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## Book Reviews

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BOOK REVIEWS

AUTOGRAPHS AND MANUSCRIPTS: A COLLECTOR'S MANUAL. Edited by Edmund Berkeley, Jr., with coeditors Herbert E. Klingelhofer and Kenneth W. Rendell. (New York: Charles Scribner's Sons, 1978. Pp. xviii, 564. Bibliography, appendices, index, illustrations. \$24.95.)

Sponsored by the Manuscript Society, this volume is probably the most widely useful book ever published on the subject of collecting manuscripts. Certainly it is the most currently useful volume. Thirty-four contributors have written a total of forty articles covering the whole range of the subject. The forty articles are grouped in three sections, all following a convenient sequence, starting with "The Beginning of Writing." A fourth section contains a bibliography, biographical notices of the contributors, a glossary, and an index. Clear and useful illustrations are placed throughout the volume.

The entire focus of the book is on the collector. None of it is heavy going, for there is little technical knowledge relating to manuscripts. Thus the beginner would understand and enjoy this book. But given the wide range of facts, no expert could fail to significantly increase his store of knowledge.

Persons employed in archival collecting will garner useful information in the general section of the book, and no archivist can fail to find at least one of the subject areas right down his alley. In brief, there is something here for everyone who has an interest in manuscripts.

Happily, this book is to be tasted a little at a time. It has no chronology, therefore no thread of thought runs through it. Yet all of the articles on subject areas of collecting, which comprise more than half the book, are crammed with historical nuggets. One article a night would make for an interesting forty evenings, more interesting than most.

Not much is said about why people collect manuscripts. Perhaps this is because the individual motives are so mixed and so varied that any fixed assertions are immediately dubious. For all that, it is probably fair to say that most collectors get a sense of history that intrigues them, they take delight in the possession of a piece of that history, and they satisfy what I shall call the urge to collect. Profitable investment is not an important motive for most collectors, although it is a growing one. This book, I am pleased to say, does nothing for the portfolio manager who thinks he ought to have some manuscripts in with the stocks, bonds, bullion, and what have you. To be sure, the book will help the portfolio manager get into collecting, but it gives no hint as to where the greatest growth will occur in the near term.

The style of writing necessarily varies with the talents of the contributors. The uniformly high quality of the writing, clear and competent, speaks as well for the editor as for the contributors. In spite of the explanatory nature of the articles, few, if any, of them are dull.

If this were a cookbook, you would be able to move right into the kitchen and get started. Better than that, you would feel those vital juices flowing just by turning the pages. If that doesn't happen when you taste this book, you are not a collector and you never will be.

Former Director  
Flowers Collection  
Duke University

Winston Broadfoot

THE PRESERVATION AND RESTORATION OF SOUND RECORDINGS. By Jerry McWilliams. (Nashville: American Association for State and Local History, 1979. Pp. xi, 138. Illustrations, appendix, bibliography, and index. \$8.95.)

Though archival workshops and publications have pointed out the need for devoting special attention to sound recordings, few archives have found the staff time and money to provide the best preservation conditions for sound recordings. Jerry McWilliams shows that archivists can learn much from the music librarians who have specialized in sound recordings for years. However, the author's dependence on these librarians of large institutions results in a work that does not meet all the needs of those archives which have accumulated noncommercial recordings in conjunction with manuscript holdings. McWilliams's emphasis on commercial musical recordings is apparent from the list of institutions he surveyed (NARS is excluded), his failure to cover such spoken recordings as dictaphone and soundscriber discs, his elaborate description of studio recording techniques, and his explanation of copyright only in terms of checking for recordings which are already registered.

