BOOK REVIEWS

Archives & Manuscripts: An Introduction to Automated Access. By H. Thomas Hickerson. Society of American Archivists Basic Manual Series. Chicago: Society of American Archivists, 1981. 60 pp. Illustrations, suggested reading lists, and glossary. Paper. $5.00, members; $7.00, non-members.

Once regarded as the answer to all problems, automation got a bad name in the 1970s when program limitations met head-on with archivists' high expectations. In recent years, the resulting disillusionment has begun to dissipate. Confronted with increased quantities of holdings and numbers of users and with new areas of research inadequately met by existing access systems, archival institutions are again turning to automation. Mr. Hickerson's manual aims to be an "introductory handbook, descriptive review and critical essay" to aid archivists in evaluating and implementing computer uses. It fills most of these roles admirably.

The introductory handbook role is addressed primarily by the first two chapters and a most useful glossary at the back of the volume. Chapter 1 describes technical aspects of computer hardware and operations and notes alternate methods of data input and alternate forms of output. Chapter 2 defines terms and discusses the factors in computer software systems which are of major importance to archivists. It explains why not all programs will run on all computers, the implications of sequential access versus direct access systems, and the importance of good documentation and system maintenance. These chapters offer a clear and concise treatment of a complex subject.

The role of descriptive review is addressed mainly by Chapter 3 as it surveys ten computer systems currently being used by various archival institutions. A brief presentation of approaches to subject

access and a review of early archival uses of automation is followed by a discussion of MRMC II at the Library of Congress, SPINDEX II and III, SELGEM developed by the Smithsonian, GRIPHOS which is used in many museums, CODOC at the Ontario Universities' Library Cooperative System, the Corning Glass Works Archives photo index, ARCHON at the Baltimore Region Institutional Studies Center, the system developed for the Survey of Sources for the History of Biochemistry and Molecular Biology, PARADIGM at the University of Illinois, and NARS A-1. The clarity of the survey is greatly enhanced by illustrations of sample output from several of the systems. Comparative information is included in the narrative, but a useful addition would have been a chart comparing aspects of the systems. Also, though strengths and weaknesses of the various systems are sometimes noted, more emphasis on the "critical review" role would have been helpful in this chapter.

The final chapter describes some of the management functions necessary for successfully implementing automated processes in an institution. It might be noted that many of these functions are also important for efficient operation of non-automated processes; a fringe benefit of automation is the self-examination it prompts. Mr. Hickerson successfully avoids the trap of excessive management jargon and takes pains to present the areas of choice archivists will confront.

Also in the final chapter are comments on current efforts and opportunities for national cooperation. Though mention of the now virtually defunct NHPRC national guide project falls victim to the problem of being out-of-date before it's printed, Hickerson's main point that archivists need to work together to gain maximum benefit from their automation efforts will remain valid for a long time to come. And his fearless prediction that during the 1980s over half the major archival institutions will begin to use computer assistance implies that such cooperation could make a major change in the state of archival access.

Although this volume is part of the SAA's second manual series which is meant to address the more specialized interests of archivists, automation systems can impact so strongly on all the topics of the first five manuals—appraisal and accessioning, arrangement and description, reference and access, security, and surveys—that it

deserves to sit next to them on your bookshelf. It also merits that spot by meeting the series' high standards of clarity and relevance.

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J. Franklin Jameson and the Birth of the National Archives, 1906–26. By Victor Gondos, Jr. Philadelphia: University of Pennsylvania Press, 1981. xv, 232 pp. Illustrations, bibliography, index. Cloth. $20.

J. Franklin Jameson and the Birth of the National Archives, 1906–26 is a compelling book to read. Victor Gondos, with a background in architectural engineering, retired from the Army in 1940 and then joined the staff of the National Archives. This book is the subject of his dissertation which he received in 1971. It is the force of Gondos's own interest in the topic that draws the reader into seemingly endless moves, negotiations, bills, and coalitions that developed during Jameson's long efforts to obtain proper housing for the archives of the federal government. The book is well written and very thoroughly researched. Gondos covered all the ground: the collections of personal papers of people involved in the project, interviews with Waldo G. Leland, the texts of the numerous failed Senate and House bills, committee reports, and so on. No stone was left unturned.

