

BOOK REVIEWS

"Preserving the Past for the Future: Local History and the Community," Papers Presented at Chester, Lancaster, York, and Rock Hill, March 24-27, 1980. Edited by Ron Chepesiuk. Rock Hill, South Carolina: Dacus Library at Winthrop College, 1980. 45 pp. Paper. \$4.00.

This publication includes seven papers which were presented at the March 1980 conference, "Preserving the Past for the Future: Local History and the Community." The conference, sponsored and funded by Winthrop College and the South Carolina Committee for the Humanities, consisted of four sessions held at Chester, Lancaster, York, and Rock Hill, South Carolina, and was designed to stimulate and promote interest in studying and preserving local history in the Catawba Region of South Carolina.

Although the focus of this conference was on the study and preservation of local history in the Catawba Region, the basic concepts presented in these papers may be applied to various local history research projects and preservation programs throughout the United States. These concepts, therefore, will be beneficial for many genealogists, historians, archivists, librarians, and others involved in local history.

Genealogists, and sometimes historians, forget that genealogy and local history are inseparable. In Lawrence K. Wells's paper, "Local History and the Community: The Genealogist's Perspective," the author demonstrates, with examples from South Carolina genealogies and histories, how important it is for the researcher to know and understand a community's history as a basis for accurate and interesting research. He also shows how a knowledge of a region's local history will help a researcher locate records more easily. In addition, Wells emphasizes the need for good documentation of data.

John Bonner's article, "How to Write Your Own Local History," based on concepts presented in Wells's paper, identifies types of sources and repositories available for the researcher. Bonner also provides a helpful format for those writing their first community history.

One of the most interesting papers in this collection is "The Role of the Archives and Historical Society in Preserving Local History" by Ron Chepesiuk. He believes that archives, historical societies, and libraries have an essential role in preserving the local history of a community. Besides knowing what records to preserve and providing the proper care and storage for these records, curators need to make their community aware of the value of collecting and preserving local history. Chepesiuk suggests that curators involve the people in their community by presenting talks and seminars and providing opportunities for individuals or groups to participate in oral history, photography, historic preservation and other local history projects. Thus, this paper not only stimulates interest in local history, but also provides constructive suggestions for developing good local history programs.

The next two papers in this collection are Louise Pettus's "New Methods of Documenting" and Julian L. Mims's "County Records: Their Protection and Use." Pettus shows how oral history and photographic projects provide new and interesting ways of documenting history. She also suggests topics and methods for using oral and photographic history. Mims identifies the types of county records and their uses. He also discusses the problems of protecting and preserving these records against fire, theft, water damage, and other destructive elements.

The last two papers provide interesting accounts which stress the value of local history. Through a case study of John Gary Anderson, Arnold M. Shankman shows the reader that "in studying those who lived where we do today we can find out not only about the history of our section of South Carolina but also about the history of the South and of the nation." In "The Genesis of State and National History," Carolyn H. Sung traces the interest and development of state and national history from the earliest cultures to the present. She concludes her paper by encouraging others to join her in a study of various topics about Chester County, South Carolina.

After reading these seven papers by experts in various fields of genealogy and local history, archivists, genealogists, historians, librarians, and other local history fans will be stimulated by the ideas presented. The topics in these papers will appeal to many groups in a community and will promote and encourage an active pursuit of preserving and researching local history, not only in the South Carolina region, but also throughout the United States.

Elizabeth Agard
The Newberry Library

Illinois Libraries 63, No. 3 (March 1981): 225-82 and 63, No. 4 (April 1981): 283-342. "Archival Issue." Edited by Patrick M. Quinn.

Journals of librarianship frequently publish articles on techniques used in archival management. It is not often, however, that their editors devote whole issues to archives. *Illinois Libraries*, the journal published by the Illinois State Library, has produced two notable exceptions in recent years. In March 1975 (Vol. 57, No. 3) a special archival issue surveyed the holdings of selected repositories in the state. In 1981 the journal again covered the archival scene, this time filling two issues.

As was the case with the 1975 issue, the 1981 *Illinois Libraries* survey consists mainly of articles describing individual repositories. The first five contributions in the March issue, however, have a more general focus. Editor Patrick M. Quinn leads off with a general assessment of the current archival situation in Illinois. This is followed by a look back at the "pioneer period" written by the eminent Margaret Cross Norton. Joyce E. Gianatasio briefly attests to the presence of the Society of American Archivists headquarters in Chicago. The development of the Illinois Regional Archives Depository System (IRAD) is described by Roy Turnbaugh. Mary E. Janzen contributes a bibliography of literature on Illinois repositories written during the 1970's. The balance of the March issue is about repositories outside the Chicago area. Included are descriptions of the Manuscript Section

of the Illinois State Historical Library, the Illinois State Archives, the Sangamon State University Archives, the Knox College Archives, the Special Collections Department of Southern Illinois University at Carbondale, the Everett Dirksen Center, the University of Illinois at Urbana Archives, the Northern Illinois University Regional History Center, the John Deere and Co. Archives, and the Western Illinois University Archives and Special Collections.

