Reviews

BARBARA L. CRAIG, editor

La pratique archivistique Française. General editor Jean Favier. Paris: Archives Nationales, 1993. 630 pp. Cloth. ISBN 2-86000-205-7.

This book is the result of a cooperative effort of individuals "who, in the different domains comprised by the term archivistics, are in daily contact with reality"—as Jean Favier, general director of French archives, writes in the introduction (p. 11). He adds that these authors were selected on the basis of their specialized knowledge of each given topic, rather than on the grounds of their present position or functions, and this appears evident at first glance. Michel Duchein illustrates the theoretical, professional, historical, and organizational frameworks of the matters discussed in the book. Hervé Bastien describes the juridical context of French archives. Christine Pétillat presents the evolution of records creation and use in French administration. Christine Nougaret discusses archival classification and description, while Hubert Collin outlines the related strategies. Christine Pétillat and Hélène Prax write about the flow of contemporary records from the creator to the intermediate archives. Gérard Naud deals with the transfer to archival institutions of material on different media. Gérard Ermisse focuses on the communication of archives to the public, and Pierre-D. Cheynet provides a detailed exposition of outreach methods. Lucie Favier and Danièle Neirinck analyze the issues related to conservation, restoration, and the building of archival repositories. Many other archivists have taken part in the realization of this monumental work, and their contribution is repeatedly acknowledged.

This volume, written a quarter of a century after the *Manuel d archivistique*,[1] is meant to replace it on the desk of each French practitioner, on the grounds that archival science must constantly maintain and continually renew its contact with life and can do so only by paying sustained attention to "the conceptual and physical evolution of the documents, and of the needs of governments, administrations, jurisdictions, the public, and research" (p. 12). Its purpose is threefold: to present the components of a science that is becoming increasingly complex in such a way that its internal coherence and consistency are emphasized and thus preserved; to provide all archivists, who are fundamentally generalists, with an adequate amount of common knowledge of specialized topics; and to mark a phase in the evolution of archival science (p. 16).

The book very successfully reaches its three goals and goes much beyond them. It demonstrates the nature of archival science as a complete self-referential whole of professional knowledge and, at the same time, as an interdisciplinary body of ideas. It also provides non-French readers with a very good sense of the French perspective on archives, much better than any individual concept imported from that country has ever done. Both accomplishments are quite unintended and derive from the way in

[1]Direction des Archives des France, *Manuel d'archivistique: Theorie et pratique des archives en France.* Ouvrage elabore par L'Association des Archivistes Francais (Paris: Sevpen, 1970).

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which the content is organized and presented.

Favier, in the introduction, insists that this is not a treatise on archival science aimed at archival theorists, but, as its title says, a practical manual for easy consultation by everyone involved in archival work. This is certainly the intention of the authors, who present their subjects with logic, clarity of style and expression, simplicity, and directness. In addition, the book provides very useful appendices, bibliographies, and a glossary. It is therefore an extremely useful instrument—probably an indispensable one—for any French archivist. However, the expression "pratique archivistique" is misleading. The reader should not think that this is a volume about archival practice, something that simply describes "how to do" archival things, because it is not. Rather, it enables archival practitioners to do archival things in several ways. It explains the administrative and juridical context in which French archives are created and used, preserved and communicated, and made an integral part of the life of the nation and of its people. It presents the nature of archival material as it is molded by this context. It outlines the principles and methods that allow archivists to respect and evidence such nature. Finally, it illustrates the applications of principles and methods in harmony with legal requirements, archival theory, and the interests of all possible users, whatever their nature and purpose. This is a book about *what* and *why*, but they are so well integrated with *where*, *when*, *who*, and *how* that it is impossible for the reader to separate them, to distinguish theory from methodology and practice, context from content, and even one archival activity from the other. In fact, notwithstanding the necessary subdivision of archival functions for purposes of exposition, the interdependence of every facet of archival work is so clearly demonstrated in the development of the discussion that, at any given time, the reader is involved in the whole archival endeavour, rather than just, for instance, in the preparation of an inventory or the design of an exhibition. This result is extraordinary. Given the plethora of authors who have contributed to this volume, it is surprising that the presence of different personalities, backgrounds, and specializations can provide the book with a richness of content and perspective that is not countered by imbalances, contradictions, inconsistencies, or contrasting styles.

The internal coherence and overall harmony of this work constitute direct evidence of the internal consistency of archival science as understood and applied by the French archival community. However, this should not lead the reader to believe that *La pratique archivistique* presents an insular view of the discipline and its daily use. On the contrary, the authors base their work on an international bibliography, and they formally recognize the contribution provided to their knowledge by their involvement in the activities of the International Council of Archives (ICA) and by the ICA publications. Certainly, the practices outlined are typically French, but the principles and methods from which they descend and to which they are linked belong to an international science.

The organization of the exposition, the amount of space dedicated to the discussion of the various topics, and the emphasis placed on the issues identified within each of them are in a sense the most interesting part of this book. These reveal how French archivists ground every archival function on the continuous interplay of archival and juridical principles, of archival and legal norms, of archival and administrative procedures, that is, of their discipline and their context. This is where one can see the body of archival knowledge treated as both a self-contained and an interdisciplinary whole, where the ideas imported from the outside world are adapted and made consistent with archival concepts and then integrated within archival science.

