

January 1982

Georgia Archive X, Issue 1

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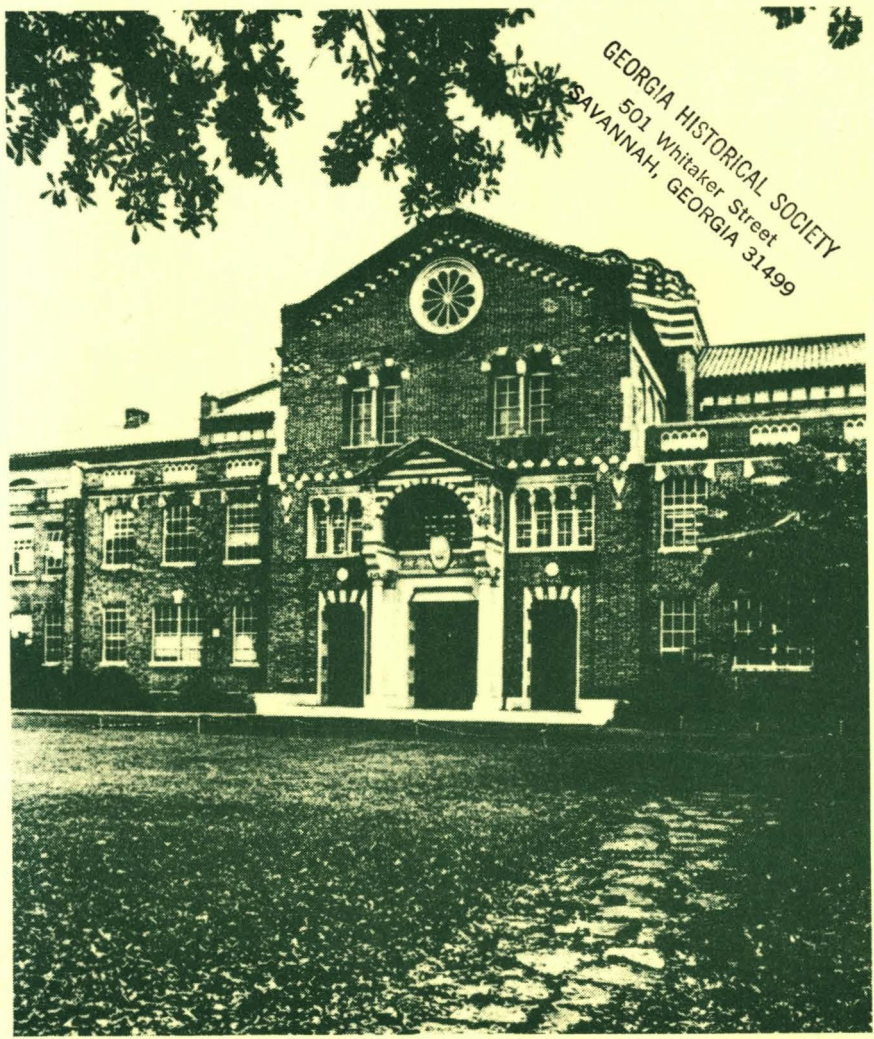
Garrison, Ellen, "Georgia Archive X, Issue 1," *Georgia Archive* 10 no. 1 (1982) .

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GEORGIA ARCHIVE

volume X, number 1
spring, 1982



GEORGIA HISTORICAL SOCIETY
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A NOTE FROM THE EDITORS

With this issue comes a number of changes in the staff and format of GEORGIA ARCHIVE. After two years, Linda Matthews has stepped down as editor. Former associate editor Ellen Garrison is now editor and Sheryl Vogt is associate editor. Robert Dinwiddie, who has been on the staff of the journal since its inception, has also retired. He is succeeded as managing editor by Holly Crenshaw of Emory University. Richard Kesner and Sheryl Vogt are making last appearances as department editors.

"Recent Accessions" appears for the final time in this issue. The Society of Georgia Archivists is working toward an arrangement with the Georgia Historical Society for cooperative compilation of an annual accessions list to be published in the Georgia Historical Quarterly.

"Short Subjects", under the direction of Glen McAninch of the Richard B. Russell Memorial Library, replaces "Archive Notes", previously edited by Le Hough. This new feature includes both shorter, signed articles and "News Reels", a summary of recent events in the archival community, new product information, important acquisitions and openings, and news of other regional archival organizations. GEORGIA ARCHIVE solicits contributions for this new feature, including reports of grant projects, of developments in processing procedures and techniques, and of staff training and development programs as well as technical information and reflections on the profession.

Beginning with the next issue, reviews of publications, whether print or other media, will be organized in a new format. Full-length reviews by various authors will continue to appear in the "Book Review" department under the direction of Darlene Roth of The History Group. Brief,

unsigned reviews and notes will appear in a new department, "Recent Publications", to be edited by Martin Elzy of the Carter Presidential Materials Project. From time to time, there will also be extended review essays among the regular articles.

Over the last decade, GEORGIA ARCHIVE has adapted to meet the changing needs of the archival community. Many of those who have been instrumental in this adaptation have now retired from our staff. Their successors seek to continue along the paths they have marked and hope that the changes in the format of the journal will be another step in GEORGIA ARCHIVE's continuing efforts to serve the needs of our constituency.

CONTRIBUTORS

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Anne Sims' and Susan Tannewitz Karnes' article is based on their work as graduate assistants at the Archives of Appalachia, East Tennessee State University. Ms. Sims is now assistant university archivist at Southern Illinois University and Ms. Karnes is administrative assistant for the Department of Computer Services at East Tennessee State University.

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GEORGIA ARCHIVE is published semiannually by the Society of Georgia Archivists. Annual memberships are: Regular, \$12; Fulltime student, \$8; Contributing, \$15; Sustaining, \$30; Patron, more than \$30. Single issues, where available, are \$5. GEORGIA ARCHIVE is also available in microform. Volumes I-V (1972-1977) are available in 16mm roll film or in microfiche at a cost of \$25.

Correspondence and manuscripts should be addressed to: The Editors, GEORGIA ARCHIVE, Box 261, Georgia State University, Atlanta, GA 30303. Potential contributors should consult the "Information for Contributors" found on the final pages of this issue. Books for review should be sent to Darlene Roth, The History Group, Healey Building, Atlanta, GA 30303.

Businesses or individuals interested in purchasing advertising space in GEORGIA ARCHIVE should contact the editor.

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ISSN: 0095-6201

REACH OUT

Ann Morgan Campbell.

Don't keep forever on the public road, going only where others have gone. Leave the beaten track occasionally... one discovery will lead to another, and before you know it you will have something worth thinking about.

ALEXANDER GRAHAM BELL

Reach out, reach out and touch someone.

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This issue of Georgia Archive contains important articles by archivists who left the beaten track between the stacks and the search room to reach out and touch new and expanded publics. The authors deserve our gratitude for giving us something very worth thinking about.

Any archival institution is surrounded by publics--that is, distinct groups that have actual or potential interest in or impacts upon the organization. Among our key publics are our researchers, who consume our services; our donors and creators, who supply the materials we administer, our sponsors, who supply necessary resources; and miscellaneous groups whose goodwill is important to our organizations. Our profession still has much to do to enhance our various publics' understanding of our work.

The Society of American Archivists (SAA) has promoted the outreach concept for several years. At SAA's January 1977 Conference on Priorities for Historical Records, this writer chaired a panel discussion entitled "Wider

Use Of Historical Records." To a somewhat skeptical audience, Elsie Freivogel suggested that "if the public institution does not build constituencies larger than those of the academic researcher, the institution is doomed." Howard Applegate declared that "the greatest archival priority should be those projects that include elements of outreach," while Richard H. Brown pointed out that "new styles of teaching and learning, and new interests in particular types of history study, have produced a need and market for packaged archives and manuscript collections at virtually every level of American education."¹

Markets? Packages? This business school vocabulary seemed out of place to some at a scholarly conference sponsored by the National Endowment for the Humanities. Many in the audience argued that archivists should stay on their beaten tracks--serving a limited clientele well rather than dissipating resources on new programs. I disagreed in 1977 and continue to assert that archivists should explore and develop new dimensions of service. In my view, there is no better means of acquiring more resources--a vitally important goal in this period of economic austerity.

In most cases the archival institution's efforts fall into what Philip Kotler has termed "stimulational marketing," a strategy to stimulate interest in a particular offering to which all or important segments of a potential market are currently indifferent. Kotler suggests three approaches:

The first is to try to connect the product or service with some existing need in the marketplace. Thus, antique dealers can attempt to stimulate interest in old barbed wire on the part of those who have a general need to collect things. The second is to alter the environment so that the offering becomes valued in that environment. Thus, sellers of motorboats can attempt to stimulate interests in boats on a lakeless community by building an artificial lake. The third is to distribute information or the object itself in more places in the hope that people's lack of demand is

really only a lack of exposure.²

As you peruse this journal, I believe that you will recognize each of these strategies as they are employed by archivists cum marketers.

In late 1981, SAA's commitment to archival outreach was made evident by the publication of an addition to its highly acclaimed Basic Manual Series. Public Programs, by Gail Farr Casterline and Ann Pederson, takes its place alongside titles reflecting traditional archival tasks such as appraisal, arrangement and description, and reference. To reach out beyond the walls of the search room with new programs, services, activities, and events is indeed a basic archival task.

NOTES

¹For a summary of the Priorities Conference see American Archivist 40 (July 1977).

²Philip Kotler, Marketing Management: Analysis, Planning, and Control (Englewood Cliffs, NJ: Prentice-Hall, 1976), p. 9. See also Philip Kotler, Marketing for Nonprofit Organizations (Englewood Cliffs, NJ: Prentice-Hall, 1975).

DEVELOPING AN ARCHIVAL OUTREACH PROGRAM

Jane Meredith Pairo

During the past decade, increasing numbers of archivists have expressed an interest in promoting greater awareness of archives. Many have accepted the premise that professional archivists should not limit services to the elderly scholar seeking to unravel the mysteries of the past or the mink clad dowager determined to trace her ancestry to Adam. National and regional archival organizations have stressed the need for institutions to seek a new variety of clientele, and a superficial study of the usage statistics for most archival institutions would indicate that such outreach programs have been overwhelmingly successful.

Use of archival institutions has increased dramatically over the past ten years so that "the public, nonprofessional user is now the most frequent archives patron."¹ However, has this increased usage by the "common man" been the result of archival outreach programs or the result of other forces in our society? The Roots phenomenon has produced a continuing flood of patrons, and many institutions, in self-defense, have been forced to develop educational programs in an effort to cope with their hordes of new users. As a result, activities that many archival administrators have characterized as "outreach" have been instituted as a response to public demands, rather than as attempts by the agency to attract new types of researchers.

Despite this dramatic increase in the use of archives, only a small percentage of the population either understands or appreciates the function of an archival institution.

Current proposals for severe cuts in the budgets of both the National Archives and Records Service and the National Historical Publications and Records Commission illustrate that archivists have not succeeded in educating the public to the vital role played by archival and records management programs. Perhaps these threats to the programs will change the attitudes of those in the profession who regard outreach activities as decorative frills set apart from the mainstream of archival work. The development of outreach programs must be given equal priority with acquisition, arrangement, description, conservation, and reference. Archivists must accept the concept of the educational archivist just as they have recently accepted the concept of documentary editor, administrator and computer analyst as comparable professionals.² "If archives are going to grow and compete during a decade of scarcity, archivists must begin to foster a coherent policy for publicizing what archives are and why they are valuable."³

Few archivists have been trained to function as educational archivists. Thus, it may be necessary to pool the talents of several staff members to develop an effective outreach program or to seek outside professional assistance with the program. Although national as well as regional organizations are now devoting significant portions of their conferences to outreach topics, there remains a need for a detailed workshop which will address specific methods for planning and implementing a wide variety of outreach activities. The Council of the Society of American Archivists and the society's professional affinity group on reference, access and outreach should consider an outreach workshop similar to the existing workshops on security and conservation.

Despite budgetary restraints and the lack of trained educational archivists, an archives may develop an effective outreach program by applying several basic principles of management to its educational activities. Development of a sound outreach program includes an analysis of the outreach needs of the archives, a statement of objectives for the program, planning activities to meet those objectives,

implementing the plan, and evaluating the results of the objectives.

Too frequently, archivists become involved in a variety of unrelated outreach activities before analyzing the needs of their institution. A preliminary study should increase the effectiveness of these activities or indicate that a totally different emphasis should have priority. The following are several factors to consider when analyzing institutional needs:

What public is this agency to serve?

Who are current users? Who should be using these records but may not be aware of them?

What are the sources of funding? What could be done to convince the persons who control the budget that a valuable function is performed?

Who are current and potential donors?

What groups, organizations, or agencies have similar aims as this institution and, therefore, can be cultivated as allies in the political process?

What are the training needs of the current or potential users?

A study of outreach needs may indicate that some politically important constituents have been neglected. This is an error which may be particularly damaging during periods of budgetary cuts. Also a study may show that important potential donors of records or papers are unaware of this institution's existence or it may indicate that a need to develop new or more cost-effective ways of orienting new researchers.

After identifying the needs of an outreach program, establish priorities, since all the needs may not be addressed at once because of limitations in staff time or available funds. The next step is to formulate objectives to meet these needs. This will help identify exactly what is to be accomplished, will establish standards for evaluating the

program, and will define limitations on the amount of staff time and funds which can be devoted to the program. A good objective will meet certain criteria:

It starts with the word "to" followed by an action verb.

It denotes a specific result to be accomplished.

It It targets a date for its completion.

It is as specific and quantitative (hence, measurable and verifiable) as possible.

It defines maximum cost factors.

The following are examples of some objectives for outreach programs:

To increase the number of new historical researchers registering in the archives by 10% by June 30, 1981 at a cost of \$50.00 and forty staff hours.

To decrease the amount of staff time required to orient new genealogical researchers registering in the archives by 50% by June 30, 1982 at a cost of \$100.00 and 120 staff hours.

To increase the awareness of the manuscript department among history students and faculty by 35% based on a random selection questionnaire completed by 100 persons in September and May, at a cost of \$50.00 and forty staff hours.

Once objectives are formulated, a plan of action must be developed. Although this may be a time-consuming process, it will usually result in more efficient methods of accomplishing the objectives. Developing an action plan creates an opportunity to examine the nature and degree of reliance on other people in the organization for cooperation and support. The action plan will include:

A list of activities to support the objective.

Analysis of each.

Establishment of action steps.

Assignment of responsibility.

Target beginning and completion dates.

Selecting outreach activities to meet an objective is obviously an extremely important part of the planning process. Again, careful analysis of the activities will result in a more effective program. Consider the expected results of the activity: Which activity will best accomplish the results set forth in the objective? Another consideration involves the unique constraints of the institution: Are there funds available to support the activity; more importantly, is this activity consistent with the policies established by the institution? Few archivists are able to devote their full time to outreach programs. Therefore, it is important that the outreach activities selected be very flexible and reach as large and varied an audience as possible.

The 1976 outreach survey sponsored by the Society of American Archivists indicated that the most frequently used outreach activities were publications and exhibits.⁴ Publications include such varied items as reports of new acquisitions to journals and the National Union Catalog of Manuscripts, newsletters, annual reports of accessions, inventories, guides to collections, topical research guides, pamphlets, documentary publications and magazines which include articles based on materials included in the collections of the institution. Although most archivists are familiar with these types of publications, they may not have considered them as outreach tools.

The key to a publication's effectiveness in an outreach program is the way it is distributed. Frequently, reports of new accessions are only sent to journals which are read primarily by archivists and historians. To attract new varieties of users, these reports should be sent to other journals as well. Many institutions publish annual reports of accessions; again, distribution is the key to their success as a device for outreach. Although few institutions can afford to give large numbers of these reports away, it may be

worthwhile to send complimentary copies to the heads of the history departments of area colleges and universities and to area historical and genealogical societies. Furthermore, it may be worthwhile to prepare a simple press release indicating that the annual report has been published and is available for sale.

