

BOOK REVIEWS

The Proceedings of the 1976 Workshop of the Conference of Intermountain Archivists. Salt Lake City: Conference of Intermountain Archivists, 603 East South Temple, 1976. 32 pp. Paper.

This slim volume of proceedings of the 1976 annual workshop of the Conference of Intermountain Archivists (CIA) is the result of a morning session on serving the archival patron, a luncheon on ethnic history, and an afternoon session on the future of archival professionalism in Utah. According to the agenda, which serves as the table of contents, the three concurrent afternoon workshops on acquisitions, patron service, and processing have been eliminated from the published volume.

For this addition to the literature to be of interest to archivists in the Midwest, some sense of the individual papers will be necessary. In the first, Dennis Rowley, of Brigham Young University, discusses acquisitions from the standpoint of: "Better Public Service through an Aggressive Acquisitions Program." His thesis is that "it is better to be a little slow in cataloguing and processing in order to provide time for acquisitions work than to have all collections completely catalogued and accessible and *never* to give researchers access to some collections because they are not preserved." He strongly and repeatedly emphasizes throughout his paper the importance of an acquisitions program to an archives.

Although this basic assumption is questionable (it is foolhardy to expect that at some future time the resulting processing backlog and user dissatisfaction will mysteriously vanish), the substance of the paper is very informative. The excerpt from the Collection Development Policy at Brigham Young could be a model for any institution. The discussion of competition among repositories is very informative, based as it is on actual examples. And the concluding seven steps to an aggressive acquisitions policy are cogent and well thought out.

Ronald G. Watt, of the Latter-Day Saints Church Historical Office, talked on "Patron Service: Helping the Patron." After a review of the procedures used in his office to interview and assist the user, he concludes on an interesting note. He points out that in addition to those people who walk in the door to use the archives, there is an invisible multitude of users who benefit from the published research of those who visit the archives. He suggests that "these people are our unseen constituency more than we realize and more perhaps than they realize" — a valid point, not lessened by his remark that, "They are also usually less troublesome to us because we never see them." In any event, it is evident that we must consider the "invisible" user as part of our growing clientele, particularly when seeking broad support for our expanding programs.

Ann Hinckley's essay on "Processing and the Archival Patron" implies a rejection of Rowley's thesis. Based on specific examples from her experiences at the Utah State Historical Society, she discusses attitudes, responsibilities, principles, and goals which return processing to its rightful place above the salt at the archival banquet. Acquisitions and processing must go hand in hand; overemphasis on either is ultimately detrimental to the whole archival program of the institution. As the only paper in this group to give page citations to quotations, Hinckley's notes have been truncated to the point of incomprehensibility. What is one to make of the citation "Berner, p. 371"? This indicates a rather low level of editorial supervision of this project.

"Finding the Sources of Ethnic History: The Job of the Archivist and Historian" by Phil Notarianni of the Immigration History Research Center (IHRC), University of Minnesota, is perhaps the least effective of the pieces in this anthology. The conflicts between archivists and historians over collecting and processing of archival materials is presented as solely a function of the extent of the involvement of historians in administration and processing in archival repositories. This may be merely a reflection of his experiences at the IHRC and thus does not seem to be of general assistance.

Jeffery Johnson's essay on "Archival Professionalism in Utah" is useful for those not in Utah principally because of his suggestion that archivists must encourage and gain public support as a major factor in increasing the field's level of professionalism. In part, this is to say that one is perhaps not a professional unless that impression is ac-

knowledged by the general public.

Over all, this volume is principally useful for encouraging a sense of archival camaraderie in the vast spaces of the intermountain West. Some parts, however, are deserving of a wider audience.

Terry Abraham
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Guide to the Microfilm Edition of Temperance and Prohibition Papers.
Edited by Randall C. Jimerson, Francis X. Blouin, and Charles A. Isetts. Ann Arbor: The University of Michigan, 1977. 379 pp. Paper. \$8.00

This guide to, and microfilm edition of, temperance and prohibition papers is a joint venture of the Michigan Historical Collections of the University of Michigan, The Ohio Historical Society, and the Woman's Christian Temperance Union. The project was the first of its kind funded by the National Historical Publications and Records Commission and it sets a high standard for any similar projects to follow. It grew out of two separate institutional attempts to collect and film papers on temperance and prohibition. In 1974 The Ohio Historical Society secured on loan the complete records of the Anti-Saloon League which included extensive records of related organizations totaling over 350 linear feet. At the same time the Michigan Historical Collections sought to microfilm its varied and significant nineteenth-century records regarding this reform movement. Together the two institutions held the most important extant national collections on the subject except for that still in the custody of the Woman's Christian Temperance Union (WCTU) headquartered in Evanston, Illinois. The WCTU agreed to the filming of their records and a joint proposal was funded by NHPRC.

The *Guide* begins with Randall C. Jimerson's essay on the temperance and prohibition movement in the United States from the Jacksonian period through the repeal of national prohibition. The essay provides a helpful historical introduction to the movement and to the subsequent description of the collections, but researchers already familiar with the general outline of temperance reform will probably move directly to the series descriptions. These lucidly written descrip-

tions of over twenty separate series each (1) place the organization, individual, or periodical comprising the series in historical perspective, (2) describe the specific series as a whole, (3) provide a note to researchers on restrictions, property, and literary rights, and (4) detail the contents of each microfilm roll through elaborate roll notes. Some large collections have an index to selected correspondents. The three editors were ably assisted by a competent project staff, several of whom were responsible for processing the collections and writing the series descriptions.

It is difficult to single out individual processors for particular praise because of the uniformly high quality of the overall project and the coordination of the editors. Certain series, however, because of their size and scope and because of the importance of the organization or individual whose records the series comprise, deserve special attention. The 49 microfilm rolls of the WCTU records effectively chronicle the transformation of the organization from a primarily religious group converting individuals to abstinence by moral suasion to a women's movement lobbying on the state and local level for prohibition legislation and other reforms. The dominant force behind the WCTU in the late nineteenth century was Frances E. Willard who widened the focus of temperance reform to include woman's suffrage and social welfare reforms during her nineteen years as president. The series contains annual meeting minutes, general correspondence, and nearly 60 scrapbooks. Although there were apparently 80 scrapbooks originally, they could not all be located and are presumed to have been destroyed.

