

## REVIEWS

## Family Trees, A History of Genealogy in America

By Francois Weil. Cambridge, Mass.: Harvard University Press, 2013. Hardcover.  
304 pp. \$27.95. ISBN 978-0-674-04583-5.

In 2005, a survey indicated that 73 percent of respondents were interested in researching their family trees, a significant increase from the 60 percent revealed by a similar survey taken in 2000. This is only one of many examples of the recent and rapidly growing interest in genealogy cited by Francois Weil in *Family Trees, A History of Genealogy in America*. According to Weil, the development of a democratic and multicultural society in the United States resulted in a unique approach to modern genealogy research. In *Family Trees*, Weil provides a structured and detailed account of genealogy as an element of culture in the United States. He lists personal identity, social memory, entitlements, and the commercialization of genealogy as impetuses for researchers, and argues that the concerns and incentives of current genealogy practices were built upon a divisive and conflicted past of exclusive pedigree, racial superiority, and nationalist movements. What follows in *Family Trees* is a chronology of events that span the three-hundred-plus years of genealogy in the United States.

Weil's text is one of the first comprehensive narratives of genealogy in the context of U.S. history. According to Weil, though genealogy research allows individuals to understand their personal or collective identity, the historiography of genealogy is little understood. From the beginning, Weil takes care to present a comprehensive literature review which cites both European and American sources. With a background in U.S. social and cultural historiography, Weil has authored and co-authored studies regarding immigration and industrialization focusing on memory and identity. Weil has been honored as a Fellow by the New England Regional Research Consortium, the Andrew Mellon Foundation, the Virginia Historical Society, Barra International, and the Historical Society of Pennsylvania. As a visiting professor at the University of Michigan, the State University of New York, and the University of Virginia, he conducted research for *Family Trees* after identifying the limited use for genealogy by American academia. Currently, Weil is a professor of history at the École des Hautes Études en Sciences Sociales and the chancellor of the Universities of Paris.

Based on his strong experience referencing patterns in American history, Weil correctly identifies genealogy as a "strategy of memory" (p. 4) and a means for identity. Although not addressed in this work due to its scope, genealogy

requires examination and evaluation of resources for validity and usefulness to connect an individual with an ancestor. Genealogists rely on a variety of records in multiple formats to confirm such a connection and establish identity. Libraries and archives serve as natural and common places of such discovery. While Weil implies archival practices as necessary to provide documentary evidence for genealogy research, he does not explore the relationship between genealogy, as a “strategy of memory,” and the use of archival records. Since genealogists use library and archives collections to support research, exploration of such a connection would better sustain Weil’s assertions of genealogical memory and identity. The omission of archives is a general theme in *Family Trees*. Although the inclusion of archival concepts would have been useful, the book’s content is still beneficial to both librarians and archivists engaged in genealogy.

Focusing on four different periods of genealogical consciousness in the United States, *Family Trees* describes the information-seeking and recordkeeping practices of antiquarians and genealogists during the colonial period, from the Revolution to the Civil War, from Reconstruction through World War II, and in the modern era. These are lengthy periods of American history, and Weil pays considerable attention to the first three periods, which archivists and librarians will find useful in helping them understand the context of primary sources that were produced in those times. Weil also suggests publications about each era and creates a comprehensive bibliography that resembles a ready reference list for collection development. Such meticulous research will surely earn *Family Trees* a spot on many genealogists’ shelves.

The book includes vignettes of early to modern genealogists who shaped the concepts, such as Henry Laurens, colonial South Carolina planter and genealogist; John Farmer, a founder of genealogical publishing in 1829; and Donald Lines Jacobus, creator of modern scientific American genealogy. Early antiquarian and genealogy libraries such as the Charleston Society Library (1748), Thomas Jefferson’s personal library, the New England Historic Genealogical Society (1845), the New York Genealogical and Biographical Society (1869), and the Newberry Library (1887) are featured. Missing are government or private record repositories, even though Weil mentions collections of land grants and pensions as documentary evidence for family history and entitlements.

Weil notes that the earliest genealogical knowledge in America paralleled European understanding of legitimacy, aristocracy, and heraldry, and he provides a quality list of early heraldic publications that support that research. However, exclusive pedigrees were soon rejected in favor of more democratic principles, and families during the Revolutionary period began keeping their own oral traditions, family records, and memorials. Such activities reflected the differing beliefs of a progressively democratic society. Families viewed genealogy as a means to keep the memory of ancestors alive or to establish kinship for family unity.

Weil identifies women as the earliest custodians of a family's collective identity as a natural progression of keeping and relaying family trees. As part of a woman's central role in the family, she created samplers and other items that contained genealogical information and delivered meaningful tales to younger generations regarding the actions and lives of ancestors. Of course, such family trees were difficult to validate and to produce, as published resources and centralized recordkeeping were scarce. The post-Revolutionary and Civil War periods witnessed a growth in local histories, biographies, and historical societies. The first genealogy books and journals were published, the first genealogy network was created, the first genealogy library was built, and basic standards for using evidence and resources were established. Notably, this period also saw the first career genealogist who charged for the service and an increase in genealogy research in estate claim court cases and other litigation.