Many institutions publish monthly or quarterly newsletters which include notes on new accessions, announcements of finding aids, opening of exhibits or other special events. Since camera-ready copy is easily prepared and duplication costs are low, newsletters are an excellent outreach publication. Archival institutions may also obtain bulk mailing permits which reduce postal costs tremendously. Again, the mailing list should include current and potential researchers and donors as well as the persons who control the purse strings and administrative policies of the institution.

In addition to publications, exhibits are popular outreach activities. If the exhibit is housed within the building, there must be adequate publicity to attract persons who do not normally visit the facility. Many institutions have prepared traveling exhibits which may be placed in public libraries, shopping centers or airports. County and state fairs are events where many nonusers may have the opportunity to see exhibits of archival items. A simple display which can be carried to conferences and meetings may be very useful.

Tours of the facility are an important part of the outreach program in many institutions. These tours are usually designed to train persons who are already interested in using the facility rather than to attract new users. However, tours for students may be more general and serve to acquaint them with the nature and value of archives. Educational archivists may want to invite certain groups to tour the facility. Based on a needs assessment, it may be beneficial to invite state legislators, representatives from the media, presidents of local historical and genealogical societies, members of the board of visitors or trustees or

other persons who represent the body which controls budgetary allocation or organizations with similar aims who can lobby for the agency.

Slide presentations are frequently used during tours and are a very effective outreach activity. They may be prepared simply, using one 35 mm slide projector and a script read by the speaker, or they may be highly complex presentations using two or more slide projectors, a dissolve unit and a two-track tape recording. Of course, the more complex presentations require expensive projection equipment, but they also present a more professional appearance. The slide presentation itself can be very flexible. Depending upon the type of projection equipment used, it may be given to any size audience either in or outside the archives building. Once the slides are made, they can be arranged in various combinations for several illustrated talks designed for a variety of audiences.

Workshops, institutes, or conferences are examples of outreach activities which are being used by many archival institutions. Frequently, the emphasis of these activities is to teach researchers to use the institution's holdings. To obtain the best possible return on the large amount of staff time required to plan such activities, it is important that they be carefully evaluated and that successful lectures or materials be saved for use in future workshops. To help defray the cost of conducting workshops, many institutions charge registration fees.

After selecting and analyzing the types of activities to use, the next step in developing an action plan is to list the various steps needed to carry out each activity. For example, in making a slide-tape presentation, the action steps might include writing the script, identifying pictures to accompany the script, taking the photographs, selecting the best photographs, acquiring the projection equipment, selecting and recording appropriate music, recording the voice tape, and assembling the presentation. After identifying the action steps, delegate the responsibility for accomplishing each and set the beginning and completion

dates for each action. Then, execute the plan. The key to success at this stage is to ensure that each person involved is following his or her portion of the plan. At times, it may become necessary to revise target dates for completion of a segment of the plan or to develop contingency plans. Communication and coordination among all staff involved in the project are essential during this phase.

The final step in any project is evaluation. Since a good objective includes standards of measurement, this phase should not be difficult. Yet, evaluation is frequently ignored. The educational archivist should determine whether the project accomplished its goal within its stated time and within its budget. Furthermore, one should evaluate what caused the success or failure of the project. This data may become the basis for establishing further objectives and action plans.

The use of this model, or a similar planning process, will result in more efficient outreach efforts. It will assist the archivist in developing a more cost-effective program based on specific institutional needs rather than sponsoring a mere series of isolated events. By carefully planning outreach programs, the archivist will be able to choose the targets of outreach activities and the format which will provide the greatest flexibility and will increase the return on the investment of staff time and funds. "Such development removes outreach from its charity basket connotation and turns it into an administration device, one in which we make decisions about whom we serve and the ways we serve them."⁵

When archivists develop outreach programs which demonstrate the nature and value of their programs for the constituencies they serve, they will find that those constituents may support the archival programs during periods of declining financial resources.

Notes

1. Richard Kesner, "The Historian, the Archivist, and

the Community: A Case Study (Paper delivered at the South Atlantic Archives Conference, May 14, 1981), p. 1.

2. Elsie Freeman Freivogel, "Education Programs: Outreach as an Administrative Function," American Archivist 41, 2 (April 1978): 151.

3. "Archives: A New Visibility?", ACT Newsletter (April 1981), p. 1.

4. Ann Pederson, "Archival Outreach: SAA's 1976 Survey," American Archivist, 41, 2 (April 1978): 157.

5. Freivogel, "Education Programs," p. 148.

**CENTER FOR LOCAL HISTORY EDUCATION:
AN OUTREACH PROGRAM OF THE
GEORGIA DEPARTMENT OF ARCHIVES AND HISTORY**

Alice Knierim

In 1979 the Georgia Department of Archives and History, with support and encouragement from Secretary of State David Poythress, significantly expanded its outreach programs. At that time it assumed the functions of the year-old Discovery Program of the Georgia Commission for the National Bicentennial Celebration. Later renamed the Center for Local History Education, this program added a comprehensive school outreach dimension previously lacking in the department's offerings and specifically required by its authorizing legislation to "promote the study of Georgia history in the schools."

It was the clear intent of legislation creating the archives that it was to be the Georgia Department of Archives and History. The archives not only would minister to state records but also would take an active role in nurturing a sense of Georgia history in the citizens of the state. The Georgia archives has always recognized this dual mission, and in 1979 Director Carroll Hart strengthened the history component with the addition of the Center for Local History Education.

Through the center, the Georgia archives encourages teachers and students on the elementary and secondary levels to become involved in discovering, recording, and celebrating their unique family, community, and state heritage. Curriculum guides, bibliographies, a newsletter, and school workshops provide guidance in identifying and studying various primary resources which document that

heritage-- government records, personal papers, historical photographs, old buildings, cemeteries, longtime residents, crafts, and folklore. And special programs such as Georgia History Day, "Local History Resources at Your Doorstep," and "Community Album" offer opportunities for students and teachers to work with original materials and discover the excitement and rewards of historical research in the holdings of the state archives and local records repositories.

Instead of concentrating on bringing increased numbers of students to the archives for research experiences, the director of the center has gone into the field to train students and teachers in the use of records available locally. In this way, the archives is able to work with large numbers of young people around the state and still avoid many of the problems that increased student visitation would create--a time and energy drain on the staff, crowded research areas, and possible damage to records from excessive handling. Given a staff of one, it seemed that the center could be most effective when working with archives' staff and consultants to develop a corps of teachers trained in the use of local resources. In turn these teachers could introduce hundreds of students to local historical records. Therefore, the center began working with teachers, helping them identify local resources, training them in their use, and suggesting classroom activities based on historical records.

Uniquely equipped to provide such training, archival institutions fill a real gap in the education of teachers of local and national history on the elementary and secondary levels. Most history and social studies education graduates receive teaching certificates, having had very little, if any, experience in the use of primary historical resources. Most methodology courses still concentrate on library, not archival, research. As a result, many teachers are unfamiliar with archives and uncomfortable about voluntarily entering uncharted territory.

Some very useful local history resource books for teachers have been published in the past several years.¹ Although they cannot serve as guides to records collections

in state and local repositories, these books can suggest the potential the collections hold for valuable classroom experiences. It is up to outreach programs to make archival collections readily available to the schools in whatever formats are most effective and practical and to foster an awareness of resources.

In addition to mailing materials to teachers and other interested individuals across Georgia, in late 1979 the Center for Local History Education sponsored a series of workshops on discovering local history in several cities. These day-long sessions covered the gamut of resources, from documents and photographs to oral history and architecture. Archival staff participated but most workshop consultants were drawn from local colleges, libraries, museums, and historical societies so that sessions would have local relevance and convenient resource people could be introduced to participants. Approximately 400 people attended these workshops, and they remain an active corps of local history proponents in the schools. Although most of these teachers and their students will never visit the Georgia archives, they are part of a statewide constituency and are able to benefit from the outreach services offered patrons outside the Atlanta metropolitan area.

Since that initial workshop series, the center has continued to expand the corps of educators familiar with the archives and its holdings, aware of the value of historical records, and generally supportive of the work of the archives and other records repositories around the state. In June 1981 the Georgia archives, in conjunction with the Atlanta Historical Society, inaugurated a two-week teacher course, "Local History Resources at Your Doorstep." This course, which carries five hours of staff development credit from the state Department of Education, is offered to teachers in the Atlanta area with the specific goal of acquainting them with the holdings of the archives and Atlanta Historical Society and how the collections may be used in the classroom. Archivists from both institutions served as faculty for the course, along with outside consultants from the Atlanta area. Teachers learned how to use city

directories, Sanborn maps, and tax records to document structures in their school neighborhood. They worked with diaries and photographs as the basis of classroom activities, and they discussed the kinds of records available to document the life experiences of members of various ethnic groups.

The final requirement of the course was for each participant to prepare a local history unit and to implement it in the classroom during the 1981-82 academic year. Results have ranged from oral history projects to classroom displays of historical photographs, from using photostats of architectural drawings of the state Capitol as the basis of a unit on the Capitol to creating a family "archives." None of the teachers in the course had ever done research at the state archives or Atlanta Historical Society, and very few had even visited the facilities. At the end of the two weeks, participants had worked with several staff members at both institutions, become familiar with the holdings and policies of each, and actually carried out research based on the collections.

While working to establish an effective network for reaching educators around the state, the Center for Local History Education has also become involved in programs designed specifically for students. The first step was to accept sponsorship of National History Day in Georgia. This program encourages sixth through twelfth grade students to conduct historical research and, then, to use that research as the basis of a paper, project, performance, or media presentation entered in a district contest. Initially, Georgia History Day served two purposes: (1) It offered the opportunity for the Georgia archives to inaugurate a program specifically for young people--a longtime dream of the director; and (2) start-up funds from the National Endowment for the Humanities (NEH) offered a means of continuing the activities of the center until permanent state funds could be secured. Fortunately, pragmatic and idealistic goals were mutually compatible. The Georgia archives became the only archives in the country to sponsor a history day program. In the other thirty-eight or so states that

have been organized to date, prime sponsorship rests with either colleges or universities or state historical societies.

In Georgia the state program is subdivided into eight districts, with college sponsorship in seven of these and county board of education sponsorship in the eighth. District coordinators publicize the program in all schools in their areas and through local libraries, historical societies, regional education offices, and regional planning and development commissions. As a result, the Georgia archives has established a strong network of support among district sponsors and literally thousands of teachers, students, and parents across the state who have become familiar with the archives as an agency offering the opportunity for positive recognition of academic endeavors by both students and schools.

In addition, Georgia History Day promotes research in the holdings of the archives and other records repositories. Although entries do not have to focus on state history to be eligible for participation in district, state, or national contests, the center has encouraged students to work on local topics. Some of the Georgia entries that have advanced to the national contest have focused on Governor Ellis Arnall, Franklin D. Roosevelt at the Little White House, Tom Watson, a Coweta County mill, Crawford Long, and 1890 Augusta.

Georgia History Day has brought students into archives, county courthouses, local and regional libraries, historical societies, and other records repositories in larger numbers than ever. Along with researching what they hope will be a winning entry, students also learn--directly or indirectly-- where historical records are located, under what terms they are made available to the public, which records have been preserved and which have been lost or destroyed, and how to handle documents of historical value. Discussions with these young people and their parents and teachers reveal a growing awareness of the importance of historical records and their preservation. Through a program like Georgia History Day, the statewide constituency of the

archives has increased dramatically.

In 1981 the center expanded its programs for students by initiating "Community Album: Local History Through Photographs," a project funded by the Youth Project Division of the National Endowment for the Humanities. NEH funds have enabled the Georgia archives to subsidize local projects in fifteen communities around the state. School and community youth groups submitted applications detailing projects designed to document through photographs an important time period or theme in their community's history. Selected groups will locate and copy significant photographs, document them through research in records and oral history interviews, and then display them as part of a permanent community history exhibit.

The first phase of "Community Album" was a training seminar at the archives for eighty student and adult group leaders. During the day and a half seminar, participants attended sessions on handling, interpreting, documenting, and copying historical photographs; governmental records and maps and their interpretation; private papers and nontraditional printed materials; and oral history interviewing. This seminar marked the first time a session on archival research had been offered especially for young people by the Georgia archives.

In three years, the Center for Local History Education has established a successful program to promote interest among teachers and students in local history and historical records in general and in the state archives in particular. A key to this success is offering programs that meet the needs of educators as well as the needs of the archives. Many local history programs, like Foxfire, grew out of the 1960s and 1970s and reflected interest in relevant, back-to-basic, back-to-nature activities. By 1980 many educators were ready to dismiss these programs as irrelevant to the core curriculum, as "fluff" programs that just entertained the students. When "Local History Resources at Your Doorstep" was offered in 1981, it was in competition with other staff development courses such as "Teaching Special Education

Students" and "Teaching Reading Skills for Elementary Teachers."

It is incumbent upon archivists, librarians, and historical society and museum curators to prove that local history has a place in any curriculum. In talks at professional meetings, during teacher courses, and on trips promoting Georgia History Day, the center director discusses local history as an effective means of teaching various learning skills. Through work with historical records, students learn basic research skills and they improve map skills as they study their towns and neighborhoods. They develop critical thinking skills as they try to reconcile discrepancies in newspaper accounts, letters, and court records dealing with the same event. And as students prepare Georgia History Day entries or work on "Community Album" exhibits, they take extra care in their research, spelling, and grammar since they are working for an expanded community audience. In addition, they become better informed citizens as they learn about the functions of local government offices through the records they keep. By working with the state Department of Education, the center has been able to identify teacher and student needs, to meet some of those needs, and to present the Georgia archives and its staff as a valuable resource for numerous school activities.

One weakness of the center is that its programs are all "special" in nature--either onetime programs like "Community Album" and the teacher workshop series, annual programs like "Local History Resources at Your Doorstep," or specialized programs like Georgia History Day. At present, ongoing programs are limited to school talks and materials distributed by mail. A long-range goal of the center is to work with other sections within the archives in creating ongoing introductory research programs for students and in developing classroom workbooks or facsimile packets based on documents and photographs in the archives' collection.

The purpose of the center is not to insist that all records be made available to students at all times. Indeed, many documents are basically incomprehensible to students in their original format, and the information contained in

them is best presented in abstract form. Of course, students, just as other researchers, should have access to original records when their needs warrant, but most student and classroom projects can be successfully implemented by use of photocopies, fascimiles, or even slides of documents. It is the responsibility of the center and similar outreach programs to determine the most effective and efficient means by which archival records can be made available to school groups.

Although the Georgia archives has been better able to fulfill its mandate, to expand its outreach services, and to increase and diversify its statewide constituency, the Center for Local History Education is in its infancy and still has problems to overcome. In many respects the center and the archives' other outreach programs remain separate from records-keeping and reference functions of the department. Various outreach programs are developed and then implemented in conjunction with staff and outside consultants. Too often, however, ideas become programs without sufficient coordination with or support from other staff members. While cooperation is generally forthcoming, most staff members do not have the time and/or interest necessary to participate in outreach planning. And outreach personnel often fail to allow sufficient time in the planning process to solicit staff suggestions and reactions to proposed programs. Seldom are archivists asked to participate in evaluating outreach activities.

Since outreach programs specifically aimed at students could, over time, create problems for department archivists, their participation and cooperation are essential. For example, Georgia History Day and "Community Album" could significantly increase the number of reference requests from students and their parents and teachers. The center generates interest, but then it becomes the responsibility of other sections in the archives to cope with these extra demands. This problem becomes even more significant if staff members are not involved in all stages of program planning and implementation.

As teachers become more familiar with the archives, they are requesting services that cannot be made available to them now, i.e., intensive research "experiences" as an introduction to the archives, free copies of documents and photographs for classroom use, and extensive individualized reference assistance. In addition, department policies that deal with minimum age limits for school tours and research will need to be reviewed if the department is to continue encouraging young people to work with historical records.

