Photographs: Archival Care and Management. By Mary Lynn Ritzenthaler and Diane Vogt-O'Connor, with Helena Zinkham, Brett Carnell, and Kit Peterson. Chicago: Society of American Archivists, 2006. $84.95. $59.95 to SAA members. 440 pp. Appendices and glossary. Hard cover.

This volume is an essential tool for repositories of any size with photograph collections. The authors have long experience in working with large photographic collections, principally at the Library of Congress and the National Archives and Records Administration, but the advice given is applicable for smaller collections as well, and there are frequent suggestions throughout for how to work with limited resources. All of the 13 chapters in this work are comprehensive, clearly written, and rich in detail and examples.

The Society of American Archivists' *Archives and Manuscripts: Administration of Photographic Collections* was published in 1984, and this new volume is much more than just a revised edition of the earlier work. It is greatly expanded, and the sections on appraisal, arrangement, description, and legal issues have been rewritten by new authors. There are also additional chapters concerning researching photographs, digitization, reference, and outreach. Although the first two chapters introducing the history and technology of photography are substantially the same as in the original edition, they have been updated as well, with "History of Photographic Processes" now including a short description of digital photography.

Diane Vogt-O'Connor's chapter titled "Appraisal and Acquisitions" is thorough and contains clear explanations of the characteristics and differences between evidentiary, informational, artifactual, associational, monetary, and usage values. It concludes with several useful appendices, including a sample records schedule, a sample collection-development policy, and a cost-benefit rating for appraisals.

"Accessioning and Arrangement," by Brett Carnell, demonstrates the interrelatedness of archival procedures by discussing the value of acquisition information in accessioning. He stresses the importance of conducting a preliminary review of a collection and then developing a processing plan before proceeding with arrangement. He provides an overview of different types of arrangements and points out the risks that can arise from errors in arrangement, chief of which is the loss of information but also can include the choice of inappropriate housing and surrogates, mislabeling, and misinterpretation. This chapter is also enriched by a number of sample forms.

The chapter "Description and Cataloging," by Helena Zinkham, continues the emphasis on the interrelatedness of archival procedures by recognizing the role of work done during appraisal and arrangement in the writing of descriptions. While description is a vital necessity for any archival collection, Zinkham focuses on the description of photographs specifically, giving practical advice on how to describe them and the importance of multiple access points. In this she builds on the advice from her earlier chapter, "Reading and Researching Photographs." Additionally, she provides information on different kinds of finding aids, as well as a helpful list of steps for building them. The section on guidelines and standards includes a useful table of standards for content, data structure, and data values, with explanations and examples.

At the center of the volume are the two chapters by Mary Lynn Ritzenthaler, "Preservation" and "Integrating Preservation and Archival Procedures." "Preservation" describes various causes of deterioration and makes specific recommendations for environmental conditions and housing. Ritzenthaler then discusses how best to preserve a variety of photographic formats. The chapter on integrating preservation into archival procedures details how preservation should be involved in all archival activities from appraisal through description, reference use, and exhibitions. Ritzenthaler also wrote this volume's chapter on copying photographs, in which she surveys use and reproduction policies, fees, the types of copying that may be done, how to copy problematic formats, and preservation concerns during the copying process.

Vogt-O'Connor's chapter titled "Reference Services and the Research Room" is an excellent overview of the particular problems and challenges of helping researchers locate the images they need, while safeguarding the materials. She describes the types of researchers who commonly use photographic materials, suggests the level of service that can be given, and offers advice on setting up and running a research room. Later in the volume, she extends the concept of reference service in "Outreach: Public Programs, Public Relations, and Fund-Raising." Vogt-O'Connor describes 15 key outreach possibilities as diverse as conferences, exhibitions, marketing programs, educational collaborations, and publications featuring photographs.

"Legal and Ethical Issues of Ownership, Access, and Usage," also by Vogt-O'Connor, is especially helpful because it offers much more than a discussion of copyright matters. Other issues reviewed include privacy laws, obscenity, national security, endangerment of protected resources, and sacred objects and ceremonies. The sample legal forms in the appendices provide models for use by other repositories, and appendix 10-H, in particular, is well worth studying by anyone working with researchers who use photographic material. This document, titled "Copyright and Other Restrictions Which Apply to Publication and Other Forms of Distribution of Images: Sources for Information," is issued by the Prints and Photographs Division of the Library of Congress.

