BOOK REVIEWS

Archives & Manuscripts: Law. By Gary M. Peterson and Trudy Huskamp Peterson. SAA Basic Manual Series. Chicago: Society of American Archivists, 1985. 112 pp. Appendixes, glossary, bibliography. Paper. $9.00 members; $13.00 others.

This book by Gary and Trudy Peterson is placed right where it should be—in the basic manual series developed by the Society of American Archivists. It is a very important contribution to the series because of its generally comprehensive discussion on the law and archivists in the United States.

The aim of the manual, the authors state in the preface, "is to present the legal questions that confront archivists in the performance of their professional duties, to point to the major types of laws governing archives, and to discuss some reasonable means of analyzing and resolving legal issues" (p. 7). The law, they suggest, should not be frightening, but should be respected. We should not run to a lawyer right away, they argue. However, if the legal system comes our way, they add, we should be ready to negotiate.

The Petersons structure their eight chapters into two parts, with five chapters on "common archival functions" and three chapters that "deal with special topics." The common functions are acquisition, appraisal, and accessioning; donations and purchases; access concepts; administration of access; and reference service. The special topic chapters cover copyright and the archives; special problems, such as authentication or replevin; and working with the lawyer.

The book also contains several appendixes which include the text for sections 106-108 of the 1976 U.S. copyright law and a glossary of select legal terms. It has illustrations, particularly models for deed of gift and deposit forms, and three decision charts for handling requests to reproduce copyrighted material. It has a short, but good, bibliographical essay which suggests several periodicals that will enable archivists to keep up with developments related to the Freedom of Information Act and the copyright law. While there is no index, the (stylistically busy) table of contents is sufficiently detailed to direct readers into the text.

The book, as the authors plainly acknowledge and state, is biased toward the federal realm. This is appropriate since that is where they have their experience. As stated, the volume is intended as a basic manual, not a multivolume treatise on the law. The chapter on access concepts, for example, is strong and solid. However, a very real access problem for public archives work at the local level is neglected—how to gain access to materials heaped into attic or basement storage areas. So, readers need to keep this limitation in mind, and then go beyond on their own. Yet, one of the strengths of the book lies in its general consideration of the two or more sides to many legal issues.

A more disturbing problem for this reviewer is the neglect to build in a short discussion of Canadian law. This, I think, says more about us in the States than

about the authors alone. After all, our professional organization is the SAA, not the SUSA! To its credit, the bibliographic essay points to useful Canadian sources; but why not mention this choice in the introductory disclaimers, with a reference to the bibliographical essay?

In sum, the Petersons have written a fine work. *Archives & Manuscripts: Law* is a book which we can return to often with profit.

George W. Bain
Ohio University Libraries

Guide to the University of Illinois Archives. By Maynard Brichford and William J. Maher. Urbana, IL: University of Illinois Library and University Archives, 1986. 10 pp. and 3 microfiche sets (Classification Guide, 353 pp.; Record Series Description, 584 pp.; and Subject Index, 323 pp.). Paper and microfiche. $10.00 plus $1.00 for shipping and handling. Available from the Library Research Center, University of Illinois, Champaign, IL.

This microfiche guide complements and overlaps the 1976 printed guide which covered the University Archives' 400 personal papers series, records of non-university organizations, and the collections in the Illinois Historical Survey Library, the Business Archives, History Library, and Rare Book Room. (Britchford, Maynard J., et al. *Manuscripts Guide to Collections at the University of Illinois at Urbana-Champaign.* University of Illinois Press.) The adoption of the computer output microfiche format has provided a less expensive tool than a printed book or a database, and one which will probably fit the needs of the potential user group. Whether the users will take advantage of this level of access, or whether the availability of the tool will encourage more efficient use of the archives and prevent unproductive visits, are matters that will be settled in the next few years.

The *Guide* consists of a brief printed introduction and three sets of microfiche. The first, a Classification Guide, contains a two-page numerical list of record groups, 337 pages of administrative histories of university departments and offices, and a 14-page index to the record groups, subgroups, and offices. The second, a list of Record Series Groups, arranges by series number all the processed records and papers held by the archives, and gives inclusive dates, type, volume, dates received and processed, and the length of any supplemental finding aids. The third, a Subject Index, provides an alphabetical list of 4,000 subject descriptors indicating the numbers of the record series containing material on the particular subject.