Most importantly, the whole question of the relationship between the center, other archives' outreach programs, and the core functions of the archives must be clarified so that staff members share common, stated goals, support the actions of all sections, and contribute to outreach planning. Presently, outreach programs are an important, but not yet integral, part of the Georgia archives. There will continue to be occasional conflict as outreach programs stimulate public awareness, receive increased attention, and in so doing, generate additional work for departmental archivists.

Over the next several months, as the Center for Local History Education and the archives' other outreach programs are reviewed, strengthened, and incorporated into the core of the department, the Georgia archives will have the opportunity to serve as a model for other repositories by genuinely accepting public and educational outreach programs as essential to the basic purpose and functioning of the institution and to lead the way in the integration and implementation of these programs. The end result of educational outreach programs can be a broader-based, better informed constituency for archival institutions across the state and nation.

NOTES

¹ Fay D. Metcalf and Matthew T. Downey, Teaching Local History: Trends, Tips, and Resources (Boulder, CO: Social Science Education Consortium, Inc., 1977) and Using

Local History in the Classroom (Nashville: American Assn. for State and Local History, 1982). David Weitzman, My Backyard History Book (Boston: Little, Brown and Co., 1975) and Underfoot: An Everyday Guide to Exploring the American Past (New York: Charles Scribner's Sons, 1976).

THE HISTORIAN, THE ARCHIVIST, AND COMMUNITY PROGRAMS:

A Case Study*

Anne Sims and Susan Tannewitz Karnes

The coming decade promises to prove both challenging and exasperating for those engaged in historical enterprises. On the one hand, constituents are going to demand greater and more diversified services. On the other hand, historians will be obliged to operate within an environment of economic retrenchment and resource scarcity. In many respects, historians have always been caught between the exigencies of the community's need and desire for historical programs of every description and the community's hesitancy to commit funds to such undertakings. The recent ascent of "public history" to a place of prominence in the minds of academic historians is in part a reflection of the growing awareness among professionals that they must look for fresh avenues of development if they are to meet the challenges of the 1980s.¹ Thus, there are individuals with formal historical training pursuing a wide range of career options in the private sector as well as in government and education.

These changes have not been without their significant implications for the traditional historian's ally--the archivist. While in the past the archivist has devoted his or her energies towards the collection, preservation, and servicing of primary research materials for scholars in the humanities and social sciences, this role has also undergone a trans-

*Portions of this paper served as the basis for a presentation by Richard M. Kesner before the South Atlantic Archives Conference on May 14, 1981.

formation in light of current events. The public, non-professional user is now the most frequent archives patron. Genealogists and local history enthusiasts are not only demanding a proportionately larger share of staff time, but they are also making different types of demands upon archivists. Some of these users are as sophisticated in their research as any professional. Others, however, require greater instruction on how to gather information in an archives. These special needs have led archivists to restructure their approaches to patron education and, in some instances, to the way they process and describe manuscript collections. Furthermore, the growing interest in genealogy has led to the collection of research materials hitherto neglected by archivists.

As a profession, archivists have not been oblivious to the changes taking place around them. The Society of American Archivists (SAA), for example, conducted a poll of its membership asking them to identify "the five most significant problems which archivists and the archival profession will confront in the next five years." The five areas of greatest concern were found to be scarce resources, technology, professional education, conservation, and public education/relations.² To a certain extent, all of these problem areas address the broader issue of a growing and more diverse constituency of users who are demanding more services during a period of declining financial support. The 1980 annual meeting of the SAA devoted a week to an "Agenda for the Eighties" and to a substantive response to the professional questions rising out of the membership survey. One of the themes of that conference was "archival outreach."³ Like its cognate public history, archival outreach seeks to extend and to diversify the activities of the professional archivist in an effort to serve the greater community. As such, outreach programs afford scholars a fresh, creative outlet. They also bring many people previously unaware of their own history into closer proximity with the documents that chronicle their heritage. More generally, outreach programs augment the archives' contribution to the cultural and intellectual life of the community.

This article shares the results of a highly successful archival outreach program and discusses the implications of this project for those seeking greater involvement of the community in the study and appreciation of history. Furthermore, specific products generated by this particular outreach effort may serve as models for historians searching for ways to apply their expertise in a nonacademic setting. Indeed, the former project coordinator for this program currently works as an independent producer of programs employing the skills and experiences that she derived from her connections with the archives.

In 1978, East Tennessee State University (ETSU) located in Johnson City, Tennessee, established the Archives of Appalachia in conjunction with a campus-wide effort to augment the university's offerings in Appalachian studies. ETSU serves a student population drawn largely from the surrounding five-state area: Tennessee, Kentucky, North Carolina, Virginia, and West Virginia. It also acts as the sponsor for a number of continuing and adult education programs as well as a general educational resource center for the central southern Appalachian region. From its inception the archives sought to identify, collect and preserve those documents that chronicle the history and development of the five-state area within approximately one hundred miles of the university's main campus.⁴ Like most archives connected with educational institutions, the staff of the Archives of Appalachia originally viewed the scholarly community, both at ETSU and elsewhere, as their primary user constituency. However, as the archives' program matured, the staff came to realize that due to the broader community commitments of their parent institution, they needed to devise educational services addressing the interests of nonspecialists.

The success of the archives' collecting program further encouraged an expansion of its program through public outreach activities. After careful consideration, the archives staff chose the theme of "social and economic development of Appalachia in the twentieth century" as its collecting focus.⁵ In particular, the archives endeavors to

attract the papers and records of persons or organizations active at the local, grassroots level. Its collections, therefore, include corporate archives, labor union records, the papers of craft guilds and economic cooperatives, self-help and church organization files, and private manuscripts. While many of these collections contain information of value to scholars, they also embrace a wide range of materials in the form of photographs, oral histories, maps and diaries that are of considerable interest to the community as a whole. The problem then became one of sharing these documents with the public while preserving their physical and intellectual integrity for academic users.

The archives staff faced two major obstacles in this regard. In the first place, archival collections are unique records of past events--once lost they can never be recovered. As part of any agreement to accept materials from a donor, the archives pledges to preserve these items and to make them available for use by scholars. To expose these documents to constant examination by the public would undoubtedly threaten their survival.

One could, therefore, argue that to provide open and unrestricted access to the materials in the care of the archives would constitute a violation of the institution's agreement with the donor and an obviation of its responsibilities to academic users. Secondly, even if the archives allowed the public to handle and examine its collections, the public lacks the time, training, and indeed, interest to study and synthesize the contents of archives. Thus, if the Archives of Appalachia sought to enhance access to its holdings--especially among the general public--while at the same time preserving the original documents for the use of scholars, it required a format whereby the staff could share the intellectual contents of its collection with the community.

Through the assistance of a grant provided by the Tennessee Committee for the Humanities,⁶ the archives began in the winter of 1979 to produce a series of slide-tape

programs based upon manuscript materials and audiovisual collections left in its care.⁷ The project fell into two discrete phases. During the first stage, a production staff and a community advisory board produced a series of nine slide-tape presentations as well as a brief introductory program which describes the Archives of Appalachia and the nature of its outreach activities. The second stage involved, and continues to involve, the distribution of these programs by the archives staff. Both phases require and benefit from the historian's basic tools, namely the ability to analyze the documents of past events, the capacity to synthesize the content of these records, and the aptitude for conveying the distilled subject matter of these materials to an interested audience.

The actual production of the slide-tape programs was very much a team effort and this led to its success. At the center of this process stood the production staff: an archivist/historian, a folklorist, an ethnomusicologist, and a media specialist. In addition, an advisory board composed of both academic humanists and interested lay persons served as a critical sounding board for the production staff's ideas. They also acted as a liaison body to the greater community.

Ultimately, the holdings of the archives proved to be the most significant determinant. From the outset, the production staff committed itself to the use of archival materials for both the visual images and the audio narrative upon which each program was to be based. The education needs of the community were also a matter of some concern but the research interests of the staff were of much less importance in this regard. Once agreement had been reached on the focus of each program, the staff identified specific materials that might be employed. In the case of a program dealing with the coming of the railroads to the mountains of southern Appalachia, for example, the staff surveyed the photographic archives, map collections, vertical file materials (ephemeral publications), and special collections (rare books) for visual images. They also examined the archives' railroad company collections for data that eventually served as the basis for the narrative portion of

the program. This material was further supplemented by excerpts from the archives' audio and video tape collections and by additional interviews with community people involved with railroads. The final product draws upon a wide range of archival materials as well as the comments gleaned from a dozen interviews.

With the raw materials in hand, one or more members of the production staff began script preparation. The script page is divided into two wide columns; the left is devoted to the narrative, including the dubbed portions of oral history interviews, and the right indicates the visual image (i.e., slide) which accompanies that particular audio portion of the program. The historian's craft is essential both in the initial identification of archival documents for the production and in the composition of the script. Just as in the preparation of scholarly publications, the producers of slide-tape presentations need to insure that the various portions of the program fit together logically and intelligibly. However, whereas the historian is concerned with the documentation of his or her arguments and sources, in an audiovisual format, the program developer must also watch that the audio and visual portions of the program work well together. This is a more subtle process than one might at first expect, involving as it does the careful matching of words and images and, in some instances, even the consideration of subliminal suggestion.⁸ In the end one has a work which, if well done, conveys the story of some historical event or personage, employing many of the same sources that members of the audience might have examined had they conducted the research themselves.

The dynamics of program creation are considerably more complex than can be conveyed in the context of this brief article. The archives pulled together many community resources in preparing its programs. For example, the staff relied upon the university's photographer for much of the slide work and upon a sound technician at the local, public radio station for a final edit of each program sound track. The production staff worked together in the development of each script and incorporated the views of the advisory board

in the refinement of the final product. In addition, many community people were involved in the project. It was found that the best narrator for a particular program was someone who had direct knowledge of the subject. Thus, an individual who had grown up in the logging camps of Tennessee and southwest Virginia served as the narrator of the slide-tape program dealing with logging camp life during the depression. Similarly, a person who had devoted much of her professional life to the study of the coal industry narrated the show on coal miners and their families. Finally, as the staff worked through a given production, they often discovered that it lacked a particular segment of oral or visual information. They, therefore, returned to the field to gather these program components and, in so doing, added to the research holdings of the archives.

The final structure of slide-tape programs will often depend upon the resources of the parent institution. Most universities rely on in-house expertise for such things as slide preparation, production graphics, and sound track editing. They will also have much of the hardware required for the project, including tape recorders, cameras, copy stands, sound editing equipment, and slide projectors. Historical agencies that cannot draw upon similar pools of resources will need to scale down their production expectations accordingly. The Archives of Appalachia also employed a two-projector, Wallensak slide-tape system with a two-speed dissolve unit. Similar units are available using from one to as many as thirty-five slide projectors. Obviously, the complexity of program design increases with the number of projectors utilized.

A credible job is possible with just a single slide projector and a typed transcript read aloud at each showing. However, this approach limits the usefulness, economy, and flexibility of a recorded narration. A complete slide-tape presentation does not require the actual presence of the narrator at each showing; distribution may, therefore, be handled by any staff member. Furthermore, when at least two projects are used in tandem with a dissolve unit, one may simulate the effects of motion while remaining in the

slide medium. As the archives began to show its productions to community organizations, the staff discovered that the slide-tape format held the attention of audiences much more readily than if they had worked in a video or film format. The reason for this is quite simple. Few audiences had ever seen a slide-tape program. The medium, independent of show content, became a point of interest to them.

During the 1979-80 academic year, the archives produced a nine-program series. Each show ranged in duration from twenty-three to forty-five minutes. The average cost of each program was one hundred and fifty dollars excluding staff salaries and the contributory time of university personnel. It is not unreasonable to estimate the total cost of a slide-tape show including labor averaging two thousand dollars. The Tennessee committee grant paid for all of the archives production and distribution costs as well as the salary of a full-time project coordinator. The subjects covered by the programs included: the history of the quilting bee as a social institution; the development of commercial country music in the Tri-Cities of Johnson City, Kingsport, and Bristol, Tennessee; depression era logging camp life; the story of Appalachian coal mining and coal miners as told through their songs and ballads; historic homes of the region; the history of Johnson City, Tennessee; the history of Embreeville, Tennessee; and the impact of the railroads on the development of southern Appalachia. In keeping with the spirit and the mission of the Archives of Appalachia, all of these productions focus on the transformation of the region in the twentieth century and on how these events altered the lives of mountain people.

The second phase of the project, that of the actual distribution of the slide-tape programs, began once the staff had completed approximately one third of its production work. With the assistance of the advisory board, the staff contacted community organizations, such as churches, public libraries, historical societies, senior adult centers, and civic and social clubs. In most instances, an archives staff member contacted the agency or organizational officers individually, although notices were also circulated through

the local media, the archives' Newsletter, and a regional arts journal. On occasion, a local sponsor asked to preview programs from the series before committing his or her group. But the staff encountered no difficulties in filling the calendar with showings throughout the region.

Each community showing followed a basic program format. The local sponsor took responsibility for publicizing the series. An archives staff member, usually someone from the production staff, would make a few brief remarks about the archives and its outreach efforts. The showing was followed by a question-and-answer period that often evolved into a lively discussion pertaining to the theme of that particular program. While they enjoyed the slide-tape media format, audiences were most interested in the actual archival materials employed in both the audio and visual portions of the programs. Indeed, viewer familiarity with the subject matter of each production and with many of the original documentary components contributed to a warm audience response. It was not uncommon for viewers to find pictures of themselves, their friends, or their homes and work places appearing on the screen. Nor was it unusual to find members of the audience who recognized voices on the sound track.

The close, personal bonds thus established between the public and the archives' outreach efforts carried over into the discussions that followed the showings. Certain local sponsors, particularly libraries and historical societies, exploited the initial interest and enthusiasm generated by the archives' slide-tape presentations through their own book and artifact displays. While the long term effects of these activities are difficult to monitor, reports from local sponsors indicate that the archives' programs did spark further community interest in regional history and culture. For example, more nonacademic users came to the archives for assistance in local history and genealogy projects; public libraries witnessed a growth in the use of their own history collections; and organizations, from quilting bees to country music associations, experienced increases in membership. Though the archives cannot take credit for all of these

developments, its outreach program did contribute to an environment in which people began to look more carefully at their own history and culture.

Beyond an increase in local patronage, the archives benefited in other ways from its outreach programs. In the first place, the slide-tape shows made thousands of people in the community aware of the archives and its services and the importance of collecting and preserving the documentary records of our past. As a result, dozens of important photographic and manuscript collections have come into the possession of the archives. In addition, the archives now enjoys the assistance of a body of friends who are careful to inform the staff of potential acquisitions or donors. Through both improving its standing within the wider community and enriching its holdings, the archives has also strengthened its position vis-a-vis the university, encouraging the parent institution to support other archives undertakings. The success of the outreach program has not been without its costs in terms of staff time and institutional resources. However, the program continues to enlarge the archives' user and donor constituencies.

The implications of the Archives of Appalachia's outreach program for the public historian are perhaps less apparent. Based upon the experience reported in this case study, the authors recommend the use of slide-tape productions as informative, entertaining, and, yet, extremely economical alternatives to other media. As educational exercises, they make excellent training experiences for individual students or teams of students working in the field of public history. The sense of immediacy that slide-tape shows can convey make them an ideal form of communication with out-of-school audiences and even with young people.

The public historian may apply the slide-tape concept in any number of nonacademic settings as well. Municipal and county governments, historical associations, and private businesses and industries have from time to time contacted the archives concerning the creation of programs based upon

their own particular history and activities. Since only large corporations maintain public relations departments capable of generating slide-tape productions, an enterprising person with a sensitivity for communication in this medium may very well find ample employment opportunities as an independent producer. As this case study has endeavored to demonstrate, the historian is well suited through his or her training and interests to participate in this process. The intricacies of program production are not difficult to master and they will afford the scholar an opportunity to work creatively with historical materials. Every step taken in this direction will contribute towards bringing the public into a closer association with the historical discipline--a goal to which all historians aspire.

