BOOK REVIEWS

The Merchant of Manchac; The Letterbooks of John Fitzpatrick, 1768–1790. Edited by Margaret Fisher Dalrymple. Baton Rouge: Louisiana State University Press, 1978. 451 pp. Appendices, bibliography, and index. Cloth. $30.00.

When I first thumbed through this volume and discovered that the List of Maps really follows page 196 instead of page 164 as stated in the table of contents, I mentally prepared myself for a disaster. But that was the only printing error that I encountered; the material is informative and interesting, the editing well done, and reading the volume turned out to be an enjoyable experience.

Born about 1737 in Waterford, Ireland, Roman Catholic John Fitzpatrick joined the British army and fought in the French and Indian War alongside the famous colonial ranger, Robert Rogers. Trading in Illinois in 1762 and 1763, Fitzpatrick was captured by Indians but escaped. He then traded between Illinois, West Florida, Montreal, and Michilimackinac during 1764 and 1765 before appearing in New Orleans in 1768. From that time until his death in Manchac, near Baton Rouge, in 1791, he pursued trade and planting.

This is an admirable work. It begins with an introduction that places Fitzpatrick in his historical context and evaluates the significance of his letterbooks. For those interested in pursuing that context, Dalrymple provides a seven-page bibliography of primary and secondary sources. She also provides two appendices: a probate inventory of Fitzpatrick's estate at his death, and a glossary of business terms used by traders and consumers at the time of the American Revolution. I found the latter more useful than the former.

The letterbooks themselves are arranged in four chronological parts. Part one embraces Fitzpatrick's first year-and-a-half in New Orleans, 1768–1769; part two covers his first five years in Manchac,

1770–1775. (Eventually washed away by the Mississippi River, Manchac was situated at the mouth of Bayou Manchac, or the Iberville River as the British called it, just south of Baton Rouge and on the same side of the river.) Part three covers Fitzpatrick's most intensive letter writing period, 1776–1778, and part four the remainder of his business career through 1790. Part one runs 46 pages; part two 118 pages; part three 110 pages; and part four 115 pages. Abundant marginal notations define, explain, identify, and provide additional references to primary and secondary sources. If these are not sufficiently useful, I found the index to be comprehensive and seemingly complete.

Anyone interested in the southwestern frontier at this time will appreciate these letters. They reveal what trade was really like. The constant scarcity of money forced merchants to invent schemes of payment combining money, credit, and barter. The American Revolution touched the region in a unique way: patriot Americans in British West Florida found the Spanish governors of Louisiana sympathetic to their activities and willing to shelter them. For British subjects like Fitzpatrick who wished no part of the war but who were caught up in it—first when the Americans invaded the area in 1778 and then when Spain declared war against Great Britain in 1779—the best recourse was to become a Spanish citizen. Insofar as these letters reveal how and why Fitzpatrick did so, they constitute first rate history, and thanks to Dalrymple we have them.

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Autographs and Manuscripts: A Collector's Manual. Edited by Edmund Berkeley, Jr. New York: Charles Scribner's Sons, 1978. 565 pp. Cloth. $24.95.

Never underestimate the collector.

Motivated by an insatiable interest in a particular area, the collector accumulates a fund of knowledge about that area that is seldom matched by the professional archivist or curator who often must divide his attention among a wide variety of materials, some of which hold

little appeal for him or her. The collector leaves his work and goes home to relax with his treasures; thoughts of a recently acquired prize or dreams of anticipated acquisitions are seldom absent from his mind.

The Manuscript Society is an organization that draws its membership chiefly from dedicated collectors, although it also includes a substantial representation of dealers and of professional manuscripts curators. It publishes an interesting quarterly journal and holds its annual meetings in various cities, arranging for visits to the area's principal manuscript repositories where exhibitions of exceptionally prized materials are usually prepared. A convivial group, the members spend a good deal of their time sitting around and discussing their collections.

It was at one of these meetings that the idea was conceived for a co-operative project to publish a comprehensive manual for collectors. A long list of subjects to be covered was drawn up, and the task of writing chapters on them was assigned to recognized experts in the field.

Among the contributors are collectors who are also experts in law, medicine, music, and other areas. Leading dealers in manuscripts discuss problems of forgery, identification of signatures, and other intricacies of the trade. Also represented are manuscripts curators from institutions with notable collections.

