REVIEWS

Archives and Societal Provenance, Australian Essays

By Michael Piggott. Oxford: Chandos Publishing, 2012. xxiv, 334 pp.
Bibliography, index. Softcover. $100.00. ISBN 978-1-84334-712-5.

It's hard not to love a book that talks about "cultural cringe"[1]—a term that those of us who have had relationships with it will appreciate seeing called out in such a public way. "Cultural cringe" is only one of the many Australian terms that Michael Piggott casually drops into his book *Archives and Societal Provenance, Australian Essays*, adding linguistic flavor to a fascinating, entertaining, and astute compendium of writings. This intriguing collection of essays spans not only the author's own significant experience as an Australian archivist, but also the development of the archival profession in Australia generally. Piggott's overall goal is to give the reader a "sense of the Australian archives and records scene, past and present" (p. 1). He more than delivers on that promise and on the way teaches us not only about Australian history but about American archival connections with the land "down under." For those American archivists interested in our archival forebears who have always wondered what TR was doing when he was not laying down the records law at the National Archives, Piggott's chapter "Schellenberg in Australia" is a "must read."

Michael Piggott may not be well known to American archivists, but he has been a strong voice in the Australian archives profession for a number of decades. Currently a consultant, independent researcher, and adjunct lecturer at Charles Sturt University School of Information Studies in Victoria, New South Wales, Piggott retired in 2008 as archives director from the University of Melbourne. His professional career spans posts at the National Library of Australia, the Australian War Memorial, and the National Archives of Australia. He is a former editor of *Archives and Manuscripts* and has authored and co-edited several seminal works on Australian archives, including *Archives: Recordkeeping in Society* (with Sue McKemmish, Barbara Reed, and Frank Upward). His current book is the bountiful fruit of a lifetime in archives. Forthright, wise, and often very funny, Piggott's professional center may be in Australia, but his archival concerns speak to us all.

The book consists of sixteen chapters divided into four major sections: "History," "Institutions," "Formation," and "Debates." A lengthy introduction provides the book's thoughtful overall purpose and goals. An extensive bibliography and a generous index make it easy to trace footnote sources and to find

topics of interest. A prologue by British archivist Michael Moss adds an international perspective. The essays are a combination of revisions of previous presentations and new writing. The clever use of typefaces makes clear which is which. Revised essays are presented in a different typeface from those written just for this book, making it easy for readers to orient themselves within Piggott's own context. This arrangement also works well intellectually, giving the reader an "in the moment" experience as well as reflective distance on a range of archival issues. A short abstract, several keywords, an apt quotation, and a brief explanatory paragraph preface each essay.

In his introduction, Piggott explains his overall motivation and vision for the book, writing that "the concept which anchors this book is Tom Nesmith's articulation of societal provenance. According to this view, records have a back story and an afterlife; they have breadth and depth. They lead a double social life; they 'reflect' and shape societal processes" (p. 3). Records, in other words, are not static creations, they are dynamic and constantly in play; they have a history and they have a future. Similarly to Nesmith's seminal volume, *Canadian Archival Studies and the Rediscovery of Provenance*,[2] Piggott brings Australian history and society together with Australian recordkeeping in true continuum fashion, demonstrating complex and intertwined relationships in which history and society shape the records, and, in turn, records fashion our understanding of history and society.

The American archives profession has many ties to Australia. Schellenberg's six-month visit in 1954 when he "assisted the Commonwealth and State Governments with advice and training" (p. 35) significantly impacted Australian decisions about the structure of nascent government libraries and archives, and influenced the creation of its National Archives. A number of well-known American archivists have made the long trip since then to impart knowledge but also to learn. Australia is at the creative center of some of the archives profession's most vibrant concerns—the records continuum, personal recordkeeping, Indigenous archiving, electronic records . . . and the list goes on. Piggott is closely concerned with many of these issues.

The first section, "History," begins with a chapter on the major themes in Australian recordkeeping from 1788 to 2010 that, along with an introduction on societal provenance, sets the tone for the entire book. The themes, elaborated on in later essays, focus on the types of records created and the records creators themselves—colonial bureaucracy, an immigrant nation, ordinary Australians. This section also includes "Schellenberg in Australia, Meaning and Precedent," which analyzes not only the impact of Schellenberg's visit but the effect of other foreign archival visitors on the Australian archival profession. Following a thoughtful chapter that assesses the importance of archives to Australian historians, this section ends with a hilarious account of the wayward student

antics of former prime minister Bob Hawke. "The File on H," describes a legendary incident involving student misbehavior in 1957, a story that continues to be part of the Hawke mythos despite its variance from the facts. Piggott then looks at the actual record that tells a different story, reflecting on the "limited power of documentary evidence to undermine a myth" (p. 63).

The section on institutions includes chapters on the genesis of different types of archives, including prime ministerial libraries and the Australian War Memorial. The section on formation discusses the intersections between records and Australian life, including census records and business records, and concludes with a chapter on appraisal that draws from these discussions. The final and longest section, "Debates," takes on some of the major issues in Australian archives today—the records continuum, personal recordkeeping, collecting archives, and Indigenous recordkeeping—taking both the long view, as in the history and origins of the records continuum, and the personal view, as in an in-depth examination of an intensive records creator, the Australian composer Percy Grainger. This section ends with a complex discussion of Indigenous recordkeeping, making a strong and impassioned case for message sticks and other indigenous memory/records manifestations needing to be part of an inclusive Australian archival science.

