undertake a mass deacidification effort.” Fasana outlined the reasons, including a concern that the treated materials might again begin to deteriorate over time, and that the preselection necessary for each available process did not appear cost effective. He concluded that “mass deacidification’s importance or priority in the national preservation program is still at best ambiguous” (p. 22).

This remained a gathering of librarians, applying their own professional perspective to the problem of deteriorating paper. No archivists attended the meeting, although the conservator James Stroud, of the Harry Ransom Humanities Research Center at the University of Texas, has considerable experience treating archival collections. The discussion of an approach to managing mass deacidification treatments focused on printed books rather than flat, paper-based documents.

Despite this library perspective, I believe this report should constitute essential reading for archival administrators and practicing archivists. In fact, the available deacidification processes may be more appropriate for treating manuscript collections than for addressing the needs of printed and bound books. During initial archival processing, physical condition is routinely assessed. At that time, archivists can evaluate the appropriateness of deacidification as a potential treatment for the individual collection. Loose materials present far fewer treatment problems than their bound counterparts. Each deacidification treatment will change the physical nature of the paper, but archivists can determine at the processing

stage whether such physical changes will critically affect the collection’s value for researchers. Deacidification, using the most appropriate process for each individual collection, is a preservation option that archival administrators should seriously consider. The open discussion by the participants at this NEDCC roundtable meeting should prove extremely helpful for archivists attempting to focus their own concerns. Further, the papers help to crystallize topics requiring further investigation from an archivist’s perspective.

In his introductory conference remarks, Richard De Gennaro, librarian of Harvard College, observed that “the dream of a cheap mass solution to the acidic paper problem is only another aspect of the larger fantasy of maintaining and preserving, intact, traditional comprehensive collections of printed materials” (pp. 11–12). Librarians have not addressed completely the management issues that ultimately will determine whether books and their informational contents will be preserved. Archivists rarely deal with printed books. Collection management, preservation, and access needs are defined more clearly when dealing with archival materials that constitute unique collections. Archivists are already familiar with alternative preservation approaches, such as environmentally controlled storage conditions and the use of surrogate copies where appropriate. The archival community is poised to examine the mass deacidification technologies that are available, as well as to encourage the development of other processes, especially those that might strengthen embrittled paper. *A Roundtable on Mass Deacidification* should stimulate thought and provoke discussion within the archival community, as archivists strive to identify methods that both preserve collections and ensure their accessibility for present and future generations.

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*The Archives of the Future: Archival Strategies for the Treatment of Electronic Databases: A Report for the National Archives and Records Administration.* By the National Academy of Public Administration. Washington, D.C.: National Academy of Public Administration, December 1991. xii, 40 pp. Appendixes. ©

Perhaps the information found in federal electronic databases can best be visualized as a pyramid, with administrative decisions narrowly perched at the top and program data composing an extremely wide base. In 1990, the National Archives and Records Administration (NARA) commissioned a study by the National Academy of Public Administration (NAPA) to develop an appraisal strategy for this informational pyramid.

A NAPA panel selected twenty-five interdisciplinary subject experts to analyze the long-range historical and research value of more than 900 federal databases and to make recommendations concerning permanent retention. Ultimately, the study resulted in inventories for the nearly 450 databases recommended for permanent retention. The most significant project assumption involved the decision to focus on programs rather than administrative systems. This determination produced appraisal decisions based on content analysis rather than administrative use. The five topical areas selected for analysis were: diplomatic/foreign affairs; fiscal/economic; military/defense; natural resources/science; and social/judicial. The experts based their analytical criteria on each database's research value, content, and coverage as well as on the state of the data and their relationship to data available elsewhere.

*The Archives of the Future* would appear destined to fill a significant gap in the archival literature. Few archival appraisal strategy reports address electronic records. Two recent exceptions include the *Management of Electronic Records: Issues and*

*Guidelines*, prepared by the Advisory Committee for the Coordination of Information Systems (ACCIS) in 1990, and *Conceptual Problems Posed by Electronic Records: A RAMP Study*, written by Katharine Gavrel in 1990. Both of these studies reveal the archival profession's divergent approaches to electronic records. NAPA's work, by contrast, represents a drift away from primary appraisal practices and toward secondary techniques. Content analysis, which forms the theoretical base of *The Archives of the Future*, is a valid appraisal approach for electronic records. Still, several issues require clarification and further study. One questionable assumption undergirding the study involves the emphasis on the historical record and the concurrent limitation on the importance of administrative issues. A second tenuous assumption by NAPA concerns the unfounded belief that researchers fit the traditional profile of historians and scholars.