A guiding principle of the historiography of genealogy in *Family Trees* is the egalitarianism of American genealogy due to the democratic history of the United States. This is unique to the American historical experience. Racial prejudice and nationalist movements nearly thwarted the realization of this concept after the Civil War. In fact, Weil accurately attributes many of the problems associated with the mass market production of pedigrees as originating with racial and lineage attitudes of the period. During this time, hereditary societies were established to promote the higher quality of specific lineages and provide a national focus to events of American history. Groups were founded to preserve the memory of Huguenot, Jewish, and Revolutionary War ancestry, among others. Weil does not acknowledge how those joining such groups were able to connect to a collective identity and network for additional resources to preserve the memory of ancestors. Not all societies remained focused on racial superiority or exclusiveness, however, and those that embraced the multicultural developments of the 1960s continued to grow and thrive. These groups also provided some form of recordkeeping and built collections solely for the purpose of guiding new members. Exploring the natural complexities of the networks associated within hereditary groups, including the records they created and preserved, would have reinforced Weil's claims regarding genealogy as a "strategy of memory."

Significant developments in genealogy ensued when Donald Lines Jacobus established the first scholarly genealogy journal and society in the 1930s. Jacobus took steps to address genealogy as a form of scholarship. With a team of supporters, including archivists, Jacobus focused on standards incorporating documentary evidence found in libraries and archives to contend with the mass market and commercialization of genealogy. He understood the special relationship between recorded memory and genealogical identity and used it as a core competency of genealogy. The debate between genealogy as scholarly discipline

and genealogy as a multidisciplinary enterprise remains ongoing in genealogy today, and Weil does make the connection.

Weil rushes his discussion of the modern era of the past fifty years or so, without fully describing or developing concepts and ideas as he did in previous chapters. He notes that there is a little scholarship that supports the historical investigation of genealogy in this modern era and reflects on the changes to genealogy based on the multicultural nature of the United States. He recognizes the Internet, computers, websites, and genetics as current genealogy topics, but does not link today's genealogy networks with past associations.

In creating a history of genealogy in the United States, Weil provides much factual information in linear form, which many readers will appreciate. The bibliography and publications listed are distinctive and worth further examination. He presents general observations regarding the involvement of records, archives, librarians, and archivists during the course of genealogy in America, but does not develop the observations further. Librarians and archivists will be able to discern connections to recordkeeping practices and archival services. His numerous summaries do offer poignant reminders of memory and identity as components of genealogy, which will engage readers who seek an understanding of genealogy research and its history in the United States.

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## **Archives for the Lay Person: A Guide to Managing Cultural Collections**

By Lois Hamill. American Association for State and Local History series. Lanham, Md.: AltaMira Press, 2013. 287 pp. Softcover. \$32.95. ISBN 978-0-7591-1972-7.

**T**hough readers of *The American Archivist* are not the intended audience for this publication, archivists and other professionals involved with historical collections will want to become familiar with *Archives for the Lay Person: A Guide to Managing Cultural Collections*. Community outreach is a reality of every archivist's work, and most of us have heard some form of the question, "I found these old documents and I don't know what to do with them. Can you help?" Two years ago, a community member came to me and asked for help organizing materials of a church that was established over 150 years ago. I provided some guidance to that church member, but now that a volume like *Archives for the Lay Person* has been published, I will have a much more comprehensive resource to recommend in the future.

Lois Hamill holds master's degrees in both history and library and information science and became a certified archivist in 2000. She has been working in the archives' field since 1999, first in a historical society and then in two universities. Hamill has held leadership positions in regional and national professional organizations and is presently the university archivist at Northern Kentucky University.

Hamill's work differs from Elizabeth Yakel's 1994 *Starting an Archives* in that it is truly meant to benefit collections that will be cared for by nonprofessionals, while Yakel's work offers a more advanced level of advice that focuses on starting an archival program. Yakel addresses all programmatic areas but does so broadly and on a more conceptual level than Hamill does. Hamill is writing for people with little or no background in collections management and assumes no prior knowledge of collections' care from acquisition to storage to exhibit. This reviewer concurs with the author that people who are new to the profession and working in solo positions may also find information of value in the text. Additionally, Hamill states that "Faculty teaching courses to prepare students to work in or manage cultural or nonprofit organizations . . . may find this text helpful" (p. 2). Given that the book is coherent, whether taken in whole or in part, faculty who offer formal coursework and archivists who offer workshops or provide community outreach through other avenues might select relevant parts as needed to guide their presentations. *Archives for the Lay Person* is comprehensive in its approach, and yet a reader might open the book to find advice for a specific need and then follow the steps provided for any point in the life cycle of a record.

Terminology is laid out in chapter 1, giving readers a grounding in the difference between records of organizations—whether government, private, or business and personal papers or other types of manuscripts. A need for more specific definitions can be satisfied through the annotated chapter notes that refer readers to standard works in the field such as Richard Pierce-Moses's *Glossary of Archival and Records Terminology*.<sup>1</sup> However, when professional terminology is used later in the text, it is italicized and explained in a depth appropriate to the context of the discussion.

