

REVIEWS

PETER J. WOSH, editor

Managing Electronic Records. By William Saffady. Prairie View, Kans.: ARMA International, 1992. Illustrations, index. 184 pp. Cloth. ISBN 0-933887-41-8.

William Saffady's *Managing Electronic Records* addresses a somewhat disparate collection of topics in an effort to discuss comprehensively records management concepts and methodologies that apply to electronic records. Archivists are among the intended audience for this book; but most of the discussion pertains to managing electronic records at the organizations in which they originate, thereby keeping faith with records management traditions. Implementation of sound records management practices can be considered as the prelude to an enlightened disposition of records or as part of the seamless whole of archivy, but this book barely considers issues related to managing archival electronic records.

Despite this caveat, Saffady's work has some potential value for archivists interested in managing electronic records. Typically, electronic records are addressed within the context of computer technology. Saffady, however, broadens the discussion beyond the records produced by various optical technologies to encompass records created with audio electronic technologies, video electronic technologies, and scientific instrumentation. He thus foreshadows an evolution in the emerging blend of computational, textual, communications, audio, and image technologies.

Saffady's discussion of risk analysis as a tool for calculating the probable dollar

value of an organization's electronic records creatively applies general management principles and risk formula to the electronic records phenomenon. Despite never using the term *information resources management* (IRM), his discussion of risk analysis implicitly adapts the underlying conceptual basis for IRM: information is a valuable asset, warranting the same systematic management as hardware, software, and similar tangible assets. Perhaps the asset "value" of records has historically been self-evident to records managers and archivists; Saffady's discussion of risk analysis usefully converts this value into the fiscal terms traditionally reserved for capital goods.

Individual components of Saffady's work therefore make a qualified contribution to the ongoing discussion concerning electronic records. Unfortunately, these component parts do not form a usable manual for archivists or for others who might seek guidance in managing an electronic records program. Saffady's preoccupation with the media, rather than with the records themselves, is the primary problem. Over thirty percent of his text is devoted solely to media and formats. Moreover, he curiously suggests, for example, that collections of electronic records are termed "files" in deference to "traditional records management practice" (p. 55), thereby fully ignoring common data-processing parlance. Saffady recites a dizzying litany of physical characteristics found in the complex universe of electronic records, ranging from chemical properties to the many different file forms, types, encoding schemes,

and recording standards. Unfortunately, his focus on the physical aspects of the electronic records environment, as well as the amount of detail he provides, frequently distract and potentially intimidate the reader. The entire discussion of physical entities seems generally peripheral, since most electronic records managers will not need such information, except perhaps for broad reference purposes.

Some common-sense notions might better serve readers. For example, records managers or archivists dealing with electronic records can help themselves immensely by gaining some experience in using the technology that produces the records, or at least in using the record form and type. Nowhere does Saffady suggest this. Moreover, a common vocabulary is essential so that the manager of electronic records can communicate with systems professionals, but Saffady never mentions this key point. The archivist who is beginning to work with electronic records does need to understand, in a basic way, the technological environment and hardware and software capabilities. This is far different from Saffady's advice that records managers should regularly read a range of popular computer, video, and audio magazines.

Electronic records do introduce new complexities into records management. Saffady tends to view these as problems. He apparently misses the point that the most significant challenge facing electronic records managers and archivists is rarely technological. The primary challenge is really to formulate and implement, or at least to seek authority and support for, policies that allow efficient and appropriate management of electronic records in accord with an organization's overall mandate and resources. Formulating these policies can prove illusive unless they become a significant priority for an organization's decision makers. Ideally, as any new technology is introduced into an organization, the insti-

tution should define the policies, procedures, and standards that will govern the resulting records. Organizations also must be willing to revise their records management procedures in tandem with the changes in records creation and use that inevitably result from the implementation of new technologies.

Some additional facets of Saffady's approach to managing electronic records merit mention. His extensive treatment of inventorying and scheduling electronic records includes barely any discussion of canvassing electronic records systems across traditional organizational or programmatic lines. Remarkably, given his obvious fascination with technology, Saffady offers little comment on the ways in which technology can be applied beneficially to records scheduling and related tasks. There is only an inferential suggestion, in his inventorying or scheduling scenarios, of the need for interaction and collaboration between records managers, systems analysts, program analysts, and others responsible for electronic records systems. Similarly, the author does not suggest that a records manager or archivist might be involved in formulating an organization's electronic records system. Indeed, an archivist might well help to introduce an organization to word-processing or electronic mail systems, in order to affect their design and ensure implementation of sound records management practices.

Another element missing from Saffady's management scheme is some explicit discussion of the essential role played by written documentation, or metadata, in all electronic records systems or files. He remarks on the importance of documentation only when he discusses electronic records' admissibility as evidence, or as legally valuable information. Unless records managers understand and communicate the administrative need for documentation and explicitly schedule its proper disposition, however, this material may neither be devel-

oped in any formal sense nor retained in any usable format. If documentation is not purposefully maintained, the possibility of fully using electronic records vanishes, as does any hope for preserving long-term access.

Saffady appears a latent skeptic on the issue of permanently preserving electronic records, casting his discussion solely in a presentist perspective. He digresses occasionally into pessimistic assessments of the problems associated with electronic records, identifying media instability as the foremost challenge. Although this is a significant consideration, Saffady clearly remains captive to his focus on the physicality of electronic materials rather than on their nature as records.

The author apparently is not familiar with electronic records programs in traditional archives, even though his choices for suggested readings imply otherwise. He provides no references to the data archives and libraries found on many campuses of higher education in North America and abroad. Archivists seeking guidance on managing archival electronic records would be better served, therefore, by familiarizing themselves with electronic records programs in traditional archives or by reviewing the literature of the international data archives and library community than by reading Saffady's book.

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Art & Architecture Thesaurus: The Authority Reference Tool. Published on behalf of the Getty Art History Information Program. New York: Oxford University Press, 1992. Includes User's Guide, Quick Reference Card, 5.25 and 3.5 in. diskettes. \$125. ISBN 0-19-508145-5.

As libraries and archives began to grow beyond the limits of a curator's immediate

memory and started to serve a public beyond their immediate owners, a need arose to produce usable finding aids. One common technique was the dictionary catalog, a list of subject words that brought together by filing arrangement related subjects throughout the holdings. Researchers who have perused the card catalogs of major libraries are familiar with interfiling. Librarians do not cull and replace entire sets of cards when a term changes; rather, cards for an updated heading are cut into the list of cards with older headings.

The dictionary catalog has now been automated, and computers are quickly becoming synonymous with cataloging. Human consciousness overlooks the literal inconsistency of interfiled terms and sees consistent meaning instead. Despite their speed, boolean logic, and full-text searching capacities, computers still merely match and count at the elemental level. They match character strings to perform a search and simply retrieve what some cogent soul has entered into their memory. In order to provide suitable breadth and depth of standardized terms, catalogers necessarily use descriptive printed lists that appear either unhelpfully specialized or ponderously huge. Archivists who rely on computer retrieval technology must use terms that meaningfully describe related materials and that can be exploited by the computer's speed and capability. The *Authority Reference Tool* (ART) is a major step toward providing modern and usable on-line tools.