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La pratique archivistique Française is the kind of book that North American archivists should aspire to write as a professional body before too many decades elapse. In fact, this work is suffused with the spirit of a community of archivists who share a common outlook rooted in the concepts of an established science, in the principles of professional ethics, in the authority and independence derived from a strong legal sanction, and in a sense of confidence and purpose provided by societal recognition and support. This is the kind of professional community that North American archivists are striving to become. They can get a taste of achieving such a goal by turning the pages of this practical manual for French archivists—archivists who believe that, in the twenty-first century, they can still be "all to all archives," no matter how varied and complex. They are probably right!

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Library Records: A Retention and Confidentiality Guide. Shirley A. Wiegand. Greenwood Library Management Collection. Westport, Conn.: Greenwood Press, 1994. xi, 243 pp. Index. ISBN 0-313-28408-3. ♾

Maintaining the Privacy of Library Records: A Handbook and Guide. Arlene Bielefield and Lawrence Cheeseman. New York: Neal-Schuman Publishers, 1994. ix, 203 pp. Index. ISBN 1-55570-066-7.

The Federal Bureau of Investigation's Awareness Program of a few years ago is now paying an unintended dividend to the library world by way of a reaction that brings light to bear on how libraries may defend their sensitive information against probes. The literature has been expanded by two useful titles, both working essentially the same ground but with varying approaches.

Greenwood Press has made a significant addition to its series on library management, and in so doing has given our colleagues in the library world a thoughtful and studied tool to fine-tune their records responsibilities. Neal-Schuman Publishers' entry styles itself a practical handbook, offering some history and texts of laws while generally tabling information for the user; it is a ready reference tool. The former, with a personable voice, assembled information by questionnaire; the latter, coolly authoritative, gives no method. Both have copious footnotes, an index, and appendices; the Greenwood volume contains a selected bibliography.

Compiled for library administrators and their legal associates, the two works present data on the library world's two interlinked modern problems—records retention and the protection of retained sensitive materials. At the heart of each work is a state-by-state survey of where library records are fitted, sometimes firmly, sometimes vaguely, into state retention schedules. This alone qualifies both works for an administrator's active reference shelf. Bielefield and Cheeseman precede their survey with a hierarchy and a phalanx of chapter headings, such as "The First Amendment," "Constitutional Right to Receive Information and Ideas," and "Constitutional Right to Privacy." They have a chapter on federal laws and library records. Wiegand sandwiches the survey between a first chapter reviewing the key cultural position libraries have always held in their societies and conclusion—"Recommendations for Change: Record Retention and Destruction." These are followed by a strong presentation on "Confidentiality of Library Records," and the volume concludes with resolution strategies for those under siege and "Recommendations for Change: Confidentiality."

These are works with distinct voices. Wiegand, a lawyer, comes at the main questions from nearly all points of the compass. She reminds librarians that de-

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struction of library records is not a records management tool; that, indeed, it is frequently a breach of law. She demonstrates that the hallowed ground of "privileged communications" is a goal worth seeking, however distant its blessing. Bielefield and Cheeseman march stolidly forward, their goal of a ready reference work achieved. Neither work is exclusive, and the librarian in pursuit of an evolving role on the information highway well above that of an anonymous vending machine should consult both.

Wiegand is listed as a professor of law at the University of Oklahoma; Bielefield's and Cheeseman's backgrounds are not given.

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The Role and Future of Special Collections in Research Libraries: British and American Perspectives. Sul H. Lee, ed. Binghamton, N.Y.: Haworth Press, 1993. 98 pp. ISBN 1-56024-479-98. Also published as *Journal of Library Administration* 19, no. 1 (1993). ♾

This volume publishes six papers presented at a seminar held at the University of Oxford on 13 to 17 September 1992 and co-sponsored by the Association of Research Libraries (ARL), the University of Oklahoma Libraries, the Bodleian Library, and Continuing Education at the University of Oxford. The editor is Sul H. Lee, dean of the University Libraries, University of Oklahoma; a director of the ARL; a member of the Advisory Committee for ARL's Office of Management Studies; and editor of the *Journal of Library Administration.*

Each speaker brought a wealth of expertise in special collections work and scholarship in attempting to predict a future path for librarians and archivists who collect and curate primary resources housed in research libraries. The lecturers were well chosen to offer insights and raise challenging questions, although they did not agree on strategies to ensure the survival of archives and manuscripts in libraries. Will special collections continue to be relevant to scholarly research in humanities, sciences, and social sciences? If so, what resources will come to be needed? How will they be organized and made accessible? Can archivists and librarians gain a better understanding of how scholars will use primary materials in the future?

Charles Cullen, president of the Newberry Library in Chicago, suggested that archivists and librarians must be more proactive in encouraging wide use of their collections. He described the successful programs operated at the Newberry, including seminars and workshops as well as summer institutes for faculty on using primary resources effectively in their curricula. He emphasized a fact that all archivists know well: the impetus for such programs must come from the curators. Greatly increased communication about current holdings and new acquisitions is essential. Cullen also emphasized two major factors in survival. The first factor is the international nature of primary resources, due to which one is "appealing to a wider community than one's own institution or locality"; the second is the importance of technology in enabling wider bibliographic access.

