PUBLICATION REVIEWS

Archives Interdites: Les Peurs Françaises face à l'Histoire Contemporaine. By Sonia Combe. Paris, France: Albin Michel, 1994. 327 pp. Bibliography. 120 French francs.

In the last month of 1994 a book appeared in France, written by a researcher who identifies herself as a specialist in Eastern European history. The author, Sonia Combe, is associated with a library of international contemporary history, the Bibliothèque de documentation internationale contemporaine. When her book was released, on a cold winter day, the small world of French archives was totally upset. French archivists do not like making a fuss about what they say or what they do. However, perhaps for the first time in many years, someone who did not belong to "their" background dared speak about their everyday work in contemporary archives, especially archives of World War II, which is a special period for France since the Republic disappeared and institutions changed. Worse, she dared judge and criticize what they did. Indeed such an attitude is rather uncommon: people, be they researchers, who are not well accustomed to the world of archives are wise enough not to assert what they do not really know. In explanations which are not always very clear, Combe tries to prove that the French government struggled from 1945 until now to hide the truth of 1940-1945 French history from researchers. First she explains that French archivists are taught in a graduate governmental school, l'Ecole nationale des chartes in Paris. She almost depicts it as a camp where students are trained to tell what the French administration wants them to say (pp. 51-75). There are many mistakes in her analysis. For instance, she tries to show, in a very unclear Freudian explanation, that the archivist is a bitter researcher and that that would be the reason why he would be so eager to hide materials from the historian. This does not seem to be very convincing.

Then Combe deals with the French law on archives of January 1, 1979. This part is really more interesting (pp. 79-170). Indeed, she asks some accurate questions concerning the point when materials stop being a risk for state security, social stability, and private life. But even if the questions are good, the answers she offers do not seem to be. She believes that the historian has a necessarily cathartic role to play for the rest of the citizens. She depicts herself as a martyr because she was not allowed to look at certain materials, while others were. One has to admit she's not so wrong. But on the other hand, she finds that delays are too long. She only sees her interest as a researcher and does not care about the issue of privacy. And, like many, she believes that forbidden materials are necessarily very interesting or very important. This is often a false point of view.

Then the author shows that special delays have been created by the French administration in order to prevent researchers from having access to sensitive

materials of World War II. This is a very narrowly-focused point of view. Indeed Combe seems to ignore that it is impossible even for genealogists to have access to l'état civil, even if they merely intend to acquire the precise date of a relative's birth who was born during the past 100 years. What is more, it is forbidden to have access to materials giving medical details of a citizen before 150 years have passed and nobody can access materials giving details about the personnel of an institution or enterprise for 120 years from the date of creation. Despite these conditions, Combe finds it unjust that she's unable to take a look at administrative materials before they are dated sixty years or older. However, one cannot imagine archivists able to determine which individual documents should or should not be accessible. Sonia Combe, a very optimistic person, is quite confident in those who do inspect materials. But when a private life is damaged, it's definitely too late. One must remain very careful and wise. The association des archivistes français, a free-lance group, expects to suggest some new solutions regarding private life and materials in a 1996 session.

Combe accuses both the state and archivists of choosing historians who are to have access to sensitive materials thanks to a process known as the *dérogation* (pp. 157-170). This opportunity could be particularly French. If a historian asks to have access to documents which are inaccessible according to the 1979 law, the archivist must reach an agreement with the administration which gave the materials. Whether or not the archivist agrees with the request for access, he must send the relevant file to the Direction des Archives de France in Paris, which is a part of the French ministry of culture. The archivist may give his own point of view. The Direction des Archives de France eventually reaches a decision. Most of the time there is agreement between the Direction des Archives de France, the former administration, and the archivist. Some *dérogations* can fail because of bad instructions by archivists. This is one of the dangers of the *dérogation*. Even if the system if far from perfect, it does exist. There is no material exempt from this process of *dérogation*, which does not mean that it is easy to obtain access ultimately.

Combe's outrage is fiercest when she writes about historians for whom the French administration and archivists are helpful. She claims that the relationship is less supportive for freelance historians like herself because she would tell the truth. This section of the book is excessive and harms the whole publication.

