

BOOK REVIEWS

Describing Archival Materials: The Use of the MARC AMC Format. Edited by Richard P. Smiraglia. New York and London: The Haworth Press, 1990. 228 pp. Hardcover. Available from the Society of American Archivists, \$29.00 members/\$35.00 nonmembers.

Not really a new publication, this short volume was also published as Vol. 11, nos. 3/4 of *Cataloging & Classification Quarterly* in 1990. But the volume's value, particularly for beginning users of MARC AMC, is still high.

Comprising ten papers by nine different authors, the volume contains an introduction by editor Richard Smiraglia; three manual-like instructional pieces; three more theoretical and thought-provoking contributions; and, finally, three papers on non-textual formats. Though the introduction says the work is intended for both archivists learning to catalog and library catalogers learning to cope with archival control techniques, most of the authors seem to have written with archivists more in mind.

The how-to chapters of the book are as needed now as when originally written; this is testified to by recurring pleas on the Archives Listserv for help in starting to do MARC AMC cataloging. The papers focus not on the format itself (which arguably is the easiest part) but on the content of the tagged fields. Michael J. Fox discusses the goals of library and archival descriptive cataloging and AACR2 and APPM, the standard sources of cataloging rules. Edward Swanson concentrates on access point headings for people, corporate bodies, and geographic places; his pages include much repetition from AACR2. Richard Smiraglia instructs in subject analysis and applications of terms from *Library of Congress Subject Headings*, as guided by LC's *Subject Cataloging Manual*.

These three papers avoid introducing any questions on whether the practices described actually work for archival materials as well as they do for monographs, and generally avoid controversial or confusing areas. I think this avoidance commendable in that we all need to *do* cataloging as consensus evolves on these unsettled points. Novices following the leadership of these three papers need have no fear of being pointed at and whispered about by fellow archival catalogers at MAC or SAA gatherings.

Commendable for the opposite reason is the paper by Marion Matters on authority work, that by Lisa B. Weber on the AMC format itself, and that by Kathleen D. Roe on the impact of automated systems design on data input and retrieval. These generally avoid the instructional approach to focus on discussing areas of concern, of compromise, and of conflict with the library origins of the cataloging package archivists have adopted.

The reader realizes that the recommended activities of the previous three papers represent the culmination of immense professional effort so far and that to have systems that meet our needs more optimally will require immense addi-

tional effort. This effort first must address conducting research to identify what we do need and how best to achieve it, and then negotiating with others who share our codes, authority sources, and software systems to implement needed changes. The three papers in this group provide background on developments so far and describe problem areas that we need to be aware of today as we work and to which we will need to address attention in the future.

The paper by Jim Corsaro on map cataloging is noteworthy in its bringing together of both the specific instructional points and the more general issues of concern explored in the earlier papers for textual materials. He clearly points out the reasons for needing an archival approach to maps and the areas in which standards have not yet been established. But he also, by example and discussion, notes a method for proceeding to do some archival map cataloging as these issues are being addressed.

The two papers by Barbara Orbach on photographs and David H. Thomas on sound recordings also note that accepted archival standards do not yet exist for these media. Orbach is more theoretical in her discussion of critical features of visual images that need to be addressed in cataloging. She also describes the published tools currently available and acceptable as guidance for photo catalogers. Curiously, she does not mention that there exists a separate MARC format for visual materials whose use should be considered.

In contrast, Thomas takes more of a how-we-do-it-in-my-shop approach and addresses non-cataloging issues such as defining archival sound recordings, the problem in ascertaining original order, and producing item-level finding aids. He implicitly emphasizes recordings of performances or broadcasts, which I suspect overlap more in content type with published recordings, rather than the interviews, speeches, press conferences, and panel discussions that are found in most archives' holdings.

The word "use" is appropriately included in this volume's title, for facilitating use is where its greatest value lies. Those already doing archival cataloging should be familiar with the issues and procedures discussed. But for beginning MARC AMC catalogers, this work is helpful in picking out from the voluminous other published materials what one needs to know to get started.

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Heritage Preservation: A Resource Book for Congregations. By David A. Haury. Newton, KS: Historical Committee, General Conference Mennonite Church, and Fresno, CA: Historical Commission of the General Conference of Mennonite Brethren Churches, 1993. 36 pp. Appendices. Softcover. Available from Mennonite Library and Archives, Bethel College, North Newton, KS 67117, \$5.00, or Mennonite Heritage Centre, 600 Shaftesbury Blvd., Winnipeg, MB R3P 0M4, Canada, \$6.00 (Canadian).

