

January 2013

Book Reviews

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Recommended Citation

Tuten, Renna E.; Lawrimore, Erin; Gilbert, Heather; Spelbring, Aaron; Durham, Suzanne K.; Waggoner-Angleton, Carol; Hoffius, Susan Dick; Kitchens, Joshua; Speck, Jason G.; and Graham, Anne M., "Book Reviews," *Provenance, Journal of the Society of Georgia Archivists* 31 no. 2 (2013).

Available at: <http://digitalcommons.kennesaw.edu/provenance/vol31/iss2/8>

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Book Reviews

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BOOK REVIEWS

The Office Copying Revolution: History, Identification, and Preservation. Ian Batterham (Canberra, BC: National Archives of Australia, 2008. xiii, 200 pp.)

The Office Copying Revolution: History, Identification, and Preservation began as author Ian Batterham's Master's thesis on thermographic copying. Upon the realization that there was no exhaustive documentation on office copying methods from the 19th century to the current time, Batterham set out to right this wrong. The author divides the book into eleven sections beginning with the basic Impact Transfer Process, which began in the early 18th century. The author follows with the Ink/Dye Transfer Process (including letterpress and chromolithography), Stencil Processes, Non-Silver Photo-Sensitive Processes (such as blue printing), and Silver Photo-Sensitive Processes (including standard black and white photography as well as Photostats and gelatin dye transfers). Sections follow on Lithography, Typographic Copying, Thermal Induction Copy Processes (e.g. Thermofax), Electrostatic Processes, and Ink Jet Printing. Each section contains profiles of specific processes and outlines the actual copying procedure. It specifies the years of active use, common synonyms for the process, the process's history as well as its chemistry and working procedure. He caps the list with how to identify the format (including descriptions of paper and ink used) and how to effectively preserve it. Finally, he adds information regarding health concerns generated by handling the material, if any.

The book is heavily illustrated and contains almost 200 examples of not only the products of these different processes but the machines involved in creating them. Fans of early 20th century printed material as well as mid-century advertising a la *Mad Men* will enjoy the advertisements used. Batterham's writing style is technical out of necessity due to the subject matter but not so much that the reader might get lost in a jumble of foreign vocabulary; however, included in one of the appendices is a glossary of terms. He also takes the time to explore the greater context of his topic: how the industrial revolution and the technological advancements

of the 20th century made the profession of typist a thing of the past. There are three appendices (including the aforementioned glossary) outlining how to identify a copy of unknown parentage as well as how to make a legible preservation copy. From the beginning, Batterham is very careful with vocabulary and thoroughly explains his use of the word “copy” as opposed to “duplicate” or “print.” He addresses how once proprietary names have now been absorbed into everyday usage and how names for specific processes have been appropriated (e.g. photocopy).

As time progresses, this book will only grow in importance on many levels. First and foremost, as scholars in the future examine the mechanized reproduction and dissemination of the written word – from Gutenberg to the present – the information presented will fill a gap in terms of both technical information as well as preservation information. On a more local level, practitioners in archives and special collections working with more and more 20th century material will appreciate knowing how each particular process worked and what specific measures need to be taken to ensure that each particular kind of paper and ink are best preserved. This book is highly recommended for any collection of archival and preservation literature.

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Archival Arrangement and Description. Edited by Christopher J. Prom and Thomas J. Frusciano (Chicago: Society of American Archivists, 2013. 215 pp.)

Archival Arrangement and Description is the first publication in the new “Trends in Archives Practice” series from the Society of American Archivists (SAA). The Trends series complements the existing Archives Fundamental Series II publications by providing up-to-date examinations of current practice and thought in a modular format. *Archival Arrangement and Description* seeks to provide an overview and summary of

recent trends in archival processing, updating Kathleen Roe's *Arranging and Describing Archives and Manuscripts* (Chicago: SAA, 2005) with modules focused on archival descriptive standards, processing born-digital records, and designing descriptive and access systems.