While the administrative records will be of value to researchers seeking information on the schools, departments, and other units within the university, the collections of personal papers are also impressive. Such individuals as B. Othanel Smith in education, Avery Brundage in athletics, and George P. Stauduhar in architecture were important in their fields. Some of the collections reach beyond traditional papers, such as the large group of engineering glass slides which could be of substantial use to certain groups.

The decision to omit the title names of collections of personal papers from the subject index was unfortunate. Lorado Taft, for example, is shown in the subject index only for record series 12/1/1, the dean's subject file in fine arts, and not for record series 26/20/16, which contains 16.5 cubic feet of Taft's personal papers that are made amply accessible by a 27-page finding aid.

The lack of subentries in this index creates problems in some broad areas such as "budget," which refers to 58 record groups. These examples raise the question of whether this guide has been designed primarily for reference use by the archivist rather than by the scholar or general user.

The quality of production of the microfiche is high, a relief for users who have had problems reading and reproducing full-size copies of other microfiche tools. The administrative histories are documented and understandable. The main subject index and the index to administrative groups appear to be accurate.

Usage during the coming years will show how helpful such a guide can be. Users will vote with their feet by traveling to use a potentially productive collection. The University of Illinois is to be commended for trying this experiment.

William K. Beatty
Northwestern University Archives

The Life of a Document: A Global Approach to Archives and Records Management. By Carol Couture and Jean-Yves Rousseau. Translated by David Homel. Montreal, Canada: Vehicule Press, 1987. 357 pp. Conclusion, glossary, bibliography. Paper. $25.00. Cloth. $40.00.

This is an updated English translation of a publication that originally appeared in French in 1982. The use of the adjective "global" in the subtitle is appropriate on several levels. First, in the assumptions of both the authors and the translator that basic principles for managing contemporary records are applicable to any institution in any country. Second, in the broad view taken of records and of archival work. The book traces what is sometimes called the life cycle of records and argues for the archivist's participation in the maintenance and proper care of records, beginning with their creation.

That the archivist's role is an activist one is assumed throughout. A section in the chapter on the archival profession is labeled "The Social Role." Elsewhere, a discussion of reference and outreach services is entitled "The Archivist's Role in Marketing Archival Resources." The authors maintain that the ultimate goal of the archivist is

> to ensure the accessibility of archival collections, and to create an awareness among researchers, professionals, and the broader public as to the availability of archival resources . . . [which] will not be used to their full potential unless their existence is made known by appropriate marketing of the archives (p. 210).

This book is best described as a handbook or manual. It has an extensive glossary, charts and examples, and paragraphs keyed by decimal numbers to

a detailed table of contents. At first glance, it seems merely to be a fleshed-out outline. In fact, it is densely packed with practical information. Any one section may be elementary to specialists in that function or aspect of records management or archival administration. However, few if any of us are so knowledgeable or experienced not to derive benefit from at least portions of it.

The writing style is clear, succinct, and free of bureaucratic jargon. Quotable passages abound. The following examples also serve to suggest a number of the authors' opinions.

On filing systems for active records:

> The greatest challenge does not lie in the design of a technically impeccable filing system; the real job is putting it into practice with the *participation* of people within the organization. If they, as individuals, do not feel the need for the system, or if they are not convinced of its merits and advantages, they will hardly be motivated to set it up, let alone maintain it (p. 94).

On arrangement of archival records:

> Normally, when a *fonds* finds its way to us already filed, we do not have the time to refile it, nor would our efforts be appreciated. Besides, if it is not already filed, very rarely do we possess all the necessary information to restore original order flawlessly. Our tendency would be to encourage the respect for the original order as long as it has not been disturbed, but we would be loath to defend restoring it at any cost (p. 164).

On finding aids:

> Finding aids are essential tools for retrieving information from archival holdings, but they are also useful in managing the archives repository itself. Finding aids, if they are created according to the principles of this chapter, will help plan future goals, organize tasks, and oversee administrative operations . . . . The theory of finding aids is based on the principle of universality; that is, archives must be described as a whole before one can undertake a detailed description of the parts (p. 199).

Although most directly applicable to institutional records, there is nonetheless much of value here for the care of modern collections of personal and family papers. A final bonus for readers in this country is the bibliography that consists mainly of Canadian, British, and French citations. This book would be a good addition to most reference shelves.

Anne P. Diffendal
National Museum of Roller Skating

An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Information Managers in Archives, Libraries and Record Centres. Edited by John P. Barton and Johanna G. Wellheiser. Toronto, Canada: Toronto Area Archivists Group Education Foundation, 1985. x, 192 pp. Bibliography, appendixes, index. Paper. $19.95 plus $5.00 for postage and handling. Copies also available from the Socity of American Archivists.