The *Authority Reference Tool* is a useful marriage of two relative newcomers to the cataloging world: computer technology and the *Art & Architecture Thesaurus* (AAT). Together they form a descriptive resource with powerful application possibilities. AAT, slightly more than ten years old, is a faceted authority list constructed in information-processing logic. It is a treelike hierarchy of terms arrayed in branches that differs fundamentally from the Library of

Congress's alphabetical subject headings list, which was conceived for manual arrangement.

The ART offers two major possibilities for enhancing access. First, it has the ability to look up and, with a "Replace" function, pull AAT terms directly into a word-processing, database, or search-command-line host program. Second, ART offers flexibility and scope. The use of standard descriptive terms in a finding aid or a catalog record makes modern full-text searching meaningful. Hits now appear based on a predictable standard; they are less dependent on an often capricious nomenclature. ART can be installed on public terminals and has a broad compatibility with OPAC software. On-demand availability makes ART a useful "pre-search" tool that literally is accessible within a catalog. AAT terms are still basically confined to broad art and architecture terms rather than being myopically focused on the contents of one collection to the exclusion of the rest of the world. The terms consist of a juried list drawn from current professional literature and usage conventions; indeed, a term submission form is even included in the package. The list of terms is supplemented, at the installer's option, with a "Note" function that defines many terms. AAT, and by definition ART, is therefore both prescriptive as a dictionary of authoritative terms and descriptive with the inclusion of terms that are actually used in the workplace.

Two clear, well-written manuals accompany the software. The first explains the background of the AAT, faceted lists, and hierarchical structure. It includes historical information about AAT's creation and contains a sixty-page, single-spaced list of reference sources used in the entries. The second manual concerns the software itself, explaining the hierarchical window structure of the screens, highlighting some searching niceties, and offering troubleshooting tips.

Installation is simple and handily explained. A novice should have no problems running ART. A well-written tutorial walks the user step-by-step through a search emulation rather than relying on an indecipherable list of "help" subjects, although such a list can also be found. The ART is accessible from a host program. A one-handed, three-keystroke series brings up a blank search window. The same strokes with the cursor placed on a word will read the term directly into the search window. Striking the return key on a blank search window will bring up the "trunk" of the hierarchical tree. Once in the AAT structure, terms can be found by a direct query for the presence of a specific word, or by following the tree structure of the hierarchy.

Like most computer products, this software has its problems and incompatibilities. It is a DOS program, which neatly eliminates Macintosh users for personal computer applications. Be aware that ART, a terminate-and-stay-resident program, is incompatible with some system software, such as Microsoft Windows and Advanced Revelation. It works nicely under such application software as WordPerfect or Paradox for creating finding aids or indexing. I installed it on my 486-25 office personal computer and ran it without incident over our INLEX OPAC and editorial software, as well as when I dialed into Telnet and the EPIC database. It also ran on our WLN-dedicated personal computer terminals designed for cataloging and editing on a bibliographic utility. The search function for specific terms does suffer somewhat from inflexibility, though this is due more to the hierarchical structure than to any design flaw. There is no such thing as a truncated search. Terms misspelled ignorantly or errantly cannot be located by alphabetic proximity to the typed term. Unlike browsing an alphabetical list, a single misplaced letter will result in a null search. This first release, always a pioneering move, will be

superseded by releases that will include the *Getty List of Artist Names* and *Thesaurus of Art-historical Place Names*. The frequency, costs, and actual method of distribution of the releases remain uncertain at present.

Now, breaking ranks with dispassionate observations, allow me to interject a subjectively personal opinion. Frankly, I do not like computer gadgets; give me something that still works when the power goes off. But, I have to admit that the ART has converted my unbelieving heart. I am not quite ready to surrender my bound copies, but more often than not I now turn to my personal computer, swallow my pride, and bless ART's flexibility when I look for an AAT term.

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Canadian Archival Studies and the Rediscovery of Provenance. Edited by Tom Nesmith. Metuchen, N.J.: Scarecrow Press, 1993. Illustrations. 513 pp. Cloth. \$59.50. ISBN 0-8108-2660-7. © Available from the Society of American Archivists.

A bunch of old friends and I spent some time at the beach this past summer. Since the old friends are all archivists, the topic of archives dominated the conversation. This little party was assembled by Tom Nesmith, associate professor of archival studies in the department of history at the University of Manitoba in Winnipeg. It included the following notables: former Dominion Archivist Wilfred Smith; Jay Atherton, who is currently the director general of the Historical Resources Branch of the National Archives of Canada; Terry Eastwood, chairman of the Master of Archival Studies program at the School of Library, Archival and Information Studies, University of British Columbia; and Terry Cook, chief of the Social Affairs and Natural Resources Records Section at the Na-

tional Archives of Canada. The indomitable Hugh Taylor was, of course, very much in evidence. I have had a variety of professional associations with all of these colleagues over many years, and it was nice visiting with them again.

All in all, Tom Nesmith had gathered twenty-one archivists, records managers, librarians, and educators. Most of them can claim some association with the National Archives of Canada at one point in their career, and all appeared eager to discuss the issue of provenance and its purported "rediscovery." From early morning with the sunrise barely established over the Outer Banks until sometimes late into the evening, and even once during a historic meteor shower, the discussion ranged over the topic—quite often departing from it, and regularly erupting into debate with points and counterpoints. Over a glass of wine, or after a fish and corn-on-the-cob dinner, the discourse turned to archival history, theory, education, and philosophy. At times heated and impassioned, occasionally straightforward and objectively factual, this meeting of Canadian archival minds turned a routine shoreside vacation into a stimulating intellectual colloquium.

The substance of all this debate, of course, is Tom Nesmith's edited volume. It gathers twenty-one authors and a total of thirty articles between its covers. Some authors obviously made more than one contribution: Nesmith, Atherton, and Eastwood provided two articles each; Andrew Birrell can be credited with one and one-fifth; Taylor authored three; and Cook wrote four. Nesmith contributed the twenty-eight-page introduction, which argues that, in this era of automation and enlarging archival education, the return to provenance "implies a decisive shift in the orientation of reference work away from direct provision of specific documents and subject matter information and towards educating researchers to follow provenance information to the location of documents

and subject matter that interests them” (pp. 21–22). One could boil that down to the concept of understanding a historical source not because of *what* was written but rather *why* it was written. Nesmith proceeds to justify the inclusion of each of the thirty articles on the basis of this point. Whether that approach holds up or not is somewhat immaterial, because the book really provides an anthology, compiled almost exclusively from the pages of *Archivaria*, that covers the development of the archival system and archival thought in Canada.

This, however, is more than a book for and about Canadians. True, the historical passages are instructive. They show, for instance, that the establishment of the Canadian national archival program predated that of the United States by approximately sixty years, raising the intriguing question: What did J. Franklin Jameson know, and when did he know it? The heart of the book for this reader, however, involves the running debates between Nesmith, Cook, Smith, and Taylor on historian-archivists, the concept of the “complete archivist,” and the impact of technology on traditional archival theory or, at least, practice. These topics are universal and they are argued on universal terms. Terry Cook, an impassioned defender of the intellectual/historical approach to understanding archival resources, takes on both Taylor and Smith and their populist approach to archival management. Nesmith, with whom Cook agrees, lays out his own views, but as the editor he is balanced enough to present articles representing the other side. It may be that many of these pieces will not be new to the readers of *Archivaria*. Even those readers, however, should appreciate the value of bringing these seminal contributions together. The value of each viewpoint is enhanced as it is juxtaposed with opposing ideas. Indeed, *Canadian Archival Studies and the Rediscovery of Provenance* amounts to a 513-page published intellec-

tual debate. In that sense, it is not like Maygene Daniels and Tim Walch’s *A Modern Archives Reader* (Washington, D.C.: National Archives and Records Service, 1984), which presents the bedrock articles on which the current American archival system is built.

