

# BOOK REVIEWS

*Ethnic Genealogy: A Research Guide.* Edited by Jessie Carney Smith with a foreword by Alex Haley. Westport, Connecticut: Greenwood Press, 1983. 440 pp. Index. Cloth. \$37.50.

Jessie Carney Smith organized an Institute on Ethnic Genealogy for Librarians at Fisk University in the summer of 1979 for librarians, researchers, historians, archivists, and genealogists. Smith compiled articles by ten librarians and historians to provide an introduction to the problems of doing ethnic genealogy. This book includes most of the topics covered at the institute.

The book is divided into three sections: general information on sources, procedures, and research; utilizing major repositories for genealogical research; and sources available for specific ethnic groups. The article on basic sources for genealogical research contains good descriptions of the records used by all genealogists such as vital statistics, land, property, probate, and court records. It includes a bibliography of texts, reference works, periodicals, and repositories; illustrations of specific documents; and where to find different records. Also helpful are articles on the National Archives and Records Service and the Genealogical Society of Utah Library (also known as the LDS Library). The types of genealogical information to be found in census, immigration, naturalization, passport, military, veterans, and civilian personnel records are described. Published guides to NARS and the addresses of its seventeen locations are included. The LDS article describes the millions of records from around the world that have been microfilmed and are available in Utah or through inter-library loan.

Four articles are devoted to the unique records and research required for the genealogy of American Indians, Afro-Americans, Asian Americans, and Hispanic Americans. Illustrations of documents and bibliographies for each group are located at the end of each article. The importance of knowing the history of the ethnic group and its migration and settlement patterns is stressed. The dominant culture's attitudes and policies towards different ethnic groups have also influenced the types of information recorded.

For example, in American Indian genealogy it is important to know the tribal affiliation of family members, the history of the tribe, and its naming customs. Generally, the policy toward American Indians has been a sequence of conversion, removal from traditional lands, placement on a reservation, and allotment of part of the reservation land. Each period generated different records. Initial contacts with whites produced baptismal or marriage certificates and deeds of land sales. The Bureau of Indian Affairs began keeping records once American Indians were on the reservations. Other important records are tribal council records, land claims, and the allotment registers of families.

*Ethnic Genealogy* is intended as a reference tool for librarians, archivists, genealogists, and historians, especially amateurs. It is excellent for all genealogists regardless of ethnic background. The bibliographies offer abundant leads for researchers. However, there are omissions. The Afro-American bibliography does not list the Schomburg Center for Research in Black Culture of the New York Public Library, one of the most important repositories for Afro-American history. In the American Indian article no mention is made of the Native American Archives Project. *American Indian Archival Material: A Guide to Holdings in the Southeast*, compiled by Ron Chepsiuk and Arnold Shankman, another Greenwood Press publication, is not listed in the bibliography. The omissions are probably due to the fact that none of the articles were written by archivists, who might be expected to search archival guides and literature more thoroughly. In spite of this it is a valuable reference guide to have on the bookshelf. Since amateur genealogists are a significant minority (or majority) of our researchers, handing them this volume could save us all time.

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*Understanding Progress as Process. Documentation of the History of Post-War Science and Technology in the United States.* Edited by Clark A. Elliott. Final Report of the Joint Committee on Archives of Science and Technology. Chicago: Society of American Archivists, 1983. 64 pp. Paper. \$1.50

Certain publications termed reports prove to be objective examinations of situations or events. Others, by contrast, have the character of manifestos or calls-to-arms. *Understanding Progress as Process* belongs to the latter category. The sense of urgency conveyed in this document stems from a thesis that the documentary record of contemporary American science and technology is at serious risk. The work outlines a complex set of problems, mere attention to which contributes significantly to archival literature on surveys and appraisal.

The Joint Committee on Archives of Science and Technology (JCAST) was established in 1978 by a group of archivists and historians concerned with defining dimensions of unpublished documentation generated by research and development projects in the United States since World War II. The committee included representatives of the Society of American Archivists, the History of Science Society, and the Society for the History of Technology. Funded by the NHPRC, JCAST produced a preliminary report, *The Documentation of Science and Technology in America: Needs and Opportunities* in 1980. Renewed NHPRC support permitted further investigations, aided now by representatives of the Association of Records Managers and Administrators. The final product, reviewed here, is set forth in six well-organized chapters, plus an introduction and an "executive summary," and includes also notes, illustrations, and a short bibliography.

The manifesto character of the final report emerges with the very first paragraph of its introduction, where the reader is asked to imagine the plight of a researcher who wishes to undertake a definitive study of American science and technology using unpublished sources. To this end, we are told, the researcher must contemplate searching through hundreds of "dimly lit" warehouses with only "rudimentary lists" available to serve as guides. JCAST suggests that there is little at present to illuminate a systematic research tour of this magnitude. The committee estimates, based on rough knowledge of scientific and technological expenditures, that approximately two-thirds of all sources which ever existed were produced by private industry, with the remainder divided among government agencies, academic institutions, private research institutes, societies, and discipline-based history centers. Private industry has traditionally shown little interest in systematic preservation of historically important research and development records for public scholarly use. Even where mandates exist to review documentation for possible archival preservation in the public interest, as in the case with federal government and some academic research, key scientific records have been neglected.