Several series deal with the extensive activities of the Anti-Saloon League from its origins in Ohio and the District of Columbia near the turn of the century to its development as a major national organization in the first third of the twentieth century. The Anti-Saloon League of America was a non-partisan political pressure group which united church forces against the production, sale, and consumption of liquor. It enjoyed its greatest success in its effort to win adoption of the Eighteenth Amendment. In contrast with the WCTU, its major leaders were men: Ernest H. Cherrington, Samuel E. Nicholson, Howard Hyde Russell, Wayne B. Wheeler, Francis Scott McBride, and Thomas J. Steuart. There are also separate series for Cherrington, McBride, Russell, and Steuart.

Temperance and prohibition advocates saw the value of education.

The records of the Intercollegiate Prohibition Association, an affiliate of the Prohibition Party and subsequently the student department of the World League Against Alcoholism, reflect the involvement of thousands of students in the movement. Another organization whose records (67 rolls of microfilm) are valuable for an understanding of the effort to educate the public about the liquor question was the Scientific Temperance Federation. The Federation grew out of Mary Hunt's work in the WCTU, but its outstanding leader was Federation Executive Secretary Cora F. Stoddard.

Nor did the reformers overlook the importance of adequate publicity. *The Union Signal*, official organ of the WCTU, appeared virtually without interruption from 1883. The primary periodical of the Anti-Saloon League was *American Issue* which is available on film from 1900 through 1933. Other periodicals filmed include the *American Patriot*, established chiefly to publicize the work of the Lincoln Legion Patriots youth organization; the *National Daily*, spawned in an effort to maintain momentum for passing the Eighteenth Amendment; and the *New Republic*, a weekly for four years until its consolidation with the *American Issue*.

While the *Guide* is to available material from the mid-nineteenth century to 1933, a final brief chapter notes additional material from the post-Prohibition era of interest to researchers, but deleted from this project. The entire *Guide* and accompanying microfilm edition are a boon not merely to scholars of the temperance and prohibition movement, but also to those of social reform generally. Nearly every prominent reformer appears among the correspondents. This rich collection makes possible a detailed study of volunteer organizations, their sources of funding, the dynamics of their leadership, their political strategies, and their response to, and effect on, changing public attitudes. The editors chose wisely in including relevant material, whether correspondence, scrapbooks, periodicals, or ephemera, making the microfilm edition a model of its kind. It is well conceived, with informative introductory notes, appropriate targets, and clear filming. When necessary, material was filmed sideways. This makes reading marginalia as easy as if one were using original documents.

Researchers may occasionally be annoyed by a processor's tendency to instruct the user to "note" this or that about the contents of a given file, or may be inconvenienced by the paragraph roll notes which

do not end with each folder or set of folders. These, however, are inconsequential when compared with the benefits this published collection brings to the scholar. Editors Jimerson, Blouin, and Isetts, as well as their institutions, are to be commended for a fine job.

Nicholas C. Burckel

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Exhibits for the Small Museum: a Handbook. By Armintha Neal. Nashville: American Association for State and Local History, 1976. 169 pp. Illustrations, appendices. Paper. \$6.00, members; \$8.00, non-members.

We are told exhibits of artifacts and papers must be informative and attractive, accurate but concise, logical while varied, and dynamic but not disconcerting. Armintha Neal elaborates on these qualities and others in this handbook designed for museums starting exhibit programs with limited staff and resources. Her book discusses planning, construction, labeling, and lighting of exhibits to be displayed in several types of cases and panels. Besides providing novices with plans for building cases and gallery walls, the handbook supplies names and illustrations of hardware and fixtures. The author clearly explains what place these devices and other construction materials, such as fabrics, plastics, and wood products, have in exhibit design. For anyone unfamiliar with the terminology and range of products, this is an invaluable aid.

However, a curator or archivist intending to produce an exhibit may miss discussions of at least two areas important for implementing a project: the care of objects while on exhibit, and a systematic approach to the entire process of exhibit development, production, and evaluation. Finally, a curator searching for innovative ways of displaying an institution's collections will be disappointed with the designs and examples Ms. Neal has chosen for illustrations. Professional designers have changed the character of history exhibits dramatically. By comparison, the examples in the handbook look dated and tired.

A clear notion and logical execution of what one is saying is critical

to a worthwhile exhibit. In her chapter on getting started, Neal offers a device—a story board—to organize the concept, facts, and artifacts. It is an excellent suggestion, but she does not mention one of the beauties of a story board: evaluation. A story board can be reviewed and discussed by colleagues and staff before the exhibit is executed while changes are still relatively inexpensive to make. The planning chapter would be more instructive if it described organizing the full range of tasks an exhibitor faces and a schedule for their completion. By estimating how long development and production will take, a curator can set deadlines and discourage the tendency to drag out projects interminably.

The descriptions on how to build and illuminate display cases, which occupy the largest segment of the book, illustrate by omission a perennial loose-end in exhibit design: curatorial care. Arminta Neal, like most museum designers, is not a curator, and the handbook offers virtually no description of preservation techniques, such as filtered lighting, acid-neutral mounts and adhesives, and temperature-humidity controls. Preservation and security influence design enormously so that plans for cases as well as other design elements should reflect those concerns. Fretting over the fact that exhibited material is undergoing stress can be counter-productive to the purpose of an exhibit—communication with the public. However, curatorial care in exhibits is a direct reflection on treatment in storage.

While information on preservation of materials on exhibit is lacking, the handbook has plenty of ideas on how to conserve the strength of museum visitors. “Museum fatigue” is an important factor for archivists because the impact of archival and graphic material usually depends on a visitor’s close attention. The handbook’s photos of viewers slumping, squinting, and squatting before a case should win the sympathy of any of us.