With a basic understanding of our field's jargon laid out, chapters 2 through 5 offer step-by-step guidance on acquiring and preparing collections for use. Each chapter's overall heading includes both the justifications for and the actual processes needed to accomplish work on the relevant topic. For example, chapter 2 on "Acquiring New Materials" includes recommendations for policy creation and content that should be considered in creating policies. Insights are also given on the potential need for deaccessioning previously accepted materials that might fall out of scope during a formal program planning process. Chapter 3 similarly treats the topic of collection organization, working from

theory to incremental steps needed to put it into practice. A reader familiar with one concept or part of a process is able to skim through a logical series of subheadings to find a specific topic.

Details on describing collections and how descriptions can be shared with others are the focus of chapter 4. Hamill begins with the creation of inventories and the elements they contain, including how and why DACS may be used, and then offers several methods of publishing inventories. If in-house support for MARC records does not exist, a discussion about the cataloging service provided by the Library of Congress through the *National Union Catalog of Manuscript Collections* (pp. 46–47) will lead the reader to a helpful, nontechnical avenue for the creation and distribution of collection-level records in a national network.

At this point, Hamill introduces the archival practice of description through “intellectual unit, not to a physical item” (p. 49). While explaining that archival practice does not recommend working at the item level, Hamill recognizes that many historical societies and museums use the collections management software PastPerfect, which often functions best using the item-level treatment of objects. Rather than leave the reader to discover how the software works independently, Hamill acquired a copy of the manual from the developers and provides step-by-step instructions on how a catalog record can be created using the software. References to PastPerfect are made throughout appropriate areas of the text, and screen shots are frequently used to illustrate the relevant points.

Photographic formats receive extensive attention spanning both chapters 5 and 6. Photographic materials receive such treatment because of the preservation needs for their varying “composition and the processes used to create them” (p. 64). Hamill covers issues of care for a range of historical printed formats and their specific handling, storage, and need for description. She also addresses the needs of born-digital images and includes instructions on creating standardized file naming conventions.

This reviewer appreciates the caution Hamill expresses on issues surrounding digitization practices in this part of the volume. Some may think that digitization will easily bring an end to the trouble of providing access, but Hamill advises that “the creation, storage, and preservation of digital (electronic) files require thinking, planning, and intentionality” and that the act of scanning “is the tip of the iceberg” (p. 99). An extensive additional resource list includes headings for copyright, equipment choices, and the process of digitization itself. While noting that all aspects of digital object creation are covered in varying degrees in other sources, Hamill’s careful balance of practical instructions with advice on avoiding pitfalls in a digitization program offers a degree of assurance that readers can succeed in this work too.

Until this point, provisions for access are framed within the context of file preparation and the ability to find materials through the methods previous

chapters address. But in chapter 7, on working with researchers, serving one's community is fully treated. This chapter covers the delicate task of helping novice researchers identify what they need, as well as the archivist's responsibility to instruct users about the organization of collections. Additionally, the author offers methods for giving researchers the materials needed while minimizing the risk of damage through use. Security risks are the companion concern of use in archives, and Hamill provides an overview of the problem of theft as well as some mitigating strategies in chapter 8.

Exhibit space and collection storage concerns, chapters 9 and 10, are treated with a depth similar to the rest of the volume's topics. She offers reasons for creating exhibits and the preservation concerns of different materials in both temporary and long-term storage environments; along with practical suggestions for safe display and storage. The final chapters, 11 through 14, contain straightforward descriptions of materials typically held in historical collections and their particular needs; an overview of the types of companion professions, like appraisers, that one may need; the ways in which regular staffing may be supplemented; and the topic of disaster preparedness.

Throughout the text, references are made to policies and common forms used in collections management. While some, such as the one for a collection inventory on pages 40 and 41, are used to illustrate particular points within the chapters, the appendixes contain copies of these resources that can be used as templates. A final appendix contains a brief list of common suppliers and a referral to a more comprehensive listing of vendors.

The author has carefully considered the recommendations for each chapter's additional readings list. The citations are either for readily available published volumes or for online content that does not require a subscription. These sources include peer-reviewed articles such as those published in *The American Archivist* that are now freely available through JSTOR. The works cited within each chapter are contained in a separate notes section organized by chapter, and a comprehensive bibliography is also included. While this reviewer did not try searching for all cited materials, many of the references are for publicly available sources or a narrow range of monographic materials that should be accessible to small institutions.

Community consultations are a reality in every archivist's work. Usually these requests come from places that operate with volunteers and have high turnover rates. It is difficult to give brief but professionally responsible advice to a volunteer force without fully understanding their specific needs. With a manual such as this, it is easy to imagine that organizations facing a fluctuating workforce can achieve continuity in work practices. Clear wording of philosophical and theoretical underpinnings lead the reader into step-by-step instructions throughout the text. If each successive volunteer used this volume to pick up



where a predecessor left off, eventually one cohesive organizational scheme would emerge.

A professional may also find him- or herself helping someone who has professional training in and primary responsibilities for another field and has been given the task of organizing historical records as an extra, part-time duty. Regardless of the specific use, collection type, or staffing need in an institution, *Archives for the Lay Person: A Guide to Managing Cultural Collections* will serve as a useful tool. The instruction provided in this work goes a long way toward achieving our mutual interests: the survival of collections being cared for in a variety of cultural organizations and their use by the wider community.

