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Reviews

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Reviews

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Book Reviews

Archival Theory, Records, and the Public. By Trevor Livelton. Lanham, Md.: Society of American Archivists and Scarecrow Press, 1996; first paperback edition 2003. Index. 179 pp. Softcover, $24.95.

National Public Radio broadcasts a show entitled "Says You" which explores the intricacies of the English language. Every week, a host presents everyday words to panelists who debate word usage: what is the difference between a "recital" and a "concert?" Are "sculpture" and "statue" synonyms or is one term a subset of the other? The program challenges participants and audience to examine their existing knowledge through reflection and discussion, a process that often brings surprises.

One can imagine the book *Archival Theory, Records, and the Public* as a series of "Says You"-style debates generated by the author, Trevor Livelton. What exactly is "theory"? In the context of archives, is it sufficient to define information as "intelligence given?" What do archivists mean when they use terms such as "agency," "authority," "interdisciplinary," "methodology," "public," "private," "record," and "value?" Just as the "Says You" participants examine common words, Livelton examines com-

mon archival terms. Livelton's "discussion panel" consists of
scholars who have contributed to the professional literature for
many years. Whereas the radio program spends a few minutes on
each word and tends to settle on a basic definition before mov-
ing on, one of the strengths of Livelton's work is that he explores
and values the contradictions he uncovers rather than insisting
on definitive answers. Livelton wades into the epistemological,
etymological, and sometimes even legal aspects of each word as
it relates to archives. *Archival Theory, Records, and the Publi*c
creates a valuable platform for archives professionals attempting
to focus on the terminology that peppers their everyday thoughts,
activities, and communications. The results are greater apprecia-
tion and expanded knowledge for the reader and perhaps even
changes in archival practice and policy.

  Although the heart of Livelton's work is an exploration
of terminology, the structure of the book ensures that the terms
are examined within the context of archival theory. The first
four chapters concentrate on a definition-driven description of
archival science beginning with a close look at theorizing as a
practice and an endeavor. As Livelton progresses, the difference
between private and public records is a primary concern. (It is
important to note that "public" in the context of Livelton's book
refers primarily to the provenance or creator of documents rather
than to an external collection of individuals who utilize archives.)
In the fifth and final chapter, theory is augmented by hypothetical
examples.

  The act of defining key terms is one of the primary oc-
cupations of scholars and professionals new to a field; therefore,
Livelton's book would seem to be a natural fit for this audi-
ence. Livelton, however, refers to the authors in his literature
review with familiarity, assuming that the reader already holds
substantial knowledge of each writer's work. This makes deep
comprehension of the book more difficult for beginning students
and less experienced scholars. Similarly, professional archivists
whose attentions are more focused on the daily details of running
an archives may be disappointed to find that concrete examples
are few and primarily relegated to the last chapter.

  At first glance, Livelton's work seems esoteric, most prop-
erly suited for professors and those writing dissertations. There
are two tools, however, that serve to make this book more uni-
versal: the selected bibliography and the index. The twelve-page

bibliography alone is a valuable resource. Livelton's expansive review of the literature reaches as far back as the eighteenth and nineteenth centuries while also covering each decade of the twentieth century. By comparison, the five-page index seems brief, though sub-entries allow the reader to locate specific terms and concepts. It is easy to imagine that a student or working archivist will find this book valuable as a reference tool for grasping a specific concept and then will read further to appreciate that concept in the context of archival theory.

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Arranging and Describing Archives and Manuscripts. By Kathleen D. Roe. Chicago: Society of American Archivists, 2005. Glossary, bibliography, appendices, index. 180 pp. Softcover, $49.00 (SAA member price $35.00).

Published in 1977 by the Society of American Archivists, David B. Gracy's *Archives and Manuscripts: Arrangement and Description* was the first manual on the topic. It was not until 1990 that *Arranging and Describing Archives and Manuscripts* by Frederic M. Miller was published. These two books have been used extensively through the years. Kathleen Roe's volume is the second edition of the Miller book and is part of SAA's Archival Fundamentals Series II. The new edition reflects the fifteen years of significant developments in American, Canadian, and international standardization practices, as well as the impact of rapidly changing technology on archival processes.