An historian by trade, Jameson arrived in Washington in 1905 as the Director of the Historical Research Bureau of the Carnegie Institution and Leland became his assistant. Jameson's interest in archives predated his arrival in town. As early as 1895 he submitted a program to the Executive Council of the American Historical Association on the systematic collection and organization of source materials for American history and was appointed Chairman of the A.H.A.'s Historical Manuscripts Committee. Jameson's work at Carnegie took him to Europe and into the Archives there where he became familiar with a tradition of archives. He became actively concerned with an archives project in this country in 1907 when he contacted President Theodore Roosevelt and asked him to query

his department heads about the annual growth of space they would require. This information was forwarded to Jameson and became the basis of a storehouse of information he would collect over the next two decades.

With a passion and determination to see the archives project through, he was able to work with a multitude of events towards his purpose and to convince many people both inside government and outside that a national archives was a necessity. Through the years he was not to be deflected or sidetracked. Prior to his own interest, there had been some efforts towards the establishment of a Hall of Records and a variety of storage areas, but none were successful. From time to time there had been fires in government buildings often with the loss of valuable records. The fires and the resulting losses coupled in people's minds with an idea for storage provisions for government records. Various members of several administrations appeared interested and some bills were introduced but failed.

Senator Henry Cabot Lodge was one of Jameson's first converts, and he was soon joined by Congressmen and later Senators Miles Poindexter and Morris Sheppard. Jameson worked with and through five presidents—Roosevelt, Taft, Wilson, Harding and Coolidge. He developed grass roots support in such organizations as the Daughters of the American Revolution, the Knights of Columbus, the National Association of State Libraries and the newly formed American Legion. He had magazine and newspaper support, and even William Randolph Hearst directed the *Washington Herald* into a propaganda campaign in support of an archives. More traditionally the A.H.A. created a Committee on the National Archives in 1908, and a Conference of Archivists was formed in 1909.

After a number of false starts, the omnibus public buildings bill, which had an archives attachment, was signed by President Taft in 1913. It took another 13 years to get the appropriation for the building. This included money for the purchase of a site, drafting plans, and construction. The site was a critical and drawn-out problem and without one, Jameson couldn't make further progress. A fire in 1921 in the Census Building again stirred public interest in an archives. There was even discussion of a fire proof as opposed to a fire resisting one. The Pension Building was offered

as a temporary home for government records but was finally rejected. Although the idea of retrenchment in costs was pervasive after World War I, the first postwar public buildings act included an authorization for the National Archives. It was signed on May 25, 1926, and the appropriation followed the next month. Costs for the Archives finally exceeded 12 million dollars. Ground was broken in 1931, the cornerstone was laid in 1933, and in 1934 Roosevelt approved the act establishing an archival agency. This is a particularly interesting book to read at this time, in a period of federal budget cuts. It strikingly reminds us of the mission of the National Archives, of its roots, if you will.

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Directory of Illinois Oral History Resources. By Kathryn Wrigley. Springfield: Oral History Office, Sangamon State University, 1981. 54pp. Appendices and indexes. Paper.

This book is an alphabetical list of the names, addresses, and other information regarding 151 repositories which contain 7,000 interviews. The director of the project to accumulate this information was Cullom Davis, author of *Oral History; From Tape to Type* (1977).

Most of the projects in this directory were started to record the local history of a particular geographic area. There also were many others started to register in permanent form the reminiscences of people concerning the history of a college or university. A large number were undertaken by volunteers, but numerous projects were funded by CETA grants. Secondary schools started programs to give students experience in interviewing and to train them in other aspects of oral history. The ethnic history of Chicago is well represented by interviews with Poles at the Chicago Historical Society, Italians at Chicago Circle, and Jews at the Chicago Jewish Historical Society.

The reviewer's list of favorite programs will give an idea of the diversity of oral history in Illinois: interviews with Chicago

journalists including Lerone Bennett, Phil Donahue, Roger Ebert, Andrew Greeley, and Paul Harvey at the Chicago Historical Society; interviews regarding the history of the Urban Investment and Development Company, a building, city planning, and real estate development concern in Chicago; a project in Elgin to gather the reminiscences of those attending and viewing silent movies; recollections relating to the history of the Black Church, including its worship traditions, key figures, and movements at the Garrett-Evangelical Theological Seminary; information about life and work around Illinois inland waterways at the Illinois Canal Society; interviews with prominent anesthesiologists at the Wood Library-Museum of Anesthesiology; and a program to interview people in Air Force communications, data automation, and air traffic control at Scott Air Force Base.