In this handbook on disaster preparedness the editors have compiled a wealth of information on a topic that many of us find somewhat distasteful and often overwhelming. All too frequently we adopt an "it can't happen here" attitude—only to find one dreary morning that it has indeed "happened here."

According to the editors, *An Ounce of Prevention* had its beginnings in a workshop of the same name held in 1981. Following that workshop several members of the Toronto Area Archivists Group began work on the handbook and on a symposium on disaster contingency planning held in March, 1985. The handbook and a volume of the proceedings of the symposium are the published evidence of their labors; they are to be commended.

The text of the handbook is divided into nine sections: 1) The Plan—General, 2) Disaster Prevention, 3) Disaster Protection, 4) Forewarning of Disaster, 5) When Disaster Strikes, 6) Commencement of Salvage Operations, 7) Rehabilitation of Salvaged Materials, 8) Fumigation and Sterilization, and 9) Completion of Recovery. Each section is further divided into topics based on subject or sequence of events. This format, combined with an excellent table of contents and index, enables the reader readily to locate pertinent information on a specific topic.

The editors have broadly defined disasters to include not only catastrophes such as fire and flood, but also those of a more limited nature such as chemical spills or vandalism and theft. This broad definition enhances the value of the book by alerting readers to potential problems, their interrelationships, and the value of comprehensive, yet flexible, contingency planning. In the acknowledgements the editors note that the creation of a disaster contingency plan is not easy and add the hope that their volume will make the process seem somewhat less intimidating. Intimidating it may still seem, but the checklists and procedures outlined in this volume will simplify the task.

In keeping with the theme of *An Ounce of Prevention*, the editors stress the importance of hazard awareness, good housekeeping, environmental controls, prevention of fire and water damage, and security in repositories. The section on disaster protection emphasizes the need to locate and organize human and material resources both inside and outside the institution; the problems with insurance coverage and claims encountered by libraries, archives, and records centers; and the importance of identifying and protecting vital records and exceptional materials to minimize the impact of a calamity. Also included here is a discussion of prevailing systems for fire detection and extinguishment.

The bulk of the text is devoted to dealing with disasters and salvage operations, including rehabilitation of collections and facilities and post-disaster assessments. The section on disasters is organized topically by type and includes checklists of actions to take. Many of the actions are common sense in nature, yet repetition does no harm. The salvage operations section begins with assembling the salvage team, moves to stabilization of the environment and security

in the affected area, and concludes with damage assessment and implementation of the salvage plan—including removal, packing, cleaning, and freezing of collection materials. Here again, the checklists and concise directions are practical and helpful.

The rehabilitation of salvaged materials section discusses the pros and cons of various drying methods for paper and books, and includes information on the drying of other media such as photographic materials, fine art, and magnetic tapes. Short sections on fumigation and sterilization and the completion of facility and collection rehabilitation conclude the text.

While the text of this volume is well organized and easily used, one cannot overlook the extensive references, bibliography, and appendixes. The bibliography (some thirty pages in length) is an outstanding compilation of sources on disaster preparedness, disasters, and salvage of collections. The appendixes include sources of information and assistance; suppliers of emergency facilities, services, and materials; and outlines of the disaster planning process and a plan.

The Toronto Area Archivists Group has made a significant contribution to the scholarship on disaster planning for our profession through the publication of this handbook and the volume of proceedings from the 1985 symposium, entitled *An Ounce of Prevention: A Symposium on Disaster Contingency Planning for Information Managers in Archives, Libraries and Record Centres, Toronto Canada, 7-8 March, 1985* (available from the Toronto Area Archivists Group for $25.00 plus $5.00 for shipping and handling). The papers and transcripts of question and answer sessions in the proceedings volume add detail, expertise, and the voice of experience to the straightforward "how to" quality of the handbook. Both volumes should be in our libraries. And, our disaster contingency plans should be updated.

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Archives and Library Administration: Divergent Traditions and Common Concerns. Edited by Lawrence J. McCrank. New York: The Haworth Press, Inc., 1987. 184 pp. Index. Hardcover. $24.95.

