

BOOK REVIEWS

The Fur Trade in Minnesota: An Introductory Guide to Manuscript Sources. Compiled by Bruce M. White. St. Paul: Minnesota Historical Society Press, 1977. 66 pp. Illustrations, appendices, and index. Paper. \$4.50.

In an area of research with an immense bibliography, Bruce White and the Minnesota Historical Society have contributed an important and unique publication. To my knowledge, *The Fur Trade in Minnesota* is the first descriptive guide to manuscript sources on the fur trade. This factor, in conjunction with the quality of the descriptions, makes this guide a noteworthy addition to the literature of the field.

The *Guide* contains three sections — the main body and two appendices. The main body describes 104 collections in the Division of Archives and Manuscripts of the Minnesota Historical Society that contain significant information on the Minnesota fur trade. Items described include originals and copies of originals held privately or contained in more than fifty repositories in the United States, Canada, and Great Britain. The largest concentration of records is from the period 1780 to 1840. Entries are listed alphabetically by title of collection as created by the Division of Archives and Manuscripts, and normally include birth and death dates of the creator of the records; years covered by the collection and, occasionally, even dates of individual items; size of the collection but not of pertinent fur trade records included therein; form of the record, whether original, microfilm, or photocopy; location of the original; location of the headquarters of business firms or other institutions; biographical data on the creator of the records and references to additional information; and titles of published works where all or parts of the collection are contained. By intent, the descriptions emphasize business records, though references to traders' diaries, correspondence, and other personal narratives are also included. Frequently details on the type of information contained

in individual records and the names of important correspondents are provided.

It should be mentioned that general descriptions of the collections included in this section of the *Guide* can also be found in *Manuscripts Collections of the Minnesota Historical Society*. However, White's *Guide* with its narrower focus deals with fur trade records in greater depth. As a result, duplication of information is minimal, and the two sources tend to complement each other.

Appendix I describes important records on the Minnesota fur trade found in repositories other than the Minnesota Historical Society. Entries on the twelve repositories listed include information on types, content, volume, and dates of fur trade records, and, where pertinent, also include references to finding aids and to publications containing portions of the collection.

Appendix II is an alphabetical listing by surname of approximately 800 fur trade employees who worked in the upper Mississippi and Fond du Lac trading areas of Minnesota, Michigan, and Wisconsin from 1795 to 1822. The roster, compiled from various companies' registers, account books and ledgers, as well as from published sources, contains information on various aspects of the individual's employment history — position held, dates employed, firm and post where employed, and wages received. In addition, references to sources and, occasionally, to more detailed information are provided.

By any standard — format, informational value, retrieval — this is an excellent guide. All types of researchers on the fur trade, from economic and business historians to genealogists, will find it useful. Because of the fragmented and widely scattered nature of fur trade records and the difficulties in tracing the career of individual fur traders, researchers have long needed a bibliographic tool which would aid them in locating collections, identifying records and people, and, in general, determining relationships among collections. These needs are satisfied, at least for the Minnesota area, by White's *Guide*.

Yet this *Guide* must be recognized only as a beginning, as the first of many such publications whose scope will steadily broaden. In the near future, one would hope to see the publication of regional guides to fur trade manuscript sources and eventually of a single guide for the United States and Canada. In any such project White's *Guide* should serve as a model.

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Mexican Americans in Minnesota: An Introduction to Historical Sources. Compiled by Ramedo J. Saucedo. St. Paul: Minnesota Historical Society, 1977. 26 pp., paper. \$1.75.

This new guide is an important and useful aid for the study of sources relating to the history of Mexican Americans. Mr. Saucedo has uncovered a wide variety of sources in the Twin Cities area pertaining to this particular ethnic group. Judging from this volume, the Minnesota Historical Society can consider its Mexican American History Project a success indeed. The thrust of the brief guide is to explore the extent to which available sources cover various aspects of the Mexican American experience in Minnesota. Its emphasis on the subject content of specific collections somewhat obscures the unusual variety of types of sources. This trade-off regarding relative emphasis is normal in the preparation of guides of this kind. However, in this particular case, because of the unusual mix of sources discovered, the subject emphasis is unfortunate.