Notes

¹The introduction of the Public Historian as a quarterly publication in 1978 is a reflection of this trend. See the special issue of the Public Historian subtitled: "Public History State of the Art, 1980," 2, 1 (1979). The University of California at Santa Barbara also plans to issue a newsletter devoted to public history programs in American colleges and universities. In addition, the National Council on Public History is now publishing its own Newsletter 1, 1 (1980).

²Society of American Archivists Newsletter (March 1980): 1-2.

³The SAA annual meeting in Cincinnati included the following sessions devoted to new archival clientele and outreach programs: "Workshop on Reference Services," "Beyond Politics and History: Our Growing Clientele," "Documenting Neighborhoods: Gathering and Using the Documentation," and "Beyond the Reading Room: Archival Outreach Programs and the Clientele of the Eighties." The SAA 44th Annual Meeting: Agenda for the Eighties, Cincinnati, Ohio, September 30 to October 3, 1980 (Chicago: SAA, 1980).

⁴The Archives of Appalachia provides the community with a number of public services including paper conservation workshops, a genealogy research room, training in archival administration and historic preservation, and a resource center pertaining to Appalachian studies. Program brochures as well as subscriptions to the archives quarterly Newsletter are available free of charge from: The Director, Archives of Appalachia, The Sherrod Library, East Tennessee State University, Johnson City, TN 37614.

⁵Richard M. Kesner, "Collecting Strategies: Building an Archives Program," Midwestern Archivist Vol. 2 (1980) forthcoming.

⁶Like many state humanities committees, the Tennessee Committee for the Humanities receives most of its funding from the National Endowment for the Humanities. The committee in turn distributes its funds to worthy humanities-oriented projects throughout Tennessee. Usually, only "seed money" is available from state committees and one must apply to the NEH for continuing support. See History News 34, 10 (October 1979) devoted to the state humanities committee structure.

⁷For those unacquainted with slide-tape programs, the fundamental operating principle behind the medium is a special tape recorder which places and subsequently reads inaudible signals on the tape. These signals instruct the slide projectors when to change and, if the system is at all sophisticated, how to change (e.g., rapid change or slow dissolve). When using two or more projectors, a slide-tape system gives the effect of continuous visuals and even motion. While most systems are simple to operate, one can execute very subtle slide changes, much to the delight of audiences.

⁸For a brief discussion of the technical aspects of slide-tape program design, see Richard M. Kesner, "Archives Reach Out: AV Programs at the Archives of Appalachia," History News 35, 3 (March 1980): 42-3.

OUT OF THE STACKS AND INTO THE STREETS:

Outreach Activities at the Archives

of Labor and Urban Affairs

George D. Tselos

Increasingly, archives and manuscripts repositories across the country are moving beyond their former role as custodians of documentary material to that of active purveyors of historical information to the public.¹ This new outreach activity has encompassed a wide variety of programs and projects including exhibitions, audiovisual productions, publications, tours, lectures, conferences, and the production of curriculum resource packages. Obviously the word "outreach," which has often been used as a descriptive term, includes a great diversity of efforts with varied goals, contents, and potential audiences.

Defining outreach policies and priorities may be best understood when placed in the context of the possible goals and approaches of outreach programs. An archive may use outreach activities to disseminate information about its holdings to traditional user groups in order to increase user statistics, which are usually a key component of budget justifications. Or an archive may broaden the entire concept of the educational use of documents and of the community of users by taking materials from its stacks and placing them on public display in various ways.

These efforts not only advance community historical knowledge but may also generate direct or indirect support for the archives program through donations or endorsements by individuals or organizations. Outreach activities may also be planned and directed with the specific aim of reaching donor constituencies or people who have a role in

organizational record keeping in order to arouse a greater consciousness of the importance of records preservation.

The questions of what is to be done and how to do it depend upon the mission of the particular institution, and in many areas there is no sharp distinction between public relations work and educational work in archival outreach activities. The development of outreach activities at the Archives of Labor and Urban Affairs in recent years expresses an unusual commitment in the field and reflects the mission of the archives to collect, preserve, and make available for scholarly, educational purposes a wide range of documentation on the modern American labor movement and on associated reform organizations.

The archives is housed in the Walter P. Reuther Library on the campus of Wayne State University. It is the official depository for six contemporary unions; the small, but historically important, Industrial Workers of the World; a number of related labor and reform groups including the Coalition of Labor Union Women, the Workers Defense League, and the Association for Union Democracy; and voluntary reform organizations in the Detroit metropolitan area in which labor representatives have played a major role. The archives collects the files of selected local offices as well as those of the national headquarters and seeks out the papers of individuals who have been active in these organizations as officers, rank and file, labor arbitrators, and others.

In the past, the archives has promoted a number of traditional activities directed to potential researchers and the education of the general public. Researchers as well as the archival community receive a newsletter describing new accessions, recently opened collections and special projects. Through the Wayne State University Press, the archives has supported the publication of a guide to its holdings, bibliographies on the United Farm Workers, and a comprehensive American Federation of Teacher Bibliography.² A staff member is currently preparing a bibliography on the Industrial Workers of the World.

The general public has the opportunity to see exhibits on labor and urban history and workers' lives which are displayed in the main floor gallery of the Reuther Library. Some of these exhibits--"Workers and Allies," "Children in Bondage," an exhibit of Lewis Hine photographs, and "Just Before the War"--were obtained as a package on tour. Others have been prepared from the archives' own resources by the curator of the audiovisual collection. These exhibits have included "Michigan and the World of Work," created for the American Bicentennial, and a photographic display on the early years of the Industrial Workers of the World, arranged in 1975 in commemoration of its founding.

The archives celebrated the centennial of the 1881 founding of the American Federation of Labor by mounting an exhibit called "Labor's Centennial in Michigan," which includes approximately 200 historical photographs dating in the 1880s plus such artifacts as tools of the trade, badges, buttons, and printed materials. Some sixty different Michigan craft and industrial unions are represented. The oldest item on display is an 1854 charter for the Detroit Typographical Union. The exhibit opened with a reception which received live television coverage and was attended by leading Michigan labor union officials and Wayne State University administrators.

During the first eighteen years of its existence the archives has occasionally sponsored programs on labor history, and in each of the last three years it has cooperated with the Wayne State university history department in organizing what has become an annual event, the North American Labor History Conference. Scholars and graduate students are the primary audience for the sessions in which labor history papers are presented. In addition, people from the labor movement and the community are drawn to those portions of the program which are intended to have a more popular appeal--the performance of labor songs, readings of work poetry, and a speech by Crystal Lee Sutton of the Amalgamated Clothing and Textile Workers Union whose experiences were the basis for the movie "Norma Rae."

For several years, the archives has also annually cosponsored a local history conference with the Burton Historical Collection of the Detroit Public Library and the Detroit Historical Museum. The audience attracted to these meetings includes primarily nonscholars with an interest in history, plus staff members from historical institutions in the southeastern Michigan area.

Policymakers at the archives have recently concluded that, particularly in a period of financial retrenchment, it is in the interest of the institution to focus its limited resources on the potential audience within the labor community, using both traditional types of outreach activity and some new approaches. Since the Walter P. Reuther Library building opened in 1975, a modest program of inviting labor groups to view the exhibits, take a tour of the building, and receive a brief explanation of the functions of a modern archives has been in operation. These groups have included the staffs of union headquarters departments, the executive boards of local unions, and union retiree chapters.

Such visits by union officers and their staff members encourage them to place a higher priority on records preservation. In many cases, the visit is the turning point in obtaining an agreement to deposit the files of the union in the archives. These efforts, coupled with follow-up contacts on a regular basis, enable the archives staff to lessen the problem of files being thrown out because nobody remembered they were wanted. This kind of educational work is also important because the turnover in the ranks of union staff and officials on a local level means a continuing influx of new people who need to be informed about the archives program. It should also be noted that the archives provides records management consultation to depositing organizations upon request and even encourages this in the case of key offices where the need may be acute.

Another aspect of union-oriented outreach work is the development of exhibits and educational activities at union centers and conferences. For many years, the archives mounted historical exhibits at the national conventions of major depositing unions. Such exhibits result in many

collection leads from individuals and also draw attention to the archives' interest in records preservation. Semi-permanent historical exhibits are also put up at such off-campus sites as the United Auto Workers' (UAW) Walter and May Reuther Family Education Center in northern Michigan. In addition, the archives has received a university grant to develop a small, traveling exhibition which will be sent to regional and local union halls. The full potential of such a program is unlikely to be realized, however, until funding improves for the university and for grant agencies.

Educational outreach work for union audiences is being diversified in other ways. Staff members with historical training have given presentations on labor history to labor conferences, using the opportunity to explain the basic elements of the archival program. Increasingly, archivists responsible for donor relations seek out occasions to appear before union retiree groups at their own local union halls. A slide show depicting the operation of the archives has been developed to show during such visits.

In 1980 the archives embarked on the production of several short, labor education films financed by a grant from the National Endowment for the Humanities. The films are intended for use by several types of audiences, including local union members, union retiree chapters, and labor education classes at colleges and universities. Produced under contract by filmmakers Morten and Gudrun Parker in cooperation with the United Auto Workers, the films deal with women workers, attitudes towards work among different generations of workers, and the impact of plant closings on workers and the community. The films, made with contemporary interviews as well as on-site shooting, are accompanied by discussion guides and are intended to inform and stimulate audience discussion about the values, attitudes, and experiences of workers. The unused footage and interviews taken during the course of production will be preserved at the archives as an historical resource after the films are completed in mid-1982.

Of course, the archives will continue to produce

exhibits, programs, and publications which will be attractive to the general public as well as researchers. Increasingly, however, more of the archives' outreach efforts are aimed directly at various union-related audiences. Other historical agencies usually do not reach these groups with either historical presentations or explanations of archival work. It is their history that the Archives of Labor and Urban Affairs documents and, as a result, the archives has received an enthusiastic response from them. These audiences provide many collection leads and other support. They are a fundamental part of the archives' constituency and one which the archives is committed to serve through its programming.

Notes

¹This trend has been recognized by the release this year of a new publication in the Society of American Archivists Basis Manual Series, Archives and Manuscripts: Public Programs by Ann Pederson and Gail Casterline.

²Wayne State University, Archives of Labor History and Urban Affairs, A Guide to the Archives of Labor History and Urban Affairs (Detroit: Wayne State University Press, 1974). Beverly Fodell, Cesar Chavez and the United Farm Workers: A Selective Bibliography (Detroit: Wayne State University Press, 1974). Carolyn Majewski, comp., Selected Bibliography, United Farm Workers, 1973-1976 (Detroit: Archives of Labor and Urban Affairs, n.d.). Wayne State University, Archives of Labor and Urban Affairs, An American Federation of Teachers Bibliography (Detroit: Wayne State University Press, 1980).

SHORT SUBJECTS



Feature

A KINDRED NATURE

"An institution, building or room for collecting, preserving and studying records, documents, etc." Is this the definition of an archives or a museum? It can suitably serve as either because if artifacts are considered records or documents of the past, then a museum is closest of kin to, if not actually a type of, archives.

As the decade of the 1980s begins, it is fairly well recognized that artifacts are documentary records. To be a record, according to Webster's New World Dictionary, something must "remain as evidence," and surely an artifact remains as material evidence of the culture which created it. A document can by definition be "anything serving as proof."¹ Since proof is conclusive evidence, this concept is more complex; however, the proper analysis of artifacts, or material culture, can provide proof of the level of technology, the manual dexterity, the artistic tastes and the social practices of the civilization that produced the objects.

Taking the question of definitions one step further, those involved in the study of artifacts or material culture have proposed many working definitions of material culture. James Deetz offers one of the broadest definitions:

Material culture is usually considered to be roughly synonymous with artifacts, the vast

universe of objects used by mankind to cope with the physical world, to facilitate social intercourse, and to benefit our state of mind. A somewhat broader definition of material culture is useful in emphasizing how profoundly our world is the product of our thoughts, as "that section of our physical environment that we modify through culturally determined behavior." This definition includes all artifacts, from the simplest, such as a common pin, to the most complex, such as an interplanetary space vehicle.²

The essence of such working definitions is always the same. Artifacts are expressions of past civilizations.

The problem of using artifacts as indicators, or records and documents of the past, lies in the fact that they are not as easily "read" as the written word. Nevertheless, these nonverbal documents contain as much important information about the past as verbal documents. In fact, in the same publication, Deetz also proposes that they are more accurate records:

Yet even a primary source, having been written by one individual, must reflect that person's interest, biases, and attitudes. To the extent that it does, such source is secondary to some degree, in inverse proportion to its objectivity. Total objectivity is not to be expected in human judgment, and the best we can do is recognize and account for those subjective biases we carry with us. Material culture may be the most objective source of information we have concerning America's past.³

Connoisseurs and museum curators have understood these tenets and practiced "reading" artifacts for centuries, but only recently have historical scholars begun to take advantage of this rich data base. The reason lies in the sparsity of respectable methodologies to read the cultural

messages imbedded in artifacts.

However, models do exist. This information can be retrieved. To do so, each item must be analyzed in terms of its attributes. This begins with a description of the item, including size, shape, weight, color, texture, form, applied design, distinctive features, etc. Secondly, the reviewer must consider the function of the item. Artifacts often were created with more than one function. There is usually a technical function, whereby an object serves a utilitarian need. Often the artifact displays social functions as well. For example, the technical function of a horseshoe is to protect the feet of draft animals. The game of pitching horseshoes shows the social function. Objects occasionally have symbolic functions also. In the case of the horseshoe, it serves as a symbol of good luck when hung upside down over a doorway. How an object functioned within society is an important key to its culture message. Thirdly, an artifact must be assessed for its aesthetic value. This is perhaps the most difficult analysis because it is subjective.

All of these observations are most meaningful when careful consideration is given to understanding the cultural context in which the artifacts were produced. A comparative analysis, which incorporates many similar objects, is more informative than simply analyzing a single item. A contextual analysis, which includes a study of the social environment in which the object existed, is even more meaningful. But to whichever level or whatever extent an artifact is investigated, the study does yield pertinent information--both factual and conceptual--about the society which produced it. Looking at artifacts in this manner helps us to recognize their value as cultural statements. Artifacts are unmistakably records of the past. If one understands and accepts that material culture exists as a record and a document; and since museums collect, preserve, and make available for study these records, then museums are by nature the kin of archives.

What are the ramifications of this recognition that museums are analogous to archives? Since both institutions share similar functions, it stands to reason that consequently

both institutions have developed similar methods and processes for performing their functions. Would it not be mutually beneficial to explore and compare these systems and techniques? The sharing of resources and expertise amongst curators and archivists could lead to ready problem solving and thereby avoid expensive and time-consuming duplication of efforts. Would it not be of significant benefit to scholarship to share the audiences cultivated by each discipline? A dialog between museum curators and archivists seems in order.

Consider the systems that have been developed by each discipline for processing its collections. Each institution has collection policies. Each institution has prescribed systems for evaluating potential acquisitions and requests for access. Each institution has accessioning, registering and cataloging procedures. Aspects from any of these policies and procedures might be mutually applicable.

Consider the techniques used by archivists, conservators and curators. Each discipline has its own means of verification, material analysis, conservation and storage for documents. Sharing experiences may lead to new, more efficient ways of dealing with these concerns. Mistakes need not be duplicated.

Lastly, archivists and curators alike could better serve the researchers who use their collections if they were aware of the holdings of their sister institutions. Dialog is mandated by the fact that each generally contains some of the other's type of records; various artifacts appear in manuscript collections and paper records are often generated in museum collecting. Therefore, interdisciplinary cooperation between archives and museums should be familiar dialogs. Sharing this information will result in improved scholarship.

