

Reviews

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Archives & Manuscripts: Law. By Gary M. Peterson and Trudy Huskamp Peterson. Basic Manual Series. Chicago: Society of American Archivists, 1985. Illustrations, appendices, glossary, bibliographical essay. 112 pp. \$9.00 members, \$13.00 non-members. Paper. ISBN 0-931828-64-3.

I once had an occasion to describe to an attorney the nature of archival practice and problems. My distinct recollection is that after hearing my tale he simply shook his head in amazement, gave me a look of pity, and wondered aloud how archivists ever slept at night. After reading Gary and Trudy Peterson's *Archives and Manuscripts: Law* in the SAA Basic Manual Series, I now understand the reason for his concern, for the archival path twists and turns through a bewildering legal thicket with dangers lurking around every bend. The Petersons' manual does not eliminate adventure, but it does reduce the archivist's risk and provides an admirable guide to the perplexed.

I can think of few works in any field more deserving of that overused designa-

tion "essential" than this one. One might wish for more discussion of one's own special interest or concern—in my case, the growing controversy among rare book and manuscript repositories over controlling access by severely limiting photocopying—but, overall, the Petersons' book is thorough, clearly written, well-organized, and absolutely essential to archival practice.

The Petersons make two important observations at the outset. First, they have distinguished between legal and ethical concerns, a distinction they note and observe at appropriate points throughout the book. Certainly there are many ethical questions for archivists—for example, the question of privacy versus public interest—but in delineating those issues that have legal implications the authors have done much to clarify some of the most perplexing questions and posted signs on those issues for which the archivist has a legal responsibility. A second important observation, really a statement of principle, is that most legal considerations for archival materials derive from the basic property

right of ownership. The archivist's understanding and interpretation of this principle will or should inform and determine policies and procedures. In effect, by defining the archivist's legal or custodial responsibilities, the authors have defined the very relationship of the archivist to the materials for which they have responsibility. Everything else flows from this underlying principle.

While much of the manual is weighted toward the administration of federal and state records, college and university archivists and manuscript curators will find much that is important to their practice. Indeed, in an age when academics are more likely to move between university and government roles, college archivists and manuscript curators will often find legal questions concerning public records very much a matter of their own concern.

For the beginning archivist, the chapters on "Reference Services" and "Copyright" provide valuable insights into the reasons for standard archival record-keeping procedures and a good deal of practical advice on how to implement such procedures. Seasoned archivists, too, will discover useful advice here, for example, the use of "precedent files" as a way of handling and monitoring restrictions.

This is not a book one can easily absorb in a single reading. Rather, it is a book one will need to consult from time-to-time as questions arise. In fact, its greatest use is very likely to be as a reference book. It is, therefore, regrettable that there is no index and that the layout of both the text and the table of contents (which attempts to make up for the absence of an index) is so poor. A reader wishing to know the meaning of a "Glomar test" or a "Mosaic test" will have to search through the entire volume before learning that they are not medical tests or that the "concept of notice" has nothing whatsoever to do with dismissing

a recalcitrant employee. But these criticisms are aimed at improving future editions, which there will surely be, and not at diminishing the importance and value of the Petersons' *Law* for archivists at every level and type of practice.

LAWRENCE DOWLER
The Houghton Library,
Harvard University

The Video Encyclopedia of the 20th Century. New York, N.Y.: CEL Educational Resources, a division of CEL Communications, Inc., 1986. Price varies from \$8,500 to \$10,000, depending on format.

Archivists interested in educational and commercial applications of audiovisual resources should look at the *Video Encyclopedia*. Since 1963, CEL has been collecting motion picture film and videotape documenting the social, political, and cultural history of the twentieth century. CEL researchers have discovered material in unnamed newsreel collections, government agencies, presidential libraries, private collections, and other public and private sources. Fortunately, one does not have to purchase the series to get the flavor of it. CEL has produced a comprehensive preview tape explaining how the project evolved, suggesting educational uses, and presenting seven sample units as they appear in the original series. The preview tape costs about \$5. For obvious reasons, this review is based on the preview.

The *Video Encyclopedia* captures the spirit, sights, and sounds of the past ninety-three years on seventy-five hours

of videotape or disc. It presents 2,217 units in straightforward fashion without added commentary, music, or sound effects. Film segments deal with diverse events in politics, science, technology, foreign affairs, social trends, sports, and so on. There is a clip of Arthur Godfrey riding a horse in the 1930s and of Alexander Gudunov defecting to the United States in 1979. There are marathon dancers in the 1920s, soup kitchens in the Depression, and inaugurations of every president in this century. The segments last from one to nine minutes. Among the scores of clips listed under "Black Issues and Prominent Figures," for example, are nine featuring Martin Luther King, five with Muhammad Ali, four with Jesse Jackson, three with Stokley Carmichael, two with Shirley Chisholm, two with Lyndon Johnson, and footage dealing with riots, the 1968 march on Washington, and black power, among myriad other topics.

A master index accompanies the tapes, listing all people, subjects, and categories. There is a separate daily index listing the significant events for each day of the year. A 2,500-page reference volume provides background material for each unit; the story that led up to the event; identification of people and places; whether a segment is in black and white or color, silent or with sound, its running time, and location in the series; and cross references to related units. CEL has produced at least one curriculum guide to suggest classroom uses for the clips and plans others. There are detailed instructions for viewing the tapes and annual updates.

Such a massive undertaking as this is bound to have some problems. Because it has a newsreel quality, the series is dominated by newsmakers rather than by ordinary people doing ordinary things. We have no information on the criteria by which tapes were selected for the pro-

ject. Why, for example, is there a clip of golfer Bob Goalby at the 1960 De Soto Open? Original sources for film segments receive no mention. Unavoidably, perhaps, the quality of some film segments is marginal.