Nesmith picks and chooses his authors in order to provide intellectual rationales for their sometimes opposing views, leaving the reader to decide who takes the contest. His choices include some of the more scholarly and sometimes controversial think-pieces: his own “Archives from the Bottom Up: Social History and Archival Scholarship”; Cook’s “From Information to Knowledge: An Intellectual Paradigm for Archives” and “The Tyranny of the Medium: A Comment on ‘Total Archives,’ ” which refers to Wilfred Smith’s article but is oddly placed 270 pages away from it; and three contributions from Hugh Taylor—“Information Ecology and the Archives of the 1980s,” “Transformation in the Archives: Technological Adjustment or Paradigm [there’s that word again!] Shift,” and “‘My Very Act and Deed’: Some Reflections on the Role of Textual Records in the Conduct of Affairs.” Taylor, as usual, wrings out the reader’s mind by turning on his intellectual spin-dry cycle. Consider the following excerpt:

Statements may sound more assertive than tentative, but this is intended to avoid tedious modifiers in an ambience of suspended judgement, as thoughts swarm over the subject in a nonspecialized way to let the light in and perhaps reveal some fresh approaches. [p. 74]

Some of the pieces are case studies, illustrating the editor’s points on provenance; others consist of commentary on nonpaper archives and archival education. Most of these articles could be accessed by anyone who can obtain a full set of *Archi-*

varia, but clearly this work serves as a handy, one-volume book of readings on archival history and theory in Canada. For the generalist, access to the articles mentioned above, along with a few others, provides convenient readings or class assignments in fin-de-siècle twentieth-century North American archival thought. If there is a complaint, it would be that bibliographic information concerning the articles is nowhere cited; fortunately, however, the volume is sufficiently incestuous that the authors refer to each other's works, thus providing the publication information in the footnotes if one searches for it. This volume should be in every academic library, and especially in those offering archival courses—not just on intellectual grounds, but also because it is doubtful that many students can afford to buy their own copy at \$59.50 in U.S. money.

This is a welcome addition to today's archival literature, and not a bad crowd to spend beach time with. I only hope that next year I will have the good fortune to be among such company during my annual trek to the sea.

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Managing Business Archives. Edited by Allison Turton. Oxford: Butterworth-Heinemann Ltd., 1991. Index. 462 pp. Cloth. \$89.95. ISBN 0-7506-0211-2.

Managing Business Archives: Selected Introductory Seminar Papers. Edited by Fiona Reid and Colleen Pritchard O'Connor: Business Archives Special Interest Group of the Australian Society of Archivists, 1992. Second ed. 90 pp. Paper. ISBN 0-947219-05-6.

Both of these books share the same title, but they are rather different affairs. The

first, edited by Alison Turton, was published in association with Great Britain's Business Archives Council and consists of a series of essays covering the history and practice of business archives in England. The essays themselves are often interesting and all are well-written. Most of the authors, including the editor, are British, and all have considerable experience in the practice of archives and/or involvement in professional archival organizations in Great Britain.

Turton's publication, however, poses two major problems for the American archivist. The first relates to the volume's very British bias. All historical, legal, and professional information is pertinent only to Great Britain. The legal framework and business regulations differ so markedly from those in the United States that many of the book's practical details and suggested resources simply are not germane to the American archivist. Moreover, virtually none of the text examples, footnotes, or suggested readings derive from American publications, further diminishing the book's relevance to the North American archival scene.

The second flaw presents, in my mind, even more fundamental problems. The book's flyleaf claims that it should appeal to "company archivists . . . directors and managers of old established businesses . . . local authorities and other archivists responsible for the administration of historical business records; and students. . . . It is at once a work of reference for the experienced practitioner and an indispensable handbook for the beginner." Therein lies the problem: the attempt to appeal to such disparate groups. Disregarding the first three chapters, which are basically historical and could appeal to all, the remaining material vacillates wildly in its audience focus. Chapters five, six, and seven, for example, deal with the types of records found most commonly in business archives—corporate, legal, and accounting records and

similar materials. The focus appears justified. In addition to being geared exclusively to British business laws, regulations, and practices, the archival advice itself seems far too basic and self-evident to be helpful for the professional archivist establishing or managing a business archives. At times, the authors seem to assume that a student will be undertaking this function. This uneasy and unreconciled balance between professional and amateur audiences characterizes most of the other chapters as well, thus preventing the book from serving as a practical resource for the professional "managing" a corporate archives. Chapters ten and fourteen, which address records management and access policies, are noteworthy exceptions to this problem.

Finally, the book's essay format is not ideal for either a reference source or a handbook. Ideally, the reader should be able to locate topics and subtopics instantly. Perhaps this work would serve as a reference tool, albeit a marginal one, for the American archivist to dip into at leisure. Cost alone, however, would prohibit most repositories from considering it as a mandatory addition to their professional holdings.

The second publication under review, also titled *Managing Business Archives*, is far more modest in scope but constitutes another proposition entirely. Reid and Pritchard have compiled papers from two separate seminars sponsored by the Business Archives Special Interest Group of the Australian Society of Archivists: "Keeping Business Archives" (1991) and "Managing Business Archives" (1992). These papers are more focused than the British endeavor, and they appear more successful as guidelines for the professional archivist in establishing a business archives. Stylistically, the book attempts to merge the papers of two seminars, and it is disconcerting at first to read two sets of opening remarks and to wade through such repetitive titles as "How to Make a Start . . ."

and "Getting Started." It is intriguing, however, to follow the arguments and suggestions of different practitioners as they encounter similar problems. This book will not interest the beginning student; all of the authors are experienced professionals, and they presume an equally strong professional background in their target audience. Once again, several of the papers, especially those discussing appraisal, deal with Australian laws and regulations. Most, however, can be applied easily to the American archival environment. Indeed, many of the examples and reference sources are from North American publications.

Both books deal with the same topic and thus share some underlying approaches. Both give specific advice on matters relating to business archives. First, of course, is the establishment of the purpose and function of the archives within its corporate setting, necessarily codified through a written agreement between archivist and management. Other common subjects include the identification and appraisal of business records, arrangement and description, selling the archives to corporate management, and conservation.

The British publication was designed as a tool for a wide audience of professionals and nonprofessionals entrusted with maintaining business records, as a means to encourage their preservation. This reviewer cannot judge the publication's effectiveness for nonarchivists. It seems too big, too diffuse, too expensive, and too parochial to serve as a genuinely useful source for the professional American archivist. The Australian contribution, in contrast, with its specific focus and topical concision, could provide practical guidelines to the professional involved in establishing a corporate archives.

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Radix Rerum

The Documentation of Congress: Report of the Congressional Archivists Roundtable Task Force on Congressional Documentation. By Karen Dawley Paul. Washington, D.C.: United States Senate Historical Office, Senate Publication 102-20, December 1992. Appendixes, index. i-xi, 177 pp. Paper. © Available from the Society of American Archivists.