There are indexes by county, repository, and subject. One of the appendices lists institutions, organizations, and individuals who have conducted a class or workshop in oral history. This directory could be of particular use to researchers in the recent history of Illinois as well as to anyone interested in oral history. The book fulfills its purpose of publicizing oral history in Illinois.

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The Museum Forms Book. Edited by Kenneth D. Perry. Austin: Texas Association of Museums, 1981. 380 pp. Paper. $12.00.

In 1979 the Texas Association of Museums surveyed museums throughout the United States, as well as the Museum Documentation Association of England, asking them to send examples of the various forms they used in the course of their day to day activities. The surveyed institutions returned more than 2,000 different forms, and from this sample editor Kenneth D. Perry has selected over 400 from 119 institutions for inclusion in *The Museum Forms Book*.

As its title suggests, *The Museum Forms Book* is a collection of reproduced forms. The 380 pages of main text consist entirely of

exact reproductions of various forms used by the 119 institutions. I should qualify my use of the word "exact," perhaps, since Perry has edited some of the forms slightly, usually for space saving reasons. For example, he reproduces two-sided forms, whenever possible, on one page; reduces large size forms to his standard 10 7/8 x 8 1/4 page size; and, in some instances, omits information on forms that is not primary to content. In all such cases, however, Perry includes explanatory notes.

Perry has divided *The Museum Forms Book* into five sections based on fundamental museum functions which, while not directly equivalent perhaps, are comparable to those in which archivists are involved. Thus under ADMINISTRATION we find forms relating to collection policies, contractual agreements, gift contracts and acknowledgements, institutional memberships, personnel, and security. The CURATION section includes cataloging worksheets used by art, history, and natural science museums; conservation and condition report forms; forms relating to photographs and storage; and even a brief (4 forms) section on museum archives. The EDUCATION and EXHIBITION sections include a variety of forms relating to those two museum functions. The final section of the book comes under the heading of REGISTRATION, and here we find forms for accessioning and deaccessioning, incoming and outgoing loans, examination and loan receipts, and a variety of shipping forms.

Even though *The Museum Forms Book* is aimed specifically at museum curators and administrators, and much of the information contained on the forms is relevant only to specific types of museums—I doubt, for example, many archivists have to concern themselves with "habitat description" or "sight of capture" when engaged in field work—the book should prove interesting, if not extremely useful, to both archivists and manuscript curators. While the exact functions or uses of specific forms may not be equivalent, the general situations out of which these forms grew are comparable to the everyday situations which archivists and manuscript curators face. All archives and manuscript repositories work with donors and researchers, not to mention their own personnel; we all catalog, store, and try to conserve our holdings; and most institutions have to worry about loaning and borrowing material for exhibitions, not to mention the problems involved

with exhibitions themselves. Thus the book should be of general use to the archival community, especially to those of us who have the situations and problems but lack the forms.

I was going to include a mild complaint about the book's skimpy introduction and its lack of an index, but, then, I began to think of how I read similar books which purport to instruct readers in particular ways of the archival world and usually end up criticizing them for containing too much theoretical description and not enough concrete examples. Kenneth Perry gives us 380 pages of examples and keeps his own interpretation down to a bare minimum, and for this I commend him. Actually, his concise, 1 1/2 page preface provides more than enough information about his methodology and the book's arrangement so that users should have no trouble finding their way around *The Museum Forms Book*. And I don't think the lack of an index really hinders anyone's use of the book. A reader interested in a particular topic will want to look at entire sections, if not the entire book. Perry himself notes that the book is not meant to be a panacea for museum curators looking for the perfect form for a particular situation. So I don't think a panic stricken archivist—or museum worker for that matter—desperately searching for the perfect loan agreement form should expect to turn to a particular page in *The Museum Forms Book* and find it. I do believe, however, that an archivist or manuscript curator who is trying to design a form for a particular function or situation will want to browse through the entire book since it represents such a wide variety of institutions and situations. At the very least a potential form designer will, through the sheer number of forms presented here, be able to avoid potential pitfalls and, more than likely, benefit from some of the better designed forms found in the book.