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- <sup>1</sup> Richard Pearce-Moses, *A Glossary of Archival and Records Terminology* (Chicago: Society of American Archivists, 2005), <http://www2.archivists.org/glossary>.

## **Implementing the Incident Command System at the Institutional Level: A Handbook for Libraries, Archives, Museums and Other Cultural Institutions**

By David W. Carmicheal. Washington, D.C.: Heritage Preservation and RescuingRecords.com, 2010. 208 pp. Softcover. \$47.00. ISBN 978-0-9829-3660-3.

David Carmicheal's introduction to the Incident Command System (ICS) describes a widely endorsed methodology that can be integrated into any institution's disaster recovery plan. One of the most difficult tasks in developing a viable disaster recovery plan is delineating the organizational structure, procedures, and activities activated once a disaster event is declared. Carmicheal's adaptation of ICS to the cultural heritage environment fulfills that task by providing a roadmap for adopting ICS disaster response.

Originally developed by an interagency task force in the early 1970s after raging California wildfires revealed the need for centralized disaster response management and uniform procedures, the Incident Command System is now endorsed by the Federal Emergency Management Agency (FEMA). Archivists implementing ICS will be prepared to coordinate with FEMA and other responders during a widespread disaster and, by integrating ICS into an existing disaster recovery plan, will improve response capabilities in the event of an internal institutional incident. Although not intended to supplant FEMA ICS training,



handbooks, and other materials that are available through an ICS Resource Center portal,<sup>1</sup> Carmicheal's *ICS Handbook* provides a useful guide to ICS rationales, organizational structure, and procedures.

David Carmicheal is uniquely qualified to introduce ICS to archivists. In addition to his service as the director of the Georgia Division of Archives and History and past president of the Council of State Archivists (CoSA), Carmicheal authored CoSA publications guiding disaster recovery planning in the contexts of family and small business records. Carmicheal also led a national assessment of state archives preparedness for disaster events following hurricanes Katrina and Rita. One of the conclusions of that assessment, reported in *Safeguarding a Nation's Identity*,<sup>2</sup> was that state archive and record program disaster recovery plans were generally in need of review, testing, and extension. In response to that need, Carmicheal was instrumental in developing and managing CoSA's *Intergovernmental Preparedness for Essential Records* project funded by FEMA.<sup>3</sup> The project provides disaster preparedness training and other resources.

ICS provides for standardized response to any incident threatening lives, property, or the environment. The methodology is scalable, so it applies to large-scale natural disasters or localized threats, such as fire or theft. As Carmicheal notes, one benefit of ICS is that it can be implemented to manage a special event—providing a “real-life” test environment for the incident response plan. As a standardized response system, ICS is implemented at the time of incident. It is a critical component of a disaster plan, but does not replace the need for developing the emergency contact lists, backup and recovery procedures, and collections rehabilitation documentation of the types described by Johanna Wellheiser and Jude Scott in *An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Record Centres* (2nd ed., 2002). In future editions of the *ICS Handbook*, Carmicheal should consider situating ICS as a critical component within a comprehensive institutional disaster recovery plan.

Carmicheal provides a general overview of ICS in the first three chapters of the book. Four concepts emerge from those chapters. First, ICS provides a single, standardized management structure under which either multiple organizations from multiple jurisdictions or a single institution can effectively respond to any disaster incident—whether natural disasters or those resulting from human error or malicious intent. Secondly, as a scalable system, ICS can be used to respond to a variety of situations, including an exhibit opening or moving a collection to a new physical location. Thirdly, ICS can and should be practiced regularly. Practice sessions can include “tabletop” exercises using “what-if” scenarios or “real-life” implementations, such as using ICS to manage a special event. The fourth and most important concept is that ICS management operates in a tightly controlled, top-down mode within a well-defined hierarchy of positions. Consensus management gives way to hierarchical crisis management under

ICS. Carmicheal stresses the challenge of maintaining effective communication within and between all levels of the hierarchy while preserving the narrow span of management control essential for crisis management.

The responsibilities and duties of positions within the ICS organization chart, as well as a description of the Incident Command Post and other ICS facilities, are presented in chapters 4 through 9. By the end of chapter 9, it is clear to the reader that the ICS hierarchy is highly centralized and tightly controlled. The incident commander occupies the pinnacle of the ICS organizational structure. The command staff, which includes the information officer, safety officer, and liaison officer, report directly to the incident commander. The general staff, comprised of an operations section, planning section, logistics section, and finance/administration section, also report directly to the incident commander. Beneath those levels, various "strike teams" and groups are formed. A narrow span of control is maintained, with a manager directing no more than seven or eight response workers. To maintain the hierarchical structure, all responders take orders only from their immediate superior, and duty assignments are often documented on standardized ICS forms. Helpfully, Carmicheal frames his descriptions of the various roles, responsibilities, and activities of each position around the ICS organization chart. His level of detail neither confuses nor overwhelms the reader, and these chapters provide solid training material for ICS implementation.

