

BOOK REVIEWS

Archives-Library Relations. Edited by Robert L. Clark, Jr. New York and London: R.R. Bowker Company, 1976. 218 pp. Notes, index. \$15.95

This book should be on the reading lists of all new archivists, librarians, and manuscripts curators. Even those who have earned their livelihoods for several years in these professions can profit from a careful reading of this fine review of activities in these fields during recent decades. Editor Robert Clark believes that this volume "contributes to the archivist's knowledge of libraries' involvement in education, legislation, funding, standardization techniques, technology, and commitment to service." And, on the other hand, it also "contributes to the librarian's understanding of the potential of original source materials, their value, uniqueness, and the methods by which they are collected, maintained, and serviced." The authors deal with these two subjects in five categories: The Setting (Robert L. Clark, Jr.), Similarities and Differences (Frank G. Burke), Common Issues (Miriam I. Crawford), Shared Concerns (Clark, Burke, and Frazer G. Poole), and Professional Communication (Robert L. Brubaker). In addition, an annotated bibliography, prepared by Marietta Malzer, rounds out this survey.

Except for the dedicated professional, however, few readers will find this book particularly interesting. Like others, with several different contributors, it suffers from unevenness and irregular rhythm. A volume of this nature with over 200 pages of text, notes, bibliography,

and index without a meaningful break is slow reading. An appropriate photograph, cartoon, or drawing here and there would relieve the monotony. Some attempts at imaginative humor—such as Ken Duckett's "Dancelotsky Papers"—would have added a little spice and color. Perhaps the bright yellow covers were intended to provide all the color the book needed.

In spite of the yellow covers, the authors do not resort to writing like the yellow journalists of the "Teddy" Roosevelt era. At times, however, there is a certain high-pitched shrillness about the main theme of the book—the necessity for more cooperation among archivists, manuscripts curators, and librarians. Clark and Brubaker, in particular, focus on this important topic. Why not cooperate? After all, both archivists and librarians have the same basic public service aim: "to collect, maintain, and make available the written and graphic record of human intellect and experience."

The objective seems simple enough. Then why are there so many complex issues involved in its attainment? Burke, Clark, Crawford, Poole, and Brubaker describe the current problems and note ways in which they are handled. They do not attempt, however, to resolve the issues impeding cooperation: differing methodologies developed by archivists and librarians; differing types of education and training; differing laws at the various levels of government—local, state, and national; differing opinions on dealing with literary property rights and copyright; differing approaches to the confidentiality of and user access to records; differing views on the social responsibility of document custodians; differing ideas on standardization, fund raising, acquisition policies, collection ethics, electronic media, preservation techniques, the handling of not-too-sympathetic researchers; and others.

The authors feel that more cooperation will inevitably lead to better ways of solving today's problems. Brubaker points to the increasing opportunities for cooperation between archivists and librarians through their regional, state and national professional organizations. Joint committees among the Society of American Archivists and the American Library Association, for example, might delve into problems that concern both groups. The mutual exchange of information, surely, will help show that common roles do indeed exist, and that many nagging issues can be solved jointly. Furthermore, the need to find more reliable funding to support growing automation may force the

leaders in both professions to seek a united approach to public and private fund-granting agencies.

Archives-Library Relations ends with this seemingly sage advice: cooperation is vital. This counsel, along with the authors' accurate description of the evolution of these related disciplines, should be read by every neophyte and professional. I am pleased to have a copy on my reference shelf.

Ralph Havener
University of Missouri

Procedures for the Salvage of Water-Damaged Library Materials.
By Peter Waters. Washington, D.C.: Library of Congress, 1975. 26 pp.

This brief booklet by Peter Waters, Restoration Officer at the Library of Congress, should be required reading for all archivists, manuscript curators, librarians, and others charged with responsibility for preserving our collective memory. Aimed at the non-specialist in the field of conservation, the manual is designed to provide step-by-step guidance in recovering library and archival materials damaged by water from flood, broken pipes, fire-fighting, or similar accident.

