

## Reviews

PETER J. WOSH, editor

*The Archival Imagination: Essays in Honour of Hugh A. Taylor.* Edited by Barbara L. Craig. Ottawa: Association of Canadian Archivists, 1992. Illustrations. 163 pp. Paperback. \$23.00. ISBN 1-895382-06-8.

Archival professionals in the United States have long admired *Archivaria*, the journal of the Association of Canadian Archivists. This collection of eleven essays, edited by Barbara L. Craig, represents the association's first venture in book publishing. *The Archival Imagination* covers Hugh Taylor's range of interests in archival education, modern communications theory, appraisal theory, the history of recordkeeping, and the history of the profession. Taylor considerably influenced two generations of archivists in Canada, Great Britain, and the United States—a striking disclosure for some readers. This festschrift ensures that his influence will continue to be felt for some time to come.

Barbara Craig's introduction pays tribute to Taylor, noting that his scholarship, philosophical reflections, and career "celebrate the exercises of imagination." Taylor himself, in the editor's view, does full "justice to the truth that archives hold" (p. 12). Craig sets the proper tone for the book, and further enhances the volume by providing a brief abstract for each essay. The editor does not formally organize the eleven contributions into distinct sections with topical headings, but one senses that she thoughtfully grouped these essays, which remain eclectic in style and subject.

Tom Nesmith employs a homiletic ap-

proach in his overview of archives as an academic field. He examines the nature of intellectual change in the Canadian archival profession over the past generation and highlights Hugh Taylor's particular contributions to the development and use of the contextual approach for problem solving in graduate education. The archival studies program at the University of Manitoba serves as a model, demonstrating how students presently acquire knowledge of the context in which information is recorded rather than knowledge of the informational contents of records. Taylor was, in Nesmith's view, the first archivist in Canada in the mid-1970s to move beyond content to articulate and focus on the "metadata" associated with how and why records are created. Taylor's work also offers a new understanding of the specialized role that historical knowledge plays in appraisal theory.

Terry Cook and Terry Eastwood also examine archival appraisal theory from their own unique perspectives and contexts. Moving beyond the taxonomic method of appraisal that was proposed by Theodore R. Schellenberg in the 1950s, Cook and Eastwood argue that theory must support method. They further remind us that appraisal remains a problem for each generation of archivists, who must resolve the general issue while bearing in mind the particular characteristics of individual records.

Cook's model, which is influenced heavily by Taylor, asks archivists to "shift from the actual record to the conceptual context

of its creation, from the physical artifact to the intellectual purpose behind it, [and] from matter to mind" (p. 38). In his suggested two-step approach (or submodel), Cook sets out "criteria to assign priority to the records-creating structures in society and variables to determine the importance of the citizen's interaction with these structures" (p. 53). This essay makes Cook's scholarship on archival appraisal more accessible to archivists in the United States. Previously, his three larger works had been published only as internal reports for the National Archives of Canada (1990, 1991) and as a RAMP study (1991).

Terry Eastwood's essay, "Towards a Social Theory of Appraisal," characterizes the modern archivist as a keeper, maker, and facilitator of documentary memory. Eastwood's exploration of appraisal and society leads him to reject provenance-based and pertinence-based appraisal theory because, in his view, all value standards are relative. As an alternative, Eastwood concludes that the "predictions" made during the appraisal process should be based on "social creations," which may change over time, and on an analysis of the archives' broadest possible social uses. Eastwood claims that his proposed social model of appraisal probably holds the best prospect for archivists to evolve into "comprehensivists" and to move beyond relativism.

Kent M. Haworth's essay effectively states the importance of "Articulating a Language of Purpose for Archives." He describes a universe in which archivists must focus on the fundamental principles of the profession if they hope to promote the value of records and the social functions of archivists. "The purpose of the archivist," concludes Haworth, "is to hold in trust for society the evidence of truth, the evidence of justice and injustice in the society our archives document" (p. 94). Haworth's assessment of both the essence of archives and the purpose of the archivist

should be required reading for all who operate in the archival/manuscripts vineyard.

Haworth's advice regarding the importance of the history of records and record-keeping is underscored in the essays prepared by Barbara Craig and Michael Roper. Focusing on the introduction of copying technology into the British Civil Service in the late nineteenth century, Craig successfully illustrates the principle that people, not machines, create records. Her analysis penetrates the heart of Taylor's work. He clearly believed that mechanization processes are neither inevitable nor simple, and he appreciated the ways in which technology affected both the characteristics of records and the work of archivists operating within bureaucratic structures.

Roper's essay provides a longitudinal case study in the practical application of provenance and respect for original order at the Public Records Office. A reinterpretation of the principle of provenance has occurred, Roper suggests, which has de-emphasized the group as a physical entity and placed a new focus on class or series as the basic element of arrangement and description.

Hugh Taylor's interest in post-modern communications, the history of records, and archival education are addressed by Frank G. Burke. Burke investigates the implications of personalized communication technology (i.e., the world of JoAnne Yates and Alvin Toffler) and explores its impact on records and records management in the twenty-first century. The future, Burke argues, will be filled with "archival chaos." In this world of universal access to information, where physical records do not necessarily result from the use of computers, Burke presumes that many archival practitioners still remain committed to the hierarchical communications of mid-century. They have not yet embraced today's non-structured environment of bits and pieces

of information. What will be "our documentary legacy for future generations?" the author asks, in this essay that constitutes vintage Burke.

Two of the final three essays, by Carmen V. Carrol and Shirley C. Spragge, focus on the establishment of the Public Archives of Nova Scotia, where Taylor served as Provincial Archivist between 1978 and 1982, and the Anglican Diocese of Ontario, where Taylor's notions of a community accepting its role to prescribe its documentary heritage are illustrated well. Anne MacDermaid probes these points more deeply in the third essay, "Essence of Archival Communication." She raises questions about the kind of records that should be preserved, highlights the importance of the symbolic values possessed by records, and discusses the way in which both content and context should be communicated by archivists if they hope to interconnect with the wider society they will serve in the twenty-first century.