In the final analysis, this report's major contribution lies not in the strategies developed by NAPA, but rather in the illumination of the process that electronic records archivists must pursue to accomplish their work. For example, project staff initially surveyed agencies in the hope of identifying databases for the expert group to analyze. Agencies resisted. Eventually, the panel was forced to rely on commercial- and government-produced directories to obtain a listing of databases. Another significant obstacle concerned the lack of documentation for electronic databases. As the report's editors observed, "the inventory is only a skeleton of the information required to make final appraisal decisions." Complete documentation proved readily available only in very few instances. One step that proved critical to the electronic records appraisal process involved "reverse engineering," to recreate documentation and assign value.

This report appears in a looseleaf comb binding. Only the first forty pages are num-

bered, several appendixes follow, and a 14-page bibliography concludes the volume. Appendixes include the short inventory survey form and the final list of databases recommended for permanent retention.

This report really does not serve as a model for appraising electronic databases. The use of expert groups does not constitute a universal criterion that can be applied elsewhere. Indeed, the report's editors recognized this fact by suggesting that NARA should examine other possible models, such as the "Documentation Rating System" used by the Inter-University Consortium for Political and Social Research at the University of Michigan. Is this really the "archives of the future," as suggested by the title of the report? Realistically, electronic databases are very much part of that future. Only through additional study and hard work, such as the labor evidenced in this report, will new technologies be assimilated with archival principles to produce this "archives of the future." If archivists move toward this program data approach alone, however, they may succeed principally in turning the information pyramid on its head.

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***Without Consent: The Ethics of Disclosing Personal Information in Public Archives.*** By Heather MacNeil. Metuchen, N.J.: The Society of American Archivists and Scarecrow Press, 1992. Index. 224 pp. Cloth. ISBN 0-8108-2581-3. Available from the Society of American Archivists, \$27.50. ©

Controversy concerning the search of Bill Clinton's passport file during the last moments of the 1992 presidential campaign drew public attention to the potential political abuse of government files. Questions about the kinds of personal information that government agencies routinely gather and concerns about the conflict between personal privacy and the public right to know emerged during the passport controversy.

The media focused on the political aspects of the access to State Department files; the archival community must acknowledge its own critical role in defining the ethics of access and disclosure.

The archival mandate to select, preserve, and make available records and papers implies the responsibility to confront the conflict between access and privacy. Archivists must view this issue not merely as a matter of establishing institutional policies but more broadly as a serious professional concern. Abdicating this responsibility to donors, legislators, and jurists only produces further confusion and increases the possibilities for substantial abuses beyond political "dirty tricks."

Heather MacNeil argues persuasively that archivists must become actively involved in developing national, as well as institutional, policies regarding access to personal information. Written originally as a masters of archival studies thesis in 1987, *Without Consent* appears now as the second in the series of books published jointly by the Society of American Archivists and Scarecrow Press. MacNeil first explores the moral and legal issues surrounding information maintained by governmental agencies. Several chapters trace the concept of privacy and the relationship between governments and citizens in defining the right to privacy. After exhausting this topic, the author addresses the issue of privacy within specifically archival contexts. She notes the impact of new trends in social history research, explores the proliferation of contradictory legislative statutes, and surveys current archival policies.

MacNeil cogently synthesizes developments in Canada and the United States relating to the ethics of privacy and archival practice. She does not exhaustively study the Freedom of Information Act or recent Supreme Court decisions, but rather distills the primary issues and definitions that prove central to understanding the competing claims of privacy and access. The author

focuses only on government-generated and publicly held information. She only indirectly addresses access issues concerning personal papers, private medical records, social case work files, or student records.

*Without Consent's* strength involves the effort to place the privacy and access debate within a broader philosophical framework. MacNeil clearly favors privacy over access, emphasizing the rights of individuals who may not even know that public agencies have been accumulating and using information concerning their lives. The rights of researchers to pursue knowledge recede in importance. Her historical treatment of government-citizen relationships relies heavily on the work of Michael Foucault and a perception that governments exert significant control and influence over everyday life. The potential of computer file linkages to broaden access to personal records supports her position. Yet MacNeil's overall presentation is evenhanded, crediting critics of privacy and recognizing the needs of researchers.