The April issue is devoted to archival repositories in the Chicago metropolitan area. The first section, "General Repositories," includes articles on the Chicago Regional Branch of the National Archives, the Midwest Manuscripts Section of the Newberry Library, the International Harvester Archives, the Chicago Historical Society Manuscripts Collection, the Chicago Public Library Special Collections Division, the Swedish Pioneer Archives, and Manuscripts of the Burnham Library of Architecture at the Art Institute of Chicago. The second section concerns repositories at Chicago area colleges and universities. Among the institutions surveyed are the University of Illinois at Chicago Circle, Aurora College Archives, Loyola University at Chicago, Northwestern University and the University of Chicago. Religious archives is the theme of the third section. Included are articles on the Lutheran Church in America Archives, the Brethren Historical Library and Archives, the Chicago Archdiocesan Archives, the Moody Bible Institute Archives, the Archives of the Billy Graham Center and the Archives of the Evangelical Covenant Church of America. The fourth and final section concerns repositories in health care institutions. The articles survey archives at the Northwestern Memorial Hospital, Michael Reese Hospital, the American Medical Association, the Cook County Hospital and the University of Illinois Medical Center.

Considered as a reference work for archivists, one would have to say that the 1981 *Illinois Libraries* survey has limited utility. Much of the same information can be found in a more concise and handier form in the NHPRC *Directory of Archives and Manuscript Repositories*. It is true that the journal survey includes articles on several repositories missed by the 1978 edition of the *Directory*. But a comparison with the *Directory* also reveals a number of Illinois archives not described in the journal survey.

Perhaps a future "Archival Issue" in *Illinois Libraries* could include articles on collections of the Episcopal Diocesan Archives at Chicago and at Springfield, the Museum of Science and Industry, Illinois State University, Principia College, Quincy College, and Southern Illinois University at Edwardsville, among others.

Considered as a broad sample of developments in the state archival scene, the *Illinois Libraries* survey plainly succeeds. The late 1970s were years of significant growth for most of the thirty-three featured repositories. The total picture is something of which the professional community can justifiably be proud.

Paul G. Anderson
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An Introduction to Archives and Manuscripts. By David B. Gracy II. New York: Special Libraries Association, 1981. 36 pp. Bibliography. Paper. \$7.25.

Librarians sometimes find themselves dealing with an alien beast—the administration of archives and manuscripts. That is a fact of life and may become even more common in these times of economic retrenchment. This book, published by the Special Libraries Association, is an attempt to familiarize librarians somewhat more with the interiors of Grendel's Cave. Although advertised as "invaluable to all archivists, librarians, and information managers," there can be little doubt that Gracy has aimed it primarily at librarians. He constantly draws comparisons between archival and library work, explaining, among other things, why archivists "think groups" rather than in terms of items, why cooperative cataloging will never work for archivists, and why collections arranged around a subject are anathema to archivists.

Writing in layman's language, Gracy has done a fine job of explaining the philosophies behind archival work, as well as the process itself to the non-archivist. For example, to illustrate the concept of "respect des fonds," he draws an analogy between the archivist and the mechanic: "Both work with units made up of

many individual parts—cars for the one, record groups and collections for the other. They receive the units usually in a state of disrepair or disarray. Their jobs are to tinker with the units... until, for the mechanic, all the parts are in proper relation to each other, tuned and balanced. The archivist has completed the chore when the records and papers are arranged and described adequately to facilitate locating on demand the information they hold."

This book is divided into two sections, one dealing with the principles and one with the actual process of archival work. The former includes such concepts as the difference between archives and manuscripts, the uniqueness of archival materials, "respect des fonds," provenance, the conflict between the right to know and the right to privacy, and the dichotomy of archivist as scholar and/or businessman. The section dealing with the process illuminates the areas of acquisition, appraisal, accessioning, arrangement, description, conservation and reference. Gracy also includes a brief glossary of archival terms.

Asked, in effect, to put archival work into a nutshell, Gracy has written a highly readable and easily understandable introduction to the administration of archives and manuscripts. Of course, in a book this brief, there is always the danger of oversimplification, as Gracy himself admits in his preface. In the reality of archival practice, things are rarely as black and white as they sometimes appear in this narrative. To be sure, the appendix contains a suggested reading list for further study, and librarians who purchase this book would be well advised to add some of the others to their collection as well.

In conclusion, while this book might be effectively used in a library school curriculum as a good introduction to archival work, to initiate students into its mysteries without all the jargon which each profession invariably accumulates, professional archivists will find nothing in it that has not been said in the SAA Basic Manual Series, and in much more detail.

Beverly D. Bishop
Missouri Historical Society

Manuscripts Collections of the Minnesota Regional Research Centers: Guide Number 2. Compiled by James E. Fogerty. St. Paul: Minnesota Historical Society, 1980. 79 pp. Index. Paper. \$4.50.