The subtitle of the guide reads, "An Introduction to Historical Sources." In the introduction, Mr. Saucedo outlines briefly the history of this minority and notes that it has emerged in recent years to become the largest minority in the state of Minnesota. The presence of this group in Minnesota is underscored in the variety of collections listed. There are many neighborhood collections. The records of a number of voluntary associations were located. Other subject categories include education, civil and human rights, religion, heritage, business, folk life and a general subsection on migrants. A detailed index is provided. To learn that so many sources exist about Mexican Americans outside New York and the Southwest is indeed very helpful and significant. Documentation on ethnic groups is often difficult to find and Mr. Saucedo has searched widely within the community and outside to find whatever is available. Of particular interest are the relevant government sources he has located. This all represents a considerable effort by the author.

As a guide to research materials, more care might have been taken to discuss the size of individual collections. The subject content descriptions of collections such as the *Comite de Reconstruccion*, St. Paul, and the Guadalupe Area Project of St. Paul, are very intriguing, but there is no sense given as to how large or extensive these collections are. My hunch is that they are rather small. Also there

is a considerable amount of published material (reports, monographs, articles and clippings) mixed among the unique items. This is consistent with a subject approach to listing materials. It becomes difficult on reading through the guide to get a sense of the amount of various types of sources available.

This problem is further compounded since a considerable portion of the guide entries refer to oral history interviews apparently conducted as part of the Mexican American History Project. The introduction notes that the seventy-four interviews were "conducted in 11 Minnesota counties with a cross section of Mexican Americans. . . ." Many are listed under the subject heading, "Biographies," but others have been classified under a specific subject heading. Of the thirteen entries under the heading, "Business," twelve are interviews. As one thus reads through the guide it becomes clear that a significant portion of the resources for the study of Mexican Americans in Minnesota are in the form of oral histories. However, no space is devoted to a discussion of the methods used in conducting the oral histories such as questions asked, level of reliability, age and background of persons interviewed. Each is described as manuscript reminiscences. If only a small fraction of the total entries were of this kind than a full discussion of method would perhaps be excessive. But in this case, about one third of the entries are oral histories. This large proportion suggests that oral sources will be very important for research in this area. Researchers will surely want to know more about this source than the introduction provides.

The guide does, however, illustrate in a substantial way some of the problems of collecting in the area of American ethnic groups. Apart from the oral histories, I could not locate any citations to collections of personal papers. Nearly all non-printed material available is in the form of government, church or association records. It seems unfortunate that even this very self-conscious ethnic group writes so little on paper. The oral histories should then provide an important personal perspective on the history of Mexican Americans that the written record will not. On the whole, the guide is a significant work and will be of use to researchers in the field.

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Archives and Manuscripts: Security. By Timothy Walch. Society of American Archivists Basic Manual Series. Chicago: Society of American Archivists, 1977. 30 pp. Appendices, guide to further reading, and repository checklist. Paper. \$3.00, members; \$4.00, non-members.

Timothy Walch, director of the security program for the Society of American Archivists, has produced in this slim paperback a succinct and calm introduction to the principles and practices of archival security. In the first three chapters, Mr. Walch clearly presents the steps by which a security program may be implemented, how it can be applied without interfering unduly with a researcher's right to reasonably free access to information, and how collected materials might be protected from theft. In the last three chapters, he describes commercially available security equipment, steps to be taken in case of fire or flood, and the legal status of archival theft. Two appendices and a bibliography describe the Society's archival security program, reproduce a model law relating to archives and library theft, and suggest further reading.

With this manual, Mr. Walch has created a field of study from a motley collection of twice-told tales, half-kept secrets, courageous admissions, equipment sales literature and legal studies. The manual is an example of consciousness-raising at its finest. At last the problem of archival theft can be openly discussed at SAA annual meetings. Archives workshops can include sessions at which persons new to the profession are, as a matter of routine, made aware of the dimensions of the problem and given some means by which to combat it. To Mr. Walch and those individuals listed in the last paragraph of the Foreword should go our thanks for making this subject a topic of informed conversation.

However, the subject of security is not closed. In fact, the manual exhibits one serious fault which can, I think, be ascribed to the conditions surrounding its creation. The SAA security program and the manual came about in reaction to thefts at major American archival institutions. Security programs were created at these repositories and at SAA in response to traumatic experiences. As a consequence security is regarded as a medication and takes the form of an extra set of procedures to be laid over existing operations. Early on the manual states "[a] good security program will absorb a significant amount of employee time." Later discussions deal with instructing

staff members "in how to implement the new security procedures" and mention "appointing a security officer from among the professional staff in the repository."