Despite too many partisan points of view, Combe's book is useful for French archivists. Some of her questions are warranted. Some French archivists neglected to read her book because its excessive claims discredited it. This is a mistake, even if Sonia Combe should sometimes wonder if she is the crusader of a new approach to materials or the mere advocate of her own single file.

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Electronic Evidence: Strategies for Managing Records in Contemporary Organizations. By David Bearman, edited by Victoria Irons Walch. Pittsburgh, PA: Archives & Museum Informatics, 1994. 314 pp. Softcover. Available from the Society of American Archivists, $40.00 members/$45.00 nonmembers.

The archival literature dealing with the management of electronic records is a small but growing body of work, dominated by a few individuals. The most notable, David Bearman, is author of a new collection of previously published articles and essays, entitled *Electronic Evidence*. Although all ten chapters in this book have appeared previously in various publications, the essays come from such a broad variety of publications, some of which are not on most archivists' subscription lists, that to have them collected into one volume makes this a useful addition to the archival literature.

The essays are arranged thematically with the goal of conveying a consistent methodology through a series of articles written as that methodology was forming (p. 1). The ten essays are broken down into five sections, dealing with the problems posed by electronic records, policy guidelines for management, suggestions for the design and implementation of electronic records systems, a discussion of standards, and a final section on program management and structures. In spite of this organizational effort, *Electronic Evidence* is like most collections of essays: each essay stands out more on its own merits than does the collection as a whole.

As the title indicates, Bearman's concept of electronic records, indeed of records in general, relies heavily on their evidential properties. Because of this emphasis, the essays have a strong records management component. While most archivists are accustomed to receiving records at the end of their primary lifetime, Bearman argues that archivists and records managers need to be involved in the development of record-keeping systems from their inception within the organization. The point is well taken, but ignores the realities that most archivists face in a typical organization. Much of what Bearman describes in his essay on the electronic office would require a substantial amount of customized software which is well beyond the means of any but the largest or most affluent of organizations. To his credit, though, he does suggest that archivists advocate the need for national and international standards for the recording of contextual information in an electronic records environment.

At first glance, one would expect the essay on electronic mail (originally published in *Archives and Manuscripts*) to be the most useful. The amount of business transacted via electronic mail in the modern organization has reached such a high level that the paper records in the archives of some of these organizations are showing gaps due to the lack of institutional policy for preserving electronic mail records. Although Bearman provides a useful theoretical framework for managing electronic mail records in the future, archivists looking for direction for dealing with the electronic mail systems of today will be disappointed.

The e-mail chapter is, in fact, indicative of the entire collection. In spite of the book's subtitle, *Strategies for Managing Records in Contemporary Organizations*, this collection should not be taken as an archivist's field guide to electronic records. Bearman's book is a clarion call to archivists, urging us to become involved at the systems development stage of record creation. His essays give us a backdrop for assisting in the development of archivally sound

record keeping systems. However, a fundamental gap still exists in the archival literature when it comes to handling the electronic records of the present and the immediate past.

A minor point about the book that cannot be left unmentioned is the quality of both the editing and design of the book. It contains innumerable typographical errors, minor editing problems, and it is far too evident that the book was published on a personal computer. For a 300-page paperback with a price tag of $45, one expects much more.

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Partners in Research: Improving Access to the Nation's Archives, User Studies at the National Archives and Records Administration. By Paul Conway. Pittsburgh, PA: Archives & Museum Informatics, 1994. 156 pp. Softcover. Available from the Society of American Archivists, $40.00 members/$45.00 nonmembers.