The volume concludes with an annotated bibliography of Hugh Taylor's sixty publications, along with an analytical essay that attempts to trace thematically Taylor's ideas over three decades and to detail the depth of Taylor's inquiries into the meaning of archives. Jim Burrows and Mary Ann Pylypchuk analyze Taylor's writings, organizing their thoughts around three themes: "essential archival knowledge, archival administration, and the archivist and comprehensivist." Readers will quickly surmise Taylor's importance to the archival profession, Marshall McLuhan's measurable influence on his writings, and the challenge provided by Taylor's eight different archival positions. The scope of Taylor's accomplishments during the last decade of his career is also impressive.

I can recommend this stimulating and well-illustrated volume of essays to all who profess to be archivists. Those who read it will be reinvigorated by the way in which the essayists have crafted messages with an

interdisciplinary construct and pointed the way for us to function in the postliterate global village. Taylor's call to us is a plea "not to go on plumbing in the same old way when so much around us is changing" (p. 98).

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***Managing Institutional Archives: Foundational Principles and Practices.*** By Richard J. Cox. Westport, Conn.: Greenwood Press, 1992. Cloth. xi, 306 pp. Index. ISBN 0-313-27251-4. Ⓢ Available from the Society of American Archivists, \$55.

Richard Cox has produced a very well-written and well-researched text that rationalizes the need for institutional archives and explains the principles that should shape their development and administration. Both the larger society and some archivists have paid more attention to governmental archives or the more glitzy historical manuscript repositories. Cox, however, turns his attention to the many for-profit and nonprofit institutions that have so significantly shaped modern society and its economy. He reminds us that, as Peter Drucker observed in his classic management text, modern society has largely become a society of institutions. One need only reflect on the current state of the economy and our social fabric to realize how pervasively these institutions affect society and how necessary to our survival they have become. Unfortunately, the records of these institutions have been largely ignored, much to the detriment of the historical record. The lack of appropriate institutional archives deprives management and employees of their history and clouds long-term operational perspectives. The absence of historical documentation further prevents the larger society from properly appraising the performance and

contributions of institutions that so heavily impact the lives of every individual.

Cox's evident expertise is the product of his twenty-year career in private historical, municipal, and governmental archives. This work grew from his consulting experience with a variety of institutions and organizations. Often, these organizations obviously needed archival and records management programs yet seemed to lack the institutional perspective necessary for understanding the importance of such programs. Cox's scholarship, experience, and perspective emerge as he describes modern archival theory and current intellectual discussions, particularizing them to fit the appropriate institutional setting.

Initially, the author emphasizes the need to understand the value of institutional records and the archivist's role within organizations. He then lays out broad foundational principles concerning the identification and selection of archival records, preservation, arrangement, description, and reference. In Cox's view, one builds internal and external support by relating general archival theory and practice to contemporary institutional needs.

Chapter eight, "The Changing Contexts of Institutional Archives: Some Speculations," will especially interest archivists who might otherwise feel that this work seems peripheral to their own spheres of responsibility. Here the author speculates on two trends. First, Cox observes how the archival profession is both redefining itself and altering archival institutions through standards, institutional assessment, and self-study efforts. He also underscores the importance of management training, a favorite topic of this reviewer, as well as the challenge of developing a credible program for evaluating archival institutions. Cox concludes this chapter by analyzing how changing and developing information technologies will affect archival programs. He lays out a tantalizingly brief strategy for the archivist to meet this challenge in a

manner that will insure the long-term survival of an archival program by satisfying both institutional and scholarly needs. One relatively undeveloped point concerning decentralized archives in an electronic environment could provide the basis for stimulating and spirited discussion.

*Managing Institutional Archives* concludes with three interesting case studies that could form the basis of discussion for more experienced archivists. The case studies—a diocese, an educational institution, and a professional association—describe "typical" situations familiar to most veteran archivists and include all the attendant problems and inadequacies that illustrate the circumstance in which many institutions find themselves. Each case study is followed by a critique of the situation and a plan articulating how these programs might be improved.

Throughout the manuscript, Cox reemphasizes the institutional responsibility that managers and organizations have for their own records. He notes that some historical organizations have successfully "collected" the archives of other institutions, but he stresses that in the long run this approach proves both inadequate and ineffective. The challenge of preserving the record of the overwhelming number of institutions in today's society is too great for historical societies and universities to meet. Institutions, in Cox's view, bear both a corporate and a public responsibility either to preserve their own records or to contract with another entity to do so.

Cox has captured the general archival principles and important elements of various archival operations and has applied them to an institutional setting in a way easily understood by his target audience. The author writes clearly and artfully. *Managing Institutional Archives* is well-organized with a sense of precision, and it avoids the usual jargon that archivists often employ. Cox is very well versed in current trends and studies, which are weaved



skillfully into the narrative. For instance, a chapter entitled "Identifying and Selecting Records" notes the current discussions on documentation strategies and relates this concept to institutional archives in a manner easily understood by the reader. Institutions are viewed both as individual organizations and as part of a greater whole. Each chapter is well-documented with both historical and contemporary sources of archival theory and practice.

Cox's contribution compares favorably with other works in the field that provide a managerial overview of archival programs. *Managing Institutional Archives* lacks the specificity and detail of Gregory Bradsher's *Managing Archives and Archival Institutions*, which is targeted primarily to a professional archival audience. Cox, however, maintains an integrity of vision and detail when translating archival theory and practice to a lay audience.

One weakness in this book is the lack of attractive graphics. Such illustrations would have enhanced the text, making it more interesting and understandable for a lay audience. A quick review of Thomas Wilsted and William Nolte's *Managing Archival and Manuscript Repositories*, a Society of American Archivists manual dealing with archives primarily from a management point of view, demonstrates how graphics can enhance both the text and the transmission of the message.

This work has three primary audiences: corporate or institutional managers who are exploring the need, dimensions, responsibilities, and benefits of an effective archival program; experienced archivists who consult with or assist these corporate managers; and inexperienced or untrained individuals who are responsible for creating or supervising archival programs. Cox does an excellent job of meeting these audiences' needs. As he notes near the end of the monograph, *Managing Institutional Archives* is intended to be an "introductory

guidance, not to be the definitive reference" work.

In sum, this is a very readable text on institutional archives. In a competent and effective manner, Cox weaves together his discussion of the importance of institutional archival programs, current theory and practice, and effective management approaches. This should attract a nonprofessional audience. Also, consultants might recommend it to administrators or managers who are either examining the possibility of establishing an institutional archives or are dissatisfied with the progress of a program under their supervision.