The final section is an epilogue where Piggott muses on the relationship between records, memory, and death, how death creates records but how records (and people) are eventually erased. It is a fascinating personal and intellectual excursion, both informed and anecdotal, that characterizes the challenges and the attractions of this entire book.

Some may say that the strong Australian flavor of these essays makes them too insular for outsiders to appreciate, but their anecdotal, local nature is a large part of their charm and interest. The Australian archives experience over the past several decades has profoundly influenced archival development in the rest of the English-speaking world. Piggott's book takes a look from the inside out. This is a very personal book, the result of a lifetime of thinking about and doing archives. But it is also a very professional book. In an informal, easy to read mode that is well researched, well informed, and insightful, Piggott challenges us to understand records through the lens of societal provenance and to see records as potent forces within society, both defining it and defined by it.

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NOTES

1 According to *Wikipedia*, "cultural cringe" is a term of Australian origin referring to an "internalized inferiority complex which causes people in a country to dismiss their own culture as inferior

to the cultures of other countries," *Wikipedia*, s.v. "cultural cringe," http://en.wikipedia.org/wiki/Cultural_cringe.

² Tom Nesmith, ed*., Canadian Archival Studies and the Rediscovery of Provenance* (Metuchen, N.J.: Society of American Archivists and Scarecrow Press, 1993).

Records Management and Knowledge Mobilisation: A Handbook for Regulation, Innovation and Transformation

By Stephen Harries. Oxford: Chandos Publishing, 2012.
284 pp. Softcover. $90.00. ISBN 978-1-84334-653-1.

Over the past ten to fifteen years, the archives and records management professions have undergone a great deal of soul searching in light of the emergence of digital records. This has led to critiques of our identity and mission, our role in society and what we contribute, our traditional practices, and the nature of the objects we traditionally manage—records. This examination has resulted, I strongly believe, in a healthy though sometimes acrimonious dialogue about who we are as a profession and where we should be going. In his book *Records Management and Knowledge Mobilization*, Stephen Harries contributes to this dialogue, and in the process offers what I believe to be a valuable perspective on the challenges facing records managers and archivists.

The book is divided into two major sections. Part 1 is entitled "Principles" and is the more conceptual section of the book where the author establishes definitions; examines the transformation of government in the economic, policy, and delivery environments; defines the conceptual relationships between knowledge, information, and records; examines the potential impact of knowledge and records on organizations; and describes the institutional framework surrounding regulation, innovation, and change. For me, this first section contains many of the most important messages and lessons for archivists and records managers. Part 2 is labeled "Practice" and outlines how to design and implement an integrated approach, which Harries calls an interactive Knowledge and Records Strategy (iKRS).

It should be noted that Stephen Harries has the training and experience to write a book that seeks to create an integrated management strategy involving records, information, and knowledge. He has worked as an archivist at the U.K. National Archives where he was responsible for developing electronic records management policies and strategies. In addition to his archival experience, Harries has worked as a senior program manager and information manager, and presently is a consultant and researcher in the use of knowledge, information,

and records in the public sector, with particular interests in governance and public policy management.

This is a challenging book for an archivist or records manager to review because its scope is so vast. In addition to insights into the development of records management, Harries examines changes in institutional structure and management strategies, in knowledge and information management, and in public policy management. I must admit to being unqualified to assess or even explain some sections of the book, especially the chapters in the second half that deal with implementing the iKRS. Consequently, my goal will be to focus on what I am qualified to review—the challenges and changes identified by Harries that impact records managers and archivists, and the strategic actions he recommends for the professions.

One of the challenges he identifies is in the economic environment, where shrinking budgets have resulted in fierce competition for resources. In this environment, he correctly argues, it is imperative that records managers and archivists make effective arguments or business cases for resources and demonstrate a value to their institutions. The problem, as the author sees it, is that the economic case for records management is often reduced to intangible benefits in the areas of compliance and performance, and this poor economic environment is a "tough one in which to justify rather intangible and unquantified broader operational benefits" (p. 29). The challenge, according to Harries, is to strengthen and enhance the value of the records management function, and he suggests the best strategy for achieving this is for records managers to develop stronger ties to knowledge management and ideally to knowledge mobilization. According to the author, knowledge mobilization is a concept that finds "ways to mitigate the tensions between working knowledge and knowledge in action, and to help improve the quality of the fit between knowing and doing" (p. 64). Ultimately, Harries's goal is to develop an integrated approach to knowledge, records, and information governance—his interactive Knowledge and Records Strategy (iKRS)—that "aims to build two sorts of bridges: the first between knowledge and records, and to make use of this for the second, between policy and delivery " (p. 197).