Topics covered in the manual parallel all phases of a salvage operation: from decisions and action to be taken immediately upon discovery of a disaster, to proper methods of handling and transporting water-soaked items, as well as methods of stabilizing, cleaning, and drying material. The text is filled with much practical advice and information. For example, plastic milk crates are recommended as ideal containers for packing and later freezing wet material; alternative solutions are also suggested. The manual is extremely useful as a ready reference for such essential—and often not readily available—information as the acceptable ranges of temperature and humidity for freezing, air drying, and rehabilitation. The reader is also alerted to the range of conditions which will stimulate mold growth. Throughout, Waters' prose is precise and unambiguous; jargon and sophisticated technical explanations do not obstruct the presentation.

A cautionary note runs as a thread throughout the manual, sug-

gesting Waters' philosophic base. The reader not only is frequently advised what *not* to do (e.g., never open a wet book) but also reminded time and again which decisions and activities should only be undertaken by or with the advice of a qualified conservator. These warnings in the text are perhaps its most valuable contribution, for much irreversible damage can be caused by zealous but untutored individuals. A list of conservators qualified to assist in salvage operations is appended to the text.

Waters consistently upholds the highest levels of practice. While he clearly states that some damaged materials warrant neither salvage nor restoration, he does not address the issue of what options may be open to institutions with both irreplaceable collections *and* limited resources. Optimum practice is not always achievable, however, especially during the emotion-charged period of disaster. This topic demands the further consideration of the profession.

I strongly recommend this publication. Ideally, it should be read before disaster strikes and used as an aid in drawing up a disaster plan. As such, it could profitably be shared with administrators, budget officers, and security personnel. In publishing this volume, in combination with its Preservation Leaflet series (all available free upon request), the Library of Congress is fulfilling its role as a national resource center and providing a great service to the library and archival world. I trust that we may look forward to a continuing series of such high-quality publications.

Mary Lynn Ritzenthaler
University of Illinois at Chicago Circle

The Southern Historical Collection: Supplementary Guide to Manuscripts 1970-75. By Everard H. Smith, III. Chapel Hill: The University of North Carolina Library, 1976. 66 pp, index. \$9.00

This volume, as its title suggests, is designed to update and complement the *Guide to Manuscripts* published by the Southern Historical Collection in 1970. It was prepared with the support of a grant awarded by the National Endowment for the Humanities.

The 1970 *Guide* included 3,900 separate entries while the present *Supplement* contains 343 entries, 150 of which describe new groups of papers and records acquired and processed between 1970 and 1975. The remaining 193 entries are comprised of either corrections and revisions of information contained in the 1970 *Guide*. The corrections amend errata that managed to slip by undetected in the 1970 *Guide* and the revisions note changes in restrictions and withdrawn or transferred material. Additionally, "new related groups" are also noted.

Of the 150 new groups cited in the *Supplement*, the most notable include the papers of civil rights activists Marion Wright, Willis Weatherford, and Howard Kester; the papers of authors Betty Smith (*A Tree Grows in Brooklyn*) and Robert Ruark; an addition to the records of the Southern Tenant Farmers Union; the papers of Thaddeus Shaw Page, the administrative secretary to Robert Digges Wimberly Connor, first Archivist of the United States; the papers of U.S. Senator Sam Ervin (Dem. N.C.); an addition to the papers of former North Carolina Governor Zebulon Baird Vance; and a group of documents collected by Myron Howard Ross pertaining to two predominantly black unions in North Carolina. The Page papers ought to be of special interest to archivists since they consist primarily of correspondence concerning the organization, development and administration of the National Archives from 1935 to 1960. The balance of the entries cover a broad range of accessions including family papers, papers of faculty at the University of North Carolina, and the papers of various Civil War and post Civil War personalities.

Guides and supplements of this sort are always welcome. They represent concrete evidence of archivists fulfilling their ethical mandate of making resources in their custody available to the broadest possible audience.

The Southern Historical Collection: Supplementary Guide is, on the whole, a welcome addition to the *genre* of finding aids. This reviewer, in fact, could find only one relatively minor annoyance in the entire volume. The method of arranging entries in sequence by catalogue number, although perhaps traditional, was somewhat confusing. The presence of a first-rate index, however, compensated for this distraction. Everard Smith and his colleagues at the Southern Historical Collection should be congratulated for a job well done.