The first module, *Standards for Archival Description*, written by Sibyl Schaefer and Janet M. Bunde, outlines the various categories of archival descriptive standards one may encounter in processing archival records (structural standards, content standards, data value standards, and metadata and companion standards). Summaries of many standards – including Encoded Archival Description (EAD), Encoded Archival Context – Corporate Bodies, Persons, and Families (EAC-CPF), and *Describing Archives: A Content Standard* (DACS) – provide readers with a quick introduction to the range of descriptive standards. An appendix containing “Acronyms Relating to Archival Description” also helps decipher the “alphabet soup” of archival description. Sections on “Archival Standards in Action” and “Choosing the Right Standards” successfully demonstrate how these descriptive standards can be implemented to better facilitate sharing, repurposing, and management of archival descriptions.

Processing Digital Records and Manuscripts, the second module, delineates challenges posed by born-digital archival records and provides a framework for developing practices and procedures for processing these records. Author J. Gordon Daines III does a commendable job aligning digital processing with more traditional methods, providing an excellent introduction to the field for archivists with little to no familiarity in working with born-digital records. He outlines seven tasks in the archival process (accessioning, gathering contextual information, preservation assessment, establishing an arrangement scheme, physical arrangement, description, and access) and describes ways in which born-digital records may complicate each task. A list of recent activities and projects focused on digital processing is found in Appendix A. Perhaps most useful for archivists seeking to develop a digital processing workflow, however, is Appendix C, a chart listing “Selected Tools for Use in Processing Digital Records and Manuscripts” and noting which tools can be used to accomplish which key tasks.

In the third module, *Designing Descriptive and Access Systems*, Daniel A. Santamaria focuses on the wide range of tools that can be used to accession, describe, and deliver descriptions of archival collections and records. The author follows the same model as Daines, and highlights various tools and workflows that can be applied in each task. Tools used in describing archival materials and delivering descriptions to users are particularly emphasized. Throughout the module and specifically in Appendix A, Santamaria provides suggestions for various levels of implementation, describing the "simplest option," "more advanced option," and "most advanced option" for each task. Additionally, while he does make specific references to both Archon and Archivists' Toolkit, the implementation of ArchiveSpace as a merger of these tools will not make the module obsolete, as most of the recommendations are generalized and not tool specific.

Taken as a whole, *Archival Arrangement and Description* provides archivists with basic knowledge on modern archival descriptive practices, giving an archivist at any size repository a solid foundation for making professional judgments regarding descriptive standards, born-digital records processing, and descriptive and access systems. Each module includes case studies and detailed appendices and bibliographies which clearly provide implementation examples and sources for additional information on the given topics.

As noted by SAA Publications Editor Peter J. Wosh in the "Preface to Trends in Archival Practice," however, the modular approach is intended to produce stand-alone resources in a "nimble and easily updatable format appropriate for a fast-moving and rapidly changing record-keeping world" (p. v). *Archival Arrangement and Description* provides a snapshot of current best practices and thought, yet there is no clear statement of how or when the modules will be updated. For example, the *Standards for Archival Description* module notes that both *DACS* and *EAD* are under revision. The *DACS* revision was made available by SAA as an e-publication in May 2013 and in print in July 2013. How – and how quickly – will these revisions be incorporated into the existing module?

In *Archival Arrangement and Description* and its modules, SAA has produced a wonderful tool for archivists wishing to learn

more about current practices. If consistently revised to reflect the evolution of these practices, the modules will stand as a valuable resource to archives students and professionals.

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Practical Digital Preservation: A How-To Guide for Organizations of Any Size. By Adrian Brown (New York: Neal-Schuman Publishers, 2013. 352 pp.)

Digital preservation is a term that is used with more and more frequency across LIS disciplines and can mean different things to different information professionals. At the 2007 ALA Annual Conference in Washington D.C., the ALCTS Preservation and Reformatting Section of the American Library Association offered a comprehensive definition of the term, stating that digital preservation “combines policies, strategies and actions to ensure the accurate rendering of authenticated content over time, regardless of the challenges of media failure and technological change. Digital preservation applies to both born digital and reformatted content. Digital preservation policies document an organization’s commitment to preserve digital content for future use; specify file formats to be preserved and the level of preservation to be provided; and ensure compliance with standards and best practices for responsible stewardship of digital information. Digital preservation strategies and actions address content creation, integrity and maintenance.”¹