Chapter 10 describes postincident activities. Carmicheal's list of postincident activities includes development of a demobilization plan to help staff transition to more normal routines. As part of the transition, management should declare the incident closed and celebrate accomplishments while allowing for a period of mourning if valuable resources are unrecoverable. Finally, Carmicheal stresses the importance of evaluating the incident in the form of an "after action report" that can guide future incident response preparations.

Chapter 11 contains a detailed, step-by-step scenario of an academic library's response to a hurricane incident. Also included in the chapter are two scenarios that can be used for "tabletop" ICS testing: 1) an archives scenario involving suspected theft, and 2) a museum scenario involving an earthquake that occurs during a heavily attended event. In addition to helping readers envision ICS implementation, the step-by-step description of the hurricane scenario can be used to evaluate the results of a separate "tabletop" test of the hurricane scenario. A useful addition to a future edition of the *ICS Handbook* would be a step-by-step description of ICS implementation in response to an event such as a fire.

Carmicheal includes several appendixes that will help an institution implement ICS. Appendix A contains a selection of ICS forms, some of which Carmicheal adapted for use by cultural institutions. Copy-ready blank forms

(a coil-bound edition is available to facilitate copying) and useful examples of completed forms are included in the appendix. Carmicheal notes that ICS forms can be adapted for particular institutions, and he clearly marks any adaptations appearing in the appendix. Appendix B contains a summary of the command and general staff positions and their respective duties and responsibilities. ICS facilities signage appears in copy-ready form in Appendix C, and Appendix D contains a list of the equipment and supplies needed to support the Incident Command Post. The glossary of ICS terms provided in Appendix E is particularly useful for anyone planning to access FEMA-provided ICS materials. Appendix F contains a list of other disaster recovery resources, including those provided by CoSA. The two additional tabletop exercises advertised in Appendix F are limited to tornado and flood scenarios; however, they are available in either an archives or a library version.

As noted above, Carmicheal's *ICS Handbook* includes several adaptations of ICS for the cultural heritage environment. One significant adaptation is his description of situation assessment as a two-step process involving initial assessment and critical assessment. Initial assessment of the disaster incident is defined as the first impression of the incident. Critical assessment is performed by the initial incident commander—a role that may be filled by a junior staff member if no other managers are present. During critical assessment, problems must be identified and ordered by 1) life safety, 2) incident stabilization, and 3) property preservation. Carmicheal's illustration of the life-threatening electrical problems arising from a broken water pipe aptly demonstrates the complexity of incident assessment. His illustration also emphasizes the importance of ongoing disaster recovery training.

Overall, David Carmicheal accomplishes his goal in the *ICS Handbook*: to introduce ICS as an effective response methodology for the preservation of archives, library, museum, and other cultural institution resources during a disaster incident. Archivists adopting ICS as a critical component of disaster recovery planning and testing will be well equipped for the declaration of a disaster event. Carmicheal's *Handbook* is an excellent place to begin ICS planning.

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## NOTES

<sup>1</sup> Located at "ICS Resource Center," FEMA Emergency Management Institute, <http://www.training.fema.gov/EMIWeb/IS/ICSResource/index.htm>.

<sup>2</sup> See *Safeguarding a Nation's Identity* (February 2007), Council of State Archivists, [http://www.statearchivists.org/prepare/epireport\\_all.pdf](http://www.statearchivists.org/prepare/epireport_all.pdf) for the full report.

<sup>3</sup> See "Emergency Preparedness Initiative," Council of State Archivists, <http://www.statearchivists.org/prepare/index.htm>.

## Emergency Planning and Response for Libraries, Archives and Museums

By Emma Dadson. Lanham, Md.: Scarecrow Press, 2012. 230 pp. Softcover.  
\$76.00 (Amazon), \$80.00 (Alta Mira Press). ISBN 978-0-81088-756-5.

Finding a book that is a useful resource for museums, libraries, and archives is difficult. However, Emma Dadson's *Emergency Planning and Response for Libraries, Archives and Museums* provides a resource that can be used by any of these collecting institutions. Pulling together case studies, lessons learned, and practical information for preparing for and responding to emergency situations, Dadson's book provides enough detail to be widely useful. The book can be used by both large and small organizations and meets the needs of organizations from those just beginning their emergency planning to those who have hands-on disaster response experience. The ten chapters cover a wide range of topics including an introduction to emergency planning, how to get started on an emergency plan, incident containment, and the recovery and salvaging of collections. Also included are useful chapters discussing priority lists and other documents that are useful in emergency situations. Although Dadson refers to emergency planning, assistance, and recovery organizations in the United Kingdom, the more general information in this book makes it a worthwhile addition to the emergency planning libraries of archivists anywhere.

Emma Dadson is a divisional manager at Harwell Document Restoration Services in Oxford, England. In addition, she is a Fellow and former chairman of the British Damage Management Association (BDMA) and, in 2007, was named the Business Continuity Consultant of the Year. She has spent the last decade training over three thousand individuals and is widely known in the United Kingdom as an expert in emergency recovery and response. Her work as a trainer and with the BDMA provides a unique perspective on the entire emergency planning and response process.