R. J. Roberts, deputy librarian of the Bodleian, traced the development of that institution. He emphasized that the Bodleian, while holding thousands of special and rare items, acquired them as a general university and copyright deposit library. As a result, the Bodleian is now faced with enormous problems of preservation of heavily used rare materials, with trying to fill gaps created long ago, and with the obligations of being a general library. He identified the funding crisis in education as the principal threat to the existence of special collections, and he recommended that collections be presented as major resources for future research to acquire fiscal support.

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Mary Clapinson, keeper of Western manuscripts at the Bodleian, believes the principal dilemma is one all archivists grapple with each day: making resources available while preserving them for future generations. She also noted that the extensive use of many of the Bodleian's manuscript collections over the years has created a critical preservation problem and that lack of funds to create substitute copies increases the dilemma. She pointed out that while recessions such as the current one limit the ability of institutions to care properly for their collections, such recessions often increase the flow of manuscripts onto the market, thus heightening pressure on repositories. She recommended a strategy of building on strengths to legitimize appeals for donor funding.

Clive Hurst, head of special collections at the Bodleian, gave a negative and frightening picture of the future marginalization of special collections used by only a small proportion of readers as academic work is devalued and these collections become increasingly expensive to maintain. His solution is to ensure survival by collecting through forward-looking acquisition policies. He illustrated his theory with examples such as the recent acquisition of the Opie collection of children's literature, a popular culture collection expected to earn money for the library.

David Zeidberg, head of special collections at the University of California Research Library, raised the specter of the disappearance of collections, as computerized information and methods of access become prominent in research. He fears that technology is becoming an end in itself and that the interactive multimedia CD-ROM will result in an age in which no one will read Shakespeare's *The Tempest* as a continuous text. Zeidberg raised many challenging questions, focused on the danger of selection and manipulation in such "research" products; the enormous cost to convert archives to optical disc format; the potential for multimedia systems to be available only to the socially and economically advantaged; and the threat to the continued retention of physical collections once an optical disc version exists. On the positive side of technology, he counted enhanced description of archives and special collections and preservation of the originals from heavy use.

The final speaker, Douglas Greenberg of the American Council of Learned Societies, proposed two theories. The first is that the changing nature of humanistic scholarship will make archives and special collections even more important to research in the future; the second is that technology will make most current special collections irrelevant to future research. He explained this apparent contradiction by discussing the expanding nature of what is studied, particularly the increasing emphasis on social groups whose history is recorded in public records (church records, voting records, hospital statistics) and fugitive texts that require electronic analysis. Traditional diaries and letters will become less important as humanists increasingly use the methods of the social sciences. Such changes will have an enormous impact on the character and content of collections and will affect development decisions, requiring curators to transform their attitudes if they are to have a role in the archives or libraries of the future.

It is unfortunate that the discussion periods from this seminar were not reprinted. Nevertheless, this volume can be highly recommended to archivists for its varied and thoughtful insights to the challenges of attempting to maintain and develop collections while scholarship evolves, technology changes, and finances decrease.

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Financial Management for Small and Medium-sized Libraries. Madeline J. Daubert. Chicago and London: American Library Association, 1993. vii, 185 pp. ISBN 0-938906184. ♾

This publication should not be overlooked by archivists. The text aims to assist librarians who have limited training in accounting and financial management in understanding the principles necessary to manage the financial affairs of a library. The author deals with several types of libraries, including those that are part of nonprofit institutions, such as universities and colleges; governmental libraries including public, state, and agency libraries; those that are part of a corporation or business; and independent libraries. If one replaces the word *library* with *archives*, much of the information and advice in this publication is extremely useful and relevant to the financial operation of most archives.

The author makes an extremely good point in her introduction in stating that in the past, professional librarians (and I would add archivists) have been dedicated primarily to service. This fact, combined with the existence of most libraries and archives within a larger entity in which they have little control over the resources allocated to them, has contributed to a relatively low level of financial expertise in both professions. Yet it is clear to everyone working in the public and private sectors that society is making increasing demands for fiscal responsibility, measurement of services, and value for money from all institutions. Archivists and librarians who cannot understand and control their financial resources will fare less well in recessionary times. We must be able to measure the quality of our service, to husband and expend resources wisely, and to demonstrate our financial competence to our organizations and to our users.

The text is divided into ten chapters, each dealing with a different aspect of financial management in its widest sense, from understanding the budget process to preparing the operating budget, through long-term planning and fund-raising to automation. The text is clearly written and uses tables to illustrate each accounting procedure or financial principle. Each chapter also has a useful reading list of additional sources. Of particular value are the chapters on analyzing costs and preparing cost-benefit studies (including cost-effectiveness and cost-efficiency); on explaining and illustrating the fundamentals of accounting practice to enable understanding of the account statements for the organization; and on long-term planning and capital budgeting. The chapter on reporting and evaluation is particularly informative, given the necessity for most archivists to monitor the operations of the archives, evaluate its success in achieving its objectives, and report to interested constituencies, such as employees, clients, the parent organization, taxpayers, donors, and granting agencies.