Having posited this dismal situation, JCAST does not attempt concrete, straightforward solutions. The report instead issues a general appeal to the creative energies of archivists and historians concerned with science and technology. The report urges special efforts to raise the historical awareness of responsible officials in industry and government. Existing archival mandates must be enforced and new provisions for preservation created for institutions lacking them. Where no archives is currently preserving important records, an appropriate repository must be designated. JCAST regards institutional archives as the most effective solution in most cases, but the work of discipline-based history centers is also lauded. The committee strongly recommends that scientists' papers be appraised as institutional property rather than as private effects. Perhaps the central argument of the report is that documentation sought for a permanent archival record of science and technology must not only concern results, but the entire process which led to results: thus the title *Understanding Progress as Process*.

For readers who expect an explicit guide to action in the manner of an SAA Basic Manual, the JCAST report is surely a disappointment. There is not enough focus. There is no clear target audience, apart from already committed archivists and historians of science. Above all, no incentive is spelled out for those leaders of industry and bureaucracy who have the authority to improve the quality of records preserved. But as a joint statement of archivists, historians, and records managers putting forth intelligent ideas, the report will likely be used and cited for a long time in the future.

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*Archival Choices: Managing the Historical Record in an Age of Abundance.* Edited by Nancy E. Peace. Lexington, Massachusetts: Lexington Books, 1984. 164 pp. Bibliography and index. Cloth. \$23.00.

Nancy Peace's valedictory to the archival profession is *Archival Choices*, a series of seven topically arranged essays, each by a different contributor. The genesis for this volume in the Lexington Books Special Series in Libraries and Librarianship was a 1980 workshop on processing contemporary collections held at the John F. Kennedy Library. In this book the editor sought to describe archival practices in selected institutions, to examine archival theory as applied to contemporary records, and to stimulate new research. While it is too early to gauge the stimulus to further research, *Archival Choices* generally succeeds in its first two goals.

In a well-documented opening essay, the editor briefly surveys the last half-century of archival theory and practice. While the terrain she describes may be familiar to many archivists, she does extend her scope beyond the United States to highlight the contributions of European archivists, especially the work of Swedish archivist Nils Nilsson and West German archivist Hans Booms. She also helps set the context for the more specialized chapters that follow.

John Dojka and Shelia Conneen, drawing on examples taken from their experience at Yale University, explain how records management can be used as an appraisal tool in college and university archives. They demonstrate effectively the linkage between archives and records management and describe elements of a basic program design, noting that program components can be added or deleted, depending on the scope of the program. Five appendices help the reader understand how to conduct a survey and prepare a records management policy statement. In their enthusiasm for records management, however, the authors exaggerate what can be done with limited resources. A small program of surveying and scheduling records can be a very time-consuming activity, even with the cooperation of participating administrative units.

Francis X. Blouin, Jr., who has previously written about business records, turns his attention here to setting an agenda for their appraisal. Blouin's approach is largely historical, tracing the development of corporate archives in this country and drawing on the analysis of historians such as Arthur Cole, Thomas Cochran, Douglas North, Lance Davis, and Alfred Chandler. While acknowledging that the business practices of retaining minimal documentation and denying access even to these records are a problem, he concludes somewhat naively that "through continued research, active and patient dialogue, and carefully thought out selection, the record of modern U.S. businesses can be assembled in a thorough and efficient way."

In a chapter dealing with voluminous congressional collections, Patricia Aronsson is at her best in describing how congressional offices work and which staff positions likely produce the most valuable records. She also makes solid recommendations for a coordinated approach to collecting the papers of a state's delegation to Congress in which a number of institutions cooperate in the collecting effort.

Although smaller than other categories of records examined in this volume, literary manuscripts bring their own peculiar appraisal problems. In his

essay on the subject, Philip N. Cronenwett emphasizes the importance of a thorough knowledge of the writer whose works are appraised, knowledge of the genre and period in which the work was written, and an understanding of the various materials that form the collection. He also provides some general guidelines on appraisal and disposition of literary collections that serve as a good introduction to the subject.

Lawrence Dowler, in the best-written essay in the volume, discusses the sensitive topic of deaccessioning collections. He examines three aspects of deaccessioning: guidelines for deaccessioning, sale of deaccessioned material, and ideas that influence attitudes toward selling archival material. His examples show the complexity of these issues in light of current technology and the use to which research in archival materials may be put. He raises the question of selling not merely physical property, but also the copyright in research collections. He asks if archival institutions are to reap no benefit from a popular book and/or movie based on their holdings. There are no obvious answers, but the questions need airing.

The concluding essay is F. Gerald Ham's widely read and discussed paper, first presented at a plenary session of the Society of American Archivists in 1982. The title of his essay in fact provided the title for Peace's volume. Ham's essay is well enough known not to require summary here. Suffice it to note that his major contribution in this stimulating and wide-ranging essay is not that it plows much new ground, but that it integrates and synthesizes so many different strands of archival work and concern, achieving succinct and cogent argument for managing the historical record in an age of abundance. His essay and the archival choices discussed by the other contributors make this volume must reading for practicing and aspiring archivists.

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*Ordinary People and Everyday Life: Perspectives on the New Social History.* Edited by James B. Gardner and George Rollie Adams. Nashville: American Association for State and Local History, 1983. 215 pp. Index. Cloth. \$16.00, AASLH members; \$17.95, others.