David Haury's resource book for local church archivists/historians is a welcome addition to a small, but growing, reference library for local church volunteers charged with the care of their congregation's records. This particular work

is a companion to the previously published *Heritage Celebrations: A Resource Book for Congregations*, by Wilma McKee, which no doubt explains why Haury does not discuss writing a church history or celebrating an anniversary. He concentrates on the other responsibilities of local church archivists/historians, what should be kept, how and where it should be kept, and how to retrieve it.

Those preparing guidelines for volunteer archivists are always faced with the dilemma of giving enough information without overwhelming the recipient. Haury covers the basics well, plus indicates points at which further thought is needed. For instance, he reviews the types of records to collect—minutes, ledgers, cemetery records, etc.—but emphasizes that certain collecting decisions still remain those of the congregation, a message not always welcomed by local historians in my experience. However, Haury also provides two lists in an appendix (“records to keep” and “records to discard”), which should make the “please tell me exactly what to do” folks happier.

What is missing in Haury’s resource book? He could have emphasized the benefits of charting the organization’s structure for purposes of discovering what records are lacking and identifying what ought to be collected in the future. He could have discussed the question of keeping accession records and using donor forms, both of which need to be done at least in some instances in a local congregation. He could have written of the advantage of cultivating congregational allies, such as the church secretary. He could have said much more about using computers for creating finding aids. Congregations of all sizes are using computers, some with sophistication. If nothing else, a resource of this sort should address the inevitable question, “Why do we need to keep this stuff, aren’t we just putting it all on the computer now?”

I wish, too, that Haury had specified his denominational audience. Placing his text firmly in the Mennonite tradition would not deter non-Mennonite users. Local church archivists/historians know that different denominations use different terminology and have different expectations and, if they do not, would benefit by being told. Haury’s suggestion that some materials might best be sent to the denominational archives without specifying on which denomination’s policies he bases his advice could confuse some readers. For example, this would not be appropriate advice for a United Methodist. Haury could have helped the non-Mennonite reader by clarifying the points at which he is addressing a particular audience or by making a general statement on the necessity of conferring with one’s own denominational archival structure. Beyond that, most readers will easily identify the general information of use to all.

In spite of the “he could have,” Haury’s work is a good addition to the resources for local congregational volunteers.

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Records Management Handbook for United States Senators and Their Archival Repositories. By Karen Dawley Paul. Washington, DC: Secretary of the Senate, 1992. 179 pp. Indexed. Bibliography and appendixes. Softcover. Available from the Senate Historical Office, United States Senate, Washington, DC 20510.

The *Records Management Handbook* is a mixed blessing for archival repositories that collect the papers of United States senators. Archivists will surely refer to it frequently, but will be leery about suggesting that senate staffers read parts of it too closely.

From the outset this *Handbook* rightfully stresses the importance of records management to current administrative needs, noting that "the quality of creation, maintenance, and disposition of this material can decisively influence a member's legislative effectiveness, responsiveness to constituent needs, and ability to be reelected." It also makes an equally strong point for the value of a senatorial collection as "a fundamental source for the study of America's past."

For archivists faced with the often daunting task of appraising and arranging large senatorial collections, the *Handbook* provides very detailed information about senate office functions, organization, and records. Of particular value are the chapters on Office Organization, Functions, and Records; Records Disposition Schedule; and The Management and Disposition of Electronic Records. They should prove useful in understanding even the most disorganized senate collections and, as recommendations to senate offices, might help bring a greater uniformity to their organization. For senators and their staff who are faced with myriad responsibilities and unending piles of mail, the *Handbook* provides concrete advice on how to get control over their records.

While archivists will appreciate the possibility of better organized senatorial collections as a result of the *Handbook's* recommendations, they will be equally concerned that the *Handbook's* recommendations for records disposition takes away most of the appraisal judgements from the repository archivist. Of particular concern is the overly generous designation of "permanent" records series. For example, desk calendars, daily schedules, and appointment books are all considered permanent, although it might be persuasively argued that if the schedules are kept the other two series are superfluous. Press mailing lists are also labeled as permanent, although it is difficult to see what their value might be to researchers. It would have been far better to have stated "consult with repository archivist" for these and other series. Although fairly wide consensus exists among archivists about the appraisal of many records series in senatorial collections, the *Handbook* fails to recognize a lack of consensus for many other series.