The emphasis here is misplaced. Security should not be regarded as a foreign substance to be assimilated, but rather should grow out of the everyday activities of an archives. There are practical reasons for this. Most smaller shops cannot afford the time and/or expense of a separate security program. Moreover, an unobtrusive program based on tighter accessioning, cataloging and reference procedures will be less likely to interfere with access to historical resources. Ironically, the manual does mention these methods of obtaining security, but tends to obscure them by encasing them in the context of a "security program." Perhaps, as security becomes more a preventive activity rather than what it is today — a reaction to a difficult situation — it will become more subtle in its application.

Two other aspects of the manual deserve comment. First, readers of the manual need to be cautioned that acquaintanceship with security hardware, fire and flood protection and archives and the law, does not make them experts in these fields. Since few of us can master them, the message of the last three chapters should have been: get competent advice and follow it. Also, I would like to have seen included in the manual a chapter on the motives of manuscript thieves, not entirely out of morbid curiosity, but rather out of a desire to better understand and protect myself against my opponent.

The manual is a superb introduction to the problems of archival security and should be required reading for all archivists.

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Archives and Manuscripts: Arrangement and Description. By David B. Gracy II. Society of American Archivists Basic Manual Series. Chicago: Society of American Archivists, 1977. 49 pp. Bibliography and index. Paper. \$3.00, members; \$4.00, non-members.

This volume, one of five in the Society of American Archivists

Basic Manuals Series, is a scholarly treatment of archival arrangement and description logically arranged by functional steps and lucidly written in an entertainingly piquant style. In a brief but essential introduction the author establishes his goal "to impart an understanding of archival endeavour, not to provide a garden path down which the naive are led in follow-the-leader style." On the whole he succeeds admirably at being instructive without being self-consciously didactic. While recognizing the basic differences in methods between archivists and manuscript curators, the author avoids the temptation to promote one system over another which, he feels, would ill serve the ultimate goal of methodological harmony. With a mature appreciation of the legitimate variation in archival needs and therefore in practices, Gracy has prepared a manual which can be enthusiastically recommended to all practitioners regardless of their professional proclivities or institutional affiliations.

The work succeeds on its own terms by clearly outlining the basic tenets of arrangement and description and by describing possibilities for applying them. Using the Holmesian model of levels of arrangement the author presents a highly readable yet refined synthesis of arrangement practices proceeding from Record Group Collection to Sub-Group to Series, then to File Unit, Document Item, and finally back to Repository. The lion's share of space in the opening chapter is devoted to the Series, that elusive, intricate, but crucial nub of archival arrangement. Chapter two relates the necessary work of arrangement to the essential job of description. Of particular value are the sections on "Internal Control Documents" and "Forging a Descriptive Program." A third chapter neatly ties arrangement and description together and sets the stage for the concluding chapter on handling special records material. Illustrations of work procedures and forms provide an interesting balance to the text and generally serve to enliven the narrative. One can only regret that the format placed these examples in mid text interrupting the flow of the narrative from pages 21 to 27 and 28 to 30 — itself a testimony to the power of the author's prose.

It is for good reason that the balance sheet for this work seems heavily weighted on the plus side, for there is very little to criticize. Some archivists may take exception to a few of the author's definitions and practical recommendations, an inevitability the author recognizes and accepts given the diverse nature of present professional

practice. This reviewer was disappointed in the quality of the photographic reproductions and in the bibliography which, while highly pertinent, is somewhat short. But these caveats are minor. Although it is too early to reasonably expect the synthesis of practices the author sees as eventually possible, this volume and its companions in the series are a giant step to that ideal. Although the author forswears any attempt to create a recipe for archival apple pie he has given all the necessary ingredients for any number of dishes each equally complete, successful, and satisfying.

All archivists at whatever level of responsibility will profit from, and indeed thoroughly enjoy, this volume. While it takes a deceptively short time to read, the manual provides a wealth of ideas, illustrations, and the handy index makes reference use easy. Although it is paperbound the volume is sturdy enough to bear the heavy reference use to which it will deservedly be subjected. As a reference tool this manual is a must for all archivists' bookshelves.