Another challenge Harries identifies is a related issue I would suggest creates a revised identity or mission for the records management and archives professions in light of new realities. He characterizes the records management profession (and though he does not state this, this characterization could also apply to the archives and library professions) as experiencing a "restless search for identity" (p. 14) and, in even stronger terms, claims the profession is "undergoing something of an existential crisis at present" (p. 13). Harries briefly traces the recent history of the records management profession in the following terms: "RM practioners have generally found it difficult to achieve a high profile for the

discipline within the organization. In the past, it has been most closely associated with the archival function, and has been perceived as an end of process add-on—a burden that has to be done (but as little as possible), rather than a value added activity. Records managers have responded to this difficulty by associating themselves with the information management strand in organizations, seeking alliances with IT professionals, and in some cases by adding the term knowledge to their portfolio" (p. 13). Another way of stating this transformation is that records managers are increasingly moving away from defining their profession in terms of records and memory and more often are characterizing themselves in terms of information, technology, and intellectual capital. Harries argues that this is a positive transformation, but stresses that records managers need to take it one step further. A more promising strategy, in Harries's opinion, is for records managers to align with knowledge managers and to integrate "the specific qualities of records management with the problems of knowledge mobilization—putting knowledge into purposeful action, rather than trying to manage it" (p. 261).

Harries's third challenge is related to the transformation of government and institutions, and really goes to the heart of why he believes a focus on knowledge and knowledge mobilization is necessary. One of the basic changes he identifies is a structural transformation whereby institutions "are moving from hierarchies to networks, from clear structures to shifting alliances, from the directive to the collaborative" (p. 146). Archivists and records managers have recognized these changes, and within the archival profession this has resulted in recommendations for changes in methodology and practice, most notably in placing a greater emphasis on appraising and describing records in the context of business processes and functions (though it must be recognized that, in the United States anyway, functional classification schemes and methodologies have not been widely applied). The other basic institutional transformation Harries identifies is the growing emphasis on public policy outcomes and impacts, on innovation and change, and on effective and efficient performance. Harries argues that adding value in these areas attracts attention and resources, and he asserts that records managers and archivists typically have not been recognized as valuable partners in these arenas. The problem, according to Harries, is that records management traditionally has been and continues to focus on compliance and on regulating and controlling information governance. This, the author states, creates a disconnect, a tension between regulation and innovation that is inherent within records management. How can we resolve these competing demands? The answer, according to the author, is for records managers "to engage with, and support, the innovation process without unduly restraining it, but at the same time to guide compliance with formal structures and governance" (p. 11).

Many of the changes and challenges Harries identifies have been discussed before, but he offers some new insights into the nature of the issues and their solutions. I cannot judge whether Harries's iKRS is workable or even desirable; I can say, however, that it offers a different and thought-provoking perspective, and it is worthy of being considered along with the rest of the proposed strategies that have been put forward. It should also be noted that the bulk of his comments and suggestions apply most directly to the records management profession. Nonetheless, Harries makes significant contributions to ongoing dialogues within the archival profession, among them the search for identity and a revised mission based on current realities; the creation of strategies for adding value to critical institutional outcomes or the quest to "obtain a place at the table," to make a difference, and to become a recognized partner in the management of electronic records and information; the transition to an activist role in managing electronic records, particularly at the front end of the planning process or, as Harries says, "taking records and knowledge out to the front line" (p. 257); and the quest to define memory in a more comprehensive way by reminding us that organizational behavior and decision making are determined by more than just formal records or evidence.

I have one cautionary note regarding the quest to modify our identity and mission. In this reexamination of priorities, we must be very careful not to abandon or significantly dilute our core mission, which for me is managing records, memory, and evidence over the continuum. Harries, to his credit, recognizes this when he cautions that when integrating traditional with new strategies, "the challenge is to design initiatives in which the complementary aspects mutually reinforce each other, without imposing one view on the other" (p. 75).

This is an important book that should be read by all professionals involved in managing records, information, and knowledge. With this review, I recommend Harries's book to all my colleagues in the archival and records management communities. It will make you think about what you do and why you do it, and question whether you can do it better. If improvement is needed (as it so often is), it offers a strategy that might well enhance the value of our contributions to society.

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Libraries and Archives: A Comparative Study

By Tomas Lidman. Oxford: Chandos Publishing, 2012.
123 pp. Softcover. $70.00. ISBN 978-1-84334-642-5.

The relationship between libraries, archives, and museums has been an ongoing topic of discussion among cultural heritage professionals as well as politicians and bureaucrats who seek to save limited public resources by consolidating disparate government units that serve a common purpose. Cultural heritage educators, for example, discuss and at times argue that the education of archivists, librarians, and museum workers should converge into broader common programs because their missions and purposes have more in common than not. There has never been, it should be noted, any kind of professional agreement on this issue. In the United States, the link between libraries and archives in particular has grown close; in part, because most archivists are trained in library schools, albeit with highly specialized archival concentrations that tend to emphasize the differences between libraries and archives. The commonalities and differences between libraries and archives is the subject of Tomas Lidman's concise new essay, *Libraries and Archives: A Comparative Study*, published as a part of Chandos Publishing's new Information Professional Series.