This plan of composition results in a rather uneven product. Some chapters are carefully organized and are instructive, while others are rather sketchy and ephemeral. Robert C. Wiest, manager of the Graphic Conservation Department at the R. R. Donnelley & Sons Company of Chicago, presents a concise, competent summary of preservation problems and methods. An equally instructive overview of tax and legal problems with manuscripts is presented by Leslie J. Schreyer, an attorney specializing in tax and estate planning. The last part of the book deals with collecting areas and opportunities for acquiring manuscripts. Here the collectors do what they do best, sharing their interests and enthusiasm.

Autographs and Manuscripts: A Collector's Manual will serve as an indispensable aid for the collector, particularly for the novice. The advanced collector or the professional who has done his homework will find little that is new in the book. They will, however, find enjoyment in sharing the opinions, judgments, and experiences of kindred souls in the collecting arena. The chief value of the book rests upon the commendable feat of presenting under one cover the

multitude of problems and opportunities with which the collector will be confronted.

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Conference on the Research Use and Disposition of Senators' Papers. *Proceedings.* Edited by Richard A. Baker. Washington, D. C.: United States Senate Historical Office (1979). 186 pp. Appendices, bibliography, and index. Paper. Free from the Senate Historical Office, Washington, D. C., 20510.

Few problems today confront archivists with more urgency than does the sheer size of modern manuscript collections, and few of those collections present the problems more clearly than do the papers of today's United States senators and congressmen. In September, 1978, more than two hundred historians, archivists and Senate staff members gathered in Washington, D. C. at the invitation of the Senate and its historian, Richard Baker, to exchange views on this and other concerns pertaining to the acquisition, processing, and use of senators' papers. Termed a "Conference on the Research Use and Disposition of Senator's Papers," the proceedings included morning and afternoon sessions on September 14 and a morning session on September 15. The conference began with welcoming remarks by Baker, Secretary of the Senate J. Stanley Kimitt, Senate Majority Leader Robert C. Byrd, and Senate Minority Leader Howard H. Baker, Jr. Keynote addresses were delivered by historians Robert Griffith and William E. Leuchtenburg, archivist Lynn Gentzler, and John Sobotka, staff assistant to Senator James O. Eastland. These were followed by working sessions structured around three panels, one of historians, chaired by Gilbert Fite, a second composed of archivists, chaired by Robert Warner, and a third consisting of Senate staffers, chaired by Jim Shoalmire.

The volume of *Proceedings* of the conference is as important for its contents as it is difficult to review as a publication. Archivists who may be contemplating the acquisition of senatorial papers will find the

book especially useful as an introduction to both the problems and the value of such holdings. It is not, however, a manual on the treatment of these materials, but rather expert testimony concerning the experience of those who have been involved in the creation, processing, and research use of senatorial collections.

The substance of the conference is contained in the presentations actually delivered during the panel sessions and in the more detailed papers submitted by participants found in the appendices at the end of the volume. In addition, the transcript includes questions raised by members of the audience and responses to those questions. Both those who were present as well as readers of the *Proceedings* may remember the anecdotes concerning lost collections, inadequate storage facilities, and the habits of individual senators long after they have forgotten which speakers argued for precisely which approach to senators' papers. Still, participants touched upon the full range of issues associated with senators' papers, including the relative importance of particular records series, their research use in the past, their potential for future scholarship, and the application of microfilming and automated retrieval systems. There were also comments concerning possible grants from Congress to assist institutions in handling congressional collections and some provocative suggestions by archivist Frank Mackaman for cooperative ventures among archival agencies. As might be expected, some areas of disagreement surfaced during the sessions: historians were less enthusiastic than were archivists, for example, about converting documents to microfilm or discarding large bodies of constituent correspondence or even duplicate materials.

Although no detailed program for action emerged from the deliberations, the consensus of those present seemed to be that the sessions had been highly productive as a forum for the exchange of views. One has the impression, however, that little of lasting benefit will have been achieved in the absence of an additional and co-ordinated effort on the part of the Senate and of the historical and archival professions at large. Raising the consciousness of those who were assembled in Washington will not in itself secure the support required for lasting solutions to the problems outlined. Hence the importance of the resolution, offered by Robert Warner and adopted at the close of the proceedings, calling for "further systematic study" by a group composed of representatives from the Senate Historical

Office, the Society of American Archivists, and the Organization of American Historians.