Martha Green Hayes

Notes

¹Webster's New World Dictionary of the American Language. 2nd college ed., s.v. "record" and "document."

²James Deetz, In Small Things Forgotten: The Archaeology of American Life. (Garden City, NY: Doubleday, 1977). p. 24.

³Deetz, In Small Things, p. 160.

Further Reading in Material Culture

Fleming, E. McClung. "Artifact Study: A Proposed Model," Winterthur Portfolio 9, (1974).

Glassie, Henry. Patterns in Material Folk Culture of the Eastern United States. Philadelphia: University of Pennsylvania Press, 1963.

Schlereth, Thomas J. Artifacts and the American Past. Nashville: American Association for State and Local History, 1980.

Washburn, Wilcomb E. "Manuscripts and Manufacts," American Archivist 27: 2 (1964).

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News Reels

Troupe County Historical Society in conjunction with La-Grange College has undertaken an ambitious archive and preservation project, which includes a million-dollar restoration plan to establish a three-story archival facility. An executive director is being hired to train and work with a staff of four professional and paraprofessionals supple-

mented by student interns and community volunteers. For further information, contact the society at P.O. Box 1051, LaGrange, GA 30241.

* * * * *

Another million-dollar program is underway at Vassar College to expand the manuscript collection and offer courses in the use of manuscripts and other primary sources. The endeavor includes the recent purchase of the papers of Elizabeth Bishop, a Vassar graduate and Pulitzer Prize-winning poet. In addition to drafts of her poetry, the papers include correspondence with such figures as Marianne Moore, Robert Lowell, and Eudora Welty.

* * * * *

Through the use of a SPINDEX program and the generosity of the Whitney Foundation, Cornell University has cataloged and recently opened to researchers thousands of photographs, nitrate negatives and drawings from Willard D. Straight's years in China (1901-1912). Manuscripts from this collection were arranged, described and microfilmed in 1974. The catalog provides keyword access to a visual record of art, agriculture, warfare, railroad construction, and politics of an oriental nation emerging from centuries of dynastic rule and coming under Western influence. While Straight was not a professional photographer or artist, his career as newsman, diplomat, financier, publisher and army officer gave him the experience from which to draw a detailed record of his environment.

* * * * *

John Hill Hewitt: Sources and Bibliography, prepared by Frank W. Hoogerwerf, was recently published by Emory University. Hewitt was a musician, composer, and writer who lived in Augusta, Georgia during the Civil War and in Savannah, Georgia in 1872. This monograph contains biographical information, an inventory of the John Hill Hewitt Papers in the Special Collections Department at

Emory and in collections in other repositories, and bibliographies of Hewitt's publications and of studies about him. Copies of this publication may be ordered for \$5, checks payable to Emory University. Please address inquiries and orders to Richard W. Cruce, Library Development Officer, Robert W. Woodruff Library, Emory University, Atlanta, GA 30322.

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For the first time, over one million news photos from the files of Underwood Photo Archives, Ltd. are on sale to the public. Underwood has provided material for newspapers, magazines and textbooks since 1896. Most of the prints are 8x10, black and white shots and are priced from \$3 to \$200. They may be viewed at the company's San Francisco archive and gallery, where they are being cataloged and cross-referenced. For further information, write Underwood Photo Archives, Ltd., 3109 Fillmore Street, San Francisco, CA, 94123, or phone (415) 346-2292.

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The Georgia Historical Records Advisory Board is one of twenty-six state boards to receive a \$25,000 grant from NHPRC to conduct an assessment of records programs in the state during the calendar year 1982. The Society of Georgia Archivists is cosponsoring the Georgia project by providing forums for public discussion and supervising dispersal of funds. At the first of the year four task forces were formed and, subsequently, their plans and budgets were approved by the board. The task forces and their chairpersons are (1) Gary Fink of Georgia State University--State Governmental Records; (2) Russell Mobley of Georgia Department of Archives and History--Local Governmental Records; (3) Louise Cook of Martin Luther King Center--Manuscript Repositories; (4) Don Schewe of Carter Presidential Papers Project--Coordination of Archival Functions. Each task force plans to survey appropriate Georgia repositories by mail or in person, to draw conclusions, and to issue a report to the board by August. After more public discussion in the fall, a final report will be issued by the board. For further

information, contact Edwin Bridges, project coordinator, Georgia Department of Archives and History, 330 Capitol Ave., Atlanta, GA 30334.

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The Appalachian Regional Commission has awarded a grant to the Georgia Department of Archives and History for a records management project for local governments in north Georgia. A consulting group has been hired to develop retention schedules for local records. These schedules will be valuable to local officials in the rest of the state for they are required by law to develop a records management program by 1 January 1984.

* * * * *

An exhibition on the history of black families in Georgia will be on display this year at the Atlanta Public Library, the Atlanta Historical Society, the Atlanta University Center, and the Georgia Department of Archives and History. The African-American Family History Association assembled the exhibition with funds from a NEH grant. For more information, contact AAFHA at 2077 Bent Creek Way SW, Atlanta, GA 30311.

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Winthrop College Archives and Special Collections (Rock Hill, SC) and the University of Liverpool are cosponsoring a summer program entitled "Archives Abroad." The program is designed to introduce American students to British 18th and 19th century record sources, such as business, government, and court records. After a week of academic instruction at the University of Liverpool, the students will spend three weeks of practical work in one of the eleven participating British repositories. Winthrop College will award three hours credit for successful completion of the program to its junior and senior students. Cost will be approximately \$1,160 excluding airfare. For further information, please contact Ann Y. Evans, Archives and Special

Collections, Dacus Library, Winthrop College, Rock Hill, SC 29733.

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Hollinger Corporation of Arlington, VA recently announced the marketing of durable folders and sleeves that are both transparent and flexible. Made of 400D Mylar, they are electronically-sealed on three sides to facilitate low cost encapsulation. The envelopes will come in letter, legal, map, and newspaper sizes. The folders which come in letter and legal sizes are punched for binders.

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The Eisenhower Library has published Dwight D. Eisenhower: A Selected Bibliography of Periodical and Dissertation Literature. The bibliography contains annotated entries plus author and subject indexes. The 162-page work will sell for \$3.25 and may be ordered from the Sales Desk, Dwight D. Eisenhower Library, Abilene, KS 67410.

* * * * *

A useful tool for South Carolina historians and genealogists is Ron Chepesiuk's A Guide to the Perry Belle Bennett Hough Collection in the Lancaster County Library. The ninety-six-page guide, published in 1981 by the Lancaster County Historical Commission, may be obtained for \$6 plus postage and handling from the Lancaster County Library, 313 S. White Street, Lancaster, SC 29720.

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To aid Georgia genealogists the Newnan-Coweta Historical Society has published Coweta County Marriages (1866-1979), Vol. II. This 216-page volume includes all black marriages for the county plus additions and corrections to Vol. I. The book, which sells for \$25 plus \$1.50 postage, may be ordered from the society at P.O. Box 1001, Newnan, GA 30264.

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The Guide to the Charles Holmes Herty Papers, compiled by Monica J. Blanchard and prepared with the assistance of NHPRC, is now available from the Special Collections Department of the Robert W. Woodruff Library, Emory University, Atlanta GA 30322. The papers of Charles Holmes Herty--chemist, forest researcher, and native of Milledgeville, GA--comprise sixty-four linear feet and document his activities in forest, pulp, and paper research, in the chemical industry, in medical and health research, and in national defense and chemical warfare. This 127-page guide, including biographical and series notes, inventory of the collection, and index, may be purchased for \$4, checks payable to Emory University. Please address inquiries and orders to Linda M. Matthews, Reference Archivist/Assistant Department Head.

PAKS AND ARCHIVAL EDUCATION:

PART II: INDIVIDUAL PAKS*

Nicholas C. Burckel

Problems in Archives Kits (Chicago: Society of American Archivists, 1980-): PAK I: Appraisal (1980), \$17 members, \$20 others; PAK II: Security (1980), \$17 members, \$20 others; PAK III: Starting an Archives (1980), \$11 members, \$14 others; PAK IV: Archival Processing Costs (1981), \$12 members, \$15 others; PAK V: Can You Afford Records Management? (1981), \$17 members, \$20 others; PAK VI: Developing A Brochure (1981), \$8 members, \$11 others.

Appraisal, the topic of PAK I, includes copies of papers prepared for a seminar chaired by Maynard Brichford and two cassette tapes of discussion. Brichford's six points of view that should provide the context for appraisal help place the papers in perspective. His short list of current trends affecting appraisal decisions also helps archivists understand that appraisal cannot be performed in a vacuum. Unfortunately, little of the discussion centers on his remarks.

Meyer Fishbein's paper on federal appraisal focuses on the appraisal techniques recommended in 1934 by Polish archivist Gustaw Kalenski. Although interesting, the paper will have little relevance for most archivists who do not perform appraisal in large governmental bureaucracies; they will be better served by consulting Fishbein's other published

*Part I, an overview of PAKs, appeared in the fall 1981 issue of Georgia Archive.

works.

By far, the most disconcerting paper is Thornton Mitchell's "Records Appraisal--A State View." His comments during the discussion period also raise some basic questions. If his attitude is typical of archivists at state archives, then there appears to be little consensus among archivists on appraisal criteria. If his point of view is atypical, then it perhaps should not be offered so casually and without editorial comment to archivists who are in need of some basic direction on appraisal techniques and standards.

In an effort to sweep aside the standard list of appraisal criteria--functional, evidential, and informational value--Mitchell declares flat-footedly, "There are not degrees of value; archives are material that have value or they are not archives." Such an all-or-nothing approach oversimplifies the complex task of appraisal and risks reducing it to an intuitive judgment. By emphasizing that the decision to keep or discard must rest on the individual archivist's best judgment of the value of the records, Mitchell tends to dismiss the intermediate steps the archivist uses in reaching a final appraisal decision. At least initially, inexperienced appraisers can certainly benefit from conscious application of the traditional steps. This should not obscure some of Mitchell's other points, based on his years of experience in the North Carolina Division of Archives and History.

Edie Hedlin's experience with business cards at the Ohio Historical Society and Wells Fargo Bank, plus her Business Archives: An Introduction well qualify her to provide an appraisal of business records. Her practical advice generally reflects the standard orthodoxy. She warns, for example, that appraisal "on an item level through mimicry of manuscript curators" is inappropriate to large institutional records of a dynamic firm. Hedlin strays from orthodoxy only once and makes a strong case for her point of view. Important records whose permanent preservation elsewhere is assured, she stresses, should not be aggressively sought by the archivist. Even in this circumstance, however, the archivist should be aware of just what records of

archival value are retained outside the archives and in what condition they are maintained.

August Suelflow is similarly qualified to discuss appraisal of religious records. The longtime chairman of the religious archives committee and author of Religious Archives: An Introduction anticipated some of what he was to publish in his own manual. His manual, and Brichford's, largely elaborate his brief paper prepared for the appraisal seminar. This is not the case with Kenneth Duckett's "Appraisal of Manuscripts," which does not overlap substantially with the relevant sections of his Modern Manuscripts.

Because Duckett foresaw that other seminar papers would deal largely with voluminous twentieth century institutional or governmental records, he chose to concentrate on "manuscript repositories, especially those in the humanities which acquire their holdings through gift and purchase...." In doing so, he stresses the importance of a written collecting policy to guide the archivist in appraising manuscript acquisitions, the need for a thorough knowledge of the subject area in which the archives collects, and the use of professional appraisers to determine the fair market value of those manuscripts considered for purchase. In subsequent discussions among seminar participants he defends the policy of purchase of private manuscripts, particularly of literary figures, and makes the point that purchase may be the only way a new or less well known institution can break into collecting.

Overall, the level of discussion is not equal to the level of the formal papers, and the tape does not contribute substantially to a further understanding of appraisal. Although several interesting questions are raised, few are fully aired or answered. The desultory discussions, coupled with uneven sound on the tapes, contribute to a fragmented picture of the topic.

PAK II is devoted to security. Papers deal with physical aspects, staff development, state laws, patron relations, and replevin. Two accompanying tapes of discus-

sions by seminar participants are lightly edited, and a brief table of contents helps listeners locate certain information on the tapes. The papers are generally good, but most do not add substantially to information provided in Timothy Walch's Archives and Manuscripts: Security and in his selective, annotated bibliography.

Christopher LePlante reports on a major theft at the Texas State Archives and concludes, after several pages of helpful instructions for improving security, that "having experienced a major theft, security now occupies the top position in our list of priorities." For all the proper warnings, perhaps it takes such an experience for us to learn sufficient regard for the need for security.

UCLA archivist James Mink makes a solid contribution by comparing the model law on library theft prepared by SAA legal counsel with state laws now in force or under consideration. Mink sought the opinions of some state legislative counsels and finds the model law wanting in some particulars and incompatible with traditions or recent legislation in certain states. Mink also briefly chronicles the experience of some states in preparing and adopting legislation and surveys regional archival associations to report on their involvement in getting states to adopt new antitheft legislation. From all of this, it appears that the prospects are not good for any kind of uniform law, or any laws providing stricter penalties for thieves, greater protection for archives, or immunity from libel for archivists. The unstated conclusion of Mink's paper is that prevention is still the best protection.

The nearly two hours of taped discussion cover thefts by staff, use of consultants, donor relations, vandalism, disaster, and abandonment. Unlike those of the question-answer format typical of formal sessions at annual meetings, the exchanges of seminar participants are genuine discussions with several contributions, especially Stephen Jamison's guidelines for planning an archival security system based on an analysis of the three factors determining the potential for theft: assets, vulnerability, and threats.

Unlike the first two PAKs, which built on existing manuals and were developed from special SAA seminars on appraisal and security, PAK III represents a new departure. "Starting an Archives" is based on a spring 1980 session at the Mid-Atlantic Regional Archives Conference and includes a ninety-minute cassette tape of presentations by Linda Henry (Archival Issues), Gregory Hunter (Organizational Relations), and Thomas Wilsted (Archival Outreach) as well as dialog with the audience and among the panelists. Several handouts accompanying the tape are reprints of articles dealing in some fashion with establishing an archives.

Henry stresses the need for adequate support and visibility for the success of any embryonic archives. Hunter's discussion of organizational relations emphasizes the importance of dealing effectively with personnel within the institution, especially management and other professional staff. Like Henry, he stresses the need for visibility and patience. He also suggests ways to use the lure of grant funding to increase institutional commitment to the archives and the usefulness of an advisory committee or policy board to legitimate the archivist and consolidate the archivist's mandate with the institution he or she serves.

Thomas Wilsted's concluding paper reflects his recent experience as first archivist of the Salvation Army. He used the dedication of the new archives to introduce staff to the facility, he initiated a newsletter circulated four times a year to 3,800 readers and developed a brochure designed for use with donors and another for potential researchers. His presentation offers a host of other ideas--in-house and traveling exhibits and exhibit catalogs, services to off-site patrons, a speakers bureau prepared to speak on a variety of historical topics, and cooperative arrangements with other research institutions.

The numerous enclosures in PAK III include reprints dealing with church, business, association, government, and museum archives; a technical leaflet on manuscript collections from the American Association for State and Local History (AASLH); an American Archivist article on planning

an archives; David B. Gracy's 1972 Georgia Archive article "Starting an Archives"; a copy of the report of the Task Force on Institutional Evaluation; and a single-page bibliography of selected readings. Conspicuously absent is anything designed for college and university archivists, the largest single group of new archivists defined by institutional affiliation. That might be understandable if no literature existed, or if the PAKs deliberately excluded material already published by the society. However, several items in College and University Archives: Selected Readings are relevant to starting an archives at an educational institution.

Reflective of the fact that little has been said on the topic of archival processing costs, PAK IV only contains copies of four papers presented on that subject at the 1980 annual meeting of the society together with a twenty-minute tape of the discussion following the formal presentations. And yet, exactly for that reason, this may be one of the best illustrations of how PAKs can serve the immediate needs of the archivist.