Yet archivists can look to the *Video Encyclopedia* and the material prepared by CEL for ideas about using audiovisual materials to stimulate reading, to motivate, to teach new research skills, to complement text materials. CEL's aggressive marketing strategy might stimulate archivists to think about developing their own audiovisual holdings for commercial or educational use. CEL field tested its product, assembled a distinguished group of educational advisers, gathered testimonials, prepared a slick preview tape and assorted printed materials, and produced award-winning public television programs—all in the process of creating what it calls the "CEL ARCHIVE." In its design and delivery (CEL even offers an "800" number to answer questions), the *Video Encyclopedia* responds impressively to the needs of a visually oriented society. For \$5, the introductory tape is well worth a look.

FRANK H. MACKAMAN
The Dirksen Congressional Center

Newsfilm Index: A Guide to the Newsfilm Collection, 1954-1971. Edited by Lisa F. Buechele. Jackson, Mississippi: Mississippi Department of Archives and History, 1985. 542 pp. \$25.00. Paper.

The Mississippi Department of Archives and History is the repository for a television newsfilm collection from an unnamed commercial television station located in Jackson, Mississippi. There are 520,000 feet of 16mm newsfilm spanning a 17-year period. A portion of the collection was shot on black-and-white film stock (1954-1969) and the balance in color (1969-1971). Some of the film is silent and some contains sound tracks. In addition, there are some scripts that accompanied the silent films and fifty audiotapes of station-produced programs and documentaries.

The arrangement and description of the collection and the publication of the *Index* was funded, in part, by the NHPRC. The *Index* is an heroic volume, some 550 pages, and contains an introduction, scope and content note, a 79-page index providing access to the stories by personality, locale and/or subject (from "AAU" to "Zumwalt, Elmo"), a 426-page section in which each of the stories is described ("Film Record Description"), an index of the stories by their date, a software note provided by the computer consultant, and an addendum. The film record description includes a computer-assigned accession number, a descriptive title of the event/story, the reel number and other storage and technical information, an indication of whether the story was filmed in black-and-white or color, whether it is sound or silent, the date of the event/story, the length of film in the story, a reference to the existence of a companion written script, and a few sentences describing the editorial and/or visual content of the material.

Television newsfilm, like its theatrical newsreel predecessor, is the modern, moving image version of the historical photograph, and thus there should be little debate about the value of such material. The publication of a readily available catalog is a major contribution to the literature of the field and doubly so with this volume because it is the first of its kind. It thus becomes a benchmark against which other repositories can evaluate their arrangement and description plans and the style of their own cataloging efforts. The *Index* provides a means by which researchers, whether pursuing academic goals or seeking film footage for use in new productions, can make a preliminary evaluation of the collection before making the commitment of time and funds to travel to Jackson to actually view the material.

The Newsfilm Collection is an interesting mix of materials that reflects the complex nature of Jackson: a small urban area, a Southern state capital, and a focal point of national interest during the civil rights activities of the 1960s. The film footage covers legislative activities, election campaigns, education, crime, entertainment, weather disasters, human interest stories, sports events, and the events and personalities involved in voter registration, sit-ins, Freedom Rides, and related matters.

Practical cataloging and indexing of a story in a newsfilm collection includes access by date, locale, reporter, producer, cameraperson or source, newsmaker personality, visual content, and editorial subjects. To glean this information requires skilled viewing of the material and careful description of the contents. To do this highly labor intensive (and therefore financially expensive) work, funding at significant levels is required. A fallback position is to rely on whatever cataloging information accompanies the collection in the form of finding aids, reel labels,

and cameraperson's dope sheets, and supplement it with a staff viewing of what cannot be identified. The Mississippi project seems to have relied on the latter approach and its *Index* reflects the approach, *but* the information in its data fields is quite adequate for preliminary evaluation of story contents, the kind of evaluation an academic researcher or film footage researcher would need initially.

If the *Index* has a drawback, it is not in its contents, which are more than adequate for such a groundbreaking publication, but in the mechanical details of its publication. The quality of the printing is uneven, three pages of the main index were omitted and added to the back of the book as an addendum, and this "perfect bound" volume is a very imperfect example of the bookbinder's art. The reviewer's copy began coming apart on the second reading and will probably have to be rescued by disbinding the volume, drilling it for a loose-leaf binder, and keeping it in that form.

On balance, the *Newsfilm Index: A Guide to the Newsfilm Collection* is an important contribution to the literature of the moving image archives field and should be a part of the collection of any institution involved in similar work or in serving the needs of academic or stock footage researchers.

ALAN F. LEWIS
Film and Videotape Archive
CBS News

Reference Services in Archives. Edited by Lucille Whalen. Reference Librarian Series, no. 13. New York: Haworth Press, 1986. 208 pp. \$29.95. Cloth. Paper text edition available for course adoptions at \$12.95 for 5 or more copies. ISBN 0-86656-521-3.

The title *Reference Services in Archives* is sure to attract archivists' attention since relatively little literature is available on this subject. This volume of articles was originally published as *The Reference Librarian*, number 13, Fall 1985/Winter 1985-1986. Sixteen contributors are introduced by Lucille Whalen, Associate Dean and Professor in the School of Library and Information Science, State University of New York at Albany.

For the most part, archivists will find a number of interesting observations but little comprehensive theory in this collection of articles about reference services in a wide variety of archives. The authors begin each article by describing the institutional mission and context of their archives or manuscript repository, then discuss themes familiar to archivists: defining a workable distinction between reference service and research; the need to educate users about research; differentiating between the research needs of the parent institution and the research needs of outside users; the need to educate users about research; balancing reference activities and other functions of the archives; the importance of the reference interview; and the problems of access, privacy, confidentiality, security, copyright, and photocopying. Several authors stress the importance of good reference service and effective outreach programs to maintain or increase authority and funding for the archives.