Roe's intent for the updated edition is to "provide an overview of the fundamental theory and practice relating to archival arrangement and description, drawing particularly on the substantive codification and standardization of practice over the past quarter of a century." Her specific goals include providing a context for the principles behind arrangement and description, outlining common practices and professional standards, and examining current and emerging developments and approaches. Roe helps the reader understand the theoretical and practical framework that is necessary to make materials "accessible in a

standardized manner that allows for integration with national/international access tools. . . ."

The book is divided into four chapters, followed by the end materials, which make up almost half of the volume. Chapter one, "Overview," details the functions of arrangement and description and how these activities relate to other archival processes. Chapter two, "Core Concepts and Principles," includes basic terms, guiding principles, a discussion of how archival descriptive practice relates to library and museum practice, and the relationships of arrangement and description to the holding institution and collection users. "The Context of Arrangement and Description," chapter three, describes the development of archival practice and the ongoing international movement toward standardization.

Chapter four, "The Practice of Arrangement and Description," is the heart of the volume. Here, Roe discusses step-by-step the activities of accessioning, arranging, processing, and describing materials as well as developing access tools and professional standards for arrangement and description. The text wraps up with "Conclusions, Future Directions, and Issues" and is followed by a short but helpful glossary, a bibliography of mandatory reading for all archivists, an index, and five substantial appendices.

The appendices constitute a third of the book and are well worth the space. The first appendix reprints the Statement of Principles from *Describing Archives: A Content Standard.* These eight principles, which form the core of descriptive theory and practice, address the nature of archival holdings, the relationship between arrangement and description, the nature of archival description, and the creators of archival material. Roe thoughtfully includes these vital principles for easy access and to remind us that *DACS* is the new content standard for description.

The second appendix takes the reader through several arrangement scenarios, detailing why certain decisions are made, and outlining the theory behind them. Even though the examples are hypothetical, they include many of the common problems archivists find when arranging materials.

The next appendix provides examples of common arrangement patterns for seven real collections. Each collection's arrangement pattern is paralleled by commentary outlining logic behind the groupings ("These papers are organized into two

subgroups based on the individual's public and personal work."
"The series are arranged by form of material.")

The fourth appendix contains finding aids for the three hypothetical collections used to represent three major types of manuscripts and archival collections.

The last appendix gives seventeen examples of bibliographic description from various repositories, allowing the reader to see the variety in local conventions. The descriptions contain biographical or historical notes, scope and content notes, and subject lists. Roe directs the reader to repositories' Web sites to view their finding aids. Side comments point out differences in terminology, note order, and purposes of the various notes. ("The summary note provides information on limitations of the contents to assist potential users." "The biographical note here only addresses the part of his life relating to these letters.")

Considerable thought has gone into the design and layout of the book resulting in an attractive and clear presentation of text, figures, and examples. Numbered figures, lists, tables, and other examples are highlighted and separated from the running text. The color contrast allows the reader to focus easily on the figures or to continue reading the text without interference. Short, bold-faced, illustrative sidebar quotes emphasize major points in unobtrusive but helpful manner. The information in notes is readily available at the bottom of pages. Several of the appendices also use sidebars and pull quotes effectively to comment on particular elements in finding aids and other tools.

Roe wrote this volume from the perspective that the arrangement and description of collections and materials in our care represent fundamental duties for archivists. This writer certainly agrees, for until a set of materials is physically and intellectually ordered and made accessible, it is, for all intents and purposes, useless to researchers. Until a collection is properly arranged, processed, and made accessible, regardless of its historic or monetary worth, or the amount of time and money spent to preserve it, it is only potentially—and not actually—useful. Further, if a collection is poorly arranged and processed, the information inherent in the original ordering of the materials can be destroyed. As Roe points out, everything else we do as archivists, including reference, outreach, and preservation, is dependent on collections that have been properly arranged and described.