Kit Peterson takes up digitization, a new topic since the first edition of this volume. After summarizing the benefits of digitizing photographs and the uses that can be made of the digital images, Peterson explains the steps that should be taken in planning a conversion project. She also discusses guidelines for digital images and ways to manage and preserve the images, and also suggests a number of resources for learning more about the topic.

The volume ends with a number of appendices on a variety of subjects, including supplies and equipment for the care and storage of photographic materials, setting up a workstation for examining and housing photographic materials, and funding sources. It also features a glossary and an extensive bibliography arranged by chapter.

Photographs: Archival Care and Management, despite its somewhat steep price of $85.00 (for non-SAA members), is well worth every cent. It is an invaluable resource for every aspect of administering photographic materials and is certain to be required reading for all who manage repositories holding such collections.

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Political Pressure and the Archival Record. Ed. Margaret Procter, Michael Cook, and Caroline Williams. Chicago: Society of American Archivists, 2005. $42.00. $29.95 to SAA members. 345 pp. Index. Soft cover.

This collection of 20 essays resulted from the international conference "Political Pressure and the Archival Record" held at the Liverpool University Centre for Archive Studies in the United Kingdom in July 2003. Only two of the essays have been published previously. Margaret Procter's introduction provides the parameters that guided the conference and influenced the contents of this volume: "All governments keep a variety of records on their citizenry. The political aims and ambitions of those in charge of record keeping can influence the nature of the record and its intrusion into the lives of the people most affected. In turn, archivists responsible for these records work within the environments shaped by the political needs of these regimes."

This is an especially timely volume, in that some of the essays reflect current topics, such as the impact of the U.S. Patriot Act on the administration of higher education. In addition, the volume brings up issues that resonate in long-term archival practice: records creation and retention, access, and ethics. The volume illustrates not only national and international ramifications of political pressures and records but gives compelling examples on a much smaller scale as well.

Political Pressure and the Archival Record is divided into six sections that include the historical legacy of the subject, access and the public interest, ethical dilemmas in public service, governments under pressure, records and international conflict, and modeling the future. The array of authors is impressive, ranging from the former interim archivist of the United States to heads of other national archives. Corporate and university archivists, records managers, and teaching faculty associated with archival programs and other disciplines make up the majority of authors represented in this volume.

More than half of the essays deal with case studies specific to countries other than the United States. These essays provide a good introduction to some of the issues being dealt with by those interested in the historical record in other parts of the world. Masahito Ando's essay, about the wide-scale loss of information through blunder and blatant destruction of records associated with the Japanese in occupied territories during World War II, illustrates the far-reaching effects. Missing documentation has made it impossible for individuals to seek reparation and, on a larger scale, the loss of records has been used to "deny and distort" the activities of the Japanese. Some of these distortions are now depicted in textbooks used by Japanese children.

An essay by Astrid Eckert deals with records of the Nazi Party and the struggle between German and Polish activists to access these documents in the years following World War II. Records of the government and the Nazi Party were taken by the Americans and the British in April 1945. In the years following the war, the Allies began returning these records contingent upon open access. Eckert examines the interpretation of the policy of access by the Political Archive of the German Foreign Ministry. Ultimately, policies reflected political motivations and resulted in less access to the returned records. Even as greater numbers of these records have been returned to Germany and opened, the return of all records continues to be an ongoing process.

While many of the historical events described in these essays will be familiar to readers, the case studies focus on the political issues surrounding the documentary evidence—a refreshing perspective for archivists. Tywanna Whorley's article on the Tuskegee Syphilis Study provides a provocative overview of the issues surrounding the records associated with this unethical government-sponsored study and the issues of access, privacy, and the right to know. The essay by former acting archivist of the United States Trudy Huskamp Peterson on the seized records of military conflicts breaks new ground in bringing together a series of issues and questions regarding how to handle records acquired through warfare.

While the volume is international in scope, the Midwest figures prominently in Dwayne Cox's essay, "Title Company v. County Recorder: A Case Study in Open Records Litigation, 1874–1918." His essay focuses on questions concerning access to local governmental records at the turn of the last century. He cites examples that occurred in Michigan, Wisconsin, Minnesota, and Illinois. Supreme Court decisions in many of these states settled questions about reasonable fees, privacy issues, and access when governmental units, court personnel, and business interests collided. Archivists dealing with governmental records continue to grapple with these same questions today.