Originally published as volume 7, numbers 2 and 3 (Summer/Fall 1986) of the *Journal of Library Administration*, this compilation was edited by Lawrence J. McCrank, who is currently dean of the Library and Resource Center at Auburn University at Montgomery. The ten articles are divided into four sections: Archivist Perspectives on Library Administration of Archives, including articles by Paul McCarthy and David Klaassen; Resource Sharing: Archival and Bibliographic Control, including articles by Richard Szary, Lawrence McCrank, and David Bearman; Cooperative Program Development at Institutional and National Level, including articles by Richard Cox, John Dean, and George Vogt; and Education and Professional Development, including articles by Francis Blouin, Jr., and Robert Warner. With the exception of McCrank and John Dean, an internationally-known conservator who currently

directs the library conservation program at Cornell University, the other contributors are all primarily known for their archival work.

As David Klaassen points out, the overwhelming majority of academic archival programs are physically and administratively located in libraries (80% +), and this situation is also common within state governments, businesses, religious bodies, and public libraries. That a double issue of the *Journal of Library Administration* was devoted to this topic is highly appropriate and much needed, as there has been a general lack of discussion of this matter in both library and archival literature. Therefore it is disappointing that a number of important issues are not addressed and that some of the topics discussed are viewed from a limited perspective. This imbalance could have been addressed by the inclusion of additional contributors whose primary professional experience has been in library administration. This exclusion is most perplexing in the section on administration. Both McCarthy and Klaassen provide competent descriptions of the archivist-in-a-library setting, but both convey a plaintive "they really don't understand us" tone. My experience has been that archives are seldom the only library departments which feel that their particular needs are not understood or supported. Both authors advocate greater integration but fail to project avenues for significant change in library administration.

An administrative issue unaddressed is the organizational structure of special collections. Archives in academic libraries are frequently linked with other special collections. What are the common elements between an archival program and a rare books department that holds literary manuscripts and the personal papers of literary figures, or a history of science program that holds both print and non-print documentation of pre-twentieth century scientific and technological development? Is the assistant university librarian for special collections or a similar position an effective means for presenting archival concerns and administering archival services? What alternatives are attractive, and why? Consideration of questions such as these is essential.

The section titled Resource Sharing: Archival and Bibliographic Control provides a thorough delineation of the functional requirements of archival information systems. Lawrence McCrank is particularly effective in examining the effects of automated technologies on archival management. He observes that the current enthusiasm of some archivists for stand-alone personal computers may leave them technologically isolated, with limited computing capabilities. McCrank's article ranges widely. He examines the application of archival control techniques to other library materials and suggests that the MARC AMC format is more adaptable for rare book cataloging than older conventions for rare book cataloging. McCrank also discusses the effects of automation on the users of archival holdings.

David Bearman's article, "Archival and Bibliographic Information Networks," provides a concise description of the development of library networks. It also describes the development of the MARC AMC format and discusses some of the opportunities and limitations of format implementation by library networks. However, neither Bearman nor others address the full range of implications of the remarkable growth of the RLIN AMC database. Initiated in January, 1984, this database is already the largest compilation of archival data ever accumulated. The database now includes over 120,000 bibliographic records and is currently growing at a rate of 900 records per week. Questions

concerning access, resource sharing, professional training, and network governance and standards are largely ignored.

In the section on cooperative program development, Richard Cox's discussion of the application of archival principles in organizing and providing access to government documents should be seen as a model for this type of article. Similar articles on cooperation in the areas of interlibrary loan, bibliographic instruction, and library development programs are needed. Cox also offers the important reminder to both archivists and librarians that in devising collection development strategies, both published and unpublished holdings should be evaluated.

In the final section on professional education, Blouin and Warner present cases for the education of archivists in library and information science schools. They urge the expansion of existing curricula to provide a multi-faceted program incorporating the training necessary to educate librarians, archivists, and record managers. Although both are persuasive, I would have appreciated some discussion of those elements of archival education that have traditionally been provided in history departments and are in danger of being lost in library science programs. Since both authors hold graduate degrees in history, not library science, and are involved in teaching and administration at the University of Michigan's School of Library Science, they are well prepared to address this issue. Educational requirements for archivists are changing rapidly, but we must be careful in discarding those elements of knowledge which have proven valuable in developing our profession.

I heartily endorse the goals envisioned for this volume and found the articles to be substantive and thought-provoking. Yet, because of failure to provide an integrated perspective and to address certain issues of moment, I am disappointed by the sum of the parts.

H. Thomas Hickerson
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Information Resources for Archivists and Records Administrators: A Report and Recommendations. By Victoria Irons Walch. Albany, NY: National Association of Government Archives and Records Administrators, 1987. v, 42 pp. Appendixes. Limited quantities available from NAGARA.