The author, Madeline Daubert, is well qualified to write on financial management, having worked as a librarian and a library director, as well as being a certified public accountant. She has taught library financial management in workshops, seminars, and library schools. The text she has produced is a valuable tool that should not be overlooked by the archival profession.

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"Education for Library and Information Management Careers in Corporate Environments." Linda L. Hill, ed., *Library Trends* 42 (Fall 1993): 225–368.

This volume of *Library Trends* looks at educational preparation for individuals working in corporate libraries. Despite some reference to other corporate information man-

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agers, the primary focus is on special librarians and on how schools of library and information science (LIS) can best prepare and update these individuals for productive, competitive, and innovative careers. Among the useful topics discussed are library and information management careers in business and financial services, the roles of industrial information service managers, the emergent market for information professionals, and professional development and continuing education. The essays also look at the state of special library education in Canada and the educational needs of law and health science librarians.

Although each essay is quite different, some themes tie most of them together. First is the call for emerging librarians to be better managers and to have better quantitative and fiscal skills. It is not made clear whether this foundation should come from LIS classes or from requiring students to take a number of business school courses, but several of the volume's contributors stress both personnel and financial management aspects. Along with this comes a call for LIS programs to recruit more students with business and scientific backgrounds. Considering the pay scale in most libraries, this is easier said than done. Employers are also asking for information workers who have sound analytical and problem-solving skills. These are areas that most LIS courses and curricula truly need to develop and that are quite possible to achieve. The authors observe that, in addition to quantitative and analytical skills, the new information worker also needs good communication skills, and that he or she must be a leader if the corporate information function is to reach its full potential in this era of downsizing. Stemming from the popularity of total quality management, library and information workers need a strong service orientation and the ability to diagnose, meet, and evaluate user needs. Perhaps most important, the special librarian needs to understand corporate culture.

One of the most alarming aspects of these essays for LIS programs is that many of the authors, either corporate librarians themselves or academics collecting employment data, note that LIS education is not widely seen to be adequate preparation for special librarians and other corporate information workers. Some of the authors go on to say that they would not necessarily hire Master of Library Science (MLS) graduates to work in their departments and that subject expertise and business savvy are as important as traditional information management skills. Part of this decision is clearly based on a stereotype of what library schools are and what has gone on in them in the past. Unfortunately, however, many of these images, shared by MLS graduates and corporate executives, are all too true, especially in the smaller programs. One conclusion that can be drawn from these essays is that in this day of expanding and essential information science curriculums, small LIS programs with faculties of six or seven people cannot be all things to all students, and they will have difficulty preparing top-notch information managers.

Along with addressing the size of many LIS faculties, these essays should also stress the inadequacy of one-year MLS programs. Several of the articles include education guidelines from various professional organizations, such as the American Library Association, the Special Library Association, and the American Association of Law Libraries. In general, these guidelines include skills, attitudes, and knowledge long taught in traditional library schools, with a good deal of new material, much of which may be domain-specific. One or two of the authors cite the need for interdisciplinary master's programs that combine LIS degrees with business, journalism, and communications, but there is very little discussion about the need for a longer LIS component itself. One of the primary reasons both students and employers find LIS education lacking today is that most programs are simply too

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short. Even when schools include new technology courses in their curricula, most students take only ten courses (thirty credits) to twelve courses (thirty-six credits), many of which will be introductory in scope. Most students will not have a field experience or practicum and will not do any original research in the form of a master's thesis. Students, many of whom work their way through graduate school, just do not have enough time in one-year programs to gain both a firm theoretical base and practical experience, along with completing introductory and specialized course content. This is true regardless of the career objective; special librarianship is not so special in this case. All of the authors need to be more frank about this serious but fixable shortcoming of most LIS programs. Not only is there a need for more cooperation and collaboration with other departments, there is a basic need for more core LIS classes—especially those involving the new information technologies—than one-year programs can offer.

A majority of the authors in this volume see the traditional library school education as being inadequate for work in today's highly electronic special or corporate libraries, though they neglect to mention that it is probably generally inadequate for work in any library today. Other authors, however, seem content with reciting the merits of existing traditional programs. Such disagreement accurately reflects the present state of library and information science programs, and this should be highlighted in the introduction. Most of the authors who call for dramatic change in LIS course content, delivery, and overall curriculum design do not indicate how this change is to be achieved without significantly greater funding and faculty expansion.

There is recognition that new knowledge and skills must be taught but only oblique reference to the fact that much of the traditional LIS content must also remain. The one solution the essays offer is to have LIS programs be absorbed into larger departments of business or communication. They do not, however, consider the ramifications of such a move for other types of library and information positions, let alone for the profession at large.

