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Reviews

Robert C. McMath Jr.
Georgia Institute of Technology

Laurel Bowen
Georgia State University

Marice Wolfe
Vanderbilt University Archives

Christopher Ann Paton
Georgia State University

Margery N. Sly
Smith College

See next page for additional authors

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Reviews

Authors

Robert C. McMath Jr., Laurel Bowen, Marice Wolfe, Christopher Ann Paton, Margery N. Sly, Juli G. Stewart,
and Glen McAninch

Reviews

Contemporary Georgia. Lawrence R. Hepburn, editor. Athens: Carl Vinson Institute of Government, University of Georgia, 1987. Pp. xi, 340; illus., tables, index. \$15.95, paper.

Contemporary Georgia is an outgrowth of an annual ritual of the University of Georgia, in which new professors trek through Georgia, discovering the diversity and change to be found within its borders. The book is an armchair version of the tour.

How can this volume be categorized? Like the old "industrial and agricultural guides," it is full of maps, tables, and descriptions of the state's resources. Like the Works Progress Administration (WPA) guides, it captures the flavor of cultures and community life. And like the regional studies produced by Howard Odum and his disciples in the 1930s, it has a purposeful tone. Like Odum, the authors are engaged in public service through their state's university: "We all share two assumptions: things could be better, and improvement can come from informed decision making and wise planning" (xi).

The volume begins with a concise, readable, and candid overview of the state's history. Along with the heroic stories of

Oglethorpe *et al.*, it describes grinding poverty and racial oppression, including Atlanta's racial massacre in 1906.

A major theme of the volume is the duality of Georgia's economy: "There are two Georgia sub-economies--the Atlanta metropolitan region and the remainder of Georgia" (95). The former is growing and prospering, while much of the latter is in decline. Similarly the state's population is clustered around metropolitan Atlanta. By the turn of the century over forty-two percent of Georgia's people will live there.

Politics and government reflect the influence of an earlier day when most of the people and power were in rural Georgia. The state's tradition of "little government" is a residue of its rural past. The volume recounts with approval the modest expansion of state services in the twentieth century and the replacement of demagogic politicians with business-like, "good government" officials. The volume reflects a rosy picture of "consensus politics," a nonideological give-and-take, where the objective is "allocating some satisfaction to everyone concerned . . . so that no one goes home angry" (158).

Two parts of the progressive triad--education and human services--receive special attention. (The third, highway construction, appears in various parts of the book.) Accounts of public education and services for the poor and disabled begin with a painful and frighteningly recent story of backwardness. The authors acknowledge the legacy of underfunding and neglect, but they argue that in recent years Georgia has made great strides in education and human services.

The volume ends with thumbnail sketches of life in five Georgia communities. The picture of community life which emerges echoes the larger theme of the book: diversity of lifestyles from one part of the state to another, the disparity between the "two Georgias," and harmony within local communities.

This is such a useful volume that this review could easily end without further comment. But as an addition to the dialogue

about how to make Georgia better, two more points could be considered. First, the "two Georgias" theme, a powerful metaphor for uneven development, needs to be refined. If there are two Georgias, there are also (at least) two Atlantas, two Ocillas, and so on. Deeply rooted poverty persists alongside the gleaming towers of Atlanta, and the "other" Georgia contains a residue of old power structures which have contributed to the impoverishment of many. Second, the persistent "little government tradition" is less the result of nonideological "consensus politics" than of policies which favor some Georgians at the expense of others. Remove federal transfer payments from the "other" Georgia and it would be in desperate trouble.

In the coming decade Georgians will continue to debate the role of universities and other state agencies in creating a better Georgia. This handy volume will contribute to that process as well as introduce to old-timers and newcomers alike the rich varieties of life in Georgia.

Robert C. McMath, Jr.
Georgia Institute of Technology

Preservation Microfilming: A Guide for Librarians and Archivists.
Nancy E. Gwinn, editor. Chicago: American Library Association,
1987. Pp. 207. \$40, paper.

Although most archival repositories have microfilmed portions of their holdings from time to time, only a few have a systematic and ongoing program for converting carefully selected collections to a microform format that will guarantee permanency. Archivists early became aware of the increasing fragility of the paper in documentary collections, but these concerns have only recently

been echoed by librarians faced with mounds of brittle books, a vocal group of preservation professionals, and an increasingly sensitive and informed public. With the added incentives of significantly increased grant funding and, for the first time, an easily understandable manual, more archives will be able to consider microfilming as an option in their preservation programs.

