

BOOK REVIEWS

Records Management Handbook for United States Senate Committees. By Karen Dawley Paul. Washington, DC: Senate Historical Office, 1988. 170 pp. Appendixes, glossary. Available free of charge from the Senate Historical Office, U.S. Senate, Washington, DC 20510.

This important work is a continuation of the U.S. Senate Bicentennial Series, a set that included Paul's similar work, *Records Management Handbook for United States Senators and Their Repositories*, which previously was reviewed in *Midwestern Archivist* (vol. II, no. 2, pp. 155-56). It contains exhaustive information useful for both legislative archivists and records managers.

Like the earlier publication, the new handbook has chapters on the general topics of file management techniques, micrographics, management and disposition of automated records, suggested disposition schedules, a permanent record titles list, and large and detailed appendixes. It also contains information which directly relates to Senate committees, such as definition and description of committee records, committee organization and function, management and disposition of sensitive and classified information, records transfer procedures, and public access.

Possibly due to time and finances, a few aspects of this book could be improved should there be a second edition. The chapters on file management techniques and micrographics are largely copied from the earlier handbook. Although identical wording sometimes does suffice, in at least one case it adds irrelevant material. On page 115 a reference is made to "constituent mail." However, committees, unlike individual Senators' offices, seldom receive correspondence from constituents. With revision, these portions of the text would be more pertinent to Senate committee records. In a second edition an index would provide better and more rapid access to information, and would enhance the organization of the material in the manual.

Regardless of the suggestions for improvement, this publication is well worth reading and using. As in the first work, the text is in an easy-to-read, non-technical style, so that nonarchivists and non-records managers, those for whom the book was written, can understand the manual and use it.

The information on access and legal ownership of records received from other agencies and entities is useful for all legislative archivists, especially since these facts can help them reduce unnecessary restrictions on access to records. The chapter on sensitive and classified information collected and produced in oversight, investigative, and research functions is vital for the committee staff and useful for archivists. Karen Paul recommends that the Senate committee records officer consult the Senate archivist for all important matters and all stages of document creation.

The exhibits appended to the chapters and the appendixes give many illustrations to guide the records manager. The Senate committee staff is given much practical advice.

Even though this excellent work can be improved upon, the handbook serves its purpose, which is to aid the Senate committee records staff. If the staff follows the suggestions the records will be preserved and the legislative archivists at the National Archives shall better be able to service the records and the public. Also, now all legislative archivists have a valuable work to assist them with their duties.

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Newspapers in the Library: New Approaches to Management and Reference Work. Edited by Lois Upham. New York: Haworth Press, 1988. 167 pp. Index. Hardcover. \$29.25.

Archivists and librarians alike are painfully aware that newspapers present special problems. From the late nineteenth century to the present, newspapers have been printed on highly acidic paper that quickly turns yellow and flakes at the touch. Catalogers themselves may age prematurely when coping with the special problems posed by newspapers—changes of title, appearance, frequency, and place of publication. Even the definition of “newspaper” is a matter of dispute among librarians, some of whom do not regard newspaper-like publications of special interest groups as newspapers. Pity further the genealogists or social historians who dig (sometimes literally) through unindexed newspapers in quest of obituaries, vital statistics, or local history and find at least as much “dross” as “gold”.

In the last twenty years or so, information managers have done much to preserve newspapers and make them more available for research. This book of sixteen original papers, edited by Lois N. Upham, is not so much a work of revelation to experienced archivists or librarians as it is a useful description of modern practices in the collecting, cataloging, microfilming, and indexing of newspapers. One unusually suggestive, rather than descriptive, article, “Uniform Titles for Newspapers: A Proposal” by Lois N. Upham, presents a format for uniform titling in the cataloging of newspapers which is based on choosing consistently recurring keywords. All of the articles are preceded by very helpful abstracts.

Fundamental to current practices, as discussed in this book, were the advent of computers, AACR2, and the United States Newspaper Project. The project provided for a state-by-state survey of holdings of newspapers, for bibliographic control, and finally for preservation microfilming. Meanwhile, AACR2 established rules for commonly identifying what a newspaper is and for appropriate cataloging even as computers and the development of OCLC enabled the Library of Congress and others to share information about holdings. Several articles concern the dynamics of cataloging, microfilming, and bibliographic construction, with references to the U.S. Newspaper Project and the Indiana Newspaper Project.