Lidman's professional experience as a librarian, archivist, and government official in Sweden motivated and informs *Libraries and Archives*. Lidman began working as a library assistant in the National Library of Sweden in 1970. After completing his PhD, Lidman worked in the Swedish national government and university system, holding positions as the undersecretary at the Ministry of Education (with responsibilities on library issues) and as minister for education as librarian for Stockholm University Library. In 1995, he was appointed director of the National Library in Sweden, and eight years later, the national archivist of Sweden, a position he held until 2010. In his last few years as national archivist of Sweden, an attempt was made to merge Sweden's National Archives and its National Library. Lidman argued against the merger, maintaining that the purposes and processes of the two institutions diverged more than they coalesced. According to Lidman, there was room for collaborative projects, but the institutions would be more efficient if they remained independent. Government officials sought the merger, despite the fact that they knew little about the differences between libraries and archives. Lidman's fears of uninformed government meddling in national cultural institutions motivated him to undertake this book.

Lidman's professional experience in Sweden's national cultural institutions informed the book's rather limited scope, despite its far-reaching title. Lidman readily admits that the book's focus is somewhat narrow, comparing

and contrasting national archival repositories and national library systems. Lidman occasionally notes the differences between libraries in rather broad categories, such as the roles of academic (or research) libraries, public libraries, and national libraries. Archival institutions receive no such distinctions. The book makes no attempt to acknowledge the wide variety of archival repositories or special collections units. Lidman attempts to provide a broad geographic consideration of the topic, which includes some discussion of the National Archives and Records Administration (NARA). However, the majority of the book's examples and content focus on Sweden and its Nordic neighbors, like Denmark and Finland.

The book's brevity makes the narrow scope somewhat necessary. One would think that a book with the vast title of *Libraries and Archives: A Comparative Study*, would be a lengthy tome. This subject could occupy multiple books. Lidman's book is quite the opposite: at 114 pages of text it is one of the slimmer books on the market. It is written in a breezy manner that makes it read like a guest lecture for an introductory library science or archives class, or a public presentation that has been lengthened into a short book.

Lidman uses a historical approach that covers a wide breadth of time. Four chronologically arranged chapters are sandwiched between a brief introduction and conclusion. The chapters explore archives and libraries in ancient times; from the early modern times to 1900; libraries in the twentieth century; and archives in the twentieth century. The book concludes with a chapter that considers the future of archives and libraries, in which Lidman argues that digital challenges provide the most likely area for cooperative projects between national archives and national libraries.

Lidman explores some topics in an interesting and thorough manner. For example, the most persistent theme in the book addresses the legal context of national libraries and national archives. The legal concept of national libraries as legal deposit libraries is important to Lidman's definition of modern national libraries, as is the mechanism for requiring book deposits. Legislation related to national libraries and national archives is a topic that Lidman returns to throughout the book. His interest in the legal framework of national libraries and archives stems largely from his experiences as the national archivist in Sweden and the efforts of legislators who possessed little working knowledge of how archives and libraries function to meddle in their affairs. According to Lidman, "national libraries are more subject to the whims and desires of politicians than other research libraries. . . . there is not always agreement in all camps as to how one should proceed" (p. 67).

Lidman's discussions of archival topics are basic. Someone with no prior knowledge of archives and libraries can learn a good deal from Lidman's accessible prose. But archivists and archival students will find the discussions of

archival concepts far too rudimentary to be useful. Anyone who has taken an introduction to archival administration class will be familiar with the content as being only introductory. For example, Lidman's discussions of provenance and appraisal present these central concepts in a limited and simplistic manner. They are easy-to-understand introductions to these somewhat esoteric professional archival ideas that are suitable for a nonarchival audience. This was, of course, Lidman's primary audience and motivation; that is, to provide government bureaucrats and elected officials making decisions that affect national archives and national libraries with a brief book that explains their differences. In this respect, Lidman's book is successful. But he also targets students in library science schools as a secondary audience, an unlikely market for this book.

The book is based on a combination of Lidman's personal experience and research. The book occasionally veers into autobiography. Moreover, his personal experiences inform the book's content and interpretation. In this regard, it has a refreshingly practical tone. In addition to his personal experiences, Lidman relies on a small number of classic archival texts, a limited range of primary sources, and secondary sources. Archival students will be familiar with his references to classic archival theorists like Jenkinson, Schellenberg, and Muller, Fruin, and Feith. The only primary sources that Lidman consults are studies and other publications produced by institutions like the International Council of Archivists; the United National Educational, Scientific, and Cultural Organization; and the International Federation of Library Associations. Readers of this journal will find it odd that, when discussing NARA, Lidman relies almost exclusively on James Bradsher and Michelle Pacifico's chapter ("History of Archives Administration") in *Managing Archives and Archival Institutions*. The Bradsher and Pacifico chapter is informative, but it is dated, having been published twenty-five years ago.

Libraries and Archives seeks primarily to provide a brief introduction to the differences and similarities between national archives and national libraries to educate government decision makers. Lidman has written a largely jargon free book that can be read and understood by those who are not educated as librarians or archivists. Working librarians and archivists, and students training to be archivists and librarians, however, will find the discussions of limited use. Perhaps the title of the book should acknowledge the narrow focus of its content and its primary focus on national libraries and national archives.