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College and University Archives: Selected Readings. By the Society of American Archivists. Chicago, 1979. 232 pp. Appendices, bibliography, and index. Paper. $8.00 members; $11.00 non-members.

Collections of writings are terribly difficult to assemble. The editor must decide not only what should be included on a many faceted topic, but also how articles that were written by different authors for independent publications should be woven into a single text. As any archivist who has ever attended an SAA meeting can attest, matters are further complicated by the fact that the profession does not always speak with one voice. Thus, the editor—a committee in this case—must steer between the Scylla of articles belaboring the obvious and the Charybdis of those disagreeing with each other and ultimately baffling the novice for whom this book is intended. On the whole, *College and University Archives: Selected Readings* maintains a successful and informative course.

No one can question the usefulness of this publication. It brings together articles from diverse periodicals, complete runs of which may not be available to the beginning archivist. Included are writings from the *Pennsylvania Library Association Bulletin, Illinois Libraries, Harvard Library Bulletin,* and *College and Research Libraries,* as well as *The American Archivist, Archivaria, The Midwestern Archivist,* and Rolland Steven's *University Archives.* Among the authors are such prominent archivists as Maynard Brichford, Nicholas Burckel, and Clifford K. Shipton. Readers will also be pleased to find valuable appendices consisting of the SAA's "Resolution on Theses and Dissertations" and "The Family Educational Rights and Privacy Act and the Research Use of Student Records;" "The College and University Records Retention and Disposition Schedule," by the North Carolina Division of Archives and History; a filing system recommended by the Wayne State University Archives; and the

influential "Core Mission and Minimum Standards for University Archives" of the University of Wisconsin System Archives Council.

Topics discussed are numerous: starting an archives; case studies of functioning archives (University of Illinois at Champaign-Urbana, Harvard, the American University); projects for the established archives; archival vs. library methods; archives in the library vs. archives in the administration; archivists as faculty; the researcher in the archives; university archives in Canada; records management; privacy legislation and student records; and filing systems. A concluding bibliography refers to literature on subjects not covered—automation, subject indexing, and disaster planning—and to the comprehensive *Modern Archives and Manuscripts: A Select Bibliography,* by Frank Evans. In short, buy this book.

Of the seventeen articles, this reviewer had four favorites. Maynard Brichford's "The Illiarch" (*Illinois Libraries*) is a stimulating analysis of the University of Illinois Archives that focuses on the history and theory of what an archives should do, including a discussion of setting a collecting objective to complement institutional records. Thought provoking, too, is Nicholas Burckel's "The Expanding Role of a College and University Archives" (*The Midwestern Archivist*). His recommendations for the established archives include undertaking oral history, collecting the papers of trustees, and serving on commemorative committees. Concluding paragraphs, however, warn that "no single institution has the staff or budget to undertake all these projects."

Entertaining as well as informative is Clifford K. Shipton's "The Reference Use of Archives" (Rolland Stevens, ed., *University Archives*). Instead of portraying researchers as briefcase-toting visitors from Mount Olympus who must be coddled and catered to, Shipton discusses the day-to-day problems of dealing with diverse researchers who range from the grade school "Please mail me all you have on the history of your university" and the graduate student fumbling with an uncertain topic to the professor and the administrator who want materials yesterday.

Ian E. Wilson's "Canadian University Archives" (*Archivaria*) is a misnomer. Rather than being simply an overview of archives in Canada it is a well-stated argument against the inclusion of archives in libraries. The most telling points are: competition for funds with librarians who are strongly biased toward the printed word;

competition with library books for stack space; rivalry with rare books and special collections that are more glamorous than institutional records. Not all college and university archivists, the majority of whom report to librarians, will agree with this viewpoint, but it is well presented.

Aside from these articles, *College and University Archives* does have some weaknesses. The articles follow each other in alphabetical order by the name of the author; in this way articles that deal principally with one topic—reference, records management, or establishing an archives—are scattered throughout the volume. A subject index does compensate somewhat, but readers, in this reviewer's opinion, would have preferred a topical progression in the book. There would then have been no need to relegate valuable information to a series of appendices separate from the articles dealing with the same topic.

