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Book Reviews

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The book review section of GEORGIA ARCHIVE seeks to keep readers informed of recent publications of interest to the archival profession. This includes works pertaining to (1) archives and archival administration; (2) libraries and library administration; (3) copyright law, replevin, and libel; (4) automation, information retrieval, and indexing; (5) historical collections and published editions of manuscript collections; (6) histories of institutions, agencies, and persons relevant to archives and archival administration; (7) micrographics; (8) audiovisual materials and equipment; and (9) conservation of historical objects. As broad as this list is, it does not include all possibilities. We therefore encourage our readers to bring to our attention publications that, in their view, warrant review in GEORGIA ARCHIVE. In addition we ask that those institutions which publish works appropriate for review in the journal send copies to the book review editor, Richard M. Kesner, Archives of Appalachia, The Sherrod Library, East Tennessee State University, Johnson City, TN 37601. In selecting reviewers, the Editor will make every effort to give SGA members an opportunity to write for the journal. Anyone interested in reviewing for GEORGIA ARCHIVE is encouraged to contact the Editor so that his or her name may be placed in the reviewer file. Forms for the file will be available at both the Society of American Archivists' and Society of Georgia Archivists' annual meeting.

One of the great voids in local records work has been largely filled through the publication of this book on local government records. In his preface, H. G. Jones expresses regret in not finding models to which those wishing to establish programs could turn. Now the challenge is for state archivists and records managers to form partnerships with local government officials to create these models, based on the parameters supplied by Dr. Jones.

Divided into parts, "Management and Preservation" which is directed towards local public officials, and "Use" which is primarily for researchers, the book is advocative rather than technical. In reviewing the history of records management, for example, a strong case is made for adoption of systematic records disposition schedules, which can result in major public benefits, including substantial cost savings. These savings are observable in less dead storage space, less duplication of effort, and easier document retrieval.

Use of this book, especially with the advice and assistance of state archives and records management personnel, will guide any nonmetropolitan county or small municipal government through the details of establishing a records management program. Included are sample forms, instructions on handling a "one-time" disposal to clear years of obsolete and valueless records, what to do with masses of records, options to building, flow charts, and much practical advice. Large metropolitan areas will need the assistance of full-time, experienced records professionals, in addition to the help which should be available from the state organization.
Micrographics have become prevalent in the management of local government records through the expanding use of computers. They deserve and have received a section in this book. The advantages and the pitfalls of a microfilm program are discussed with authority, based on Dr. Jones's experience in developing and implementing the first state-sponsored local records microfilm program in the United States.

Part II, which covers the research use of the records, gives a brief history of local government development, stressing the importance of the county court as the administrative body in areas other than New England, which used the town as its central governing administrative unit. The kinds of records, the information which one can expect to find within them, and the uses to which these records can be put are outlined for professional scholars, amateur historians, and genealogists. An exasperated archivist, whose patience has been strained by a steady flow of researcher-tourists for an entire summer, may be tempted to require that this section be read prior to requesting the heavy volumes through which the researchers hope to further their study.

The appendices, "Local Records Services of State Agencies" and "Selected Sources of Information on Archives and Records Management," will be helpful to local public officials, especially the first. It is probable that the latter appendix will be more useful to state agency personnel who work with local governments than to the targeted audience.

This book is authoritative and succinct, has clearly identified subsections, and is easily read. But in order to have any impact on the local records scene, it must be recommended strongly by national organizations in touch with county and state records agencies, local historians and genealogists, and citizens who have some influence upon those elected officials whose major concerns are the day-to-day business of their offices. It is doubtful that these officials
will take the two hours necessary to read "their" part of the book unless strong recommendations and endorsements are given by influential agencies and/or people.

Tennessee State Library
Cleo A. Hughes
and Archives


This bibliography is a result of the continuing efforts of the Society of American Archivists (SAA) Task Force on Automated Records and Techniques to provide "education and professional activities directed at bringing the archivist in closer touch with the world of automation." During the past few years, the Task Force has succeeded in raising the consciousness of the profession in regard to the management of machine readable records and considerations of automated control over and access to archival holdings. Richard Kesner, with the assistance of many colleagues on the Task Force, compiled this bibliography to "serve as a starting point, directing beginners to basic texts and alerting the more experienced to recent advances." There should be no doubt about the effect that computer technology has had and will continue to have on archives administration, and this timely and valuable bibliography will ease the archivist's transition into the cybernetic age.

The bibliography contains 293 entries, arranged alphabetically by author's name, which describe articles, periodicals, and monographs published between 1957 and 1979, plus one entry for 1980: Thomas Hickersson's Archives and Manuscripts: Automation, the most recent volume in the SAA basic manual series. (Actually, this manual will not be available until early
1981. The SAA publication of the Proceedings of A Conference on Archival Management of Machine-Readable Records, Held At the Bentley Library, the University of Michigan, February, 1979, which Kesner lists with a publication date of 1979, will be available around September 1980.) Each entry is concisely and judiciously annotated to provide the reader with a summary of the item's content and occasionally a note on the perspective or conclusions of an author. Several typographical errors aside, the entries are accurate and well-chosen.