The network of Minnesota Regional Research Centers (MRRC), established by the Minnesota Historical Society and cooperating universities, originated in 1967 when centers were established at Mankato State University and St. Cloud State University. In addition to these there are now six more centers located on the campuses of Bemidji State University, Moorhead State University, Southwest State University, Winona State University, the University of Minnesota-Duluth, and the University of Minnesota-Morris. *Guide Number 2* includes a map indicating the location of each center and lists the counties which each center has responsibility over.

This volume, as the title suggests, is an update of a previous work, the *Preliminary Guide to the Holdings of the Minnesota Regional Research Centers* (St. Paul, 1975). Whereas the *Preliminary Guide* included 114 entries, *Guide Number 2* lists 858, indicating a healthy growth in new accessions. Since there is no indication to the contrary, one must assume no unprocessed collections are included in *Guide Number 2*. This certainly is the case with the St. Louis County Historical Society holdings, which were unprocessed when they were transferred to the MRRC in 1977.

The large number of entries pertaining to local public records—the records of counties, municipalities, and townships—indicates the keen interest of the MRRC in the preservation of such records. More than half of the 196 entries to public records in *Guide Number 2* pertain to school districts. The 145 entries for church records reflect the MRRC's active microfilming and collecting activity in that field. The papers of Minnesota state legislators comprise 73 entries, and the papers of women and women's organizations number 58 entries.

Entries in *Guide Number 2* are arranged in alphabetical order and numbered. Information in the entry heading includes the collection title, the birth and death dates for creators of personal papers wherever possible, inclusive dates of the collection, quantity of material (indicated in number of pages for single items, in

items for collections less than one linear inch, linear inches or feet, volumes, and rolls of microfilm), location of originals of copied materials, notation of restriction if pertinent, and a letter abbreviation indicating which center holds the collection. The content note provides a brief summary of principal persons and organizations associated with the collection. Record types, also included in the content note, have been given inclusive dates often times although this practice is somewhat inconsistent, particularly with public and church records. Only when a collection listed in the *Preliminary Guide* has received substantial revision is it included in *Guide Number 2*.

The index to *Guide Number 2*, which is keyed to the entry number, focuses heavily on proper names, including personal, organizational, and geographical, but also includes sufficient subject analysis. The indexing of public records by type is omitted except, curiously enough, for crow and wolf bounties (although the wolf bounty records for French Township, St. Louis County proved to be elusive). This reviewer believes the index would be more valuable if it also treated the holdings entered in the *Preliminary Guide* (which merely contained a geographical index and no subject analysis whatsoever). As only 6 entries from the *Preliminary Guide* were included in *Guide Number 2*, the remaining collections—which include the papers of 25 state legislators and 1 Congresswoman—await their day.

Taken on the whole, however, *Guide Number 2* provides significant insight to the research materials of the MRRC and should stimulate their use. Lucile Kane must be complimented for her cogent introductory remarks outlining the history of the MRRC. Fogerty, too, must be commended for his description of the guide's intent. The network's success proves Kane correct in her assertion that the MRRC is "a bright passage in the history of the state's effort to document the past."

Michael J. Dabrishus
Texas State Archives

A Manual for Records Preservation and Disaster Planning for State Government Agencies in Nebraska; A Manual for Paper Preservation and Disaster Planning for Archives, Libraries and Museums in Nebraska; and A Manual for Records Preservation and Disaster Planning for Local Government Agencies in Nebraska. By Judith Fortson-Jones. Lincoln: Nebraska State Historical Society, 1981. 20 pp. (each). Paper.

Though it is a well-organized, well-written handbook on the preservation of paper records and the prevention of and recovery from records disaster, I found this publication more than a little puzzling. For it is, essentially, one publication masquerading as three. The titles vary slightly and the paper covers are different colors, but the prefaces (all written by Nebraska State Archivist James E. Potter) and the introductions are substantially the same, while the texts of the three publications *are* identical, so far as I could tell. I would think that the interests of the public, as well as those of the Nebraska State Historical Society and the National Historical Publications and Records Commission, would have been better served with one publication with a more general title, such as, say, *A Manual for Paper Records Preservation & Disaster Planning for Nebraskans*. In any event, archivists should not be misled by the titles of these “three publications”—buy one of them and you’ll have all three.

The manual itself is divided into three sections: “Environmental Controls,” “Storage and Handling,” and “Disaster Prevention and Recovery.” (For some unknown reason, though, the first two sections are both labeled “Section I,” and the last is “Section II.”) The environmental controls section deals with the effects of pollution, temperature, relative humidity, and lighting on paper and microfilm. Discussion of each hazard is followed by a brief checklist that summarizes the corrective/precautionary actions that can be taken to deal with each. The actions recommended are the standard precautions outlined elsewhere throughout archival and curatorial literature, but Ms. Fortson-Jones does an excellent job of compiling them in an easily readable format. She explains how it is that the hazard affects paper or microfiche, what the cumulative effects of exposure can be, and what can be done to prevent or alleviate the effects of exposure. Her suggestions for corrective action are always concrete and specific.