Interestingly, MacNeil argues that the legitimacy of the research should not be a factor in resolving the personal information debate. Rather, she stresses underlying moral issues. Access decisions, in the author's view, should be based solely on the nature of the information and the rights of individuals. Archivists should base their responses to the increasing demands of social historians on overarching principles rather than on expediency or short-term interest. Although MacNeil surveys the changes in historical research influencing archival practices, she makes no reference to genealogists or family historians and their demands for access to vital records.

*Without Consent* concludes with "Some Modest Proposals" that, in fact, comprise a formidable challenge to archivists. MacNeil urges records professionals to influence records management decisions, increase their computer skills to implement anonymization programs, develop research

review panels to ensure appropriate methodology for treating confidential records, and take proactive stances toward relevant legislation. Extensive education and widespread cooperation will be necessary to achieve this agenda. As MacNeil argues, however, professional responsibility demands an active response.

This book raises significant questions about archival education and advocacy. *Without Consent* focuses on government records, but archivists in any repository holding personal information files should consider the issues that MacNeil raises. This succinct introduction to the moral and legal aspects of the right of privacy will be useful for practicing archivists as well as for students.

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***A Library, Media, and Archival Preservation Handbook.*** By John M. DePew. Santa Barbara, Calif.: ABC-CLIO, 1991. Illustrations, appendixes, index. xxv, 441 pp. Cloth. \$51.50. ISBN 0-87436-543-0. (∞)

***A Library, Media, and Archival Preservation Glossary.*** By John M. DePew with C. Lee Jones. Santa Barbara, Calif.: ABC-CLIO, 1992. ix, 192 pp. Cloth. \$59. ISBN 0-87436-576-7. (∞)

*A Library, Media, and Archival Preservation Handbook* is an excellent, well-researched, and well-documented publication by DePew, who teaches the conservation and preservation of library materials course at the School of Library and Information Studies at Florida State University. Nine chapters cover paper and papermaking; the environment; the care and handling of library materials; binding and in-house repair; acid paper and brittle books; photographic, audio, and magnetic media; surveying and building the collection; disaster preparedness and recovery; and preserva-

tion services, suppliers, and educational opportunities. Ten appendixes provide more detailed information concerning environmental monitors, environmental monitoring forms, methods for estimating the cost of mildew removal in a media center, guidelines for inspecting library bound volumes, library binding contracts and specifications, plastic film identification tests, collection condition survey forms, program codes for random book number generators, drying techniques for water-damaged books and records, and intrinsic value. A glossary of eighty-seven terms and an index complete the volume.

DePew notes that “because of space limitations, one area of preservation is deliberately not addressed, i.e., the administration and organization of preservation activities.” He does, however, provide relevant sources for readers interested in establishing preservation departments. The handbook brings together many of the better articles, publications, and illustrations in the literature, including Mary Lynn Ritzen-thaler, *Archives and Manuscripts: Conservation: A Manual on Physical Care and Arrangement* (Chicago: Society of American Archivists, 1983); George M. Cunha, “Mass Deacidification for Libraries,” *Library Technology Reports* 23 (May–June 1987); John P. Barton and Johanna G. Wellheiser, *An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries and Record Centres* (Toronto: Toronto Area Archivists Group Education Foundation, 1985); and Jan Merrill-Oldham and Paul Parisi, *Guide to the Library Binding Institute Standard for Library Binding* (Chicago: American Library Association, 1990).

The handbook’s strength lies in its practicality and usefulness. Procedures and options are described in depth, and DePew frequently points out disadvantages as well as advantages. Both novice and veteran practitioners will appreciate having this wealth of information in one volume. The

book’s principal weakness involves a flaw common to most directories—its lists of sources for supplies and assistance. Such information usually becomes obsolete as soon as it arrives at the printer. Cargocaire, for example, has changed its name to MunTERS, and McDonnell no longer offers its services to the public. Incorrect information and typographical errors also always intrude. My own title and telephone number, to cite one instance, changed several years ago and my Zip Code is incorrect.