Preservation Microfilming discusses both the decision-making context and the procedures for preservation microfilming, using language that is nontechnical but clear and precise. Basic technical terms needed to communicate with micrographics managers are defined in a glossary and explained in the discussion of issues and procedures. The preservation professionals and program administrators who collaborated on this book present their material in the tone of a sympathetic colleague who offers basic information, step-by-step guidelines, and options for consideration and evaluation. There is food for thought for the converted and encouragement for the fainthearted. In short, this is a manual that is "user friendly."

As a manual, *Preservation Microfilming* does not purport to be "a one-stop, learn-everything encyclopedia" on the topic (xxi) but aims to provide a framework for decision making and to present issues that must be addressed as each institution designs its own program. To the credit of the editor and contributors, the book is an integrated whole. It is a description of the preservation microfilming process, a general guide to each step of the operation, and a reference tool pointing to more specific sources of information. Larger concerns balance the "how to." Chapters focus on making basic administrative decisions about the program, selecting materials to be filmed, planning the process and preparing the materials, standards and practices in filming, providing and sharing bibliographic information about the finished product, and controlling costs. Illustrations, sample forms, tables, and lists are used effectively to explain technical concepts or

procedures, show special equipment, and provide summaries of useful information.

One of the book's strengths is the way it deals with preservation microfilming as part of a larger world--as one of many preservation treatment options or as one problem in the bibliographic control of collections, for example. The decision to include information about preservation microfilming in an archival as well as a library setting (xi) is fortunate, although the archival world described here may not be as familiar as it could be.

The recurring tendency to equate library books with archival documents instead of collections is frequently misleading. In the chapter that discusses the selection of materials for filming, it would be helpful to describe the kinds of "different curatorial approaches" that archives need to employ (27). Mention could also be made (35-36) of another method for selecting archival material for filming--that is, by identifying appropriately filmable series that appear regularly in similar types of collections, such as alphabetical indexes to gubernatorial or congressional papers. Other issues affecting archives might be included briefly, such as whether collections being prepared for filming should be available at all times for public use (22). A larger issue, and one that affects the choice of preservation microfilming as an option in an archival program, is only referred to in passing (118, 173): What is the relationship of preservation microfilming to filming for business or records management purposes? What considerations would suggest the use of certain kinds of microfilming standards instead of others?

All considered, however, *Preservation Microfilming* is an excellent manual that deserves to be used often. It will withstand frequent but thoughtful examination.

Laurel Bowen
Georgia State University

The Care of Prints and Drawings. Margaret Holben Ellis. Nashville: American Association for State and Local History, 1987. Pp. x, 253; illus., appendixes, index. Paper.

This volume is another handsome member of the extensive family of publications issued by the American Association for State and Local History. The book's cover, designed by Gillian Murrey, carries a calligraphic title and color reproductions of two right/wrong (in preservation terms) watercolor landscapes. Even in the mists of its light fading, the wrongly treated work is attractive and, compared with the other, suggests what might have been if preventive caution had been used.

The cover is truly and subtly an emblem for the content of the book. Ellis's prose is clear and pleasant, so easily sophisticated that she is able to move from the theoretical, esoteric plane to the specific, practical application within paragraphs and sentences. There is none of the disjointed "turn to page x for instructions," yet plenty of instruction is offered in the skills of handling paper in storage, on exhibit, and in the reading room.

Although ideal conditions and treatments are described, Margaret Ellis is a realist. This is shown in her definition of the term *proper environmental conditions*: "the conditions under which we can reasonably expect artworks to survive longest. The term denotes suitability, rightness, and appropriateness: it represents a compromise between what we know to be optimum and what we recognize as realistic." Such an attitude encourages the conservation effort more effectively than the discouragement of the less than perfect. In other instances too, the author eschews absolute numbers, but for the more difficult disciplines of consistency and balance.

While the book contains a sensitive discussion of elements to be considered in the care of works of art on paper, its practicality is intended for both collectors and curators. Illustrations and

instructions on procedures are exceptionally apt and direct. The manual is thorough in treating the most problematic details of preservation concern. For appropriate applications, such as tape removal, the services of a qualified conservator are recommended. A description of such individuals, suggestions on locating them, and advice on interacting with the specialists are helpful. Further practical assistance is to be found in three appendixes: the first is a fine list of conservation supplies and suppliers; the second gives specific instructions on the making of rice or wheat paste; the third, on the construction of a thymol cabinet, contains the appropriate caveats on this method of mold control.

The carefully selected and limited further readings sections following chapters, and the bibliography, offer different sources than the archivist ordinarily encounters and for that reason are of great value. While the references are pertinent, the absence of some fine Society of American Archivists publications is regrettable. Possibly the reason relates to the exclusion of photographs as part of this topic. However, Merrily Smith's *Matting and Hinging Works of Arts on Paper* and Ralph Ehrenberg's *Archives and Manuscripts: Maps and Architectural Drawings* are well known.