Barbara Lazenby Craig
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International Guide to Library, Archival, and Information Science Associations. By Josephine Riss Fang and Alice H. Songe. New York: R.R. Bowker Company, 1976. 354 pp. Appendices, bibliography and indices. Cloth. \$15.00.

This guide could be a very useful reference tool. A revision of the preliminary *Handbook of National and International Library Associations*, published in 1973, this edition provides information on a total of 361 associations, as compared with 319 in the earlier one. It is divided into two major sections, each organized alphabetically. The first section lists 44 international associations, the second lists 101 countries and thereunder a total of 312 national associations. All entries are numbered in one continuous sequence and entry numbers only are used in several of the appendices and indices.

The entries under association names are in outline form with headings for the following categories of information, where available: official name, including any acronym used; address; names and titles

of principal officers; number and type of staff, paid and volunteer; major fields of interest; official languages used. Data is also provided on the establishment of the association, its aims, membership, structure, finances, general meeting dates, and publications. Many of the entries conclude with brief bibliographies, chiefly of writings published in the past decade.

Use of the guide is further facilitated by separate lists of acronyms, of official names and journals of associations, a general bibliography covering the period 1965-1975, and a summary of statistical data concerning the associations listed. Separate indices are provided of subjects, countries, officers of international and national associations, and countries with international library associations.

Despite the title of this guide, however, it will be of relatively little value to archivists. Indeed, the inclusion of archival associations appears to be, at best, an afterthought. Neither the foreword nor the preface mentions the word archives. The compilers in their introduction explain that in the guide "the term 'library' association and not 'library and information science' or other terms is used throughout for the sake of simplification, and also because it seems to be accepted in many countries." However true this may be with regard to the use of the terms "library" and "information science," it is certainly not the case with "archives." Under a number of the entries there is a statement that in a particular country "there is no evidence of a formal library association;" presumably this is intended to mean that there is also no evidence of a formal archival association. In the appendices, officials of archival associations, archival journals, and names of archival associations are included in listings headed "Official Journals of Library Associations," "Chief Officers of National and International Library Associations," and "Official Names of Library Associations."

Apart from these organizational deficiencies, the guide is quite incomplete in its listing of archives associations and inadequate in the information provided about many of those listed. The listing of international associations fails to include the Asociación Latinoamericana de Archivos and the Caribbean Archives Association, both organized in 1973 as regional branches of the International Council on Archives (ICA). In addition to five international associations of archivists, or of associations that include the words "archives" or "archivists" in their titles, the guide includes a listing of 29 such national associa-

tions. No listing is provided, however, of the archival associations that exist in Argentina, Canada, Colombia, Ecuador, France (Church Archivists), German Democratic Republic (Church Archivists), India, Israel, Mexico, Poland, South Africa, Sweden (Business Archivists, and Archivists of Popular Movements), United Kingdom (British Records Association), Vatican City, Venezuela, and Yugoslavia (organization of archivists paralleling those of librarians that are listed for Bosnia and Herzegovina, Croatia, and Serbia).

Archival entries that do appear are frequently of very limited value; many consist of only the name and address of the association. For the very important and active Association of German Archivists the only information provided is the address, and one may well question the usefulness of an entry which describes the major fields of interest of an archival association with the single word "archives" (for example, entry 57, p. 57; entry 222, p. 181; and entry 265, p. 210). The listing of official journals of associations not only lacks the titles of those journals published by national associations in the countries listed above, but also those of a number of associations that are listed, such as those in Brazil and El Salvador. Finally, the inclusion of archival publications in the general bibliography, particularly those of the ICA, would have added significantly to its value. These publications would also have provided the compilers with basic information and leads that could have resulted in more complete and useful information on archival associations.

This guide will be of considerable value to anyone seeking information on library associations. To archivists and others interested in archives associations, however, its chief value will be in defining rather than in meeting a basic need.

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Archives and Manuscripts: Reference and Access. By Sue E. Holbert. Society of American Archivists Basic Manual Series. Chicago: Society of American Archivists, 1977. 30 pp. Appendices and bibliography. Paper. \$3.00, members; \$4.00, non-members.