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The E-copyright Handbook

By Paul Pedley. London: Facet Publishing, 2012. 224 pp.
Bibliography, index. Softcover. $99.95. ISBN 978-1-85604-827-9.

Copyright law was developed to deal with the products of the printing press. Although the law has expanded to accommodate photographs, sound recordings, moving image materials, and computer software, rapidly changing information and communication technologies have completely altered the copyright landscape. The application of copyright in the digital environment is challenging. Information practitioners are hungry for advice and guidance on copyright in this evolving area, and *The E-copyright Handbook* seems like a promising addition to the field.

The author, Paul Pedley, has written or edited several books on copyright, including *Managing Digital Rights* (2005), *Digital Copyright* (2nd edition, 2007), and *Copyright Compliance: Practical Steps to Stay within the Law* (2008). More recently he wrote *Essential Law for Information Professionals* (3rd edition, 2012). Although *Handbook* includes a disclaimer that he is not a lawyer (p. v), his considerable expertise in information law has been developed during his career as a librarian in government and the private sector in the United Kingdom. He is a visiting lecturer at City University in London, where he teaches information law and policy. He has been a member of the United Kingdom's Libraries and Archives Copyright Alliance since 1998. He regularly runs training courses on copyright and other legal issues.

Given Pedley's experience and qualifications, it is not surprising that the book focuses on British copyright law. I nonetheless approached it with great anticipation. Although copyright is a national regime, the Internet is a world without borders, and copyright issues in one country are increasingly relevant to other countries. My hope was that the book would identify the range of e-copyright issues facing librarians and archivists everywhere and provide a useful framework for addressing them.

The book opens with the statement, "This book explores the copyright issues that arise in an era of information sharing and collaborative working" (p. 1), and I expected that the introductory chapter would set out the goals of the book and identify its target audience. Instead, it consisted of a list of treaties, E.U. directives, and statutes governing copyright in the United Kingdom; the *proposed* international treaty on copyright exceptions for libraries and archives; and a brief discussion of the ways in which digital content is treated differently. The only hint as to the book's purpose is that it is intended to complement the author's other writings on copyright (p. 1). It is not at all clear what the author was trying to accomplish, or who the intended audience is.

Thinking that perhaps this is a book to be dipped into, rather than read from beginning to end, I looked at the table of contents to see where I might go next. The book is organized into the following chapters: "Content Types," "Activities," "Copyright Exceptions," "Licences," "The Digital Economy Act," "Enforcement," and "The Hargreaves Review." A glance at this list quickly confirms the volume's limited value to North American archivists and librarians. The Digital Economy Act, passed in 2010, includes provisions relating to copyright infringement on websites and the responsibilities of Internet service providers. The Hargreaves Review, submitted in 2011, presents proposals for changes to Britain's intellectual property framework to "promote entrepreneurialism, economic growth and social and commercial innovation" (p. 165).

The "Content Types" chapter includes sections on twenty-seven types of electronic content, including broadcasts, Second Life, social media sites, and wikis. The "Activities" chapter addresses such things as deep linking, scraping, mass digitization, and preservation and digital curation. Both chapters include a wide range of content and activities, some very narrow (e.g., Second Life); others very broad (e.g., emails or mass digitization). Broad topics are treated superficially: emails are covered in a paragraph; the discussion of mass digitization refers only to three large-scale digitization projects in the United Kingdom; and preservation and digital curation is covered in a page. The "Copyright Exceptions" chapter discusses the existing exceptions in the U.K. statute to the exclusive rights of the copyright owner, including fair dealing and copying for preservation purposes, as well as various recommendations of the Hargreaves Review and other reports. Also included in this chapter is a discussion of orphan works (an issue that goes beyond e-copyright issues), although no provision as yet exists in U.K. law to address this problem. The European Union has, however, adopted a Directive on Orphan Works (still in draft when *Handbook* was written (pp. 108, 174), and member countries have two years to amend their legislation to comply with the directive.

This book is already is out of date. Not only is the Orphan Works Directive now in force; Google has settled with U.S. publishers, and the U.S. District Court in New York ruled in favor of the HathiTrust Digital Library's fair use claim. Furthermore, URLs are likely to change or disappear, and case law continues to develop. Such changes are inevitable, but it may be that a print format is not suitable for this topic. On the other hand, the author devotes considerable space to a discussion of what *might* happen as U.K. law continues to evolve. While the U.K. government has broadly accepted the recommendations of the Hargreaves Review, actual implementation has yet to take place, and one wonders about the value of the chapter that summarizes what the government may do to address these issues.

Oddly, despite the focus on U.K. law, the book includes summaries of cases from Europe, the United States, and Canada. While the European cases may be relevant to British practice because E.U. countries have harmonized their copyright laws, the laws in North America differ from U.K. law, and therefore the cases from those jurisdictions cannot be considered authoritative. That the author never clarifies this is a troubling and potentially misleading omission.