Helpful, too, would have been bibliographical references to several works not cited. No one should begin a records management program without knowing of the Federal Register's annual *Guide to Records Retention Requirements* or William E. Mitchell's *Records Retention,* the book most widely used by records managers in business. Nor should anyone do anything with photographs without consulting Robert A. Weinstein and Larry Booth's *The Collection, Care and Use of Historical Photographs* or the many publications available from Kodak. The reader will also look in vain for the addresses of the National Micrographics Association and the Association of Records Managers and Administrators, both of which issue many useful publications. Let us not, as archivists, erect fences between neighboring professions.

Nevertheless, *College and University Archives* is a valuable addition to the literature of the profession and to the publications of the Society of American Archivists. It is hoped that in the future the Committee on College and University Archives will consider the publishing of a collection of processing manuals and the publishing of an SAA approved records retention manual. These, too, would help the beginning as well as the veteran archivist.

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A Guide to Labor Papers in the State Historical Society of Wisconsin. Compiled and edited by F. Gerald Ham and Margaret Hedstrom. Madison: State Historical Society of Wisconsin, 1978. 125 pp. Index. Paper.

Guide to the Manuscript Collection of the Tamiment Library. Compiled by the staff of the Tamiment Collection, Dorothy Swanson, Librarian. Garland Reference Library, Vol. 49. New York: Garland Publishing, Inc., 1977. 74 pp. Index. Cloth. $12.00.

The publication of the guides to labor papers from the Tamiment Collection, New York University, and at the State Historical Society of Wisconsin have increased significantly the availability of knowledge regarding research resources in American labor history. The compilers of these guides, Dorothy Swanson and other staff members of the Tamiment Collection, and F. Gerald Ham and Margaret Hedstrom of the State Historical Society of Wisconsin, join Warner W. Pflug of the Archives of Labor and Urban Affairs, Wayne State University, in contributing to a better understanding among archivists and researchers alike of the material held by three of the leading labor collections in the nation.

The volumes describing the Tamiment and Wisconsin holdings differ from the earlier volume from Wayne State at the outset. The editors of both works begin with prefaces detailing the early development of their collections. In both cases those collections were initially developed under the leadership of individuals from near by or related institutions: the Rand School for Social Science in the case of the Tamiment Collection, and John Commons and his American Bureau of Industrial Research at the University of Wisconsin. The long and complicated evolution of the Tamiment and Wisconsin collections thus made necessary the more extensive prefatory material.

A comparison of the table of contents and a glance through entries in the Swanson and the Ham and Hedstrom works reveal quickly that Wisconsin includes a much larger number of individual collections than does Tamiment. The institutional records and personal papers held by Wisconsin are most often those of trade unions and their leaders, from the national to the local level, the latter being mainly from Wisconsin and the upper midwestern United States. The Tamiment Collection, like the Rand School where it began, emphasizes the activities of socialists and their organizations, with a

geographical concentration in New York and the notheastern United States.

The two newest guides to labor collections, like the Wayne State guide, contain an adequate amount of information regarding individual collections. The individual entries in the Tamiment guide, though fewer in number, tend to be somewhat more extensive and complete than those in the Wisconsin work. In this respect the work of Ham and Hedstrom also diverges from the earlier guide to the collection at Wayne State, particularly with respect to the fact that Ham and Hedstrom are less likely than Pflug to include information regarding major correspondents contained in individual collections, a helpful feature. Ham and Hedstrom might also have published their guide in a more durable form, as have Pflug and Swanson.

Both the Swanson and the Ham and Hedstrom works depart from the example set by Pflug by including illustrations. The Tamiment guide is particularly rich visually, with an entire section of the book devoted to photographs and reproductions of manuscripts from the Tamiment Collection. Unfortunately, the index to the volume does not include references to the illustrations.

The form and style of these works could be contrasted further, but clearly they share the most important characteristic of an archival guide, a faithful description of the contents of a collection of major research interest. Archivists and their users have two new meritorious expressions of faithful description.