This volume has much to offer the beginning archivist who will find Roe's practical advice gathered from years of experience of considerable value. She clearly and logically explains the reasons for particular processes, treatments, and choices, and roots them in current national and international theory and practice. Throughout, Roe draws her examples from a variety of real and hypothetical collections, representing personal papers, corporate and institutional records, and artificial collections, as well as collections large and small, simple and complex. The beginner could not ask for a better introduction.

The book also offers much to the experienced archivist who has been arranging and describing all along, but has perhaps not had time to keep up with the numerous changes in the field or the means to implement them. For these archivists, Roe brings them up-to-date in the areas of new standards (for example, DACS and RAD) and technology (for example, EAD, XML, digital collections). She addresses the blurring of lines between archives and records, and emphasizes the need to follow standards, regardless of format. Roe also reminds experienced archivists that parts of her volume will soon be obsolete and that a major challenge ahead for the profession will be to develop sound description practices for records that are born and used solely in a digital environment.

Roe has written a highly practical, user-friendly guide to what every archivist needs to know about arrangement and description. Her own formidable expertise in the area of arranging and describing enables her to guide the reader seamlessly through the highly complex nexus of theories, practices, processes, and procedures that form the core of archival management. Every archivist, regardless of experience level or institutional mission, needs to take this book to heart since it is essential to understanding the core of our profession as stewards of our cultural history.

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Creating EAD-Compatible Finding Guides on Paper. By Elizabeth H. Dow. Lanham, Md.: Scarecrow Press, Inc., 2005. Index, bibliography. 153 pp. Softcover. $40.00

In this helpful, concise volume, Elizabeth Dow takes on the subject of Encoded Archival Description (EAD)-compatible collection description. Intended for librarians and archivists whose institutions currently lack the wherewithal to initiate this, Dow helps readers create finding aids that will easily convert to well-formed, valid EAD documents. In her easy-to-read, approachable style, Dow explains often complicated and detailed concepts clearly and succinctly. While existing EAD reference materials such as those published by the Society of American Archivists (including the online "EAD Help Pages" and published books) and the Research Library Group Best Practice Guidelines (RLG BPG) may seem daunting to EAD beginners, this volume serves as a gentle introduction that can be of enormous assistance to both novices and more experienced practitioners.

In the introduction, Dow defines her audience. She primarily wishes to reach small repositories that are currently utilizing traditional word-processing programs to create finding aids. In doing so, she acknowledges her bias, or "tilt" as she puts it, to manuscript repositories and paper-based materials rather than corporate archives and electronic records. Nevertheless, although her discussions and examples center on manuscript collections, most of the information can be applied equally well to other situations, such as small college and university archives. She also raises a second important subject in the introduction: many in charge of small repositories are still wary of taking on EAD. Dow senses this wariness and makes a strong argument for EAD by offering five reasons why it is important to the future of archives and why small archives should ensure that their paper-based finding aids are EAD-compliant. First, she argues, archival users want Web finding aids; second, EAD complies with established international descriptive standards; third, the use of EAD is growing nationally (and, one might add, internationally); fourth, EAD-compliant inventories will not require major changes from older descriptive practices; and fifth, EAD-ready finding aids will save money when the decision is made to convert to EAD. Anyone skeptical of proceeding with EAD, or working

towards proceeding with it, should feel encouraged to continue after reading these few pages.

Chapters one and two trace the recent history of archival description, from the finding aids produced prior to the computer age to the recognition of the growing need for standards and the development of MARC records, to the advent of EAD in 1997 to the development of international standards and the emergence of a new standard for the United States, *Describing Archives: A Content Standard (DACS)* in 2004. Chapter three, a basic introduction to markup languages and EAD, provides a good grounding for readers who are new to encoding and introduces the most frequently used tags in EAD. Throughout these chapters an alarming number of acronyms appear; fortunately, a glossary defines these terms as well as many others commonly used in archival description.