Several of the essays provide suggestions for dealing with political pressures and archives. Rick Barry's essay about records-keeping violations cites numerous examples, including the Union Bank of Switzerland, the New York City Mayoral Records, and the British American Tobacco Australian Services. His examples are compelling and sometimes the conciseness of his descriptions leaves the reader wanting more information. He focuses, instead, on corrective actions, such as teaching ethics and the role of appropriate professional associations. Similarly, Chris Hurley's essay, "The Role of the Archives in Protecting the Record from Political Pressure," spells out an archivist's responsibilities clearly. There must be public record of public activities. The record has to be useable and it must be protected and preserved.

This book covers complex ethical and legal questions. Though the essays have been grouped by theme, none has a direct relationship to the others. Some readers may find it easier to digest the volume on an essay-by-essay basis, beginning with their immediate areas of interest. Archivists and anyone interested in the political nature of records will find something of value. This volume should be included in graduate-level courses in archival administration because of the case study approach and the relevance of the topics that are broached. It would provide the basis for meaningful and lively discussions in and out of the classroom.

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Archives and the Public Interest: Selected Essays of Ernst Posner. Archival Classics Series. Ed. Ken Munden. With a new introduction by Angelika Menne-Haritz. Chicago: Society of American Archivists, 2006. $49.00. $35.00 to SAA members. 215 pp. Soft cover.

In one of his essays in *Archives and the Public Interest*, Ernst Posner points out that archivists "have little to show, in writing, of our appreciation of the founding fathers and leaders of our profession." Based on the dearth of information available on the history of the archives profession in current literature, Posner's writings are as necessary today as they were when originally compiled and published almost 40 years ago.

Posner's essays and speeches date from his forced emigration from Germany in 1939 until his retirement from American University in 1960. His writings, published originally in 1967, are based on his work with archives in Europe and the United States. The new edition includes the original foreword by Herbert E. Angel, an introduction by Paul Lewinson, and a bibliography of Posner's publications. Also included are an index and a new introduction by Angelika Menne-Haritz that reflects on Posner's classic text. Menne-Haritz provides some background on Posner's life that places his writings in context, and she successfully illustrates the significant role he played in the archives profession in Europe and the United States.

The book is arranged in six parts: basic principles (including the development of the profession since the French Revolution and the origin of provenance); archival training in Europe and the United States; the European influence on the archives profession in the United States; the American archival experience (including the origin of the National Archives, the unique issues facing college and university archives in the United States, and Posner's musings on the characteristics of the American archivist); archives in wartime (including the effects of changes of sovereignty and military occupation on archives, and access to and protection of public records during war); and a postscript by Posner on archivists and international awareness.

Posner's writing style is informal, easy to read, and at times humorous. Written in the first person, the essays offer his unique point of view as a European evaluating the emerging archives profession in the United States. In some ways, Posner's contributions to the profession were aided by his impeccable timing—he arrived in the United States only five years after the National Archives was first created, at just the right time to observe the manifestation of the profession in this country and provide advice to his American colleagues on archival theory and practice in Europe. Posner had also worked on the staff of the Prussian Privy State Archives at a crucial point in archival history in Germany. There he observed firsthand the enormous increase in records pouring into the archives after World War I as public agencies were dissolved. He was able to see how this overabundance of records affected appraisal theory and practice for the profession, observing how the Prussians' refined the archives profession between World War I and World War II. Posner never allowed his personal views relating to his forced emigration or the effects of war on his life and homeland to filter into his writings; it is easy to see why his colleagues in America and abroad respected him. There is, however, a recurring theme in his writings that historic records must be

protected in order to endure as evidence, even after the civilizations and governments that created them cease to exist.

Of major interest to archivists today is Posner's thorough description of the development of the theory of provenance and how the Prussian archivists defined it. Posner's description of archival education in the United States, along with his views on what should be included in an archivist's education, also remain relevant today. His comments on archival education and training are well founded. At the time his essays were first published, he had served as a professor teaching courses on the history and administration of archives at American University since 1939, and had later directed the summer Institutes on Archives Administration for 16 years. Posner effectively argues for the need to balance theory and practice in archival education, an issue still being addressed today.

Posner not only played a crucial role in the American archives profession by educating new archivists on European archival practice and traditions, but he also educated his European colleagues on the progress and issues facing the profession as it emerged in the United States. Menne-Haritz refers to him as a builder of bridges between the professions in the United States and Europe, and indeed the underlying thesis of his compiled essays is that there is much that different countries can learn from one another about administering archives.