Exactly who are the users of archives and what are their historical information needs? For the past two decades, a small but growing number of archivists have begun to examine use and its impact on the overall archival mission. Understanding the identity and habits of our research clientele is neither simple nor straightforward. Much of what we know continues to be grounded on misguided assumptions or misleading statistics acquired indirectly from daily visit logs and researcher registration cards. Few informal user studies have been conducted, and even fewer yet have been published. Paul Conway has done both in *Partners in Research: Improving Access to the Nation's Archives, User Studies at the National Archives and Records Administration.*

This publication is an account of a series of unified studies executed by Conway from 1990 to 1991 at seven of the National Archives' reading rooms in the Washington, D.C. area. The purpose of the project: "to learn who contacts the archives in person, by telephone and by mail; what information they are seeking; what services they use; and some of the ways they seek answers to their questions" (p. 43). The book, however, is much more than a summary of this project. It is also, as the author himself asserts, "the story of a failed user study" (p. i)—namely because the study's findings, outlined in a draft report, never were completed, approved, or released publicly by the National Archives, nor were any of Conway's suggestions ever accepted or implemented.

The publication is subdivided into four sections. Chapter One, entitled "Origins and Outcomes," describes the context from which the National Archives was conceived.

Chapter Two, "Methodological Considerations," provides an interesting and informative discussion of the underlying concepts which were influential in the final design and implementation of Conway's project. The chapter also includes a general overview of the methodologies actually employed in the National Archives user study.

Chapter Three is the unedited text of the aforementioned draft report submitted by the author to the management of the National Archives and Records

Administration in July, 1991. Seven original appendices to the draft report comprise Chapter Four. These appendices contain detailed information on the individual research projects which make up the complete user study, questionnaires and analysis forms, as well as a comprehensive, annotated bibliography.

The conclusions drawn from the National Archives study are thought-provoking, and so are many of the recommendations which Conway puts forward. Most intriguing is the inference derived from user data which "point[s] away from the notion of increasing researchers' dependence on archivists" (p. 46). The results of the study clearly suggest that most users of the National Archives are self-driven, self-sufficient, and have a fairly concrete idea of their informational needs. These researchers not only demonstrate a moderately strong comfort-level in using computers, but they also claim to be familiar with some forms of automated information retrieval systems. The author thus challenges the National Archives to move away from a gatekeeper to a more user-oriented approach to patron services, one in which access to the archives does not rely primarily on the expertise of the reference archivist as the intermediary between the user and the record.

Many more important questions are raised here, the implications of which are too numerous to mention. Although the study and its published findings relate specifically to patterns of users and use at the National Archives, the outcome of this research project demands serious consideration from the entire profession. The results of this study, when tested elsewhere, may prove to be quite valuable in other archival settings.

If there is one shortcoming in this publication, it must be the occasional repetitive nature of the text. Certain facts—such as the processes and techniques involved in the study—are presented more than once throughout the book. In addition, a few of the tables are unnecessarily repeated in both the draft report and in the appendices. This is oftentimes tiresome for the reader. Despite this limitation, the book is highly recommended. It is essential reading for archivists of all types: both for those who work on and for those who work beyond the reference desk.

Chapter Two closes with the following statement: "... a well-crafted user study can be a management tool for archivists, but we all do not have to do one. Although we all need to understand how our reference and access systems function from our patrons' perspectives, archivists should not bother gathering extensive information about their users unless they have a very specific purpose in mind and have the administrative support necessary to make adequate use of the findings" (p. 42).

Thanks to Conway's efforts, archivists at smaller institutions who have contemplated carrying out a user study now have a well-crafted model on which they may base their own investigations. Those who do not have the benefit of adopting the valuable lesson learned from the National Archives study: how all users of archives are indeed our partners in research.

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Guide to the Archival Collections in the Niels Bohr Library at the American Institute of Physics. College Park, MD: American Institute of Physics, 1994. Hardcover, $135. Softcover, $75.

The *Guide to the Archival Collections in the Niels Bohr Library at the American Institute of Physics* contains bibliographic citations to accessions predating January, 1993. The American Institute of Physics (AIP) is one of the country's most extensive and accessible repositories specializing in a particular subject—in this case, the history of physics. The AIP has long had an enlightened leadership, and an admirable policy of placing collections when appropriate homes can be found.