Patrick M. Quinn
Northwestern University

A Guide to the Michigan State University Archives and Historical Collections. Edited by Frederick L. Honhart, Suzann M. Pyzik, and Saralee R. Howard. East Lansing, Michigan, 1976. 195 pp. \$2.50

Michigan State University has produced another useful guide which provides information about its sources. The 1976 *Guide* is a revision of the 1969 *Guide* and includes those items catalogued as of April 30, 1976. From statements contained in the foreward, the reader is unsure about the existence of unprocessed collections since we are told the *Guide* contains only catalogued collections and incoming new materials will be listed later in supplements as the need arises.

The scope of the collections encompasses both the permanent records of the University and historical materials having a broad area of interest. The *Guide* is arranged in five categories and descriptions of each category precede each section. They are (1) the Historical Collections relating to rural life, engineering, human ecology, the liberal arts, natural science, social science, education, business, communication arts and human, osteopathic and veterinary medicine; (2) the Land Grant Research Collection of microfilm and photocopies from other institutions concentrating on the origins and development of the land grant philosophy in education; (3) the University Archives containing the inactive records and the personal papers of officials, faculty, and alumni of the University and others; (4) the Pictorial Records of the University Archives and the Historical Collections relating to the campus, transportation, agriculture, industry, and lumbering; and (5) the Oral History Records of the University Archives and the Historical Collections containing interviews with faculty and administrative staff and area residents relating to the University's development and that of the logging industry.

Guide entries are listed alphabetically within each section and are numbered consecutively throughout the volume. Each entry includes the title of the collection, inclusive dates, volume, and brief description of the material. In the University Archives' section, the departmental records' descriptions state only the type of record, but not its content. For access to the holdings through the guide, there is an index of names, subjects, and places which refers one to the guide entries rather than the pages. It is interesting to note that a donor's index is provided also.

The editors are to be commended for their work on this guide. It is

a valuable resource tool to the Michigan State University Archives and Historical Collections for archivists, researchers, librarians, and others interested in its varied collection.

Mary Ann Bamberger
University of Illinois at Chicago Circle

Checklist of Archives and Manuscripts in the University of Wisconsin-Parkside Area Research Center. Kenosha: The University of Wisconsin-Parkside, 1977. 73 pp.

Wisconsin's network of Area Research Centers (ARC) is the oldest and one of the largest such systems in the nation. Comprised of thirteen units, the network was created by the State Historical Society of Wisconsin in 1951, restructured in 1961, and has grown steadily since that time. All but one of the Centers are on campuses of the University of Wisconsin System and are usually administered by the various university archivists.

One of the ARC network's largest Centers is in Kenosha at the University of Wisconsin-Parkside. Directed by Nicholas C. Burckel, the Center has developed strong collections relating to its assigned area of the southeastern Wisconsin counties of Racine and Kenosha. Its collecting programs have been built with an obvious regard for service to a much larger public than that of the University alone. After studying this first guide to its holdings, one suspects that the Center attracts a great deal of community use as well as use by the faculty and student body. Publication of the *Checklist* will certainly encourage even greater utilization of its resources.

In pursuit of wider public use and presumably, of more collections as well, the compilers of the guide have chosen to list a good many materials that are not strictly archives and manuscripts. Two of the most interesting sections (for users from the general public, at least) are those devoted to the Center's holdings of newspapers and genealogical material. The newspapers portion includes forty-seven entries for the two counties; that on genealogical material contains mostly listings of microfilm copies of U.S. census data for Wisconsin. The

genealogical section also has a "selective list" of reference books and pamphlets available for use in the Center. While these are hardly manuscripts, the policy of including them seems well-advised. The guide should, after all, be intended to stimulate use by informing potential users of the many related resources they may expect to find in the Center. Since the Center is located on a university campus where, it is safe to speculate, many members of the public are not frequent visitors, inclusion of supporting resources is a wise decision.