This collection of essays grew out of a seminar series sponsored by the American Association for State and Local History during which prominent academic historians surveyed current work in the "new" social history for an audience of historical agency and museum professionals. The new social history emerged during the 1960s, a fusion of traditional American social history, radical history, the Annales school of French historiography, and studies of the English working class by E. P. Thompson and others. The new social history strives to explain historical process "from the bottom up," often employing interdisciplinary research and quantitative analysis of aggregate data to reconstruct the history of ordinary people and everyday life.

AASLH directed the seminar series and this resulting volume specifically toward historical agency professionals in the hope that they would be able

to apply current academic social history methods and findings to museum interpretation and public programming. This was an admirable goal, but unfortunately few of the contributors made the necessary linkages between scholarship and its practical diffusion. Only Barbara G. Carson and Gary Carson, historians of material culture and museum professionals themselves, offer concrete suggestions for museum interpretations that might help people to understand better past behavior, values, and the social relationships of ordinary people. Thus this anthology will be of limited usefulness to museum personnel. It will, on the other hand, be useful to graduate students and other academics who want a brief but informed introduction to current work in fields other than their own, and especially valuable to librarians and archivists who manage the sources on which the new social history ultimately rests. Not only does this volume provide a context for the research patrons in repositories, but it suggests topics and resources likely to be explored in the future. The growing interest in comparative studies of ethnic groups and family and community structures point toward even heavier use of public records; the increasing reliance on organizational records as indicators of cultural values will require more diversified collections.

Most of the essays in the anthology are concise, well-written, copiously annotated historiographical tours of their respective sub-disciplines, and many retain the rhythms and immediacy of their original oral presentations.

In his introduction, Peter N. Stearns summarizes the development, goals, and methodologies of social history. He urges museum people to follow the shift away from antiquarianism toward a fuller understanding of historical process. Howard N. Rabinowitz demonstrates how racial and ethnic history have been affected by the study of migration patterns, community formation, mobility, and family structure. He cautions historians against romanticizing cultural pluralism in their rejection of earlier melting pot theories of assimilation and argues for more comparative ethnic studies and more studies of intergroup conflict. Elizabeth H. Pleck attributes the development of women's history more to feminism than to the new social history movement itself. She believes the most interesting questions now revolve around the varieties and definitions of feminism in the 20th century. Archival collections from women's organizations will be vital to this research. Kathleen N. Conzen's analytic essay on the new urban history traces an early preoccupation with descriptive quantification to more recent attempts to examine cultural values that underlie measurable behavior. She too calls for more comparative studies and more attention to the cultural baggage people brought with them to the city. Robert P. Swierenga argues for the need to study the rural communities many of these people left behind and the radical changes that have occurred in agrarian life in this century. Maris A. Vinovskis introduces current research in family history by considering four aspects of family life: childbearing, early child development, adolescence, and old age.

David Brody's fine essay traces the evolution of labor studies from descriptive works on trade unionism to "shop-floor history." He is concerned, however, that too much social history is still descriptive rather than explanatory. In his discussion of politics and social history, Samuel P. Hays notes the tendency for social historians in one field not only to work independently of all others, but also to ignore the larger context of political history.

Hays's point is well taken. This volume demonstrates that social history can provide fresh insights into the everyday lives of ordinary people in the past. Clearly, we are all historical actors. Historians should not forget, however, that very often others set the parameters in which ordinary people acted. Unless the new social historians articulate their findings within the context of political and economic history, they can not explain much to the rest of us.

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*Guide to American Indian Resource Materials in Great Plains Repositories.* Compiled by Joseph G. Svoboda. Lincoln: University of Nebraska-Lincoln, 1983. 401 pp. Index. Spiral bound. \$15.00, plus \$1.25 postage and handling.

*Guide to Catholic Indian Mission and School Records in Midwest Repositories.* By Philip C. Bantin with Mark G. Thiel. Milwaukee: Marquette University, 1984. 446 pp. Index. Spiral bound. \$15.00.

Researchers concerned with locating primary sources related to the American Indian should be encouraged by the number of archival guides published in this area during the 1980s. The *Guide to Records in the National Archives of the United States Relating to American Indians* (1981), and *American Indian Archival Material: A Guide to Holdings in the Southeast* (1982) are two other notable examples.

The guides reviewed here are regional in coverage with Philip Bantin's work encompassing twelve midwestern states: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, and Wisconsin. The "Great Plains" region covered in Joseph Svoboda's guide includes ten states — Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas and Wyoming — and three Canadian provinces, Alberta, Manitoba and Saskatchewan.

The guides are alike in format and arrangement. The contents are arranged in alphabetical order, first by state and thereunder by city and name of repository or institution. The entries are numbered consecutively throughout with a lengthy index keying terms to entry numbers rather than pages.

Although similar in geographical coverage, appearance and organization, the guides differ greatly in scope. Svoboda's volume is much broader and incorporates "research materials" dealing with all aspects of the American Indian. Manuscripts, official records, photographs, taped interviews, newspapers, and microforms are described in the entries. The guide to Catholic records has a narrower focus, as the title suggests, and it is limited to unpublished sources. While materials in larger repositories are described, many records covered in Bantin's guide are housed in dioceses, abbeys, provincial

houses, mother-houses and tribal archives. As a result there is limited duplication under the five states shared by both projects. For example, in Bantin's guide, no repositories are listed for Lincoln, Nebraska, indicating the University and State Historical Society do not hold mission and school records. Where the same body of material is mentioned in both guides, Bantin's description is more comprehensive.