The *Guide* will be useful for anyone studying the history of physics, especially for twentieth century American research and programs. The *Guide* is divided into eight chapters and includes an index. The chapters reflect the intellectual division of collections at the AIP: archives, collections on microfilm, miscellaneous physics collections, manuscript biographies, institutional histories, oral history interviews, and audio-visual materials. Reflecting the AIP's commitment to sharing as much information as possible, there is also a chapter listing finding aids from other repositories. Each of the first seven chapters provides the name and title of the collection (using names established according to national cataloging standards), format of material, brief administrative history or biographical note, and an abstract of the collection. The AIP *Guide* does itself a disservice by the division by type of record, especially because the types seem to overlap. While the division may make sense for internal AIP administrative purposes, no real reason exists to use these distinctions in the guide. For example, John Archibald Wheeler collections are found three places in the guide. The index to the guide is comprehensive and critical for using this work. Even if the division of collections by media is not particularly helpful, the index certainly allows readers to find every name used in the guide. The index is less valuable for subject searching, and provides access to only general concepts in physics.

The abstracts are very well written, and include concise information about what each collection documents. Needless to say, a background in physics might be helpful in understanding muonproton inelastic scattering experiments, the use of oxide filaments in thermionic vacuum tubes, or any number of other studies in the field. The AIP deserves credit for writing the abstracts as clearly as possible. An electronic version of the guide which permits keyword searching would be a valuable aid for finding collections concerning specific types of research or topics.

A paradox about the guide concerns its listing of 25,000 photographs within the Emilio Segre Visual Archives. According to Joan Warnow-Blewett's introduction (p. xii), the Segre photographic collection "is the most heavily used of the Library's resources," yet receives only a cursory listing in the guide (pp. 359-360, 367). The partial list of names for whom ten or more images are available is impressive, but no information is provided about pictures of society meetings, laboratories, apparatus, observatories, and academic departments. While a detailed listing of the images is obviously beyond the scope of the guide, some greater effort should have been made to expand the sparse level of information provided.

The AIP is a great resource for the history of science. Its *Guide to Archival Collections* is vast in scope and content, and made truly usable by its index. Despite several shortcomings, the guide is a major work, and will be of valuable use in the history of science.

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Oral History Cataloging Manual. Compiled by Marion Matters. Chicago, IL: Society of American Archivists, 1995. 109 pp. Indexed. Bibliography and Appendixes. Softcover. Available from the Society of American Archivists, $20.00 members/$25.00 nonmembers.

As the title implies, the *Oral History Cataloging Manual* (OHCM) is designed to assist catalogers in creating computer catalog records for oral history materials. Compiler Marion Matters has attempted to create rules which "respect the characteristics of oral history as a distinct intellectual form while following the conventions of standard cataloging practice" (p. 1). In order to accomplish the latter, the rules are compatible with *USMARC Format for Bibliographic Data, Anglo-American Cataloging Rules* (AACR2), and Steven Hensen's *Archives, Personal Papers, and Manuscripts* (APPM). Matters is no stranger to the process of creating cataloging rules, since she was one of the people who worked with Hensen on the second edition of APPM. Matters was assisted in her work on OHCM by an editorial working group and an advisory committee.

This volume is basically a fusion of AACR2 and APPM; it draws from AACR2 for specifics of physical description and APPM for intellectual description. It is also organized similarly to the other two volumes and contains cross references to specific rules in those manuals. The useful introduction defines the manual, oral history terms, and cataloging terms; it also contains notes to the expected users of the manual: oral historians as well as experienced and novice catalogers. Three chapters follow which discuss general rules of description, specific rules of description, and choice of access points. Rules regarding headings for persons and corporate bodies, geographic names, and uniform titles are not included in this manual because those areas have already been comprehensively covered in APPM and AACR2. Subject headings are also outside the scope of this manual; it is assumed that repositories will continue using Library of Congress Subject Headings or whatever standard heading list they are currently using. The appendices provide seventeen complete sample oral history catalog records and tables which relate descriptive elements to the pertinent MARC fields and subfields.

In order to determine how useful this manual would be for an individual repository, it is important to consider the nature of oral history materials present in the collections. As Matters indicates, there are three primary categories of oral history materials, each best described by a different cataloging tool. The first category is original oral histories, which are most effectively cataloged with OHCM. These include single oral histories, oral history projects, and oral history collections. Oral history projects usually are managed by an institution

with a specific plan and focus on a specific subject or theme. Oral history collections consist of various interviews brought together by a collector or repository, the latter generally for convenience in intellectual and physical control. The rules in OHCM clearly indicate when individual interviews and groups are to be treated differently.