In addition to those listing newspapers and genealogical materials, the guide has three larger sections covering manuscript collections, county and local government records, and university archives. Of these, the manuscript collections, while hardly the largest in volume, contain some of the most interesting entries. There are a number of records of union locals (such as the United Brotherhood of Carpenters and Joiners of America, Local 91), and also some intriguing, though smaller, business records (Simmons Company; Horlick's Corporation, etc.). There are a few confusing discrepancies; the series order list of small collections notes the Racine and Mississippi Railroad Company, while the following alphabetical list (which includes the collection descriptions) does not describe it at all. It cannot be that it is too small, for there is a full entry for the Racine and Rock River Plank Road Company, which consists of a single stock certificate.

It seems probable that most Center patrons will prefer to use only the alphabetical list of collections, with its full descriptive entries. The series order lists, which are subdivided into "major" and "small" collections, are undoubtedly useful tools for Center personnel. Their function in the guide is questionable.

The section on county and local government records is divided into separate parts for Kenosha and Racine counties; each section also includes separate lists by series order and office order. The office order lists include the collection descriptions. In addition to county records, there are municipal and school district records. The public records, as expected, comprise by far the largest segment of the Center's holdings.

The University Archives, listed in the guide's final section, is the second largest collection group in the Center. It is encouraging to note that the largest collection is the 150 boxes of the Office of the Chancellor. Support from the administration is of definite importance to any university archives operation. Other major series include the records of the Racine and Kenosha campuses which preceded the

UW-Parkside. An explanatory note preceding the University Archives section mentions that certain of the collections are restricted; the individual entries, however, do not indicate which of the collections are closed.

The *Checklist* is attractively done with spiral binding; its sections are printed alternately on white and blue paper. It is an extremely useful tool that gives an excellent impression of the Wisconsin ARC network in general and of the UW-Parkside Center in particular. It is precisely the sort of guide needed to stimulate knowledge and use of a rapidly growing regional collection. It is to be hoped that copies of the *Checklist* are prominently displayed for use in every public library in Racine and Kenosha counties.

James E. Fogerty
Minnesota Historical Society

SPINDEX II at Cornell University and A Review of Archival Automation in the United States. By H. Thomas Hickerson, Joan Winters, and Venetia Beale. Ithaca: Department of Manuscripts and University Archives, Cornell University Libraries, 1976. 90 pp. Appendices.

SPINDEX II at Cornell University is an interesting and readable account of Cornell's participation in the multi-year project to determine the feasibility and develop a series of computer programs (software) to index information in manuscripts and archives finding aids. The report does not attempt to provide a complete history of SPINDEX II. As the title indicates, it is a review of archival automation in the United States, relating in some detail Cornell's experience regarding automation. The result is a straightforward and honest appraisal of automation efforts written by two archivists and a programmer. It is required reading for those repositories planning automated retrieval projects or for others in the profession who are vitally interested in this aspect of technical services.

The first chapter provides a summary of automated efforts in libraries, museums and in the social science and humanities disciplines,

as well as details concerning pioneering computer applications at the Library of Congress and the Public Archives of Canada. It complements an article in *The American Archivist*, "Two Experiments in Automated Indexing: The Presidential Papers and the Papers of the Continental Congress" (October 1976).

"Enter SPINDEX," the second chapter, provides the basic outline of SPINDEX from approximately 1966 to 1975. As is true with many new techniques (particularly those tried on a cooperative basis) the joys and frustrations of all the early testing are recorded. One of the major delays of the project was that the host institution, the National Archives and Records Service (NARS), did not publish the software documentation until 1975. It is difficult to imagine why so many years could pass by before the basic systems paperwork was completed, but perhaps the reason(s) will be forthcoming at a future date. On the positive side of the project is the fact that at least two institutions (South Carolina and International Nickel) examined SPINDEX and have implemented adaptations of the program.

Another weak aspect of SPINDEX was the lack of communication which persisted between the sponsoring institution and the cooperating repositories throughout the United States. In spite of this obvious problem, it must be noted that from 1969-1974 NARS initiated five SPINDEX II applications, including the apparently very useful index for captured German records, #66-68. Hickerson states he is disappointed because of "the failure to support the development of any type of inter-institutional data bank." If SPINDEX had accomplished some tentative program of multi-institutional indexing/sorting of similar materials, such as papers of various Congress members, this type of project "spin-off" might have laid the framework for current thesaurus and subject indexing opportunities. These activities were discussed recently at the Salt Lake City SAA annual meeting.