The second area of major concern with the *Handbook* is its explicit instruction to senators to enter into deposit agreements with repositories while they are still in office. My institution will not take material on deposit, nor will most other major repositories. Nevertheless, the *Handbook* includes two sample deposit agreements, one of which promises to: conduct an oral history of the senator and his or her associates; mount several exhibits on the senator; and, assign a staff archivist to serve as the senator's personal records manager. Transfer of title to the collection must await "the Senator's retirement from public service." How are Senators going to react when they find that their repository will not agree to these same conditions?

The Foreword to the *Handbook* states that "successful preservation of senatorial papers ultimately becomes a cooperative venture involving office staff and repository archivists." However, the overly prescriptive retention recommendations and the very generous sample deposit agreements could lead to several points of friction between senatorial staff and repository archivists. The potential exists for the *Handbook* to actually make the preservation of senatorial papers more difficult, rather than easier.

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Between the Landscape and Its Other. By Paul Vanderbilt. Baltimore and London: The Johns Hopkins University Press, 1993. 140 pp. Illustrated. Hardcover. \$50.00.

In *Between the Landscape and Its Other* Paul Vanderbilt illustrates and explores his work and ideas on what he terms "a way of seeing" photographs. A librarian, archivist, editor, curator, and photographer, Vanderbilt was on the staffs of the Philadelphia Museum of Art, the Library of Congress, and the State Historical Society of Wisconsin. Vanderbilt's work combines art and archives, the intellectual and the artistic, and he presents his ideas in a manner that is both fascinating and challenging to contemplate.

Between the Landscape presents information to its readers on three levels. The most important aspect of the book is the visual one, which consists of a series of paired photographs. Vanderbilt's text is the second level, and a series of lengthy quotations by others is the third. Visually, Vanderbilt presents a series of photographs grouped together in pairs. The pairs of photographs are unrelated except by an abstract emotional connection, which Vanderbilt suggests to the reader in text accompanying the pairs. An example of a pairing is perhaps the best way to describe them. In one of his pairings Vanderbilt includes a photograph of a baby sitting for a portrait in a studio setting. The accompanying landscape photograph is of trees reflected in a pool of water. The text Vanderbilt writes to accompany the pairing is "A little later comes a time to wonder why there is so much that isn't so" (p. 94). All of the photographs form part of the holdings of the State Historical Society of Wisconsin. One half of the pair is from a collection of historical photographs dating from 1875 to 1915 and portray minor and personal events in the lives of individuals. The second half of the pairing is from a collection of Vanderbilt's photographs of landscapes made during the 1960s, specifically for use in pairings. The short texts accompanying the pairings were written by Vanderbilt after the individual pictures had been combined to suggest the thematic direction of the pairings, an abstract and aesthetic connection.

In the text Vanderbilt presents his goals in the creation of his pairings and the process he went through to create them. He discusses what inspired his work and his professional background. Vanderbilt's focus is how the reader can see photographs differently and, by suggestion, how the reader can use them differently. "Taking more time to look into a picture involves relaxing, opening, dis-

carding barriers, receiving raw materials...and then sensing a gradual connection with memory and feeling a spontaneous restructuring of the picture so that the 'new' picture actually looks different" (p. 12). His pairings are an exercise in stretching.

The third component of *Between the Landscape* is a series of quotations by well known authors on subjects related to Vanderbilt's discussion. Interspersed throughout the volume, the quotations help illuminate various topics addressed by Vanderbilt. For example, after a discussion of the presence of magic in his selection of a landscape he includes a quotation by Simone de Beauvoir on women and mystery. The quotations add another dimension to Vanderbilt's work by providing other voices talking about his ideas, as if in commentary.

The value of Vanderbilt's work is that it accomplishes what it sets out to do; that is, the reader cannot help but come away with an altered "way of seeing" photographs. This forces one to rethink how photographs can be used differently, and which ones should be saved. "The most intelligent and challenging uses of photographs involve imagination, not to inform or decorate but to extend and flavor observation with intuition" (p. 127). The reader willingly uses his imagination to view photographs after reading Vanderbilt's work. To an archivist, the book is a bit awkward at first. There are no identifying dates, names, or places with the photographs. The usual landmarks archivists use to classify and group photographs are missing. But this is in part what forces one to rethink the use and value of photographs.