The second category is published material which contains some sort of authoritative source (i.e., container label, title screen, title page, etc.) with a formal title and publication details which can be cataloged separately with AACR2. The third category is oral history materials as part of a larger archival unit (i.e., record group, series, collection). For this type, it is most appropriate to catalog the entire body of material from APPM. In this case, separate catalog records of the oral history materials could be made using OHCM.

The one thing I wish had been included in OHCM is something similar to appendix two of APPM. Both APPM and OHCM provide examples in the text for each rule, but appendix two of APPM conveniently gives the USMARC tagged version of the examples used in the text cross referenced by rule number. I find it easier to consult these cross referenced examples than scanning the sample full cataloging records to see if any illustrate the particular rule with which I am wrestling.

OHCM is a useful volume for repositories wishing to catalog original oral history materials in their collections. The rules are clear, concise, and easy to use. Catalogers familiar with APPM should have no problem assimilating the information in OHCM or finding answers to specific cataloging questions. Catalogers who have used AACR2 exclusively will find the primary idiosyncracies of archival cataloging—description of groups of materials and focus on the context in which materials were created—presented succinctly and in a familiar manner.

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Designing Archival Programs to Advance Knowledge in the Health Fields. Nancy McCall and Lisa A. Mix, editors. Baltimore: Johns Hopkins University Press, 1995. 232 pp. Introduction, illustrations, bibliographies, appendix, index. Hardcover. $38.50.

In the conclusion of *Designing Archival Programs to Advance Knowledge in the Health Fields*, editors Nancy McCall and Lisa A. Mix state that their primary goal in producing this volume was "to promote a greater awareness of the archival issues associated with twentieth century documentation in the health fields" (p. 221). McCall and Mix have skillfully accomplished their mission by bringing together a collection of articles which examine the applicability of traditional archival theory and practices to the massive documentation generated by the health fields. The contributing authors, drawn from a range of backgrounds, identify the characteristics of historical documentation unique to the health fields and the challenges of their management, underscoring McCall and Mix's call for stricter documentation guidelines and for standardization of collections management practices.

Published in an attractive, oversize format, the book is widely illustrated with photographs from the holdings of the Alan Mason Chesney Medical Archives of the Johns Hopkins Medical Institutions and includes numerous charts and diagrams depicting the various concepts presented. The book is divided into three sections, each consisting of three to five chapters—quite a few of which are authored by McCall and/or Mix. Each section is preceded by an introduction from the editors summarizing the chapters within the context of the central themes of the volume. Both the chapters and the introductions to the sections include ample bibliographies.

Part I ("The Broadening Base and Changing Media of Evidence in the Health Fields") serves as an introduction to archival appraisal issues in the health fields and is perhaps most informative for archivists with little knowledge of the health fields or for the beginning archivist. In the first chapter, "Assessing the Context for Archival Programs in the Health Fields," Joan Krizack describes the organization and functions of an academic health center. She wisely advises archivists to analyze the role of their academic health center within a broader functional context in order to refine documentation strategies and offers a "Checklist for analyzing academic health centers" (Table 1.I). (Further information regarding Krizack's contextual method of analysis can be found in her recently published book, *Documentation Planning for the U.S. Health Care System.*)

In Chapter 2 ("Archives as Fundamental Resources for the Study and Teaching of History"), Paul G. Anderson begins with an overview of historians in the health fields and their research needs, and goes on to review the types of documentation produced as a result of teaching, service and research in an academic setting. His discussion of the historiographic value of records provides a smooth segue into the format-based approach of the next three chapters. Chapter 3 ("Preserving Patient Records to Support Health Care Delivery, Teaching, and Research," Joel D. Howell), Chapter 4 ("Collecting Scientific Data with Ongoing Value for Research and Teaching," Jane Williams), and Chapter 5 ("Computerization and a New Era for Archives," Nina W. Matheson) are each devoted to specific types of documentation commonly generated by the health fields. Emphasizing the research value of the documentation yet acknowledging its vastness, the authors propose policies to guide selection and recommend sampling methods.