In the opening presentation, Lawrence Stark of the Washington State Historical Records and Archives Project offers some admittedly crude formulas for calculating processing costs. One simple method is to divide the operating budget by the total number of patrons served to produce a rough estimate of cost per user. Stark's experience places the normal range for such a figure at between \$35 and \$60 per reference request. He is well aware of the hazards of using so simple a formula, but until more research is devoted to developing such measures, archivists may have to make do with this method of calculation.

Karen Temple Lynch takes a more methodical approach to calculate costs by examining fifty-five processing projects funded by the National Endowment for the Humanities and the National Historical Publications and Records Commission. She included seven variables in her calculations: project staff, amount of material to be processed,

time schedule for the project, number of separate collections, level of intellectual control to be achieved, types of records, and dates of records. Her calculations reveal an average processing rate of approximately two linear feet of records per week per full-time processor. Her calculations also validate generally held impressions that processing twentieth century records is cheaper than processing earlier records; that business and government records can be processed more rapidly than institutional records, which can in turn be processed faster than personal papers or records of mixed types; and that large collections take proportionately less time to process than small collections.

While admitting that collecting statistics can be time-consuming, William Maher argues in his paper that it can also help the archivist establish processing guidelines, justify budget and staff, make better appraisal decisions, and draft realistic grant proposals. Maher elaborates on his retrospective analysis using information gleaned from annual reports and published earlier in the Midwestern Archivist; in this paper he discusses a direct measurement methodology. The latter approach requires each person involved to keep a log of time spent on his activities-- a difficult task in its own right. Although Maher's calculations are based on the use of graduate students as processors and typists and his actual cost figures may not be readily comparable with those of other institutions, he does include data on time required to process different types of records and on the number of processing product units (the total volume processed and weeded plus one-half unit for each page of finding aid or control card written).

In a concluding paper, Roy H. Tryon analyzes the relationship between the level of collection control and costs. Noting that there is nearly total agreement that item level control and calendaring are no longer realistic or even desirable, Tryon raises the question of just how far archivists are willing to go in reducing the level of control over processed collections in order to provide at least some preliminary control over new accessions. Most of the sixty repositories in his survey reported that they performed some preliminary processing at the time of accessioning the

material and then made the material available to researchers before establishing full control over the records. It is a trend that risks possible loss of material or accidental disclosure of sensitive information, but Tryon clearly sides with those adopting a policy of minimal control over all accessions and permitting early researcher access to those records. The alternative of not accommodating to the new realities of increasing processing costs and growing numbers of large collections is to increase the backlog of unprocessed collections and to decrease patron use. Tryon's observations, as well as those of other session participants, which provide specific suggestions for calculating processing costs, give the PAK user some practical guidance from those experimenting with new ways of coping with the problems of these costs.

The answer to the rhetorical question posed in PAK V, "Can You Afford Records Management?", appears to be "yes" according to the three public university archivists who addressed that question at the 1980 annual meeting of the society. Each spoke from his/her experience: Warner Pflug tracing the development of a records management program at Wayne State University, William Morison explaining how the University of Louisville Archives became involved in records management, and Nancy Kunde describing her work in developing a records management program for the Center for Health Sciences at the University of Wisconsin-Madison. Morison, both in his formal presentation and in the discussion period, points out that even though the positive effects tend to outweigh the negative, not all is sweetness and light, especially when administrators do not correspondingly increase budget, staff, and space when records management responsibilities are assigned to the archives. Kunde echoes his concern in her commentary.

Although the taped discussion following the papers was relatively brief and uninformative, the several enclosures in the PAK should assist archivists embarking on a records management program. Sample forms from several institutions are helpful, but one should not overlook the College and University Archives' Form Manual which has an even

wider selection. Of more direct benefit are sample policy statements from the board of trustees, administrative memoranda from the president or chancellor's office, and guidelines from university archives to other campus units. Completed sample records disposal authorizations and a procedures manual should also prove helpful to those with little experience in inventorying records. An unannotated bibliography, a flowchart on the interrelationship between archives and records management from H. G. Jones's The Records of a Nation, and information about Yale University and Massachusetts Institute of Technology's records survey and program complete the PAK.

PAK VI--"Developing a Brochure"--includes several items designed to help archivists handle their own production of brochures: Pocket Pal: A Graphic Arts Production Handbook (\$3), a chapter reprint from PR for Pennies: Low-Cost Library Public Relations (\$4 for the entire book), "The Liberated Letter" poster (distributed to dealers free from Letraset USA, Inc.), and fifteen sample brochures from archival institutions (free, presumably). Anyone aware of the contents of the PAK could secure the same material for less than the cost of the kit.

That is not the point, however. What this PAK lacks is any attempt to analyze the fifteen archival brochures in terms of the guidelines and suggestions in PR for Pennies. What would make the PAK valuable to potential users--valuable enough to pay the extra charge to get it from SAA--is a tape or paper analyzing the brochures, commenting on each in turn, comparing one with another, and suggesting advantages and disadvantages of each.

The examples are almost evenly divided between state archives and archives at colleges and universities, with only one of a business archives, none of a religious archives, and only one of a special or private historical or archival repository. Because no cost figures accompany the brochures, the user has no idea which type might best fit his/her budget. Most archivists do not suffer from a lack of imagination, merely a lack of money. While PR for Pennies

is helpful, it is aimed at a somewhat different audience. The technical leaflets on publishing, typesetting, marking copy for printers, and historical society newsletters from AASLH, plus William T. Alderson's A Manual on the Printing of Newsletters provide more useful information and cost-cutting suggestions for small shops. Repositories located on university campuses might well be able to use the services of a staff graphic artist, public relations personnel, or students in the education or art departments. Vocational schools and community colleges offering courses in printing and graphic arts might well agree to help design an attractive brochure for nonprofit institutions. A discussion of these possibilities among knowledgeable archivists would certainly have made this PAK more useful without adding unduly to the cost.

Even if these first six PAKs do not reach their potential, the Problems in Archives Kits series is a useful addition to the growing archival literature pioneered by the national office of the Society of American Archivists. Along with the Basic Manual Series, subject-specific annotated bibliographies, and selected readings, PAKs provide readily available information for beginning and intermediate archivists. The recent appointment of Terry Abraham of Washington State University to assist in coordinating the society's publication program is an important step in assuring quality control. With proper oversight PAKs may become a major educational service.

BOOK REVIEWS

THE WPA HISTORICAL RECORDS SURVEY: A GUIDE TO THE UNPUBLISHED INVENTORIES, INDEXES AND TRANSCRIPTS. Compiled by Loretta L. Hefner. (Chicago: Society of American Archivists, 1980. Pp. 1-42 and microfiche. Paper, appendix. SAA members \$4/others \$6.)

With assistance from the National Endowment for the Humanities, the Society of American Archivists (SAA) has produced a highly useful and much needed reference work. This guide describes thousands of cubic feet of unpublished inventories, indexes, transcripts and other research tools produced between 1935 and 1942 by the Historical Records Survey (HRS) of the Works Progress (Projects) Administration. The guide itself is the result of an extended survey to locate the archival institutions which have inherited the mass of HRS materials hastily put aside when the war effort suddenly replaced unemployment relief as a national priority. The SAA survey found HRS unpublished materials in ninety-eight institutions in forty-five states and the District of Columbia and, with the assistance of those institutions, gathered at least summary data on these holdings.

The value of the guide for researchers is significantly enhanced by the expertise and care exercised in its editing and design. Vicki Irons Walch, the project advisory committee, and the SAA office staff all contributed to this success. The descriptions are uniform and concise and the format is consistent throughout despite the necessary reliance on information provided by cooperating institutions with varying levels of control over their own holdings. The author's well-written introduction quickly tells the reader how to use the guide and Leonard Rapport's brief chapter, adapted from his 1974 article in the American Archivist, is a good administrative history of the HRS and a personal insight into the origins of this project.

The four-page appendix to the guide consists of a matrix summarizing the holdings, by institution, of the most common HRS materials and showing at a glance the extent of the remaining records. A pocket on the back cover contains a ninety-page microfiche supplement offering, where available, a second level of information about holdings. For example, the printed guide indicates that inventories of state, county, and municipal and church records and transcripts of county commissioners' journals are among the 126 cubic feet of HRS materials at the Kansas Historical Society. The microfiche supplement names the state agencies, local government units, and religious denominations whose records were inventoried and transcribed.

Despite its many fine features, this guide has one glaring omission. Nowhere does it describe the information content and the research significance of the records series it so carefully enumerates. The guide lacks the sort of analysis commonly found in the scope and content note of a well-written archival finding aid. For the relatively few archivists and researchers who have used unpublished HRS materials this omission is merely inconvenient. But there is a much larger audience without this firsthand experience who might profitably turn to the HRS materials and to the archival records described in them. Hefner's guide offers this group only a glimmer of the nature and potential research uses of the riches it can find in the HRS records.

Of course, the content and accuracy of the HRS products vary with the individual surveyors, the nature of the project, and the quality of project supervision. In most instances, the basic methodology was sound for, as Hefner points out, the HRS was a milestone in the development of modern archival arrangement and description. Additionally, the national projects received careful scrutiny from HRS staff in Washington. Even the random information appearing on the unedited forms can be valuable for it frequently was based on interviews with records custodians and on patient examination of the records. The church records forms, for example, gathered historical information at the parish level-

names of early clergy, citations to published sources, and the language in which the records were written--which might be difficult or impossible to recover today and which provides an excellent starting point for further research.

The most obvious use of the unpublished HRS inventories and surveys is to determine whether specific records survived at least to the 1930s. Leonard Rapport first used them to locate and obtain more complete descriptions of New England town minutes for 1787-1791. Other researchers have used the HRS series descriptions, both the unpublished records and the more than two thousand published volumes, to pinpoint records which included information pertinent to their studies. Certainly a review of the HRS description would be invaluable preparation before plunging into the attics, basements and vaults where many records are often kept without order or identification. State archives and local archival and historical agencies have used the HRS materials as a foundation for follow-up surveys and for planning improved records and archival programs. Frequently, the records described by depression era workers no longer exist. In some cases this reflects the elimination of obsolete and useless materials but, too often, historically valuable records have been destroyed along with the routine. Such changes over time are inherent limitations to any field survey but they also give the HRS a unique value as a snapshot of the extant records of thousands of agencies and institutions at a specific moment.

In a period of eight years, thousands of HRS workers surveyed tons of historical records. Today, the record of their work can be of immense value to historical, genealogical and other kinds of research into the American past. This newly published guide makes that widely scattered record far more accessible to researchers. Loretta Hefner and the Society of American Archivists have produced a volume which deserves to be on the reference shelves of every archives and library serving researchers in United States history.

State Historical Society
of Wisconsin

John A. Fleckner

THIS SO REMOTE FRONTIER: THE CHATTAHOOCHEE COUNTRY OF ALABAMA AND GEORGIA. Written by Mark E. Fretwell. (Eufaula, AL): Historic Chattahoochee Commission, 1980. Pp. xvii-352. Maps, illustrations, photographs bibliography, index, and hardcover. \$14.50.)

The Chattahoochee River and its tributaries played a key role in the creation of the Alabama and Georgia territories. Mark Fretwell has combined various disciplines with a good use of rare sources to explore the historical and geographical development of the Chattahoochee country and those who braved both the calm and turbulent moments of their nemesis--the Chattahoochee River.

The book is filled with varied and familiar historical events, places, and people. Included are such well-known personalities as Andrew Jackson, James Oglethorpe, Henry Grady, Benjamin Hawkins, and William Bartram. Events such as Columbus' and DeSoto's voyages, the removal of the Cherokees and Creeks from the territory, gold at Dahlonega, and the Civil War and its aftermath are also discussed. The growth of such river cities as Columbus, Georgia and Phenix City, Alabama and early Indian settlements (e.g., Coosa and Coweta) are detailed. Explorations, settlements, wars, removals, and discoveries were all important events in the development of the Chattahoochee country. The author has presented these facts in a manner (chronology and biographical sketches of various personalities) which captures one's attention and transports one back to those times.

Although the chronological and biographical sketches provide the reader with a smooth, flowing narrative, the transition from one topic to another, with a sprinkling of geographical facts, is confusing at times. The book moves back and forth from a strict chronology to a discussion of a personality to a discussion of particular events or places (e.g., gold discoveries, steamboats, Indian settlements). Some discussions are so cursory that the reader is left questioning the necessity of their inclusion.

Additionally, throughout most of the book the discussion of Florida either dominates or is equal to the

discussions of Alabama and Georgia. This is especially true in the first half of the book. Hence, a more appropriate title might have been "The Chattahoochee Country of Alabama, Georgia and Florida."

One of the primary problems this reviewer has with the book is the author's perjorative terminology with reference to native Americans. Indians are referred to as "ancients," "savages," and "heathens." For example, passages referring to the Indians read as "... their captors were savages highly skilled in all forms of cruel torture," or "... the savages continued to harass them whenever opportunity offered...." It is only in Fretwell's discussion of the removal of the Creeks from Alabama and the Chattahoochee country that one gets a feeling of sympathy for the plight of the Indians. The "discoverers" encroached on their land, robbed them of their culture, and thrust a foreign way of life upon them. The natural reaction of the Indians was to fight back. This work will nevertheless prove useful as a source book for various historical facts and anecdotes.

Archivist
Atlanta Historical Society

Mamie E. Locke

ARCHIVES AND MANUSCRIPTS: AN INTRODUCTION TO AUTOMATED ACCESS. By H. Thomas Hickerson. (Chicago: Society of American Archivists, 1981. Pp. 1-60. Diagrams, sample forms, glossary, bibliography, paper. SAA members \$5/others \$7.)

Computerization has become a pervasive aspect of modern life. Archivists, like their colleagues in other areas of the information management community, are not immune to these trends. With each new year comes an expanding array of articles, conference sessions and workshops dealing with automated records and techniques. But where does the uninitiated, and yet interested, archivist begin in his or her quest for an understanding of this new technology and its implications for archives. Hitherto, one could suggest any

number of journal articles that shed light on aspects of computer applications in archival settings. At long last the profession has a comprehensive introductory manual worthy of the designation.

Prepared by one of the recognized leaders in the field of archival automation, Archives and Manuscripts: An Introduction to Automated Access contains all those qualities in a publication that one expects from its author. The internal structure of the volume is extremely well developed and a marvel in its economy. Hickerson begins by introducing the reader to "computers and how they work." He reviews basic computer design, operation, and terminology. He also discusses, albeit briefly, various types of computer peripherals from IBM card punch machines to optical character recognition readers. Like each of the succeeding chapters, this section concludes with a well-directed, select bibliography.

"Computer operations and archival objectives" begins where the author's hardware discussion ends. Here, he considers the rudimentary aspects of computer programming and the automated manipulation of information. He suggests both the possibilities and limitations one may anticipate when working in this area. Hickerson's observations regarding both equipment (hardware) and programming (software) prepare the reader for a survey of computer applications in archival settings. The author provides a short history of early automation efforts followed by a more detailed consideration of ten ongoing systems including: MRMC II (Master Record of Manuscript Collections), SPINDEX II and III (Selective Permutation INDEXing), SELGEM (SELF-Generating Master), GRIPHOS (General Retrieval and Information Processing for Humanities-Oriented Studies), CODOC (COoperative DOCuments), the Corning Glass Company Index, ARCHON (ARCHives ON-line), the History of Biochemistry and Molecular Biology Index, PARADIGM (Programmed Annual Report and Digital Information Generation Matrix), and NARS A-1 (NARS).

Each review is thorough, balanced and fair. As one might expect, SPINDEX receives more attention than other

systems; but here, too, the treatment is evenhanded. For the more successful systems, Hickerson has included sample forms and printouts. As informative as this section may be to those who have not come into contact with SPINDEX, SELGEM and the rest at conferences or through other publications, it pales in significance when compared with the volume's concluding section on "implementing automated techniques."