The second section, "Storage and Handling," covers storage furnishings and containers, handling procedures, and supplies and suppliers. The author does not recommend any one type of storage furniture over another, but discusses, in a general way, the pros and cons of each type. She does note that the only perfectly safe storage furniture is stainless steel, but it "is not ordinarily used because of its expense." This section, like the first one, has checklists at the end of each subsection, which can be taken in hand and used to evaluate your own facility. This section, too, offers nothing radical or new, but does serve as a concise summary of the state of the art to date. It ends with a list of supplies and suppliers which, unaccountably, fails to include the Hollinger Corporation. (Can any list of archival suppliers be complete without mentioning Hollinger?)

In the third section of the publication, "Disaster Prevention and Recovery," the author relies very heavily on Peter Waters' booklet *Procedures for Salvage of Water-Damaged Library Materials*. She translates his work into a step-by-step "recipe for coping" in the event of a records disaster. The manual format used is quite appropriate, and the steps outlined would generally be applicable to any archival institution recovering from a disaster. Archivists in other states would not, of course, contact the Nebraska State Historical Society's Conservation Specialist, but they would be led by Fortson-Jones's advice to find out who in their area is a competent conservation specialist, and how they can be reached in the event of a disaster.

The "Categorizing and Preparing for Treatment," "Treatment of Water-Damaged Paper" and "Treatment of Water-Damaged Microfilm" sections rely very heavily on Waters' work, but are written in a procedural format and are meant to be used as a guide while actually coping with such disasters. The author completes the disaster recovery section with a list of recommendations for short-term and long-range steps that can be taken to prevent possible disasters, or to prevent confusion and loss in the event of a disaster.

Though the work is largely derivative from other sources, and no institution needs to have copies of it in all three of its incarnations, it would be a very worthwhile addition to the professional collections of most archives as a "how-to" guide for

evaluating one's preservation, disaster preparedness, and disaster recovery efforts.

Jean Marie Deken
National Personnel Records Center

The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts. Compiled by Loretta L. Hefner. Chicago: The Society of American Archivists, 1980. 42 pp. Appendices and bibliography. Paper. \$4.00, members; \$6.00, non-members.

The Works Progress Administration Historical Records Survey (WPA-HRS) began as a work-relief project in 1935 and ended in 1942 as the largest survey of historical records ever conducted in the United States. Thousands of workers in every state inventoried public and private records, including county government records, court records, and church records. They indexed newspapers and the proceedings of state legislatures. They transcribed cemetery inscriptions, Civil War diaries, and court records. By 1942, 90 percent of the field work in all 3,066 counties in the United States had been completed and more than 2,000 inventories published, but 80 percent of HRS findings never reached print. During the war, this material was temporarily transferred to repositories in each state until the project could be revitalized. Unfortunately, this never happened. What, then, was the fate of those unpublished findings? This question intrigued Leonard Rapport, who in 1970 began his own survey, reported his findings four years later to the American Historical Association, the Organization of American Historians, and the Society of American Archivists, and urged those organizations to expand his project. Finally in 1977 the SAA received a grant from the National Endowment for the Humanities to conduct a state-by-state survey and publish a guide to the remaining HRS material.

The WPA-HRS Guide to the Unpublished Inventories, Indexes, and Transcripts is the first guide to come out of the publications program of the Society of American Archivists. The SAA and

project editor Loretta L. Hefner have done a good job. Leonard Rapport, in an introductory essay, recapitulates the history and value of HRS material. The guide itself is arranged alphabetically by state. It includes a brief paragraph describing each state's HRS activities and the past and present locations of HRS material. "See references" are included for material from one state located in repositories in other states. The number of HRS publications is also noted. Separate entries for each repository are given along with addresses, a general description of holdings, collection titles, volume, inclusive dates, and the availability of finding aids. Lists of specific projects at each repository are divided into National Projects (such as Inventory of County Records) and State Projects (such as Inventory of Cemetery Records). For some projects, marked by an asterisk, lists of counties, municipalities or denominations are provided on the microfiche card in the back of the guide. Of particular value is the listing of transcripts of records for which the originals may no longer be available.

The results of the SAA's survey are sometimes depressing. Eleven states reported holdings of 10 cubic feet or less, a small percentage of the original records if one judges from the hundreds of cubic feet kept by some states. No records were reported for New Mexico (which integrated the historically valuable material into regular record group series), Washington (where the majority of the records were discarded in the 1960s) or Maine (where the records were dumped "from a wharf into Casco Bay when no Maine library would accept them.")

Fortunately most states did preserve their HRS material—this guide would not have been necessary had they not. Thirty-one states plus the District of Columbia and New York City reported holdings of 50 cubic feet or more. The value of the guide, however, goes beyond the reporting of record locations. Luther Evans, the first director of HRS, wrote in the foreword that he hoped the guide "will remind archivists, librarians, and researchers of the value of the records and give them their deserved attention." This publication should stimulate the care and use of HRS material. It could also be an invaluable tool for those charged with locating and preserving local public records. The original HRS forms could be models for current surveys or updates of HRS inventories. Perhaps this guide will provide the incentive for such projects.