The editors touch upon the central themes of stricter documentation guidelines and increased standardization of practices throughout the work, but it is in Part II that McCall and Mix expand upon their concept of a curatorial program model for the health fields. In the introduction to Part II ("Preparing Archival Programs for the Health Fields"), the editors assert that the primary barriers to access in medical archives are due to "a lack of either unification or standardization in the management of empirical evidence" which "ultimately undermine the fundamental purpose of these programs, which is to further the growth of knowledge" (p. 87). The following chapters (Chapter 6, "Reconceptualizing the Design of Archival Programs," Nancy McCall; Chapter 7, "Building Relevant, Well-focused, and Coherent Holdings," Nancy McCall and Lisa A. Mix, with Arian D. Ravanbakhsh; Chapter 8, "Promoting and Facilitating Wider Use of Holdings," Deborah McClellan and Nancy McCall, with Anne Slakey) acknowledge the existence of these barriers and proceed to propose guidelines

to further "unification" of curatorial practices among institutions. The thought-provoking issues presented in this section relating to the management of contemporary documentation are not necessarily limited to any institution-type, and make interesting reading for a range of archivists.

The chapters comprising Part III ("Standardizing and Unifying the Management of Holdings") address the lack of common procedures for collections management, defining the types of evidential materials typically found in the archives of academic health centers. In Chapter 9, "Computerizing Basic Archival Functions," Lisa Mix advocates the use of technology to expedite and organize the administrative functions of an archives. The remaining chapters are each devoted to a different medium, outlining special considerations and the implications of their acquisition (Chapter 10, "Making Provisions for the Management of Contemporary Records," Nancy McCall and Lisa A. Mix, with John Dojka and Gerard Shorb; Chapter 11, "Making Provisions for the Management of Historical Records and Personal Papers," Nancy A. Heaton; Chapter 12, "Making Provisions for the Management of Material Evidence," Philip D. Spies II). The textbook definitions of basic archival terminology, such as the difference between records and personal papers, may seem elementary to more advanced archivists, but the chapters also tackle such issues as coexisting and collaborating with records management programs (Chapter 10).

As part of a five-year grant from the National Historic Publications and Records Commission (NHPRC), the staff of the Alan Mason Chesney Medical Archives of the Johns Hopkins Medical Institutions conducted a survey of the records-keeping practices of a number of teaching hospitals. There are mentions of the study in a number of places, and the hospitals which participated in the study are listed in the Appendix, but, with the exception of Joel Howell's chapter on patient records, the findings of the survey and their contribution to the book's recommendations are not communicated to the reader.

This is an extremely comprehensive work (some might argue overly comprehensive), and the editors and contributing authors are to be commended for organizing such a broad topic into one volume. Nancy McCall and Lisa Mix make a strong case for more selective acquisitions and offer realistic recommendations regarding the organization and management of collections to improve standardization of archival practices among institutions. As today's institutional archives strive to accommodate the needs of their researchers and their institutions within the constraints of limited resources, the issues discussed in this work are quite timely and often transcend the intended audience, appealing to a wide range of archivists.

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Protecting Your Collections: A Manual of Archival Security. By Gregor Trinkaus-Randall. Chicago, IL: Society of American Archivists, 1995. 84 pp. $30.00.

Bound in a cover of bronze, a color inspiring visions of armored cars, vaults, and a general sense of safekeeping, *Protecting Your Collections: A Manual of*

Archival Security sets the stage even before the reader opens the book for a guide that treats security as an area of archival work deserving thorough and serious treatment. Written by Gregor Trinkaus-Randall, an archivist who has been responsible for library and archival security in all his professional positions, the manual is engaging, succinct, and clearly written. Trinkaus-Randall highlights the primary components of a comprehensive archival security program, while emphasizing that "each archivist [should] take into account the unique nature of his or her repository, its collections, its mission, and its location in developing a security program."