With that definition in mind, one can easily see that digital preservation is not just the concern of systems librarians and digital LIS personnel. It should be and is of high importance to archivists

¹ “Definitions of Digital Preservation.” Prepared by the ALCTS Preservation and Reformatting Section, Working Group on Defining Digital Preservation, accessed October 10, 2013, <http://www.ala.org/alcts/resources/preserv/defdigpres0408>

across a spectrum of institutions. Digital preservation is not only for archivists working with digital libraries or on digitization projects of their own. If born digital materials have not made an appearance in your archive yet, they are on their way and are here to stay. Having an action plan in place to tackle these new technical challenges is obviously a prudent plan. However, many smaller libraries, historical societies, and cultural heritage institutions are already understaffed and underfunded. There is no room in dwindling budgets to hire digital preservation professionals for needs assessment and policy planning. That is where Adrian Brown's *Practical Digital Preservation: A How-To Guide for Organizations of Any Size* comes into play. This book provides a thorough introduction to all aspects of digital preservation, including digitization and description best practices, digital file storage, managing born digital content, and appropriate storage and back-up procedures.

Brown's work is incredibly useful for a variety of skill levels, including those completely unfamiliar with digitization, digital repositories, and born digital materials. One of the strengths is that the author takes the time to define all of the terminology used in contemporary discussions of digital archives and repositories. This attention to detail is extraordinarily useful for those inexperienced in this area and can serve as a primer for liaising with systems librarians, digital repository managers and IT departments. Another strength is the broad view this title takes on digital preservation. Brown walks the reader through every step in the process from identifying common models and policies in digital preservation planning to selecting, acquiring, accessioning, ingesting, describing, and preserving digital objects to finally providing reliable patron access to these materials. It should be noted however, that this book does not provide detailed technical specifications on hardware for digital preservation systems, though this is not necessarily a flaw in the resource. Technology is evolving at such a speed that any hardware recommendation put into print would be outdated by the time of publication. Brown still provides enough detailed information that hardware specification decisions would be well informed by the content of this book.

Smaller memory institutions, institutional archives, and libraries alike would all benefit from more exposure to the far-reaching topic of digital preservation. Brown's *Practical Digital Preservation* provides both a welcome introduction to this often unnecessarily obtuse topic as well as enough nuances to advise even the most seasoned digital archivist.

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Libraries and Archives : A Comparative Study by Tomas Lidman
(Oxford: Chandos Publishing, 2012, 123 pp.)

In *Libraries and Archives: A Comparative Study*, Tomas Lidman seeks to delineate the similarities and differences between archives and libraries. Lidman has had the unique opportunity to serve as both the Director of the National Library of Sweden and as the National Archivist of Sweden, giving him insight into the duties of both librarians and archivists and their self-perceptions. As the chief administrator for two of the top cultural institutions in Sweden, he has seen the need for this type of handbook for politicians, students, and bureaucrats. Lidman traces the history of archives and libraries from the pre-historic times up to the twentieth century. The focus then shifts to current trends and a look into the future. The book focuses on national institutions, primarily in Europe.

Lidman concisely traces the history of archives and libraries from the clay tablets of the ancient city-state of Ebla and the library in Alexandria, respectively. He uses developments in both fields to highlight the early nature and how the two professions have grown apart. Archives are a place where public documents are stored with some form of systematic organization for the use of governmental administration. Libraries are places where literary works were stored and cataloged as well as opened to scholarly research. Lidman concludes that libraries did not exist before 1000 BC; all collections discovered prior to that are

administrative records and should be considered archives. Also, Lidman connects the emergence of national archives and libraries to rising nationalism as a result of the establishment of more centralized and unified nations during the Renaissance period. He traces developments that contributed to the growth and importance of both institutions through the Age of Enlightenment and the importance of the Vienna Congress of 1814-1815 in awakening nations to the importance of history. Lidman discusses important advances in practices and methodologies in both professions. In discussing archives, he highlights the importance of experiences from post-revolutionary France in the introduction of the principle of provenance and the contribution of the Dutch in introducing the first archival manual in 1898. Libraries saw advances in organization and classification schemes during this time. Lidman pays due deference to Dewey stating, "Melvil Dewey is one of the most important people, perhaps the most influential, in the development of the modern library" (p. 43).