It is in this final chapter that the author makes his greatest contribution to an understanding of how computers may be introduced into archives. He rightly begins by emphasizing the need for an evaluation and, if necessary, a restructuring of manual operations in anticipation of automation. Flowchart symbols and examples are provided as well as an instructive narrative. Hickerson also includes sample forms for the preparation of data for computer entry as well as a brief consideration of system options. He concludes with a few words about the activities of National Information Systems (NIS) Task Force and other professional bodies. According to Hickerson, "in 1981, we are at an important point in the development of automated methods. The archival profession is faced with a number of significant issues...the articulation of professional goals and the development of national cooperation."

The recent announcement that the National Endowment for the Humanities will fund another year and a half of NIS Task Force activity suggests that 1981 is indeed a turning point for archival automation. The publication of this fine volume demonstrates the profession's commitment to this new direction. Tom Hickerson and the Society of American Archivists are to be praised for its release. The volume will no doubt serve for many years to come as an essential element in the training and education of archivists. Archives and Manuscripts: An Introduction to Automated Access also encourages us to look to the future and to seek high technology answers to our needs as managers of information.

Manager of Office Systems

Richard M. Kesner

and Services, F. W. Faxon Company, Inc.

U.S. COPYRIGHT DOCUMENTS: AN ANNOTATED COLLECTION FOR USE BY EDUCATORS AND LIBRARIANS. By Jerome K. Miller. (Littleton, CO: Libraries Unlimited, Inc., 1981. Pp. 1-292. Bibliography, indexes, hardcover. \$25 U.S.A./\$30 elsewhere.)

Archivists and manuscript curators were among the many interest groups who awaited the passage of the long debated Copyright Revision Act of 1976 which took effect January 1, 1978. In this volume, Jerome K. Miller of the Graduate School of Library Science of the University of Illinois reproduces the basic documents necessary to understand the substance and intent of the new law. In addition to the text of the law with its 1977 amendment, Miller reproduces the reports of the three congressional committees which wrote the law-- the House Committee on the Judiciary, the Senate Committee on the Judiciary, and the House-Senate Conference Committee. In interpreting the law for specific applications, courts seeking to ascertain the intent of Congress will consult these documents for the legislative history of the law. The volume also includes supplementary documents such as passages from older congressional reports, selected regulations of the Copyright Office, statements from the floor of Congress, and statements from interested groups such as the American Library Association and the National Commission on the New Technological Uses of Copyrighted Works (CONTU). The SAA Statement on the Reproduction of Manuscripts and Archives for Research Use, though it predates the 1976 law, is also included.

Although the documents comprising the bulk of the book are available elsewhere, this is a useful one-volume compilation. Documents are not simply reproduced serially in their entirety. Miller reproduces the law section by section and attaches the relevant portions of the committee reports and supplementary documents to each section, so that an archivist interested in a problem can find all relevant statements conveniently assembled for comparison. An index further enhances access to particular issues and statements. The volume is addressed to educators and

librarians and omits the debate on jukeboxes and other issues having little relevance for library and classroom use.

About three-quarters of the book consists of documentary material. Preceding it Miller offers an analysis of the parts of the law particularly important for librarians and educators--fair use; the duplication of musical, pictorial, graphic and audiovisual works; duplication of journal articles for reserve readings; interlibrary loan regulations; copyright warnings; and the reproduction of unpublished documents. In the last instance Miller comments succinctly on the issues so troublesome for archivists. He offers a clear reading of the major advantages of the new law for archivists but follows the Copyright Office in a narrow reading of the applications of section 108 for reproduction of archival materials, limiting such reproduction to making safety or deposit copies only. He confines other archival copying to that allowed under fair use in section 107.

Miller's analysis, though useful for archivists, does not examine all of the ramifications of the law for archival materials such as reproduction, or transfer and registration of copyright. An archivist who wishes a fuller discussion of these issues will wish to supplement the documents supplied in this work with the more specialized statements of SAA counsel Alex Ladenson in the SAA Newsletter of May 1979, the article by Carolyn Wallace in Georgia Archive in fall 1978, and the recent statements of the SAA Task Force on Copyright.

Bentley Historical Library
University of Michigan

Mary Jo Pugh

INTRODUCTION TO PRECIS FOR NORTH AMERICAN USAGE. Written by Phyllis A. Richmond. (Littleton, CO: Libraries Unlimited, Inc., 1981. Pp. 1-321. Diagrams, glossary, appendices, index, hardcover. \$27 U.S.A./\$33 elsewhere.)

Archivists, until recently, expressed little or no inter-

est in subject indexing. Lately, however, challenges to the orthodoxy that provenance alone is sufficient to provide any user of archival records with adequate access have alerted archivists to the need to attend to indexing theory. Efforts to link archival repositories in information exchange networks almost require that archivists pay increasing attention to the body of literature represented by this manual for subject indexing using PRECIS. PRECIS is a particularly apt place for archivists to begin their studies for it represents a technique which is at the same time ideally suited to the intellectual demands of our most vocal clients and radically out of step with the administrative realities of archival repositories.

PRECIS is a classification system built around the syntax of natural language. It is based upon the construction of a "title-like" English sentence which describes the contents of the item being indexed. Unlike keyword indexing systems, PRECIS conserves the context of its terms (or facets). Unlike permuted indexing, PRECIS also retains the grammatical relationship between facets (and hence, the meaning often embedded in such constructions) by building rules of semantics into the automated manipulation of indexing phrases. Here is the sophisticated, meaning conserving, indexing system ideally suited to complex subject access without precoordination of terms.

Such sophistication has its price, however. Training in the use of PRECIS is an arduous intellectual challenge and a significant professional achievement. PRECIS indexing is highly time-consuming since each term represents the culmination of the process of constructing an adequate descriptive phrase and translating it into grammatical symbols. For novice indexers, confronting vast and non-cohering bodies of archival records, the application of PRECIS may prove overwhelming. For archival repositories it is almost certain to prove uneconomical.

Should we then dismiss the system and this manual? As a guide to implementing an indexing technique--however clear, concise and complete (all of which it is)--we have little use for it. But as an introduction to an indexing

system which was designed to overcome the limitations of many more familiar techniques, we would be ill advised to ignore Richmond's work. Literate discussions of indexing, in which archivists should increasingly participate, will assume an understanding of the advantages and disadvantages of PRECIS and of its theoretical bases. Although this book is not intended to be analytical, it will serve as a convincing exponent of a proven solution to some fundamental indexing problems.

Before we are converted by the proselytizing of indexing zealots or dacoiteed by followers of Ranganathans' faceted classification orthodoxy, archivists should examine how their clientele actually uses archival records, how they formulate reference queries, and which records deserve subject indexes. Only well-planned and carefully executed user studies will justify the costs archivists would incur indexing by any system, let alone PRECIS.

Project Director

David Bearman

SAA National Information Systems Task Force

**FAMILY HISTORIANS, SCHOLARS, STUDENTS
OF GEORGIA AND THE SOUTH**

Book of Accessions, Georgia Depositories, 1973 - 80

By Phinizy Spalding

\$6.50 Postpaid (paperback); \$10.00 (hardback) to

Georgia Historical Society

501 Whitaker Street

Savannah, Ga. 31499

SADDLE BAG AND SPINNING WHEEL. Edited by George P. Cuttino. (Macon, GA: Mercer University Press, 1981. Pp. 1-332. Photographs, index, charts, hardcover. \$18.95.)

Dr. George Peddy Cuttino, distinguished Charles Howard Candler Professor of Mediaeval History at Emory University, has ventured out of his field to edit a group of family letters from the Civil War. The letters comprise the personal correspondence of George Washington Peddy, a surgeon in the 56th Georgia Volunteer Regiment C.S.A., and his wife, Kate, and extend from October 1861 to April 1865. Dr. Cuttino was the grandson of the correspondents.

The letters managed to escape the predictable fate of many family collections. They were kept in the editor's great-grandfather's trunk, but the family understood the value of the trunk's contents, thus insuring their survival. The letters are now safely preserved in the library of Emory University.

Dr. Cuttino has kept the editing of the documents to a minimum, thus maintaining their spontaneity and historical flavor. The original spelling has been retained, along with the grammatical idiosyncracies. The editor has added or altered punctuation due to the "stream of consciousness" style of his grandfather. The few footnotes that appear help to put the events described in the letters in their historical context.

The volume is well organized. An introduction provides the historical setting and the letters themselves, which are numbered consecutively, are grouped into five sections. They extend from part one, the "Coastal Operations in Georgia (29 October 1861-18 April 1862)," to part five "Hood's invasion of Tennessee and the Surrender in Carolina (23 September 1864-17 April 1865)." Genealogical charts and a general index keyed to the numbered letter facilitate the book's use. As would be expected more of George Peddy's letters (166) than Kate Peddy's (50) survive.

George Peddy was an ordinary surgeon forced to serve

in the Civil War; Kate, a housewife, was left at home with their child. The letters portray two very ordinary people caught up in the trauma of war. Each letter is usually replete with tender and beautifully expressed statements of love and they could have easily been assembled and published as a volume of love letters. Thus, the letters through their intimate quality provide a poignant counterpoint to the grand events unfolding on the battlefields of the war.

Much of the correspondence is personal and gossipy. Kate talks about who is going off to war, sickness in town, infidelities, the attitudes of blacks, marriages, and deaths. Dr. Peddy queries Kate about the health of their daughter and discusses camp life, deteriorating conditions at the front, and the health of the regiment. The volume provides a graphic social record of everyday life during those troubled times.

Winthrop College Archives
and Special Collections

Ron Chepesiuk

REVIEWS IN BRIEF

FILE MANAGEMENT AND INFORMATION RETRIEVAL SYSTEMS. By Suzanne L. Gill. (Littleton, CO: Libraries Unlimited, Inc., 1981. Pp. 1-193. Glossary, bibliography, answers to chapter questions, index, hardcover. \$16.50.)

This volume addresses the needs of those concerned with the establishment and maintenance of filing systems and is directed at both the practitioner and the student working in a library, small office or corporate environment. The author begins with a brief discussion of records and information management and the history of business records. A "Procedures Manual" follows this introductory material

and comprises the largest single portion of the work. Within this section, the author considers methods of classification, processing materials (including indexing tools), the retention and disposition of records, circulation procedures, equipment and supplies, and centralization versus decentralization. The closing section of the book deals with "paperless files" and includes two corporate case studies. According to the author, "the emphasis in the text is on organizing material in a paper format in a practical rather than theoretical fashion." While the latest trends in office automation and micrographics receive little attention, the author does provide sound advice on the basics of file management. Since many archivists also have responsibility for the management of current records or they work closely with the records managers within their parent institution, File Management and Information Retrieval Systems will prove extremely useful as an instructional guide and as a reference manual. The author has also provided a series of questions and answers at the end of each chapter for those wishing to use this book in their archival administration and records management courses.

DIRECTORY OF COLLEGE AND UNIVERSITY ARCHIVES IN THE UNITED STATES AND CANADA. Prepared by the Society of American Archivists College and University Archives Committee. (Chicago: Society of American Archivists, 1980. Pp. 1-80. Person, institution and subject indexes, paper. \$6 SAA Members/\$10 nonmembers.)
DIRECTORY OF BUSINESS ARCHIVES IN THE UNITED STATES AND CANADA. Prepared by the Society of American Archivists Business Archives Affinity Group. (Chicago: Society of American Archivists, 1980. Pp. 1-51. Company name index, paper. \$3 SAA members/\$6 nonmembers.)

The SAA has recently updated both its college and university archives and business archives directories. The college and university directory format lists U.S. Archives programs alphabetically by state followed by a straight alphabetical listing of Canadian programs. Each citation includes an institutional identification number, institutional

name, nature of holdings, (i.e., archives, manuscripts, or both), address, phone number, staff names and their responsibilities. SPINDEX was employed to generate these listings and it appears to have done a most credible job. In addition, the volume includes a SPINDEX-generated name index and an institution and subject index. Though the subject index is rather limited, the publication as a whole is well organized and extremely informative. The business directory, by contrast, is less extensive in that it includes only 210 citations as compared to well over 1,500 in the college and university directory, nor does it list program staff and their respective responsibilities. The volume does list business archives alphabetically by state or province and includes company addresses, directors' names, collection span dates, establishment dates for archives programs, brief descriptions of archives holdings, finding aid descriptions and collection access guidelines. Thus, the business directory provides more specific information pertaining to individual programs. A brief corporate name index accompanies the listings. Both volumes will prove useful to archivists and researchers as well as indicators of the degree to which archival programs had proliferated in the 1970s.

PROCESSING MANUAL FOR THE INSTITUTE ARCHIVES AND SPECIAL COLLECTIONS MIT LIBRARIES. By Karen T. Lynch and Helen W. Slotkin. (Cambridge, MA: Massachusetts Institute of Technology, 1981. Pp. 1-61. Preface, appendix, charts, index, paper. \$5.)

This well-written manual was created as part of an NEA grant to help MIT deal with a backlog of unprocessed manuscripts. The procedures as described provide simplified instruction for beginning archivists and students in arrangement preservation, and description using many diagrams, charts, checklists and forms. That students were used effectively in the processing is a tribute to the details provided in the manual, though the authors admit that MIT students are "exceptionally bright and capable." Oddly enough, this is carried off without providing a glossary of archival terms. Certain administrative decisions, such as the level at which a collection should be processed, are

given terse treatment presumably to fit the audience for which this manual is geared. As a processing primer this work is first-rate.

RECENT ACCESSIONS

Georgia Repositories

Athens

Manuscripts Collection University of Georgia Libraries

JOHN ABBOT (1750-1840) Notebook on Georgia Birds, 1791: English naturalist who painted birds, insects, and spiders in GA; 2 items.

ATHENS, GA City Records, 1860-1970: Official records--tax assessment books, tax digests, city engineer's correspondence, mayor's general papers, Athens Housing and Urban Renewal project, etc.; ca. 43,000 items. Unpublished inventory.

DAVID JACKSON BAILEY Papers, 1812-1897: Lawyer, Confederate colonel, and GA state legislator from Butts Co.; concerns formation of the 30th GA Infantry; 37 items.

JAMES BARROW (1757-1828) Papers, 1819-1890: Lived near Milledgeville, GA; diary, copy of his will, and several photo albums; 8 items.

BELLE BOONE BEARD Centenarian Papers, 1920-1980: Research notes, interviews of noted centenarian researcher; ca. 151,800 items. Unpublished inventory.

JOHN R. BINNON Letters, 1861-1864: Confederate letters from Camp Satilla, GA, to family in Hancock Co., GA; 13 items.

BUTLER FAMILY Papers, 1820-1950: Prominent Madison, GA, family; includes correspondence, daguerreotypes, journal

of Jesse Mercer, pictures, etc.; 425 items.

CHICOPEE MANUFACTURING COMPANY Papers, 1824-1975: Legal papers, financial records, minute books, etc.; ca. 2000 items. Unpublished inventory.

GEORGE AUGUSTUS GORDON (1827-1912) Papers, 1676-1910: New Hampshire native who served in the Confederate army; Civil War and genealogy; 80 items.

GORDON FAMILY Papers, 1840-1976: Papers of John Brown Gordon; correspondence with Robert E. Lee, Jefferson Davis, Varina Davis, Haralson family members; writings, pictures, etc.; 765 items. Unpublished inventory.

LULA MAE HAMILTON HARDING Papers, 1919: Teacher from Cleveland, GA, and governess to the Wade family who owned Mill Pond Plantation, Thomasville, GA; includes letters describing plantation life; 43 items.

JOHN QUINCY JETT Papers, 1833-1925: White Path, Gilmer Co., GA; concerns the Georgia Ku Klux Klan; 90 items.

HERSHEL VESPASIAN JOHNSON (1812-1880) Papers, 1832-1894: Correspondence, autobiography, and writings, 49 items.