Protecting Your Collections emphasizes that security "must be considered...an integral component of archival management along with appraisal, arrangement and description, preservation, and reference." While all archival functions encompass various aspects of security, the author argues, archivists tend to regard security as a burden or an extra step, rather than as a perspective that will influence collections handling from the outset. Trinkaus-Randall advocates an integrated security approach as the most effective way to manage risk within a repository. As part of this strategy, the author stresses the importance of establishing and maintaining liaisons with outside organizations, such as other archival repositories and the local fire and police departments.

The manual is composed of an introduction, eight chapters, an interdisciplinary bibliography, and appendices (primarily security-related checklists). Photographs, diagrams, and sample forms support and clarify the text. The guide is well organized, progressing logically through the following areas of importance: the evaluation of archival security needs, specific concerns regarding security in the stacks and reading room, environmental controls and disaster preparedness, staff training and patron awareness, physical security systems, and crisis management. The introduction draws the reader into the topic by presenting various scenarios that pose security risks. In one scenario, a university archivist receives a call during the night informing him that a water main in the stacks has burst, the rising water level has already left some collections submerged, and the institution has no disaster plan. Hypothetical situations such as this demonstrate the relevance of security issues to an archivist's daily activities.

The first chapter's prescription for a security evaluation from the "outside in" suggests a comprehensive approach that allows the archivist to develop "a [thorough] knowledge of potential problem areas and establishes in his or her mind a priority of security issues that must be addressed." The manual recommends an analysis of the facility's exterior (window and door alarms, external lighting) and interior (the HVAC system, potential fire hazards) prior to an evaluation of the archival collections themselves.

Chapter six is innovative for several reasons. First, it recommends creative visual approaches to security education such as posters and exhibits. Second, it suggests how a high-profile security plan can act as a powerful public relations tool: Potential donors are likely to feel more comfortable giving their collections to a repository if they feel that their materials will be properly cared for. Finally, the chapter offers logical and concise arguments for why archives should enforce security policies. As an example, Trinkaus-Randall suggests that archivists can address researchers' concerns regarding stringent security rules by impressing on them that the collections they are handling are unique and

irreplaceable. The author emphasizes that "researchers must understand completely that when they are...work[ing] in an archives or special collections department, they are working with materials that for whatever reason have been designated as 'special.' This means that there will be 'special' rules...[governing these materials]." The arguments Trinkaus-Randall provides can help archivists educate their staff and the public about the need for an archival security program. The negative feelings sometimes engendered by security policies can be offset by such straightforward discussion.

Chapter seven's detailed discussion of physical security systems covers a broad spectrum of locks, alarm systems, and surveillance equipment. While not all archival managers will need the degree of technical detail that the author provides, the chapter should prove useful to managers responsible for establishing and maintaining physical security systems by furnishing them with enough information to interact intelligently with vendors. The author stresses that while physical security is important, it is "only one component of the overall security operations of the repository."

The final chapter moves beyond disaster plans and theft deterrent measures to address what to do in the event of a crisis. Especially insightful is the discussion on how to handle a suspected theft. The chapter extends what is traditionally taught in archival degree programs by including a law-enforcement perspective of the crisis situation. The reader learns the basics regarding confrontation, legal issues, and behavior patterns typical of employees who commit internal theft. The chapter also touches on the emotional impact of theft on archival staff. According to the author, the key to minimizing the potentially damaging effects of theft is to take pre-emptive actions, such as implementing a step-by-step security action plan.

Among the greatest strengths of *Protecting Your Collections: A Manual of Archival Security* is the variety of professional disciplines and fields upon which it draws. Trinkaus-Randall references not only archival sources, but also library, museum, fire protection, and security literature, and state and federal legislation. The museum literature references provide a valuable perspective, as museums have extensive security experience derived from the continuous movement (e.g., loans, travelling exhibits) and public displays of their artifacts.

I highly recommend this comprehensive guide to both novice and seasoned archivists. The manual conveniently incorporates information that readers would otherwise have to glean from numerous, diverse sources. After reading Trinkaus-Randall's manual, it is likely that an archivist will approach each of his or her duties with the question, "Now, how does this affect the overall security of the collections under my care?"

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