The *Guide to Catholic Indian Mission and School Records* was funded by NEH and Marquette University. In addition to a survey, information was obtained through telephone calls and visits when necessary. The guide consists of 277 entries which include name, address and telephone number for each repository; information on hours, access, and copying facilities; a history of each Catholic mission, school or religious order; and a description of the holdings.

The history provided for each Catholic entity is a major contribution of the guide. These chronologies, primarily the work of Mark Thiel, are detailed even when the body of records is small (two pages are devoted to the history of Sacred Heart Church in Miami, Oklahoma, although it houses less than one cubic foot of records).

The holdings are described according to the system of arrangement used by the repository. Records lacking organization are described by type of material. The descriptions are comprehensive and often reach the folder level (the "Parrish Files" in the Diocese of Rapid City, consisting of only .7 cubic foot, are described in three pages).

Archivists planning to produce comparable guides would do well to use Bantin's volume as a model. The methodology is sound and the result is a finding aid and reference tool that users in several disciplines will find extremely helpful for many years.

The guide published by the Center for Great Plains Studies contains 2,251 entries describing holdings in 94 repositories. As noted in the foreword, many of the responses to a mail survey were uneven and inconsistent. It is unfortunate the project staff was unable to follow up the survey in order to make the guide a more comprehensive research tool. While entries for smaller repositories are usually brief, the collections in large repositories are described in more detail because the information could be taken from published guides, the titles of which are provided to inform the user of their availability.

Descriptions of holdings for major repositories are divided according to type of material. Entries for manuscript collections generally contain the title, span dates, volume, and content description. The entries for other formats vary between repositories. This reviewer found it cumbersome to locate different types under large repositories when the entries continued for several pages. By utilizing an outline format with consistent indentions and recognizable sub-headings between different materials, this drawback could have been alleviated. Other than the name, no additional information is provided about each repository (such as address, telephone number, and hours) but should have been. Regardless of these deficiencies this publication synthesizes an impressive amount of information about American Indian resources.

Entries in these two guides are confined to repositories within geographical boundaries; however, they are not limited to regional audiences. Researchers across the country searching for documentation on American Indians will

find these publications very valuable and archivists and librarians should make a point of having them available in their repositories.

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*Oral History: An Interdisciplinary Anthology.* Edited by David K. Dunaway and Willa K. Baum. Nashville: American Association for State and Local History, 1984. 450pp. Index. Paper. \$17.95. Cloth. \$29.50.

The modern profession of oral history has evolved gradually since its inception as a Work Progress Administration enterprise during the 1930s Depression. Although the nearly fifty years that separate that time from the present seem rather short — and oral history's development to date rapid indeed — its growth has, in fact, been uneven. There have been great bursts of energy separated by periods of consolidation and even retrenchment. During the 1960s, and again in the 1970s, oral history experienced dramatic growth in number of projects and in application, punctured by considerable difficulties in obtaining adequate funding and administrative support.

Indeed, despite the apparent explosion of interest in oral history and in its practice by a wide variety of users, the field is still badly lacking in the resources necessary to realize fully its promise. It has seen substantial progress, to be sure, but often progress fueled by interest without resources, rather than by resources in support of interest. That reality accounts in great part for the lower than apparent real growth in oral history programs, and for some of the many difficulties it faces in attaining wide acceptance as a valid research tool. Certainly these difficulties are clearly perceived by professional oral historians, and have been addressed with varying degrees of effect. Without a growing — or even consistent — resource base, however, oral history has faced an uphill battle in its quest for acceptance.

Chief among the problems facing oral history has been the question of education and training for its practitioners. Barbara Tuchman's caustic comments on oral history's shortcomings summarize quite clearly one perception of its product: the badly organized, poorly researched, and ineptly conducted interview that frustrates rather than rewards the user. While much oral history interviewing has improved in scope and quality by any general measure, there have been very few efforts to train prospective oral historians in their craft. How-to manuals have proliferated, but only a handful of these have actually addressed more substantial issues than the operation of recording equipment, basic project outlines, with perhaps a fleeting look at ethics, research, and a preparation of an interview framework.

A growing list of authors have addressed these other issues in articles aimed at exploring both theory and practice, but the oral history profession has lacked any compilation of these. This has presented a critical need, for without an easily useable body of literature the field has been without a necessary teaching resource and an important justification for its claim to status as a profession.

Even the Oral History Association, the profession's single unifying force, has been slow to respond to this need and to promote guidelines for quality and address the issues that clearly separate genuine oral history from the use of taped interviews to gather all manner of related but hardly comparable information. A major stumbling block to the education of oral historians has thus become the lack of any compilation of the growing number of writings produced on the subject, many of which have been available only in difficult to locate publications. *Oral History: An Interdisciplinary Anthology* is a welcome if belated answer to that need.

Editors Willa K. Baum and David K. Dunaway have done a splendid job in gathering a sample of the very best writings on oral history in a single volume. The work is divided into six sections, with a seventh devoted to publication of the goals, guidelines, and evaluation criteria of the Oral History Association, thus giving added publicity to that organization's attempt to give form and substance to the profession it serves. The six major sections of the book include The Gateway to Oral History; Interpreting and Designing Oral History; Oral History Applied: Local, Ethnic, Family and Women's History; Oral History and Related Disciplines: Folklore, Anthropology, and Gerontology; Oral History and Schools; Oral History and Libraries. A total of thirty-seven articles appear in the work, written from a variety of perspectives and on occasion illuminating disagreements on procedure, as in the case of interview restrictions. The book gains notable strength from this approach. Two of the articles (Louis Starr's and Willa Baum's) contain bibliographies that provide information on a number of future writings on oral history.