The volume includes helpful supporting matter such as a list of abbreviations, a glossary, and a detailed table of contents as well as an index. The layout of the content includes visual symbols indicating "tips" (short pieces of advice), sample wordings, summaries of legal cases, and "useful resources," such as documents, reports, websites, or publications of particular relevance to the topic being discussed. Also included are checklists of points to consider when, for example, applying a Creative Commons license to a work (pp. 118–19). The bibliography includes an extensive list of printed sources, but its list of online sources is woefully inadequate, consisting of one website, five blogs, and one Twitter feed (p. 189).

Pedley is to be admired for tackling copyright issues in the digital environment, given their broad scope, unrelenting technological change, and ongoing efforts by policy makers and legislators to address the problems. He is familiar with an impressive range of current copyright literature and case law, but his array of knowledge is not presented in a coherent fashion. The presentation is choppy, and the organization of the content puzzling. British archivists may find it useful, although the book would be much more valuable if it focused on what is, rather than what might be. For those in other jurisdictions, the book is a useful reminder that other countries' copyright laws are different (and we can be grateful that we do not have to work within a supranational jurisdiction like the European Union).

Information practitioners long for guidance on copyright in the digital environment, but this book is a disappointment. Given the dynamic nature of the topic, future editions seem likely. However, before a new edition is considered, the focus and purpose of this volume must be clearly established.

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The Lone Arranger: Succeeding in a Small Repository

By Christina Zamon. Chicago: Society of American Archivists, 2012.
157 pp. Softcover. $49.95 members, $69.95 nonmembers. ISBN 1-931666-41-5.

Please initiate the *William Tell Overture* in your mental sound system. Calls for a book specifically for lone arrangers have been around longer than the span of my archival career" (p. iii). With this first sentence of the Acknowledgments section, Christina Zamon prefaces her explanation that the challenges of writing such a book in terms of the variety of arrangers, with varying job titles, experience, and preparation, combined with the daunting task of providing anything more than a fleeting overview of all the aspects of this diverse crowd's job, may have prevented its production until now. When I first read the title on the SAA website, I wondered whether the book would curtail its scope somehow just for that reason. Zamon however, believing that the long and growing demand for this type of resource overrode the obstacles, produced a comprehensive handbook very useful to lone arrangers of all types, as well as to archivists who would like to introduce student staff, interns, and volunteers to the profession. Non-archive-savvy supervisors may also find the treatment of space, policy, and technology requirements persuasive. This book will benefit a broad audience.

This relatively short book surprisingly engages the entire wealth of basic archives functions. In twenty-one pages, including a one-page case study, it covers collection management—acquisition, appraisal, processing, and interinstitutional collaboration. That sounds considerably less miraculous than addressing "Information Technology Issues for Lone Arrangers" in a mere thirteen pages. That chapter includes "Archival Collections Management Systems," "Encoded Archival Description," "Digital Assets Management Systems," "Institutional Repositories and Digitizing," along with all the necessary supporting topics.

This is not achieved by using a tiny typeface.

The author creates in this work a compact text that delivers a pithy, practical lay-of-the-land and points the reader to a select set of relevant resources for further study, help, and opportunity. The book serves more as experienced concierge than mentor, professor, or workshop leader.

Lone Arranger succeeds in helping archivists navigate the universe of our profession using several devices well: an engaging and personal tone, accessible language and features, simultaneous coverage and depth of conversation, and ample resources for further pursuits. The inviting tone struck me first, as I flipped through the table of contents to find not the standard, "The Mission Statement" and "Processing Collections" but rather questions titling every chapter: "What Is This Stuff?," "What Am I Doing Here?," and "How Am I Going

to Pay for This?" This language recalls the helpless feeling of a first-time lone arranger. I felt that way as a neophyte archivist, tossed into a new archives, and I still ask myself those same questions daily. I related to them the moment I read them.

The layout of the pages invited me to read—something I don't usually notice when I pick up professional literature. Relevant pictures of people in realistic, imperfect settings, enough white space, and headings that lead easily through the text make the book readable. It does not feel like I'm going to have to dedicate much uninterrupted time before I can logically take a break. The book feels like it was written by a multitasker for multitaskers—what lone arrangers certainly must be.

Twelve case studies of one to three pages, each written by a different archivist, add to the personal nature of the book. Most of them are insightful and provide a window into one type of archives and one solution to a particular problem. "Creating a Records Management Program at Illinois Wesleyan University" by Meg Miner (pp. 74–75) struck me as an honest walk-though of her process, from no program at all to a solid foundation. "Chorally Invited! A Case Study in Outreach" by Christina Prucha (pp. 112–13) offers a creative, real-world application of the chapter's principles. Several case studies are so general, however, that the opportunity to address a specific issue and its progress is lost.

Complementing the engaging quality of the book is its accessibility. Zamon provides definitions of key terms (*metadata*, *EAD*) in sidebars—a nod to the accidental archivist. She offers principles that most archivists would agree on, for instance, the need for and usefulness of a collection policy. Besides listing the required components: "A statement of purpose, clientele served by the collection, priorities of the collection, items or subject material not collected, a statement regarding deaccession practices or policies" (p. 16), and so on, the author provides an example of a collection policy. She also includes examples of deeds of gift, reading room policies, and records management policies from a variety of repositories. After the admonishment to truly follow the collections policy, she adds the wise advice, "Not all previous collections that don't fit under your new collections policy should be deaccessioned" (p. 19) and elaborates a bit. This further adds to accessibility in that it cautions newer archivists away from radically purging in light of a collections policy. The basic nature of the advice does not lack finesse.