This is a remarkable publication. It is the latest in a series of helpful tools that Senate Archivist Karen Dawley Paul has generated over the past decade in order to improve the quality of congressional records. This report is all the more impressive for another reason: it is the product of twelve authors, yet it avoids the uneven character that often characterizes such volumes, surely a tribute to the mark of Paul's editorial hand.

The report is sweeping in its scope and often ambitious in its recommendations. Indeed, it has already born fruit: the sergeant at arms in each house and the clerk of the House have followed its suggestions and arranged to schedule and transfer records to the National Archives. Few archivists are likely to read this report cover to cover, but it serves as a basic reference tool and suggests important collecting areas that have hitherto been overlooked by those interested in documenting Congress. A "Summary Report and Recommendations" found in the first sixteen pages should suffice for archivists interested in a thumbnail sketch of the document.

The heart of the report is Paul's first chapter, which describes the changing institutional setting on Capitol Hill since the Second World War. A clear message emerging from this discussion is that members' papers no longer sufficiently document the varied activities of Congress. Paul delineates five functions of the modern Congress that constitute the framework for the remainder of the report: legislative, representational, political, administrative, and external relations.

Paul defines the nature of each function in the five chapters that follow. "Representation," for example, includes individual casework, project assistance for local officials, communication with constituents, issue mail, patronage, requests of all kinds, and invitations to events. The rest of each chapter addresses three elements: sources of documentation for the function, status of this documentation, and recommended actions. In a final chapter, Paul offers the first survey on use of congressional collections, albeit one flawed by the small number of individuals surveyed. The survey does suggest that issue mail is of greater significance and project files are less important than archivists traditionally have believed. An annotated bibliography on congressional records by Richard Hunt (appendix A) is essential for any legislative archivist or reference specialist in this area.

One of the most significant findings concerns the need for records management throughout Congress, particularly for all five major congressional support agencies. In fact, the current records schedule for the General Accounting Office would permit the destruction of the agency's older records beginning early in the next century. The report also endorses the employment of an archivist in the House of Representatives and a historical office in the White House, and underscores the need to find ways of documenting the work of semi-official member organizations, congressional leadership activities, political parties, lobbyists, public policy research centers, and members of the media.

The report has two problems. One is minor: the index does not provide access to information on topics found throughout the volume. One is major: the report does not, in my mind, adequately address the major problem of congressional records—their sheer size and, in my experience, lack of use. The real problem seems to be that Congress is, if anything, overdocumented. Yet this report presses for more: recom-

mentations for oral histories for every function; a proposed congressional archival database when surely the Research Libraries Information Network would suffice; cross-referencing of clippings; acquiring political party records despite the admission that those already in repositories receive little use; and even collecting records from unsuccessful candidates for office. A more important and necessary step would be to devote serious attention to the research use of collections with adequate finding aids that can guide congressional offices and archivists in the task of shrinking these monstrous collections down to size.

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Preservation of Electronic Formats & Electronic Formats for Preservation. Edited by Janice Mohlenrich. Fort Atkinson, Wis.: Highsmith Press, 1993. Index. 128 pp. Softcover. ISBN 0-917846-17-6. © Available from the Society of American Archivists.

The six essays in *Preservation of Electronic Formats & Electronic Formats for Preservation* represent the proceedings of a conference held in June 1992 at the University of Wisconsin—Madison and sponsored by the Wisconsin Preservation Program of the Council of Wisconsin Libraries. The book's purpose, as stated in the foreword, is to survey the research currently under way in two broad areas: (1) digital image technology as a preservation and access medium and (2) determining and extending the life of electronic information for which there is no printed analog. Janice Mohlenrich, who edited the volume, is a preservation librarian at Marquette University. The authors of the essays work in a variety of institutional settings: academia, the National Archives and Re-

cords Administration, the Library of Congress, and private industry.

Anne Kenney, the associate director of preservation and conservation at Cornell University and a former president of the Society of American Archivists, authored the first article. She presents the results of her work with the Joint Study in Digital Preservation, sponsored jointly by Cornell, the Xerox Corporation, and the Commission on Preservation and Access. The Cornell project was a two-year study that tested a prototype system for recording brittle books in digital form and reproducing the digitized material on demand in paper form. It also investigated issues surrounding access to digital images in a networked environment. Michael Pate, the assistant director for public services at Marquette University, discusses the start-up phase for a scanning project in his essay concerning the Marquette Electronic Archive. Marquette's archive is a collection of computer files relating to the university's holdings concerning the Roman Catholic Church in the United States. The archive currently includes a number of guides and finding aids as well as many of the writings of Dorothy Day, founder of the Catholic Worker Movement.

Fynette Eaton, chief of the technical services branch at the National Archives, addresses issues surrounding the administration of a preservation program for electronic records in her essay, "The National Archives and Electronic Records for Preservation." Eaton discusses the principal elements of a preservation program: environment, storage, handling and use, reproduction and reformatting, disaster planning, and treatment. She emphasizes that these basic programmatic components must also be present when caring for electronic records. Specifically, Eaton outlines the work of the Center for Electronic Records at the National Archives, stressing the steps that the center is taking to preserve electronic records of the federal government.

"The Electronic Document Image Preservation Format" is the title of a contribution by Basil Manns, a research scientist with the Library of Congress. Manns turns his attention to format issues that affect the preservation of, and access to, electronic documents. *Format*, in this sense, refers both to the physical medium used to store the information and the way in which the machine organizes the data. A variety of physical and intellectual formats currently exist. Some were developed from existing national and international standards; many others are proprietary and vendor-based. Manns outlines factors which affect the selection of an electronic preservation format and calls for further development of standards.

CD-ROM technology, and the relevant archival implications, receive attention in a paper by Mark Arps, of the Optical Recording Department at the 3M Corporation. After providing a brief overview of optical media, Arps launches into a detailed discussion of CD-ROMs, offering information concerning their physical construction, the ways in which data are entered, the processes of mastering and duplication, the product's life span, and standards related to CD-ROM hardware. The final essay in the book, "The Resolution Factor in Preserving Page-Based Materials," is written by Don Willis, the director of advanced technology at University Microfilms International. Willis discusses the possibility of creating a hybrid technology that combines scanning and high-resolution microfilm.

Excerpts from the question-and-answer sessions that followed each paper are included in the volume, as are bibliographies, a glossary, and an index. Each essay is accompanied by a separate bibliography. A comprehensive annotated bibliography also appears at the conclusion of the book. The bibliographies, intended as an introduction to electronic records preservation, include basic manuals, case studies, and standards-related work in progress. SAA members

will recognize many of the authors represented, including David Bearman, Fred Stielow, Margaret Hedstrom, and Victoria Irons Walch. The glossary consists of little more than a list of terms used in the book and is a disappointment. Archivists needing basic vocabulary assistance should instead consult the glossary in Margaret Hedstrom's *Archives and Manuscripts: Machine Readable Records* (Chicago: Society of American Archivists, 1984).

Preservation of Electronic Formats fills a real need. It is a clear, concise introduction to issues and trends in electronic records preservation. Aimed at a nonspecialist reader, it addresses a range of technologies that did not exist at the publication date of Hedstrom's basic SAA manual.