Lidman chronicles the differences in principles of national libraries and national archives and their development in the twentieth century. He concentrates on national libraries, focusing on their methods of acquisition and classification. Lidman reviews the core functions of a national library as the following: creation of a national bibliography, compiling union catalogs, and acting as the library of legal deposit. In addition, he focuses on the explosion of records creation in the twentieth century and how it has shaped archival methodologies, especially in the area of appraisal, reviewing different approaches various countries have taken in appraisal, e.g. Schellenberg versus Jenkinson. A central theme is that libraries have been successful in standardizing practices on an international scale while archives have not. Lidman points to the ability of libraries to treat their materials as independent units, compared to the more organic and unique nature of archival collections, as the reason for libraries success in creating standards in classification and cataloging. Lidman points to the rapid growth of digital materials as current and future issues facing the professions.

Not only does Lidman discuss the past, but also, he looks ahead to the future, changing his focus to possible ways libraries and archives can come together. Libraries and archives face issues

in managing digital assets and making them widely available to the public. The author reviews strategic plans for both libraries and archives and finds that, while cooperation with other institutions is often mentioned, cooperation between national archives and national libraries is rarely explicitly stated. Many issues, such as copyright and access face both professions, and both professions have skills that could help the other. While the author feels that the professions should be more collaborative, a central theme throughout the book, and restated in his conclusion, is that national archives and national libraries should remain separate institutions.

Tomas Lidman succinctly demonstrates the differences between libraries and archives by tracing their developments throughout history and the challenges encountered currently. His experience positions him well, and he demonstrates a thorough understanding of both professions. Lidman successfully gives readers a view of methodologies, principles, and challenges involved in libraries and archives. This book is recommended for administrators, those interested in a brief historical analysis of both fields, and those interested in learning more about international and Eurocentric developments in the fields.

Aaron Spelbring
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Family Trees: A History of Genealogy in America. By François Weil. (Cambridge, Mass.: Harvard University Press, 2013, 304 pp.)

To be a reference archivist or a librarian is to listen to the breathless wonder of a genealogist explaining a convoluted family connection that surely only has historical significance for that family. But we smile and nod and ooh and ahh because this researcher has found out something about a family member! Little did we know that in our role as research assistants to this genealogist, we have helped shape the art of family history into the science of genealogy. It wasn't always like that and it has taken a Frenchman to explain this to us in a new book chronicling the

popularity of genealogy as both pastime and profession in our country.

A scholar of American social and cultural history, François Weil is the chancellor of the Universities of Paris. He studied at Harvard and has taught history at numerous American universities. Among his earlier books are *A History of New York* and *Empires of the Imagination: Histories of the Louisiana Purchase*. Here he has written a clear and well-described chronology of the American pursuit of family history, using political, racial, commercial, and even religious contexts as backdrops. This is not a book about how to conduct genealogical research. It is a book that explains why genealogy took hold in the United States beginning in the early Colonial days and has remained popular through the Republican period, post-bellum America, the Progressive era, and the Civil Rights era.

Weil explains the conflicted intentions of New England settlers who struck out from the motherland seeking religious freedom and political independence, yet found themselves wanting to make familial connections with their English forbearers as early as the mid-18th century. In this new democracy, genealogy as practiced in Europe was intended to establish noble lineage and patrician claims. In America, family genealogies were published for mass consumption, creating an early clearinghouse for Americans to make connections among their fellow citizens. Those patrician claims appealed to some Americans, however, who engaged in a lucrative – if fraudulent – business of finding family connections in Europe for a nice fee. It seems there were a number of Americans in the 19th century who wanted to believe an unclaimed English estate was waiting for them.

As the Civil War era developed and the race issue divided this country before and after the actual conflict, genealogy was used to define racial superiority, according to Weil's history. Charles Darwin's and others' theories on genetics and inherited-versus-acquired characteristics encouraged theories of racism as well as arguments for the practice of eugenics, for which genealogy became a tool. Ironically, as Weil explains, African Americans had their own passion to document their fragmented lineage, having only the oral traditions carried on slave ships to American soil.