Although DePew observes that the sources are not inclusive, the novice would doubtless welcome information concerning such regional, state, and local organizations as the Society of Southwest Archivists, the Arizona Paper and Photograph Conservation Group, and the Oklahoma Conservation Congress. All of these organizations maintain active preservation and conservation programs, and all offer hands-on training sessions. Many other regional and state organizations administer similar programs. Oklahoma’s statewide Disaster Recovery Assistance Team merits inclusion as a model. Newer sources, such as Donnelly Damage Control and AMIGOS’s Preservation Service, should definitely be added to an update.

The strengths, however, far outweigh the weaknesses. As a practicing preservation officer/conservator, I would recommend the handbook for reference shelves in all archives, records centers, libraries, historical societies, and museums. As a preservation and conservation educator, I would recommend it highly as a textbook.

*A Library, Media, and Archival Preservation Glossary* fulfills DePew’s promise to expand the brief glossary prepared for the handbook and constitutes an outstanding effort to “cover the entire spectrum of archival and library preservation.” Entries “are drawn not only from the field of library and information science, but from the binding, paper, photographic, and preservation reformatting literature as well.” In-

formation concerning buildings; heating, ventilating, and air-conditioning (HVAC) systems; and statistical terms “that are useful in understanding those aspects of the preservation of information materials” are also included.

The glossary, prepared by DePew with Lee C. Jones, director of the Micrographic Preservation Service, contains over fifteen hundred entries, taken from fifty-five publications. Sources are provided for each definition. Acronyms, abbreviations, and scientific terms are included as well. Entries appear alphabetically, with many *see* and *see also* references. Conservation and preservation professionals have long expressed the need to standardize their terms. This glossary is a positive step toward fulfilling that need.

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***Victims: The LDS Church and the Mark Hofmann Case.*** By Richard E. Turley, Jr. Urbana: University of Illinois Press, 1992. Illustrations, index. 519 pp. Cloth. \$27.95. ISBN 0-252-01885-0. ©

Richard E. Turley Jr.'s *Victims: The LDS Church and the Mark Hofmann Case* meticulously details and describes the dealings of the Church of Jesus Christ of the Latter Day Saints (LDS; or Mormons) with Mark Hofmann, a skilled forger, liar, and murderer. No one appears better qualified to write this book than Turley, a Mormon and an attorney who studied LDS history before assuming the managing directorship of the LDS Church Historical Department in 1986. The author enjoyed unique access to all relevant documents and the full cooperation of church leadership. Further, LDS officials did not require that the book undergo the church's usual imprimatur process.

Even without the imprimatur, *Victims* basically serves as an official history. As an LDS insider, Turley overtly aims to fill in the gaps and revise the historical record

from the perspective of Hofmann's victims (p. vii). The author especially seems determined to counteract the popular impression that the LDS Church attempted to hide or cover up its own role in the affair. His perspective thus constitutes an antidote to earlier accounts appearing in some detectives' notes, the popular media, and three 1988 books—*Salamander, A Gathering of Saints*, and *The Mormon Murders*. Instead, Turley argues that the LDS Church was victimized by both Hofmann and by the justice system, which excluded the church from the plea bargain and, thereby, from questioning Hofmann in prison.

*Victims* begins with a brief survey of Mormon history and an account of earlier forgeries. Turley then describes how Hofmann, in the early 1980s, traded or sold several historically significant documents to the LDS church and to such private collectors as Steven F. Christensen. Christensen and other collectors hoped to acquire a legendary and nonexistent “McLellin collection” from Hofmann. Eventually, Hofmann used bombs to kill both Christensen and Kathleen Sheets, the wife of Christensen's business partner. Another bomb explosion in Hofmann's car severely wounded the forger himself. Both the Federal Bureau of Investigation (FBI) and local police investigated the bombings. Their detective work resulted in a preliminary trial and a plea bargain in which Hofmann admitted the bombings and forgeries, in addition to acknowledging that he sold or traded false documents. Under the conditions of the plea bargain, the Utah Board of Pardons extended Hofmann's sentence to life in prison after he refused to cooperate fully in interviews.