If there is a concern about *The Care of Prints and Drawings*, it is that archivists will disregard the work as inappropriate when, in fact, it offers superb background and fine advice in the area of paper conservation. Typographic glitches that twice turned prints into paints during correspondence for this review suggest a tendency to see the manual as engaging art curators only. Perhaps in an age of growing cross-disciplinary awareness, many will be curious enough to investigate another finely developed perspective. It would be well worth the exercise.

Marice Wolfe

Vanderbilt University Archives

The Copyright Primer for Librarians and Educators. Mary Hutchings Reed. Chicago: American Library Association with the National Education Association, 1987. Pp. 76. \$7.95, paper.

As the author of *The Copyright Primer* notes in her introduction to the booklet, "the new Copyright Law is no longer new." Yet despite the fact that librarians, educators, and archivists have been working under the provisions of this law for over ten years, confusion still abounds with regard to its applications in many specific circumstances. How do archivists determine the copyright status of an item? What uses may be considered "fair"? What constitutes a "reasonable search" for a copyright holder? For what uses may photocopies be made? How does the copyright law apply to newer technology, such as videotapes and computer software?

This booklet provides understandable information on basic copyright issues and discusses topics such as fair use, copying, and photocopying in simple, clear terms. While some sections of the work do not apply to situations frequently encountered in most archives (i.e., classroom photocopying of books and periodicals, or performances of copyrighted dramatic works for teaching purposes), most of the information will be useful for archivists to have on hand, either for basic background reading or to apply to particular circumstances in the archival setting.

The format of the booklet is clear and straightforward. The introduction deals with basic questions ("What is copyright?" and "What is the duration of copyright?"). The second section examines the concept of fair use and discusses the four factors that the law states shall be considered in determining fair use as well as the findings of relevant court cases and research. Subsequent sections focus on specific topics such as "Fair Use," "Library Copying under Section 108," "Sheet Music," "Videotapes," and "Computer Software." Each section opens with an overview of the issues involved. Where published guidelines exist (as for

copying of sheet music, or off-air taping) they are included and discussed.

The most useful parts of the booklet are the question and answer segments included at the end of each section. The questions highlight the application of the law to specific circumstances (such as "Can a library put an unpublished manuscript into its online computer data base?"; "What is a fair price?"; and "Can an off-air recording be added to the library collection?"). Answers to the questions are based on the law itself, legislative and judicial history related to the law, and guidelines that have been developed since the law took effect. Archivists may find some of the implications regarding issues such as copying to be surprisingly liberal. At the very least, the guidance offered by the author provides food for thought and an opportunity to reevaluate our understanding and implementation of the law.

The sections "Infringement Liability and Remedies" and "How to Obtain Permission" will be of particular interest to most readers. The section on music may be the least useful to archivists. In the author's words, "music is the elixir of life and also a copyright headache." The information provided in this booklet relates primarily to school-oriented problems of performance rights and the copying of music for performances. Archivists who need advice on dealing with published or unpublished recorded sound materials will need to seek guidance elsewhere.

Overall, *The Copyright Primer* is an excellent source of information relating to copyright issues and is well worth having

on hand. It is well written and thorough; in addition to serving as a "refresher course" in the basics of copyright law, it offers an opportunity for archivists to take a fresh look at some old problems.

Christopher Ann Paton
Georgia State University

Records Management Handbook for United States Senate Committees. Karen Dawley Paul. Washington: United States Senate Bicentennial Publication #5 (S. Pub. 100-5), 1988. Pp. x, 170; forms, appendixes, bibliography. Paper; single copies available without charge from the United States Senate Historical Office, Washington, D.C. 20510

In 1985 Karen Paul and the Senate Historical Office produced *Records Management Handbook for United States Senators and Their Repositories*, a volume that has been a valuable, if Utopian, source of advice to senators' staffs and staffs of repositories holding Senate records. This new volume, *Records Management Handbook for United States Committees*, will stand as an important companion work to the earlier publication. While its primary audience is Senate committee staff, the handbook will be of immense use to archivists working with senatorial collections as they try to solve the problems attendant to the records created during a senator's committee work.

In well-organized chapters committee records are defined and identified according to committee organization and functions, and records disposition schedules and transfer procedures are laid out clearly. Recommendations for setting up files and filing and the management and disposition of automated records, ever more pressing problems, are plainly spelled out and invaluable. The

chapters on the treatment of sensitive and classified information and on public access issues, well supported by exhibits, present previously scattered information in a concise, understandable fashion. An equally succinct chapter on micrographics could have been clearer about the long-term use and cost-effectiveness ratio of film but is otherwise useful. Other sections answer questions about ownership of committee records and how to deal with consultants' records, both of which have puzzled many archivists, especially those who attempted to find answers prior to the establishment of the position of archivist in the Senate Historical Office.