Exhibits for the Small Museum: a Handbook is not a definitive work, but in the areas of organizing a theme, building cases, and offsetting museum fatigue it can offer help not easily found elsewhere. Unfortunately, no single source provides guidelines to prevent damage to materials which would commonly find their way into an archives’ exhibit. The handbook does not offer a bibliography of titles which deal with exhibition. Kenneth Duckett in *Modern Manuscripts: a Practical Manual for their Management, Care, and Use* (Nashville,

1975) briefly describes two methods for the temporary mounting of documents and provides warnings about potential problems in displaying paper. In *Curatorial Care of Works of Art on Paper* (Oberlin, Ohio, 1974) Anne Clapp gives detailed instructions on matting and framing single sheets, although folded sheets and pamphlets are not dealt with. H. J. Plenderleith in *The Conservation of Antiquities and Works of Art* (London, 1971) includes a section on mounting vellum and parchment, a procedure best left to a conservator. Caroline Keck's *A Handbook on the Care of Paintings* (Nashville, 1965) offers help in diagnosing whether a painting is healthy enough to withstand exhibition and describes threats to paintings which can supplement Arminta Neal's brief description of one way to hang them. In the same manner, Robert Weinstein and Larry Booth in *Collection, Use, and Care of Historical Photographs* (Nashville, 1977) provide principles of care which can be extrapolated into exhibit techniques. In the future, the best source for information on exhibiting paper should be the Library of Congress's Preservation Leaflet series which will eventually comprise fourteen titles. A draft of a paper on making card cradles for displaying open books is available from the Library's Assistant Director for Preservation.

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 Kansas City Museum of History and Science

Guide to Historical Resources in Milwaukee Area Archives. Edited by John A. Fleckner and Stanley Mallach. Milwaukee: Milwaukee Area Archives Group, 1976. Distributed by Milwaukee County Historical Society. x, 102 pp. Index. Paper. \$3.00.

This guide, a joint effort of the Milwaukee Area Archives Group, describes the holdings of eight archival repositories in Milwaukee County, Wisconsin. The institutions included are Concordia College; the Legislative Reference Bureau of the City of Milwaukee, both the Reference Library and the City Records Center; Marquette University; Milwaukee County Historical Society; Milwaukee Public Library; St. Francis Seminary, School of Pastoral Ministry; the University of Wisconsin-Milwaukee; and the University of Wisconsin-Milwaukee Area Research Center.

This volume can be labeled a "repository survey" according to co-editor John Fleckner's classification scheme in his contribution to the SAA's Basic Manual Series, *Archives and Manuscripts: Surveys*. A repository survey describes materials in more than one archival agency. In addition, such surveys are not ends in themselves but are generally part of a broader program. For the members of the Milwaukee Area Archives Group the compilation of this guide was intended to serve several purposes: (1) "To encourage research by making their holdings more widely known," (2) "To encourage donations of historically valuable materials to appropriate institutions," (3) "To help strengthen archival preservation programs in the Milwaukee area," and (4) "To foster continued cooperation among archival institutions."

There are four major sections in the guide. The first gives a brief history and description of each institution and includes such vital information as address, telephone number, hours, parking facilities, and photocopying services. The strengths of each repository's holdings of manuscripts and public records are summarized. Also mentioned are other types of collections which do not appear as entries in the guide such as books, newspapers, photographs and the like. In the second section appears the descriptions of public records held by the cooperating institutions. The records are first grouped into six broad categories: Milwaukee County; City of Milwaukee; Other Cities, Towns, and Villages in Milwaukee County; County and Local Governments Outside Milwaukee County; and State of Wisconsin. Within these divisions, records series appear under the office of origin. The series descriptions contain title, inclusive dates, volume of the records, and an abbreviation designating the repository. Manuscripts are described in the third section. Collections are listed alphabetically by title except for a number of small collections in the Milwaukee County Historical Society which are grouped together under the headings Civil War Era Materials and Transportation Materials. Each entry contains an indication of the type of material, such as papers, correspondence, financial ledger; inclusive dates; identification of person or organization in the collection title; volume; and repository symbol. Notice is given if there is an inventory to the collection, if it is unprocessed, and if it is restricted. The final section is an index to the manuscript entries. The index includes the name of all persons and organizations appearing in collection titles and descriptions, place

names outside of the city of Milwaukee which appear in the entries, and selected subjects which are listed preceding the index for easy reference.

The information in this guide was compiled by the staffs of the cooperating institutions and supplied to the editors who were responsible for the final format of the entries as well as for the introduction and explanatory notes. As in any venture of this sort, standardization was a problem. Information in the entries is not uniform. For example, the measurements of quantity were retained as submitted by the institutions. Introductory notes give the dimensions of a "box" according to the various repositories. The inconsistencies do not, however, seriously hamper the use of the finding aid.

The guide gives promise that at least one of the purposes of its compilers will be fulfilled, that is, to publicize archival resources in the Milwaukee area in order to encourage their use. May the publication of this volume also serve to strengthen the archival programs of the participating institutions and to promote future cooperative endeavors.

Anne P. Diffendal
Nebraska State Historical Society

The Publication of American Historical Manuscripts. Edited by Leslie W. Dunlap and Fred Shelley. Iowa City: The University of Iowa Libraries, 1976. 105 pp. Notes. Cloth. \$7.50

Read this book! Read it, particularly if you are an aspiring history graduate student looking for a speciality on which to hang a doctoral sheepskin; an archivist receiving letters from editorial projects seeking the great men's papers; an administrator contemplating the undertaking of an editorial project of whatever magnitude and format; an historian musing as to why other historians become "editors"; or an editor wondering why his or her contributions to the profession of history seem to be slighted. All of the above constituents in the historical community should benefit from reading this slim volume of essays originally presented as papers at the jointly sponsored National

Historical Publications and Records Commission (NHPRC) and the University of Iowa conference on "The Publication of American Historical Manuscripts" held in Iowa City in April, 1975.

One of the joys of this book is the freedom the reader has in selecting any essay at any time without missing a previous point, projection or paradigm. This reviewer recommends that the reader first absorb the essay, "The Bicentennial and Afterwards" by Merrill Jensen. The essay, while delightful and entertaining, aptly demonstrates that nationally known historians believe in the editorial projects and understand their relevance to both the select historical community and the larger society. Oh yes, Jensen concludes that many of the contributions of the historical editors will remain as "monuments to the two hundredth anniversary of Independence long after the lesser and grosser aspects of the Bicentennial era are deservedly forgotten."