Of note to the archivist is Weil's account of how public libraries and archives in this country in the early 20th century would denigrate researchers of the family tree, considering them not much more than a nuisance. However, by mid-century, genealogists were recognized as a substantial patron population. Numerous genealogical organizations had developed and researchers were younger with rigorous methodologies for documenting family histories. In the 1950s, the National Archives even appointed a nationally known genealogist to facilitate genealogical research there.

Weil's writing is entertaining for those in the archives reference profession, though it will probably not enlighten your work methods or create new protocols for improving service to genealogists. Nevertheless, it could be read appropriately at one's desk, unlike a Twilight novel, which would draw stares of disapproval from patrons and co-workers. On the other side of the reference desk, *Family Trees* is written to easily entertain the genealogist, either professional or lay researcher, who might appreciate the lineage that Weil traces of their historical pursuits.

Suzanne K. Durham
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Waldo Gifford Leland and the Origins of the American Archival Profession. Edited with an introduction by Peter J. Wosh (Chicago: Society of American Archivists, 2011. 397 pp.)

It is said professionals, and archivists are unlikely to be exceptions, rarely read extensively in the history of their own professions. Reading Wosh's work on the career of Waldo Gifford Leland, a well presented introduction to the development of the archival field in the United States, helps close the deficit. Leland, present at the earliest flowering of the profession and well acquainted with some of the most prominent historians and archivists of the time, serves as a good starting point for examining the history of American archival practice

Wosh finds the contributions of Leland, SAA's second president, have been overshadowed by other prominent founding fathers. Theodore Schellenburg for example, continues to be referenced in the current literature while Leland languishes in obscurity. Wosh deftly sketches why this may be the case. Leland was never involved in the formulation of archival theory, though his support of the principles of provenance and original order was integral in the acceptance of these principles in the United States. Neither was he responsible for solutions to the practical problems of the profession; though his 1908 essay *On Photography*, should be prescribed to counteract the unbridled enthusiasm exhibited in some quarters for digitization as the panacea for all modern access problems. Leland himself was at pains to stress that he had never worked as an archivist. Why then, should an archivist be aware of the contributions that Leland made to the field?

An exploration of Leland's contributions is immeasurably aided by Wosh's treatment of his subject. In his career, Leland allied himself with historians who, in Wosh's words, "were attempting to establish a new type of fact-based discourse that relied on the systematic exploitation of archives...[by] locating, investigating and publishing the primary source documents that would form the building blocks for their revolutionary approach to history" (p. 19). Using a biographical opening chapter that sketches Leland's life while allowing the chosen primary documents, consisting of writings by Leland and others published in the conference proceedings which marked milestones in Leland's career, to illuminate his work, Wosh has established a fact-based discourse between the subject and the reader of which Leland could only approve.

Wosh's resulting fact-based discourse offers proof that Leland was necessary for creating the professional culture that sustains American archivists today. Leland was a key component in orienting the focus of the fledgling profession on the adoption of international standards and encouraging prominent archivists and historians to establish a strong American presence in the international archival community. As one of the tireless supporters of a national archives for the United States, his example encouraged the strong networking culture the profession relies on today. His early work with the American Historical Association

rooted a habit of outreach to other disciplines which continues to benefit the field. His two terms as SAA president bear witness that, at one time, the archives community was fully cognizant of Leland's contributions to the field and Wosh's work may very well restore the community's awareness of his voice to American archives and increase the field's appreciation for its unique culture as a profession. For understanding the history of the profession, Wosh's treatment of Leland may well become a core work.

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How to Manage Processing in Archives and Special Collections.
By Pam Hackbart-Dean and Elizabeth Slomba (Chicago: Society of American Archivists, 2012. 156 pp.)