On the positive side, it must be said that the author provides a very readable update to Pickett and Lemcoe's pioneering though overly technical study Preservation and Storage of Sound Recordings. Definitions for terms such as frequency response and equalization are provided for the layman (though a glossary and some diagrams would have been more helpful), and current trends such as digital recording are evaluated for future impact on sound archives. McWilliams offers a chapter on the history of sound recordings which is useful for identifying the various forms of recordings, each with its own idiosyncracies, and a chapter on restoration with promising experimental techniques. Conflicting views on storage practices and the value of numerous products are handled in a balanced manner. Unfortunately, McWilliams leaves discussion of the long neglected topics of



acquisition, cataloguing, and editing of sound recordings for other authors to cover.

McWilliams is an unashamed advocate of sound recordings and it is hoped that his enthusiasm for the media, which he claims is more durable than printed materials, will provide some incentive for archivists to tackle this costly and technical resource area.

Russell Memorial Library

Glen McAninch

COLLEGE AND UNIVERSITY ARCHIVES: SELECTED READINGS. Edited by Subcommittee on Selected Readings. (Chicago: Society of American Archivists, 1979. Pp. 234. Bibliography, index. \$8 SAA members, \$11 others.)

The Committee on College and University Archives of the Society of American Archivists (SAA) deserves congratulations for this collection of articles designed especially for beginning college and university archivists. Experienced archivists will also find the volume useful as a thorough review of basic principles, and the book should be required reading for courses and institutes on archives administration.

The book, a product of the collaborative effort of the Subcommittee on Selected Readings chaired by Charles B. Elston, includes seventeen articles which appeared originally in professional journals for archivists or librarians and in collections of essays. The volume also contains an annotated bibliography, thumbnail biographies of the contributors, and an index. The editors carefully note the "intentionally narrow focus" of the volume which should be used in conjunction with general literature in the field such as the indispensable SAA Basic Manual Series.

The topics of the articles encompass all the basic concepts which a college or university archivist must master: appraisal, arrangement and description, reference service, research use, access, records management, faculty papers, student records, archives-library relations, special programs, and legal questions. There are also general articles on archival organization and administration as well as case studies of specific programs. Unavoidably, there is considerable duplication in the articles which makes reading the book from cover to cover sometimes tedious. In spite of the variety of literary styles, the articles are noteworthy for their clarity as well as their practicality. The arrangement is alphabetical by author and title rather than by subject because the editors found that most articles did not fit into well-defined categories.

The subcommittee decided that the book's usefulness would be enhanced if a selection of relevant documents were included as appendices after the formal articles. These documents supplement the

articles by providing SAA-approved policy statements on such matters as repository guides and the Family Education Rights and Privacy Act plus sample records retention and disposition schedules and a university filing system.

Several articles merit special mention. Maynard Brichford's "Appraisal and Processing" appears first and provides essential information about the basic responsibilities of the college and university archivist. Two articles by Nicholas C. Burckel on establishing a college archives and expanding its role indicate the invaluable services the academic archivist can perform for his institution. Clifford K. Shipton examines the archivist's obligations to his "clientele, administrative, scholarly and other." Charles B. Elston discusses student records and the archival implications of the Family Education Rights and Privacy Act.

Two historians of higher education, David B. Potts and Laurence R. Veysey, comment on the potential of university records for scholarly research. William Saffady provides some operational guidelines for a records management program to be administered by the university archivist. Ian Wilson offers pertinent observations on the relationship of archivists with university libraries and the implications of that relationship for university records management programs. How to procure and evaluate materials for a university archives is the topic of a perceptive article by Dellene M. Tweedale. Ms. Tweedale's conclusion that "the primary purpose of a university archives is to preserve and service the official records of the university" is echoed again and again in the various readings.

College and University Archives: Selected Readings should become the vade mecum of the beginning college and university archivist. Experienced archivists who peruse the book will probably mutter wistfully, "If only this book had been available when I was a beginner."