The informational and entertainment value of the Jensen offering is closely rivaled in the essay, "The Editor's Other Functions," of Donald Jackson, editor of the George Washington papers. Jackson carries the reader through the process of learning that an editor, in grantsmanship parlance, is really a "principal investigator;" that the editor is akin to a university department chairperson beset by forms and vouchers and continuing service on university committees (Joy to the Arboretum Committee!); a resident reference librarian, genealogist, and public archivist expected to honor real requests from Van Nuys' Boy Scouts seeking a copy of Washington's farewell address and an essay on how he came to write it. The editor must be all this while at the same time anticipating the letter from Jesse Lemisch Jr., requesting documents about "radical leaders, convicts, chimney sweeps," etc. and instructing that no information be sent on anyone "who wore a powdered wig or signed his name with a feather." Jackson does become serious in discussing the editor's many roles. He concludes, "Our sponsors are impatient. The public is impatient. And the editors want nothing more than to get on with the business of editing, because they are the most impatient of all." You may want to flip a coin as to whether you read the Jensen or Jackson essay first. Either way you are in for a treat.

To more serious matters. Albert T. Klyberg, Director of the Rhode Island Historical Society, analyzes the role and responsibilities of sponsoring institutions in editorial projects. The information ranges

from determining the desirability of an editorial project, to criteria used in selecting an editor, to determining equipment and supply needs. Klyberg's suggestions for making the role of the sponsoring institution more efficient include conferences of editors, guidebooks to assist new projects, standardized style manuals, greater cooperative searching of repositories at home and abroad, and aid to repositories in cataloging and inventorying collections.

The problems and prospects in training historical editors is broached in the essay of Stanley J. Idzerda, editor of the Lafayette papers. Idzerda focuses on the anomalous situation where graduate students are permitted to use printed sources in preparing dissertations while their mentors in history departments tend to view editors as lesser scholars. Further inadequacies in the training of editors (nee historians) such as the dearth of historical methodology, historiography, and related courses are noted by Idzerda. In justifying the expenditure of large sums on editorial projects, he points to the permanence of the standard editions and concludes that such permanence also provides the editor's status.

The editor of the Jonathon Trumbull papers, Albert E. Van Dusen, turns his attention to the problems and pitfalls of editorial research. He concludes that many of the catalogues, calendars, and various finding aids are subject to a "wide range of errors." To overcome these problems, Van Dusen explains how his staff used the team approach to searching, notes the benefits of consultation and cross-checking, outlines certain rules the staff uses (such as checking *all* documents in a box where a Trumbull document has been identified as residing), and makes the important observation that "the principle of personally making a search is a sound one. No one else has the degree of interest or the knowledge." This essay should be read by all archivists and librarians.

In a paper entitled "Current Emphases in the Dissemination of Information About Manuscripts," Eric H. Boehm of The American Bibliographic Center-Clio Press, offers two major elements in his "Proposal MS". Boehm first recommends the publication of microform editions before the book version, urges that the 4" x 6" format be considered, and promotes the use of either computer typesetting or phototypesetting. His second major element calls for the establishment of a "Master Catalog" for manuscript materials. His advocacy of an

integrated, computerized research tool extends to the inclusion of *NUCMC*, the revised *Guide to Archives and Manuscripts in the United States*, accessions listed in *The American Archivist*, *The National Register of Microfilm Masters*, *Guide to Photocopied Historical Materials in the United States and Canada*, the NHPRC's *Catalog of Microform Publications*, and the thousands of guides and inventories in public and private repositories. Boehm sees the NHPRC as the "appropriate body to encourage the establishment of a master catalog" and he presents his views as to why the NHPRC, the Society of American Archivists, the Library of Congress, and the National Commission on Libraries and Information Science should join forces in furthering a national master catalog system.

At least one, and possibly two, of the last three essays in this volume could have been omitted. Daniel J. Reed, Assistant Archivist for Presidential Libraries, offers the National Archives and Records Service view on "The Private Property Claim in Presidential Papers," while E. Berkeley Thompkins, then Executive Director of NHPRC, presents an essay on the history, functions, powers and resources of the NHPRC. These are fine presentations, but lack, in this reviewer's opinion, the direct relevance of the other major papers to the subject of the conference.

The last selection, "Summary of the Proceedings of a Conference on the Publication of American Historical Manuscripts," by Robert A. McCown of the University of Iowa presents a synopsis of each of the major conference papers and the commentary thereon by other editors and historians. The summary of proceedings is particularly valuable, but it is unfortunate that some of the commentators' papers were not selected for publication. Such inclusion would have made the volume more useful and informative to the entire historical community touched by editorial projects.

A more grievous omission on the part of the editors, or perhaps the NHPRC, concerns Herbert C. Gutman's paper, "Thematic Approaches to Documentary Publication." Perhaps Gutman did not want his paper published. Perhaps the NHPRC did not want to again raise what it seems to consider the specter of thematic documentation, documentary history for radical, minority, and inarticulate groups. Mr. McCown's summary states that Gutman noted that the thematic approach is not a radical new pursuit, but that it has value in this day of emphasis on social history. Gutman suggested several topics (the

changing status of women and the law from colonial times to the present, the black church, ethnic theater, among others). The perils of the thematic approach, according to Gutman, include determining the size of such projects, finding a qualified editor for such specialized topics, and channeling thematic editing for both scholarly and general audiences. Like other thematic advocates, Gutman urges the NHPRC to more carefully define its priorities in supporting thematic approaches. From this reviewer's viewpoint, the exclusion of the Gutman paper and failure to include at least a sampling of commentators' remarks on the principal papers blemishes an otherwise useful, informative, and thought-provoking book. Let us hope the same mistake is not made again . . . if there is another "again." Read this book!

Dennis East
The Ohio Historical Society

Collection, Use, and Care of Historical Photographs. By Robert Weinstein and Larry Booth. Nashville: American Association for State and Local History, 1977. 215 pp. Appendices, bibliography and index. Cloth. \$10.50, members; \$16.00, non-members.

Any archivist or curator who must deal with photographs even infrequently soon realizes that the problems presented by these charming visual documents are legion. Equally frustrating is the search for solutions to those problems. Articles on restoration, preservation, storage, and aesthetics are often published in obscure, difficult to locate journals. Authors Weinstein and Booth have attempted to ease the difficulties by dealing with as many aspects of photograph collecting and collections as possible in one easily obtained volume.