Sue E. Holbert has produced a clearly-written and useable handbook on access and reference policies and procedures. Holbert adopts a realistic attitude in writing the manual. She states in the introduction that it is intended for those in small or medium-sized repositories, often with no formal training, often with inadequate funding. Yet she assumes that everyone engaged in reference work wants to do a professional job, and she treats her readers like professionals.

The Lowenheim case, involving the Franklin D. Roosevelt Presidential Library, resulted in greater awareness of the problem of access, and Holbert's discussion of the issues is thorough and to the point. Those of us who have reviewed or revised our own practices in light of that case will find what she has to say so basic as to seem common knowledge. But equality of access and full access are so important that they bear repeating; they are areas that Holbert will not negotiate on, and rightly so.

In discussing access and reference, Holbert comes down squarely on the side of those who believe that the archives' *raison d'être* is use rather than merely preservation. The primary obligation of an archives is to provide access to the material it holds. Basic reference service consists of information about holdings, help in using materials, and an adequate place to study. An archives unwilling or unable to provide these fundamentals is not fulfilling its role, and the author questions whether it should remain in business.

Holbert sees reference work as falling into two categories: providing information about holdings and providing information from holdings. Every repository should be able to describe its holdings through guides and various types of finding aids and be willing to provide this information to interested parties. On the other hand, there is a fine line between providing information *from* holdings and doing the researcher's work for him. Holbert's discussion of this is unfortunately very brief; it is one of the dilemmas often faced by archivists in small and out-of-the-way repositories.

The longest section of the manual deals with research room procedures. Holbert emphasizes that a repository must establish definite policies and procedures in this area, both in terms of what the staff is expected to do and in terms of what is expected of the patron. The archivist is responsible to the patron to ensure that he receives all pertinent materials, and to the repository to keep adequate records on patrons and on use and to ensure that materials are used properly.

Holbert sees security as an aspect of both access and reference. Proper security ensures that materials will remain intact so that all patrons will have access to them. Carrying out security provisions is the responsibility of the reference archivist.

Reference work involves extensive record keeping: registration forms indicating who the patron is and what his research interests are; check sheets showing what the patron used, the date he used it, and what staff member provided service; records of what was copied by the patron and charges paid. While they often seem tedious and time-consuming to maintain, good records are an essential part of any archival operation. They are especially valuable in case of theft, in showing when and by whom a collection was used. With space a constant consideration, records can serve as a guide to what collections might be stored away from the repository. Holbert reproduces throughout samples of forms in use at various repositories.

Awareness of the copyright law is particularly important in reference work, because its implications are far-reaching and because archivists are being asked to interpret the law. While archivists are not lawyers, they must know the basic provisions of the law and are responsible for informing patrons that materials they use may be protected by statute. Holbert further urges that archivists be conscious of the right to privacy versus the right to know controversy, and also understand the pertinent laws of their own states.

The author concludes with a brief discussion of reference personnel. While she stresses that archival training with complementary knowledge of the major subject areas of an institution's collections is ideal, she also recognizes that numerous repositories are staffed by people who have had no archival training whatever. Furthermore, she knows this is not going to change in the immediate future. She sees certain personality traits, such as pleasure in dealing with the public, as desirable in the reference staff.

The manual includes two SAA committee statements, one on standards for access and another on reproduction for reference use. A selected annotated bibliography listing standard works concludes the volume. With this information, Holbert provides the final touches to a well-written and useful work. The manual serves as a checklist against which a repository can evaluate its own policies and procedures on access and reference. Furthermore, it shows that even a small, poorly funded, and understaffed institution can set up and maintain

basic reference services of professional quality.

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The Social Reform Papers of John James McCook: A Guide to the Microfilm Publication. Edited by Adela Haberski French. Hartford, Connecticut: The Antiquarian and Landmarks Society of Connecticut, Inc., 1977. 74 pp. Paper. \$5.00.

Reform of one kind or another has always been a fertile field for historical research. A significant number of reforms in the twentieth century can be researched and understood by studying governmental units sponsoring such reforms or charged with administering resulting regulatory or amelioratory procedures. In the nineteenth century the roads to reform appear as intermittent lines on the map of history because few formal structures existed to deal with change on a continuing basis. Private citizens and voluntary associations, the usual sponsors of reform, had further to go along the path towards change before they interacted with any particular governmental unit. Even when this interaction occurred there was no guarantee that any documentation of it would occur or be preserved because of slipshod record keeping and absence of archival organizations. Without bureaucracies to pursue their own ends and to document their existence, and without archival repositories to preserve the historical record, the origins of reform are often difficult to trace because the evidence has not survived.