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SPINDEX Users Conference: Proceedings of a Meeting Held at Cornell University, Ithaca, New York, March 31 and April 1, 1978. Edited by H. Thomas Hickerson. Ithaca, New York: Department of Manuscripts and University Archives, Cornell University Libraries, 1979. 125 pp. Appendices. Paper.

Within the body of literature pertaining to computer applications in archives, SPINDEX (standing for Selective Permutation Indexing) stands out as one of the most discussed subjects in this increasingly

important subfield of the archival profession. Currently in its third version, SPINDEX has prospered through the continued support of the National Archives and Records Service and the National Historical Publications and Records Commission. And indeed, as a computer software package designed to interface with more traditional archival procedures for the purposes of enhanced information indexing and retrieval, and of flexible finding aid generation, SPINDEX has much to recommend it. Its success is demonstrated by its effective use in a wide range of applications at such diverse institutions as Cornell University, the South Carolina Department of Archives and History, the International Nickel Company, and the Church of Jesus Christ of the Latter Day Saints.

More recently this prestigious group of SPINDEX adherents have joined together to form the SPINDEX Users Network (SUN). Prior to the formal establishment of SUN, SPINDEX users met at Cornell University to discuss matters of common concern. The conference and its subsequently published *Proceedings* (both underwritten by the NHPRC in cooperation with Cornell University) further demonstrate the continuing commitment of those involved with SPINDEX, as well as the ability of SUN members to produce documents of didactic value to the archival profession. As the editor, Tom Hickerson, indicates in his introduction, the contents of this volume are "diverse, ranging from the general to the specific. The First session is broad in scope, describing the role of (SPINDEX) automation in various archival repositories. Other sessions concern data base design, data entry methods, finding aid production, technical aspects system use, and current and future system maintainance and development"(p. vi).

The reader will find that this published set of proceedings closely follows the course of the original meeting. The opening session on SPINDEX applications includes work currently in progress at the LDS Church, Pacific Northwest Public Power Records Survey, Cornell University, International Nickel Company, South Carolina Archives, and NARS. Some of these papers have already reached print in other formats, either as articles in the *American Archivist* or as separate monographs. All are tantalizingly short, bereft of either explanatory footnotes or bibliographies. While, for example, the promotors of SPINDEX have repeatedly cited International Nickel's use of the package as an illustration of its many applications, the session paper provides little detail and few concrete examples.

Admittedly, conference participants may not have required such information since they are already conversant in the operation of INCO's SPINDEX programs. But in editing the *Proceedings* for publication, those who prepared this volume should have demonstrated greater concern for the needs and interests of the layman anxious to learn more about archival automation but less schooled in this subject than SUN members. This first set of essays will nevertheless prove informative to those interested in the ways in which one might employ SPINDEX in an archival setting.

The remaining sections of the *Proceedings* are of a more technical nature; panel discussions and briefer papers with audience comments serve as the dominant modes of communication. These sessions include discussions of: designing tag structures for inputing data into the computer for manipulation by SPINDEX, data entry and computer-generated results, SPINDEX III and its improvements over SPINDEX II, and modifications in software design. The final session is devoted to a more general consideration of the future of SPINDEX. Overall, the final two-thirds of the book have little to offer the non-user of SPINDEX. Discussions are technical, with no explanatory notes by the editor. To be fair, it must be recognized that as a conference proceedings, this book was never meant to be a primer on SPINDEX nor meant to be offered to an audience of potential SPINDEX users. But in failing to address the needs of the great majority of the archival profession to learn more on an elementary level about SPINDEX and its applications, the sponsors of this publication cannot hope to win many converts to their cause.

Perhaps the most interesting aspect of this book is what it does not say, or rather what it says only indirectly. Will SPINDEX serve United States archives as the basis for an on-line information network? After reading these *Proceedings,* one must sadly conclude that SPINDEX will never do so. Innovations, such as Version III, will make SPINDEX more flexible in coping with problems of intellectual control *within* individual shops, but it does not presently have nor does it appear likely to have searching and interactive capabilities. It is an expensive system to implement, though perhaps less so than would be the creation of an independent package that operates along similar lines and produces comparable products. In short, this set of *Proceedings* confirms the views previously put forward in this journal and elsewhere in the professional literature that an automated system

for the indexing and retrieval of archival materials is still somewhere down the road. Tom Hickerson and his colleagues ought to be commended for their noble efforts in promoting the use of computers in archives. But alas, for all its attractiveness SPINDEX does not appear to be the answer to our quest for a fully automated information retrieval system.