From a practical perspective, Vanderbilt's discussion of the Iconographic Collections at the State Historical Society of Wisconsin leaves one wanting more explanation. Iconography is similar to bibliography, he states, but refers to pictures not writings. He does not want to deliver specific photographs to clients, he tells the reader, but rather "indicate to them the most likely files" (p. 119) in which to look. Perhaps this discussion belongs in another format, but more information on iconography would be useful to archivists. His discussion of what should be saved of photographs being produced now is also limited. That the "best working principle for retention is based not on what is past but on what lies ahead" (p.133) is probably not revolutionary to most archivists. The reader wishes Vanderbilt were there to continue the discussion of retention and his interaction with patrons from a reference perspective.

Despite any frustrations archivists might have about the lack of technical discussion of their profession, Vanderbilt's work is invaluable to anyone working with photographs. Vanderbilt succeeds in his goal of encouraging the reader to explore new ways of looking at and using photographs.

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Managing Institutional Archives: Foundational Principles and Practices. By Richard J. Cox. Westport, CT: Greenwood Press, 1992. 300 pp. Indexed. Illustrations and bibliography. Hardcover. Available from the Society of American Archivists, \$50.00 members/\$55.00 nonmembers.

Managing Institutional Archives is neither a book on management for archivists nor is it a standard manual for institutional archives. Instead, Cox has managed to create a book which combines these two genres into something new and exciting. Although he feels that archival principles are transferable between different types of archival institutions, "some principles are uniquely important to institutional archives," and there was a need for a volume devoted to this topic. While this volume was written for archivists, it uses many examples and discusses many issues that are of interest and will appeal to non-archivists who manage or supervise archival programs.

The book is arranged into nine chapters with a tenth being a bibliographic essay.

The first two chapters discuss why archives are important in an institutional setting and introduce the management concepts of planning, staffing and facilities management. The next three chapters deal with the core archival activities of appraisal, preservation, arrangement and description, and reference.

Cox spends a considerable amount of time on issues that he considers of importance in an institutional archives setting. The first of these chapters deals with developing internal and external support. This topic is of great significance to the institutional archives and Cox deals with such issues as defining its support groups, developing public programming, and outreach efforts that encourage their involvement and support. Cox provides a good overview of this topic with reference to many additional readings.

The book devotes an entire chapter to the issue of cooperation among institutional archives. The author clearly feels that efforts of this type will have enormous potential for archival programs. He delineates a number of successes from joint conservation programs, to standards for description, to training efforts. While these are indeed successes, these are efforts that do not involve a sharing of budgets or a loss of institutional authority. Cox may be right that archival programs will benefit through greater cooperation, but archivists and archival programs continue to avoid entanglements that affect their autonomy.

One chapter is devoted to speculation on the future of institutional archival programs, and reviews some of the latest developments affecting archives. These include such issues as long range planning by the profession, certification of archivists, accreditation, and the self-study manuals created by the Society of American Archivists and the New York State Archives. Cox clearly feels that institutional archives face significant challenges from new electronic methods of record keeping, to rapid institutional change, to new record formats. Each of these brings significant challenges that archivists must meet if their programs are to flourish and grow.

Finally, Cox provides a chapter outlining case studies of institutional archives in a Catholic diocese, a university, and a professional association. Each provides an application of the concepts discussed earlier in the book and offers useful teaching models for workshops or archival education programs.

The book contains a useful bibliography, copious footnotes, and an index. While the book contains tables and illustrations, the volume could have been improved through the use of photographs illustrating particular points or issues. Although this book is not a manual or a textbook, it provides useful insights for managers of institutional archives, for non-archivists responsible for institutional archives, as well as for archival educators teaching future administrators of institutional archives.

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Recognizing Leadership and Partnership: A Report on the Condition of Historical Records in the States and Efforts to Ensure Their Preservation and Use. Compiled by Victoria Irons Walch. Des Moines: Council of State Historical Records Coordinators, 1993. 2 Volumes: 166 and 200 pp. Softcover. Out-of-Print (Copies are widely available for consultation at State Archives/State Records Coordinators).