For those reading this book for the stated purpose of creating EAD-compliant finding aids on paper, chapter four is the key. In it, Dow includes the key elements that should be included in a finding aid, according to DACS, version 2 of the General International Standard Archival Description (IsaD(G)v2), and the RLG BPG. An excellent summary of required data elements is combined with pithy descriptions of what information needs to be included. The next chapter discusses formatting issues in word processing, especially items such as ditto marks and abbreviations that do not translate easily to EAD.

Certainly readers could stop here having gained sufficient knowledge to proceed with producing EAD-ready finding aids. But if readers proceed, they will be rewarded in the final two chapters with discussions of intellectual access, information retrieval, and the factors to consider in beginning an EAD program. Dow demonstrates that the detailed tagging supplied by EAD encoding, together with the use of controlled vocabulary, can greatly enhance the search process for archivists and researchers. Her concluding chapter on starting an EAD program thoroughly examines the issues archivists must address as they begin the implementation of EAD.

In just a few chapters, Dow reaches all who are considering the adoption of EAD, those who are wary of the pitfalls and problems of adopting EAD, and those who simply want a better understanding of EAD. This volume should be required reading for all these archivists and library professionals.

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A Glossary of Archival & Records Terminology. By Richard Pearce-Moses. Chicago: Society of American Archivists, 2005. Index. 433 pp. Softcover, $49.00 (SAA member price $35.00).

During the 1990s, the Society of American Archivists published its Archival Fundamentals Series, which addressed such basic topics as selection, appraisal, arrangement, preservation, description, reference services, and repository management. One of these seven pubications is *A Glossary for Archivists, Manuscript Curators, and Records Managers* by Lewis J. and Lynn Lady Bellardo. First published in 1992, this volume offers an introductory user's guide, thirty-eight pages of alphabetized entries, a two-page appendix of useful abbreviations, and a five-page bibliographic section entitled "Additional Reading" with citations for relevant works spanning 1948 to 1991.

A Glossary became one of the primary texts assigned to participants of the Modern Archives Institute and was recommended to new professionals by the Society of American Archivists. In size and scope, it surpassed earlier information sources such as NARA's 1989 booklet entitled *A Federal Records Management Glossary* and SAA's booklet, *A Basic Glossary for Archivists, Manuscripts Curators, and Records Managers*. Additionally, two of the most popular basic monographs, *A Modern Archives Reader: Basic Readings on Archival Theory and Practice* (1984) and *Keeping Archives* (1993), offered internal glossaries, but contained far fewer entries than the Bellardo glossary. The Bellardo glossary not only functioned as the descriptive vocabulary list for the Archival Fundamentals Series, but also as one of the foremost glossaries of the profession.

Beginning in 2004, SAA introduced Archival Fundamentals Series II. Five of the seven volumes in this new series are currently available, including the 2005 publication, *A Glossary of Archival & Records Terminology* by Richard Pearce-Moses. How does this new glossary compare with its predecessor? The Bellardo glossary contains thirty-eight pages of entries while the

Pearce-Moses glossary contains 413 pages. The Bellardo glossary offers seven pages of supplementary writing while the Pearce-Moses glossary offers forty-eight including "The Archival Lexicon" (a thoughtful essay on language and terminology), "Introduction" (a description of the entry structure and user's guide), "Corrections and Revisions" (an invitation for users to help expand the current work including a request for illustrations to be used in a future update), the glossary (which includes abbreviations), and the eighteen-page "Bibliography" with sources spanning 1917 to 2004. During his research process, Pearce-Moses compiled a database containing more than 6,300 citations from more than 500 sources.