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Local History Collections: A Manual for Librarians. By Enid T. Thompson. Nashville: American Association for State and Local History, 1978. 99 pp. Appendix, bibliography, and index. Paper. $5.75.

Librarians often tend to think only in terms of books. When faced with a local history collection consisting of many types of print material, they may not know what to do with it or how to arrange it. This excellent manual by Enid T. Thompson will calm the fears of librarians who are beginning a local history collection and will answer most of their questions regarding administration, processing, and arrangement of the materials found in such collections.

This manual is the result of Thompson's work as a consultant for the Englewood, Colorado, Public Library in 1976 when they began to set up a local history collection as a Bicentennial project.

Thompson begins by listing the different types of non-book materials that comprise a local history collection. These include newspapers, pamphlets, photographs and prints, tapes, clippings, manuscripts, maps, and memorabilia. She then describes each type and gives recommendations on arrangement, including examples of various types of catalog and subject indexing systems. The proper storage of each type of material is discussed, with particular attention being given to the best storage conditions for long term conservation.

Legal considerations, especially ownership and deeds of gift, are generally unfamiliar to librarians, but Thompson describes the basic premise of ownership of material and encourages the use of deeds of

gift to confirm ownership. The question of appraisals is clearly answered: *"The accepting institution does not make evaluations or appraisals"* (Thompson's italics).

There is a very good chapter on basic conservation with an excellent appendix giving addresses of relevant organizations, suppliers, and publications. Other addresses are given throughout the manual.

Volunteers are a major part of the work force of many local history collections; having worked with volunteers for many years I can say they are a very hard working, enthusiastic, and dedicated group. Ms. Thompson has recognized this also, and included a very good chapter on the recruiting, training, and best use of volunteers in a local history collection.

The manual concludes with a very good bibliography, including both library and archival sources, and a subject index.

This is an excellent manual for librarians just beginning a local history collection. It gives them an overview of what a local history collection may consist of and how to handle materials they are generally not familiar with. Librarians and archivists of well-established local history collections could also benefit from this manual, for in describing the basics of such a collection it may encourage them to review their own policies and procedures.

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Manuscript Solicitation for Libraries, Special Collections, Museums, and Archives. By Edward C. Kemp. Littleton, Colorado: Libraries Unlimited, Inc., 1978. 204 pp. Appendices, bibliography, and index. Cloth. $18.50 U.S. and Canada; $21 elsewhere.

Those librarians, archivists, and museum curators who have spent any time at all stalking the elusive manuscript collection in its natural habitat will recognize in this perceptive book the authentic voice of a seasoned fellow hunter. In twenty years of collecting manuscripts and books for the University of Oregon, special collections librarian Edward Kemp estimates that he has met nearly ten thousand potential donors. From this multiplicity of encounters, Kemp has derived a

wealth of practical observations for the benefit of those who would build collecting programs for their own institutions.

Kemp advocates cautious entrance into active solicitation, as well as careful organization to insure the success of the collecting program at every stage. He believes in starting small, tailoring efforts to budgetary realities, and building upon existing strengths of the institution. Most libraries and archives, he believes, should begin with local solicitation of materials on local history, or with particular aspects of local and regional history, such as music and childrens' literature—two types of research collections that he himself helped to build at Oregon. "Working locally and quietly," he advises, "the librarian can make the mistakes which are part of learning. . . ." (p. 17). Later, the program can be expanded as needs and available resources grow, and as the program becomes more widely known.

A valuable feature of Kemp's presentation is his insistence upon the close relationship between manuscript and book collecting. A manuscript collection, he feels, "is of little use without supporting books, journals, periodicals, and pamphlets already properly cataloged" (p. 14). From the printed sources, the librarian can obtain leads to manuscript collections that may exist in a given subject area, collections that will serve ultimately to supplement and enhance the research value of the printed word. From book dealers and private owners of book collections can come further leads to manuscript or book collections in areas of interest to the institution. Archivists and librarians who are professionally prone to divorce manuscript from book collecting would do well to heed Kemp's admonition that "the librarian does not deliberate when the donor is in a giving frame of mind; the librarian acts" (p. 55).