In *Recognizing Leadership and Partnership: A Report on the Condition of Historical Records in the States and Efforts to Ensure Their Preservation and Use* (hereafter referred to as *RLP*), Victoria Irons Walch presents an extensive compendium of statistical data and narrative survey information concerning the status of historical records programs in the United States. Although its predominant focus is state archives and historical records programs, *RLP* also contains information on governmental records programs in American Samoa, District of Columbia, Puerto Rico, and Virgin Islands as well as summary comments about archival activities beyond governmental records.

The two-volume spiral-bound work (totalling 366 pages) is the report of a study Walch conducted in late 1992 and early 1993 on behalf of the Council of State Historical Coordinators, with funding from the National Historical Publications and Records Commission (NHPRC). From the standpoint of comparative statistical data, *RLP* is a significant update of Ernst Posner's magisterial 1964 *American State Archives*. In addition, *RLP* updates Lisa Weber's 1983 *Documenting America*, which reviewed the findings of the NHPRC-sponsored state assessment reports.

Walch draws data for the *RLP* report from a survey of state records coordinators, supporting documents submitted by coordinators in response to the survey, NHPRC files, and a number of external sources, such as the *NARGARA Clearinghouse*, the Council of State Government's *Book of States*, and Howard Lowell's *Preservation Needs in State Archives*. The report presents much of the quantitative information in comparative tables and the "qualitative" information in narrative summaries.

Volume I presents the information according to 15 topical areas relating to current conditions (state and local government records, advisory boards, facilities, and legislation) and issues (budget, access, education, preservation, cooperation, and new technologies). Perhaps most useful as source material for further study, there are extensive statistical tables on records expenditures, comparisons to overall state expenditures, staffing, holdings, and NHPRC grants to states.

Volume II contains much of the same information, but organized by state/district/territory to provide profiles of archival and records activity in each of these units.

The report thoroughly describes the current conditions and issues in state records programs. Perhaps its most basic finding is the quantitative and qualitative coverage of what often are labeled only as the "usual problems of funding, staff, and space shortages" that archives face. While these problems may not be particularly new, Walch emphasizes that there is a new and increased understanding that many of the problems are common among the states. Also, there is now a recognition of the possibility for common solutions based on exercising leadership and developing partnerships, especially through improved communication. It is from this perspective that the report draws its hopeful, if not platitudinous, title. Unfortunately, the players and mechanisms identified for exercising these roles—e.g., NHPRC and the state records boards—do not extend beyond the known cast that has been unable to accomplish the desired miracles in the past decade and a half. Nevertheless, the extensive comparative information in *RLP* should facilitate discussions and actions to continue incremental progress.

It is in the report's specific findings that *RLP* makes its greatest contribution. Through data in several categories it provides concrete evidence of considerable progress in state records programs since the 1960s when Posner identified 12 states without state archivists. There are now programs in all 50 states with a broad range of services that can be quantified.

As another example of the many specific findings reported in *RLP*, as well as a sign of the progress of state archives, Walch reported that many have moved into new facilities and that doing so has enabled archives such as those in Kentucky, Minnesota, and Oregon to experience significant increases in users and visitors.

The comparative data also suggest interesting relationships between program resources and constituencies and services. For example, Walch found that larger states devote a smaller proportion of overall resources to archives and records than smaller states, even though some of the strongest and most extensive programs are in large states. Although variations in reporting categories offer a partial explanation, this finding also suggests that there are economies of scale in archival management. Unfortunately, too many programs appear to be at a poverty rather than an economy level.

It should not be surprising that there are important limitations to *RLP* since it was a commissioned study completed within a very short time (indeed fewer months than allowed this reviewer to comment on the work) and it is a work based on responses to questionnaires and interviews. Perhaps most significant is that most of the data are self-reported and not independently verified or normalized. In addition, there is a great deal of unevenness in the reports; for example only 34 states are represented in the section on statewide functions and services. The survey nature of this work leads to other limits. Some sections are very cursory and anecdotal, such as that on legislation and regulation. The results in others, such as education and new technologies, lack focus and provide little useful comparative information.

Finally, and perhaps most fundamentally, the ultimate usefulness of *RLP* will be limited because it is only yet another one-time effort. No matter how ambi-

tious and thorough this report is, its value will be limited unless there are follow-up surveys and reports on at least the core-data categories. This problem should not diminish our recognition of Walch's fine work in conducting this study. However, if progress is to be made, there must be a more regular and rigorous way to measure whether state records programs are advancing or retreating, even if the pace is only glacial. The Council of State Historical Commissions and the NHPRC are to be commended, along with Walch, for this milestone compendium, but both its limits and qualities cry out for follow-up work.