For archivists and archival educators, these essays are more important for what they do not say than for what they include. Despite the fact that much of the work discussed in the volume involves managing internal corporate records and other archival work, archivists and archival education are not mentioned. Blaise Cronin, Michael Stiffler, and Dorothy Day in "The Emergent Market for Information Professionals: Educational Opportunities and Implications" explain that increasingly the "library itself is simply the archive for the larger information operation, and the librarian's job is viewed as being in that archival space" (p. 269). They do not, however, go on to discuss the central role of archival management to the situation or how archival education courses could prepare such personnel. Moreover, the implication is that the "archival space" is a negative one in which the librarian "does not view his/her role as providing information in the larger context." One theme throughout this volume is that of the poor image librarians have in the corporate world. What is not stated but is nevertheless abundantly clear is that archivists apparently have no image in the corporate or special library environments. Only Judy MacFarlane and Miriam Tees in their discussion "Special Library Education and Continuing Education in Canada" mention archival courses (in a table of course content in Canadian schools). For all the turmoil they have caused in the archival community, the Society of American Archivist's MAS guidelines are never mentioned.

These essays are a call to LIS educators to expand, extend, and update their programs so that their graduates can be competitive in the corporate marketplace. For

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archivists and archival educators, the essays should signal the end of internal bickering: archivists need to get on with archival work in the expanding electronic environments of large corporations.

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Archival Strategies and Techniques. Michael R. Hill. Qualitative Research Methods Series No. 31. Newbury Park, Calif.: Sage Publications, 1993. viii, 88 pp. ISBN 080 3948255

Despite its title, this book is not intended for archivists—at least, not ostensibly so. This thirty-first volume of Sage's Qualitative Research Methods Series (other volumes deal extensively with ethnography and fieldwork techniques) is directed toward sociology students and social scientists uninitiated in historical research. According to the series editors, "*Archival Strategies and Techniques* is a call to improve and increase the use of historical records in social research" (p. v). So why should archivists read it? Because it gives us insight into a user's perspective, and not just our regular historical or genealogical user, but one in a completely different discipline. What author Michael Hill has to say about archivists, archives, and records makes for interesting reading.

Hill is a sociologist at the University of Nebraska-Lincoln, and he attempts to explain to the novitiate how to do research in archives—how to plan a search strategy, negotiate an orientation interview, deal with finding aids and life in the reading room, organize and make sense of data collected, and deal with citations and copyright issues. But he doesn't stop there: he also aims to understand "the social context of archives and make theoretical sense of archival activities" (p. 5) using an approach he calls "frame analysis." Such a perspective derives its insights from drama, with its posturings, performances, and playacting, its fabrications and hidden backstage activities. There is a lot more to archives, Hill implies, than meets the eye.

Using this framework, Hill casts archivists in the lead role and begins to look behind the scenes; what he shows us is not always pleasing. He stresses our control, rather than our knowledge: "Archival curators wield considerable power over the materials in their charge" (p. 20). He implies that we are less than professional by stating that "archivists sometimes control their patrons by untruthfully reporting that requested materials cannot be found" (p. 25). On what evidence is such a statement made? One would expect this to be the exception rather than the rule. Hill's frame analysis would seem to cast researchers as passive audience rather than key players in the drama. For example, he implies that a bad orientation interview will hinder research because the archivist will gain a bad impression of the researcher; there is no suggestion that the researcher's inability to frame a question might hinder the process. He advises, "You must learn to 'keep your cool' if you want the continued help of the archivist and the staff, however incompetent and slow that help might be" (p. 51)! It does not take a drama critic to know that in any performance, the quality of the lead role depends on its supporting actors. So much for the players. On to the set.

"In some cases, archives are little more than depositories for official organizational records that bureaucrats use in the course of an organization's day-to-day business" (p. 18). Hill's sense of wonder shows us that we still have not done enough to educate the public about how and why archives exist. Once through the front door, he demonstrates a good grasp of *how* archives are organized but not always *why* that organization exists. For example, he instructs his students to prepare for their impending research trip by developing

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name lists, stating that "proper names of people and organizations are guiding elements in the social construction of most archival collections. This situation derives from the historian's traditional interest in specific individuals and their accomplishments" (p. 27). Archivists would agree that archives are arranged by proper name—whether personal or corporate—but of course this developed from the archival principle of provenance, which in turn has driven how researchers conduct their archival research. One should therefore design a search strategy based on names not necessarily as subjects, as Hill would have it, but rather as records creators.

As for the props, Hill is a little more perspicacious on what he has to say about records themselves. He understands the duplicitous nature of records, in that they contain various channels of communication that may lie below the surface meaning of the documents. He also grasps the serendipitous nature of archival accumulation, and he expresses this in his theory of archival sedimentation. The method by which records come into an archives is "neither certain nor systematic" (p. 8); rather it is "a series of *sedimentary* phases characterized by a multitude of erosions and reorderings" (p. 9). It is what Hill calls the "tertiary sedimentation phase" that occurs in archives, during which the records are accepted or rejected and may be rearranged to suit the purposes of the archivist.

As an archivist, I want to criticize Hill's use of sociological jargon, but his intended audience consists of sociologists, not archivists. Where he might more legitimately be faulted is in overemphasizing the value of archival research for sociobiography at the expense of social trends. Sociobiography is his personal bias, and one wonders just how many sociologists' papers have been deposited in archival repositories, as compared to the wealth of sociological data that could be gleaned from studying the records of government or corporate bodies.