There are few people in the archives profession today with as much experience processing archives, managing the processing of archives, and teaching the process of processing archives than Pam Hackbart-Dean. For more years than she might admit to she has been a stalwart of the arrangement and description teaching circuit. Her credentials in this field are well known, certainly to Georgia archivists who benefited from her leadership and mentorship during her time at the University of Georgia's Richard B. Russell Library for Political Research and Study. On the national stage she is equally well regarded, teaching SAA workshops on arrangement and description, chairing numerous SAA sections and committees, and serving on the Academy of Certified Archivists exam development committee. All this to say, if you want to know about processing archives, you must sit at the knee of Pam Hackbart-Dean. And fortunately for those of us miles distant from Carbondale, Illinois, she has made it much easier for us to do just that with the publication of her latest monograph, coauthored with Elizabeth Slomba, *How to Manage Processing in Archives and Special Collections*.

In this slim work, Hackbart-Dean and Slomba methodically chart out the critical elements to the successful management of processing archival materials. As summarized in the thoughtfully annotated table of contents, the authors cover the “soups to nuts” of managing processing.

One of the strengths of their work is Hackbart-Dean and Slomba’s early assertion that “whatever choices and decision you make must be based on the size shop and type of institution in which you work, and your processing management needs to be results-oriented and patron-based and have clear goals and objectives” (p. 5). Each collection, each repository, is unique and so the management choices must be tailored to fit them individually. However, there are standards and best practices that can be employed to fit the situation at hand. The authors then proceed to present strategies for processing programs for a variety of institutions, staffing levels, collection types, etc. The key to their argument seems to be that successful programs are those that manage their situations with intention and within established best practice methods.

Another one of the book’s strengths is the concisely presented academic literature supporting the authors’ positions. The citations in each chapter and in the bibliographic essay reference the landmark works in archival policy and practice. The authors write, “Academic knowledge and practical experience work together and are inseparable in the life of a processing archivist” (p. 109). Indeed, the bibliographic essay alone is indispensable as a resource.

What this book is *not* is an in-depth processing manual. While there are helpful tables and worksheets (such as the Priorities Worksheet or the Decision-Making Tree for Processing an Individual Collection), the chapters do not contain step-by-step instructions. For instance the subheading “Processing Manuals” is not quite one-page long – the authors tell you that processing manuals are important and itemize the areas which should be included in any manual you might create, but leave to you the follow-up to create that content. Appendix 1 contains helpful templates, which are similar to those in other SAA resource books.

This book is at its foundation a ready-reference book for archivists who want to managing processing programs with

thoughtful intention, rather than in an ad hoc, reactionary way. The authors acknowledge that archives come in all shapes and sizes (large shop, small shop; business records, manuscript collections; mixed media, traditional paper) but regardless of individual situations there are well-considered and proven techniques and strategies for the successful management of processing programs. Hackbart-Dean and Slomba ably present these strategies without becoming bogged down in the minutiae of execution. In this regard, the book fills an important spot on the archivist's bookshelf. The only negative I can say about this book is its hefty price tag.

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Digital Curation: A How-To-Do-It Manual for Librarians. By Ross Harvey (New York: Neal-Schuman Publishers, 2010. 225 pp.)

Digital Curation: A How To Manual by Ross Harvey is an excellent and comprehensive overview of the basics of digital curation and the requirements for its practice. Author D.R. Harvey is a well-respected expert in the field of digital curation and brings his knowledge to this work. The book consists of fifteen chapters, organized into three main sections. The first provides the reader with digital curation basics, including vocabulary, and an overview of basic reference models, such as OAIS. The author's opinions of the changing technological landscape are also presented in this section. Section two explains the requirements for digital curation, including the various types of policies and procedures, and an overview of managing digital curation. Section three covers the day-to-day practices of digital curation.

If the book fails in any respect, it is its focus on the Digital Curation Lifecycle model as the basis for most of section two and three, to the almost complete exclusion of other models. Models such as OAIS are mentioned but they are not explored in any sort

of detail. This lack of attention to American conceptual models of digital curation is the one complaint anyone may have about *Digital Curation*. This is a small issue with the work overall, but American archivists should be aware that if they are looking for guidance or a better understanding of OAIS, they will need to look elsewhere. Harvey readily acknowledges his lack of attention to OAIS. For him, the Digital Curation Centre Curation Lifecycle Model is a much better model for discussing digital curation as a whole process. OAIS, in Harvey's opinion, "does not take account of activities outside the digital archival system: in particular, it does not offer guidance on the creation of data or on the use and reuse of data" (p. 33). Again, this is a minor issue, but one that any potential reader should be well aware of.