Insofar as the book ". . . attempts to give a picture of the reference process as it is found in some types of archival en-

vironments for the librarian who may or may not be familiar with archives and for those archivists, especially those new to the field who wish to know more about the reference process in different types of institutions" (p. 8), it succeeds as a supplement to standard works like the SAA Basic Manual, *Archives and Manuscripts: Reference and Access* by Sue Holbert. Archivists have a much broader definition of reference services than librarians and expect to be intimately involved in the reference process. In library work there are more common sources and methods that make reference work similar from place to place and allow the user to function with less interaction with the librarian. In archives, as the present work shows, reference services are influenced by the setting, mission, and holdings of a particular institution, and the volume illustrates that acquisitions, access terms, arrangement and description, users and areas of research, and legal problems all affect reference services. An emerging consensus on standards for reference services is found in most archival practice seen in these examples.

The book also attempts to provide "a step toward a more comprehensive treatment of the reference process in archives"; however, the authors primarily describe the specific, day-to-day reference services in their archives, and there is relatively little general or critical discussion of the reference process. In some cases the specific approach is very helpful. For example, by focusing on concrete examples of the intellectual components of the reference inquiry in the Archives of Industrial Society, Frank A. Zabrosky, in his "Researching the Past," provides valuable insights into the complexity of the reference process in archives and the diversity of sources (some archival and some not) that one needs to understand the past. He graphically il-

lustrates the importance of the reference interview and the quality of the interaction between the archivist and the user, as well as the "deceptiveness of the main public card catalog and the complexity of locating material of primary interest" (p. 102). His discussion of the dynamics of reference service in archives is a theme that needs to be expanded. Edward C. Oetting in his contribution, "Wearing Someone Else's Shoes: Reference in an Established Archive," demonstrates the value of particular local knowledge of archival reference.

For the most part, the pieces focus on the externalities of reference services rather than the substantive intellectual issues of defining research problems, finding sources, and evaluating the effectiveness of reference services. The method of focusing on particular institutions makes it difficult to discuss larger issues. There is, for example, no discussion of the relative effectiveness of what Richard Lytle has called the provenance method of finding information in archives versus the subject approach, nor any consideration of differences between manuscripts and archives. There is little discussion of how the researcher gets to the proper archival institution, except for Thomas Hickerson's article on the development of the AMC MARC format. There is little consideration of the effectiveness of the *National Union Catalog of Manuscript Collections* or other tools in directing users to particular archival institutions, nor of the problems posed by the volume of modern archives and manuscript collections and the effectiveness of group description.

Public records are given little attention, as only one local, but no federal or state, government archival agency is included. There is only passing mention of the issues raised by non-textual forms such as photographs, sound, film, or machine-readable records. There is no ex-

planation of the principles governing the selection of contributors. On the whole, this is not a well-documented collection; there is little explicit consideration of the literature of reference services or of the relationship of theory to practice. This work is not a comprehensive or analytical treatment of the reference process, although the individual contributions are thoughtful and informative descriptions of reference services in particular archives.

MARY JO PUGH
Concord, California

Guide to the Holdings of the Archives of Ontario. Edited by Barbara L. Craig and Richard W. Ramsey. Toronto: Ontario Ministry of Citizenship and Culture, 1985. 2 vols. Index. 698 pp. Spiral Binding. ISBN 0-7729-0925-3.

Any archivist or manuscript curator who has been involved in the production of a repository level finding aid can surely sympathize with the task before the staff of the Archives of Ontario. Such a finding aid had not previously been published for the 95,000 cubic feet of public archives and private manuscripts (85,000 public and 10,000 private) in the Canadian repository. The resulting two-volume, nearly seven-hundred page (plus index) effort is surely a monument to the countless decisions needed to boil down what must have been a mountain of unpublished finding aids into such a concise yet useful publication.

The public archives are described according to well-defined record groups with series entries listed clearly below. The groups are those one would expect in

a large public archives. It is in the transition to private materials that this *Guide* becomes somewhat confusing. Private records simply begin on page 202 after the last record group listing, with no separate introduction or other explanation to smooth the transition. Perhaps the first volume of the guide should have been public records and the second volume manuscripts ("Mu's" in this publication), with separate introductory explanations. At any rate the present arrangement mixes the private and public documents to the detriment of this otherwise fine work.

The editors note in the front matter that the *Guide* relates to collections in the repository as of 31 December 1982. While the three-year production time is surely normal given the size of the collection at hand, one looks forward to the day when automation may reduce such intervals between production and publication.

An unusual feature of the Ontario Archives is the "Genealogies Collection" described beginning on page 381 of the *Guide*. Such an artificially created collection might raise the eyebrow of the purist, but this reviewer applauds the effort to make the materials more useful to the family historian. One should not assume, however, that all genealogical information listed by the Ontario Archives is held therein—a fact clearly noted by the editors. The work is greatly enhanced by an excellent 95-page index.

All in all, Ontario is to be congratulated on this monumental effort. In spite of the annoying spiral binding which prohibits the volumes from standing vertically and the one criticism noted above, the *Guide* should unlock riches in this large Canadian collection.

DAVID J. OLSON
North Carolina Division of
Archives and History

Guide to Canadian Photographic Archives / Guide des Archives Photographiques Canadiennes. Edited by Christopher Seifried. Ottawa: Public Archives of Canada, 1984. Index. xxvi, 727 pp. \$35.00 Canada, \$42.00 outside Canada. Cloth. ISBN 0-66052-274-8.

University of California Directory of Photographic Collections. Compiled by Sheryl Conkelton for the California Museum of Photography. Riverside: University of California, 1985. Index. vii, 96pp. \$5.50. Paper.