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***Hypermedia & Interactivity in Museums: Proceedings of an International Conference.*** Edited by David Bearman. Pittsburgh: Archives and Museum Informatics, 1991. 334 pp. Illustrations. ISSN 1042-1459. Available from the Society of American Archivists, \$35.

Approximately four hundred years ago, movable typeface overwhelmed the traditional uses of graphic media and became the definitive form of information exchange in the Western world. Since then, the linear format of written language has dominated the process of communication and, by default, education. Due to the increasingly powerful capabilities of computer technology, a reversal of these events is now beginning to occur.

Hypermedia and multimedia are the principal instruments of a process of change that already appears well under way. One area in which this revolution has tremendous potential to reach the larger public is through museums. *Hypermedia & Interactivity in Museums*, the proceedings of an international conference held in 1991 in Pittsburgh and published simultaneously as *Archives and Museum Informatics Tech-*

*nical Report*, number 14, surveys the many intellectual issues and physical difficulties encountered along the way. In this arena, standards are evolving through experimentation and equipment capabilities are changing rapidly. This report places these events in a framework, with five thematic topics that address existing, planned, or speculative installations.

Two authors discuss the changing nature of the museum and the factors that distinguish museum functions from the mere physical collection of artifacts. Their rationales for automation compare past experience with new benefits in an effort to evolve a more precise and comprehensive presentation medium. Context becomes a prime consideration. The ongoing argument concerning the presence or absence of context in museum settings is more than a century old, but the associative access provided by hyperlinks and the integrated *son et lumiere* that remains at the heart of multimedia may provide the last word. This appears especially true in the concept of a "virtual museum." Still, the assertion that virtual reality techniques can wholly replace the actual direct experience of viewing an artifact seems strained. Whatever wonders modern technologies may ultimately provide in data transmission and display, the need exists for those capabilities to service, not substitute for, their *raison d'être*.

Museum issues regarding design, evaluation, and implementation are represented in seven essays that explore the flexibilities of graphic user interface (GUI), public interaction, instructional techniques, and the broad range of candidate materials. The tensions between accuracy, ease of access, and appropriate detail shift continually according to the audience. Staff usage, for example, must be balanced against public availability. These assessments need careful intellectual delineation. Flow charts and system topologies must be combined with the results of practical experience with the

automated platform and the refinements of cost-benefit ratios.

Eleven essays present a variety of schemes, grouped under the general rubric of museum projects. If one single point stands out in these pages, it is an awareness of the extraordinary range of potential applications. One of the most intriguing ideas involves the use of computer-assisted drafting and design programs (CADD) to record historical architecture and archaeological sites. Taken to its fullest expression, this technique could become the ultimate tool for recording the field excavations that potentially constitute the most critical sources of information concerning a museum artifact. Photorealistic displays might also be used to create gallery backgrounds and to support interpretive explorations, particularly through interactive compact disk (CD-I) or similar formats. Interactive multimedia, in this context, is at the root of the paradigm shift from text to graphic information. The realm of visual literacy admittedly has wider boundaries than that of the written word, a circumstance that must give pause to those who are not yet articulate in this medium. The technology will not wait for those who fall behind.

The transcendence of character strings gives rise to the considerations of communicating without words. Copyright, and the other legal implications of embedding intellectual property in multimedia collaborations, emerge as issues. Shuffling together the diversity of cultural images in the electronic planetary agora raises the inevitable need for comparative study. Suitably enough, this portion of the report is illustrated by selected French and American advertisements that clarify at a glance the work of the text. The most holistic and experimentally dramatic approach to automated information integration is referred to as full-immersion virtual reality. This involves the use of helmets, gloves, and body suits to integrate tactile motions with the display experience. The presence of this es-

say in the report sheds a peculiar, but nonetheless important, light on how radically the treatment of copyright in museums and similar institutions may change in the face of this technology. Questions arise, for example, about which licensing methodologies might be broad enough to apprehend the diversity that now exists between written, photographic, audio, video, and motion picture royalty systems.

Technological issues remain the fastest-moving target at which this publication aims. Leaving aside the turbulence of advancing technological achievements, the theme of five essays centers around establishing standards for data input, exchange, and display. Museums serve as the chief repositories for the raw materials that art historians research; electronic systems that provide remote access to collections therefore must do so as clearly and as fully as possible. Two-dimensional and three-dimensional reproductions of paintings, drawings, and artifacts represent enormous memory-storage problems that require an examination of image resolution, compression/depression techniques, and cross-platform retrieval capability. Finally, the report contains ten abstracts and brief descriptions of projects in progress that deliver a snapshot survey of hypermedia and multimedia in the fields of ethnology and archaeology and in various museum installations.

Many of the essays in this book are interesting and well-written. Illustrations appear regularly. The bibliographies provided by the individual authors constitute a compendium of state-of-the-art thought on this subject at the date of publication. *Hypermedia & Interactivity in Museums* corrals a herd of projects and speculations that, considered together, reveal a deep and profound shift of communication formats that are beginning to affect us all, and not merely in museums. Time has moved on and the technology has shifted with it, but this report stands as a good place to board the train. Hypermedia and multimedia will

eventually merge indistinguishably in some sobriquet not yet spoken. When they do, the world will have a new way of thinking. *Visio, ergo sum.*

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**Bettmann: The Picture Man.** By Otto L. Bettmann. Gainesville, Fla.: University Press of Florida, 1992. Illustrations, index. 188 pp. Cloth. \$29.95. ISBN 0-8130-1153-1.

Nothing seems more futile than attempting to evaluate the immodest autobiography of a lifelong workaholic, now approaching his ninetieth birthday and possessing a seemingly endless success story to tell. I became so uneasy encountering Otto Bettmann's photograph every few pages that I began imagining he was actually Sigmund Freud or Bernard Berenson, reincarnated as the founder of a famous American photo agency. Yet it is difficult to imagine anyone else but Otto L. Bettmann producing this very personal amalgam of autobiography, company history, and compilation of favorite illustrations from his legendary archive. On the whole, the author tells a very entertaining and well-written story, despite his self-serving tone and his insistence on repeating every gem of wit and wisdom that he seems to have treasured collecting as much as his pictures.