By carefully reconstructing LDS officials' meetings from their own detailed journals and minutes, Turley shows precisely who was involved with Hofmann, as well as what they knew, when they knew it, and why they acted as they did. This resolves the inconsistencies noted in other accounts and supports Turley's thesis that

the officials acted in good faith based on their knowledge, their determination to follow proper legal procedure, and their decision not to favor either the police or the FBI during the investigation. To present a full record, Turley augments 345 pages of text with a 48-page appendix describing "Suspect Items Acquired by the LDS Church," as well as 101 pages of detailed, explanatory notes. Numerous illustrations of documents and persons also appear throughout the account. The author's only major ambiguities center around Christensen's future plans, as pages 137 through 140 of the text disagree with pages 459 through 460 of the notes. Turley also appears unclear concerning the church's acquisition of subsequently returned items that Hofmann evidently stole from public repositories.

The author's style suits his purposes, but *Victims* sometimes reads more like a legal brief than a narrative history. The sheer number of characters confuses the reader, and the repetitive recounting of various meetings becomes tedious. Often, Turley presents a third-person account of a meeting, then reviews participants' own descriptions, adds testimony concerning the same event as presented to detectives, and concludes with another account of the meeting from the preliminary trial proceedings.

*Victims*, it should be noted, is purely a case study. Turley does not attempt to relate the Hofmann affair to other cases of forgery and fraud, or to non-Mormon history. Even so, *Victims* contains important information for archivists. One learns how forgers can obtain nineteenth-century paper or postmarks, artificially age ink, skillfully copy handwriting and publications, and set up one forgery to authenticate others. Further, archivists should note the importance of proper security procedures and well-documented provenance, which was always weak or questionable for the Hofmann documents.

This book should leave manuscript curators with a healthy skepticism if confronted with several important document discoveries by a single individual. The account of the manner in which the documents examiner, William J. Flynn, experimented with gallotanic ink and its additives, and his use of microscopic and ultraviolet examinations to determine that Hofmann's documents were forgeries, proves enlightening. Perhaps most alarming of all, archivists will note how a forger almost succeeded, except for the extensive investigations caused by the bombings, in committing fraud and altering both written history and the basic tenets of a religion.

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*Treasures of the National Archives of Canada.* By the National Archives of Canada. Toronto: University of Toronto Press, 1992. Illustrations, index. Cloth. 368 pp. ISBN 0-8020-5022-0. ©

Archivists too often appear overburdened with theory and procedures. An excessive theoretical and procedural preoccupation can cause us to lose sight of the very reason we practice our profession: love for the documents themselves. In *Treasures of the National Archives of Canada*, one venerable repository has successfully brought back our focus. This book is a refreshing and entertaining celebration of the document.

Aptly titled, *Treasures* was produced in conjunction with the observance of Canada's 125th anniversary of confederation, and it appeared in time for Canada's hosting of the Twelfth International Congress on Archives. It is lavishly illustrated, mostly in full color, and serves as a highly articulate collector's volume. In his preface, Canadian National Archivist Jean-Pierre Wallot relates the motivation that fueled production of the work: to provide a glimpse of some of the archives' highlights and, in the

process, to peer into the Canadian consciousness itself. "As this country's collective memory," Wallot observes, "archives provide the continuity of culture and the building blocks of nationhood."

The book's compilers admit the difficulty of distilling the collective and collected memory of their nation through a relatively small sampling of documents. They rose admirably to the challenge, however, choosing items that run the documentary gamut from the commonplace to the spectacular and the typical to the unique, while simultaneously representing both the distant and the recent past. As an aid to the book's organization, the compilers divided selections into chapters that concentrate on specific types of records, which are referred to as "treasure groups." These groupings include cartographic, architectural, and engineering records; documentary art records; philatelic records; government records; manuscripts and private records; genealogical records; moving image and sound records; and photographic records. The divisions apparently parallel the organization of the National Archives of Canada (NAC) collections and reflect separations typically found in archives management. This approach successfully divides the documentation into manageable units, yet the book never loses the sense of their interconnectedness to the collective memory.

Each chapter begins with a brief introduction explaining the documentary medium and placing it within the context of the NAC's collections. A thrilling tour through the stacks follows, guided by intelligent and entertaining insights from the curators and other experts. From *Treasures'* pages spring stories of success and passing, of clashes of cultures and triumphs of technology, of fame and obscurity. One discovers a 1768 map showing unique evidence of a subsequently extinct native people; the evocative journal of an early fur trader; the minutes of the Dominion Coun-

cil of Women, heralding the beginnings of Canada's women's movement; photographs depicting whites' exploration of the North and westward expansion; a poignant 1885 letter of Louis Riel to his wife and children just prior to his execution for high treason; and over two hundred other selections. A few nontraditional documentary items are offered as well, such as terrestrial and celestial globes and an eighteenth-century peace medal.