All guides to photographic collections suffer from the inherent limitation of using the written word to convey information about visual images. They tempt us with their brief content descriptions and subject and photographer indexes, only to leave us eager for a glimpse of the photographs themselves. In a perfect picture world, all photographic collection guides would consist of microfiche or videodisc compilations of the actual images. For the time being, however, archivists, scholars, picture researchers, publishers, and others must continue to rely on the traditional printed directory format.

Most of these directories and guides serve as preliminary finding aids, directing one to appropriate repositories without providing detailed information on the individual photograph collections within the repository. An outstanding exception is the *Guide to Canadian Photographic Archives*. Edited by Christopher Seifried, Chief of the Public Service Section, National Photography Collection at the Public Archives of Canada, it is a national union catalog of 8,631 collections culled from 139 archives. An ambitious undertaking, this new edition of the *Guide*, first published in 1979, lists collections from government agencies, educational institutions, private companies and associations, libraries, and

museums and is current up to 1982. (A third edition, projected for release in 1989, underlines the Canadian government's commitment to providing excellent access to the nation's historic photographs.) The main point of access is alphabetical by name of collection; collections range in size from a single photograph to many thousands. Each entry is consistently formatted and includes information on collection title, dates, geographical location, photographic type and quantity, contents description, prominent photographers, and repository where the collection is housed. Separate indexes for subject, photographer, and repository reflect the information presented in each collection entry. Unlike many Canadian publications, the *Guide* is an integrated English-French directory. Depending on the language used by the reporting repository the collection entry and corresponding index entries are in English or French, but not both. While this approach is inconvenient for those in this country who do not read French, a good French-English dictionary will overcome most problems. In short, *The Guide to Canadian Photographic Archives* is a professionally produced, invaluable reference source and an important model for future guides to photographic collections.

A different approach to providing access to images is found in the *University of California Directory of Photographic Collections*. It is the product of the University Survey of Photographic Resources, a project initiated in 1984 by the California Museum of Photography at UC Riverside and funded by the university's Office of the President. A primary goal of the survey was to ferret out many of the overlooked sources for photographs on the UC campuses. Surveyed were the nine institutions in the University of California system: Berkeley, Davis, Irvine, Los Angeles,

Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz. Questionnaires were sent to over 400 facilities on these campuses and from the responses 96 were chosen for inclusion in the *Directory*. These entries reflect the wide variety of ways photographs are used within a university. In addition to libraries, archives, museums, and special collections departments, photograph collections were found in science laboratories, art departments, anthropology and archaeology museums, academic departments, and administrative offices.

The *Directory* is organized alphabetically by name of UC campus and then by the name of the individual university repository. Each entry includes a description of the repository, including information on hours, access, loan, and publication requirements. General subject and contents descriptions provide broad access to photograph collections. A special classification system indicates the function of the photographs housed in each repository; that is, whether they are used for archival, educational, fine arts, institutional, public information, or research purposes. The use of these limiting terms is somewhat ironic since the *Directory* aims to encourage the use of photographs for a variety of purposes other than those for which they were originally made.

Indexes have been made for photographer, subject, and repository. Unfortunately, inadequate correlation between these indexes and the *Directory's* main entries presents some problems. For example, the California Museum of Photography has an excellent history of photography collection organized by name of photographer. The names of these photographers are not listed, however, in the description of the contents of the museum; thus the only way to identify these photographers is to scan each entry in the photographer index.

Just to complicate matters, some repository descriptions do list photographers' names, but others do not. The subject index presents similar difficulties. Subjects cited in collection descriptions are not always indexed. For instance, more than one collection is listed as containing large quantities of aerial photographs, yet the subject index has no term for aerial photography. Conversely, index terms are not consistently reflected in the general subject descriptions for each repository. While none of these drawbacks is insurmountable, they do place on the user the added responsibility of thoroughly cross-checking both main entries and index entries in order to pull from the *Directory* all of the information it contains. Nevertheless, the *Directory* successfully informs archivists and researchers of the location of many of the fine sources for photographs and photographic study on the University of California campuses, and other large university systems would do well to follow its example.

The publication of any guide to photographic collections, reflecting as it does the growing recognition of the importance of photographs as primary research documents, is commendable. The *Guide to Canadian Photographic Archives* and the *University of California Directory of Photographic Collections* are both welcome additions to the archives reference shelf and should be well-thumbed by both archivists and users of archives.

MAUREEN O'BRIEN WILL
Chicago Historical Society

Union List of Manuscripts in Canadian Repositories / Catalog Collectif des Manuscrits Conservés dans les Dépôts d'Archives Canadiens, Supplément 1891-1982. Robert S. Gordon, Director; Peter Yurkiw, Editor; and Andréé Lavoie, Assistant Editor. Ottawa: Public Archives Canada, 1985. Index and lists. 616 pp. \$20 in Canada, \$24 abroad. Hardcover. ISBN 0-660-53090-2.

Canadian NUCMC has with this fourth supplement now provided the research world with a capsule introduction to a total of 57,300 manuscripts and records held by 332 archives and manuscripts repositories throughout Canada. This volume includes the most recent batch of 9,000 entries accessioned by 73 repositories between 1 December 1980 and 31 December 1982. They are arranged alphabetically by personal or corporate name. If Richard Berner's theory is correct that researchers using primary documents would prefer to approach them primarily through name indexes, then this volume provides ideal access. For Non-Bernerian researchers, the volume also provides supplementary types of access through a list of entries by repository and an index to all personal and corporate names and subjects indicated in the entries themselves. This praiseworthy multiplicity of possible approaches does, however, cost money to prepare; to compensate, the editors selected such a minute typeface that the aging eye must squint to read it. More importantly (perhaps), the editors do provide the caution that they are not able to maintain absolute name authority, since they are dependent on entry information received from their repositories; their index listings for Sir John A. McDonald, John McDonald or other permutations of a name may or may not all belong to the same person. With this caveat, researchers can take the time to search the finding aid. It would,

however, be helpful to know when this union list is going on-line, so researchers will not have to wait several years for access to information about new archival and manuscript accessions in Canada. Today a floppy disk is far cheaper to produce, duplicate, and distribute than is a hardcover book. Even low-budget repositories should acquire the necessary machinery for using the disks as well as doing their own word processing.