Indexing of newspapers continues to be a significant problem. Judging from the articles in this book, decisions about what to index and how to structure the index depend upon the judgment and resources of the repository. Particularly revealing was the article by Sandra E. Fitzgerald, which described the practices of the library of Indianapolis Newspapers Inc. Unfortunately, Fitzgerald wrote much about manual procedures but little of automation within the newspaper library. More helpful was "The Effects of Emerging Technologies on Newspaper Storage and Retrieval" by J.J. Hayden III, which provides commentary on hardware, software, and the potential uses of optical disc.

This collection was assembled in order to bring the literature of newspaper librarianship up to date. It is intended for librarians and is, in fact, monographic supplement #4 to the journal *The Serials Librarian*. Unfortunately, the work does not include any bibliography, aside from the footnotes following each article, which could have served as a guide to and review of the existing literature.

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A Guide to Special Collections in Kansas. Edited and compiled by Gene DeGruson et al. Topeka, Kans.: Kansas Library Network, 1986. 403 pp. Indexes. Paper.

The Kansas Library Network, with LSCA Title III funds, sought to compile a guide to the special research resources in Kansas libraries so scholars and other researchers could more easily gain access to these materials.

The first section of the volume includes guide entries for the University of Kansas, Kansas State University, Wichita State University, and the other institutions of higher education in Kansas. The second section deals with public and school libraries, museums, and other organizations. The volume concludes with a subject index and an index by type of material represented.

The production is uneven in its coverage of the different collections in the state. Clearly the responses from the various institutions dictated the depth of response in the guide. The Kansas Collection at the University of Kansas, for example, with its considerable manuscript holdings (about 5,800 feet), over a million photographs, and nearly 95,000 volumes has a guide entry of about one and one-quarter pages. The Department of Special Collections in the University of Kansas Libraries, with about 1,500 feet of manuscripts, 1,000 photographs, 12 oral history tapes, and about 185,000 volumes has guide entries of twenty-seven pages.

In the second section of the guide a wide range of institutions is represented. Entries for such important collections as those of the Kansas State Historical Society, the Wichita-Sedgwick County Historical Museum, the Menninger Foundation, and other institutions are included, along with entries for smaller county historical and genealogical societies and public and school libraries. The amount of space given to entries for high school yearbook collections in school and public libraries is unusually high for a guide of this nature.

The indexes are only as useful as the guide entries to which they refer. The indexes cannot lead researchers to individual collections in the various institutions if the institutions' entries do not provide the necessary detail.

The goal of the project, to provide a researcher guide to special collections in Kansas, is commendable. This effort is not as successful as anticipated, in large part due to the uneven entries various institutions submitted. While some entries give detail about individual manuscript collections in an institution, other entries provide only general descriptions of the entire holdings of the institutions. Had the editors been able to develop guide entries which provided either more uniform statements of individual institutions, collection strengths or more even descriptions of the specific collections which the many institutions hold, the guide would have been more useful than it is.

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3480 Class Tape Cartridge Drives and Archival Data Storage: Technology Assessment Report. By Thomas E. Weir. National Archives Technical Information Paper No. 4. Washington, DC: Department of Commerce, 1988. 28 pp. Bibliography. Microfiche, \$6.95. Paper, \$12.95. Add \$3 for handling. Available from Document Sales, National Technical Information Service, Springfield, VA 22161.

The NARA Technical Information Paper No. 4, "3480 Class Tape Cartridge Drives and Archival Data Storage: Technology Assessment Report," is not something most archivists would read, even if they had heard of it. However, for those who are interested in the storage of information in machine-readable format, and how changing technologies may affect them, it will be useful for future reference. The information is presented in nontechnical language, includes diagrams, and is readily understandable.

The basis for this report is the switch in the computer industry from the 3420 reel-to-reel tapes to the 3480 cartridge for storage. This new medium was developed and supported by IBM for its mainframe computers, which are now all designed for the 3480 tape drive. The implications of this should be obvious for users of mainframe computers, as well as for archivists concerned about future preservation and access to information stored on 3480 cartridges.