Like many others, I always assumed that Bettmann was a long-dead Prussian academician from the nineteenth century, who bequeathed a pictorial archive that had been enlarged by others into a stock photo agency. The first two chapters reveal, however, that Bettmann was born in Leipzig in 1903. His German Jewish parents raised two sons in a highly cultured environment, partially clouded by a painful personal schoolroom experience with anti-Semitism. This event made the twelve-year-old Otto

withdrawn and melancholic but strengthened his determination to succeed.

The author lightly passes over both the First World War and Germany's trials during the 1920s, almost implying that these events did not exist for his comfortable family. Bettmann nostalgically recalls his education at the University of Leipzig, where he earned a doctorate in an unspecified discipline and also acquired a library degree. A career in exciting Weimar Berlin beckoned. He fortunately obtained a position as a junior curator in the Prussian State Art Library (1930–1933), validating his subsequent claims as an art historian. More important, during this period he first conceived the idea for the Bettmann Archive.

Curiously, Bettmann never convincingly explains why he was drawn to pictorial culture. Nor does he offer plausible reasons for seeking to establish a photo agency during the Great Depression in New York City, soon after fleeing Nazi Germany in 1935. Indeed, a friend at the time likened his ambitious plan to that of “starting one’s own postal service or railroad system.” Instead, Bettmann emphasizes his lifelong affinity for baroque music, placing this interest in a strong cultural context. Bettmann has long played piano renditions of the works of Johann Sebastian Bach, and the author argues that this training, combined with his immersion in languages at school, helped him internalize the lasting values of order and discipline.

A sympathetic reading of Bettmann’s complex personality and emigré outlook suggests some possible reasons for his pictorial inclinations. To his great credit, Bettmann proves both candid and perceptive in analyzing himself on both counts. He always appeared to have a flair for discovering, and opportunely selling, reproductions of various forms of kitsch acquired from unexpected sources: historically amusing or odd pictorial absurdities that he could copy or buy outright, carefully catalog, and quickly access for captivated cli-

ents. Bettmann derived great satisfaction from culling visual perspectives from history for some social, political, or advertising trends or issues, by comparing past and present approaches to the subject. Still, integrating image with text always remained his ideal. Excepting only two caption errors, he applied this talent very well in illustrating this book.

Bettmann’s third and fourth chapters, tracing approximately the first thirty years of the Bettmann Archive’s development, impressed me as the heart of the work. We learn how Bettmann sought to set himself apart from competitors that he rarely identifies. His strict selection of quality pictures and unerring taste for the offbeat and humorous, combined with an indefatigable energy and dedication to his business, insured success. It proved easy to compete with institutional repositories that responded slowly to impatient and demanding publishers and advertising agencies. Bettmann always had his Leica copy camera and proven filing system ready for emergency assignments.

Naturally, Bettmann prefers not to dwell on news and wire service photo agencies. These organizations, ranging from the Associated Press to Black Star, ultimately exceeded his ability to provide clients with immediate photos of current events at home and abroad. Until sometime in the early 1960s (Bettmann rarely provides precise dates for anything), when his firm moved to larger New York City quarters that doubled his space, he had neither the means, expertise, nor perhaps even the intrinsic interest to accumulate either timely news photos or, with some notable exceptions, historic images of documentary value. Even in this book, so long removed from that first generation of the Archive’s existence, Bettmann demonstrates a faulty grasp of the history of photojournalism. Since the 1960s, however, and chiefly since the firm’s sale in January 1981 to Kraus-Thomson, the Bettmann Archive has

reemerged as an industry leader. Indeed, the Bettmann subsidiary has absorbed some major newsphoto agencies, moved again in New York, and become a giant in *all* realms of on-demand picture services. The Archive represents the culmination of Bettmann's success story, unless he regards his new lease on life as a bookman at Florida Atlantic University as an equally worthy footnote to his long career.

I suspect that archivists, photo curators, and those involved in the industry will not learn a great deal from Bettmann about the business or craft of finding and selecting good illustrations—or of purchasing and leasing, organizing, reproducing, preserving, and merchandising them. We never discover why he “never had to resort to a bank loan or taking in a partner.” He remains silent on the issue of copyright and says nothing about how he readily reproduced so much that could not be considered in the public domain. He never discusses his “picture guide,” with its forty-seven categories and over two thousand subdivisions, or how the “careful cross-indexing system that I had developed in Germany” actually functioned in later years. And, one wonders, how did he and his unsung staff manage to house and preserve some three million images in a single office building floor space? Finally, considering the author's pride in his published writings, a chronologically arranged bibliography of both his books and articles would have made him more accessible to future readers.

Ever the salesman, Bettmann does make an enticing offer to his readers, however: a reward apparently still awaits anyone able to locate any likeness of Daniel Gabriel Fahrenheit (1686–1736), whose picture remains undiscovered after fifty years of searching.

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***Libraries and Archives: Design and Renovation with a Preservation Perspective.*** By Susan Garretson Swartzburg and Holly Bussey with Frank Garretson. Metuchen, N.J.: Scarecrow Press, 1991. ix, 225 pp. Appendixes. Index. Cloth. \$27.50. ISBN 0-8108-2420-5. Available from the Society of American Archivists, \$35.

This book begins with a historical essay on the design of libraries and its relationship to the preservation of collections. Six succeeding chapters provide a guide to the literature on the topic. The text concludes with four appendixes, including a small number of case studies, two bibliographies, and a directory of organizations that deal with library design and preservation.

The summary history is written in a concise manner. Swartzburg and Bussey lay the groundwork for placing the development and design of American libraries in a broader context. They draw material from the relevant American literature but also refer to numerous British and Western European studies. An overview of library history and a brief explanation of the social and economic forces influencing library development after the Second World War provide the basis for understanding the preservation issues related to American library design. As the authors note, their work “grew out of a project that began in 1980 with a review of the literature on library design and renovation” (p. vii), in preparation for the construction of an annex to house infrequently referenced research materials. Bussey originally conceived and prepared the bibliography as part of her graduate library studies. She successfully transformed her work into a selective bibliography of materials relevant to design construction and preservation through her collaboration with Swartzburg and with the assistance of Frank Garretson, an architectural historian.

