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Reviews in Brief

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ADMINISTRATION: A BIBLIOGRAPHY ON HISTORICAL ORGANIZATION PRACTICES. Edited by Frederick L. Rath, Jr., and Merrilyn Rogers O'Connell. (Nashville: American Association for State and Local History, 1980. Pp. vii, 227. Appendix, index. \$11.95 AASLH members/\$14.95 others.) This volume is the fifth in a series of excellent annotated bibliographies prepared by AASLH pertaining to the management and preservation of historical materials. Drawing upon both monographic and periodical sources published since 1945, the editors have brought together over 2,400 citations. The bibliography is arranged by subject headings, including historical organization, resources for administration, financial management, fund raising, and buildings. While most of these recommended readings are directed to the needs of historical societies and museums, many of them touch upon areas of vital concern to archivists. In addition, section thirteen, entitled "Library and Archival Administration," deals with concerns particularly germane to archival administrators. Though this section does not include many surprises, it does bring together a useful list of readings organized by subject for the reader's convenience. The volume is well indexed and ought to serve as an excellent reference tool for many years to come.

A CONSERVATION BIBLIOGRAPHY FOR LIBRARIANS, ARCHIVISTS AND ADMINISTRATORS. Edited by Carolyn Clark Morrow and Steven B. Schoenly. (Troy, N.Y.: Whitston Publishing Company, 1979. Pp. viii, 271. Index. \$18.50.) The editors have divided their volume into two sections. The first section groups readings by subject categories, such as "Environmental Protection" or "Conservation Techniques," and then in reverse chronological order under descriptive headings. Each citation is annotated and all of the listings draw from conservation literature published between 1966 and

1977. The second section of the book provides an expanded version of the list in section one, without annotations, and arranged alphabetically by author. A subject index at the end of the volume directs the reader to specific citations in this latter section. While this work does include many useful references, one is obliged to ask to what extent it supersedes George Cunha's two-volume set. With the possible exception of a few publications which came out following Cunha's work, there is little that is new or interesting in this volume. Those seeking a background in archival conservation are well served by Cunha and the various publications of the Library of Congress. For more recent developments, the journal Technology and Conservation, available without charge to professionals, is a helpful tool.

INDEX TO GEORGIA POOR-SCHOOL AND ACADEMY RECORDS, 1826-1850. Edited by Marilyn L. Adams. (Atlanta: R. J. Taylor, Jr., Foundation, 1980. Pp. iv, 68. Index, appendix. Paper. \$6.) This volume indexes the pre-1851 material contained in a group of poor (public) school and academy records which were submitted to the state of Georgia by local officials as a basis for allocating school funds. After passing through various hands, the records now reside in the custody of the state and have been microfilmed (Georgia Department of Archives and History #9-518 and #9-519) after being arranged alphabetically by county and then by type of school. Within these groups the records were arranged chronologically and then by district. The published index, which provides access to the microfilm version of the collection, is extremely detailed and very easy to read. It will no doubt serve for some time as the definitive finding aid to this interesting manuscript collection.

THE WEST TENNESSEE HISTORICAL SOCIETY: GUIDE TO ARCHIVES AND COLLECTIONS. Edited by Eleanor McKay. (Memphis: Memphis State University Press, 1979. Pp. 74. Index. Paper. \$4.95.) While the West Tennessee Historical Society traces its origins to 1857, its official relationship with Memphis State's Mississippi Valley Collection stems from an agreement reached in 1974. This guide briefly describes the materials pertaining to the history and development of western Tennessee which came to Memphis State's archives as a result of this arrangement. The volume is arranged by object type, including archives, books, photographs, maps, artifacts, sheet music, and tape recordings. Some individual items, such as photographs, are discussed in detail while other portions of the collection, such as manuscript materials, are described in summary. A brief but helpful index follows the text.

THE ROBERT R. CHURCH FAMILY OF MEMPHIS: GUIDE TO THE PAPERS WITH SELECTED FACSIMILES OF DOCUMENTS AND PHOTOGRAPHS. Edited by Pamela Palmer. (Memphis: Memphis State University, 1979. Pp. 87. Index, illustrations. Paper. \$8.95.) This detailed guide to the papers of the Robert R. Church family describes the collection down to the item level. It is thoroughly indexed and nicely packaged, including several fine reproductions of documents and photographs. At first examination, one would like to conclude that all archival collections ought to be treated with such meticulous handling. However, after more deliberate examination, one wonders why this particular collection was selected for item level description. As impressive as the final product appears, would it not have been more useful to devote institutional resources towards a number of more modestly structured finding aids or guides?

ANNUAL REPORT OF THE NORTHWESTERN UNIVERSITY ARCHIVIST. By Patrick M. Quinn. (Evanston, Ill.: Northwestern University Library, 1979. Pp. 19. Nine appendices. Paper. Free on request.) While many colleges and universities require annual reports of their archivists, few reports so effectively combine a well-written introduction with a series of highly informative appendices. The author explains the various services provided by his department with clarity. The appendices include detailed information pertaining to acquisitions, processing activities, archives holdings, collection backlogs, user services, and department practices. As an annual report, it serves as a helpful model for others responsible for the preparation of similar statements concerning archival operations and administrative activities in a university setting.

ANNUAL REPORT OF THE MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY. By Elbert R. Hilliard. (Jackson, Miss.: State of Mississippi, 1979. Pp. 66. Index. Paper. Free on request.) This brief volume provides a thorough introduction to Mississippi's Department of Archives and History. After a description of departmental objectives and personnel, the author discusses each of the department's administrative units, such as the state museum, the state historical society, and the state archives and library. Under the latter heading, the reader will find a listing of recent acquisitions from both state agencies and private persons.

SOUTH CAROLINA HISTORICAL SOCIETY MANUSCRIPT GUIDE. Edited by David Molke-Hansen and Sallie Doscher. (Charleston: South Carolina Historical Society, 1979. Pp. 154. Index. Paper. \$5.) This guide describes the collections, encompassing over 1,200 linear feet of manuscript materials, held by the South Carolina Historical Society. Well over half of these collections predate the Civil War. These older collections receive greater attention than the more modern materials

mentioned in the guide. The index includes subject headings and place names as well as the names of prominent South Carolinians mentioned in the collections.

THE GENEALOGISTS' GUIDE TO CHARLESTON COUNTY, SOUTH CAROLINA. By Richard N. Cotè. (Ladson, S.C.: Genealogical Publications, 1978. Pp. 44. \$10.) This brief volume serves as a guide to both local and national sources of information for those engaged in genealogical research pertaining to the residents of Charleston County, South Carolina. It is an example of the type of tool other archivists and librarians might wish to produce for their own patrons.