ELEANOR MCKAY
Historic Annapolis, Inc.

Hospital Clinical Records; Symposium at the King's Fund Centre, Wednesday, 8 May 1985, Proceedings. King Edward's Hospital Fund for London in collaboration with The Wellcome Institute for the History of Medicine, Contemporary Medical Archives Centre. Compiled by Alexandra Nicol, Julia Sheppard, and Meryl Foster. London: King's Fund Centre, 1985. 70 pp. £1.00. Paper. ISBN 0-900889-89-6.

Contemporary Medical Archives Centre Consolidated Accessions List. Compiled by Julia Sheppard and Lesley Hall. Second edition. London: Contemporary Medical Archives Centre, The Wellcome Institute for the History of Medicine, 1985. ii, 32 pp. £1.50. Paper. ISBN 0-85484-060-5.

Publications from archival institutions abroad can be of interest to American archivists not only when they treat situations and problems similar to ours, but also when they reveal important differences. Two recent titles distributed by

the Contemporary Medical Archives Centre, a division of the Wellcome Institute for the History of Medicine in London, serve to remind us of how much the Atlantic can separate our respective nations, in this instance with respect to medical archives.

The Proceedings of the symposium on hospital clinical records is comprised of seven papers by various specialists, plus an outline for a general discussion by all the participants. Immediately remarkable to an American archivist familiar with the world of hospital records management is the fact that the symposium could even take place sponsored by an archival institution. The participants, to be sure, address basic archival issues: proper retention periods, appropriate facilities for storage, confidentiality, microfilming, and sampling techniques, among others. But in the United States, for better or worse, archivists are rarely concerned with clinical records recent enough for legal retention requirements and confidentiality to matter. Virtually all states recognize hospitals to be the owners of medical records they create. The issue of confidentiality, in all its ramifications, particularly the legal liabilities for improper disclosure, the rights of patients to examine their own records, and the research needs of the medical staff, does indeed weigh heavily for hospital records managers. For most American hospitals, "history" is something to be doled out by the library or public relations staff. Where hospital archives have been established, typically they might be assigned to handle administrative records series, old photographs, pathology specimen logs, and, just possibly, the old pre-World War I patient ledgers. In Britain, the socialization of medicine has contributed greatly to the contrasting picture. British hospitals, primarily public institutions, are governed by regional authorities, and

at least some of these employ archivists. The large London Hospital, for example, is one of four in the district of the Tower Hamlets (a lovely oxymoron) Health Authority.

The symposium was organized to present an elementary review of current problems and, as such, it yielded no conceptual breakthroughs or descriptions of new technology. An analogous lack of depth is apparent in the second of the publications considered here. The Contemporary Medical Archives Centre's "consolidated accessions list" is what Americans would call a repository guide. The holdings are divided into four categories: "personal papers (of individuals)," "records of societies, associations, and organizations," "general collections," and "papers and records of general practitioners." These distinctions are sometimes clear by American standards, sometimes not. The descriptions of collections are very brief and disappointingly inconsistent. Some provide inclusive dates and indications of physical size; others do not. The guide is certainly better than nothing, for it makes clear that the Centre holds very valuable and interesting material. One can hope that a future third edition will show distinct editorial improvements.

PAUL G. ANDERSON
*Washington University School
of Medicine*

College and University Records Retention and Disposition Schedule. Raleigh: Division of Archives and History, 1985. 179 pp. \$6.00. Paper. ISBN 0-86526-223-3.

Several years ago this reviewer and Steven A. Masar worked on a records manual for the University of Wisconsin System. We often remarked during the course of that project that if we could only find a way to market our product we could outsell Sominex. Unfortunately, even for an interested reader, records management manuals all seem to share this soporific quality. As a result, it is somewhat unfair to review them in the context of more lively professional literature. The real test for a records management manual should not be how graceful its prose, but how well it serves the users for whom it was designed.

This small manual was produced in 1985 by the North Carolina Division of Archives and History as a general schedule for records of publicly-funded colleges and universities in that state. It replaces a twenty-year-old schedule for university records so outdated it contained only 27 series. The new schedule was compiled after a pilot study on one campus, a self survey by three institutions, and review of the draft by a panel of North Carolina archivists and records officials. The recommendations, which cover eighteen functional areas, were intended neither to cover all records created by the state's institutions of higher education nor to provide more than minimum recommendations for disposition. Nevertheless, in the short time since its publication the project has already had a beneficial impact. Records officers and/or archivists have been appointed for all campuses within the system, and several previously-established records programs have been vigorously moving ahead with individualized scheduling.

Despite its modest intentions, this small volume will attract attention from the archival profession because of the current interest in shared records appraisal. Information sharing among archivists is always beneficial, but there are many obstacles to joint appraisal that are sometimes overlooked in the current enthusiasm for cooperation. Among the problems are varying terminology, differing administrative structures, multiple filing schemes, and lack of information concerning the rules and regulations that apply. Unfortunately, the North Carolina manual does not adequately address these difficulties.

The North Carolina manual attempts to deal with the problems of terminology and filing order by grouping many records into large general series and then scheduling them for review in the archives prior to final disposition. Such a large degree of archival screening not only creates a lot of work for archivists, but it also would seem to contradict one of the basic reasons for scheduling records.