John James McCook is a good example of an important, articulate social reformer whose ties to, and development within, the reform movement have been obscured and overlooked. McCook was a well-organized man who, in addition to his reform activities, successfully juggled the roles of clergyman, academic, and public administrator. To posterity's benefit, his papers survive in spite of his self-evaluation of their uselessness. Serendipity did Clio a blind favor by tucking the papers away in the Antiquarian and Landmarks Society of Hartford, Connecticut. All too expectedly Clio's servants, including

archivists, historians, and historical sociologists, have been late to see and do their collective duty to preserve, exploit, and alert others to the collection's potential. Of those who could have best used the material: Robert Bremner, (*From the Depths: The Discovery of Poverty in the United States*); Roy Lubove, (*The Professional Altruist: The Emergence of Social Work as a Career, 1880-1930*); Walter Trattner, (*From Poor Law to Welfare State: A History of Social Welfare in America*); and Paul Ringenbach, (*Tramps and Reformers, 1873-1916: The Discovery of Unemployment in New York*); none consulted the material at all.

McCook pioneered in the use of questionnaires to study poor-law administration and finances. He was also deeply involved in prison reform, investigation of venal voting, and exploration of the effects of drink among the poor. McCook's diverse interests are reflected in his manuscripts which are well organized, range over a variety of subjects, and contain first-hand accounts of some of the most private details of the lives of underprivileged Americans. Throughout his career McCook studied tramps as a sociological phenomenon, and the material he amassed on their social and cultural origins, *modus operandi*, and group dynamics constitutes the single best collection of documents ever compiled. McCook's tramp photographs bear special mention because of their remarkable quality, surprising candor, and stunning intimacy.

For anyone interested in social reform in the late nineteenth and early twentieth century, the McCook papers are a mother lode, but their prior inaccessibility prohibited development of their potential. Unfortunately Adela Haberski French's guide to *The Social Reform Papers of John James McCook*, while symbolizing good intentions and worthwhile purposes, promises more than is produced. There is little reason to quarrel with the quality of the guide itself. Indeed when one scans the content, visions of breakthroughs in research dance before the eyes because the material looks so rich and appears so well organized. Not until one examines the microfilm does it become apparent that expectations fall short of reality. Small but persistent discrepancies between the numbers of frames for a document and the number listed in the guide are annoying and somewhat puzzling since each frame on a reel of film is numbered. Items are given numbers in the *Guide*, but item numbers are not listed on the film itself — a convenience the reader would appreciate. These numbering

inconsistencies leave the reader wondering whether all the missing pages were caught and added back to the errata section of reel 7. If these were the only problems, the researcher would undoubtedly be pleased with this micropublication. Unhappily, things that drive researchers to distraction are all too abundant in *The Social Reform Papers of John James McCook* for this reviewer to have a positive feeling about the microfilm's usefulness: indecipherable smudges, illegibly faint script, and blank pages make the research experience inordinately frustrating. Instead of filming documents which were illegible, the editor should have filmed typed transcriptions of the originals. French also assures the reader that the hand written documents are "not difficult" to read. Perhaps this is true for some readers, but the script is better characterized as "not impossible."

True dedication or absolute necessity are prime requirements to get a researcher through the microfilm edition if a check of reels 1, 7, and 12 accurately reflects the project's overall quality. Micropublishing is an important part of the National Historical Publications and Records Commission (NHPRC) program and it should be expanded. But if the microfilm edition of *The Social Reform Papers of John James McCook* is any indication, NHPRC will have to impose more rigorous standards. Perhaps the updated guidelines for micropublishing now under review by the Commission will meet that need.

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Manuscripts Collections Processing Manual. Prepared by Susan Beth Wray, Vesta Lee Gordon, and Edmund Berkeley, Jr. Charlottesville: University of Virginia Library, 1976. v. + 64 pp. Paper. \$5.00.