The background introductions and briefly annotated biographical citations prove de-



scriptive rather than analytical, and herein lies the problem. The authors clearly have contributed to the field of preservation design by creating a useful reference tool that brings together much of the important literature on the subject. Space limitations make it difficult to present much more than a brief introduction to building construction considerations that are appropriate for the long-term housing of collections. The essay touches on the high points. The volume is based on the combined expertise of a preservation librarian, a renovation consultant, and an architectural historian, and this fact justifies its purchase for the research library and addition to the archives preservation shelf. On another level, however, the book lacks a coherent purpose. If the authors had written a bibliographical essay that analyzed and synthesized the relevant literature, their work would have contributed more significantly to the preservation field.

The six chapters that serve as guides to the literature share a common format. Each offers a brief introduction accompanied by sparsely annotated bibliographical citations, yet the authors' criteria for selection and inclusion remains unclear. Initially, the topics appear well chosen. Planning considerations involving construction and renovation, which discuss issues that librarians, architects, and consultants must consider in a collaborative manner, are addressed. Thereafter, the chapter topics turn toward interior considerations, such as shelving, storage, design, and exhibition space. One chapter discusses environmental considerations, building design, and construction; another focuses on safety, security, emergency planning, and insurance. A concluding chapter addresses the preservation of library and archival materials. Asterisks occasionally mark an especially significant scholarly contribution, and the authors briefly discuss the importance of each item.

The result, however, often reads like a manuscript in progress: some historical background is provided and notes are interspersed about individually relevant bibliographic citations. As a next step, one might expect some discussion concerning the works' significance and their particular importance to the various topics. Too often, the authors merely assert the significance of particular citations but fail to explain the underlying rationale supporting their judgments. In the chapter concerning design, construction, and renovation, for example, the reader learns that Mason and Metcalf were pioneers and important contributors to the field, and their essential works are listed. Instead of forcing readers to sift through the references, the authors should have analyzed how the subsequent works that were listed in this section derived from and built on these important early contributions. The brief chapter introduction offers some practical applications, but it does not review how each citation contributed to the development of the overall topic.

*Libraries and Archives* does include several case studies, which are important simply because so few have been documented. The directory of organizations is less useful, partly because addresses and telephone numbers often prove outdated even prior to their publication. Furthermore, the authors offer no explanation of specific institutional expertise. As one might expect, some organizational interests overlap. Timeliness also presents some problems. In researching the standards for ultraviolet filters built into windows, for example, the authors list a general reference in the index. As with any published reference work, however, the cut-off date for the literature search excludes the most recent citations and materials.

A few other recently published works covering similar topics also deserve mention in this review. *Conservation Environment Guidelines for Libraries and Archives*, written by William Lull with the assistance of

Paul Banks (Albany: New York State Education Department, 1990), should be consulted in conjunction with *Libraries and Archives*. Lull's volume provides essential information about the criteria for assessing the building environment for general collections, including archival materials. It usefully supplements the topics discussed in *Libraries and Archives*. The general conservation assessment recently undertaken by the National Institute for the Conservation of Cultural Property (NIC) can also be used in conjunction with the Swartzburg and Bussey book.

*Libraries and Archives* should prove especially beneficial for preservationists in one important respect. Too often, library administrators forget that maximizing public access to library and archival materials is not the ultimate rationale for building construction and renovation. The authors' concern for maintaining a delicate balance between public access and preservation makes the book worthwhile reading.

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***A Selected and Annotated Bibliography on Business Archives and Records Management.*** Compiled and edited by Karen M. Benedict. Chicago: Society of American Archivists, 1992. Index. 248 pp. ISBN 0-931828-86-4. Available from the Society of American Archivists, \$30.

Bibliographies remain among the most valuable tools prepared by the archivist for public and professional use. When they are selected carefully, annotated thoughtfully, and updated regularly, comprehensive bibliographies accrue value in compound interest. This update of a bibliography first published by the Society of American Archivists in 1981 ensures the future demand for a third edition. *A Selected and Annotated Bibliography on Business Archives and Records Management*, whatever the

following comments may suggest to the contrary, is an important and long-awaited addition to the business archivist's core library.

Bibliographies can be dull reading and, after casual perusal, are likely to be consigned to the reference shelf for later use. For the serious peruser, however, Karen Benedict's work presents a surprising reward. It is very absorbing. Together with its 1981 predecessor, this compilation enables the reader to take a longitudinal view of business archives that spans this century. Benedict's annotations present a documentary history of the evolution of modern corporate archives and records management. Her bibliographic citations reach back into business antiquity. Ultimately, her work serves as a bibliography of bibliographies, containing other good things as well, including directories, surveys, and manuals.

But be forewarned! Keep your 1981 bibliography. The earliest publication appearing in this second edition dates to 1936. Important collective works, however, such as Kellar's article drawn from the 1936-37 proceedings of the Society of American Archivists (cit. 459) and Custer's paper on the National Union Catalog (cit. 230, s.d.), are repeated in this edition. This publication retains both the scope and selection criteria of the original bibliography. References were selected based on their interest for the business archivist and records manager. Selection criteria included pertinence, accuracy, current and/or historical significance, and public accessibility. The added references adhere to these standards and the product is thorough and excellent. Both authors and subjects in all important fields and levels of focus are represented. Author, title, and subject indexes receive separate arrangement.

Producing this edition was no simple task, but no one appeared better qualified to accomplish it than Karen Benedict, who edited and compiled the first edition. The new literature that she included is exten-

sive. Of 957 citations, 47 percent were published between 1980 and 1991. No review panel assisted with this work. In view of the bibliography's long-term reference value, the same peer-review approach that had been applied to the original compilation would have enhanced ongoing publication. SAA's Business Archives Section could lend added weight to the selection and review process and guarantee the work's longevity by supporting peer review, on a smaller scale, with each new edition. This issue is especially relevant in light of the fact that many reviewers on the original 1981 panel have since retired.

Readers acquainted with the first edition will find many familiar author names, such as Robert Lovett of Harvard. His eighteen listed works established new standards for business archives and span more than two decades of work between 1949 and 1973. Such faithful bibliographers as Frank Evans are also included, and new ones, such as Philip Cantelon and Armita Jones, make their initial appearance. Bibliographies remind us of these things. They ensure that valuable contributions will remain permanently accessible.