Concerning donor relations, Kemp stresses the importance of an orderly, informed approach, which will convey to the prospective donor the sense that his or her collection will be appropriately placed and duly appreciated by the institution. A spur-of-the-moment phone call may be as counter-productive as an impersonal blanket appeal. Of much more value is a carefully framed initial letter, followed up by another letter or a telephone call if necessary. Because the librarian will often personify the institution in the eyes of the donor, the quality of the librarian's contacts is all the more important. The care which the librarian devotes to evaluating a collection and packing it properly for transfer is often the best and in some cases the only manifestation to

the donor of the care which it will receive once it passes through the institution's portals.

Somewhat less convincing is Kemp's treatment of what should be done with a collection once it has been gathered within the institutional fold. Few working archivists would quarrel with his observation that "unfortunately, most creative people do not maintain organized files. The librarian must bring order to chaos" (p. 63). Many might differ with him, however, over his recommendation that outgoing correspondence be arranged chronologically and incoming correspondence be arranged alphabetically (p. 63), or that a musical performer's papers be arranged "according to the content and research value, from most to least important" (p. 103). Others might question his endorsement of an institution's paying professional appraisal fees (p. 67). In these matters, readers would be well advised to consult the appropriate volumes in the basic manual series recently released by the Society of American Archivists, rather than rely solely upon Kemp's recommendations.

Kemp reveals his share of tricks of the collectors' trade, as revealed by his story of driving around town and visiting houses that appeared from the outside to have large attics. More important, however, is his generally successful attempt to apply the proven techniques of library science to the often unscientific area of manuscripts solicitation. In so doing, he goes far toward meeting his stated intention of redressing the balance in such accounts from the approach of the inspired bibliophile, autograph collector, and dealer, to that of the professional librarian or manuscripts curator.

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National Board YWCA, Inventory to the Records Files Collection. By Louisa Bowen. New York: National Board YWCA, 1978. 327 pp. Index. Loose-leaf. $12.50.

This work should be subtitled, "Guide to the Microfilm Edition," since it is an inventory of material on 277 reels of microfilm held at the

Young Women's Christian Association National Headquarters in New York. The microfilm for the first set of records, 1876–1950, was completed in 1964 and the film for the 1950–1962 material in 1968. The microfilm represents the only complete set of records for the YWCA, since some of the original records were subsequently destroyed.

While the overall quality of the inventory is quite good, the compiler has had to overcome the fact that the records were filmed as a space-saving measure long before any archival finding aid had been envisaged Although the basic arrangement of the inventory is in four series, this has required the grouping of broken sets of microfilm. The series are (1) Records of the YWCA National Board Predecessors, 1876–1906, mainly conference proceedings of the Woman's Christian Association and Young Women's Christian Association; (2) Minutes of Meetings and Reports of Committees, 1884–1962; (3) Subject Files, 1899–1960; and (4) Local Association Files, 1906–1960.

Entry into the records is aided by a name and subject index to materials in the first three series. Series four is arranged alphabetically by state and city, which assists researchers in finding material of local interest. The index is taken directly from the terms found in the inventory itself. This is unfortunate, since many of the proper names are not complete, and many of the persons indicated as major correspondents in the introduction are not listed in the index.

Although each individual file or group of papers has been given a numerical reference number within each reel of film, the researcher will still encounter some problems in moving from the inventory to the microfilm. The main reasons for this are that sometimes material is filmed in chronological order and at other times in reverse order, while the material within each reference number varies considerably in quantity. An index by frame number would have been a decided advantage.

The records themselves are an important source for social historians and for the history of women. Subjects include: assistance to urban working women, women in rural areas, aid to immigrants, youth work, overseas YWCA programs, programs for Black and Native American women, YWCA activities during World Wars I and II, and women's health and recreation, as well as the administrative history of the YWCA.

The guide was partially funded by a National Endowment for the Humanities grant. It contains an introductory history of the YWCA,

and the scope and content notes are quite useful. While the microfilm itself is not available for purchase or loan, the YWCA is to be congratulated for making information about its collection more generally available through this guide.