The manual is divided into two segments. The first half deals primarily with the philosophy behind collecting photographs, how they are used, and what to do with a newly acquired photo collection. A "case study" is provided to detail each possible step and potential problem that can be encountered by the photograph curator: how to locate a collection, how to make minor repairs and what supplies will be needed, how to handle the often sticky problems of copyright and

restrictions. The authors also provide a model cataloging system which, although inapplicable to many situations, presents some good ideas about how to describe and index a photo collection. We are assured that every step taken in the “case study” and every problem encountered and solved actually occurred and we are therefore receiving the benefits of the authors’ experience. Both Weinstein and Booth are photograph consultants and Mr. Booth is the Curator of the Historical Collection of the Title Insurance and Trust of San Diego.

The question, “Why collect photographs?”, has probably never occurred to most of us — they come with the territory — yet this philosophical point is belabored by the authors as is the topic of the use of photos. But perhaps there are some people in the field who do need to justify the time and expense that must be invested in order to preserve photographic collections.

The second half of this manual deals with the techniques and procedures used in caring for historical photographs: how to restore them, preserve them, and store them safely. Weinstein and Booth cite articles, quote authorities, and endorse products, while providing sound advice on how to rephotograph cracked glass plates, produce good copy negatives, clean daguerreotypes, and choose the proper storage envelopes. It is unfortunate that most restorative processes require skilled technicians or experts but there are a few measures we less-than-skilled technicians can employ.

The appendices alone are worth the price of this volume. The authors have listed sources of information on conservation ranging from the Royal Photographic Society of Great Britain to the American National Standards Institute. Sources of material for storage and conservation are given, and there is a handy appendix listing types of photographic images, and their physical characteristics. A substantial bibliography of technical and nontechnical literature includes materials published as recently as 1976.

This volume is not without a few flaws; it was not well edited. Topics found in the first half are repeated in the second half. Entire sentences are repeated, italics and all, on successive pages. And, surprisingly, the photographs used to illustrate this manual on photographs are uninspiring. Many have been published in other works; others did not reproduce well. They lack the clarity they should have, perhaps due to the texture and off-white color of the paper. These

peculiarities aside, Weinstein and Booth have provided archivists and curators with a valuable, easy to use work filled with good advice and helpful hints. It answers most questions those who are just entering the field might have and provides a handy reference work for those already engaged in photograph collecting.

Laura J. Gorretta
Case Western Reserve University

Records Management Manual. Comp. by Office of Records Management, Department of General Services, State of Iowa, May 1976.

The *Records Management Manual* is an impressive publication largely fulfilling its purpose of providing information on a comprehensive records management program. Prepared for the State Records Commission in Iowa, the manual appears to be an important first step in a revived government records program in that state. The manual uses the increasingly popular ring binder format allowing for easy insertion of changes in records management policies and procedures. Tab guides are clearly labeled to provide easy reference. Some consideration is given to nearly every facet of a records management program including forms management, reports management, micrographics, retention schedules, correspondence management, uniform file classifications, and inactive records control. Under the category of inactive records control, reference is made to on-site storage and archives management. Surprisingly, the practicality of a centralized records center is not mentioned, although such an operation might evolve at a later stage in the development of the Iowa program. Narrative for some of the special areas of records management have been excerpted from the leading contemporary sources along with proper acknowledgement. Acknowledgements are refreshing indeed since the reviewer has seen other state manuals lifting chapter and verse from federal publications and other state manuals without credit. The inclusion of record retention schedules for state agencies is a wise addition, for their easy accessibility is not only convenient but also provides an agency records officer with a better idea of the multiplicity of government files and their relationship to an individual agency.

The compilation of a comprehensive records manual such as Iowa has produced might serve as a model for other states preparing procedures manuals or re-evaluating their present records management publications. In an era of tight budgets the economy of publishing a single work, rather than three or four special publications, is obvious. In states with archival and records management responsibilities under separate agencies, the concept of a cooperative publication containing the essentials of archives and records management is most attractive. The publication is an excellent new manual whose sections on archives management will, it is to be hoped, expand in a resurrected historical records program in Iowa.

Frank R. Levstik
Ohio Historical Society

Guide to Manuscripts in the Bentley Historical Library. By Thomas E. Powers and William H. McNitt. Ann Arbor: University of Michigan, 1976. 392 pp. Index. Cloth. \$10.00

In the thirteen years since its first guide to manuscripts was published, the holdings of the Michigan Historical Collections have made a quantum leap in both size and scope. It was time for a new guide, and this handsome edition, with a total 3,369 entries, supersedes the 1963 publication to provide a comprehensive overview of one of the Midwest's largest and richest bodies of primary source materials. There are over 1,000 more entries than in the earlier guide, with many marginal items now omitted, with substantive additions to many collections incorporated into the new entries, and with other entries expanded and made more precise.

The entries are arranged in a single alphabetical sequence combining both private papers and public records. Nearly all local organizations, businesses, and churches are listed under the name of the community, with the county name in parentheses. Collections are measured as individual units (items or volumes) for smaller collections, and in linear feet for larger ones. Separate measurements of items/feet and volumes for a number of collections give a much more realistic sense of their

character than a simple linear measurement would have.

The text of each entry identifies persons by occupation and residence, and families by the town or county in which the principal members lived. Organizations are also identified if their nature and purpose are not clearly deducible from the name. The descriptions specify types of materials, major topics, and correspondents, with some citations to specific items or groups of items. Restricted access and the existence of unpublished guides are noted. The entries reflect the institution's collecting focus on public affairs, business, education (especially the University of Michigan), religion, and journalism, as well as on the history of Michigan in general and on the many activities of national and world significance pursued by Michigan people.

The public records listed are largely those of towns and townships, with some county records. Township entries in the guide are arranged under county names, while major cities and towns are listed directly. No separate entry section of the guide or index term brings together all public records, but since all are indexed by county, the inconvenience is minimal.

The index is extensive and seems quite complete. It focuses most heavily on proper names — personal, organizational, and geographical — and is somewhat weaker in subject analysis; many minor subjects are omitted. Personal-name businesses are not always reflected as businesses in the index. In some instances, a person's occupation is indexed even though that person's papers do not actually include information on that topic.