Posner's comments about historians and librarians working as archivists still resonate. He illustrates why historians may make excellent researchers but are not necessarily qualified to arrange and describe archival records, preserve them, or understand the legal statutes that apply to their use. At the same time, he acknowledges the debt the archives profession owes to historians, pointing out that the archives profession in the United States grew out of the American Historical Association's creation of the Public Archives Commission in 1899. Posner also makes a point of stating that archives in America are different from those in Europe, in that the United States' archival tradition developed out of the needs of historical scholars.

Most American archivists are not as aware of the origin of their profession as they should be, nor are they aware of the vast European influence on their work. Yet Posner's writings do not only address the history of the profession, they also outline major issues requiring consideration by the profession since the 1930s. Archivists continue to address many of these issues today; technology has encouraged the profession to change and grow in many ways, but some aspects of archival work have been slower to change. Even in his criticism of certain aspects of archives work in the United States and abroad, though, Posner remains diplomatic and objective. He points out that initially the National Archives needed to rely on historians to administer its archival agencies, due to a lack of training programs and experienced archivists in the country. However, Posner implies that this is not the ideal situation. It should still resonate within the profession that although there are a wealth of educated and well-trained archivists from whom to hire today, NARA persists in hiring historians to do archives work. Posner also points out the hazards of assigning archival responsibility to librarians—they may understand organization and classification, but without the historical context, the knowledge of archival theory and practice, the respect for the record as evidence, and a thorough understanding of records creation, record keeping, and historical research,

they will likely emphasize organization by subject matter over provenance and original order, and be unable to assist patrons in effectively using archival materials.

Even as he points out differences in the profession in different countries, Posner always manages to show the relevance and importance of learning from foreign colleagues and building a common knowledge for the good of the archives profession. Considering the youth of the American archives profession compared to that of other countries, it is clear that there is still a great deal to be learned from our foreign colleagues. Indeed, this is perhaps Posner's most recurring theme—that international cooperation and discussion to understand our differences and to learn from them will forge ties that will ultimately benefit the profession overall. Through international cooperation, archivists can expand on new methods and techniques relating to preservation, technology, and the design and equipping of archival repositories.

In addition, as we become more aware of the significance of accountability of the archives profession, in order to ensure public trust in and understanding of what archivists do, this volume should be considered essential reading for all archivists. We must be able to understand the importance of our own theory and practice and be capable of explaining it clearly and succinctly to those outside the profession—not just to scholars, who likely already have some awareness of what we do, but to members of the public who cannot value archives appropriately until they understand fully what they are and why they are critical to their way of life. We must understand and articulate, as Posner does, the ways in which politics affect archives work. We must educate the public effectively, through nonpartisan arguments, on their rights as citizens to the information that documents the workings of their government. Finally, we must be knowledgeable about the creation of our profession, and why it filled a crucial need that still exists today—preserving and providing public access to the records of our government and our society. Posner's essays are a plea for archivists to show our relevance to society, the ways archives benefit the public, and the role archivists fill every day to ensure governmental accountability and citizens' rights. We must also emphasize why trained archivists are the only ones with the knowledge, skills, and authority to play the essential role of protecting and providing access to our cultural heritage. After all, as Posner puts it so well, "preservation of the Nation's record is a task of national importance" and "it is the archivist who holds the keys to the historical kingdom. It depends largely on him whether a true history of mankind can be written."

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Architectural Records: Managing Design and Construction Records. By Waverly Lowell and Tawny Ryan Nelb. Chicago: Society of American Archivists, 2006. $62.00. $59.95 to SAA members. 250 pp. Appendices. Hard cover.

The title of this volume might cause some archivists to skip along to another review, confident in the knowledge that their collections do not include architectural records. The authors, however, lift the topic beyond a simple consideration of building blueprints, broadening their study into a comprehensive manual that includes all types of "design records"—everything from professional architectural and landscape designs to engineering and construction manuscripts, from the built environment and town plans to design materials in the furniture, maritime, and manufacturing industries.

The authors are particularly well positioned to contribute a definitive text on this topic. Waverly Lowell is curator of the Environmental Design Archives at the University of California, Berkeley, and received SAA's 2002 Coker Award for her work on a standards publication for descriptive terms used with architectural and landscape design records. Tawny Ryan Nelb has worked as an independent consultant with architectural design records for more than two decades and is also widely published on the topic. Together, Waverly and Nelb have co-instructed SAA's effective Managing Architectural Records workshop.