Hill's use of the "frame analysis" perspective might have been more effective if he stressed the crucial part played by researchers like himself. Nevertheless, his book is worth an archivist's read if only to let us see ourselves through someone else's lenses—a view much different from the traditional archival/historical one we are used to. Ultimately, this book is less about how to do research in an archival repository than about understanding the sociological context and culture of archives.

CAROLYN HEALD
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Organizing Archival Records: A Practical Method of Arrangement and Description for Small Archives. David W. Carmichael. Harrisburg, Pa.: Pennsylvania Historical and Museum Commission, 1993. $9.95.

Heritage Preservation: A Resource Book for Congregations. David A. Haury, ed. Newton, Kans.: General Conference Mennonite Church/Faith and Life Press, 1993 36 pp. $5.00.

A Divine Legacy: Record Keeping for Religious Congregations/Orders. Denis Sennett, S.A., comp. Garrison, N.Y.: Franciscan Friars of the Atonement, 1993.

There are two ways to approach a book review. The first concentrates on the book (or in this case, books) at hand and provides a commentary on quality, coverage, and shortcomings. In the second approach, the reviewer takes some aspect of the work, such as the subject, and gives a short essay featuring the author's views. Often this second approach simply scans the work under review. In this review, I plan to use both of these methods.

As a professional archivist for fifteen years and as an educator of archivists, I have a personal interest in the books under review. They also have a wider importance

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to the archival profession because of what they are, what they are trying to do, and the audience they intend to attract. Their contents are incidental to the larger issues of who is or should be considered an archivist, how amateur (a term I borrow from Haury) archivists should receive their archival education, and how much effort professional archivists should expend on this endeavor.

In *Heritage Preservation*, David Haury asserts that "[w]hile thousands of archivists are professionals and care for the records of large organizations, perhaps more archivists are amateurs and assume responsibility for the records of smaller organizations" (p. 1). All three of these books are aimed at this audience of "amateurs." While all the authors hope that their books will engender further study and lead these archival practitioners out of amateur status, one gets the impression that they really have little expectation that this transformation will happen.

These books and their significance concern me for four reasons. First, although there is no hard evidence on the number of archivists in the United States, I suspect that Haury is right about the large number of amateur archivists. I also know that some portion of the professional archival population is ready to "cut the rope" to this group of people and focus funds on continuing education for professional archivists and other issues. I am not ready to take this step. However, I think the profession needs to take a good look at our efforts to professionalize amateur archivists and amateur operations. My fear is that if professionals do cut the rope, we will all lose by consigning large portions of human experience to dust.

My second concern is the lack of coordination in addressing the concerns of amateurs. Uncoordinated efforts weaken any attempt to raise the level of archival sophistication among the amateurs. This, in turn, affects the energy and resources available to coordinate continuing education for professional archivists. With the possible exception of Sennett's work, all three of these books address audiences largely outside the Society of American Archivists (SAA). None of the books appears on the current SAA booklist, all three were probably published in limited editions, and, in one way or another, all three are in-house publications. Unless wide demand is stimulated by this and other reviews, all three works will likely have local, regional, or subject-based distribution. These works probably will be widely unknown in the profession, remaining part of the "gray literature" of our domain. As a result, others, unaware of these publications, will once again take on similar projects in the years to come.

My third concern is how these manuals fit in with or relate to the Archival Fundamentals Series, published by SAA as a series of introductory archival volumes. Haury and Carmichael direct readers to selected volumes in this series for further reading. After reviewing these works, though, one does wonder if the Fundamentals are perceived to be too highbrow, too advanced, or just too pricey for this audience? The varied formats and approaches represented in these volumes and in the Fundamentals attest to the fact that professional archivists are still searching for the best means of communicating basic information about the science and the art of archives to amateurs and beginning archivists.

Finally, the conditions that prompted these works are disturbing. They are the result of a failure to recognize the archival education needs of a certain audience. They are equally the result of the anxieties keenly felt by people who are responsible for archives and who are in the transitional stages between amateur and professional status. This transition can be painful, as is the effort of straddling these two worlds. Sennett addresses this gulf directly and notes that these feelings and anxieties are

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very real for some archivists in the Society of American Archivists. He concludes, however, that the overriding or underlining factor should be our unity, for "we are all archivists."

As noted above, each of the books under review tries to help amateur archivists manage archival collections. Each, however, tackles the problem from a slightly different perspective. Each also tries to tries to simplify archival operations and practices. Carmichael, Haury, and Sennett all succeed. Each writes for a specific audience: Carmichael for local historical societies or town archivists; Haury for Brethren congregations (parishes); and Sennett for religious congregations (communities) and orders. Each knows his audience very well and manages to straddle the two worlds of the professional and the amateur archivist. This is to be expected since Carmichael, Haury, and Sennett have long acted as gatekeepers to the archival profession for the communities they now address. Although addressed to specific audiences, all three works have sections that are applicable to any amateur archivist in a small archives.