The Series II glossary certainly builds upon and surpasses the previous volume in sheer coverage. The scope of Pearce-Moses' work and the fact that it is much more up-to-date ensure that this updated glossary will be embraced by the profession. "The archival world has changed considerably," SAA Publications Editor Richard J. Cox notes in the Series II preface. Pearce-Moses responds to these changes by including terms that reflect a profession-wide shift towards Internet use, digital records, multimedia works, cross-disciplinary studies, an ever-expanding body of professional literature, and increased communication across languages and cultures. The inclusive nature of Pearce-Moses' work creates a reference source that will serve professionals with a wide array of experiences and job descriptions. Broader terms, narrower terms, related terms, and note sections for the entries allow the user to grasp nuances, effectively codifying the terminology that, in Pearce-Moses' own words, "defines and distinguishes a profession." Whether learning a new term or clarifying the meaning of a familiar one, those involved in archives and records management will find Pearce-Moses' glossary an invaluable tool. For those wishing to explore the glossary before purchasing it, or simply desiring an online version, *A Glossary of Archival & Records Terminology* is currently available through the Society of American Archivists' Web site (<www.archivists. org/glossary/index.asp>).

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***Privacy and Confidentiality Perspectives: Archivists &
Archival Records.*** Edited by Menzi L. Behrnd-Klodt and Peter
J. Wosh. Chicago: Society of American Archivists, 2005. Index.
391 pp. Softcover. $56.00 (SAA member price $40.00).

   Librarians began discussing issues of privacy and con-
fidentiality after passage of the 1966 Freedom of Information
Act and the 1974 Privacy Act. Archivists, in particular, worried
about the inherent conflict of making collections accessible to the
public while still preserving the privacy of individuals. Noticing
the standing-room-only crowds at professional sessions on the
topic, Menzi L. Behrnd-Klodt and Peter J. Wosh commissioned
essays for this anthology. The editors are quite clear that the
volume is neither a "reference work" nor a "manual." Instead,
their goal is to advance the current debate with articles that of-
fer historical background, philosophical frameworks, and case
studies of individual administrative approaches to privacy and
confidentiality.
   The editors have arranged these essays into four catego-
ries based upon each author's orientation toward the issue: legal,
ethical, administrative, or institutional. Two of the articles in the
first section are historical reprints of seminal legal articles from
1890 and 1960. Behrnd-Klodt, an archivist and attorney, wrote
the third piece to bring the reader up to date on relevant law.
She concludes with three pages specifically directed at archival
risk. Although intending to reassure, Behrnd-Klodt's discussion
is purely abstract and offers no practical guidelines. She states
that courts have seen only a few cases concerning archival liabil-
ity, but she provides no case details or decisions; she mentions
time limitations set by individual state legislatures, but not even
a footnote or appendix appears to display the potentially useful
information.
   The section on ethical considerations begins with an
article by Heather MacNeil that extends arguments from her
1992 book, *Without Consent:The Ethics of Disclosing Personal
Information in Public Archives.* The second work reprints Judith
Schwartz's 1992 article from the *Journal of American History,*
recounting her efforts to balance privacy with accessibility first
as records manager of the General Board of Global Ministries of
the United Methodist Church and later as a founder of the Les-
bian Herstory Archives in New York City. Two other case studies

round out this section: one on the fate of the East German State Security Service (Stasi) records and the other on the development of an educational Web site documenting the history of the eugenics movement. The experience of the latter will prove useful for any archives digitizing potentially controversial material.

The administrative portion includes a broad discussion of the heavy restrictions typically placed upon the papers of authors and celebrities followed by a more specific history of the University of North Carolina's experience with the literary papers of Walker Percy and Shelby Foote. The article recounting the saga of the segregation-era Mississippi State Sovereignty Commission files offers helpful guidelines for the development of a proactive, systematic approach towards privacy concerns that includes the creation of a "privacy officer." Two separate essays offer general examinations of the protection of attorney-client privilege in legal collections and the implications for educational institutions of the Family Educational Rights and Privacy Act of 1974.

The final section on institutional perspectives explores the idiosyncratic nature of archival programs in religious organizations, corporations, and medical facilities. It concludes with a more specific examination of the United Methodist Church and its Open Records Policy. Appendices reprint privacy-related constitutional amendments and summarize administrative directives and judicial interpretations restricting access to medical and educational records.