Longitudinal bibliographies also reflect changing corporate issues and their attendant archival problems. A new author dominated the field during the past decade. Donald S. Skupsky is a certified records manager and the corporate archivist's "lawyer." His prolific output delineated legal standards, making sense of statutory regulations and litigation language. Benedict's bibliography reflects the current compelling need for authoritative information. The twenty-eight references to Skupsky alone exceed the total number of entries concerning legal requirements that appeared in the first edition. Other records management authors are also well represented in this edition.

Good indexing reflects the common denominators in the literature over time. New concepts are few and worthy of inclusion.

An ongoing bibliography's effectiveness resides to some degree in methodical resistance to language changes. Two emerging concepts, however, will probably deserve a nod in primary indexing for business archives in the next edition: *informatics* and *information transfer theory*. They pervade the current language of corporate management and are not expressed adequately in the language of computer technology alone. Readers can obtain a hint of future directions by first searching *information retrieval systems* and *corporate culture* in this bibliography and then combining the terms.

To achieve their maximum utility, bibliographies arranged by author need an adequate indexing strategy. Is the format easy to use? Do content and arrangement promote complete retrieval? The answers can make the difference between an excellent classic that is well used and one that merely gathers dust. Benedict's bibliography should not gather dust, but its format impedes its use. References are arranged vertically, but the index is horizontal. The user will often lose a point of reference when moving between the references and the index. Fortunately, the index is reproduced in a computer output format that consumes many pages but supports the rapid scanning of terms. The indexing is logical and follows a common strategy of hierarchical arrangement and natural language order. The early model for this work was Frank B. Evans' subject classified system, as developed in the Business and Labor Records and Archives section of *Modern Archives and Manuscripts: A Select Bibliography* (Chicago: Society of American Archivists, 1975).

The user is well advised by the editor to "browse through the subject index several times to become familiar with its terminology." Cross references are not employed. Multiple listings under related headings are limited. The headings *Ethics* and *Law and ethics*, for example, do not list the same

citations. Each group of articles represents a different facet of the subject and is treated as mutually exclusive. To assure complete retrieval, the user should search all relevant terms. Whatever its limitations, however, the general excellence of Benedict's work outweighs the problems. This bibliography should receive extensive use.

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***Labor History Archives in the United States: A Guide for Researching and Teaching.*** Edited by Daniel J. Leab and Philip P. Mason. Detroit, Mich.: Wayne State University Press, 1992. Index. 286 pp. Paper. \$15.95. ISBN 0-8143-2389-8.

Anyone interested in the history of working-class movements and the rise of organized labor will benefit from the availability of this important reference guide on U.S. labor. This publication resulted from a survey that first appeared in the Fall 1982 issue of *Labor History*, and subsequently was augmented in a 1990 issue of the same journal. In this latest compilation, articles describing the holdings at forty libraries, archives, and historical societies across the country are provided for labor history specialists.

*Labor History Archives* references the collections at some of the more prominent repositories in the United States. Contributors include the Library of Congress, National Archives, Walter P. Reuther Library, Immigration History Research Center, Martin P. Catherwood Library, and New York University, to name just a few. Many smaller and lesser-known repositories are represented as well. This guide does not cover the important collections housed at the Western Reserve Historical Society and the University of Cincinnati Archives and Rare Book Collections. The Highlander Folk School archives in Tennessee is another significant omission. Even though the majority of the school's records are pre-

served at the State Historical Society of Wisconsin and the Southern Historical Collections at the University of North Carolina in Chapel Hill, the Highlander also maintains its own collection. The school's archives document a number of labor and working-class issues and also contain important source materials concerning its most recent efforts pertaining to civil rights and Appalachian culture.

Despite these omissions, the repositories included in this guide document the most prominent individuals, as well as many lesser-known persons, associated with organized labor. Furthermore, significant archival collections that describe the contributions of women can be found throughout the guide. The widest spectrum of records deals with organized workers, and their concerns are documented in written records, photographs, and other source materials at the forty repositories. Leab and Mason describe these materials, documenting the issues that have played a major role in labor history. Racism, inequitable wages, working conditions, personnel disputes, child labor, and numerous labor laws are all reflected in the collections. Numerous national strikes, boycotts, and demonstrations, all of which have left an indelible mark on American society, are also well preserved in these repositories. Local events, however, are not left out. Users should be advised to search carefully through the collection descriptions to seek out the less well-known events.

Despite the lack of a standard format for describing the labor archives at each repository, readers should find few organizational problems in their efforts to identify and retrieve information. The anthologies are easy to read and to understand. They include a brief descriptive background for each repository and a complete inventory of the relevant labor collections. The index should further facilitate efforts to identify distinct labor categories within the collections. In addition, each in-

stitution has also provided general access information, including a contact person, address, and telephone number.

This is a major publication that historians and social scientists alike will find indispensable as they engage in serious research on labor history. I trust that this guide will also stimulate greater discussion among those especially interested in labor history and will focus attention on the immediate challenges confronting institutions with strong labor history collections. Many readers may be surprised at the varieties of labor archival collections that exist throughout the country. Unions continue to shrink in membership and influence, and the cost of maintaining their archives increases. Uncertain prospects face institutions housing labor collections, as they attempt to continue providing their standard preservation services for these organizations. The quality and extent of additional archival storage space that will be available for labor history source materials in future years should concern us all.

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***African-American Religion: Research Problems and Resources for the 1990s.***

Edited by Victor N. Smythe and Howard Dodson. New York: Schomburg Center for Research in Black Culture, 1992. 159 pp. Paper. \$19.95. ISBN 0-87104-432-2.

This anthology stems from a 1990 symposium on African-American religion, sponsored by the New York Public Library Schomburg Center's Black Religious Heritage Project and funded by the Lilly Foundation. The symposium brought together scholars of African-American religion to explore specific interdisciplinary research issues, including the preservation and promotion of the primary resources necessary

for the field. It served as the culmination of a unique three-year project, designed to survey holdings in major black churches and to conduct workshops on preserving materials for at least seventy-five local, regional, and denominational religious organizations across the country. Although it was modeled as a possible strategy for other archival institutions, the Schomburg itself has certainly benefitted from this project: it has added forty-five new archival collections to its holdings.