Perhaps a better solution to the problem of terminology and arrangement would be inclusion of an index of series titles and alternate titles. Such an index should help users more rapidly locate similar or related series described with the records of other offices. In the North Carolina manual, however, the user must thumb through the entire volume to find these items. Searching could have been further reduced if routine administrative records held by all offices were listed only once. Furthermore, many series descriptions inadequately distinguish between official and convenience copies. Here again an index would help users understand—and abide by—the differing retentions applied to record and convenience files. Perhaps the most serious omission for archivists in the North Carolina manual is the absence of information about the criteria on which its

recommendations are based. Retention periods are determined by a host of factors ranging from federal regulations to administrative quirks within a particular office to permanent historical value. Inclusion of such data along with its very detailed and specific retention recommendations would have made the North Carolina manual a major contribution in the field.

CAROLYN J. MATTERN
State Historical Society of Wisconsin

“Raiders of the Lost File.” 12-minute VHS videocassette. Lincoln: Nebraska Records Management Division, 1984. \$50.00.

“Right on Schedule.” 14-minute VHS videocassette. Lincoln: Nebraska Records Management Division, 1985. \$50.00.

These videocassettes are part of a series of five audiovisuals created by the Nebraska Historical Society dealing with the subject of records management. Other titles include “Quest for the Lost Ledger” (1983), “Hot Times in the Courthouse” (1983), and “COM and Cents” (1982). Together the five cover a broad range of topics pertinent to establishing and maintaining a records management program in state government.

“Raiders of the Lost Archives,” the more general of the two programs reviewed here, is designed as an introduction for state officials to the basic terminology, goals, and components of a records management program (“Quest for the Lost Ledger” is the counterpart

for local government officials). “Raiders,” winner of the National Micrographics Association’s Tenth Special Award, emphasizes the records inventory and analysis, and the creation of retention and disposition schedules. The records inventory narrative stresses getting to know the nature of the information each record contains, who needs the information, when and where it is needed, and when office staff can dispose of the record. The analysis section introduces the concepts of administrative, fiscal, legal, and historical value, and explains how these criteria are the basis for decisions concerning records disposal. The introduction to retention and disposition scheduling shows how the completed inventory and analysis enables records managers to make informed decisions and maintain an ongoing, orderly program. The narration emphasizes basic concepts like getting information to those who need it, and the cost-benefits of eliminating “free-loading” records; it makes effective use of easily remembered facts such as that only 15 percent of all filed records are ever used. The emphasis is calculated to attract the attention of agency administrators.

“Right on Schedule” takes a more specific focus, dealing primarily with the process of scheduling records. The presentation is introductory in nature, explaining concepts such as a record series, and distinguishing between records and the form in which records are stored. The narration builds upon the overview presented in “Raiders” and deals with specific records management tasks in greater detail. For example, one section details the types of information—title, format, volume, frequency, distribution, and reference use—one should collect during a records inventory. “Right on Schedule” also explains how unused records still cost money by taking up space, staff time, and storage equipment;

it also introduces terms like computer assisted retrieval microfilm (CARM) and computer output microfilm (COM). Like "Raiders," "Right on Schedule" discusses the role of a records center.

Both audiovisuals are very good in-house productions. They make the important point that records should be evaluated in terms of their informational content rather than their form. Both are tightly organized, presenting a good overview of their respective subjects in a short period of time and featuring definitions that are concise and accurate. "Raiders" left one viewer with the impression that disposition schedules are determined solely at the local level, but aside from this, information was clearly presented. The narration is well written and the sound track is excellent.

Nebraska will rent both productions to out-of-state borrowers for only \$15.00 and the cost of return postage. Archivists and records managers from other states will find "Raiders" the more useful of these two audiovisuals. It deals with the principles of records management in a more generic sense, whereas "Right on Schedule" is aimed directly at state agencies in Nebraska and tends to be procedural rather than theoretical.

The creators have worked to make the presentations entertaining and visually appealing—not an easy task in a world of forms and filing cabinets. There are several imaginative slide sequences that almost breathe movement into the visual track; "Raiders" has a good series of images depicting a long-suffering patron, aging slowly as he awaits information.

Even so, visual imagery is still the weakest aspect of these productions. To make them more easily and widely available, they have been adapted from the original dual synchronized slide tape format and are available only in a VHS videocassette. Although commendable for better access, this has resulted in one

unfortunate consequence: a loss of clarity and color resulting from the extra step in copying and the limitations of a television monitor. The effect upon the textual images is significant. Although the slides probably looked perfectly clear when projected on a large screen, the videocassette format restricts their size to that of a smaller television monitor. Besides limiting the size of the audience that can comfortably view the program, the smaller screen is a serious detriment to the readability of many textual images—especially those in "Right on Schedule." Even with "front row" seats it was difficult or impossible to read many of the graphics, particularly those in outline form with successively smaller lines of text. Related to this, "Right on Schedule" also features many slides that show examples of forms. However necessary forms are to a records management program, they do not make appealing visuals. Finally, the productions make use of several common slides. While this is sometimes justifiable for purposes of emphasis, in this case it simply added an element of tedium.

Notwithstanding these minor shortcomings, "Raiders of the Lost Archives" and "Right on Schedule" (along with the three others in the series) represent an imaginative approach to promoting records management programs. They would be particularly effective as an introduction to a longer workshop or seminar designed to help agency administrators begin records management programs. Archivists involved in such work should take the time to view these Nebraska productions and consider incorporating them into upcoming workshops or training sessions.

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The Samuel Gompers Papers: The Making of a Union Leader, 1850-1886. Edited by Stuart B. Kaufmann. Urbana and Chicago: University of Illinois Press, 1986. Glossary, illustrations, index. 529 pp. Cloth. ISBN 0-252-01137-6 (vol. 1). ISBN 0-252-01138-4 (set).