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Secret Science: Federal Control of Science and Technology. By Herbert N. Foerstel. Westport, Conn.: Praeger, 1993. Index. 256 pp. Cloth. \$24.95. ISBN 0-275-94447-6. ©

Secret Science: Federal Control of American Science and Technology is a very disturbing book. In fact, it is one of those books that can only be read for twenty or thirty pages at a time. The message and its implications are so serious that readers will sometimes need to put the book down for several days, regain some perspective, and then resume reading. Those who believe that a healthy and functional democratic society should base its decisions on intelligent critical debate by an informed citizenry will find this book very chilling. It is chilling because, according to Herbert Foerstel, there are a significant number of federal bureaucrats in the United States government who do not believe in opening public information or scientific discourse to the broader citizenry. Rather, these individuals would sacrifice

the basic and historical value of open information in favor of secrecy and suspicion. They believe that hostile foreign interests want our information and that America must keep a significant amount of public and private scientific information out of the hands of foreign competitors if it wishes to remain an economic superpower.

Specifically, Foerstel observes that the United States government is thwarting the scientific tradition of open information and that the government has appropriated sweeping powers through laws and regulations designed to control scientific information. Foerstel quotes Congressman Jack Brooks who recognizes the existence of a "shadow government," complete with secret laws, courts, and budgets, that maintains an infrastructure to keep information away from its own citizens, from enemies of the state, and sometimes from its own leaders. Further, those who control the shadow infrastructure often threaten and intimidate individuals, scientists, internationally respected scientific journals, universities, and even congressional committees in order to prevent these entities from acquiring information that the shadow government deems sensitive.

One might hope that these cold warriors would be on their way out now that the "Soviet menace" is no longer present. As the author points out, however, individuals in the "shadow government" spend considerable time trying to persuade America's public and private leaders that hostile foreign snoops want the research and development information created by our extensive national laboratory system, as well as the proprietary secrets of our top corporations.

Secret Science discusses the broad legal rights that the government has appropriated in an effort to control even privately owned information that contains any data considered classifiable. "The Library Awareness Program" documents the efforts of the

Federal Bureau of Investigation to control unclassified scientific and technical literature used by foreigners. *Secret Science* explores the propensity to classify publications that have wide public distribution, including articles in encyclopedias. And it also describes the "mosaic theory," defined as the fear that several innocuous pieces of information might be synthesized through research and used to divulge information that the government does not want circulated. Further, Foerstel describes the government's efforts to prevent outside entities from entering the field of cryptography research even though it is vital to the security of financial institutions' transactions, and he describes the government's rationale for engaging in misinformation and disinformation campaigns.

Foerstel's discussion concerning the hierarchy of classification markings that might appear on documents is especially significant for working archivists who are responsible for collecting, arranging, and describing scientific records. It is safe to assume that anyone would realize the significance of "Secret" and "Top Secret" markings. The United States government, however, has an array of relatively obscure markings and designations as well. Approximately one billion classified documents are kept under appropriate lock and key and are available only to those who are authorized. Classified documents, however, sometimes make their way into other archival and manuscript collections. Without reading books like *Secret Science*, unwitting archivists might never know that their holdings contain material deemed very sensitive by the federal government.

The strength of this book lies in the extensive research that the author has conducted and synthesized. No one has brought the complex web of contemporary American information policy issues together in such an understandable construct. Historians, public policy analysts, archivists, librarians, and records managers seeking to

democratize American national information policy need to read this book. Archivists and records managers working both within and on the periphery of the military, scientific, intelligence, and industrial enterprises need this information, and it is not available anywhere else in such a coherent form.

The book's weakness, for me, is defined in the form of a nagging but unanswered question. It appears that the United States government has indeed subverted public access to research and development information, but what information does the United States government have that suggests this is necessary? Shortly after the end of the Gulf War, Monitor News telephoned my office and asked me to comment, in my capacity as the Lawrence Berkeley Laboratory's archivist and records manager, on how the Iraqi government was able to obtain technical information on a 1940s uranium separation process advanced at our lab. This information apparently helped the Iraqi government to develop its nuclear capability. Monitor News wanted to know why the information was not classified. In that nanosecond, I could see the competing national interests and values.

For archivists, the significance of *Secret Science* is twofold. Those archivists who have made scientific research and development records part of their collecting policy need to be informed about restrictive governmental regulations relating to the access and use of publicly and privately supported scientific research. For the segment of the Society of American Archivists membership that cares about and wants input on national information policies, this book should be required reading. Certainly, it should be provided to every member of the society's legislative affairs committee. Regrettably, many of the issues that Foerstel describes brought to mind the same question: Where was the Society of American Archivists during the hearings, and did we

take the opportunity to oppose the obsessive governmental restrictions during the public comment period of those hearings? The American Library Association and the Association of Research Libraries have been involved prominently, but where was the Society of American Archivists? I know of no resolutions or legislative lobbying efforts on behalf of archivists to state our opposition to these policies.

As I stated at the outset, this is a very chilling book. It does not leave the reader with great hope that our traditions and beliefs in open democratic processes remain intact. If we hope to improve our federal institutions and ensure democratic process, we must join with other professional and scholarly groups to win back ground that has been lost in the recent past.

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Literacy and Orality in Ancient Greece.

By Rosalind Thomas. New York: Cambridge University Press, 1992. Index. 201 pp. Cloth. \$49.95. ISBN 0-521-37346-8.

Archivists who pass up this important book because they think ancient Greece has nothing to do with them are making a serious mistake. Rosalind Thomas, lecturer in ancient history at the University of London, combines an impressive command of historical detail with an approachable style to address some of the fundamental questions all archivists face. How does society use written records, and what is the significance of those records? What are humans trying to accomplish when they write things down and then keep those writings for future use? What is the history and even the prehistory of the archival profession? Although she examines a particular time and place that seems remote from our own day-to-day professional lives, all archivists will, I think, find repeated shocks of recognition in her discussion. Her study bears directly on archival work, offering a

fresh perspective on the received historical and archival wisdom.

She posits a frankly revisionist thesis in what is now a thirty-year-old debate. The connections between oral culture and literate culture are much more fluid than most previous writers, some archivists among them, have assumed. Literacy and orality are not polar opposites. One does not simply replace the other; still less does one represent “primitive” culture while the other represents “civilization.” The transition from orality to literacy is slow and complicated. Writing continues to serve primarily oral purposes long after its introduction: written words are originally intended to be read aloud, with the concept of silent reading a much later development. Claims made by such impressive scholars as Eric Havelock, Walter Ong, and others for the broad anthropological impact of literacy in signalling an entirely new way of thinking are therefore exaggerated.

By marshaling a breathtaking range of detailed evidence, Thomas moves beyond what she calls the “rationalist” view of writing and, by extension, the modern, rationalist view of archives. Written words do not always mean something or, at least, do not always mean only what they say. Even in a society with impressive literate accomplishments—it was the Greeks, after all, who perfected the use of the alphabet—the layers of meaning may be quite thick. Thomas highlights many of the symbolic, nondocumentary, and even nonliterate uses to which writing was put in Greece. She offers examples of literacy as art, with letters used primarily for decoration. She describes the social and class associations implicit in the selection of certain kinds of writing materials over others. She challenges the conclusion that literacy and democracy were necessarily connected: even Herodotus was inclined to associate writing more with barbarians and tyrants than with his Greek heroes. She finds the monumental display of records (laws, for example)

more important than their use in the establishment of precedent or the administration of justice. Carving information on stone was thought to be a more lasting and official act than depositing it in an archives.