Carmichael is concerned primarily with arrangement and description. As a consequence of many workshops for amateur archivists, Carmichael has developed a step-by-step approach to processing archival collections. His text intertwines with exercises designed to strengthen the reader's notions of provenance, the delineation of series, and the way basic descriptions of manuscript collections and archival materials should be written. Carmichael's prose is very clear and concise, and his is the best written of the three books. The presentation is well thought out and anticipates questions in the reader's mind, although paging back and forth between the actual text and the exercises, which are placed at the end of the book, is a bit annoying.

What is lost, however, by reducing the arrangement and description process to a twelve-step process? In my view, several aspects of archives are lost. First, little attempt is made to cause the reader to think as an archivist would. Nothing indicates that arrangement and description comprise only one aspect of an archival program, nor weighs the importance of arrangement and description activities in relation to the other archival functions. The book presents no discussion of the managerial side of arrangement and description, such as how to determine if the collection at hand is even worthy of treatment. Finally, no information is given on appraisal and how that might occur during the arrangement and description process.

Haury is concerned primarily with collecting historical materials in a parish setting. He spends a lot of time focusing on the role of the archivist but limits this role largely to collecting. There are brief discussions of arrangement and description, preservation, and appraisal (which, interestingly, is not called *appraisal* until the end of the section). However, Haury's tactic seems to be that just gathering historical materials together and designating them "historical" by placing them in an "archives" will enhance the chances that the materials will survive longer.

As a result of this focus, I was surprised that Haury did not mention earlier in the book that congregations have the option of depositing their archives in one of the Brethren's denominational archives around the United States. Although I realize that the chances of this are slight, had Haury raised the issue earlier and frankly taken congregations through the decision process, he might have been effective in convincing a few congregations to deposit their records in the denominational archives and thus preserve a sample of what parish life meant in the twentieth century. This is a topic that neither Carmichael nor Sennett discusses, and it is very bold of Haury to suggest that the best means of preserving one's history might be to relinquish it.

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Sennett also writes for religious archives and archivists. He wants both these archivists and their superiors to realize that their work is important, that the archives are not just old papers but that they do actually "document the spirit." This leads to a very broad agenda and mission for this work; as a result, Sennett's work is the least focused of the three. It is also enormous: nine sections, each with its own pagination, amount to approximately five hundred pages. Although the contents list conveys an idea of the topics covered in each section, one longs for a more traditional table of contents with page numbers, or at least for an index. This lack is particularly unfortunate because some really interesting articles are buried in the volume, and locating them is difficult.

The highlights of this book are a series of articles on different aspects of archives by Sennett, Thomas Frusciano, Ed Oetting, Ellen Kearns (a lawyer, whose article "Privacy Issues for Archivists" is outstanding), Sister Linus Bax, and Irwin Berent. A collection of writings from this group of professionals works well to address the concerns of many archivists in smaller archives. One really would like to see these articles published more in the archival mainstream. By combining these articles in one publication, Sennett demonstrates his belief that archivists from different backgrounds do have something to say to one another. Sennett is very clear that this is meant to be a guide and that he presents only one way of managing a religious community's archives. However, I worry how this will be perceived by amateur archivists who are not aware of other means of arranging collections. Sennett presents a common mode of arrangement for religious communities, which combines provenance with a subject-based approach. He does not discuss, however, how these should relate to one another. A retention schedule appears in an appendix. Here, too, Sennett presents useful information without an introduction discussing proper use of the schedule or caveats concerning how to tailor the schedule for a specific organization, the importance of legal counsel in the use and acceptance of a records schedule by an organization, the changing nature of state and federal records legislation, differing state laws, and extenuating circumstances.

My criticisms are those of a professional archivist. This is perhaps unfair since these works are aimed at a different audience. Although most SAA members might not be their intended readers, I am very pleased that these books came to the *American Archivist* for review. There is too much archival "gray literature" out there. This leads to many local discussions concerning archival education and the professionalization of archivists and archives, discussions that take place outside the national agenda. These works clearly indicate that archives education outside dedicated university programs is a national problem. A collaborative, open, and informed discussion is necessary to address the problems this situation raises. There is certainly no lack of ability, as witnessed by the great deal of talent and commitment addressing the variety of issues surrounding education. What is missing is coordination.

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Standards for Archival Descriptions: A Handbook. Victoria Irons Walch, comp. for the Working Group on Standards for Archival Description, with contributions by Marion Matters. Chicago: Society of American Archivists, 1994. xvi, 320 pp. Index. Reference tables. ISBN 0-931828-96-1. Available from the Society of American Archivists. ♾

The title of this excellent book may be at first misleading. It is not a guide to creating archival descriptions. It is an organized and explanatory list of technical standards that bear upon, or underlie, the work of description. It contains clear explanations of the use of the standards and

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how to access them. This makes it an essential working tool for archivists.

The book is the product of the Working Group on Standards for Archival Description (WGSAD) of the Society of American Archivists (SAA), and, allowance being made for the dedicated work of the named authors, is essentially collaborative. The identification and development of standards is probably the most important—perhaps in the end the only significant—work that a professional association can do. This has not always been obvious, and SAA should be congratulated on the effort it has put into it over the last decade or more, an effort that, in terms of output, has been successful.