Chapter three, "SPINDEX II at Cornell," succinctly relates the work from 1974 to 1975 on the 89 linear feet of the papers of Cornell President Edmund E. Day. The indexing of the Day papers was different from techniques practiced at most other repositories because Cornell used a computer compatible listing or finding aid format. This listing (actually 1969, 1973 and 1974 versions) initially grew out of Cornell's evaluation of a variety of finding aids for possible computer input and from a concern for establishing a sys-

tematic format in which massive 20th century collections could be efficiently and effectively processed and indexed. Part of the basis for the compatible listing developed from the classic article, "Archival Arrangement-Five Different Operations at Five Different Levels" by the distinguished archivist, Oliver W. Holmes, published in *The American Archivist* in 1964.

Hickerson clearly, and in some detail, spells out the activities processors and archivists undertook to prepare the Day papers and to achieve an indexing capability for automated sorting. While it is difficult to say just how useful automation will be to the papers (because of user restrictions), Cornell did maintain good records on the costs. Processing, content analysis, transfer of data to magnetic tape, and production of an index cost about \$137 per linear foot. The same work, except for indexing, would have cost \$103 for each linear foot. Hickerson writes, "we conclude that the additional 25% is certainly well spent."

The final chapter, looking somewhat into the future, describes automation efforts in records management and archival/manuscript applications, including those at the University of Illinois, Library of Congress, and the Smithsonian Institution. The authors, to their credit, do not shy away from making suggestions as to future automated practices. Basically these center on cooperative efforts between repositories, such as an archives consortium, a user-services network, or "association of research archives."

The thirty pages of appendices (what SPINDEX II is, computer compatible lists, technical instructions for system implementation, costs, etc.) provide the explicit details which will be useful to some readers. Institutions with serious thought of implementing SPINDEX II will do well to read programmer Joan Winters' "Technical Appraisal."

A POSTSCRIPT

Neither *SPINDEX II* nor the article by Marion M. Torchia in the October 1976 issue of *The American Archivist* addresses several specific aspects of early automation. My feeling is that most professionals look at SPINDEX as not only a failure but worse than that, as a symbol for not trying new techniques. On the other hand, I do not believe the literature available today adequately portrays

the situation in the profession in the 1960s-1970s, and particularly the problems faced by large repositories. In this instance, size could be equated with the millions of pieces of paper preserved by the federal government and by institutions such as large university and or state repositories. It seems to me that if we are to learn something about early automation efforts we have to realize that the time period under consideration was conducive to experimentation in automation. The program had limited applicability for most repositories. However, SPINDEX was realistic in that it focused on a common professional concern—improving access.

Remember what was happening within the archival profession during the years 1966-1973, the period when SPINDEX was being tested. Many new archivists joined the profession; there was an apparent surplus of funds for automation; the paper explosion led to concerns of how to save and access massive 20th century collections; and the tax incentives of the 1960s encouraged persons and companies to save paper. The successes of computers in business applications and, to a degree, in libraries led professionals to actively seek alternative indexing capabilities. The question arose then, as it does periodically for any archivist, of how to expedite access. Some would suggest more selectivity in accessions. Others might want to see 20th century material “weeded” or representative sampling conducted to reduce the total volume. Other professionals tentatively looked to the computer to do the sorting and indexing appropriate to finding guides.

For professionals who have always worked in small (perhaps 500,000 to 2 million items) archival or manuscript repositories, it is difficult to imagine the impact the large 20th century collections had for some repositories. Many people may not know it, but there were repositories during the late 1960s adding over one million items every *year*. Many of these repositories had space for storage and the staff to undertake vigorous collecting and extensive processing. At the same time, some were actively searching for improvements which could be made in their operations, particularly through automation.