Of particular interest to archivists is the way in which Thomas very significantly revises the picture of Greek archives presented by Ernst Posner, whose *Archives in the Ancient World* (1972) is still viewed by most as the last word on this subject. Thomas tellingly criticizes Posner for being both fundamentally anachronistic and a little too neat in concluding that ancient archives were not really different from modern ones. Contrary to Posner, she argues that writing was distinctly not bureaucratic in ancient Greece: the state seldom made records as a way either of establishing policy or of implementing it. In contrast to some other ancient societies (Mesopotamia, Egypt, and Rome), the Greeks rarely used writing for administrative purposes. Sparta seems to have produced virtually no official records at all, and Athens lacked a recognizable “archive mentality.” She even catches Posner in some mistranslations and factual errors—no mean feat when dealing with a scholar of his caliber. Those who take their understanding of ancient archival history only from Posner will have to reconsider what they think they know in light of Thomas’s gentle but insistent critique.

Thomas’s work now goes to the head of a growing list of studies on the relationship between orality and literacy and on the impact of that relationship on the creation, use, and meaning of documentary records. She takes her place with M. T. Clanchy, who has been popular among archivists in recent years but who is by no means alone in addressing these issues. Like Brian Stock, Rosamund McKettrick, William Harris, and others, Thomas explores an important and enduring subject. It is a subject worthy of study and reflection by all ar-

chivists because it goes to the heart of what they do and why.

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Scribes, Script and Books: The Book Arts from Antiquity to the Renaissance. By Leila Avrin. Chicago: American Library Association, 1991. Illustrations, index. 392 pp. Cloth. \$60. ISBN 0-8389-0522-6.

Scribes, Script and Books aims to trace change and continuity in the history of the manuscript book from the origins of writing to the advent of printing. "Even with all the changes wrought in the past five millennia," writes Leila Avrin, "the entity of the book has remained the same—a collection of surfaces to receive writing for the purpose of communicating ideas." An Israeli art historian with special expertise in the area of Hebrew manuscripts and book illumination, Avrin works this research background into her book effectively. She surveys the origins and diffusion of writing and alphabets, the evolution of the book in the ancient Near East and Graeco-Roman world, Hebrew and Islamic contributions, medieval handwriting and book arts, scribal techniques and writing materials, papermaking and bookbinding, and various antecedents of printing. Avrin emphasizes the book as intellectual artifact, even though literary texts and documents were often written by the same scribes on identical-looking tablets, scrolls, codices, and other instruments of information storage. In short, the evolving physical form of the handwritten book, not specific texts or practical literacy, is viewed by the author as the tangible embodiment of Western civilization until the Renaissance.

Although Avrin clearly has sought to emphasize continuity in the traditions of writing over millennia of recorded history, her exclusive focus on the manuscript book as the means of cultural communication

has some unfortunate consequences. She has generally ignored the preponderance of administrative, legal, and business documentation that accounts for the vast bulk of writing from the earliest clay tablets and papyri to our own world. More than ninety percent of extant writing from the ancient world is nonliterary. Visible evidence of an incipient bureaucratic culture is provided by genre scenes of Egyptian scribes preparing accounts of agricultural production on papyrus scrolls to be stored in chests. Archives and chanceries excavated in Near Eastern archaeological sites have provided insight into the ways in which documents were stored and accessed thousands of years before modern archivists enunciated the principles of provenance and original order. Unfortunately, the rich harvest of archival documentation from the ancient and medieval worlds is dismissed by Avrin in one particular case as "the trivia of palace administration." Avrin may note that "the study of history is the study of documents," but she clearly means literary texts rather than documents, even if the latter are in book form. The author feels obliged to mention archival materials only when there is no other extant writing.

Avrin also has an unfortunate tendency, uncontrolled by her editors, to use terms either incorrectly or out of historical context. This perhaps owes to the fact that, as the author admits in her preface, she does not have a comprehensive command of all of the time periods and subjects covered in the book. For example, Avrin writes somewhat anachronistically about a "middle class" in Pharaonic Egypt and a "rare books" trade in the late Roman Empire. She incorrectly describes vellum as a "thinner and softer variety of parchment" and dates the disastrous introduction of resinous paper sizes as late as the 1880s. A particularly glaring error is Avrin's timeline of Latin script styles, in which she identifies no handwriting as predominating between Caroline minuscule (783–1000

A.D.) and Gothic (ca. 1150–1500). Elsewhere, however, she notes that the former remained in vogue throughout the eleventh century and into the twelfth.

Despite its shortcomings, *Scribes, Script and Books* is an attractive and generally reliable survey, helped by the addition of an up-to-date English-language bibliography. The book is very well-illustrated, with no less than 308 plates, thirty-five figures, ten tables, and seven maps. As a readable, English-language introduction to the early history of the manuscript book, *Scribes, Script and Books* was probably intended to replace David Diringer's classic but dated *The Hand-Produced Book* (New York: Philosophical Library, 1953), which was reprinted as *The Book Before Printing: Ancient, Medieval, and Oriental* (New York: Dover Publications, 1982). For the most part, Avrin has succeeded, although she emphasizes the book arts whereas Diringer stressed intellectual history. In conclusion, *Scribes, Script and Books* can be read with profit by archivists and manuscript curators interested in the evolution of handwritten books from Sumer to Gutenberg.

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Non-Standard Collection Management.

Edited by Michael Pearce. Brookfield, Vt.: Ashgate Publishing, 1992. Index. 250 pp. Cloth. \$59.95. ISBN 1-85742-020-9.

This book is directed at neither Americans nor archivists. Both American archivists and British librarians, however, will recognize the dilemma of coping with the unfamiliar formats or media that *Non-Standard Collection Management* does address. According to Michael Pearce, senior lecturer in the Department of Librarianship at Leeds Polytechnic and editor of the volume under review, many librarians know little about nonstandard materials because

library science curricula stresses current monographs. In an effort to correct this deficiency, this book "is aimed at those who need to know how to progress from scratch with a collection, but not necessarily to take it into the realms of complete specialization." Nine British experts devote separate chapters to newspapers, serials, cartographic materials, out-of-print books, sets, ephemera, manuscripts, slides, microfilm and microfiche, and visual and audio recordings. Each chapter includes information on acquisitions, cataloging and classification, conservation and preservation, control of use, a description of important collections in the United Kingdom, and a bibliography. Most contributors also include additional information unique to their format.

American librarians are familiar with similarly arranged books, but these contributions tend to focus on nonbook or multimedia materials. *Non-Standard Collection Management* addresses materials not usually viewed as multimedia, including manuscripts, out-of-print books, serials, and newspapers. Pearce acknowledges in his introduction that he does not cover all nonstandard formats, noting the exclusion of photographs and trade literature.

Overall, the contributors achieve their goal of providing British librarians with an overview of nonstandard formats. The quality of the information and of the writing is consistently high. It is especially commendable that serials and newspapers, two formats inadequately covered in general library literature, receive the most comprehensive treatment.