Don't be fooled into believing that the personal and engaging character or the accessible vocabulary somehow make the book less useful to the seasoned professional. Zamon treats topics comprehensively. In the five pages dedicated to planning a new facility, she starts with the obvious, "How much space do you need, now and in the future?," and goes on to address space-need calculation, the space requirements of distinct functions, the need for a truly level floor,

weight constraints, and the conservation needs of a variety of materials (pp. 85–88). The section on disaster planning even asks the reader to assess the possible presence of unexploded ordnance and the likelihood of terrorist attacks in the area (p. 89).

The author achieves compactness by using very direct language. The entire book has a tell-it-like-it-is quality. "Volunteers can be a mixed blessing. Some may be quick learners. . . , while others may not be as well suited to archival work. Interview volunteers. . . . Have them start with smaller test projects" (p. 59). It urges common sense deliberation: "Will [a partnership with another institution] create more or less work?" (p. 36).

While *Lone Arranger* covers a great deal of archival ground, it points beyond its horizons to many valuable sources. It accomplishes this in several ways. The most basic strategy is simply the mention of unknown possibilities, tools, and software. If a reader—perhaps a church historian who simply walked into a volunteer archives job—has never heard of a water-detection device for a storage space, the mention of one and a simple Internet search takes her from no knowledge to about as much as one would ever need to know.

The author identifies key resources directly during the discussion of an issue. For instance, in her section on digitizing collections, Zamon writes: "If you are not sure of an item's copyright status, consult *Copyright and Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives, and Museums* by Peter B. Hirtle, Emily Hudson, and Andrew T. Kenyon." The chapter endnote adds an online source for this information.

The appendices contain the most information for the hungry-for-more reader. The first contains twelve to fifteen selected readings per chapter, primarily citing books and journal articles—heavy on SAA materials—that correspond to the topic at hand. I felt like I knew the items well as they parallel the reading content of introductory archives courses and the newer publications in the collective archival public eye.

The second appendix, titled "Resources Guide," provides contact information for national and many local organizations in the United States, URLs for discussion forums, manuals and resources specifically for lone arrangers, and many topical archival resources, such as fund-raising guidelines, grant sources, and relevant software. The "Resources Guide" is quite detailed. Sometimes the thoroughness goes too far. Rather than type a multiline URL into the address box of my browser, I am likely to use the title to click myself to the goal.

In these appendices, I discovered a number of resources I want to look into. I also found the linear, step-by-step explanations in the chapters applicable to a few situations that I need to resolve, even though I am not completely "lone" in my arranging right now. The book has value for a wider swath of archivists. However, the brief conclusion addresses the lone character most directly with

sage narrative that reads like New Year's resolutions fostering work/life bal-
ance. I think I would start with "Concentrate on tasks that will make your life
easier" (p. 127). The wisdom of installing the most efficient processes first could
advance many archival programs.

A further use of *Lone Arranger* may be for training students or helping
people or groups who ask a busy lone arranger for basic advice. I discovered this
firsthand. I recently hired a very quick study and set him to processing specific
portions of a collection. To give the brand new student worker a bit of context as
to why he was doing what he was and what decisions an archivist might face in
performing that task on a given manuscript collection, I handed him my review
copy of *The Lone Arranger* and pointed out the processing chapter and others. He
came back asking, "So, do we have a deed of gift?" and "Is this collection in its
original order, or will we decide how to arrange it?" The ten pages that I asked
him to read worked incredibly efficiently.

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Archival Arrangement and Description

The digital era brings new ideas and challenges to the theory and practice of
arrangement and description and has implications for our mandate to doc-
ument and preserve our society's story. Arrangement and description are basic
tasks necessary to make collections accessible and useful to our researchers.
Archival Arrangement and Description, edited with an introduction by Christopher
J. Prom and Thomas J. Frusciano, is available both in a traditional softcover
volume, as well as an e-pub. The work has three modules: 1) "Standards for
Archival Description" by Sibyl Schaefer and Janet M. Bunde; 2) "Processing
Digital Records and Manuscripts" by J. Gordon Daines III; and 3) "Designing
Descriptive and Access Systems" by Daniel A. Santamaria. The goal of *Archival
Arrangement and Description* is to bring together a knowledgeable group of archi-
vists to survey the most recent archival literature and provide core knowledge
related to descriptive standards, tools, and services supporting arrangement,
description, and strategies for digital materials. This volume complements
Kathleen D. Roe's *Arranging and Describing Archives and Manuscripts* (SAA, 2005).

The three independent but interrelated modules in this volume can be used individually, but collectively they provide a way to understand the current trends and practices in archival arrangement and description. The three modules examine everything from the standards for archival description, to processing digital records and manuscripts, as well as designing descriptive and access systems.