A volume entitled *Information Resources for Archivists and Records Administrators* might sound like an indispensable addition to one's professional reference shelf. Its utility falls short of that, for reasons that are embodied in its subtitle ("A Report and Recommendations"), but it deserves widespread and careful attention because of the effective presentation and analysis of important issues.

At issue in this volume is the indisputable reality that archivists are a widely dispersed and minimally trained lot who frequently are hard-pressed to obtain information that would help them address an unfamiliar situation. *Information Resources* has to do with how that situation can best be addressed on a national level. It is the product of a study sponsored by the National Asso-

ciation of Government Archives and Records Administrators (NAGARA), with financial support from the National Historical Publications and Records Commission (NHPRC). NAGARA retained consulting archivist Victoria Irons Walch "to assess the information needs of the entire archives and records community and to evaluate the benefits that might be gained from the establishment of a clearinghouse or information center on archives and records" (p. v).

Walch's report is part of an ongoing planning process that has enveloped the archival profession during the 1980s, building on the work of earlier NHPRC and Society of American Archivists (SAA) planning documents. That the saga continues to unfold is underscored by the fact that this review likely will have been preceded by announcement of the formation, by SAA, NAGARA, and other associations, of the Archives, Records, and Information Consortium (ARIC, not to be confused with its step-cousin, ERIC, see below), for the purpose of continuing to pursue improved mechanisms for sharing information. It should be noted that the report, and surrounding activity, is focused on information related to the management of archives. It is distinct from efforts to exchange information about archival holdings, in MARC format or through other means.

Information Resources is a credit to Walch, to NAGARA executive director Bruce Dearstyne, and to the participants in two project conferences, all of whom contributed in varying degree to the substance of the final report. It is presented with striking clarity, both in terms of its logical progression and its visual layout. Given the nature of the planning process, it copes gracefully with myriad acronyms and buzz words. There are three important components to the report.

First, Walch provides a careful analysis of three existing information centers in closely related fields: the Educational Resources Information Center (ERIC), operated by the federal Office of Educational Research and Improvement; the Systems and Procedures Exchange Center (SPEC) of the Association of Research Libraries; and the Smithsonian Institution's Museum Resource Center. Each of these offers potentially valuable services that are underutilized by archivists; more important for the study's purposes, they represent distinctly different models that define more clearly the options available to the archival community in establishing an information center of its own.

Second, the report discusses the information needs of the "records community," which is defined to include archivists and manuscript curators, professional records and information managers, allied professionals such as librarians and micrographics specialists, and government officials such as municipal clerks, county recorders of deeds, and court administrators (p. 5). This definition is admirably broad in its inclusion of local government officials responsible for the creation and retention of records. At the same time it is troublingly narrow in it exclusive focus on government records, passing reference to manuscript curators notwithstanding. The latter focus is entirely logical, given the NAGARA sponsorship, but the report does not meet its self-imposed requirement to "have a clear understanding of the audience [an information center] is supposed to serve" (p. 16) if that audience is intended to extend beyond the *government* records community. Manuscript curators and college and university, religious, and business archivists may need to resort to the moral equivalent of the United Nations' nongovernmental organizations status if they are to

define and defend the need for inclusion of their specialized information needs as effectively as Walch does for the government records community.

Finally, Walch presents three options for improving information services, two of which she rejects as ineffective or impractical. She concludes that the most limited-coordination of information-sharing efforts of existing associations and institutions—is unlikely to offer significant improvements, and that the most ambitious—a full service information center that would include a searchable automated data base, an abstracting service, and a toll-free hot line—is beyond the means of available resources. Instead, she recommends the establishment of a modest, self-supporting information center modeled on the ARL SPEC program that would be based in the National Archives but would likely be operated by a private contractor. She also suggests that the National Archives library become the official depository for printed material pertaining to archives and records in the U.S. (a role that NARA has agreed to assume) and that the library be supported in the development of an automated bibliographical data base for archival literature.

The chief value of the report is, like beauty and contact lenses, in the eye of the beholder. Advocates and planners of a national information center have already begun to act on the solid base of its analysis and recommendations, witness the birth of ARIC. Individuals involved with other aspects of information exchange, e.g., members of the Midwest Archives Conference Education Committee, could profit from discussion of relevant issues, such as the balance to be struck between advocacy and neutrality in disseminating information. Practicing archivists may benefit from the identification of existing underutilized information services. Ultimately, the report deserves widespread attention because it is genuinely thought-provoking. If read carefully, *Information Resources* will stimulate individuals to think about the information they need but cannot readily obtain, and in so doing will contribute to the kind of environment that supports the operation of an effective information center.