Although British and American librarians share many of the problems discussed, the book's usefulness outside of the United Kingdom is limited. For instance, the acquisitions section in each chapter lists British sources for British works. Despite the fact that contributors cite British computer databases by name in discussing cataloging and retrieval, both descriptive standards

and automation appear less well-developed than in the United States.

Readers familiar with American library literature may find the emphasis on conservation and preservation unusual. All but one of the authors discuss preservation methods and proper storage conditions for their media. Several summarize various causes of deterioration and conservation treatments as well.

British and American definitions and usages of some formats also differ. Sets of plays or music, as described in Stuart Walmsley's chapter, contain sufficient loan copies of individual roles, instrumental, or vocal parts to satisfy the needs of performing groups. In order to complete a set of a large-scale choral work, such as Handel's *Messiah*, or of a musical with numerous roles, libraries must acquire as many as one hundred or more copies. Very few American libraries offer this service to their users.

Eve Johanssen, writing on newspapers, focuses heavily on microfilm. She outlines the characteristics of microforms, spells out the steps necessary to prepare newspapers for filming, and assesses the factors to consider before setting up an in-house microfilming unit. She describes NEWSPLAN, the British Library's program to survey retrospectively and microfilm newspapers in the United Kingdom. Perhaps because of her interest in NEWSPLAN, she recommends that libraries establish a preservation program for their newspaper holdings.

In his chapter on serials, Albert Mullis covers many of the intricacies involving selection, acquisition, and cataloging. He includes information concerning the employment of vendors, direct subscription, claiming, and such cataloging problems as changes of title and publisher. In addition, he reflects librarians' concerns over rising subscription costs by including discussions of budgeting and deselection.

Andrew Tatham follows a different approach in his chapter on maps, describing user groups and patterns at some length.

He examines different filing and cataloging methods and assesses their impact on retrieval. After describing the theoretical background of map classification, he summarizes several widely used alternatives, including the Library of Congress scheme and the Universal Decimal Classification.

Michael Pearce defines ephemera as material "which the creator does not intend to have any permanent value or significance," citing tickets, bank statements, cards, timetables, wrappers, labels, and blank forms as examples. Pearce defends ephemera collecting against an unstated assumption that it has marginal informational value. Several British studies in the 1970s identified ephemera as a valuable source of historical information in the social sciences. Although interest in ephemera has waned since the early 1980s, Pearce strongly encourages its continued collection.

John Kirby's chapter on slides, microfilm and microfiche emphasizes slides at the expense of microforms. He glosses over the kinds of material available and limits his acquisition advice to receiving microform publishers' mailings. Although he recommends against extensively cataloging slides, Kirby believes that analytically cataloging microform sets is worth the time and expense. Kirby's discussion of viewing equipment also suggests several techniques for overcoming patrons' prejudices against microforms.

Patsy Cullen has the daunting task of describing in one short chapter the many different formats of sound and video recordings. In order to accomplish this, she lists very briefly the characteristics, applications, physical construction, formats, necessary replay equipment, and specific problems of each format. As a result, she sacrifices depth of information in favor of breadth of coverage. Still, her sections on cataloging and preservation more than compensate for this decision.

Curators whose collections include rare books will find John Turner's chapter on

out-of-print books useful. His advice on acquisitions covers a broad spectrum, ranging from gifts and purchases from private individuals to purchasing from dealers and at auctions. Turner's section on conservation and preservation emphasizes disaster planning. His discussion of cataloging and classification is less successful. After sketching the history of cataloging principles for rare books, Turner refers readers to bibliographies of out-of-print books without clarifying their use in cataloging.

Archivists may find Chris Sheppard's chapter on manuscripts disappointing. He defines manuscripts, but not collections and archives, and appears to use these terms indiscriminately. Nor does he define records in a way that distinguishes them from private papers. The examples that he cites all result from his experience with literary manuscripts and collections, and fail to convey adequately the many kinds of archival sources. In addressing acquisitions, Sheppard focuses on purchasing manuscripts and emphasizes their financial worth at the expense of their scholarly value. He devotes only one paragraph to the solicitation of gifts. The bibliography, incorporated into the endnotes, is inadequate given the narrow scope of manuscripts that he covers. A librarian or archivist with broader experience would have made a stronger contribution.

The concept underlying this volume is worthwhile, and the editor and contributors succeed commendably in fulfilling it. Archivists as well as librarians encounter all of these formats in their repositories. A similar volume directed toward American librarians and archivists would be a welcome addition to the professional literature.

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Records Management and the Library. By Candy Schwartz and Peter Herson. Norwood, N.J.: Ablex Publishing Corporation, 1993. Tables, figures, index. 313 pp. Paper. \$24.50. ISBN O-89391-998-5.

As a new addition to the existing literature on records management, this publication will be an excellent resource for librarians seeking pertinent information on the terminology, practices, and principles of records management. Archivists, business managers and administrators, data-processing personnel, and even records managers will also find it interesting. It is important to denote these groups because the publication's title suggests that librarians will benefit most from the information. Although the authors assert that one of their major goals is to "introduce the principles and practices of records management to an audience familiar with library settings," one need not possess substantive knowledge of librarianship to appreciate the publication's value. As hard as this reader tried, it was often difficult to maintain a consistent mental connection with a library setting when reading major portions of the book. The authors do relate the ways in which records management principles and practices may be used in a library when, for example, they discuss how specific library records would be handled under a records management program. Further, chapters fourteen through sixteen provide library case studies in which certain records management functions are applied. These discussions, however, are sporadic and often brief. Perhaps the failure of libraries in general to incorporate records management practices into their operations might account for these infrequent references.

Records Management and the Library provides an excellent aggregation of basic information about records management. Concise, well-written chapters introduce and define appropriate records manage-

ment terminology, simultaneously presenting clear discussions and analyses of such important functions as records inventorying, records appraisal, records retention and disposition, vital records management, and disaster management. Additional attention and emphasis on forms, reports, directives, and correspondence management highlight the significance of these control mechanisms in a fully operative program. The text's general information on the ways in which reprographics, micrographics and new computer technology affect records management functions is necessary and informative without being overly technical.

Schwartz and Hernon successfully accomplish their chief goal of educating the novice about records management. This learning process is enhanced through the authors' unique style of highlighting records management data along with other relevant information on managerial strategies and processes that are used to implement successfully a records management program. The inclusion of chapters on systems analysis, evaluation and planning, and the administrative environment reinforces the reader's developing perspective that records management programs are not created in a vacuum. In fact, successful programs are connected inextricably with "general managerial endeavors common to all institutions." This accented feature of the book was most significant and helps to distinguish it from other records management publications.

Several other aspects of this remarkable publication contribute to its usefulness and easy reading. First, the compilation of data and analyses concerning professional associations, journals, and information services associated with the field of records management is very beneficial. The reader has the opportunity of becoming familiar with these organizations without spending excessive hours researching them. Second, the tables, charts, and forms presented throughout the book provide diverse, easily

accessible information. These graphic representations serve as visual connectors between descriptive text and defined concepts and principles. Third, the important assorted readings and references included at the end of the publication's major chapters serve as guideposts to additional, pertinent records management information that can increase the reader's knowledge and expertise. Fourth, the titillating discussion points enumerated at the end of each major chapter refocus the reader's attention on important chapter information. The practical exercises and questions are thought-provoking reminders that the reader is expected to learn certain "facts" from each chapter and use this knowledge to help solve complex problems frequently encountered in records management programs.