The written text is clear and well done, but the charts, listings, exhibits, and sample forms make this volume important. They are presented effectively and will give fast answers to harried committee staff members, many of whom may not take time to read this handbook from cover to cover. All archivists will benefit from acquainting themselves with this volume, if only for the valuable appendixes containing such items as glossaries and filing rules, the chapter on files management techniques, and the suggested readings. In fact, substituting the word *institution* or *organization* for *congress*, and changing *committee staff* to *staff* in some of the text produce copy that can be used by any archivist giving records management advice.

In a perfect world all committee staff members responsible for committee records would read and apply the procedures set out in this manual. If even a fraction of them do and begin to follow the disposition and transfer recommendations, the Senate archivist will be inundated with records and requests for help--and the

documentation of the committee work of the Senate will grow in value and usefulness. In any case, all the information any staff member or archivist would need is laid out here in a useful fashion, waiting for implementation.

Margery N. Sly
Smith College

The Management of Local Government Records: A Guide for Local Officials. Bruce W. Dearstyne. Nashville: American Association for State and Local History, 1988. Pp. x, 146. Paper.

In *The Management of Local Government Records: A Guide for Local Officials*, Bruce W. Dearstyne immediately puts the reader at ease. He approaches this guide, designed for the non-records management professional, as if he were in the room chatting with you. His style decreases the possibility of the reader's throwing down the book in frustration as too technical. Practical in presentation while providing sound records management theories, the guide will save readers valuable time as well as face while knowledgeable taming the ugly information monster in front of the ever-present skeptical audience. A number of interesting photographs, sample forms, and helpful tables increase its readability.

Dearstyne states in the preface that his guide "covers the basics of records management, introduces advanced concepts, and suggests where to turn for more help." A clearer statement might be that the guide is a detailed plan for securing financial and authoritative support to begin a records management program and for building a program foundation by the development of records retention and disposition schedules. In addition, the guide reviews

elements of a records management program which would enable an organization to save money and create, process, and store its information more efficiently. This statement prepares the reader for the abrupt change in approach beginning with chapter five in which the author discusses merely what and why instead of what, why, and how. At this point, the reader who has been subtly held by the hand should be told that the following chapters are a departure point from which other sources must be utilized. The last chapter provides an abundance of information on related associations, publications, and state programs which will be useful to any organization starting a records program.

After reading the guide, a government official will realize that records management is a programmatic activity, far more involved than filing. The author spins his widening web with topics that "fit together and re-enforce each other." Planning a program, identifying program personnel, records surveying, information creation control, vital records, and management of archival records are but a few of the subjects he pursues to build a good overview of records management.

While written for the novice, Dearstyne's *Management of Local Government Records* will interest the professional who must educate students and clients in the theories and practices of records management. Records appraisal comes to mind as a case in point. "A records manager is not the czar of records; the job is more like a musical conductor, getting people to work together in harmony" is another statement which could be used when records managers are accused of empire building.

Dearstyne has provided a useful tool. There is little doubt that the red alert should be raised for local government records as an endangered species, and this guide provides needed information enabling these officials to manage a valuable resource on a small budget.

Juli G. Stewart

University of Tennessee, Knoxville

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A Strategic Plan for Managing and Preserving Electronic Records in New York State Government. New York State Archives and Records Administration. Albany: State Archives and Records Administration, 1988. Pp. 36. Distributed free while supplies last.

The planning reflected in this document demonstrates that handling machine-readable records is a long and arduous process that raises a myriad of technical and archival questions at each stage in a record's life cycle. Though it is one of the pioneers in dealing with electronic records, the New York State Archives and Records Administration has decided to take an incremental approach in dealing with this monumental problem. Staff members are planning to concentrate on several important systems each year, rather than tackle all systems at once. The plan also includes an emphasis on outreach, recognizing that the State Archives and Records Administration will need the help of many other governmental bodies if it is to succeed.

Pending funding, the archives hopes to spend a million dollars over a five-year period. Using a management technique of dividing the attack into a hierarchy of mission, goals, and activities, the planning document carefully outlines each of the projected activities for the next five years.

Some of the more significant of the twenty-seven tasks described in the report are to

- (1) evaluate standards for the transfer of data,
- (2) integrate machine-readable records into the overall records management and archival approach of state government,
- (3) establish a tape maintenance and storage service at the records center,
- (4) provide training and technical assistance to those managing machine-readable records, and
- (5) accession, describe, and make available for research electronic records with long-term value.

All archivists and records managers who recognize the scope of the task undertaken by their colleagues in New York wish them well, for they will certainly pioneer new territory and ease the burden for those who follow.

Glen McAninch

Kentucky Department for Libraries and Archives