Chapter 1 provides an introduction to emergency planning including terminology and useful definitions. It also provides a short overview of the emergency plan that archivists can develop using this book. Dadson's description of the ideal emergency plan provides the framework for the rest of the book and aims to ensure the following, as laid out on page 11:

- Problems are identified and reported to the appropriate people quickly.
- Staff and user safety is prioritized throughout.
- Control and containment of damage to building and collection is swift.
- Service disruption to users is minimized.
- Affected stock is salvaged, treated for damage, and reinstated.
- Building fabric is restored.
- Business as usual returns as quickly as possible.

Although no plan template is included, Dadson provides a list of what could be included in the plan, as well as information about who should be involved in writing the plan. The author explains these roles and responsibilities during the creation of an emergency response plan in chapter 3.

The eight case studies in chapter 2 cover a range of emergency situations including flood, fire, earthquakes, and power loss. Each case study was prepared and submitted by a professional from the organization or a conservator, and all provide both context for the situation and (most importantly) lessons learned. The examples of river floods in Australia and the United Kingdom cover areas such as business continuity and working with insurance agencies. Discussion of the 2010 earthquake in New Zealand provides information about the impact of missing procedures and the importance of planning for the future. Information about the 2011 earthquake and resulting tsunami in Japan emphasizes the difficulties inherent in large-scale disasters. Analysis of fire incidents in the United Kingdom provides an overview of working with the fire department as well as working with a recovery company. The case study of a loss of power at U.K. Local Authority illustrates the importance of considering alternative methods of doing business when creating the emergency plan. The only North American case study comes from the Library of Congress and explains the library's continuity of operations (COOP) plans. These case studies are referenced throughout remaining chapters and provide real world scenarios for the reader to consider as new aspects of emergency planning are introduced.

Chapters 4, 5, and 6 cover incident control, planning for collection recovery, and collection salvage respectively. Phases to work through in an accident are covered, as are important lists of people and tasks that should be considered when an emergency is imminent. Another case study illustrates a process for writing emergency snatch lists and basic tasks to limit the impact of an incident. Information about dealing with nuisance visitors and telephone bomb threats are also included. This information is especially useful since it is not often covered when discussing emergency preparedness. The information provided concerning collection recovery goes into great detail about the safety, both physical and mental, of those involved. Charts, lists, and techniques for working with collections in both the planning and salvage stages are provided, as are considerations for different types of collection materials that might be encountered. Chapter 7 covers supplementary content for an emergency plan extensively, with more lists and discussion of why certain additional materials would be helpful to include in a plan. Chapter 8 deals primarily with water and fire damage to buildings and provides some basic information about preventative measures.

The final two chapters discuss business continuity and how to ensure the efficacy of the emergency plan. These two areas are especially helpful, as many

emergency planning books do not address them. Although the information on business continuity is not particularly substantial, it provides the guidance needed to write a basic business continuity plan and includes examples that could be replicated to measure business impact and recovery time. This chapter provides some information about effective communications and touches on to how to communicate with the media. Although the chapter on efficacy covers plan testing, useful tips about making the plan user friendly and plan distribution are also included. Quotes from organizations providing staff training for their emergency plans reinforce the importance of training. Finally, the information provided about the Collections Emergency Planning E-Learning Portal used at the Museum of London highlights a resource that, though it may be unfamiliar to many, is singularly useful.

Perhaps the biggest weakness of the book—at least for this journal's American readership—is its use of British terms and references to assistance organizations in the United Kingdom. This does not diminish the efficacy of the book, but it can be a bit distracting when an unfamiliar term needs a definition or when some research is necessary to find a comparable American organization. The use of terms such as “lessons learnt” rather than “lessons learned” and “fire brigade” rather than “fire department” are unobtrusive, and Dadson takes care to explain a potentially unfamiliar organization's function. References to Floodline, which provides automated notification of extreme weather, and Harwell Document Restoration Services are easily translated to organizations that American heritage professionals may be familiar with, such as the National Oceanic and Atmospheric Administration (NOAA) or BMS Catastrophe. Although the metric system is used in several examples, Dadson supplements the text with helpful illustrations.

Although the book lacks information about the Federal Emergency Management Agency (FEMA), Incident Command System (ICS), the National Response Framework (NPF), and the National Incident Management System (NIMS), it remains a very useful guide for the emergency planning and response process. The lists, charts, illustrations, and case studies provide a well-rounded explanation about why emergency planning is important. Dadson perhaps states it the best when she writes that emergency planning and response “involves compromise, dealing in least worst options, physically demanding work, difficult working environments, stress and the upset of seeing a collection in real peril” (p. 222). Although it is a rather slim volume at 230 pages, the book includes a bibliography and a well-organized index. It would be an excellent resource for the person just beginning the planning process or a good reference book for any collection holding organization.

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## Waldo Gifford Leland and the Origins of the American Archival Profession

Edited with an introduction by Peter J. Wosh. Chicago: Society of American Archivists, 2011. vi, 398 pp. Illustrated, bibliographic note. Softcover. \$62.95 nonmembers, \$44.95 members. ISBN 1-931666-40-7.