The book is well balanced, with attention to the history of oral history, its design and application, and a view of its relationship to allied fields. The latter will provide the only disappointment to archivists, since (with one notable exception) neither archives nor archivists receive more than passing mention in a handful of the articles. The exception is William Moss's excellent "Oral History: An Appreciation" which appeared in the *American Archivist* in 1977.

The lack of an archival perspective is especially unfortunate since a number of those authors who mention archives do so only in the context of storage for oral history materials. Since a definite segment of archival thought today sees archivists as participants in the process of creating oral history, this will be of little help to archives administration in that respect.

Major responsibility for this lack, however, must rest with the archival profession, which has only recently considered oral history a part of its ongoing operations. Most archival consideration of oral history has seen it in the context of the special project, rather than as a component of the archives' basic mission. The fuller realization and exploration of this concept will surely produce articles on archives and oral history on a scale comparable to those on libraries and oral history.

The editors have selected articles that focus on oral history's relationship to a wide variety of purposes, including those of folklore, anthropology, and local history. These pieces in particular are key reading for archivists charged with the management of collections in any of those areas, for they cover both the similarities and differences that exist between oral history and these fields.

The book is especially useful because of its broad sample of uses and users, among them schools, libraries, academic institutions, and professional writers.

Baum and Dunaway have produced an important and highly useful work. Once again, the American Association for State and Local History is to be commended for seeing a market and moving to provide a product. The result is quite literally 'must' reading for archivists, from whom will hopefully come additional writings on oral history's relationship to their profession.

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*Archives and Manuscript Control Format*. OCLC Online Systems Series. Dublin, Ohio: OCLC, 1984. Appendices and index. Loose-leaf. \$19.00.

On November 1, 1984, OCLC brought online the new *Archives and Manuscript Control Format* (AMC). The format, devised by SAA's National Information Systems Task Force (NISTF) and approved by ALA's Committee on Machine-Readable Form of Bibliographic Information (MARBI), adapted the previous MARC Format for Manuscripts to accommodate current archival practice. The original format, published by the Library of Congress (LC) in 1971, greatly relied on the standard library conventions used in the MARC Format for Books. Most archivists, however, rejected this as their standard for communication, becoming even more alarmed when the second edition of the *Anglo-American Cataloging Rules* (AACR2) appeared in 1978 with little, if any input from the archives community.

Reaction to the imposition of controls from outside the profession brought the formation of NISTF in 1978, to examine the archival needs in the converging areas of communication and automation. NISTF identified common data elements, since accepted as the profession's standard of information exchange. Concurrently, Steve Hensen at the Library of Congress took AACR2, Chapter 4 rules for manuscripts, augmented them with more relevant explanations and examples, and produced a cataloging manual of modern archival descriptive practices. NISTF then combined the data elements it defined, with LC's revised cataloging practices, to produce the AMC — a new and unique format within the MARC structure. OCLC, in turn, converted the old MARC Format for Manuscripts it had online since 1976, and its existing 45,000 manuscript records, to reflect the new AMC.

As a rule, the OCLC system applies the MARC formats as published by LC and requires that system records be entered in conformance with AACR2 and LC's interpretation thereof. The format document OCLC has issued to explain all these rules and applications is a readable, user-oriented guide delineating each field and subfield within the AMC. Introductory sections explain the nature of MARC and OCLC, what the format is designed to do, what you are allowed to do with it, and various system components and conventions. There is a separate section for each fixed field and variable field tag group. Individual fields are explained in a scope note with indicator,

subfield, printing, and indexing specifications. Although the typographical errors are noticeable, especially the consistent misspelling of Steve Hensen's name, they are not numerous. The style manual OCLC uses is unconventional and punctuation and grammatical irregularities are distracting. The layout itself is clear, and examples help clarify points when the author lapses into computerese; I refuse to acknowledge 'subfield' as a verb.

Many of the redefined free-text note fields, such as the Case File Characteristic Note (565), Linking Entry Complexity Note (580), and the Actions field (583), need more explanation and actual format examples. The definitions OCLC uses merely paraphrase rather than amplify those found in the NISTF standard elements dictionary. Since many of these fields and elements contain new applications, clearer direction must be given on their preferred use, whether it comes from standard rule books or community consensus. The loose-leaf format of the document makes incorporating future changes an easy operation.

Novice and veteran alike must realize, however, that this one document is not meant to answer all their questions. OCLC manuals on cataloging and input standards, code lists, cataloging rules and updates, and training aids and sessions must be available to provide the most complete current interpretations and applications of the format. An alliance should be forged between the archivist unfamiliar with OCLC applications and the librarian unacquainted with archival practice. Together, these users of the AMC should contact their OCLC networks to learn more about the system in general and, specifically, to make known their interest in the new format. Likewise, users must talk with each other, as was done at a recent conference on the AMC held at the State Historical Society of Wisconsin. (A summary and format tagging examples are due from Lisa Weber of SHSW shortly.) This communication must take place to insure uniform application and recognition of the format as our professional standard of information exchange.