Libraries will probably still want to keep the 1963 guide on hand, since it lists many items which, although too marginal for inclusion in the new guide, hint at the other types of material which also form a useful part of the MHC holdings. These include minor biographical and local history items, scattered letters, some financial records, miscellany about the University of Michigan and its faculty, genealogies, and minor bits of city and county records.

Minor flaws were most noticeable in comparison with the previous guide, and, one feels, could have been overcome with a little more attention to detail or a little less concern for space-saving. For instance, many small items that were measured as number of pages in the 1963 guide are now listed as the much less helpful "1 item." In some instances,

useful details in the first guide have been omitted from the new entry. Some entries appear as though they could have been given an expanded, more precise, and infinitely more helpful description with very little additional effort. References to specific topics or groups of materials, especially in entries for personal and family papers, could have benefitted from more frequent parenthetical additions of a date or time span.

As a whole, however, the guide serves its purpose admirably and attractively, with an easily scanned format, concise and informative entries, and a comprehensive index. It belongs in the reference library of any research institution with an interest in the history of the upper Midwest and the contributions of its people on the national and world scene.

Lydia Lucas
Minnesota Historical Society

The Papers of Thirteen Early Ohio Political Leaders . . . An Inventory to the 1976-1977 Microfilm Editions. By Linda Elise Kalette. Columbus: Ohio Historical Society, 1977. 240 pp. Illustrations, bibliography, indices. Paper. \$15.00.

The Ohio Historical Society embarked upon the Early Ohio Political Leaders (EOPL) project in 1974 as a means to collect and publish via microfilm the papers of thirteen prominent Ohioans whose careers spanned the formative years of the state's political history. The project included the papers of Ethan Allen Brown, Samuel Huntington, Return J. Meigs, Jr., Arthur St. Clair, Micajah T. Williams, and Thomas Worthington (each collection consisting of combined material from the State Library of Ohio and OHS) and those of Charles Hammond, Thomas Kirker, Othniel Looker, Jeremiah Morrow, Winthrop Sargeant, Edward Tiffin, and Allen Trimble (each collection consisting exclusively of OHS material). Two executive letterbooks, *Letters from the Executive of Ohio* and *Ohio Governor's Letters*, and one executive journal, the *Northwest Territory Transcripts*, completed the ambitious undertaking.

At its conclusion, the EOPL project reproduced over twenty-eight linear feet of material dating from 1731 through 1964 on sixty-eight rolls of microfilm. The bulk of these manuscript collections consists of correspondence generated from 1776 to 1852; in total, there are approximately 9,100 letters from 2,650 correspondents. To Ms. Kalette fell the task of organizing these documents and writing the comprehensive EOPL guide.

The product of Ms. Kalette's work is quite impressive. Although some would have preferred an alphabetical arrangement of the collections within the guide, each is described in a complete, consistent, and attractive format stressing clarity and uncomplicated use. Informative and skillfully written biographical vignettes introduce descriptions of each collection. These biographies include personal information about the individual and basic historical data as well as a brief bibliography directing readers to more complete information about each of the Ohio leaders. "Notes to Researchers" present statements of provenance and access, explanations of finding aid form, suggested methods of citation, and information about property and literary rights. The Scope and Content notes are equally complete in their description of collection size, physical condition, legibility, number of letters and correspondents, and subject and chronological breakdown. A thoughtful addition, but one that may be out-dated quickly, is a list of related materials housed by OHS.

The real strength of the guide rests in its folder descriptions. Ms. Kalette divided each collection into (1) correspondence chronologically arranged and (2) non-correspondence arranged alphabetically accordingly to type of material and then chronologically within each type. The microfilm roll numbers and individual box and folder descriptions allow access both to the microfilm edition and the original manuscript collection. Although their absence is not a serious problem, the inclusion of frame numbers would have made the comparative size of folders more apparent and location of precise folders on a roll simpler.

The author generally summarizes an entire folder in a brief paragraph or two; she does describe, however, the contents of single documents when their importance merits it. The language is exact and well-drawn, conveying an excellent sense of the material. Major topics are depicted in bold print to permit quick scanning for subject information. Occa-

sionally, the descriptive labels for non-correspondence are cumbersome and the alphabetical arrangement not observed strictly, yet it is a generally thorough and careful work demonstrating painstaking attention to detail and consideration of the user.

To culminate the entire effort, the author has compiled a subject index of over 1,200 entries and an exhaustive correspondence index. Although each collection in the EOPL project was treated as a separate entity, these indexes facilitate the location of related items in them. A search through the subject index revealed only one inconsequential omission.

This excellent guide makes it clear that these leaders, of disparate backgrounds and diverse interests, created a significant body of documentation concerning the history of Ohio and the nation. Subjects receiving substantial attention include urban development, internal improvements, social and economic characteristics of the population, evolution of state and local governments, and insights into the lives of many individuals. Nor is the information contained in these collections strictly a matter of local interest. Among the national issues attracting the leaders' attention were slavery, the nation's expansion, banking, Indian affairs, military and diplomatic activity during the Revolutionary War and the War of 1812, and the development of the Mississippi Territory. Historians also will find census material, maps, county and township receipts and expenditures, and manufacturing records.

The primary shortcoming of the guide has more to do with the EOPL project than with the craftsmanship of the inventory. The quality of the collections varies considerably from the extensive Worthington and St. Clair papers to the Kirker and Looker manuscripts which together total a half linear foot. Many of the documents in these latter two collections are damaged and indistinct; there are only four original outgoing letters in them; and, neither collection contains information about Kirker's seventeen years as an Ohio congressman nor Looker's terms in the New York and Ohio legislatures. The questionable quality of some of the collections leads one to wonder why they were filmed in the first place. Unfortunately, the guide does not enumerate the basis upon which collections were selected for the project.

Frank H. Mackaman
Everett McKinley Dirksen Congressional
Leadership Research Center

Guide to Indiana University Oral History Research Project and Related Studies. Bloomington, Indiana: Indiana University, 1977. 30 pp. Paper.

Like other institutions of higher learning, Indiana University started an oral history program in 1968 to gather documentation for a history of the University. Since then their Oral History Research Project has expanded "to include many other aspects of Indiana history and biographies of people active in various public affairs." Thus, the title of this work does not adequately indicate the range of oral history projects at Indiana University. Furthermore, the title-page does not give the name or names of the authors, compilers or editors of the volume.