The format gives *Treasures* the look of an exhibition catalog; each selection includes a quality reproduction, brief descriptive information, and indispensable commentary placing each piece squarely in the context of Canada's collective memory. Readers would find at least a partial transcription helpful in order to enjoy completely some of the documents, but this is my only real criticism of the volume. The resemblance to an exhibition catalog is probably not accidental; some of the choices were based on previous exhibition selections, and the NAC has an impressive track record of producing quality catalogs of its exhibitions. In my copy, only a few of the color reproductions exhibited faulty registration. They remain, on the whole, excellent.

Following the "treasure group" sections is a chapter entitled "Preserving the Record of the Past," which explores the NAC's conservation and preservation efforts. This provides a fitting conclusion to a work intended, in part, to help readers "understand what archives are and the role they play in society," according to Michael Swift, the assistant national archivist. This goal is achieved subtly throughout the work, along with a related mission to teach Canadian history. Readers think they are enjoying brief tidbits from the past, but all the while they are gaining real insight into the history of Canada and the value of archives. This more scholarly purpose is supported by the book's index, which confirms its genesis as a reference work as well as entertainment.

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*Treasures of the National Archives of Canada* was intended for the general public's consumption, but archivists can learn from it as well. It offers little explanation of its selection methodologies, yet it still provides an excellent model for other "greatest hits" compendia by virtue of its organization and the eloquent way in which

each selection illustrates greater historical, artistic, and social truths. Any reader will know Canada better after experiencing this book. And perhaps it can help an archivist once again fall in love with documents.

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## BRIEFLY NOTED

*American Women and the U.S. Armed Forces* is the focus of a subject guide published by the National Archives and Records Administration in 1992. Compiled by Charlotte Palmer Seeley, and revised by Virginia C. Purdy and Robert Gruber, this guide includes information concerning both records of federal military agencies and relevant materials in presidential libraries. The publication spans the course of American history, but most records relate to twentieth-century matters. Over the course of the nineteenth century, the compilers note, "women had relatively little contact with military agencies" (p. ix). Some served as cooks, hospital matrons, laundresses, seamstresses, and welfare agency workers, but their roles remained largely confined to these areas. Only with the rapid feminization of the nursing corps, beginning around the time of the Spanish American War, did women become more prominent in military life. Not surprisingly, unexpected treasures and suggestive nuggets can be gleaned from entries throughout the guide. Records of the Bureau of Refugees, Freedmen, and Abandoned Lands, for example, include an important series of freedmen's marriage certificates (1861-69), correspondence from African-American war widows seeking assistance and filing claims, and documentation concerning the bureau's educational endeavors. Data concerning lesbianism, family life in Honolulu prior to the Japanese attack on Pearl Harbor, 1863 sexual harassment charges by a "lady copyist" in the Treasury Department against an army chaplain, and scripts for such cinematic classics as "Skirts Ahoy" are scattered throughout the record groups. *American Women and the U.S. Armed Forces* (ISBN 0-911333-90-8) contains illustrations, several appendixes, and a comprehensive index. The 355-page clothbound edition is available from the National Archives for \$25.

Vimala Jayanti has compiled the second edition of *The UCLA Oral History Program: Catalog of the Collection*. UCLA has been preserving the collective memory of Southern Californians since 1959, and this rich scholarly resource remains one of the most distinguished oral history collections in the United States. The collections have grown rapidly over the past decade, and this guide contains nearly twice as many entries as its 1982 predecessor. Individual interviews are grouped under general subject listings, and Jayanti has reflected the changing direction of the program by establishing nine new categories: African-American history; business and industry; humanities and social sciences; labor movement; law; libraries and librarianship; medicine and health; science; and sports. Fascinating notes concerning each interview enliven the guide. Readers perusing the entry for animator and director Tex Avery, for example, will be intrigued by references to the creation of Bugs Bunny, the original designs for Porky Pig and Donald Duck, the censorship of Red Riding Hood, and commercials for Pepsodent; they will, however, undoubtedly ponder the meaning of Avery's reference to "live animals with double-exposed mouths." Unfortunately, the 319-page clothbound guide, published in 1992, contains no illustrations.