But how does all this change really affect the average archivist? Is OCLC any more relevant to our profession today than ten years ago? Answers to these questions, of course, are individual to each institution but certain pros and cons can be seen in OCLC's adoption of the AMC and, indeed, in the AMC itself. Unlike any other MARC format, the AMC is not specific to one type of material but rather controls collections of all types of material such as maps, machine-readable files, rare books, or a combination of media. While this is perfectly rational from an archival control perspective, MARC and OCLC have segregated different types of material in the past to the point where the OCLC system allows database searches to be qualified by format designation. Under the new definition, therefore, if you are searching a collection of maps it might be found in either the map format (MAP) or archives control format (AMC). The inclusion of non-manuscript material is complicated further by OCLC allowing users the alternative to exclude manuscripts and enter them in the book format. The user, therefore, is required to conduct qualified searches under both the books (BKS) and manuscripts (AMC) formats to insure access to all manuscript materials. This particular system application negates the authority of the AMC as the only acceptable format for archival communication. While the former MARC definition is beyond OCLC's control to alter, it might consider eliminating

this latter system option and show it seriously supports the AMC's position as the profession's standard.

The other unique feature of the AMC is in its very nature — it is a 'control' format for any and all types of material considered archival collections. The AMC has the capacity to link records and show the hierarchical ties between parent and component parts of collections. Record numbers, names, and vertical relationships are cross-referenced. More examples of this might clarify to government and corporate archivists, long shy of the OCLC system, the relevance of this new feature to their control activities. Adding detailed format examples of the interdependence of the Linking Entry Complexity Note (580) and the Host Item Entry field (773) would be a good start.

The actual 'control' features of the format exist in various note fields, especially the Actions note (583) which allows online recording of the archival actions taken throughout the life of a collection. The problem with using a system such as OCLC for control functions is that most archivists do not have constant and immediate access to an OCLC terminal where such ongoing communications take place. We are asking an international database to serve as a local control system and it is not a very practical expectation. Here again, OCLC or any system applying MARC as its authority, must use the format as defined by LC. Each system, moreover, applies the format differently. Whereas RLIN segregates the bibliographic and control fields in the AMC, OCLC masks from public view those fields of a private or sensitive nature. Only authorized users can access certain control fields and complete these transactions.

While immediate communication with OCLC may not be convenient, action data entered onto the system is recorded in machine-readable form for purchase on magnetic tape. The tape data then can be loaded into a local automated system where daily transactions are conducted more easily. The emergence of local systems, including OCLC's own LS 2000, makes this option very attractive and gives more control over local data manipulation. Keying this information only once is also a great cost advantage.

As a cataloging/bibliographic tool, OCLC, perhaps obviously, excels. AACR2 and Hensen's manual are the basis for the bibliographic conventions employed by the system and examples are drawn directly from these volumes to make the transition easier. While providing these uniform guidelines, OCLC also allows individual application of rules as dictated by institutional practice. Whether good or bad, the rules define the basis for common communication and archives should be encouraged to use them correctly and consistently. Time and trial will codify and clarify specific interpretations.

While many old complaints about OCLC still surface, including limited record length and no subject search capability, they are being addressed by constant system improvement and expansion. As long as we must take a format, such as the AMC, and fit it into an already existing system, such as OCLC, problems will arise. Until a system can be created to meet archival specifications, such as the system Max Evans and Lisa Weber envision, we must accommodate our needs to the tools at hand. Although OCLC is a handy tool for many institutions, it must be evaluated in light of individual needs, facilities, goals, and clientele. Keeping the proper perspective on what any system can or cannot do, being realistic about your demands, and lob-

bying for change when it is required, make for a cordial if not harmonious relationship between user and system. OCLC is showing a willingness to promote archives and their cause. Member archives, in turn, must accept their responsibility to support the system. The channels for communication appear clearer now. Let's hope the dialog continues to elicit improvements.

Marjorie J. Haberman  
Ohio Historical Society

*Information Management, Machine-Readable Records, and Administration: An Annotated Bibliography.* Compiled and edited by Richard M. Kesner. Chicago: Society of American Archivists, 1983. 168 pp. Index. Paper. \$8.00, members; \$11.00, others.

I admit it: I didn't read every entry and I haven't "mastered" the bibliography and the works it summarizes as recommended by the author in his preface. A person can stand only so much *Datamation*. I was interested, then, to discover something entirely unexpected — an article on computer image enhancement used to help decipher faded or otherwise illegible documents. But when I misplaced the note I had made of it, I couldn't seem to find it again using the index. Image enhancement? Nothing. Paper? Documents? Writing? Analysis? Enhancement? Illegibility? What else could I look for? The article does not seem to be indexed anywhere. I finally found it in chapter 4 (Machine-Readable Records and Archives), section D (Quantitative Research, Reference Services, and the User), citation number 377. The division of this bibliography into chapters and sections is generally a good thing, but some items resist logical classification therein. The index is generally a good thing, but only for the items indexed. I assume the lost citation is an isolated instance.

There are about three times the number of citations in this work as in its predecessor, *Automation, Machine-Readable Records, and Archival Administration: An Annotated Bibliography*, also compiled by Kesner and published by SAA in 1979. Kesner's introduction attributes this in part to the increased publication activity relating to EDP applications in archives and management of machine-readable records during the intervening three years. The remaining increase is accounted for by a broader selection of works concerning specific technologies or their uses, such as videodisc, office automation, and data communications and networks, included because of their potential effect on archival administration. The introduction also contains some predictions about the increasing sophistication and decreasing cost of computer-related technologies available to archivists. Archivists are frequently admonished to embrace them or be replaced by more highly automated information providers. The arrangement of the bibliography is clear enough that it shouldn't be necessary to consult the introductory matter, except that it contains at least one reference to a work that doesn't appear among the numbered citations and isn't covered in the index.