Where this book shines is in the amount of detail given throughout the work. One such example, Chapter 13, Preserving Data, is an extensive listing and discussion of tools, metadata standards, preservation strategies, etc. This chapter, of importance to archivists, is a perfect example of the detail and research that has gone into *Digital Curation*. Another excellent part is Chapter 2, Changing Landscapes. This chapter details how scholarship and research are changing. Harvey spends most of the chapter discussing what he calls cyber scholarship or e-scholarship. Harvey explains the importance of digital curation in a world where scholarship is "data-driven"; digital curation is about collecting, preserving, and providing access to this data. This chapter is especially important because it discusses the skills needed to aid curation of the data required for cyber scholarship. This in particular was helpful for understanding the many different roles and responsibilities necessary in a digital curation program. These are just two examples of the value of this excellent work.

Consider *Digital Curation* as highly recommended even with one small shortcoming. This work should be on the shelf of any digital curator or archivist. One can only hope that it will be regularly updated so that it says on top of the newest trends in the field. *Digital Curation* is an excellent, detailed primer and reference book for anyone interested in and responsible for the curation of digital materials.

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Many Happy Returns: Advocacy and the Development of Archives. Edited by Larry J. Hackman (Chicago: Society of American Archivists, 2011. 424 pp.)

The dire financial events of the last several years have made it clear to archivists that their value is questioned and that the continued existence of their repositories will remain under fire for some time to come. Institutions large and small have seen staff and hours reduced, and some have been shuttered altogether. The extraordinary battles waged to preserve citizens' access to their heritage at the Library and Archives Canada and the Georgia State Archives prove that archivists are operating in an environment where no repository is safe from the predations of lawmakers and others looking to balance budgets and who fail to grasp the importance of access to heritage as a hard-won civic right.

Thankfully, there is an increasing tide of archival literature that seeks to address the need for the profession to be at the forefront of the "value" discussion by actively advocating for archives, instead of being constantly on the defensive. Archivists increasingly understand that if it is not they who convince the resource allocators, administrators, politicians, and the public of their value, then there will be no one left to mourn them when they are gone. A very welcome addition to the literature is the volume *Many Happy Returns*, edited by Larry J. Hackman. Hackman, whose lengthy and sterling career includes heading the New York State Archives and NARA's Truman Library, clearly has a passion and track record for successful advocacy. He is also painfully aware that archivists as a group have been reluctant to grapple with this critical part of their work; early on, he admonishes archivists that "advocacy is part of the core work of an archives; it is not an add-on, or, in reality, an option" (p. 11).

The first section of *Many Happy Returns*, Basic Advocacy Principles and Methods, written by Hackman, is designed to give

the individual archivist a thorough grounding in the practice of archival advocacy. This is perhaps the most valuable part of the book, and something that archivists can return to time and again for new ideas, refreshment, and encouragement to continue the advocacy process, defined by Hackman as “activities consciously aimed to persuade individuals or organizations to act on behalf of a program or institution” (p. vii).

This definition differs from some used by others in later sections of the book, something Hackman too quickly dismisses (some of archivists’ difficulties with advocacy might stem from the fact that they cannot agree on what it is), but each of the varying ideas falls under the larger notion of convincing others of the archives’ value and inspiring them to support the institution.

The second section is comprised of 13 case studies written by archivists from a wide variety of repositories – corporate, academic, government, community, non-profit, and more – about their experiences utilizing advocacy principles in their work. Each has valuable information to impart about advocacy in the real world; many are amazing studies in persistence and innovative thinking. One minor quibble with this section is that many of the case studies are written by managers or directors of archives, which conflicts with Hackman’s stated desire to target the volume for the individual archivist. The profession, as the book acknowledges, would benefit from more (and more impartial) case studies, particularly those from the viewpoint of the rank-and-file professional.