Architectural Records takes a holistic approach to understanding, collecting, and preserving design records. For too long, the authors note, these records have been the poor stepchildren to cartographic records, with design tracings and blueprints being lumped in with other oversize manuscript material. Sadly, the traditional item-level attention paid to map records often masks the importance of using comprehensive documentation strategies for design records. Because such materials are inherently project based, a full understanding of graphic design items is greatly enhanced by contextual records, including project and job correspondence, financial records, and the personal and professional papers of designers themselves.

The volume contains eight chapters, each attributed to one of the authors. But the chapters work well together, returning to and building on the authors' central themes. Nelb opens with a very readable summary of Western architectural practice, providing a good historiography of how design, particularly architectural design, has developed through ancient and modern times and how the business of design became more formalized (and technological) in more recent centuries. Nelb's footnotes form one of the best bibliographies on the history of design records and record keeping.

The next two chapters provide details of the process and products of design. In the first, Waverly examines the creative design process, providing a primer on the organizational planning and paperwork necessary in a modern design office. Sections on office records, graphic items, and personal papers embrace the breadth and complexity of material produced during the design process. A holistic approach provides context and meaning to individual record types, which Nelb examines in the accompanying chapter. The author's inventory of document types is of immense value to the archivist's bookshelf, detailing everything from photographs to models, from drawing types to textual records, that archivists will encounter as they work with modern design records.

Chapters on appraisal and arrangement and description include perspectives for institutions of all sizes, regardless of budget, staffing, or storage space. Inclusion of examples and illustrations is a plus, particularly an "appraisal grid" for retention and disposal decisions, a simple rubric for series and subseries descriptive terms, and a sample EAD-encoded project index. Moreover, the authors hope to demystify the "specialness" that archivists often ascribe to design drawings, encouraging the application of aggressive appraisal methodology in a fashion consistent with other document types. "When architectural students process architectural collections," Lowell observes, "they often have an easier time suggesting [what few] project records should be considered permanent. ... [T]hey realize that a drawing is no more precious than a page of text is to an archivist."

The two chapters on preservation are well illustrated and of immense value to any institution collecting design material. Sections provide detailed descriptions of original design media types and their physical composition, with specific handling, storage, and environmental considerations described for the varying formats. A handy timeline is helpful in identifying print types (everything from Van Dykes to "sticky-backs"). Probably most interesting to this reader were the numerous techniques for the humidification and flattening of rolled material, as well as the physical storage of oversize items. These chapters also include discussion, albeit limited, of the use of computer-aided design software (CAD) and other increasingly complex issues relating to electronic design records.

A final chapter on research and use is somewhat rudimentary (reflecting the authors' effort to make the volume of use to both novice and experienced archivists), but does include some useful suggested practices for providing access to specific types of oversize design records. Of most value, perhaps, are sections on reproduction and copyright, which tackle some niggling issues associated with the ungainly size of some print material, as well as the enhanced rights that some designers maintain over their manuscript material.

This volume will be of immense use to repositories with any sizeable collection of design records, particularly blueprints and other line drawings. It is a necessary read for any archivist considering his or her first accession of design records, with its encouragement to examine these materials in their project context, and to consider more holistic documentation strategies, as well as its realistic cautions about the challenges inherent with these sorts of materials. Most collections hold some type of design records—whether archivists recognize them as such or not—so this volume should be considered a valuable addition to any departmental reference collection.

Architectural Records is a handsome volume, too. Hardcover with glossy pages, the book is illustrated with nearly two hundred photographs, line drawings, and other illustrations that prove critical to the text. In addition, a gallery of 40 color illustrations reminds the reader that design is rarely a monochromatic activity—a fact requiring

additional consideration from the archivist. It is the kind of book you might leave on your coffee table to impress upon family and friends that manuscript collections often include very stunning visual material.

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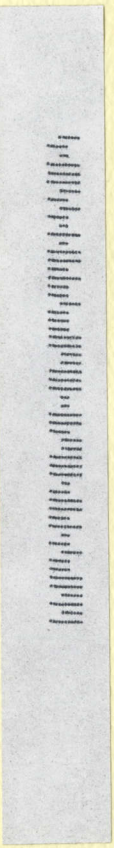

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