I do have some criticisms of the Guide, but most are minor. (1) It would have been helpful to include the phone numbers as well as the addresses for HRS repositories. (2) Although the Guide was carefully edited, there are some omissions, but these could well be the fault of the reporting institutions. For example, the Missouri entry does not list the transcripts of county court records, which for some counties may be the only extant copy. (3) No information on the administrative and legal files is included and should have been. Those records are important for anyone researching archival practice or the history of the HRS itself. (4) It would have been extremely helpful to provide a description of the National and State Projects instead of just listing them. This information is essentially duplicated in a handy chart in the appendix. How much more work would it have been, for example, to include the volume, years covered, and percentage of counties surveyed for the Inventory of County Records? What exactly is included in an Inventory of Church Records? Does it cover all churches or just one denomination? All counties or just northern ones? All years or just those prior to the Civil War?

Aside from these minor points, the HRS Guide is extremely well done. One hopes that it is the first of many more guides to sources published by the SAA.

Anne R. Kenney
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Guernsey County's Black Pioneers, Patriots, and Persons. By Wayne L. Snider. Columbus: Ohio Historical Society, 1979. 136 pp. Appendices, illustrations, index, maps, notes. Paper. \$4.95.

Wayne L. Snider's *Guernsey County's Black Pioneers, Patriots, and Persons* combines genealogy and local history into a narrative of black development in an Ohio county where blacks comprised only 1.45 percent of the total population in 1870, and only 1.85 percent a century later. Though the title refers to its subjects as pioneers, patriots, and persons, the book's emphasis is on pioneers, and its content is largely confined to the years up to and including

the Civil War. Chapters exceeding this framework do so only to complete their subject matter. A retired pastor and amateur historian, the author dedicates his book to those Guernsey County churches that minister to blacks or are concerned with their welfare.

The individual chapters are uneven in their quality. The best exceeds the boundaries and concerns of local history to portray the legal status of Ohio's black residents during the nineteenth century. In so doing, Snider destroys the claims of those mythmakers who would have us believe in the enlightenment of the northern states, by reminding us that Ohio's black residents were for decades excluded from suffrage, jury duty, public assistance, attendance in public schools, and interracial marriage. Many of these prohibitions remained after the end of the Civil War; the last of them disappeared only in 1887. In contrast, Snider's chapter on the county's black churches is little more than a disappointing listing of black congregations and their ministers. Nowhere in it do we obtain any sense of the religiosity of the black community, of the consolation black churches provided their parishioners for a hard life in a largely hostile environment, or of the role black churches often played as a substitute career path for able black men who found all other doors closed to them. The five remaining chapters are concerned with identifying Guernsey County's earliest black settlers and the circumstances of their arrival; highlights of the operation of the Underground Railroad system in Guernsey County; Ohio's black soldiers and their units during the Civil War; the education of blacks in Guernsey County during most of the nineteenth century; and the life and achievements of Reverdy C. Ransom, bishop of the A.M.E. Church, and one of the county's most remarkable men.

This book rests on archival material, published sources, and oral testimony. Frequently noted written materials include military, pension, and cemetery records; death certificates; the laws and statutes of Ohio; all nineteenth century federal censuses for the state of Ohio; and William Wolfe's voluminous *Stories of Guernsey County*. Photographic images, maps and diagrams, population charts, and biographical sketches of twenty-six Guernsey County blacks who served in the Civil War enhance the value of Snider's work. Photos of nineteenth century blacks always have a

special value of their own. In this case they offer poignant testimony of the poverty and hardship, dignity and pride, of their subjects.

There are shortcomings to this work that one attributes to the author's lack of formal historical training. The use of long quotes where paraphrasing would have been suitable, and the presence of long lists of names in the text, are minor matters. A more important weakness lies in the lack of a bibliographical essay, or at least a bibliographical list, to indicate the full range of resources that were important to this study. The many historical questions passed over without comment are significant omissions. It would be helpful to know the response of Guernsey County's white population to the modest influx of blacks during the nineteenth century; or to know what the daily routine in the life of a black family was like; or to learn to what degree blacks were subjected to social pressures, to open discrimination, or to genuine persecution, in addition to the legal strictures that denied them most of the basic rights of citizenship.

In the prefix to *Pioneers, Patriots, and Persons* an unidentified commentator notes that the book is the first step toward recording the history of Guernsey County's black residents. This accurately sums up the book's value. It is praised as a hopeful, important beginning, a skeleton to be fleshed out by later researchers, and is recommended on this basis as a resource for local black history.

Allan Kovan
La Crosse Public Library

Automating the Archives: Issues and Problems in Computer Applications. Edited by Lawrence J. McCrank. White Plains, N.Y.: Knowledge Industry Publications, for the American Society for Information Science, 1981. 363 pages. Appendices, bibliography and index. Cloth, \$34.50 (ASIS members \$27.60); paper, \$27.50 (ASIS members \$22.00).

At a 1980 symposium on archival automation, Nancy Sahli remarked "... there is no standard monograph, evaluative text, or

even a reader of articles on archival automation to be used as an introductory guide," Ironically, much of the need for a comprehensive examination of automation for archives has been answered by the edited and published proceedings of the very symposium at which Sahli spoke.