Modern archivy as we know it today—a profession both distinct from and allied with history, museology, and librarianship—is a relatively recent invention. During the early to middle part of the last century, scientific order made a curious impact on the social sciences. With that there developed a growing awareness of the significance of documentation in the interpretation of history and in the understanding of the past. Among some nascent historians and librarians, the need to analyze, organize, and defend arguments based on documentary research became paramount. So did the realization that such records and documents were scattered, ill ordered, and often inaccessible to a growing class of researchers. In any movement, some participants stand out. Most archivists will recognize the names of J. Franklin Jameson, Robert D. W. Connor, and Margaret Cross Norton. Other participants, whose contributions were often enormously effective in a movement's success, fade into the background. In this book, Peter Wosh, director of the Archives/Public History Program at New York University, argues that Waldo Gifford Leland is among those individuals in the archival movement who isn't well known, but whose contributions deserve reconsideration. Leland was, in fact, instrumental in the successful creation of the modern archival profession. In substantiating this argument, Wosh presents selective documentation from archival resources for the period 1908 to 1920 and with what might be best described as retrospective documentation from the 1940s and 1950s.

Leland was born in a small community in Massachusetts and was educated at Brown and Harvard. Through experience, he came to understand the historic roots of archivy in Europe and sought to broaden the outlook of archivists in the United States. The archival profession, with input from various other professions through the American Historical Association and the American Library Association, evolved slowly from the first Conference of Archivists held in 1909, an International Conference of Archivists in 1910, and the creation of the National Archives in 1912.

Although Leland never viewed himself as an archivist, he demonstrated a remarkable ability to understand the basic precepts of what became the foundation of the archival profession. The documents Wosh selected to support his argument—a mix of correspondence, reports, and papers—illustrate the fundamentals now incorporated into the archival profession: a need for legal



underpinnings, distinctions between personal papers and public records, *respect des fonds* or provenance, organization, description, conservation/preservation, researcher access, publishing, facilities, space needs and budget considerations, education, and even replevin. Through Leland's story, one also sees the nascent divisions and arguments that span the decades of our profession's evolution, such as librarian vs. archivist; personal papers vs. public papers; the benefits of legal, historical, or library school programs in educating professionals; and controversies surrounding replevin.

Wosh uses these selected documents to successfully make his argument that Leland was the silent, unrecognized voice in the formation of the archives profession. Leland's skillful argumentation shows in his orderly, eminently readable, and succinct prose. Leland and his cohorts were remarkably steadfast in their determination to establish the National Archives and the profession. They engaged in lively discussions both at conferences and in correspondence the likes of which we do not always see today. The documents also highlight the developing rifts in the profession—where there is one division there will always be more. In the arguments for establishing the archival profession, one infers a gentle prodding toward what became records management professionals—a profession separate from archivy but unmistakably intertwined.

This work is compact and provides an outstandingly succinct biography of Waldo Gifford Leland enriched by exquisite detail and context. Wosh has done a fine job of editing the selected documents (though on page 240 in the document header there seems to be an inversion of author and recipient) and allows them to stand on their own. They speak to who and what Leland was as a professional—astute observer of the past and, if not prescient, willing to grasp at collateral innovations such as photography for preservation needs and the significance of filmography and audio recordings as documentation. A close reading will reveal that, although a dignified professional, Leland was not without wit. In both the reports and correspondence, he demonstrates remarkable skill at organizing and presenting arguments and assessments. This clarity of presentation makes these early twentieth-century documents eminently readable.

For an introduction to the fundamentals of the archival profession, this book is a great read. It will be of interest to seasoned professionals and should be required reading for archivists in training. It gathers in one volume, in the hands of one person, succinct arguments for an archival profession and identifies the guidelines that charted the fledgling profession's course of action.

**Alexandra S. Gressitt**

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## Organizing Archival Records: A Practical Method of Arrangement and Description for Small Archives

By David W. Carmicheal. 3rd ed. New York: AltaMira Press, 2012. 123 pp. Softcover. \$30.00 members, \$40.00 nonmembers. ISBN: 978-0-7591-2169-0.

David W. Carmicheal introduces the third edition of *Organizing Archival Records* by stating that a “significant portion of our nation’s documentary heritage resides in small historical societies, libraries, cultural organizations, houses of worship, and museums (p. vii).” He acknowledges that these repositories are staffed by nonprofessionals who are deeply vested in ensuring that the materials in their care are properly managed. The purpose of *Organizing Archival Records* is to present these individuals with a tool to help them accomplish their stewardship in a professional manner.

David W. Carmicheal is the director of the Georgia Division of Archives. Prior to joining the Georgia Archives, Carmicheal was the county records manager and archivist for Westchester County, New York. He has consulted with state and local governments on how to preserve their records and has taught numerous workshops on organizing archival records. *Organizing Archival Records* first appeared in 1993 as a direct outgrowth of his involvement with these workshops.

Now in its third edition, *Organizing Archival Records* continues to be a valuable resource for its intended nonprofessional audience. It has also proven to be useful for professionals working with students, interns, and volunteers. This edition builds on the foundation laid by the first two editions. One of the major strengths of all three editions is the clear, direct language the author uses to describe the process of arrangement and description. Carmicheal steers clear of technical jargon and carefully explains the terms and concepts necessary for individuals to successfully organize archival records. A quick review of the first and second editions of *Organizing Archival Records* helps us understand the continuing relevance of this important work.