Training individuals for manuscript processing can often be a time-consuming and frustrating job. Not that processing procedures are so obscure or difficult — anyone with average abilities and motivation, given proper supervision, can perform the tasks assigned. Rather, the new processor must learn how to adapt established archival principles and institutional practices to a variety of situations. Though there is no substitute for sustained, hands-on experience for instilling con-

fidence and proficiency, training is simplified when the archival principles and practices are codified in a manual. We are thus relieved of trying to give the same comprehensive introduction to each new student or volunteer, and have a reference source for them to consult first as questions arise. Many major institutions have manuals of standard practice for use by the entire staff. The Manuscripts Department of the University of Virginia Library, however, has recently published a fine manual written with these new processors in mind.

Though the manual details many conditions and practices peculiar to the University of Virginia, there is also much which is relevant to other institutions. It introduces the archival principles of provenance and integrity, and emphasizes the importance of accuracy, legibility, and confidentiality in processing. Three major sections concern processing procedures, basic preservation and restoration techniques, and the preparation of collection guides. Almost half of the manual is composed of a glossary of archival terms. Processing steps are explained throughout in their relationship to the needs of researchers, and the processor is directed to seek the advice of the supervisor when certain problems arise.

The Virginia manual was inspired by the Cornell University Libraries' *Manual of Archival and Manuscript Processing Procedures*, compiled by Richard Strassberg. Although it incorporates portions of the Cornell work, the Virginia manual differs from its model in addressing the neophyte rather than the entire staff. The manual contains much of what is to be expected from such a production. It has good introductions to three types of collections — family, business, and literary — and to several standard arrangement schemes. There are also noteworthy instructions on manuscript dating and the deciphering of handwriting. One of the most attractive features of the manual is a comprehensive and extensively cross-referenced glossary defining nearly three hundred terms. Though a quarter of these are from the Society of American Archivists' *A Basic Glossary for Archivists, Manuscript Curators, and Records Managers*, they are often expanded for relevance to the Virginia situation. Approximately fifty entries concern types of material found in manuscript collections. Many of these definitions have special instructions appended directing the processor in the handling of materials.

The manual is unbound. Though not indexed, it is not difficult to use for reference. The physical layout of subtopics within sections,

however, is sometimes hard to follow. This is a minor problem; in general, the manual presents its points in a logical, concise manner. A major shortcoming is the failure to treat manuscript appraisal in as satisfactory a manner as other topics such as arrangement schemes and the preparation of collection guides. The new processor should be given an introduction to the basic principles and problems of such an important aspect of processing procedure. Surely it deserves a more systematic treatment than scattered references in the text and glossary.

The Virginia manual will prove most useful as a model for larger institutions frequently faced with the task of training new students and/or volunteers. Archivists and manuscript curators will also find it a good source of information on how manuscripts are processed at a major repository. Beyond this, the description of Virginia's institutional framework may be of interest to many. The Manuscripts Department of the University of Virginia Library should be commended for making its manual so widely available.

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The Written Word Endures: Milestone Documents in American History. By the Office of Education Programs, National Archives and Records Service. Washington, D.C.: National Archives and Records Service, 1976. 112 pp. Bibliography and index. Cloth. \$7.50.

The Written Word Endures is the catalog of the bicentennial exhibit of the same name which opened in the Circular Gallery of the National Archives in the spring of 1976. Both the catalog and the exhibit were the work of the Office of Educational Programs, the division which is responsible for the outreach programs of the National Archives. Even though this volume offers no new historical interpretation, it does underscore the importance of outreach as an archival function. This is a beautiful book which will undoubtedly attract new patrons to the National Archives.

In the introduction to the volume, the compilers — Virginia C. Purdy, Lee Scott Theisen and their staff — express the hope that “a thoughtful reading may lead to a new appreciation of the richness of the

nation's documentary heritage as it is preserved in the National Archives." To accomplish their goal, they selected twenty-two "milestone documents" of American history which served as the foci of the exhibit. Some of the items selected will be familiar to all: the Declaration of Independence, the Constitution, the Monroe Doctrine, and the Emancipation Proclamation. Other documents — as documents — will not be so familiar: the Treaty of Guadalupe Hidalgo, which ended the Mexican-American War and added two million square miles to the United States; the Morrill Act, which provided public land for the establishment of colleges of agricultural and mechanical arts; the Incandescent Lamp Patent, which brought electricity into the American home; and the Immigration Quota Act, which ended the tide of immigration to this country. Around each of the milestone documents are grouped related records from the National Archives.