Although most of the entries reflect archival applications, Kesner has wisely drawn a considerable number (approximately 25%) of references from closely related records management and library administration sources. There is also an excellent selection of introductory material on information management and automation in general, which provides the necessary background for understanding archival applications in a larger context. Forty-two of the entries describe examples of computer-assisted quantitative research. This is an inordinately detailed selection, in this reviewer's opinion, because most historical and other social science journals (especially Historical Methods Newsletter) regularly contain articles based on computer-generated data.

The bibliography includes three separate indexes: author name, journal title, and subject. In the absence of a topical organization to the volume, the subject index facilitates use of the bibliography. However, I found the index inconsistent and ultimately less desirable than a topical organization of the entries. Not all entries indexed under "computer output microfilm (COM)," for example, appear under "micrographics" even though the latter represents a more inclusive category. Names of software systems and institutional users are individually indexed, but Cornell University—an early SPINDEX user—does not appear. The indexed categories containing the largest numbers of entry references—automation and archives (general);
machine-readable archives; information indexing and retrieval; quantitative historical research; records management and the computer; micrographics; and software design—correspond generally with the topical categories used by Meyer Fishbein in a bibliography published in the *American Archivist* in 1975 ("ADP and Archives: Selected Publications on Automatic Data Processing," 38, no. 1 [January 1975]). It would be easier to peruse and compare topically arranged entries than to refer back and forth between index and text.

Kesner's compilation contains a score of entries describing bibliographies, including Fishbein's. These and the additional footnotes and bibliographies contained in the listed publications provide a comprehensive survey of information available on archives and automation. As Kesner states in his preface, however, this publication will gradually become outdated after it is issued. I have already begun annotating my copy and would suggest to readers my first two additions: Alice Robbin, "Understanding the Machine Readable Numeric Record: Archival Challenges with Some Comments on Appraisal Guidelines," *The Midwestern Archivist* 4 (1979): 5-23; and SUN, a newsletter of the SPINDEX Users Network.

New York State Archives  
Thomas Mills


Most of the existing literature dealing with historic preservation discusses techniques for saving the built environment. Few preservationists, however, have explored the impact of subtle differences in context which may affect the successful implementation of these
techniques. Here authors Ziegler and Kidney study the special problems inherent in applying established preservation techniques to a specific context: small towns and rural areas.

Preservation in village and rural settings appears more difficult than in cities. Fewer sources of capital exist in small towns. Perhaps even more important are the different attitudes toward property to be found in these areas. In rural America, restrictions on the use of private property are not favorably received. To many of these people, the formal organizational framework so common in successful urban preservation programs seems artificial and unnecessary. Ziegler and Kidney set out to show how preservation has worked in a small town setting.

The book follows a format established in earlier works by the same authors: a general discussion of appropriate techniques followed by a series of case studies which illustrate how such techniques may be put into practice. The delineation of preservation techniques is excellent, concise and yet detailed enough to give the reader a workable command of most of the established preservation tools. As a first step, the authors recommend the formulation of concrete goals and the creation of an organization to pursue these goals. A detailed survey of historic properties within the community may also prove necessary, including nomination to the National Register where appropriate. Ziegler and Kidney next point out that a publicity campaign will tend to infuse the community with preservation-oriented attitudes. A number of legal devices, including covenants, facade and scenic easements, historic district zoning, and tax incentives, may also serve to encourage preservation activities. Various financial matters, such as fund drives, grant work, and fiscal management, are discussed in the context of actually carrying out organizational work and physical restoration. The authors integrate all of these tools into a master plan that addresses the development of small town preservation programs.
The six case studies describe briefly the experiences of preservationists in trying to save the historic character of six small towns in different areas of the United States. Essex, Connecticut, the first example, provides a frightening indication of what can happen to a pleasant small town environment when no action is taken, or taken too late. The remaining examples are more positive. Of particular value is the presentation of the preservation work in each town as an ongoing process rather than a single goal finally achieved once and for all.

At the end of the book, two appendices provide information on national preservation organizations and publications, and the addresses of all state historic preservation officers. There is also an excellent annotated bibliography covering all aspects of the preservation field.

This is a good, practical book for any preservationist working (or planning to work) in a small town or rural area. Perhaps the only serious objection which one might raise—not just against this book alone, but also against the preservation literature in general—lies in the underlying assumption that the attitudes of small town and rural residents, especially with respect to property rights, are somehow inadequate and backward. Preservationists, in their zeal to save the built environment, ought to be very careful not to destroy through excessive regulation the sense of freedom and independence prized by most rural people.

Jonesboro Civic Trust

Edward A. Johnson

This interesting guide describes the holdings of the East Carolina Manuscript Collection, East Carolina University, relating to American military history. Basically the plan of arrangement is by war, in chronological order from the Revolution to the Vietnam conflict. Since some of the collections of papers overlap these lines of demarcation, they are broken down into segments, each of which is described under the heading of the appropriate war. This arrangement might be an awkward one, but the compiler has provided ample cross references and a very thorough name index, which help the user avoid any difficulties.