The first edition of *Organizing Archival Records* introduced nonprofessionals to a twelve-step process designed to help them work with the materials in their care. This twelve-step process is the heart of *Organizing Archival Records* and the reason for its usefulness to both nonprofessionals and professional archivists. Carmicheal recognized that this process is not the only way to go about the task of arranging and describing archival records and was careful to point out that archival arrangement and description can be approached in multiple ways. However, he argued successfully that the outlined process works and can make arrangement and description easier for nonprofessionals. The first edition laid out the twelve steps in sequential order and walked the nonprofessional

through the arrangement and description process from assigning a collection number to materials through the creation of finding aids. The first edition also included sample exercises to help nonprofessionals develop practical skills.

The second edition of *Organizing Archival Records* took the twelve-step program and added sidebars to introduce other archival activities beyond arrangement and description. These activities include controlling access to archival materials, how collections get created, handling archival materials, and storage conditions for archival materials. This edition also began to refine the content of each of the twelve steps. It acknowledged the widespread use of computers in smaller repositories and explored how these tools can be used in the process of arrangement and description. This edition also contained a short bibliography of archival literature geared toward nonprofessionals. A unique feature of the second edition was that it came with a CD-ROM with a runtime database that could be used to organize archival materials according to the book's twelve-step program.

The third edition of *Organizing Archival Records* continues the very practical layout introduced in the first edition. Chapter 1 describes the purpose of arrangement and description. It introduces nonprofessionals to the notion that archivists perform arrangement and description to help researchers locate the information they are looking for. It examines how archival materials differ from books and discusses how archival materials are most often used. Chapter 2 discusses the levels of arrangement and description and why archivists describe materials at the aggregate level rather than at the item level. It also familiarizes nonprofessionals with the levels of arrangement and description and defines each one. It discusses the importance of identifying the creator of the materials and taking legal and physical control of them through the process of accessioning. Chapter 2 includes the first of several very useful sample forms with an "Accession Worksheet." It also attempts to give some practical advice on tackling the sticky problem of materials already present in an archival collection before the implementation of organized arrangement and description.

Chapter 3 is the heart of *Organizing Archival Records*. Here Carmicheal introduces and explains his twelve-step program designed to aid nonprofessionals with archival arrangement and description. The program walks through the process of generating a collection number, the importance of an initial examination of materials, gathering appropriate information on who created the collection and why, naming the collection, identifying series, arranging materials within series, arranging series within a collection, appropriately numbering series, creating descriptions for each series, creating a finding aid, placing the materials on shelves, and creating access points. The author advises that users of *Organizing Archival Records* read through the twelve steps and that they complete the exercises associated with each step to build their comfort level with

and understanding of each step. He further advises that users take a small, simple collection and walk it through the twelve steps. Following this advice produces the desired result—a basic understanding of how archival arrangement and description works and a practical ability to apply this knowledge to archival collections.

New to the third edition is an in-depth discussion of arrangement and description in the digital age that comprises Chapter 4. Carmicheal talks about the options for arranging and describing digital materials and encourages institutions to think carefully about whether or not the digital materials that they are acquiring fit their collecting policies. He points out that successfully managing digital materials requires additional descriptive information and provides useful examples of those types of information. Carmichael uses this chapter to discuss the importance of making archival descriptions available online so that researchers can discover the materials in an institution's holdings. He walks nonprofessionals through some of the considerations for making the move to online descriptions and explores potential options for making the move. Also new to the third edition is Chapter 5, which describes in greater detail archival activities that influence arrangement and description that were briefly introduced earlier in the book and expands on the sidebars first introduced in the second edition. Carmicheal examines the appraisal of archival materials and the concept of their legal custody. He also looks at topics related to preservation, access, and security.

The final components of the volume are the examples, exercises, and bibliography. The author uses examples to illustrate various points made throughout the volume, while he intends the exercises to aid the nonprofessional in gaining competency in implementing the twelve-step program at the heart of *Organizing Archival Records*. The bibliography has been expanded from the second edition and is extremely useful. It highlights literature that will augment the concepts introduced in *Organizing Archival Records* and includes some electronic resources.

Unlike the first two editions, the third edition acknowledges the growing prevalence of digital materials in archival repositories and provides some practical steps for dealing with these materials. Carmicheal is careful to underscore the fact that the archival principles governing arrangement and description do not change when formats change, but he does acknowledge that practice does need to change to appropriately manage these new formats. The addition of this advice on managing electronic records is one of the strengths of the third edition.

The third edition of *Organizing Archival Records* is a practical and useful tool for nonprofessionals dealing with our nation's rich archival heritage. This alone makes it an important addition to the literature on archival arrangement and description. However, this volume is not just useful to nonprofessionals charged

with managing the archival record in small repositories. This volume also has the potential to aid students aspiring to become archivists to better understand the process of archival arrangement and description. It is also a very practical training tool that can be used to introduce student employees, volunteers, and interns to the practice of archival arrangement and description. This volume should be on the shelves of the small historical societies, libraries, cultural organizations, houses of worship, and museums that care for our nation's archival heritage. It should also be widely available at the nation's larger repositories—especially those that utilize students, volunteers, and interns to care for the materials in their holdings. Students learning the art and science of archival arrangement and description will also find this volume very helpful.

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