Even though state and private repositories were concerned about space to accommodate the “paper explosion,” the federal government faced much greater space and processing problems. The government, therefore, began investigating what capabilities the computer offered to improved finding guide indexing. SPINDEX II was an attempt to test computer indexing of finding aids at a time when a cooperative

project seemed not only desirable but feasible and when such an activity was viewed as a possible benefit to eight to ten *large* repositories. If one examines the project as an honest effort to uncover new improvements for a segment of the profession, perhaps one can then take a closer look at what was successful, why certain aspects of the projects failed, and what this has meant and will mean to archivists-curators.

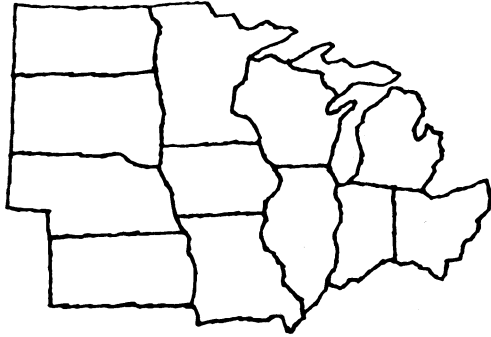
While SPINDEX started approximately ten years ago, hopefully it will not take another decade to bring the profession closer to one of the basic questions regarding automation—is the computer a viable tool for indexing finding aids to massive 20th century archival-manuscript material? Can computer technology which employs systematic methods, has a high operating cost and thrives on retrievals, be reconciled with a repository which has limited funds for automation, whose holdings are usually processed/indexed by non-systematic methods (each finding guide is often different) and whose papers have relatively limited use or retrievals?

The failure of SPINDEX, to a large degree, is the fact that archivists still do not cooperate on any substantial professional projects, excluding annual conferences, training seminars, manuscript theft reports, and a few other activities. When it comes to the “gut and/or expensive issues” of ethics, collecting papers, storage and automation, archivists each go their own way. Perhaps as costs continue to escalate, they will be forced into cooperative ventures.

In becoming associated with SPINDEX some participants looked for what inter-institutional projects could bring to the profession. Because SPINDEX was largely a “go it alone” project, the prospects of major innovations for large federal *and* private repositories, such as data banks, and subject indexing are seemingly further away now than they were in 1969-71. If SPINDEX becomes the basis for the future establishment of a national data bank or a network system, then archivists will end up with another expensive, however, usable access system, to some of the least used original source material in America, namely federal holdings. If we are a true profession, we will go beyond those limitations and work together not only to preserve source material, but also to make federal and non-federal sources equally accessible.

Douglas A. Bakken

Ford Archives & Tannahill Research Library



CONTRIBUTORS

Patrick M. Quinn is the Archivist of Northwestern University. He first presented many of the ideas in this paper at the opening session on "Recent Trends in the Archival Profession" at the fall, 1973 meeting of the Midwest Archives Conference. Quinn has been an active participant in ACT and most other reform movements within the archival profession, including membership on the SAA Committee on the Status of Women.

Howard Zinn is Professor of Government at Boston University's College of Liberal Arts. This article is based on his address to the session on "The Archivist and the New Left" at the 1970 Annual Meeting of the Society of American Archivists in Washington, D.C. Some of Professor Zinn's most recent books in the field are: *Disobedience and Democracy: Nine Fallacies on Law and Order*, *The Politics of History*, *Postwar America: 1945-1971*, and *Justice in Everyday Life: The Way It Really Works*.

Sam Bass Warner, Jr. is Professor of History at Boston University. He presented this paper to the 1971 Annual Meeting of the Society of American Archivists in San Francisco at the session on urban records. Professor Warner has long been involved in historical research on American cities. Among his books on the subject are: *The History and Role of the City in American Life* (with Arthur Mann, Neil Harris), *Planning for a Nation of Cities* (edited), and *The Urban Wilderness: A History of the American City*.

David F. Noble is lecturer and research associate in the School of Humanities at the Massachusetts Institute of Technology. He has presented a number of papers at professional meetings including the Society of American Archivists, and an earlier version of his article for this issue was presented at the session on "The American University in American Society: New Uses for Traditional Sources" at the 1976 annual meeting of the SAA. This article is an outgrowth of his research for *American by Design: Technology and the Rise of Corporate Capitalism*.