Most of the collections are original manuscript and other hard copy materials, but others are microfilm copies of original documents loaned to the institution. Donors of each collection are identified, as are each acquisition's size and span dates. Oral history interviews are included; the length of the recording or number of pages in the transcript is provided.

Individuals represented range from the distinguished (several generals and flag officers) to the very humble (common soldiers, army nurses, and Red Cross workers). As is to be expected, many of them were natives or long-time residents of North Carolina. One does not normally associate North Carolina with the sea services, but it appears that a surprising number of North Carolinians have made a name for themselves in the Navy or Marine Corps, judging by the personal papers they have left to the East Carolina Manuscript Collection.

The Guide indicates that holdings concerned with the earlier wars are relatively thin; three pages suffice to deal with everything before the Civil War. The
Civil War itself takes twenty-eight pages to cover, and the period from 1898 to the present is dealt with in the remaining thirty-eight pages. Civil War materials are not limited to documentation from the southern side but include a surprisingly large number of private papers of Union officers and soldiers as well.

Noteworthy materials relating to World War II are the papers of Lt. Gen. Frank A. Armstrong, Jr., USAF, on whose service with the Eighth Air Force the novel and motion picture Twelve O’Clock High were based; Maj. (later Brig. Gen.) Paul A. Putnam, who commanded the Marine Corps fighter squadron that defended Wake Island in 1941; and papers of Maj. Gen. Ira T. Wyche, who led the Seventy-ninth Division in the 1944-45 campaigns in France and Germany. Several collections include papers of officers who served aboard the U.S.S. North Carolina during World War II. One collection, deposited by the chairman of the U.S.S. North Carolina Battleship Commission, consists of oral interviews with former crew members of the North Carolina.

Unusual items are the papers of a Greenville, North Carolina, chapter of the United Daughters of the Confederacy and of an American Legion post in Pitt County, North Carolina. Another novelty is the correspondence and notes of Professor William N. Still, Jr., author of Confederate Shipbuilding and Iron Afloat: The Story of the Confederate Armorclads.

As the product of only one decade of active solicitation, the military holdings of the East Carolina Manuscript Collection have already achieved respectable size and high quality. If they continue to grow at this pace, they are likely to become an outstanding source for military historical research. This guide is a most creditable finding aid and will be of interest to many military historians, particularly those specializing in American participation in World War II.

Military Archives Division Robert W. Krauskopf National Archives and Records Service

In 1973 the American Library Association (ALA) contracted with the University of Illinois "to have its noncurrent records of long-term value arranged, described, and housed at the University Archives." This guide is the fruition of years of labor by the archives staff to gain intellectual control over what was in 1973 a collection of more than five hundred cubic feet of documents. While the publication of this guide will no doubt be heralded as an important step in making records of the history of librarianship more accessible to researchers, the format chosen for publication and the system used to produce the guide are also noteworthy and deserve serious comment.

The guide itself consists of a pamphlet and two microfiche. The text provides a brief background of the archives and the PARADIGM system, as well as a selective bibliography of the history of ALA. The microfiche contain a list of record series in series number order with volume, date, and descriptor indications as well as a subject index of over 2,500 descriptors which refer to record series numbers. The microfiche appear to have been produced by filming computer printouts. As a result, the lines of the paper at times interfere with the legibility of the material. (It is unclear, for example, whether a particular listing reads .3 cubic feet or 3 cubic feet.) The real issue, of course, is whether the microformat will impede the use of the collection or decrease its accessibility. Mr. Brichford's hope that it will not is well-founded, given the anticipated audience and the high quality of the easily reproduced, negative microfiche.

However, those who expect to encounter a detailed finding aid in this guide will be disappointed. This limitation arises from the PARADIGM system used to produce the guide. The function of PARADIGM is "to
provide administrative control over archival holdings and subject access to finding aids," not, as Brichford points out, to "provide subject control at the box or folder level." The subject index of this guide therefore provides only very general access to the records. The subject index does include personal names, names of committees, and such curious entries as "Prejudices and Antipathies." However, a very serious vocabulary control problem limits the effectiveness of the index. For example, citations are listed under the rubric "Book Reviews," but no index structure exists to point the user to ALA's major book reviewing publications. Some entries appear only under one heading. More alarmingly, the record series listed under the descriptors "Library Schools, Foreign" and "Japanese Library School" are mutually exclusive. Examples like this abound throughout the subject index.

To make the subject index effective, more control is needed over the descriptors. While the computer makes natural language vocabulary usable for indexing, that vocabulary must be coordinated once all the descriptors have been assigned. Thus the subject index to this guide seems more a list of random words clustered around their places in the alphabet than an efficient, useful index. Although the record series list helps to order information around ALA's organizational structure, there is still no substitute for a post-coordinated index that gathers like subjects together.

Finally, some researchers may also be disappointed by the paucity of personal papers in this collection. Quite often personal papers amount to only one or two file folders that may cover many years of activity in ALA. Nevertheless, the publication and organizational records that make up the bulk of the collection remain a largely untapped source, and this guide will suggest some possible avenues of research.

Government Documents
Benjamin F. Shearer
Law Librarian
East Tennessee State University