David Klaassen
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The Public Historian, vol. 8, no. 3 (Summer 1986), "Archives and Public History: Issues, Problems, and Prospects." Guest edited by Bruce W. Dearstyne. 124 pp. Articles and book reviews.

Public history is the academic discipline which prepares students for non-teaching careers, for the most part as historical agency generalists. In some cases, public historians even have part-time responsibilities for archives and manuscript collections. Since the origin of the discipline of public history, somewhat over a decade ago, there has been little contact between the archival and public history professions, despite their overlapping interests. This entire issue of *The Public Historian* is devoted to exploring and analyzing recent developments in the archives field, and interpreting them for the public history community to increase communication and open avenues of cooperation between the two professions.

Archivists enjoyed a near-monopoly in the creation of this issue of the journal. As guest editor, Bruce Dearstyne sets the tone for the piece in his brief introduction, noting five underlying themes important to archival administration in recent years. The contributors of the six articles appearing in the issue are Larry J. Hackman, Richard J. Cox, Edie Hedlin, Terry Eastwood, and Page Putnam Miller, the latter being the only nonarchivist in the group. Hackman, Cox, and Hedlin offer analyses of current archival problems and prescriptions for future action. In contrast, the articles by Miller and Eastwood are detailed case studies.

Larry J. Hackman contributed the first and last articles in the issue, entitled respectively "A Perspective on American Archives" and "Toward the Year 2000." The concept common to both articles is the notion of "archival adequacy," an undefined term which implies the ability to adequately preserve the nation's documentary heritage. In the initial article Hackman identifies current barriers to archival adequacy as the profession's inability to describe the essence of the archivist's function in society; unsatisfied needs for cooperative action in meeting long-term documentation responsibilities; insufficient coordination and cooperation in archival affairs; absence of firm educational and professional standards; and lack of data with which to compare archival development on a geographical basis. In the final article, Hackman speculates on some of the changes that may lie ahead for the archival community. These include the creation of in-house archives by more institutions and organizations; greater selectivity by archivists in appraisal and acquisitions; increased interest in program planning, advocacy, management, and leadership skills; and the development of broad documentation strategies that encompass all sizes of collecting programs and institutional archives. The actions which Hackman suggests in the years just ahead to foster archival adequacy include the encouragement of vigorous discussion on the role of government in America's historical records affairs, development of a broad archival adequacy coalition down to the grass-roots level, and refinement of documentation strategies in major functional and subject areas.

Richard J. Cox's article, "Archivists and Public Historians in the United States," examines the often strained relationship that exists between the two professions. He explores some causes of those strains, and offers suggestions for improvement of relations. Cox finds that the major sources of strain lie in public historians' beliefs that they have co-opted archival administration into their own field, and that they are somehow qualified to train their students for professional level archival work. Despite substantial disagreements, Cox argues that a mutually beneficial working accord can be forged around common concerns for the preservation and maintenance of archival records, the promotion of the importance of archival materials, and joint participation in the development of documentation strategies for modern society. His suggestions for improving relations between the two professions involve the creation of mechanisms through which the major professional associations can foster discussion and cooperation. He advocates the mutual development of ways to carry the message to the public that history is an important enterprise. He also favors the development of a stronger body of theory and stronger educational standards for both fields.

"*Chinatown* Revisited: The Status and Prospects of Government Records in America," is Edie Hedlin's article that derives its title from the movie in which

Jack Nicholson visits a local government records office, locates the document he wants in a bound volume, tears out the desired page, and departs undetected. To Hedlin, this theft exemplifies America's loss of its documentary heritage. There is, she concedes, some hope for improvement in the recent development of new organizational structures (above all, the National Historical Publications and Records Commission) and the modest funds that they are able to make available for crucial projects; but she advises us to look elsewhere to save what remains of our public past. To a large extent, Hedlin argues, currently stagnant or declining public records programs represent a failure of leadership by administrators who lack the skills required to create resources. To remedy the situation, archival administrators should accept as models the few state programs that have made progress in recent years, despite the odds. Alabama, Kentucky, New York, and Wisconsin are examples of success. Administrators should strive for the skills and emulate the accomplishments of their counterparts in these institutions.