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Documentation Planning for the U.S. Health Care System. Edited by Joan D. Krizack. Baltimore: Johns Hopkins University Press, 1994. 260 pp. Introduction, bibliographies, appendix, index. Hardcover. \$38.50

While the U.S. Congress struggles with a national health care plan, Joan Krizack and a group of contributing authors have advanced their own strategy for dealing with the massive quantity of documentation generated by the U.S. health care system. Utilizing documentation planning, the authors draw upon the conceptualized appraisal approach advocated by F. Gerald Ham among others, and the selection methodologies articulated by Hans Booms (documentation plan) in the 1970s and Helen Willa Samuels, Larry Hackman, and Joan Warnow-Blewett (documentation strategy) in the 1980s. To these contextual methodologies for institutional and interinstitutional analysis is added a third level, system analysis.

The editor points out that this holistic analysis of the health care system is not intended to be prescriptive. It is meant to be both descriptive and suggestive, providing the context necessary to devise a documentation plan. The authors, who are archivists, repeatedly cite the small number of archivists and repositories operating within the health care system framework. Given this obviously limited audience, the authors of *Documentation Planning for the U.S. Health Care System* admittedly seek to broaden the book's scope to include students, historians and researchers. Unfortunately this broad-based approach occasionally causes the authors to lose their focus and rely on generalized overviews and oversimplified classifications. Nonetheless, the authors succeed in emphasizing the interrelatedness of the individual components comprising the larger health care system.

The book is organized into eight chapters designed to provide background information on the U.S. health care system and the functions of the subordinate components. Each chapter includes citations and annotated bibliographies. In the first chapter, the editor provides a broad overview of the health care system and develops a series of typologies and functional classifications, dividing health care institutions and organizations into categories that form the basis of the next six chapters: "Facilities that Deliver Health Care" (Krizack); "Health Agencies and Foundations" (Peter B. Hirtle); "Biomedical Research Facilities" (Paul G. Anderson); "Educational Institutions and Programs for Health

Occupations" (Nancy McCall and Lisa A. Mix); and "Professional and Voluntary Associations" (James J. Kopp). The final chapter, "Documentation Planning and Case Study" (Krizack), contains a case study of the documentation plan implemented at Children's Hospital, Boston.

The health care facilities chapter naturally focuses on hospitals. Perhaps most significant is the estimate that less than 5 percent of hospitals currently have programs in place to preserve their historical records. This, more than anything, underscores the need to develop a documentation plan for health care.

Peter B. Hirtle's contribution assesses health agencies, analyzing the haphazardly created system of government agencies (federal, state, and local) and the inherent difficulties in documenting them. Not surprisingly, he notes that the National Archives remains the single best source for documentation about the U.S. health care system. Of foundations, he finds that their records contain important information about smaller institutions and organizations that is not available elsewhere.

Paul G. Anderson discovers that a major obstacle to documenting biomedical research is the common perception among researchers that the published result is the best archives. "It is no accident," he states, "that the titles of well over one hundred biomedical serial publications... begin with variations of the term 'archives'" (97-98).

Nancy McCall and Lisa A. Mix describe the functions of educational institutions and training programs, and the records they generate. They caution archivists involved with these records to give consideration to the evidential uses of the records, particularly as they relate to accreditation, licensing and certification.

James G. Carson focuses on professional and voluntary associations by using examples of each, one professional (Illinois State Medical Society) and one voluntary (American Heart Association). Carson stresses the need for increased documentation efforts and priority setting, illustrating his point with the figure that less than one percent of archivists are employed by health associations. The fact that many associations are also devoted to documenting the broader history of their particular professions further illustrates the need for stringent priority setting. The "medical industrial complex" (including insurance) is discussed by James J. Kopp, who finds that the for-profit nature of this activity leads to closely guarded secrets which make documentation efforts difficult.

Krizack uses the case study of Children's Hospital, Boston to tie the previous chapters together. By differentiating documentation planning from collecting policy, Krizack illustrates the various levels of analysis and details the importance functional analysis has as it leads to the identification of core record series.

Given the enormity and complexity of the health care system, this book serves as a useful introduction for archivists seeking to understand their institution's role in a broader context. This volume also identifies gaps in our understanding of health care institutions and the records they generate. At the very least, this book should cause archivists to reflect upon the big picture when appraising health care records.

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