The symposium was held after the survey's conclusion in order to discuss research problems in four areas: denominations; local church history; music in the African-American tradition; and regional African-American history. The first section on denominations provided the most beneficial essay model. It includes a brief history of the denomination, explores both the apologetic and the more dispassionate denominational historiography, examines topics requiring further research, and concludes with a discussion of both available and unavailable archival sources. Sandy Dwayne Martin's article on Black Baptists came closest to fitting this model and proved the most enlightening essay. Another contribution concerning the African Methodist Episcopal Church explains the basic institutional history, but it cites only two books or articles that have been written on the denomination in the latter part of the twentieth century. Further examination by researchers would reveal a richer historiography than this essay suggests. Robert Spellman's essay on Black Pentecostals similarly incorporates a wonderful sampling of primary resource materials, including books written by Pentecostals, but it fails to examine the secondary literature.

The local church section is especially strong, as essayists approached the topic from a variety of angles. Bettye Thomas focuses her research on Baltimore's African-American churches and emphasizes the



frustrations and joys of attempting to locate information. Leroy Fitts offers a general overview of the importance of the local church in the economic, social, and political life of African Americans. The final essay in this section, by Alonzo Johnson, documents the history, writings, and resources relating to the Church of God in Christ, a denomination associated with the Black Pentecostal movement. Johnson's contribution might have fit more appropriately within the denomination section.

The most intriguing section of the book addresses musical traditions in the African-American religious milieu. In contrast with many white churches, music in the black religious experience often *is* the church service. One essay, by Mellonee V. Burnim, concerns the emergence of spiritual and gospel music into the mainstream and the ways in which spirituals have been adapted for white tastes. The other, by Irene V. Jackson-Brown, discusses the editions of hymnals, the use of black spirituals and hymns in predominately white denominational hymnals, and the recognition of distinct and culturally significant African-American hymnals and subcultures within these denominations. Although these essays focus less on collecting aspects, they provide necessary information on the importance of music within the church.

The section on regions asserts that a predominantly Eastern and Southern slant exists in the traditional studies of African-American religion in the United States. In an effort to break free from this mold, the symposium turned its attention to three very different areas: the Central Midwest, California, and the West. The essay on the Central Midwest focuses primarily on St. Louis, but it also provides a bibliography of articles on the emergence of religious regional studies. The California essay examines a museum, and it details various churches' efforts to provide documentation concerning Los Angeles's African-American communities. The broadest essay in

this section attempts to deal with the American West, defined here as fifteen states west of Texas. Considered as a group, these three essays provide some regional history but focus primarily on available collections and the collecting programs of specific institutions.

In many ways, the Schomburg's project can be compared with the recent Evangelical Documentation Project, which was also funded by the Lilly Foundation but sponsored by the Billy Graham Archives. Each project had a similar mission: the sponsors defined an area of religious research, examined the documentary situation in that area, and focused on possible preservation priorities. Both endeavors also brought together a mixed advisory group of users, donors, and archivists in order to facilitate some common understanding. The Evangelical model, however, appeared less concerned with current and future research trends or specific bibliographic tools than with developing a national collecting strategy and promoting interaction between archivists, donors, and users. Although the Black Religious Heritage Project maintained a looser documentation vision, the essay format appeared less helpful for collecting archivists than the systematic report approach adopted by the Evangelical Project. The Evangelical Project provided a national model, which seemed less apparent in the results of the Black Religious Heritage Project.

Despite its limitations in providing an archival model, *African-American Religion* does offer broad and basic information for those new to African-American religious research and documentation. It might appeal most to students or beginning archivists entering the field. In the final analysis, Smythe and Dodson's work serves as a good primer for African-American religious research and collecting.

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## BRIEFLY NOTED

As part of Washington's statehood centennial celebration in 1989, the state's Division of Developmental Disabilities and the Washington State Archives collaborated on an ambitious project to document the history of the emergence of services to the developmentally disabled. Barbara Brecheen, an intern from Evergreen State College, was recruited to prepare a chronological outline, which eventually was published with the title *From Segregation to Community Integration: Washington State Developmental Disabilities Services, 1861–1980* (Olympia, 1988, 155 pp.). Brecheen also worked under the direction of staff at the Washington State Archives to produce *Guide to the Records of Washington State Department of Social and Health Services, Division of Developmental Disabilities* (Olympia, 1988, 215 pp.). These two resources informed an oral history project in which twelve social workers, administrators, legislators, advocates, and parents of developmentally disabled children were interviewed. The twelve published transcripts provide an intimate picture of services to the developmentally disabled in Washington state since World War II. For further information, contact the project coordinator, Timothy Frederick, Washington State Archives, Olympia, WA 98504. (David Klaassen, *Social Welfare History Archives, University of Minnesota*).

Peter H. McKay, the archivist to Lord Northampton, has compiled an informative and practical *Guide to the Retention of Modern Records on Landed Estates*. This 43-page paperback was designed and published for the Historic Houses Archivists Group, which was formed in England in 1986 and consists of archivists employed by historic estates that continue to maintain their own collections. McKay's guide contains data that most North Americans will not likely need in their daily responsibili-

ties but which appears quite relevant for British archivists concerned with great houses that sometimes date to the Middle Ages. In addition to property rentals, landed estates often become involved in a wide range of commercial enterprises, ranging from farming and forestry to fishing rights and recreational endeavors. The guide broadly outlines the legal background, suggests specific retention schedules, and provides basic information concerning storage and surveys. The publication appears especially successful at applying archival principles to these rather unique and, in many ways, idiosyncratic collections. Under *sporting records*, for example, McKay observes that "a record of animals/birds shot or fish caught for each lodge or beat will very probably be kept" in the estate books. Such records, "often collectively referred to as game books, are likely to form part of a long series" and, in the author's view, deserve permanent retention. Published in April 1992, this item sells for £35.00. It is available from Hall-McCartney Limited, P.O. Box 21, Letchworth, Herts SG6 2JF, England.