Labor historians often disagree over the role of Samuel Gompers in the American labor movement, but his pervasive influence cannot be denied. As a founder of the American Federation of Labor (AFL) and its president for over thirty years, Gompers was the labor leader of his era. It is only fitting that the first project to select and edit the papers of an American labor figure should be devoted to him. To this end, *The Samuel Gompers Papers: The Making of a Union Leader, 1850-1886*, the first volume of a multi-volume series, has been published.

Gompers was a prolific writer of articles, editorials, and letters; therefore, the search for his scattered papers was necessarily extensive. The bulk of the materials gathered are from the extant records of the AFL and numerous affiliated unions. Additional documents were culled from the holdings of institutions such as the Library of Congress, the National Archives, the New York Public Library, and the State Historical Society of Wisconsin.

Comprising the first volume are documents which illustrate the intellectual development of Gompers from his birth in 1850, through his work as a cigarmaker and his increasing involvement in cigarmakers' unions, until the founding convention of the AFL in 1886 where he was elected the AFL's first president. While the search for papers yielded a collection of over five hundred thousand documents, papers from Gompers's early life are rare. Supplementing the early documents are articles from labor publications and city newspapers, letters

from prominent union officials, and excerpts from meetings and conventions of various labor organizations; in this regard, the editors explain that volume one is distinct from future volumes. These selected documents reflect the environment in which Gompers's brand of unionism matured: the evolution of cigarmakers' unions, the appalling conditions of the tenement houses, the Cigarmakers' Strike of 1877, and the conflict between the Knights of Labor and other national and international unions.

The documents are arranged chronologically with brief editorial essays preceding notable developmental periods. The transcription policy is one of minimal editorial intervention with some silent adjustments for clarity. Annotation for the documents is pertinent and substantive, without being overwhelmingly exhaustive. Additional descriptive information is provided by an insightful glossary of individuals and organizations as well as several pages of graphics.

The Samuel Gompers Papers project began in 1973 and has been supported by the AFL-CIO and twenty-three affiliated unions, the National Endowment for the Humanities, National Historical Publications and Records Commission, Pace University, and the University of Maryland. The project also has two microfilm series to its credit: *American Federation of Labor Records: The Samuel Gompers Era* and *The American Federation of Labor and Unions*.

The first volume of *The Samuel Gompers Papers* is a superior documentary history and sets a high standard for future volumes. The editors span the chasm between a spartan presentation of documents and an over-annotated compendium. Although no attempt is made to usurp the role of the historian, an excellent historical overview of Samuel Gompers and cigarmaking in the late

nineteenth century is offered to the casual reader. The volume is a beautifully bound, acid-free opus which will appease the preservation desires of any archivist. Indeed, archivists whose work has been used by the editors in *The Making of a Union Leader* can rest assured it has been splendidly displayed.

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BRIEFLY NOTED

The following are notices and brief reviews of recent publications. Unsigned notes are by the Reviews editor.

The Business Archives Council has produced two more small pamphlets in their "Record Aids Series," *The Nature of Business Records* and *Marketing the Past: The Publicity Uses of Business Archives*. The former examines the environment in which business records are created and seeks to identify the basic types of documents to be found in a collection of business archives. The latter focuses on how business archives can be used for public relations, including "compiling a company history, advising the public, advertising, giftware and packaging, historical promotions and in the local community." Copies may be obtained for £1.20 from the Council, 185 Tower Bridge Road, London SE1 2UF.

The Personal Papers of Supreme Court Justices: A Descriptive Guide, by Alexandra K. Wigdor, provides an introductory section on judicial records, followed by an overview of the collections, and finally an alphabetical entry for each Supreme Court justice from 1789 to the present. Each entry identifies

and describes the contents of the collection, its location, size, provenance, and access restrictions. The hardbound volume may be purchased for \$32.00 from Garland Publishing, NY 10016.

Katherine M. Kovacs has prepared *Corcoran Archives: A Guide to the Corcoran Archives*, which includes a brief history of the Gallery, a chronology of important events, and a description of the record groups and series comprising the archives. In addition the guide includes a brief selected list of sources of complementary records in other repositories. Copies of the guide are available from the Corcoran Archives, 17th Street and New York Avenue, N.W., Washington, D.C. 20006 for \$5.00 plus postage.

The American Library Association has published *Guide to U.S. Map Resources*, compiled by David A. Cobb. For each of the collections covered the guide provides address, phone number, names of staff, and details regarding cataloging, interlibrary lending, equipment, circulation, and the nature and scope of the collection. The volume also includes a detailed listing of sources of cartographic information and a copy of the questionnaire used to solicit the data from institutions regarding their map collections. The cloth guide is available for \$25.00 from ALA, 50 East Huron Street, Chicago, IL 60611.

To commemorate New England Archives Week, the Vermont State Archives issued *A Guide to Vermont's Repositories*, an alphabetical listing of approximately ninety repositories. Each entry includes the name and address of the institution, information on holdings, hours of service, availability of copying facilities, and whether mail requests can be honored. Copies may be obtained free

from the Vermont State Archives, Montpelier, VT 05602.

Modern Buildings of National Archives (Archivum, Volume 31) includes papers on the new Public Record Office in London, the Hague's General State Archives, the Malaysian National Archives Buildings, and other new buildings in Switzerland, Norway, Germany, Czechoslovakia, France, Botswana, and Indonesia. Essays are in English, French, or German, and each is accompanied by plans and architectural drawings and photographs. The volume is available for \$28.00 from K. G. Saur, Inc., 175 Fifth Avenue, New York, NY 10010.

A third revised edition of *Guide to Private Manuscript Collections in the North Carolina State Archives*, compiled and edited by Barbara T. Cain, has been published by the Division of Archives and History. The cloth guide costs \$21.50 and can be ordered from the Historical Publications Section of the Division of Archives and History, 109 East Jones St., Raleigh, NC 27611.