In addition to the aforementioned features that enhance *Records Management and the Library*, the book contains relevant commentary about ongoing movements in the records management field and the "evolving process of records managers" into "information resources managers." It also highlights the development of a nationally recognized records management educational curriculum in academe that affords individuals a "standard path to and through the profession." The authors carefully discuss the valid reasons why both movements need to be resolved affirmatively if records management professionals are to survive and flourish in an increasingly complex technological society. The publication's chapters on database management and information resources management indicate the authors' attentiveness to current technological trends.

Because of this publication's overall informational content about records management, I strongly recommend it to people interested in the subject. Readers may want to skip chapter twelve of the book, which gives an overview of the information policies emanating from the federal govern-

ment. This will save some reading time, while still allowing the student to take in the most important information contained in this publication.

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We the People: Voices and Images of the New Nation. By Alfred F. Young and Terry J. Fife, with Mary Janzen. Philadelphia: Temple University Press, 1993. Illustrations, index. 320 pp. Cloth. \$49.95. ISBN 0-87722-937-6.

This impressive illustrated book is based on a permanent exhibit lovingly assembled at the Chicago Historical Society by, among others, archivist Mary Janzen. Alfred Young is professor emeritus at Northern Illinois University and senior research fellow at the Newberry Library, and Terry Fife serves as a director of History Works, Inc.

The text constitutes a political history that used more than two hundred images of artifacts from the society's collections in order to contrast the iconography of revolutionary and early national elites with the texture of the lives of ordinary people, and to chart the nation's progress toward pursuing the democratic republican ideal as expressed in the American Revolution. The artifacts, portraits, and documents are beautifully photographed in black and white with selected color plates. They are not arranged in their homely context of tables, walls, and floors, but are set off as single items against a white background. Powderhorns and plows, currency and clothing, a 1777 icon map of the Battle of the Brandywine, and memorial ceramics are all included. Most are so well photographed that one may clearly see the wooden grain of the printer's composing stick and the wheelwright's mallet, the forge marks on the hand and leg irons, the handwriting on a contract of indenture, the fabric pattern of a woman's apron pocket, the fine lines of decoratively carved powder horns, and oddly familiar

dents in a child's porringer. The stitched samplers apparently lent themselves less well to photographic magnification.

The images are, as the authors indicate, "first and central, evidence rather than illustrations." Indeed, they free themselves from the text, moving from a category of remoteness to accessible resource by inviting the reader to become visually and intellectually involved with the objects and those who created and used them. The artifacts and documents symbolize historical events. The text and captions remind the reader that a communal history is derived from the acts, goals, and personalities of real people, who filled their days making and using objects of utility rendered as beautiful as possible.

There is something for nearly everyone. A 1779 account of Count Pulaski's regiment of light horse and Baron von Steuben's 1782 regulations for the order and discipline of troops remind the reader that foreign nationals participated in establishing the new nation. Female domestic concerns are illustrated, as are tokens of black servitude. The hiring badge of a Charleston slave and a Virginia manumission certificate remind the reader of the unfree status of most blacks, while standard images of Phyllis Wheatley and Crispus Attucks convey black participation in the Revolution.

The authors call for "new images and documents . . . to 'help . . . rescue from oblivion the ordinary people . . . left out of conventional texts.'" Although richly displayed, the collective imagery nevertheless possesses its own iconography by focusing on many portraits and artifacts of heroic revolutionaries. Further, the Revolution portrayed here seems to be a northern and western American experience. No fewer than five illustrations document the Boston Massacre, and identical images of Paul Revere and Tom Paine are reproduced both in color and in black and white. John Adams's and George Washington's tailored suits of clothing have little to do with

the ill-fitted, drafty linen or stifling wool clothing that prevailed for ordinary people before the advent of cheap cotton clothing. An Empire sofa and side chair speak of opulence, not the sparse furnishings of a tenant farming family.

Thus the images are, appropriately, an Illinois-centric view of the Revolution and early national expansion. The book contains, understandably but regrettably, few images of the revolutionary experience in the southern states, from where great numbers of Chicagoans emigrated in the late nineteenth and early twentieth centuries. This book's American Revolution apparently occurred in the North, which would have been newsworthy to southern line soldiers and militia men who, thinking of untended crops and isolated families, straggled back to Hillsborough or Charleston to be counted during the long attritive war in the southern states. There is nothing on the Battle of the Alamance, the fierce ethnocultural and religious conflicts in Virginia, or the British occupation of southern capital cities.

Although the exhibit documents the new republic's westward movement toward Illinois and the frontier, it neglects any movement South, as well as issues concerning urbanization and commercialization. Little reminds the reader of incipient factories demanding ever more raw cotton and raw laborers, or of women in public life expressing their own moral economy of female relief and schooling against the background of an emerging and unmistakably gendered labor market. Slavery, it should be remembered, was not confined to the South and Northeast. The Northwest Ordinance of 1787 forbade slavery, but slaveowners routinely circumvented the ordinance and the slave population in Illinois actually increased between 1800 and 1820.

Objects and documents that illustrate religious sentiments are disappointingly absent. The authors might well have omitted duplicate images of Revere and Paine in

favor of depictions of the "saddlebag men," who routinely traveled thousands of miles and spoke in borrowed pulpits and open fields of their views on slavery and on yellow fever epidemics as punishment for national sins. Sunday school records and American hymnbooks possessing the unmistakable cadences of vernacular folk melodies were also part of the American voice before 1820; perhaps the society might also seek out images or artifacts of ordinary women involved in wage labor or in church, welfare, and missionary societies that were a collective matrix for female public voices.

Also missing are positive images of the "lost, stolen, or strayed" history of the small but vigorous black middling classes in the North that purchased the manumissions of other family members for hard money, attended available schools, and carefully, with quiet legality, withdrew into separately chartered churches. I would like to see this evidence of ordinary people, not simply read about it. Young's fondness for New York's "Liberty Boys," Alexander McDougall and John Lamb, who were jailed between 1769 and 1771 for having criticized the New York State Assembly's vote to provision His Majesty's army in North America, showed itself in his important revisionist touchstone of early national political life, *The Democratic Republicans of New York* (Chapel Hill: University of North Carolina Press, 1967). He also edited three volumes of writings on American radicalism and dissent that did not ignore the South, popular Whiggery, or popular religious culture. Dissent is found in the text of *We the People* but is absent from the imagery. As evidence, the images presented here are largely, to cite Young's own comments about a Paul Revere exhibition, "romantic history, functionally conservative."

The marriage of critical text with the unique strengths of a local history collection is not new to exhibitions. This volume

makes a fine start at synthesis by assuming that readers will look at the images and read the text. The images stand alone as a research set, however, and have much to say about both the repository that houses them and their own function as icons. New initiatives toward networking single images and research sets of digitalized images of artifacts will require archivists to think

harder about their own mentalités and the values conveyed in selected images. A successful public history event becomes a finding aid when printed, and cannot fail to address its own attributes of neutrality, comprehensiveness, and historical perspective.

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