Our descriptive practices can sometimes seem a bit like President Franklin Delano Roosevelt's New Deal programs, and the alphabet soup of all the then-newly created United States governmental agencies. What do MODS, PREMIS, RDF, EAD, and others mean and how do we apply them to our descriptive practices? Sibyl Schaefer and Janet Bunde's module, "Standards for Archival Description," does a great job of introducing and clearly explaining archival description. As the head of Digital Programs for the Rockefeller Archive Center, Sibyl Schaefer manages all digital services provided by the department, from digitization to curation. Schaefer was previously the metadata librarian for the University of Vermont's Center for Digital Initiatives, where she provided metadata expertise and managed the center's digitization projects. Co-author Janet Bunde serves as the assistant university archivist and archivist of the John Brademas Congressional Papers at New York University.

"Standards for Archival Description" is divided into four segments: "The Importance of Standards," "Archival Descriptive Standards," "Archival Standards in Action," and "Archival Description in Your Repository: Choosing the Right Standards." The first segment provides background on the development and the importance of archival standards. Archival descriptive standards are guidelines, rules, and specifications that prescribe methods of producing uniform and consistent access to primary source materials. The next segment describes how archival standards complement each other and can be used together. Schaefer and Bunde provide an overall review of commonly used archival descriptive standards, with examples.

In "Archival Standards in Action," the authors explain that the major benefit of standardizing archival description is to bring multiple finding aids together in one place, which allows researchers to search a single system for relevant materials instead of searching numerous repositories. It is also important to acknowledge that standards are not static and will continue to change. They must be maintained and updated to be useful. Both DACS and EAD, for example, are currently undergoing review. Finally, the authors discuss choosing the right standards for your repository. They recommend undertaking a survey of existing practices and resources, current and future user needs, and the nature of the records or manuscripts being described. As the authors emphasize, "Standardized description will also help you manage your collections; consistent description provides you a better sense of the extent and nature of your

holdings. Adopting archival descriptive standards affirms your participation in your professional community" (p. 64).

The next module, "Processing Digital Records and Manuscripts," was developed by longtime SAA member J. Gordon Daines III. Daines is currently serving as co-editor of *The Interactive Archivist* and as a member of the Technical Subcommittee on Describing Archives: A Content Standard (TS-DACS), and he is conducting research into improving archival workflows and integrating Web 2.0 technologies into existing service.

"Processing Digital Records and Manuscripts" provides examples of workflows, procedures, and tools that can be used to arrange, describe, and house digital records and manuscripts. While many similarities exist between processing digital records and the "traditional" processing of analog materials, clearly there are differences that merit close scrutiny. Archivists must continue to engage with the initiators of digital collections and archives to prevent the permanent loss of irreplaceable components of our cultural heritage. Archival professionals need to devise sensible (and selective) approaches to providing appropriate levels of description for multifaceted data that will shape how tomorrow's scholars will understand today's history.

Daines examines the challenges and opportunities that digital records create for archivists. He then discusses the workflow for the tasks associated with every collection, from accessioning to processing and creating access tools. His steps in the workflows are similar to those used for analog records. In addition, he describes tasks and subtasks required for these digital collections. Additional considerations include determining the tools necessary to arrange the digital materials and whether or not the digital materials need to be transformed or migrated to new formats so that they will be usable by researchers. This unit concludes with practical suggestions and good guidance that all archivists can take when working with digital manuscripts or hybrid and born-digital collections. The case studies and overview of recent strategies for how to best manage born-digital and hybrid collections are very helpful.

The final module, "Designing Descriptive and Access Systems," was developed by Daniel Santamaria, assistant university archivist for technical services at the Seeley G. Mudd Manuscript Library at Princeton University. Santamaria lists, explains, and gives advice regarding the wide range of tools and software that support specific needs in the arrangement, description, and housing of analog and digital archival collections.

Santamaria offers an overview of the components of an archival descriptive and access system. These are the tools and workflows required for the fundamental activities in archives from precustodial work to evaluating user services and all the important descriptive activities in between. The strength of this module is that it includes the simplest options for those repositories with

little or no information technology assistance to the most advanced options for those institutions with deep financial pockets. It provides a way of building onto current systems and preparing a repository for success in making collections available as widely as possible.

According to Santamaria, "It is possible to create a wide variety of descriptive outputs that meet archival descriptive standards" (p. 156). There is no magic bullet that will do everything we seek to do in description. Multifaceted tasks such as creating MARC records and/or EAD finding aids, accessing digital objects, and evaluating our access systems and user services require the use of a variety of tools, from simple to complex, depending on our available resources. Each institution must assess its own practices and analyze its resources (including infrastructure) and user communities when implementing any descriptive system. This module provides options for consideration. "Regardless of the specific tools and systems used, archivists who create structured data and adhere to an archival content standard such as DACS will increase the possibilities for managing, repurposing, and providing access to the descriptive data they create" (p. 190).

Santamaria offers two strong case studies from institutions with different capabilities—one clearly has more resources for current systems and tools. Additionally, he provides a list of tools that support description and access, as well as a good bibliography related to the design and implementation of archival access systems.

Archival Arrangement and Description is an excellent resource on its own. Each module provides clear information on the current standards and practices for arrangement and description. Future editions will include additional modules, and current modules will be updated as practices and standards change. This is a must-have publication and should be on everyone's work desk or virtual desk.

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