Old Dominion University

James R. Sweeney

FUNDING SOURCES AND TECHNICAL ASSISTANCE FOR MUSEUMS AND HISTORICAL AGENCIES: A GUIDE TO PUBLIC PROGRAMS. Hedy A. Hartman, compiler. (American Association for State and Local History, 1979. Pp. 138. Appendix. \$7.50 AASLH members, \$10 others.) A GUIDE TO FEDERAL PROGRAMS: PROGRAMS AND ACTIVITIES RELATED TO HISTORIC PRESERVATION. Nancy D. Schultz, principal consultant. (Washington: National Trust for Historic Preservation, 1974. Out of print. Supplement, 1976. \$3.)

Archivists, curators, directors of historical societies, and historic preservationists share a common interest in preserving the physical things which document the history of our locality, state, and nation. But all preservation professionals realize that this desire cannot be translated into reality without sufficient funds. Within



the last ten years the public sector, and more particularly the federal government, has supplanted private funding to become a major source of museum, historic agency, and preservation organization financial support and technical assistance. The American Association for State and Local History (AASLH) and the National Trust for Historic Preservation are two of the most energetic advocacy organizations committed to the preservation of this nation's physical heritage. It is only fitting, therefore, that representatives of AASLH and the National Trust should compile comprehensive lists and descriptions of the preservation programs of the various departments and agencies of the federal government which they did so much to bring about.

Hedy A. Hartman has concentrated on the public programs most useful to museums and historical societies. Funding Sources provides detailed information about a variety of federal programs. Areas of discussion include funding sources, technical assistance, exhibition services, and related programs. Within each subject area programs are listed by department, agency, or commission. Each separate entry includes the title of the program, the objectives of the program, types of assistance available, uses, requirements and restrictions of the program, eligibility, considerations taken by the agency in granting or otherwise administering the program, the range and average amount of financial assistance, and an address and phone number to be used when requesting further information.

Nancy D. Schultz has, with the assistance of noted preservationists, compiled a uniquely comprehensive list of federal programs for funding and technical assistance in the field of historic preservation. Included are the programs of the various departments of the Executive branch, specific offices within the Legislative branch, independent agencies within the federal government, and a number of boards, committees, and commissions created by federal agencies. Each entry includes the title of the preservation program, a description of the program, a short example, a discussion of eligibility for the program, and an address to contact for more information. The program index at the end of the volume lists programs by agency, category (e.g., technical assistance, land grants, funding), and proper name of the specific program.

The 1974 edition is no longer in print but may be found in major libraries. The supplement, which is still available from Preservation Shops, 1600 H St., N.W., Washington, DC 20006, updates and augments the original. A fair number of programs cited in the National Trust publications have been discontinued or changed; and it would be wise, therefore, to contact the specific agency involved before proceeding with programmatic plans.

Since federal programs benefit both preservationists and curators, there is some duplication in these volumes. This indicates a healthy ability of representatives of the various professions involved to conform the federal programs to their individual needs. Some

programs discussed in Schultz which do not appear in Hartman could be of use and interest to archivists and historical society directors. For the best and most comprehensive review of public programs, both publications should be used. Together, they provide information and guidance essential to the perpetuation of America's physical heritage.

Historic Preservation Specialist  
City of Atlanta

Joseph Y. Garrison

U.S.I.A.N.A., 1650-1950 (New York: R. R. Bowker, 1978. Pp. 652. \$40) provides information on author, title, place and date of publication, size, number of volumes, pagination, number of maps, plates, and tables, and approximate monetary value for 11,620 books "relating to human activities throughout the whole continental portion of the United States." Edited by Wright Howes, this volume will be useful to archivists untrained in book appraisal who must evaluate printed volumes received with manuscript collections.

The proceedings of the Conference on Research Use and Disposition of Senators' Papers held in Washington, D.C. in September, 1978, have now been published by the Senate Historical Office. Edited by Senate historian Richard A. Baker, the proceedings include not only the papers delivered at the conference but also much of the discussion by the audience, the conference resolution, a list of participants, and a bibliography. The volume, available free, should be a springboard for discussion by archivists and historians who confront the physical, intellectual, and ethical problems presented by the growing body of Congressional papers.