The book's physical presentation is mostly adequate for its purpose. Although the center margins could have been wider to allow for binding, the

citation entries are quite readable. The introductory narratives, in a larger and lighter typeface, are not. The indentation separating the citations from their annotations is odd. It reminds me of the surprise white spaces we used to see in some computer-generated type, but this seems to have been planned that way. Running heads would have helped support the purpose of the chapter and section divisions. Statistical comparisons made in the introduction would have been clearer expressed in numerals than they are in words. The front matter is curiously numbered *backwards* from *x*. The title on the cover and title page is as shown above, but in the preface and introduction *Archival* precedes *Administration*, which seems to make more sense.

The predicted trends in technology development and publication activity have continued in the nearly two years since the book was published. Optical character readers, apparently covered only briefly in three items, are becoming cheaper and more adaptable to different character sets. Many articles in the past two years describe libraries' experiences with online public access catalogs. They contain analyses of problems very likely also to be faced by public archives serving their constituents, so these articles make good reading now. The bibliography remains valuable to return to, but perhaps we also need an annual literature review that surveys the significant new writing (or developments) in information management and machine-readable records as they apply to archival administration.

Marion E. Matters  
Minnesota Historical Society

*Archives & Manuscripts: Conservation. A Manual on Physical Care and Management.* By Mary Lynn Ritzenthaler. Chicago: Society of American Archivists, 1983. 152 pp. Appendices, index, illustrations. Paper. \$10.00, members; \$14.00, others.

A conservation manual has been long overdue in the archival profession. The first printing of three thousand copies of this manual sold out in nine months, the fastest in SAA's publishing history. The second printing incorporates revisions, most notably an index compiled by Laura K. Saeger that greatly enhances this outstanding manual for "persons having curatorial or administrative responsibility for archival and manuscript collections." The author is one of the most qualified archival conservators in the country, and was recently appointed senior conservator in the National Archives' Conservation Laboratory. She served as director of the SAA Basic Archival Conservation Program when the manual was written. Her expertise and enthusiasm for the subject, obvious to those who participated in the workshops she conducted, come through in this manual.

Ritzenthaler presents the National Conservation Advisory Council's definitions of conservation and conservation personnel and offers a philosophy that "provides the foundation for an overall conservation program that includes storage, handling, and preventive maintenance." A number of principles are set forth as guidelines for implementation of conservation programs and procedures.

The manual includes a concise history of papermaking and excellent descriptions of the materials found in archival collections: papers, inks, animal skins, cloth, adhesives, and photographic materials. Sections on the causes of deterioration, creating a suitable environment, and storage and handling of materials should be required reading in all repositories. Institutions considering the establishment of a conservation workshop will find the sections on administration, implementation, procedures, and lists of supplies and equipment most helpful. The manual is liberally illustrated with drawings by Edward R. Gilbert and photographs, forms, and surveys from numerous sources. All clarify the descriptions, instructions, and warnings in the text.

Appendices include a glossary of 39 conservation terms; instructions for basic procedures; an evaluation of the literature and an annotated bibliography; sources of audio-visual programs, supplies and equipment, and funding; and annotated lists of regional conservation centers and conservation organizations. The most practical, and certain to be the most frequently used section of the manual, is Appendix B — Basic Conservation Procedures: Instructions. Ritzenthaler offers easy-to-follow, step-by-step directions for relaxing and flattening documents, removal of paper fasteners, surface cleaning of paper records, testing for ink solubility, testing the pH of paper, paste preparation, mending with long-fiber Japanese paper, polyester encapsulation, treatment of leather bound volumes, examining and removing framed material under glass, and reprints of the Library of Congress's instructions for construction of phased boxes and the Center for Occupational Hazards's "Thymol and o-Phenyl Phenol: Safe Work Practices." Original illustrations by Pamela Spitzmueller enhance this section. The author wisely advises that these treatment procedures not be attempted by the inexperienced. Instructions for more sophisticated procedures, such as deacidification, are omitted, but discussed in the text. One can only hope that SAA will issue a follow-up manual and offer workshops on advanced conservation procedures for those archivists who have mastered the techniques in Ritzenthaler's manual and are ready to move ahead.

This manual is rapidly becoming a classic. It is well worth the purchase price and should be mandatory in every institution concerned with the preservation of library and archival material.

Toby Murray  
University of Tulsa

*Archives & Manuscripts: Administration of Photographic Collections.* By Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long. Chicago: Society of American Archivists, 1984. 176 pp. Appendices and index. Paper. \$14.00, members; \$18.00, others.

This most lavish volume of the SAA Basic Manual Series aims to help archivists, librarians, manuscript curators, and picture specialists in "setting priorities and making sound decisions" in the management of photograph collections. An outstanding collaborative effort, this book serves as a thorough and concise introduction to the basics of photographic administration.

The special strength of this volume is the clear definition it provides of the major issues facing every photographic administrator. Optimum management practices are suggested with the realization that most repositories will not presently be able to meet them. While encouraging a thoughtful analysis of existing photographic collection conditions, services, policies, and procedures, the manual challenges the reader to set goals and meet the professional standards expressed.