Lawrence J. McCrank's *Automating the Archives: Issues and Problems in Computer Applications* is an essential source book for archivists interested in developing systems for automated subject and administrative control of their holdings. If H. Thomas Hickerson's *Archives & Manuscripts: An Introduction to Automated Access* (Chicago: Society of American Archivists, 1981) is the introductory manual to archival automation, McCrank's book is the advanced book of readings.

McCrank has edited the proceedings of a two-day symposium, entitled "Archival Automation: Future Access to the Past," co-sponsored by the College of Library and Information Services at the University of Maryland, College Park, and the Potomac Valley Chapter of the American Society for Information Science. In preparing conference papers for publication, McCrank rearranged the presentations to provide a coherent treatment of the subject. Keynote addresses by Frank Burke, Maynard Brichford and Theodore Hershberg, representing respectively the views of administrator, professional and researcher, are followed by case studies of automation in seven institutions. Critiques of archivists' approaches to automation are offered by six information scientists. Then, both archivists and information scientists state their priorities for future developments. The proceedings conclude with five presentations analyzing automation needs in relation to cooperation of archives, libraries, and information centers in a national information system.

A particular strength of *Automating the Archives* is the inclusion of descriptions of several automated systems for controlling archival material, including SPINDEX, PARADIGM, Philadelphia Social History project, BRISC-ARCHON, the Midwest Archives Guide project, NARS A-1, Library of Congress Master Record for manuscripts, and the Smithsonian Institution's SELGEM. In most cases, descriptions are illustrated by appendices which provide valuable examples of system design, scope and output capabilities.

A second major strength is the inclusion of commentary by users and information scientists. They criticize archival systems for being too heavily focused on administrative service and provenance, and insufficiently oriented toward researchers and expanded subject access. Many archivists may not agree, but the perspectives of information scientists Philip Leslie, C. David Batty and Dagobert Soergel, in particular, must be considered by all archivists interested in being more than mere custodians of records and manuscripts.

Finally, this work, if read cover to cover, is a particularly effective illustration of the complexity of archival automation. Diverse and competing systems are described; issues of cooperation and national systems are raised; and the relation of automation to appraisal, arrangement, description, preservation and reference service is noted. Definitive answers to these questions are not presented, nor are they available. *Automating the Archives* will not tell archivists whether or how they should automate their repositories. Rather, it suggests issues that must be considered and questions that must be asked before an archivist can embark on any automation project.

McCrank has done an admirable job in converting conference proceedings into a monograph. The work includes a detailed table of contents, excellent name and subject indices, the symposium's program, summaries of discussion, biographical information on speakers and panelists, and a list of symposium attendees.

Still, the work is not without limitations. Some information and opinions are becoming outdated, especially some system descriptions and hopes for greater funding. Since system descriptions are based on speakers' comments, some read more like press releases than critical analyses. Important problems, such as the difficulty of obtaining inter-institutional cooperation and the prevalence of competing systems, are glossed over. Finally, since the conference drew almost entirely upon relatively large institutions in the Maryland-Washington, D.C., area, many archivists in smaller repositories may question the relevance of some speakers' remarks. Shortcomings of this nature, however, are inherent in any set of conference proceedings.

Despite these limitations, *Automating the Archives* is the most detailed and comprehensive text on archival automation to date.

McCrank's careful editing has resulted in a volume that should be basic reading for all archivists interested in automation. Its value as a sourcebook makes it well worth the rather high price.

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The American Federation of Labor Records: The Samuel Gompers Era. Edited by Peter J. Albert and Harold L. Miller. Madison: The State Historical Society of Wisconsin, 1981. 67 pp. \$5.00.

The State Historical Society of Wisconsin and the Samuel Gompers documentary editing project at the University of Maryland and Pace University recently completed the microfilming of two large groups of records of the AFL from the Samuel Gompers era. *The American Federation of Labor: The Samuel Gompers Era* describes the microfilm edition of these records, which are held by the Society and the AFL-CIO.

The two groups of Gompers-era records described in this guide were arranged, described, and filmed independently. The Gompers project was responsible for the records held by the AFL-CIO, while the Society was responsible for the records in its possession. The guide, a collaborative effort, comprises two distinct sections reflecting this division of responsibility.

The guide consists of a rights and permissions statement, table of contents, preface, chronology of the AFL in the Gompers era, and a provenance statement. In addition each section contains a description (scope and content) of the records filmed and a reel list. Overall, the guide is of good quality with only a few minor problems. The rights and permissions statement says "Generally accepted use of the microfilm is unrestricted" (p. v.). In our litigious society "generally accepted use" is meaningless until the Copyright Act of 1976 is tested in court. Also, such imprecise phrases as "approximately 300,000 pages" (p. viii.) and "some 120 pages" (p. 7) are used. This lack of precision detracts from the rigor of processing that goes into all quality filming projects, including this one.