This volume is a guide to oral history interviews produced at Indiana. The first part is an alphabetical list of interviews with brief descriptions of each: biographical information, dates, prominent names mentioned in the interview, the names of the interviewers, date of the interview, length of the transcript, name of the project, and restrictions.

Many of the interviews are concerned with the history of Indiana University, including interviews conducted by Thomas D. Clark, author of *Indiana University, Midwestern Pioneer*, and the late Oscar O. Winther, both of the History Department. Other projects include the Biography of Melvyn Douglas, Indiana politics and William Jenner, Biography of Homer E. Capehart, and Community History containing interviews on Spencer, Indiana, and Stringtown, an Indianapolis neighborhood. Interviews have been recorded with many prominent people such as John W. Bricker, Homer E. Capehart, Carl T. Curtis, Helen Gahagan Douglas, Paul H. Douglas, Charles Halleck, Dean Rusk and Jerry Voorhis in politics and government; Melvyn Douglas, Myrna Loy, Tony Randall and Dory Schary in entertainment; and Barry Commoner in environmental research.

The second part of the guide is comprised of descriptions of nine supplementary oral history collections available at Indiana: the Institute for Sex Research, Indiana University East, Chile, Workshop in Political Theory & Policy Analysis, African Studies Program, Archives of Traditional Music, School of Business, Indiana University Folklore Archives, and the Vicinus Collection. The Indiana University East Project concerns the local history of Richmond, Indiana. The interviews on Chile were gathered by Professor Peter Sehlinger and include

a conversation with Eduardo Frei. The Vicinus Collection is made up of twenty-six interviews conducted by Professor Martha Vincinus with men and women active in the music halls of London before 1940.

Overall, the impression that one gains from a perusal of this guide is that the subject matter in the oral history program at Indiana varies widely. The multiplicity of projects seem to lack a focus. The guide will, however, help to alert researchers to the oral history activity at Indiana.

Robert A. McCown
University of Iowa

Records Appraisal: Michigan Archival Association Occasional Publication #1. Ann Arbor: Michigan Archival Association, 1976. 42 pp. Paper.

This slender volume contains three papers presented at a Michigan Archival Association meeting in 1975: David J. Johnson of the Michigan State Archives discusses public records appraisal; Joseph F. Oldenburg of the Burton Historical Collection analyzes the appraisal of private manuscripts; and Francis X. Blouin of the Michigan Historical Collections comments on the "Uses of History and Theory in the Appraisal of Business Records." These papers were designed to be a foundation for additional discussion and amplification of appraisal policies, techniques, and guidelines. Each accomplishes these purposes very well.

According to Johnson, effective records selection can be achieved only by combining the "art" of a skilled craftsman with the "science" of a constant equation. Guidelines can be readily established for certain types of records, but only the appraiser's work experience, education, and intuition can effectively handle many other appraisal problems. Series, especially in public records, must be judged on the basis of "informational" value as well as "evidentiary" value. For example, complete population schedules may tell one nothing about the function, procedures, or policy ("evidentiary") of the Census Bureau which created them, but they will contain much valuable data ("information")

on individuals. Johnson relates many experiences from the Michigan State Archives which can be of interest to other archivists.

Blouin traces the changes in business record-keeping from the small firm of 1776 to the multi-national corporation of the present. What can be relied upon as good archival records in a nineteenth century collection may contain nothing of value in a mid-twentieth century one. The author rightly stresses the role of professional managers in contemporary firms and the need for the archivist to quickly identify the records of the key officers regardless of position in the organization chart. Again, specific examples will aid other archivists who hold business records.

Oldenburg urges all archival institutions to establish a realistic collecting policy and to abide by it. Archivists must not be afraid to reject collections that either contain no information or fall outside the institution's scope of research. His specific appraisal recommendations for personal papers are not new. Though loose financial records (bills, receipts, etc.), clippings unrelated to the family, printed material, Christmas cards, and advertising mail have long been on most reject lists, many institutions still fail to discard them.

The Michigan Archives Association deserves congratulations for a timely, thought-provoking publication. Although appraisal mechanisms are frequently discussed by individual archivists, archival associations have been reluctant to give them the necessary high priority. This reviewer hopes the great start of the Michigan Archival Association will be expanded so that archivists will have a readily available, detailed body of literature on appraisal.

Duane P. Swanson
Minnesota Historical Society

READERS' FORUM

In an attempt to encourage dialogue between The Midwestern Archivist's readers and contributors, the Editorial Board inaugurates a Readers' Forum with this issue of the journal. Communications concerning issues affecting the profession which have been raised in The Midwestern Archivist will be published without alteration at the discretion of the Editorial Board. As a general policy, the Editorial Board will not respond to letters published.

SPINDEX LIVES! A REPLY TO A PREMATURE OBITUARY

Douglas Bakken's review of *SPINDEX II at Cornell University* and its accompanying postscript (*The Midwestern Archivist* 2 (1977), 62-66) are regrettably flawed and misleading in their description of the SPINDEX computer program, especially its current status.

Bakken indicates that SPINDEX was developed in order to benefit large repositories. However, although the original consortium involved in its development consisted of ten so-called "large" institutions, the system itself was designed to respond to the needs of repositories of any size. For example, a survey of 100 finding aids from 25 diverse institutions was conducted to determine what format would best suit *most* repositories. The basic concept of SPINDEX was to develop one program that could be acquired and used at many

repositories for a minimal fee, and that would require no re-programming on the part of its users. It was aimed at solving a particular type of archival problem, rather than solving the archival problems of certain types of institutions.

The original SPINDEX concept, and one that was held to for many years, was to create a system that could handle varieties of data in various ways. It was not originally intended that SPINDEX should be a national data base management system requiring strict adherence to national rules, as is the case with library systems MARC and OCLC. Ideas of a national data base design were presented as an idealized concept, but the impracticality of achieving such a goal was commonly acknowledged (see Frank G. Burke, "SPINDEX II: An Aspect of Archival Information Retrieval," *Records Management Journal* 8 (Summer 1970), 1923).