The compilers do accomplish their goal of leading the reader to a new appreciation of the richness of the American documentary heritage. But it is not the text that attracts attention so much as the stunning photographs of the documents. In paging through this book, the reader will most likely gain an appreciation for the art of the document, from the formal calligraphy of treaties, laws, and proclamations to the functional drawings on U.S. Patent Office applications. This effect is heightened by the pictures of related events which surround the photographs of the milestone documents. It is photography and design which make this volume noteworthy.

The publication of this volume is something of a new departure for the National Archives. Until this catalog, NARS publications were directed almost exclusively at historians and genealogists. *The Written Word Endures* reaches out not only to "serious researchers," but also to those who are merely curious about archives. Indeed, this volume keynotes the need for outreach in the archival profession. More importantly, this catalog symbolizes the important role played by the National Archives as a cultural institution. The National Archives should be encouraged to continue to promote the importance of archives in our nation's history.

Timothy Walch
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Richard Erney, Director of the State Historical Society of Wisconsin since 1977, worked directly with the Society's archives and manuscripts collections from 1957 to 1963, first as a field representative and chief of the education history project, and later as state archivist. He became Associate Director of the Society in 1963. As Director of the Society he is the State Historic Records Coordinator. Mr. Erney has been active in the AASLH and has served as its treasurer and as a member of its Council. From 1968 to 1972 Mr. Erney represented the AASLH on the Archives Advisory Council of the United States.

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ANNOUNCING SAA'S 1979
ARCHIVAL STUDY TOUR!
WESTERN CANADA

The Society of American Archivists is sponsoring an eight day/seven night study tour of archival agencies in British Columbia and Alberta on September 17-24 which will explore the documentary history and glorious scenery of the Pacific Northwest and the Canadian Rockies. The tour concludes with a flight (fare included) to Chicago for the 1979 Annual Meeting of the SAA.

The tour begins in Victoria on Monday morning—but many will want to spend the preceeding weekend in this scenic and exciting area—with tours of this very British capital, its Provincial Archives and Museum, and its many beautiful parks, gardens, and homes. After a get-acquainted cocktail party, an evening ferry ride to Vancouver and visits the next day to its city, business, and university archives (with sidetrips to museums and numerous tourist attractions), the group will board the Canadian Pacific's "The Canadian" for a railroad trip through the Canadian Rockies at the height of the fall color season to beautiful Banff National Park. Following a day and a half of tours of the park, museums, art galleries, and The Archives of the Canadian Rockies, the group will travel to Edmonton via Calgary and the Glenbow-Alberta Institute in a "Grey Line" sightseeing bus. The next day will be spent studying the archival operations of the Provincial Archives, and cultural facilities of this historically rich capital.

After a workweek devoted to a study of Western Canada's historical and cultural heritage, the tour turns away from archival matters and returns to the early fall grandeur of the

Rockies with another train trip, via the Canadian National's "Super Continental," to Jasper. The entire weekend will be devoted to long tours of the mountains, lakes, and rivers of Jasper and Yoho National Parks and the Lake Louise area. There will be time for hikes, cable car rides, swimming in hot springs, and even a trip by snowmobile over a glacier! Returning to Calgary by train on Monday afternoon, the group, after an additional few hours for sightseeing or shopping, will fly to Chicago Monday evening for the Annual Meeting of the Society filled with memories and stories of experiences to share with their colleagues.

While the SAA can in no way certify that this study tour is tax deductible, the requirement of the U.S. Internal Revenue Service that participants spend six hours per day in work related activities will be offered. If you can also obtain a letter from the administrator to whom your report that this tour would be of direct value in the performance of your duties in archival administration, your chances of obtaining a legitimate tax deduction are considerably increased. Another financial consideration: U.S. visitors in Canada currently enjoy approximately a 15% advantage in the exchange rate.

Space is limited to forty people and reservations with deposits must be completed by June 1. Estimated cost (pending final arrangements) will be around \$400-500 including all transportation from Victoria to Chicago and accommodations in first class hotels and motels (more moderately priced lodging will also be offered in the larger cities). For complete details and inclusion on a mailing list for future developments, please write the tour director enclosing a stamped, self-addressed long business envelope:

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