A few final notes are in order. First, Perry has assigned an institutional code to each form, so readers can locate the name and address of an institution that has provided a particular form; he also provides complete addresses for all 119 institutions. Perry also suggests in his preface that the contributing institutions will supply additional information about their forms, so that interested readers can query institutions comparable to their own, I suppose, on a variety of situations. This latter point is particularly valuable, since Perry was forced to omit more than 1,600 forms from his

collection, many of which would be of interest.

The Museum Forms Book, then, is an interesting inside look at the day to day operations of the American museum world as revealed through its forms. It serves not only as a useful reference tool, but also as a model for similar projects, including, hopefully, a collection of forms used by archives and manuscripts repositories.

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Religious Archives: An Introduction. By August B. Suelflow. Society of American Archivists Basic Manual Series. Chicago: Society of American Archivists, 1980. 56 pp. Appendices and bibliography. Paper. $5.00, members; $7.00, non-members.

The growing interest in religious history during the last decade has led to an increased awareness among historians, archivists, and religious communities of the importance of religious archives. This mutual concern has led many religious organizations to initiate archival programs and has caused existing repositories to push for greater professionalism in both administration and selection of personnel. August Suelflow's *Religious Archives: An Introduction* reflects this interest and concern within the archival profession and provides a basic manual for those archivists and religious groups seeking to establish or improve archival programs.

Religious Archives is comprised of ten parts. Two introductory sections treat the nature of religious archives and their place in religious organizations. The remaining eight sections deal with the basic rudiments of archival management, including appraisal, budget, buildings and personnel, acquisition of materials, processing, reference service, photo-duplication and microfilming, exhibits, and publications. Photographs, a short bibliography, and appendices containing sample applications, deeds, and loan agreements supplement the text.

Suelflow's manual is competent and well written. He treats the basic problems and issues of archival administration and applies

them specifically to religious archives. Of special significance is his treatment on defining the scope of the collection, the acquisition of archival records, and the receiving, accessioning, and registration of archival materials. He notes the importance of a well defined collection policy, based on an efficient records management program, which will assure the collection and preservation of vital records and exclude superfluous material that occupies valuable storage space and staff time. Establishing such a program is frequently a difficult task, for staff and administrators are often reluctant to part with their records, but it is essential for the preservation of the records of the religious community or organization. Suelflow suggests guidelines for the establishment of such a program and the judicious appraisal of these records once they are obtained. He highlights, too, other techniques for acquiring material and ways to preserve good donor relations.

The processing of manuscripts and records is a necessary duty of any archivist, and Suelflow's coverage of this task is another important segment of his study. He cites important issues relating to processing, including legal rights, restrictions, and the necessity of keeping well organized records concerning the accessioning of material. This last point may be taken for granted by most experienced archivists, but it is worth repeating and an important fact to keep in mind for the novice, inexperienced archivists for whom this manual is intended.

Suelflow's treatment of other aspects of archival administration is, likewise, thorough and relevant. He provides insight into the presentation of exhibits, the establishment of a microfilming program, and reference work. But at times his attempt to cover all aspects of archival management in such a short manual causes an uneven or incomplete coverage of some important archival functions. For example, four pages are devoted to microfilming, publications, and exhibits, but only one paragraph is allotted to the description and preparation of finding aids. Furthermore, his coverage of oral history in two short paragraphs is too short and general to be of real value to the reader. Finally, some may even debate the necessity for publishing such a manual. Aspiring religious archivists must still consult basic manuals, a fact the author does well to note, regarding processing, arrangement, and other tasks. Aside from applying these archival concepts to the

religious archives experience, there is little in this manual that could not be found by consulting other SAA manuals or basic archival texts. But given the increased interest in the field and the need for greater professionalism in religious archives, this manual does serve a purpose. It is a starting point for those without training or background who suddenly find themselves, by choice or appointment, working in a religious archives. It acquaints them with important questions and issues they should be aware of and points the ideal direction in which they should progress. For this reason, *Religious Archives: An Introduction* should be a useful reference work for novice or inexperienced religious archivists, as well as religious communities, organizations, or groups seeking basic guidelines to begin an archival program.