The brief (twenty-eight pages) report is organized by subheadings, and includes a good bibliography on the topic. A table of contents, however, would have been useful for ease of access. Well-organized and documented, the report discusses the subject in a logical and straightforward manner. After noting the assumptions this report is based on, the author discusses the current environment, the technology, advantages, market prospects, emerging standards, and a summary of the development and use of 3480 cartridge tape drives.

Advantages of the 3480 include more data storage per inch and a smaller size, meaning that significantly less space is required for information storage than on 3420 reels. In reliability tests the 3480 tape cartridge system has proved more reliable than the 3420 tapes. One reason for this is that the 3480 cartridge

tape system uses an automatic tape loading mechanism, which also means less handling and easier loading for the operator.

The report also discusses several concerns archivists should be aware of in the use of the 3480 tapes. The current lack of standardization, the question of certification of tapes (i.e., checking tapes before use to determine they meet specifications), and the compatibility of drives from one manufacturer to another are some of the issues raised regarding the use of 3480 cartridge tapes. Another problem is the lack of standardization from one manufacturer to another in the chemical composition of the tape, and the variation from one batch to another. The 3480 tapes use a chromium dioxide medium as opposed to ferric oxide, the medium used on 3420 reels. The chromium dioxide medium will hold more information per inch, the rationale for using it. Initially there were problems with the breakdown of the binder and loss of information, but manufacturers believe they have been solved. The longterm stability of the medium remains a concern for archivists.

While the main purpose of this report is to analyze how the 3480 cartridge system is going to affect the National Archives, it has meaning for any archivist or repository which has or expects to have contact with machine-readable records stored on 3480 tape cartridges. For such archivists or repositories this report is a good reference document on the topic and is recommended reading.

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A Guide to Civil War Maps in the National Archives. 2nd. ed. Edited by Shelby G. Bale and Constance Potter. Washington, DC: National Archives and Records Administration, 1986. 140 pp. Illustrations, index. Hardcover. \$30. Available from the National Archives Trust Fund, P.O. Box 100793, Atlanta, GA 30384.

Like a picture, a map is worth a thousand words—or more. No military historian can hope to reduce the chaos of battle to some kind of order that will give readers a glimmer of understanding without the visual aid of maps. Yet these maps do not spring full-blown from the mind of the historian; they must be based on accurate renderings of the terrain and features of the land where military operations took place *as they existed at the time*. For that, historians must go to original sources as they do with other kinds of records from the past. For the American Civil War, these are maps drawn by topographical engineers and other army officers or government officials during the war. Some eight thousand such maps are available to scholars in the National Archives; the volume under review is a guide to their use.

The first edition of this guide was published in 1964 during the centennial of the Civil War. This new edition appears during a significant revival of interest in the war, especially its military aspects, associated in part with reenactments of Civil War battles on the 125th anniversary dates of those battles from 1986 to 1990. Three important additions are incorporated into this edition. The first is inclusion of descriptions of Confederate maps (a small share of the total) captured by Union forces. Second is the addition of file numbers for maps to enable the National Archives staff to locate them more quickly. And third is the

addition of more illustrations to give users of the guide a fuller idea of the type and variety of maps available.

This guide makes it possible for historians to obtain access to maps relevant to their research without setting foot in the National Archives. The exhaustive index lists places, battles, and commanders. Users consulting the index are directed to a description of all maps that include material germane to their interests. That description in turn contains a file number that enables the user to order photocopies of desired maps from the National Archives.

This volume will be of most value to historians of military and naval campaigns and battles. But nonmilitary historians should not overlook its possibilities. For example, during the war, agents of the U.S. Treasury Department had control over captured and abandoned property in the Confederacy. This included hundreds of plantations and farms in the lower Mississippi Valley, Virginia, and North and South Carolina. Some of these lands were farmed by freed slaves under government and army auspices; some were leased to north-ern entrepreneurs; some continued to be farmed by planters who took an oath of allegiance and employed their former slaves, now free. Included in this guide are references to nearly a hundred maps and survey plats of these plantations and farms drawn up by agents of the Treasury Department and the Internal Revenue Bureau. They constitute an invaluable source for historians of slavery and emancipation. Historians of southern agriculture and cities will also find important nuggets here. This is a volume that should be in every library used by historians.

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