The two case studies included in the issue are Page Putnam Miller's "Archival Issues and Problems: The Central Role of Advocacy" and Terry Eastwood's "Attempts at National Planning for Archives in Canada, 1975-1985." Miller's article is an account of the creation of the National Coordinating Committee for the Promotion of History, a national advocacy office, and its leadership role in the struggle for an independent National Archives. Miller is the director of the National Coordinating Committee, and was a key actor in the events she describes. She recounts how the budgetary policy of the first two years of the first term of the Reagan presidency, combined with continuing abuse of the National Archives by its parent organization, the General Services Administration, impelled a diverse coalition of historical, archival, and genealogical groups to form their own advocacy office in Washington. To a great extent, she argues, the success of the campaign for an independent National Archives that was waged by the National Coordinating Council depended on attention to time-consuming details. Miller instructs us from her narrative that the historical community can successfully affect the legislative process, if it is willing to devote the time and funds and to develop the lobbying skills that are needed.

Terry Eastwood, one of Canada's most prominent archivists, past president of the Association of Canadian Archivists, and past editor of *Archivaria*, describes Canadian efforts to devise a national archives policy and program. He surveys the progress which has been made after a decade of endeavor, beginning with a brief survey of the sad state of the Canadian archival profession during the 1960s. This period was a kind of dark age during which a sense of an archival community hardly existed even among archivists. The considerable progress made since 1975 has come with difficulty. It required setting aside rivalries between institutions; a protracted effort to educate government officials to the needs of the archives community and the services which it provides; frequent attendance at meetings and conferences; and the development of thoughtful and convincing studies, reports, guidelines, recommendation, and reviews. Eastwood explains that some of the impetus for national planning came from the maturation of the Canadian archival profession, but he also argues that Canada benefited greatly in its movement toward what Larry Hackman calls "archival adequacy." This benefit was derived from the Canadian practice of close consultation between the federal government

and the provincial and territorial governments, as well as from the Canadian practice, since about 1950, of strong governmental support for cultural and historical endeavors. Canada's political and historical traditions differ greatly from those in America. For that reason, it seems clear that American archivists need to find a different path in their own search for archival adequacy.

This issue of *The Public Historian* admirably fulfills its stated goal to explore recent developments in archives and their interpretation for the public history community. The Hackman, Cox, and Hedlin articles, with their thought-provoking analyses of present conditions and their prescriptions for the future, also ought to be helpful to a broader audience of archives students and entry-level professionals. Since the issues discussed have been a matter of concern for some time, it is assumed that mid-career professionals are already well-acquainted with them. This issue of *The Public Historian* is a worthy contribution to the needed rapprochement between the archival and public history professions. It would be salutary if archivists would reciprocate, where suitable, by extending a hand to the public history profession.

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Standing the Test of Time: Quality Assurance for State and Local Government Records Microfilming. By Linda James. Edited by Sue E. Holbert. St. Paul, MN: Minnesota Historical Society, 1986. vii, 70 pp., microfiche. Appendixes, bibliography. Paper. Available from the Association for Information and Image Management, Silver Springs, MD.

Standing the Test of Time is enlightening reading, albeit depressing. Its purpose is to report and interpret the results of an NHPRC-funded study to determine the quality of microfilming programs in state and local archives across the country. Its main conclusion is blunt: "Officials in many, if not most, states are failing to assure the adequacy of microfilm that is destined to serve as the security or replacement copy of valuable state and local records."

As author Linda James points out, microfilm is a long established, proven preservation technique. It is perhaps our least expensive tool for mass conservation. Nevertheless, we often take it for granted, assuming that once something is filmed it is safe—a presumption that is far from true, according to this report. Based upon her national survey of state archives and records management programs, James concludes that "archival microfilm" is not always archival, in either its production or storage, despite the existence of well-founded standards established by American National Standards Institute (ANSI). Compounding the problem, many records which should be filmed are not, while much that is being filmed should not be.

According to James, this is due to the failure of state governments to properly control their microfilming. Her survey shows that many states have mandated ANSI standards in their legal statutes or administrative regulations, but few have established penalties for noncompliance or procedures for verifying compliance. Most depend upon unforced compliance and, as one survey

respondent wrote, "reliance on voluntary cooperation does not seem to be working." Only a handful of states have formal programs to actually manage microfilm production and storage, and even fewer have centralized those operations. Some states have educational programs aimed at those agencies creating and using microfilm, but this approach has not had a strong effect.