The third section, *Perspectives on Advocacy Issues*, contains essays on advocacy in the Web 2.0 world, at the federal level, and as part of the graduate archival studies program curriculum. Each of these sections is excellent, though I was most inspired by Richard Cox’s call to make advocacy a more central part of graduate program education. His essay hits directly at Hackman’s idea that advocacy is a hub off of which everything else is made possible, a concept which should be taken to heart by graduate program educators. The last section of the book closes with some final recommendations by Hackman and suggestions for further reading.

Many Happy Returns absolutely succeeds in its desire to be a starting point for discussions on advocacy and to encourage

further writing on the subject. There are also many tips, tools, and lessons in the book that can be used by almost every archivist on an immediate basis. Most importantly, Hackman inculcates the mindset of making advocacy part and parcel of all archivists' daily work, something that is not as difficult as it seems. Indeed, having advocacy as a pillar of daily archival practice may prove critical to the success of many repositories in the years to come.

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Records and Information Management. By Patricia C. Franks
(Chicago: American Library Association, 2013. 410 pp.)

In the U.S., records management has been viewed as separate from archival management. Using the lifecycle model, inactive records were reviewed for their enduring historical value. Those of sufficient importance were permanently retained and managed by an archive. This was a practical approach for analog records. As physical space was needed, archivists were called to appraise files within cabinets or storage boxes and to move them into the archives. This solution does not work as well with electronic records. Digital storage is relatively cheap compared to physical space. Without vigilance and early intervention, digital files become corrupted and file formats become obsolete. Archivists must work with records managers to identify and preserve electronic records before they are lost.

Records and Information Management, written by Patricia C. Franks, Associate Professor and Program Coordinator of the Archives and Records Administration Program at San Jose University, provides a comprehensive and accessible introduction to records management principles. The topics include information governance, electronic records, disaster recovery and business continuity planning, risk management, and business processes and workflow mapping.

Franks does an impressive job of explaining complex concepts using bullet points, diagrams, and sidebars. In addition, each chapter closes with an essay or case study by an experienced practitioner to reinforce the discussion. For example, Chapter 8, which deals with disaster preparedness and business continuity planning, ends with an essay by Emilie Gagnet Leumas, the Director of Archives and Records for the Archdiocese of New Orleans, summarizing the implementation of an electronic document system following the devastation of Hurricane Katrina. Each chapter also includes a bibliography to suggest further reading.

The book is organized into twelve chapters, each of which presents related topics, theories, and terminology. It also includes a comprehensive glossary of terms at the end for easy reference. Readers may approach the book sequentially or topically, which makes it a good fit for the new as well as the seasoned professional. Although some chapters overlap with related issues, each can be consulted separately to answer specific questions.

After a brief overview of the history of records management in Chapter 1, the book opens and closes with information governance. Because it deals with legal and regulatory compliance, it is important that archivists work with records managers, legal representatives, human resources, risk managers, information technology, information security, and executive leadership to craft strategic information policies that align with the mission of the archives. Chapters 4 and 5 cover the basics of records management, including appraisal, retention, disposition, storage, and retrieval. Chapter 5 contains an introduction to business process mapping, which is helpful for archivists when implementing workflow reviews and improvements. Chapters 6 and 7 discuss electronic records, including websites and social media. Chapter 6 focuses on the implementation of electronic records systems and presents a good overview of standards and issues to consider. Chapters 8 and 9 relate to risk management, disaster recovery and business continuity planning. Chapter 10 introduces archival science and Chapter 11 lists educational options for records management.

The introduction of electronic records is changing everything about archival management, including acquisition,

appraisal, description, and preservation. Because of the fragility of digital objects, archivists must intervene earlier in the lifecycle in order to identify and harvest these records. As the line blurs between when records management ends and archival management begins, it is important for all information professionals to communicate. Because records managers already work with legal, risk management, information technology and security, and business processes, they are powerful allies for archivists. This is especially true when archives are asked to justify their value to an organization. Franks' *Records and Information Management* is a tool to help archivists identify areas of overlap and collaboration, as well as to create a records program in a small organization.

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