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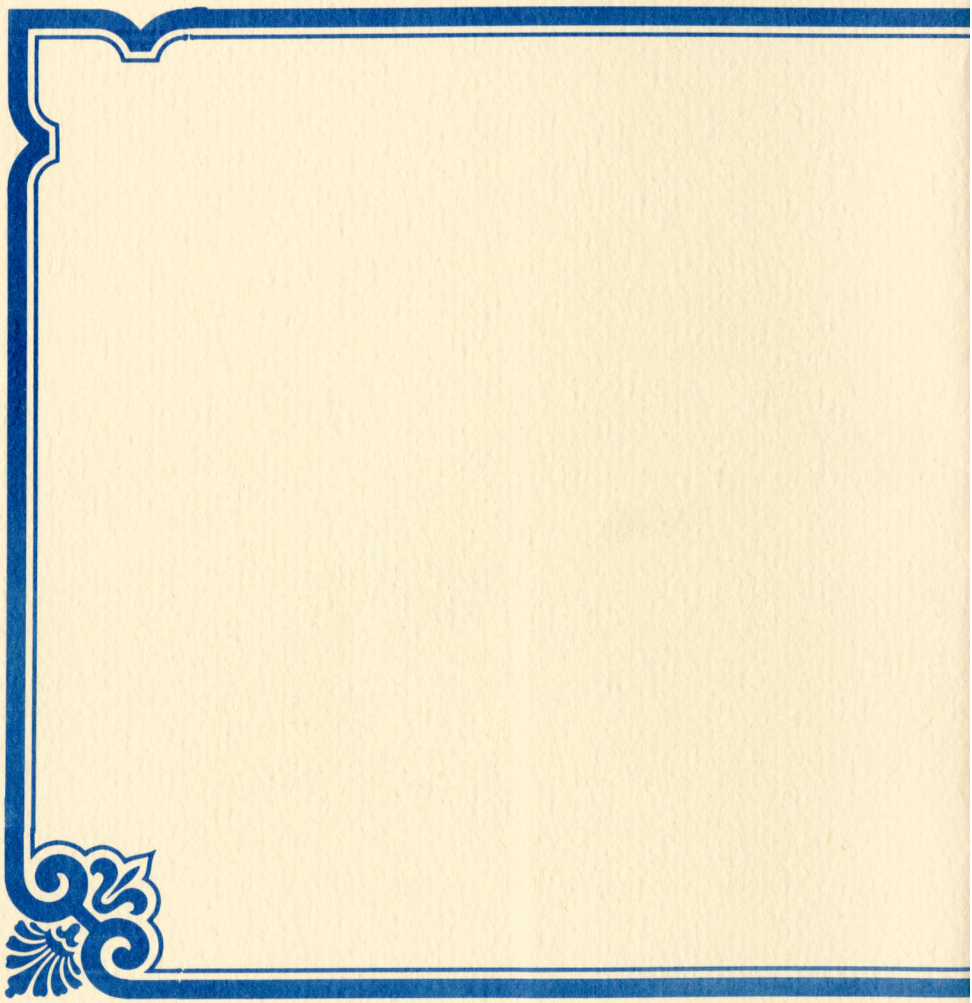
CONTRIBUTORS

Christopher Densmore is associate archivist at the University Archives, State University of New York at Buffalo. He was a member of the SAA Finding Aids Committee, 1975–1979, and is currently a member of the Steering Committee of its successor, the Professional Affinity Group on Description. This paper arose out of his interest in the use of business and institutional records for social history, and from a concern for the way in which they are identified and described.

Sister Jo Ann Euper, OSF, a former music therapist with degrees from Michigan State University and the University of Kansas, is in her fifth year as archivist of her religious congregation, the School Sisters of St. Francis of Milwaukee. Her archival training has consisted of an internship at the State Historical Society of Wisconsin and various workshops and seminars.

Mary E. Janzen is currently a manuscripts assistant at the Chicago Historical Society; previous professional positions have been with Southern Illinois University at Carbondale, and the University of Chicago Library. Her article, revised from a paper given at the fall, 1979, meeting of the Society of American Archivists, is based primarily on experience she gained in processing the papers of Nobel Prize-winning physicist James Franck (1882–1964) at the University of Chicago.