The solution, writes James, is to abandon voluntary conformance and to enforce archival standards and efficient management by laws that include strict penalties. The states must also unify their archives and records management programs to efficiently provide procedures for identification of records to be filmed, to police program compliance, and to conduct effective educational programs. Archivists, James argues, must take a more active role.

This work resembles the type of hard-nosed management study often found in private industry or the military. The author has defined her subject; gathered and analyzed the facts; reached conclusions; and made strong proposals, supporting her arguments with sound reasoning. Moreover, Ms. James has presented the study in a well organized form that is easy to read, including a capsulized history of microfilming. She has sprinkled the text with penetrating quotes from her survey respondents. Appendixes are used very effectively—especially one that is a microfilm publication of materials supplied by her respondents. This is a work which is well conceived and well executed.

Sadly, there is no single authority who can read this fine study and then order the fundamental changes in microfilming that it recommends. Instead, there are only a few hundred archivists and record managers, most of whom lack the political and financial resources to institute the recommendations. Nevertheless, James has performed a valuable service by defining this situation and illuminating a problem that is in sore need of a solution. The issues addressed in *Standing the Test of Time* are too important to ignore. To scores of other high priority items on our professional agenda, we must add this one, and add it near the top of the list.

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The Guide to Kentucky Archival and Manuscript Repositories. Kentucky Department for Libraries and Archives. Frankfort, KY: Public Records Division, 1986. xii, 127 pp. Appendixes, index. Paper. $12.00. Available from the Kentucky Department for Libraries and Archives. Make checks payable to the Kentucky State Treasurer.

The Guide to Kentucky Archival and Manuscript Repositories is the culmination of eight years of work by the staff of the Kentucky Guide Project. Initiated in 1978 with NHPRC support, the Project sought to locate archival and manuscript collections in "publicly accessible repositories" throughout the Bluegrass State. Between 1979 and 1983 the field staff visited over 400 institutions, ultimately surveying the holdings of 285 repositories. The survey data for these 285 institutions were updated in 1986 prior to the publication of the guide.

Unlike the earlier efforts of the New Deal era Kentucky Historical Records Survey, the information collected was placed in a computerized database. With several institutions, including the State Archives and State Historical Society, already having updated their entries, there is strong evidence to suggest that the Kentucky Guide Project will become a continuing program.

The *Guide* was intended to be the first in a series of publications describing materials in Kentucky repositories. As a result, it offers only a broad overview of collections rather than detailed descriptions. The volume covers both private and public repositories and includes listings for business, college and university, county historical society, medical, museum, organizational, religious, and local, state, and federal government archives.

One of the most attractive features of the *Guide* is that it was designed with the researcher in mind. In addition to the easy-to-use guide portion, the volume contains three helpful appendixes and a very useful index. Appendix A lists Kentucky repositories by type, while Appendixes B and C provide information on the 285 institutions by the county and city in which they are located. The index, which is well constructed, offers a variety of access points, including repository names and subject headings taken from the short narrative descriptions profiling the holdings of each repository.

Overall, the Public Records Division of the Kentucky Department for Libraries and Archives deserves credit for producing a very useful guide to its state's archival and manuscript collections. The content of the volume is presented in a logical manner and the entry format is very readable. There also seem to be a dearth of those nagging typographical errors which distract from any published work. Repositories are listed under the city or town in which they are located and given identification numbers. These locator codes are used in place of page numbers in the appendixes and index. The cities and towns appear alphabetically within the volume. Each entry contains useful information on days and hours of service, user fees, restrictions on access, availability of copying facilities, and references to published finding aids. A brief acquisition policy statement also is furnished for each repository. All holdings are consistently reported through the use of inclusive and bulk dates, and listed in cubic or linear feet and/or numbers of volumes.

For those of us across the river in Ohio who are entertaining thoughts of launching an endeavor similar to the eight-year odyssey undertaken by the Kentucky Guide Project, the Public Records Division's *Guide to Kentucky Archival and Manuscript Repositories* is a fine example to emulate. The Kentucky *Guide* serves an important need to identify collections in repositories that are too often overlooked by other more traditional published guides and directories. There is a definite need in Ohio, as well as other states, I am sure, to survey and report important bodies of historical materials housed in small-town repositories. Of more vital significance is the need to preserve these materials from continued neglect due to the lack of proper archival knowledge. Ohio and other states would do well to use the Kentucky Guide Project and its guide as a model for future projects.

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