Haworth Press recently initiated a new quarterly journal, *Popular Culture in Libraries* (1993). Under the editorship of Frank W. Hoffmann, a faculty member in the School of Library Science at Sam Houston University, the journal seeks "to act as a forum for the exchange of ideas about the evaluation, acquisition, organization, preservation and utilization of popular culture concepts and materials in a wide array of print, audiovisual and three-dimensional formats" (p. 1). Hoffmann views his audience as librarians, archivists, educators "and other professionals dealing with these collections," and he also seeks "to combat

traditional biases against popular culture held by many academics as well as library users and students” (p. 1). Volume 1, number 1 contains the transcript of a symposium on “Popular Culture Materials in Libraries and Archives” conducted by several librarians and other scholars, several articles concerning comic books, useful bibliographies and book reviews, a description of the effort to form a consortium of popular culture collections in the Midwest, and a detailed examination of the *Washington Post*’s photo research center. One of the more archivally interesting articles, contributed by John S. Baky of LaSalle University, argues that “it is possible to see how subject areas important to the scholarly pursuit of popular culture can be created and networked for magnitudes less money and professional staff than the traditional rare book and manuscript operation” (p. 51). Baky demonstrates that LaSalle, with a modest \$20,000 budget, managed to build a nationally significant collection around the theme of “Imaginative Representations of the Vietnam War.” *Popular Culture in Libraries* is available for a subscription rate of \$24 annually. ISSN 1053-8747.

The United Nations Educational Scientific and Cultural Organization (UNESCO) has issued a new Records and Archives Management Programme (RAMP) study entitled *Main Principles of Fire Protection in Libraries and Archives* (Paris, November 1992). Prepared by Irina G. Shepilova and edited by Adrienne G. Thomas, this 25-page pamphlet examines the combustibility characteristics of library and archival materials, notes the relationship between environmental conditions and fire safety, and provides a detailed list of fire prevention measures. The publication contains a brief but current bibliography and offers a good introductory overview. Archivists contemplating a move or overseeing construction of a new repository will find Shepilova’s discussion of design approaches

especially useful. Magnetic tape and motion picture film receive as much discussion as paper, reflecting the realization that modern archives contain an unprecedented diversity of nontraditional records. RAMP studies particularly attempt to address issues relevant for smaller archives in developing countries, and this pamphlet’s emphasis on extreme climactic conditions reflects that focus. UNESCO’s archival publications also appear very modest and inexpensive, but some changes in format would increase their attractiveness and usefulness for archivists. *Main Principles of Fire Protection*, for example, never provides biographical or professional information concerning the author or editor, contains no illustrations, and adheres to a somewhat rigid and mechanical format. The substance seems fine, but some attention to style would be welcome. RAMP studies may be obtained from the Division of the General Information Programme, UNESCO, 7, Place de Fontenoy, 75700 Paris, France. PGI-92/WS/14.

Archivists interested in Australia will welcome two new publications. Nan Bowman Albinski has compiled the *Directory of Resources for Australian Studies in North America*, copublished by the National Centre for Australian Studies at Monash University in Melbourne and the Australia–New Zealand Studies Center at Penn State University. Albinski describes the directory as “a first attempt to systematically locate and record Australian materials in the libraries, galleries and museums of North America” (p. vii). The methodology for compiling information appears somewhat vague, but the author apparently relied on a mail survey and supplemented the responses with information culled from printed guides. Repository listings are grouped under the following subject categories: aboriginal art and artifacts; archives of the performing arts; art and architectural drawings; ethnographic papers; print col-

lections and archives of exploration; legal and government documents; literary manuscripts; maritime and mercantile records; records of political and social organizations; records of religious organizations; scientific papers; and travel diaries and letters. The methodology and format dictated that large and extensive collections sometimes received short shrift, while smaller repositories occasionally gained disproportionate attention. The entry for the University of California at Los Angeles (UCLA), for example, simply notes that the "UCLA catalogue lists 9000 records with Australia in the title, on all subjects, comprising a fraction of a large Australian holding" (p. 1). The paperback, published in 1993 and available from the Australia–New Zealand Studies Center at Penn State, sells for \$15. ISBN 0-7326-0435-4.