Despite this initial lack of interest in the development of a national information system using SPINDEX, one of the current applications of the program is the National Historical Publications and Records Commission's data base of information on archives and manuscripts in the United States. The first publication generated from this multi-institutional project, the *Directory of Archives and Manuscript Repositories in the United States*, will appear late in 1978, and has used electronic data processing techniques throughout, from the initial input of data to the final production of composed copy for the printer (see Larry J. Hackman, Nancy Sahli, and Dennis A. Burton, "The NHPRC and a Guide to Manuscript and Archival Materials in the United States," *The American Archivist* 40 (April 1977), 201-05. Cooperative data gathering projects for this data base are currently underway in such states as Washington, New York, Massachusetts, and Kentucky. While Bakken may not have been aware of these activities at the time he prepared his review and postscript, their existence is clear proof that SPINDEX can be used successfully for the development of an inter-institutional data bank.

Perhaps more significantly, SPINDEX has been adopted by far more than the four institutions cited in Bakken's review (Cornell University, International Nickel, the National Archives, and the South Carolina Department of Archives and History, the latter being cryptically referred to as "South Carolina"). In addition to the Commission's own data base project and its cooperating information

surveys, the program is being utilized by well over two dozen other institutions and organizations, ranging from the LDS Church History Department to the City of Portland, Oregon, for a variety of archival and records management purposes. Far from being only an indexing system, SPINDEX's chief virtue, besides its simplicity and economy, is its flexibility. Because of its hierarchical level arrangement, the program is particularly suited for archival control and finding aid systems. International Nickel alone uses it as a tool in over fifty different records management functions, while the Commission's *Directory* demonstrates its capabilities in the area of computer-driven composition and typesetting for publications.

In addition to simply being purchased and used, SPINDEX is currently being supported by a users' group, which had its first meeting at Cornell University on March 31 and April 1, 1978. Enhancements to the program itself, including resolution of many of the difficulties experienced by Cornell, new indexing routines, and special selection features, are currently being made available as SPINDEX III. Another step forward, formal user training, has been initiated, and by September 1, 1978, sessions had been held for SPINDEX users and others interested in the system in Washington, D.C., Nashville, Tennessee, and Portland, Oregon. These are hardly activities that one would expect to emanate from a "failed" system.

Considering this evidence, it seems more than ironic that Bakken should conclude that SPINDEX has failed (a) because archivists are not yet cooperating in such activities as automation and (b) because any national data bank involving SPINDEX will inevitably be to federal archival holdings. Current SPINDEX cooperative user activities are escalating at such a rate as to belie his first assertion, and the existence of the NHPRC data base, which currently holds information on only 150 Federal agencies (such as the National Archives and the National Park Service facilities) as contrasted to 3,100 non-Federal repositories, give a truer indication of the nature of the national system than Bakken's mistaken impressions.

In addition to the publications cited in Bakken's review and this comment, individuals interested in learning more about SPINDEX applications should consult Stephen E. Hannestad, "SPINDEX II: A Computerized Approach to Preparing Guides to Archives and Manuscripts," in Serge Lusignan and John S. North, eds., *Computing in the Humanities: Proceedings of the 3rd International Conference on*

Computing in the Humanities (University of Waterloo Press, 1977), 273-82; *Report on the Conference on Automated Guide Projects, July 19-20, 1977, St. Louis, Missouri*, available from the National Association of State Archives and Records Administrators, c/o A.K. Johnson, Room 520, South Wing, 1776 Peachtree Street, Atlanta, Georgia 30309; and the report on the spring 1978 SPINDEX users conference, available from the Department of Manuscripts and University Archives, 101 Olin Library, Cornell University, Ithaca, New York 14853.

Contrary to Bakken, SPINDEX is alive and well, and will be for many years to come, even at Cornell University.

Nancy Sahli
National Historical Publications
and Records Commission
August 7, 1978

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Nancy Sahli's August 7th reaction to my review of *SPINDEX II at Cornell University and A Review of Archival Automation in the United States* (*The Midwestern Archivist*, Vol. II, Number 2) is at hand.

I appreciate her reaction to my opinions. My review comments were — and are — centered on these points:

1. In the late 1960s some professionals were critical of SPINDEX and said, in effect, that the profession should avoid experimentation or seeking new ways to improve service. I thought that this was an unfortunate development.
2. The existence of numerous active manuscript collecting programs in the late 1960s provided an environment which was conducive to archival-manuscript automation projects.
3. The federal government, beginning in the 1960s, sensed that automation was a possible answer to providing reference service for archive and manuscript materials.
4. "Is the computer a viable tool for indexing finding aides to massive 20th century archival-manuscript material?" What is the cost for this service versus traditional (non-automated) retrievals and does the reference use lend itself to automated systems?

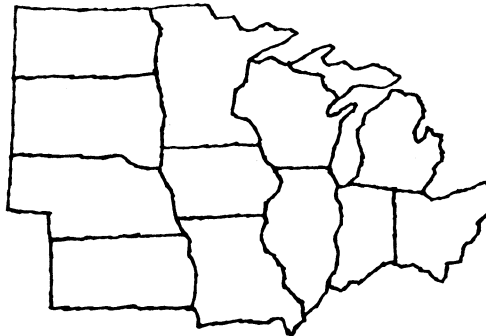
5. Archivists have been hesitant to cooperate with others in the profession on such issues, as ethics, collecting, storage and automation.

6. SPINDEX I & II, in my opinion, were less successful than they might have been because of the lack of cooperation and coordination between federal and non-federal repositories.

Douglas A. Bakken

Ford Archives and Tannahill Research Library

October 9, 1978



CONTRIBUTORS

David A. Thomas is Associate Professor of Law and Director of the Law Library at Brigham Young University in Provo, Utah. He delivered this paper at the session on "Legal Problems of Access to College and University Records" at the 1977 SAA Annual Meeting in Salt Lake City. His paper, together with those of the other participants at that session, was distributed to those attending the "Buckley Amendment Continued" session at the Fall, 1977 MAC Meeting in Iowa City.

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William J. Morison is Associate Professor of History and Director of Archives and Records at the University of Louisville. He is an active member of the College and University Archives Committee of the Society of American Archivists, the Kentucky Historical Records Advisory Board, and a number of other professional organizations. An earlier version of the article presented in this issue was delivered at the session on "Administrative Relationships in College and University Libraries" at the 1977 annual meeting of the SAA.

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