The manual is attractive and easy to read. The authors have done a fine job of integrating a wealth of photographic examples, excellent illustrative diagrams, and samples of administrative forms throughout the book. Essential technical information is offered alongside thoughtful analyses of how such information may best be used. The technical overview of photographic processes is particularly well done.

There are seven major sections in the manual. The first "Photographs in Archival Collections," reviews the characteristics, nature, and uses of photographs, and touches on some of the major photographic genres and movements. Well written and full of vivid examples, this section could easily be expanded to an entire manual. The second section, "History of Photographic Processes," offers a concise discussion of the uses of photographic process identification information in conservation, image identification and interpretation, and image appraisal. The chemistry, history, and identification of each process, beginning with daguerreotypes and ending with color processes, is reviewed. While the amount of technical detail presented here may discourage some readers, it is essential information to any photo collection manager. The impact of this chapter is heightened by the inclusion of an excellent group of illustrative examples. "Appraisal and Collecting Policies," the third section, reviews the factors to be considered in setting collection policy guidelines and procedures, such as lead files and collection documentation files. The discussion of appraisal and collecting policy makes good use of examples and sample forms.

"Arrangement and Description," the fourth section, discusses both the planning and implementation of archival arrangement of photographic collections. The importance of an institutional mission and goal statement precedes a review of principles of provenance and original order, and might benefit from expanded treatment in future editions. Options for dealing with different types of photographic accessions, such as photographs in manuscript collections as opposed to individual photographs are discussed. Difficulties routinely encountered with archival arrangement are reviewed. The chapter provides basic steps in processing a collection, from the initial collection checklist through description. This chapter represents one of the most complete and well reasoned arguments for archival arrangement of photographic collections yet written. The step-by-step exploration of the arrangement and description process relates archival principles to the complex requirements of photographic holdings. This section should be expanded in future editions. Such weighty problems as implementation of the MARC audio-visual format, subject indexing of photographic collections, identification of photographs, and automation of photo collection data, not to mention special format indexes on microfilm or videodisc, deserve further discussion.

"Preservation of Photographic Materials," section five, begins with a warning. Archivists are told to turn their attention to collection examination and preservation, rather than restoration. The nature of photographs and causes of photographic deterioration are summarized. The importance of adequate environmental controls and proper storage materials are reviewed. The storage requirements of particular processes and formats of photos such as collodion prints and lantern slides are detailed. Some restoration procedures such as opening and flattening rolled prints and cleaning and removing stains are explained with warnings. The inclusion of these techniques may encourage archivists untrained in conservation procedures to experiment with their photographic holdings, and they should be discouraged. The need to integrate conservation into daily archival activities from field work to exhibition is stressed. The section on the elements of a photographic disaster plan and those of an integrated conservation program should be expanded. Sample plans or checklists would be an appropriate addition to the appendices.

The sixth section, "Legal Issues," focuses on ownership of photographic collections, copyright, and privacy rights. Deeds of gift, deposit agreements and bills of sale are discussed with suitable examples. The impact of legal issues on reproduction rights, exhibitions, publication, and other researcher use are briefly reviewed. This troublesome area deserves further discussion, and would be an excellent area for a survey of archival practice. The technical portions of this section may be daunting to the casual reader. This chapter would benefit from the inclusion of additional examples and more summary charts.

The final section, "Managing a Photographic Copy Service," discusses the reproduction services necessary to meet research, preservation, and exhibition requirements. The benefits of an in-house copy facility are compared to those of a commercial firm. Copy formats, from xerographic copies to microphotography, are overviewed. Some preservation copy standards are suggested, as are the basic steps in setting up a copy room and implementing a copy service. Forms, policies, and fees merit expanded discussion.

The appendices of the volume provide a wealth of supplemental detail including an outstanding bibliography, a fine list of archival suppliers, and a good list of funding sources for photographic collections. The modest glossary is the only truly weak link in an otherwise outstanding production. SAA and the authors are to be congratulated on a job well done.

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# CONTRIBUTORS

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*Elaine D. Engst* holds a joint appointment in the Cornell University Libraries as Technical Services Archivist in the Department of Manuscripts and University Archives, where she serves as coordinator of the Vietnam War Veterans Archives, and as assistant director of the New York Historical Records Center. Her case study is based on a paper delivered at the annual meeting of the Society of American Archivists in Minneapolis in September 1983.

*David B. Gracy II* is the Texas State Archivist and was the president of the Society of American Archivists in 1983-84, when he established the SAA Task Force on Archives and Society. His article is drawn from a plenary address at the Midwest Archives Conference meeting in Kansas City in November 1984.

*Anne A. Hage*, archivist of the United Church of Christ, Minnesota Conference, was the director of its church records survey project. She presented an earlier version of her case study at the annual meeting of the Society of American Archivists in Minneapolis in September 1983.

*Virginia Stewart* is director of the Elmhurst Historical Museum, Elmhurst, Illinois, and maintains an archives consulting practice. She prepared her review essay of the NHPRC-sponsored state needs assessment reports at the invitation of the *Midwestern Archivist* editorial board.

*Robert M. Warner* served as Archivist of the United States from 1980 to 1985 after a long career as director of the Michigan Historical Collections at the University of Michigan. He has recently returned to the University of Michigan as Dean of the School of Library Science. His article is based on a plenary address to the Midwest Archives Conference in Kansas City in November 1984.

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