Together, the volume's essays emphasize the ambiguity of current law and the inevitable confusion with regard to its practical application by archives. The authors themselves demonstrate a spectrum of opinions on the issue, ranging from advocates of few if any restrictions to conservative appraisals that question whether archivists should even accept collections where privacy concerns will likely require permanent closure. Consequently, *Privacy and Confidentiality Perspectives* provides only limited usefulness to any archivist seeking the panacea of accepted professional standards. One can only hope, as the authors do, that this collection of essays will spur more fruitful discussion within the field.

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Providing Reference Services for Archives & Manuscripts. By Mary Jo Pugh. Chicago: Society of American Archivists, 2005. Illustrated, endnotes, bibliographic essay, index, appendices. 384 pp. Softcover, $49.00 (SAA member price $35.00).

Providing Reference Services for Archives & Manuscripts by Mary Jo Pugh is, in many regards, the archival equivalent of *Winning Friends and Influencing People* by Dale Carnegie. Pugh's book is an impressively written professional work that benefits those new to the profession as well as established archivists. First published in 1992, *Providing Reference Services* was revised for the Society of American Archivists Archival Fundamentals Series II. According to Pugh, this revised publication "seeks to create a model for understanding the legacy from the archival institutions we inherit and for assessing how new developments extend and change it." Its purpose, she continues, "seeks to assist reference archivists in managing accelerating change, keeping the best of past practice, while becoming integral to the knowledge organization of which archives are a part." These purposes are certainly attained. The text is a model for professional services and should be required reading for anyone entering the archival profession.

One of the categories on which this work focuses is the dynamics of interpersonal relationships in archives. In Pugh's chapter "Managing Reference Services and Evaluating the Use of Archives," she states that "Patience, empathy, humor, and good temper are qualities especially important in staff members dealing with the public." The importance of public relations may be touched upon in an archival program, but is usually not emphasized. Pugh covers this vital part of reference services with the acumen of the late Dale Carnegie himself.

It is difficult to read the work all the way through without pause. This is not because it is challenging reading, because Pugh finds a wonderful middle ground to keep both the nascent archivist and the more seasoned professional glued to the work. However, she introduces so many options on excelling in reference that it is tempting for one to stop to implement changes or to check a particularly helpful Internet site. Highlighters are anathema in archives, but, in this case, having one handy while reading is necessary. Readers will likely find and highlight much

information of use to their institutions. The beauty of Pugh's work is that it is beneficial to a broad audience ranging from the small institution staffed by a single person to the largest university archives with many specialized professionals. This book provides a model of reference work and is replete with explanations, ideas, charts, and other sources to investigate.

The book's ten chapters are broken into instructive subsections. Chapter one, "Looking Backward, Looking Forward," addresses technology and archives, as well as professional changes. Other chapters address a range of issues including reference services, identifying uses and users of archives, intellectual and physical access (and access policies), copy and loan policies, evaluating the use of archives; and the bibliographic essay.

In addition to focusing on the necessity of "forms, forms, forms," Pugh examines reference services on the Internet. In addition to addressing the repository Web site, Pugh also covers virtual reference services, institutional intranets, outreach, developing personnel and outside networks in the parent organization, and public programs. The bibliographic essay offers helpful online sources for reference services. This chapter provides so much useful information that the reader will refer to repeatedly.

One particularly helpful section is on copyright, the focus of so many classes and workshops in the archival profession. Here, Pugh untangles the challenging issue of copyright law with useful charts for additional clarification and references to copyright Web sites.

Upon reading this work, any archivist who interacts with the public will at times find him- or herself nodding knowingly at some observation, or logging onto a new Web site and saving it to "My Favorites." The work lacks for nothing. From how to develop forms, to ethics and history, to keen observations on public relations, Pugh has created a must-read book for all involved or interested in the archival profession.

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