The Hagley Museum and Library has published two more titles in its "Collections Guides Series." The first, *A Guide to Iron and Steel Pictures in the Hagley Museum and Library*, was written by Jon M. Williams; the second, *Corporate Images: Photography and the Du Pont Company, 1865-1972*, was written by Williams and Daniel T. Muir. Each paperbound volume sells for \$5.00 and can be purchased from the Publications Department of the Museum, P.O. Box 3630, Wilmington, DE 19807.

Guidelines to assist institutions in setting requirements appear in *Preparation of Archival Copies of Theses and Dissertations*, published in 1986 by the American Library Association. The

15-page pamphlet was written by Jane Boyd and Don Etherington under the sponsorship of the Physical Quality of Library Materials Committee, which is a subgroup of the Resources and Technical Services Division of ALA. Topics include the best method for mounting photographs in bound volumes, use of adhesives that will be safe but permanent, and the best duplication methods. There are also sections on corrections, margins, binding specifications, and thesis preparation on a computer. Paperbound, \$3.95 from ALA, 50 East Huron, Chicago, IL 60611. (Holly Hall, Washington University Libraries)

The Swiss Federal State Archives recently completed a major renovation and underground expansion project designed to provide increased storage space and more favorable environmental conditions for their collections, users, and personnel. In order to commemorate the dedication of these new facilities, the Swiss government has issued two profusely illustrated brochures. The primary production is a library handbook-type publication entitled *Das Schweizerische Bundesarchiv* (Bern: Schweizerisches Bundesarchiv, 1985; 36 pp.), containing sections on the institution's history, collections, legal basis and rules, mission and current problems, organization, building, and statistics, plus a selected bibliography. Accompanying this promotional piece is a more detailed description of the new facility's architectural and structural aspects: *Bern-Kirchenfeld: Erweiterungsbau Bundesarchiv und Renovationen: Einweihung 29. November, 1985* (23 pp.). Copies of both items are available from the Schweizerisches Bundesarchiv, CH-3003 Bern, Archivstrasse 24, Switzerland. (Kenneth L. Nabors, Washington University Libraries)

Alan G. Hodgkiss and Andrew F. Tatham have written *Keyguide to Information Sources in Cartography*, which includes (1) nearly 1,400 entries on map collections, articles, books, computer programs, organizations, studies, manuals, bibliographies, and catalogs; (2) a guide to reference sources on historical and contemporary cartography; (3) English and foreign language sources; and (4) domestic and foreign sources. The cloth edition is available from Facts on File, New York, NY for \$40.00.

Religion in Indiana: A Guide to Historical Resources, written by L. C. Rudolph and Judith E. Endelman, lists 2,873 printed works concerning religion in the state from pioneer days to the present, descriptions of archival collections in over 100 repositories, and a register of 1,654 histories or religious congregations arranged by county and place name. The cloth volume costs \$22.50 and is published by Indiana University Press, Bloomington, IN 47405.

On behalf of the College Libraries Section of the Association of College and Research Libraries, Christine Erdmann has compiled *Special Collections in College Libraries* (CLIP Notes #6). Similar in format to the Association of Research Libraries' "SPEC" (Systems and Procedures Exchange Center) kits, this compilation includes the results of a questionnaire survey and selected documents from various colleges dealing with publicity, financial support, preservation and security, special activities, and policies and procedures. It can be purchased from ACRL, 50 East Huron Street, Chicago, IL 60611, at \$15 for members or \$18 for nonmembers.

Rigsarkivet, the Danish national archives, has published *Lokaladministra-*

tionen i Danmark. Oprindelse og historisk udvikling indtil 1970. En oversigt (Local Administration in Denmark: Origin and Historical Development until 1970, an Overview) by retired archivist Harald Jørgensen (G.E.C. Gads Forlag, 1985; ill.; 627 pp.) This is the eleventh volume in the archives' series on administrative history. Jørgensen's book draws on the previous studies in this series as well as on additional materials. As he describes the many organs of local government that changed a great deal over the centuries, he also touches upon the archives that have survived. At the end of his book Jørgensen gives a concise description of local government archival collections, their locations, and in what guides or catalogs specifics can be found. As with the other books in this series, this is both a history and a guide to complex sets of records. Copies can be ordered from Rigsarkivet, Rigsdagsgaarden 9, 1218 Copenhagen K, Denmark. (Christian D. Nøkkentved, University of Illinois at Chicago.)

Selected Recent Titles

The Great Rehearsal: The Story of the Making and Ratifying of the Constitution of the United States. By Carl Van Doren. New York: Penguin Books, 1986. Illustrations, sources, index. xii, 336 pp. Reprint. Paper.

Cost Finding for Public Libraries: A Manager's Handbook. By Philip Rosenberg. Chicago: American Library Association, 1985. Glossary, appendixes, index. xiv, 95 pp. Paper.

Députés et Sénateurs de la Région Parisienne (1848-1984). By Patrick Chamouard and Georges Weill. Nanterre, France: Archives

Départementales des Hauts-de-Seine, 1985. Illustrations, index. 445 pp. Paper.

Delaware's Documentary Heritage: The Future of Historical Records in the First State. Dover: Delaware Historical Records Advisory Board, 1986. Illustrations, glossary. 38 pp. Paper.

The "Uncensored War": The Media and Vietnam. By Daniel C. Hallin. New

York: Oxford University Press, 1986. Notes, bibliography, appendixes, index. viii, 285 pp. Cloth.

A Question of Sedition: The Federal Government's Investigation of the Black Press During World War II. By Patrick S. Washburn. New York: Oxford University Press, 1986. Notes, bibliography, index. xi, 296 pp. Cloth.