The value of every microfilm guide is measured by the ease and accuracy with which a researcher can locate desired information. This guide is accurate and facilitates easy access to the film. In fact the guide and film were used to pinpoint the address of one of the meeting halls used by the founding convention of the AFL in 1886. Again, however, there is a minor problem. Each records description tells the researcher the number of reels per series, rather than the reel numbers. The researcher is forced to cross-check the description statements against the reel lists. This problem is particularly evident in Part 2 where some of the descriptive statements are broken down into chronological segments. Giving the reel numbers with the descriptive statements would further facilitate research and would not detract from the use of the reel lists as indexes.

The film itself is third generation silver positive on a polyester base, filmed at a 14X reduction ratio. Like the guide, occasional minor flaws detract from overall quality. The Edmonton Papers, for instance, contain images of a blank piece of paper and an envelope with no letter. No explanation is given about the appraisal of these items which might explain why they were photographed.

Regardless of these minor problems, the guide and the film are excellent pieces of work that give researchers the necessary tools to investigate the Gompers era. The Gompers Project and the State Historical Society of Wisconsin are to be congratulated for bringing together the descriptions and the film in an easily understood and usable manner.

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Ohio Historical Society

The International Institute Movement: A Guide to Records of Immigrant Service Agencies in the United States. Compiled by Nicholas V. Montalto. St. Paul: Immigration History Research Center, University of Minnesota, 1978. 74 pp. Appendix and bibliography. Paper.

This guide is the product of a survey of International Institute records made by the Immigration History Research Center funded by a grant from the National Historical Publications and Records Commission.

The first International Institute was established in New York City by the YWCA in 1910 to provide assistance to immigrant women and girls. The idea spread quickly, and by the end of the decade Institutes existed in major cities across the country. They offered a wide range of social services to the foreign born. The Institutes stressed the value of the individual's ethnic heritage while providing aid in the complicated process of adaptation to American life.

Beginning in the mid-thirties many of the Institutes re-affiliated with organizations other than the YWCA. During and after World War II much of their work concerned resettlement of displaced persons. More recently they participated in the Civil Rights Movement, and gave assistance to Vietnamese and Cuban refugees.

This guide furnishes a helpful short history of the movement together with a select bibliography. The introduction to the guide in addition to setting forth the structure of the book gives the researcher helpful background information regarding organizational affiliations of the Institutes.

The guide is organized into three sections: national administrative records, agency records, and lastly, personal collections and oral histories. The section on agency records is the largest. It contains entries on individual Institutes and other agencies engaged in similar work arranged alphabetically by the name of the city. These entries are based on survey reports supplemented by on-site visits. The entries are quite full, providing the address of the agency, the name of the director, historical notes, size of the collection in linear feet, a good concise description of the nature of the records, and information on access for researchers. The guide is illustrated with photographs of ethnic festivals and Institute programs. The appendix furnishes a list of agencies not surveyed.

The announced goal of the project which resulted in this guide was to generate interest in the proper care and preservation of International Institute records, and since its inception many agencies have transferred their records to archival repositories. As a result, in some instances papers will not be found at the site listed

in the guide. Such a case is the International Institute of Detroit, whose papers are now deposited in the Archives of Labor and Urban Affairs at Wayne State University.

The Immigration History Research Center deserves recognition for this fine project and the contribution it has made to preserving the documentation of an important aspect of American ethnic history.

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Sources for the Study of Migration and Ethnicity: A Guide to Manuscripts in Finland, Ireland, Poland, The Netherlands and the State of Michigan. Edited by Francis X. Blouin, Jr. and Robert M. Warner. Ann Arbor, Michigan: The Bentley Historical Library, 1979. 337 pp. Illus., index. Paper. \$6.50.

Studies of immigration to the United States based solely on sources available in this country tell only part of the story. Evidence of migration also exists in the home country in the form of government records and reports, organizational records, and personal papers. Material was often generated not only as a result of the departure but also by continued communication with the home country. We must not forget, then, that as important as immigration has been to the United States, it has also been a phenomenon of international dimensions. With this in mind, and with the support of the National Endowment for the Humanities, The Bentley Historical Library of the University of Michigan launched an "Immigration Sources Project," 1976-1979. It had two purposes: first, to "suggest the variety and extent" (p. 1) of source material in Michigan and four foreign countries and, second, through those findings, to point to the types of materials that might be found in other foreign countries and other states in the United States. The project resulted in the present guide, listing more than 850 collections located in Michigan and nearly 250 found abroad.

The volume begins with an extensive and valuable discussion of the "Immigration Sources Project," the methods employed and the

implications of the findings. Thereafter follow major sections on Michigan and the four foreign countries investigated. Each of these sections is divided by type of institution covered. The section on Michigan includes churches, voluntary organizations, college and university libraries, historical societies, and museums. In most cases, the information from these institutions or organizations was gathered through questionnaires, with actual on-site inspections reserved for the larger collections. For the sections on Finland, Ireland, Poland, and the Netherlands, almost all of the national and regional repositories in each of those four countries were visited by a project staff member.