The Acquisition of Library Materials Section of the Association for Library Collections & Technical Services may contain one of the more complex acronyms in the information community, but the group continues to publish its useful *Acquisition Guidelines* series. The eighth contribution to this series, by Marsha J. Hamilton, is a *Guide to Preservation in Acquisition Processing* (ISBN 0-8389-0611-7), published in December 1992 by the American Library Association and available for \$7.00. Hamilton recognizes that acquisition librarians cannot resolve preservation problems in most libraries, but pleads with her colleagues to "integrate preservation activities into the acquisition process" (p. 1). Conservators and preservationists will find little new in this 34-page pamphlet; Hamilton introduces librarians to the usual preser-

vation enemies and provides some standard historical background. The author does, however, provide an extremely detailed accounting of the types of damage and deterioration found in print materials, microforms, motion pictures, photographs, phonograph records, and electronic media. Hamilton also presents the standard "treatment options" for damaged materials, assessing the advantages and disadvantages of simply accepting the items, conducting individual treatments, or reformatting. A bare-bones bibliography is also included. Generally, this handy little guide should prove useful for acquisition librarians who seek a basic overview of conservation and preservation issues.

An informative new finding aid that chronicles *Records of the Office of Public Buildings and Public Parks of the National Capital* (paper, 158 pp.) has been compiled by Mary-Jane M. Dowd and published by the National Archives and Records Administration. Interesting series include the records of the commissioners charged with supervising the rebuilding of the capital following the British invasion of 1815,

documentation of the Washington National Monument Society, and material relating to scores of statues, monuments, bridges, buildings, parks, and even Thomas Jefferson's gravesite at Monticello. In addition to the collection's more obvious research uses, fascinating and unanticipated topics also suggest themselves. When construction on the Washington Monument began, for example, the Washington National Monument Society invited various states and foreign countries to contribute memorials of native stone, usually incised with coats of arms. After Pope Pius IX submitted a stone in 1854, the local Know Nothing Party sprang into action. They vandalized the papal stone, maneuvered to take over the Monument Society by means of a fraudulent election, seized the monument, and appointed their own managers. Only after several years of incompetent management and public pressure did the Know Nothings cede control back to the old board. The association promptly applied to Congress for corporate powers and received a charter. Available from the National Archives and Records Administration.

# SELECTED RECENT PUBLICATIONS

*American Passenger Arrival Records: A Guide to the Records of Immigrants Arriving at American Ports by Sail and Steam.* By Michael Pepper. Baltimore: Genealogical Publishing Company, 1993. Appendixes. 142 pp. Cloth. ISBN 0-8063-1380-3.

*American Population Before the Federal Census of 1790.* By Evarts B. Greene and Virginia D. Harrington. Baltimore: Genealogical Publishing Company, 1993. Index. xxii, 228 pp. Cloth. ISBN 0-8063-1377-3.

*At Sea with the Scientifics: The Challenger Letters of Joseph Matkin.* Edited by Philip F. Rehbock. Honolulu: University of Hawaii Press, 1992. Illustrations, index. 415 pp. Cloth. \$38.00. ISBN 0-8248-1424-X. ☺

*Betrayals: Fort William Henry & the "Massacre."* By Ian K. Steele. New York: Oxford University Press, 1993. Illustrations, index. 172 pp. Paper. \$10.95. ISBN 0-19-508426-8.

*A Catalogue of the Letters, Tapes & Photographs in the Irving Layton Collection.* Compiled by Joy Bennett. Calgary: University of Calgary Press, 1993. Index. 204 pp. Paper. \$17.95. ISBN 1-895176-02-6. ☺

*The Complete Book of Emigrants, 1751-1776.* By Peter Wilson Coldham. Baltimore: Genealogical Publishing Company, 1993. Index. 349 pp. Cloth. ISBN 0-8063-1376-5.

*Deserts: The Encroaching Wilderness.* Edited by Tony Allan and Andrew Warren. New York: Oxford University Press, 1993. Illustrations, index. 175 pp. Cloth. \$35.00. ISBN 0-19-520941-9.

*Detroit and the Great Migration, 1916-1929.* By Elizabeth Anne Martin. Ann Arbor, Mich.: Michigan Historical Collections/Bentley Historical Library, January 1993. Illustrations. 60 pp. Paper.

*A Guide to the Sources of United States Military History: Supplement III.* Edited by Robin Higham and Donald J. Mrozek. Hamden, Conn.: Archon Books, 1993. 530 pp. Cloth. \$55.00. ISBN 0-208-02214-7. ☺

*The Humanities and the Library.* Second Edition. Edited by Nena Couch and Nancy Allen. Chicago: American Library Association, 1993. Index. 320 pp. Cloth. \$35.00. ISBN 0-8389-0608-7. ☺

*The Insanity Trial: The Case of Mary Todd Lincoln.* By Mark E. Neely, Jr., and R. Gerald McMurtry. Carbondale, Ill.: Southern Illinois University Press, 1993. Illustrations, appendixes, index. 220 pp. Paper. \$14.95. ISBN 0-8093-1895-4. ☺

*Kentucky Ancestry: A Guide to Genealogical and Historical Research.* By Roseann Reinemuth Hogan. Salt Lake City, Utah: Ancestry, 1992. Illustrations, index. 388 pp. Paper. ISBN 0-916489-49-3.

*Our Finest Hour: Will Clayton, the Marshall Plan, and the Triumph of Democracy.* By Gregory A. Fossedal. Stanford, Calif.: Hoover Institution Press, 1993. Illustrations, index. 349 pp. Paper. \$18.95. ISBN 0-8179-9202-2.

*The Papers of Andrew Johnson, Volume 10, February-July 1866.* Edited by Paul H. Bergeron. Knoxville: University of Tennessee Press, 1992. Index. 798 pp. Cloth. \$49.50. ISBN 0-87049-764-2. ☺

*Paribas, 1872-1992: Europe and the World.* By Eric Bussiere. Antwerp, Belgium: Fonds Mercator, 1992. Illustra-

tions, appendixes, index. 320 pp. Paper. ISBN 90-6153-284-1.

***Righteous Lives: Narratives of the New Orleans Civil Rights Movement.*** By Kim Lacy Rogers. New York: New York University Press, 1993. Illustrations, index. 254 pp. Cloth. ISBN 0-8147-7431-8. (∞)

***Virginia Genealogy: Sources and Resources.*** By Carol McGinnis. Balti-

more: Genealogical Publishing Company, 1993. Index. 494 pp. ISBN 0-8063-1379-X.

***Ways of the World: A History of the World's Roads and the Vehicles That Used Them.*** By M. G. Lay. New Brunswick, N.J.: Rutgers University Press, 1993. Illustrations, index. 401 pp. Cloth. \$50.00. ISBN 0-8135-1758-3.