The Australian Society of Archivists has published its own *Directory of Archives in Australia* (Sydney: Australian Society of Archivists, 1992), compiled by Susan Burnstein, Vanessa Goodhew, Barbara Reed, and Guy Tranter. Intended to both assist researchers and "provide contact points between professional colleagues," this directory supersedes an earlier 1983 publication. The compilers obtained basic repository administrative information through a mail questionnaire and included information concerning holdings and guides when available. One significant element of each entry involves "Acquisition Focus," which indicates the repository's collecting policy and serves as a useful tool for reference archivists, donors, and potential re-

searchers. Archives described in the guide range from insurance companies to religious communities to governmental units. Historical societies appear the largest group numerically, while New South Wales constitutes the most popular archival geographic region. The 527-page guide, with indexes and appendixes, is available from the Australian Society of Archivists, Inc., P.O. Box 83, O'Connor, ACT 2601, for A\$30. ISBN 0-947219-06-4.

Volume 3 in the Smithsonian Institution's series of guides to its photographic collections is now available. Previous guides have been reviewed and noted in the *American Archivist*, and this 342-page publication achieves the high standards set by its predecessors. Diane Vogt O'Connor, who prepared the publication, has included the following galleries and museums in this volume: Cooper-Hewitt Museum, Freer Gallery of Art, Hirshhorn Museum and Sculpture Garden, National Museum of African Art, National Portrait Gallery, Arthur M. Sackler Gallery, and Office of Horticulture. Superb indexes document the photographic creators, forms and processes, and subjects. Forty-six pages of selected black-and-white photographs appear at the end of the guide, documenting subjects as diverse as Zulu warriors in South Africa (1880), the cruise ship Normandie departing Pier 88 in Manhattan (1938), and Woody Allen (1972). *Guide to Photographic Collections at the Smithsonian Institution, Volume III* (Washington, D.C.: Smithsonian Institution Press, 1992), is available in paperback for \$49.95. ISBN 1-56098-188-1. ©

**SELECTED RECENT PUBLICATIONS**

*ABC's of Library Promotion.* By Steve Sherman. Metuchen, N.J.: Scarecrow Press, 1992. 3rd ed. Index. x, 251 pp. Cloth. ©

*A Future Defined: Canada From 1849 to 1873.* By George Bolotenko. Ottawa: National Archives of Canada, 1992. Illustrations, index. 253 pp. Paper. ISBN 0-660-14411-5.

*A Guide to Archival Sources for French American Art History in the Archives of American Art.* By the Archives of American Art. Washington, D.C.: Archives of American Art, 1992. Index. 128 pp. Paper. ISBN 1-880193-02-7.

*Guide to the Juilliard School Archives.* Compiled and edited by Jane Gottlieb, Stephen E. Novak, and Taras Pavlovsky. New York: The Juilliard School, 1992. Appendix, index. 111 pp. Paper.

*Guide to the Lancashire Record Office: A Supplement, 1977-1989.* Edited by Janet D. Martin. Preston, England: Lancashire County Books, 1992. Index. ix, 211 pp. Cloth. £14.95. ISBN 1-871236-01-0.

*Guide to the Oral History Collections at Mystic Seaport Museum.* By Fred Calabretta. Mystic, Conn.: Mystic Seaport Museum, 1992. Index. 74 pp. Paper.

*Guidelines for Managing Recorded Information in a Minister's Office.* By the National Archives of Canada. Ottawa: National Archives of Canada, 1992. Appendixes. 58 pp. French and English. Paper. ISBN 0-662-58852-5.

*Information 2000: Library and Information Services for the 21st Century: Final Report of the 1991 White House Conference on Library and Information Services.* Washington, D.C.: U.S. National Commission on Libraries and Information Science, 1992. Illustrations, index. 596 pp. Paper. ISBN 0-16-038157-6.

*Making Things Work: Russian-American Economic Relations, 1900-1930.* Stanford: Hoover Institution Press, 1992. Illustrations. 126 pp. Paper. Russian and English. ISBN 0-8179-9242-1.

*Set in Stone, Fixed in Glass: The Great Mormon Temple and Its Photographers.* By Nelson B. Wadsworth. Salt Lake City: Signature Books, 1993. Illustrations. 400 pp. Cloth. \$39.95. ISBN 1-56085-024-8.

*Ticknor and Fields: The Business of Literary Publishing in the United States of the Nineteenth Century.* By Michael Winship. Chapel Hill: University of North Carolina at Chapel Hill, 1992. Illustrations. 28 pp. Paper.