The research that went into the production of *Standards for Archival Descriptions* received support from the National Historical Publications and Records Commission (NHPRC) and Harvard College Library, but its successful conclusion was the result of the personal vision of the principal author and a small group of colleagues, many of whom belonged to the strong group of archivists working in academic institutions in the United States. This group is distinctive to North America, and its members' interest in, and access to the technology-based services running in the academic world is the main reason why North American archivists have been able to give such a strong lead to the world in professional practice and the development of standards. In cultures with few or no archivists in academic posts, the absence of innovative or technical guidelines is very obvious. Even in the United States, it has taken nearly fifteen years to produce three important works on standards, and this is one of them.

When WGSAD first published the papers that constituted its findings in 1989 and 1990 in two issues of the *American Archivist* (Vol. 52, No. 4 and Vol. 53, No. 1), many outsiders gazed in fascination at the three-dimensional matrix that appeared toward the beginning. It appears again in this handbook, clarified and showing its value as an explanatory overview of the complex world of technical standards. British archivists contemplate this model in slightly puzzled admiration. Their own attempt to replicate it was not very successful.

The handbook's thirteen chapters include historical and explanatory studies that are clear and informative in themselves. It deals explicitly only with American standards (but gives relevant ISO data); however, the brief discussions of the origin and applications of the various standards and the general discussion found in the handbook are applicable to professional practice everywhere. Like the standards themselves, discussion of these points—such as the relationship between catalog records and finding aids—has until now not been at all easy to find. The book is therefore valuable for its potential as a teaching resource by archival trainers in all countries.

There are detailed entries for 86 standards and brief descriptions of 157 more. The fields covered are automated systems and network specifications, starting with open systems interconnection, the starting point of all public information work. Information exchange formats (data structure standards) include the MARC family. Two chapters cover cataloging rules (data content standards) and finding aids (noncataloging structure and content standards). This section will be the most immediately valuable, especially to those many archivists in the world who are beginning to see the need to develop the practices underlying these standards. Authority control covers a rapidly developing area and has useful data on usable thesauri and authority files. The remaining chapters present the standards dominating specific problems in description: codes for dates, places, languages, character sets, and bibliographic conventions; alphabetization; and editing and publishing guides. The chapter on labeling and filing brings in relevant work by the Association of Records Managers and Admin-

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istrators, the records management association. There are guidelines for statistical reporting, glossaries of archival terms, and a summary of international efforts toward achieving descriptive standards. This includes an up-to-date summary of the work behind the General International Standard for Archival Description. Comparable work in other English-speaking countries is included, but the recent *Australian Common Practice Manual* unfortunately is not.

Each chapter offers a general explanation of the relevant sector, followed by a presentation of the main standards. Each presentation gives the history and present status of the standard, a note of its scope and structure, related standards, suggestions on its archival applications, and information on its publication and availability, with references. Less directly useful standards are given a more summary listing.

The two appendices are very valuable. The first is a full list (with addresses) of organizations that develop, publish, and distribute the standards. The second gives a table showing how various standards, such as national and international standards, relate to one another, and contains applications based on standards. This section gives the book a direct value internationally.

All this sounds rather dry. I dare say some archivists in America, and in Britain, would regard this kind of work with distaste. That they would be wrong to do so is easily proved by a glance at this handbook. It is so well written, so clear and intelligent, so excellently set out, that even the most hostile will be won over. Here is a basic professional tool. It not only serves as an essential reference source, but the narrative sections should be read for what they say about how our descriptive work fits into the general frame of archival work and information work generally.

It is very important that essential reference tools like this, once created, should be maintained and developed over time. No doubt the SAA has considered this. The international community ought now to take up the work of extending its scope.

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SELECTED RECENT PUBLICATIONS

The African-American Mosaic: A Library of Congress Resource Guide for the Study of Black History and Culture. Debra Newman Ham, ed. Washington, D.C.: Library of Congress, 1993. xviii, 300 pp. Index. ISBN 0-8444-0800-x. ♾

Enduring Traditions: The Native Peoples of New England. Laurie Weinstein, ed. Westport, Conn.: Greenwood Publishing Group, 1994. xii, 224 pp. Index. ISBN 0-89789-349-2. ♾

Far From Home: The Wartime Letters of Dick and Tally Simpson, 3rd South Carolina Volunteers. Guy R. Everson and Edward H. Simpson, eds. New York: Oxford University Press, 1994. xxi, 316 pp. Index. ISBN 0-19-508664-3.

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Philadelphia: A Guide to Art-Related Archival Materials. Marina Pacini. Washington, D.C.: Smithsonian Institution, 1994. x, 124 pp. Index. ISBN 1-880193-04-3.

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Un-American Activities: The Trials of William Remington. Gary May. New York: Oxford University Press, 1994. xi, 393 pp. Index. ISBN 0-19-504980-2. ♾

"Worthy Partner": The Papers of Martha Washington. Joseph R. Fields, comp. Contributions in American History No. 155. Westport, Conn.: Greenwood Publishing Group, 1994. xxxviii, 554 pp. Index. ISBN 0-313-28024-x. ♾

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