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Slovenes in the United States and Canada. Bibliography. Compiled and edited by Joseph D. Dwyer with assistance from Maurycy Czerwonka. St. Paul: Immigration History Research Center, University of Minnesota, 1981. 196 pp. Photographs. Index of personal names. Paper. $7.00.

This volume, the third of a series of bibliographies compiled by the staff of the Immigration History Research Center (St. Paul, Minnesota), was made possible through the support of the Hoover Institution of War, Revolution, and Peace and the financial assistance of the National Endowment for the Humanities. The previous volumes relating to the Serbs and the Hungarians in the United States and Canada were published by the IHRC in 1976 and 1977, respectively. As Rudolph J. Vecoli, Director of the Center, explains in the preliminary statement, the purpose of the series is to remedy the problem of insufficient reference tools pertaining to the study of the ethnic factor in America.

Joseph Velikonja, professor of geography at the University of Washington, discusses in a preface the emigration of Slovenes from their southeastern European homeland (the northern part of

present day Yugoslavia), their settlements and numbers in America, and other informative, relevant data about them. The compilers' introduction outlines the organizational framework, stressing that the bibliography is not complete or comprehensive.

Bibliographic entries are divided into three major categories: monographs and articles, serial publications, and manuscript collections. As expected, the monographs and articles heavily predominate: about five-sixths of the volume consist of entries describing reference works, books, and articles on Slovenian American history, organizations, literature, language, religion, politics, society, art, music, and works by Slovenian American authors and publishers dealing with Slovenia and Yugoslavia. The preponderance of listed entries in the first group is due to a thorough inclusion of articles from three major Slovenian American almanacs as well as their selective inclusion from other journals. The second group, serial publications, consists of 168 entries and is subdivided into periodicals, annuals, and newspapers. The bibliographical information includes under the title, place of publication, publisher, beginning and ending dates, frequency, and location of holdings. While some twelve institutions both in the United States and the Slovenian capital of Ljubljana are listed as holding some serial publications, it appears that the Immigration History Research Center is really the only significant repository of Slovenian American historical resource materials. As a matter of fact, all items listed in the first category (monographs and articles) can be found there, as can all twenty-eight manuscript collections registered in the third and final part of the bibliography. The latter are, for the most part, records of churches and fraternal societies.

There are 1,913 entries in the volume. Numbers identifying each item clearly stand out, simplifying search for entries when the alphabetical index is used. This index, consisting of the personal names of authors and editors and the subjects of biographies, should prove extremely useful. The table of contents with detailed breakdowns helps the researcher to find the types of material with ease. Each group of entries is in alphabetical order and the format of entries follows an acceptable pattern for bibliographic citations. *The National Union Catalog of Manuscript Collections* is the model for the description of manuscript collections.

The most obvious factor in the bibliography is the prepon-

derance of entries in Slovenian. Although this is to be expected in all ethnic source materials, it does represent a more serious problem with lesser known languages such as Slovenian. It means that the research can be undertaken only by those scholars who have at least a reading knowledge of the language. For practical purposes the Americans of Slovenian heritage and Slovenes in Yugoslavia will be the most likely candidates to avail themselves of these source materials.

Overall, the volume is a worthwhile effort, a much needed first step. It should inspire thousands of interested Americans of Slovenian descent to help in the identification of additional materials not listed in this bibliography. The volume can also be considered a tribute to new social history, discovering, remembering, and recognizing an ethnic group of ordinary people doing ordinary things.

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Jeffrey Field has a Ph.D. in philosophy from the University of Michigan. He has been a Program Analyst and Program Specialist for the Division of Public Programs of the National Endowment and the senior Program Officer for the Endowment's Research Resources Program. He is presently Acting Assistant Director of the Research Resources Program. This article is a revised version of his speech to the Plenary Session at the spring, 1982, meeting of the Midwest Archives Conference.

Maynard Brichford is university archivist at the University of Illinois at Urbana-Champaign. This article is a version of a paper presented at the 1980 annual meeting of the Society of American Archivists in Cincinnati. The article reflects a long standing research interest of the author, and draws upon translations of European archival journals and two sabbatical visits to Europe in the 1970s.

Richard C. Berner is head of the University Archives and Manuscripts Division and university archivist at the University of Washington Libraries, Seattle. His article is a distillation of a lengthy historical analysis that will be presented in a forthcoming book.