The sections on the foreign surveys are useful, accompanied as they are by introductory essays which describe the survey process for each country, place the materials found there in their proper context, and provide helpful hints for researchers planning to visit a particular area (e.g. visitors to Poland should take heed that "... it is better to have too many credentials and documents than too few," p. 292). Though the foreign phase focuses on repositories (and does not represent exhaustive searches), the surveys for Ireland and the Netherlands also include some material (mostly "America" letters) still in private hands. The Michigan section and all of those on the foreign countries also contain information on printed materials, most notably American ethnic newspapers—a surprising number of which are located abroad. A very general index which references collections by ethnic group name is helpful for the Michigan section.

Perhaps the most valuable portions of the survey of the Michigan ethnic sources are those for churches and voluntary organizations. Though the response to the questionnaire was disappointingly small (239 of 640, and 139 of 694, respectively), the information gathered could serve as the basis for further collection solicitation. At the very least, the inclusion of lists of organizations reporting no extant records (23 in number) may be important simply for its identification value.

A problem I find with this guide, particularly in the foreign phase of the project, regards the lack of consistency in repository and collection description. (The state section is the best in this respect, perhaps reflecting the amount of control the editors were able to exercise through their knowledge of the state and the use of

a comprehensive survey questionnaire.) While the narrative introductions to each of the foreign surveys are generally good, individual repository background as detailed as that found in the Michigan section is often lacking. Addresses, hours, and sometimes even telephone numbers are included and the existence of finding aids and restrictions on collections are also noted, but the collections are frequently described with perplexing variety. This is especially so with reference to collection size, including the use of meters and, in one instance, the indication of "an entire bank of shelves" (p. 274), as well as the more conventional linear foot measurements. Questions also arise regarding the amount of description given to certain collections, especially those consisting of only a few items. These are, however, minor points. In almost every case, the collections located are adequately identified and frequently evaluated for their research potential.

This guide fulfills the editors' purpose, making us aware of the variety and types of sources available for the study of United States immigration. It should encourage others to conduct more extensive surveys of material in other foreign countries and in our other states and will serve as a useful model for such endeavors. As the editors note, however, a great deal of work lies ahead in bringing together this material here and abroad so that it is accessible for extended research. Their endorsement of cooperative microfilming ventures is certainly a good one for the achievement of that end. In all, this project was a worthwhile one, of benefit to both researchers and archivists.

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Guide to the Holdings of the American Jewish Archives. By James W. Clasper and M. Carolyn Dellenbach. Cincinnati: American Jewish Archives, 1979. 211 pp. Appendices and index. Cloth. \$20.00.

While awaiting the millenium of a national on-line interactive system for the location of archival materials, one can only be

grateful when important repositories publish guides to their holdings. The American Jewish Archives, founded in 1947 and located on the Cincinnati Campus of the Hebrew Union College—Jewish Institute of Religion, has a rich gathering of collections dealing with the Jewish heritage in the Western Hemisphere. This *Guide* is essentially a summary of the previously published five volume work, the *Manuscript Catalog of the American Jewish Archives* (Cincinnati, 1971, 1978). The authors' goal, to provide "a small but adequate and relatively inexpensive guide . . . for the use of scholars and researchers," has been well met.

The sixty page index refers readers to numbered collection entries and indicates whether the resources on the topic are of a major or minor nature. The descriptive entries themselves are grouped into several major categories including collections of personal papers and records of local and national organizations. Microfilm holdings representing similar types of collections in other repositories are listed separately. The entries are often quite informative, providing in the heading and following descriptive paragraph data on the types of material, dates covered, and linear measurement of the holdings.

Unfortunately, a significant number of the entries for personal papers fail to identify adequately the subject or donor of the collection beyond the name alone. In other cases, where a collection appears to have been gathered by one person about another person or organization, it is given the name of the subject rather than the name of the donor. The designation of certain holdings as "collections" is also questionable as is their relationship to the rest of the holdings. For example, Collection Number 6 is that of "Adams, John Quincy" which is described as "Photocopy of a letter from Secretary of State Adams with a transcript of the list of passengers who arrived in the United States from 1819 to 1820. (Washington, D.C.)"

The comprehensive listing of microfilm copies held of collections in other repositories is certainly useful. However, the value of a brief, partial listing of holdings of such secondary works as "Theses, Dissertations and Essays" is doubtful. For example, it would have been more helpful to have included a complete listing of unpublished essays and Master's theses which are unlikely to have been indexed elsewhere and to have omitted listing the Ph.D.

dissertations entirely because of the availability of *Dissertation Abstracts* and its retrospective series.

The *Guide* concludes with a comprehensive listing in several appendices of "Special Files" which include family biographies, wills, vital statistics, and other individual documents. These items are indexed by name only, making them of use primarily to genealogists, though under the right circumstances they might become grist for the mills of the social historians.

It would have helped potential researchers if the authors had included information in the *Guide* regarding the Archives' basic research rules, the availability or permissibility of copying of documents and so on. Nevertheless, despite this and certain other flaws mentioned earlier, the *Guide* is a reference tool that will be highly valuable to those researchers interested in the Jewish population of the Americas and its relationship to the larger society.

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