FRANCES LONG TAYLOR Papers, 1866-1946: Daughter of Crawford W. Long; includes correspondence, scrapbooks, etc.; 281 items.

TISON FAMILY Papers, 1850-1934: Lawyer from Cedartown, GA; includes correspondence, genealogy, pictures; 440 items. Unpublished inventory.

ARCHER TRACY Papers, 1886-1962: Jamaican black who was a doctor and writer; Hawkinsville, GA; correspondence, notebooks, and manuscripts; 658 items.

DONALD WINDHAM Papers, 1940- : Novelist from Atlanta, GA; manuscripts, writings, photographs, and ephemera; 627 items. Unpublished inventory.

University Archives
University of Georgia Libraries

ALUMNI SOCIETY OF THE UNIVERSITY OF GEORGIA
Records, 1834-1956: Organizational administrative records; correspondence, minutes, fiscal records; 9 cu. ft.

J. D. BOLTON (1900-1965) Collection, 1935-1970: Native of Sumter Co., GA; UGA accountant and comptroller, 1933-1965. Financial Records, 1945-1965, 36 cu. ft.; Administrative Subject Files, 1950-1970, 10 cu. ft.; Administrative Correspondence Files, 1935-1969, 5 cu. ft.; Personnel Records, 1954-1959, 7 cu. ft.; Regents File, 1955-1970, 7 cu. ft.; Athletic Assn. File, 1950-1965, 7 cu. ft.; Personal Papers, 1940-1950, 2 cu. ft.

ECOLOGICAL SOCIETY OF AMERICA, 1930-1978: Administrative correspondence, minutes, official journals, and monographs; research materials; 55 cu. ft.

ECOLOGY, INSTITUTE OF, 1960-1978: Research files, correspondence, financial records, and environmental reports; 55 cu. ft.

GENERAL EXTENSION Records, 1898-1958: Joseph C. Wardlaw, Director, 1925-1947; Administrative Correspondence Files, Administrative Subject Files, Administrative Reference Files, Wardlaw Personal Correspondence; 23 cu. ft.

INDEPENDENT STUDIES, ELIZABETH POWELL, DIRECTOR, 1947-1978: Correspondence, Reference Files, Powell's records with UGA clubs and the Gerontology Society; 15 cu. ft.

THOMAS H. MCHATTON Collection, 1838-1956: Head of the UGA Dept. of Horticulture for 30 years; Administrative Files (15 cu. ft.); Private Papers--scrapbook, correspondence, clippings, photos (10 cu. ft.); 25 cu. ft.

DEAN HUBERT OWENS (1905-) Files, 1955-1980: Brought to develop a program of professional landscape architecture

in 1928, became the first dean of the UGA School of Environmental Design 41 years later; Administrative Subject File, 1955-1970, 19 cu. ft.; Personal Reference File, 1955-1980, 8 cu. ft.

PEABODY AWARDS Collection, 1939-1977: Entry materials (300 cu. ft.) including correspondence; support material (150 cu. ft.) including correspondence, brochures, etc.; 450 cu. ft.

PHYSICS, DEPARTMENT OF, 1881-1961: Charbonnier Letter Books (1881-1902), correspondence, reports, photographs. 50 cu. ft.

STUDENT AFFAIRS, EDITH STALLINGS Collections, 1947-1970: Reports, correspondence, minutes, miscellaneous, data re dress codes and integration of UGA; 1 cu. ft.

STUDENT ORGANIZATIONS Scrapbooks, 1923-1951: Activities, contributions, associational requirements, conferences, membership drives and records of UGA's Southern Student Conference (1937-1941), the Voluntary Religious Assn. (1935-1946), and the Young Men's Christian Assn. (1923-1951); 2 cu. ft.

UNIVERSITY LIBRARIES, W. PORTER KELLAM, DIRECTOR: Correspondence, annual reports, financial records, donor and personnel files, etc.; 85 cu. ft.

ROBERT C. WILSON Collection, 1886-1958: Dean of School of Pharmacy, UGA, 1917-1947; correspondence, reference files, speeches, radio addresses; 12 cu. ft.

Atlanta

Atlanta Historical Society

HENRY AARON ALEXANDER Collection, 1900, 1906, 1933, 1934: Prominent Atlanta attorney, scholar, and religious leader; a member of the state House of Representatives, a

veteran of World War I, and a past president of the Atlanta Historical Society; documents pertaining to his certification as an attorney and a certificate of membership and charter from the American Legion; 4 items.

GEORGE AND NELLIE BEATIE Papers, 1880, 1917-1935: Correspondence between Nell Cotton and George Beatie, W. D. Beatie and George, and other family correspondence; invitations and newsclippings re marriage of George and Nellie, a travel diary of George's trips to the Virgin Islands; expense journals; other family documents and school diplomas; 1/2 cu. ft.

HENRY BECK Diaries, 1864-1865: Enlisted in the Confederate army in 1861; 2 diaries, a typed transcript of the diaries, and a biography; 4 items.

THE ABBOT BIRD Photograph Collection: Negatives, slides and color prints of the Abbot bird collection of watercolors of Georgia birds in the Cheatham Library, England.

JENNIE CLARKE FAMILY Photograph Collection: Augments a previous set of Clarke family pictures; family images and interior and exterior shots of the Terminal Station prior to its destruction.

LAURENT DEGIVE Collection, 1853-1863: Documents and certificates relating to DeGive's tenure as consul of Belgium; 18th century DeGive family gravestone rubbing (in French); 4 items.

GEORGIA MEDICAL ASSOCIATION Collection, 1905-1906: Correspondence of Dr. William Z. Holliday, president; Dr. L. H. Jones and others; constitution, bylaws, and membership roster; 1/4 cu. ft.

JOHN H. GRAY Photograph Collection: Early scenes of the Atlanta airport, personnel, planes, and buildings; 37 images (copies).

HOXEY-CARTER FAMILY Papers, 1813, 1855-1948; 1961: Genealogies, clippings, biographical information, 17 items.

KELLAM FAMILY Collection, 1847, 1888-1912: John Fleming Kellam was deputy city comptroller for Atlanta; family correspondence, clippings, report cards, calling cards; articles and charters of the Atlanta Bull Bats, Improved Order of Red Men, Red Men's Record; 1/4 cu. ft.

PHOENIX SOCIETY Collection, 1964-1977: Notebook with information on the society's purposes, list of officers, board, advisory committee, bylaws and membership; 1/4 cu. ft.

SACRED HEART CATHOLIC CHURCH Photograph Collection, 1890s-1960s: The church, its clergy and choirs; 14 images (copies).

ST. LUKE'S EPISCOPAL CHURCH Collection, 1864-1970s: An active downtown Atlanta church since 1864; parish records, music programs, church bulletins, correspondence, a church history, and auxiliary minutes; 9 1/2 cu. ft.

VALENTINE FAMILY Bible, 1821: A London edition, titled Evangelical Expositor, or a Commentary on the Holy Bible; with a family record; 1 item.

WILEY FAMILY Bible, 1869: Includes a family genealogy (Newnan, GA); 1 item.

Special Collections
Robert W. Woodruff Library
Emory University

ATLANTA MISCELLANY. LEO MAX FRANK (1884-1915), (addition): Transcript of the hearing held before Governor John M. Slaton on the request for commutation of the death sentence for Leo Frank, 1915; 1 item, ca. 320 pieces. "Some Facts About the Frank Case," 1915?, by Manning Jasper Yeomans, one of Frank's attorneys; 1 item, 29 pieces; typescript.

ATLANTA YOUNG WOMEN'S CHRISTIAN ASSOCIATION Records, ca. 1915-1970: General office files, including

correspondence, minutes of board meetings, reports, budgets, project reports, and scrapbooks; includes records from several of the neighborhood branches, prominent among them are those from the Phyllis Wheatley branch; ca. 80 cu. ft. Processing in progress.

ASSOCIATION OF SOUTHEASTERN BIOLOGISTS Records, 1937-1967: Voluntary assn. of members engaged in research, teaching, and graduate study in biology and other fields of applied science; correspondence, officers' files, and committee records; document controversies over the environmental issues of the past decade; 7 cartons.

ELMO ELLIS Papers, ca. 1930s-1980: Veteran radio broadcaster and pioneer broadcaster in Atlanta; correspondence, printed material, and audio recordings documenting Ellis' career; 15 cartons.

WILLIAM AND LADY AUGUSTA GREGORY FAMILY Papers, ca. 1830s-1920: Sir William Gregory (1817-1892) served in the House of Commons from Co. Galway, Ireland, during the 1840s and 1857-1871, was governor of Ceylon, 1871-1876, and served as a trustee of the National Gallery. His wife, Lady Augusta Gregory, was a leading figure in the Irish literary revival and a friend and supporter of W. B. Yeats. Correspondence of Sir William while governor of Ceylon, correspondence re the National Gallery, Gregory family correspondence, and a small group of Lady Gregory's writings and literary correspondence; letters of their son, Robert Gregory; other subjects include British politics, Irish land questions, the American Civil War; 15 ms. boxes.

HENRY LOUIS MENCKEN (1880-1956) Letters, 1926-1937: Letters, postcards, notes, and telegrams from Mencken to Gretchen Hood (1887-1978), opera singer and music teacher; 284 items.

ELEANOR RICHARDSON Papers, ca. 1960-1979: Member of the GA legislature from Dekalb Co.; political as well as civic and organizational activities; 13 cartons.

STUDENT AND ACADEMIC SERVICES (EMORY UNIVERSI-

TY). OFFICE FILES OF VICE-PRESIDENT THOMAS L. FERNANDEZ, (1967-1980): Correspondence, committee minutes, memoranda, and printed material documenting the vice-president's official relations with other university offices and officials, with student organizations on the Emory campus, and with professional organizations outside the university; 9 cartons.

ROBERT PENN WARREN (1905-) Letters, 1979, 1981: Letters from Warren to William Bedford Clark, professor of English, concerning an edited work on which Clark was engaged; 7 items.

Manuscripts Section
Georgia Department of Archives and History

ELISHA BALLARD FAMILY Papers, 1776-1936: Photocopies of original letters and deeds documenting one family's land holdings and life in Laurens Co., GA; 104 items.

BRUNSWICK CITY Directory, 1890: Manuscript draft of heads of households, occupations, and addresses, arranged alphabetically; Glynn Co., GA; 1 item.

COLLEGE PARK Municipal Records, 1902-1958 and n.d.: Original and printed correspondence, histories, election notices, and taxation ordinances; Fulton Co., GA; 89 items.

MARY VIRGINIA BROWN CONNALLY Organization Papers, 1892-1906: Original and printed records documenting Mary (Mrs. E. L.) Connally's work while treasurer of the Industrial Educational Loan Assn., Fulton Co., and the Grady Aid Hospital Assn.; 121 items.

ANNIE LAURIE GREENE EWALD Genealogical Papers (addition), 1870, 1887, 1920-1975: A continuation of Annie (Mrs. H. P.) Ewald's original collection with emphasis on the Abercrombie, Archer, Barton, Green(e), Ponder, and Westbrook families in Bartow and Cherokee Counties; 5.5 cu. ft.

GEORGIA RAILROAD BANKING Company Records, 1869-1957: Original minutes of Stockholders' and Board of Directors' meetings, Augusta, GA; 5 vols. (on microfilm).

JOHN BROWN GORDON Records, 1883-1890: Letter books (7) and account books (2) kept by Gordon while he worked in Atlanta with The International Railroad and Steamship Company of Florida; 9 vols. (on microfilm).

HARDEN/PRUITT FAMILY Papers, 1814-1899 and n.d.: Photocopies of original letters concerning family relations, business and trade, and medicine in Clarke and Franklin Counties; 29 items.

JAMES MURPHY HILL Business Records, 1910-1911: An account book and loose papers relating to Hill's loans to Atlanta citizens, many of them Afro-American laundresses, domestics, and dressmakers; 20 items.

JOHN WASHINGTON HILL Business Papers, 1848-1925(?) and n.d.: Original cashbook and business diaries of a successful Cobb Co. businessman who owned farms, a gin and sawmill, and several stores; 15 items.

DRURY W. JACKSON FAMILY Collection, 1673-1978 and n.d.: Family genealogical records, letters, documents, scrap-books, and photographs from a large number of northeast GA counties; 3 cu. ft.

WILLIAM THOMAS JOHNSON Store Records, 1890-1897 and 1981: Original records and research of the store, its owner, the Johnson and Colquitt families, and the town of Bowdon, GA; 3 vols. and 3 items (on microfilm).

LEAGUE OF WOMEN VOTERS OF ATLANTA Records, 1920-1963: Minutes, publications, committee records, and subject files kept by the Atlanta League in their work for voter registration, voting, and non-partisan education about government; 15 cu. ft.

LEWIS HIGH AND BALLARD NORMAL SCHOOLS GRAND REUNION Records, ca. 1908-1945 and 1979-1980: Collected

and arranged for the 1980 grand reunion of these Macon, GA, Afro-American schools; also some records created during the students' school days; .75 cu. ft. (on microfilm).

NATHANIEL R. MITCHELL FAMILY Papers, 1830-1895: Original letters and business papers of a large Thomas Co. family concerning epidemics, elections and political parties, crime, railroads and canals, the postal service, travel, family relations, the cotton and tobacco businesses, medical services, and Afro-American sharecroppers; .75 cu. ft.

PLANTERS CLUB OF HANCOCK COUNTY Records, 1837-1848: The original constitution, minutes, correspondence, and membership lists of the club plus documents relating to the annual fair; 181 items.

LAVENDER R. RAY Papers (addition), 1829-1904 and n.d.: Personal, business, and Civil War papers of Ray and his family, including records of slaves and trade with Cherokees in a number of counties near Atlanta; 146 items.

SOUTHERN FEMALE (COX) COLLEGE Papers, 1893-1937: Original, printed, and graphic material which includes an 1893-1899 scrapbook, school catalogs, and actual academic records (1913-1921); the college moved from LaGrange to College Park in 1895; 2 cu. ft.

ELLA WALL VAN LEER Genealogical Collection, ca. 1933-1977: Research notes, family compilations, and correspondence which provided the basis for Ella (Mrs. Blake Ragsdale) Van Leer's The Ragsdale Family in England and America; 8 cu. ft.

"WANTED" PERSONS Records, 1886-1891: Original broadsides, postcards, and letters concerning physical descriptions and criminal histories of persons who escaped from work camps in west GA counties; 42 items.

WILKINSON FAMILY Papers, 1821-1877: Slave records, Civil War letters, education records, business papers, and land records concerning conditions in the Confederate army, the

Lincoln presidential election, early photographs, a railroad disaster, the Freedman's Bureau, and Afro-American school attendance records in west GA; 102 items (including 10 photocopies).

WOMEN'S SUFFRAGE, GEORGIA Collection, 1894-1964: Original and printed records of GA women's suffrage groups including the Central Committee of Women Citizens led by Eleanore Raoul (later Mrs. Greene); 352 items (including many photocopies).

Southern Labor Archives
Georgia State University

AMALGAMATED CLOTHING AND TEXTILE WORKERS UNION (ACTWU), CENTRAL NORTH CAROLINA JOINT BOARD, Records, 1939-1979: Correspondence, primarily that of Central Joint Board Business Manager Robert A. Parker; grievances; time study data on job productivity in the textile industry; and various kinds of material pertaining to a strike by Textile Workers Union of American (TWUA) Locals 578 and 584 against the Harriet-Henderson Mills in Henderson, NC. Press clippings provide a daily report on the Henderson strike between November 1958 and the time the strike was abandoned in the summer of 1960; TWUA's support of this violence-plagued strike made it a national news story in 1959; 12 lin. ft.

ANDREW P. MCELROY, SR. Collection, 1884-1935: Letters and clippings chronicle McElroy's work in the labor movement and his interest in and service to the inmates of the Atlanta Federal Penitentiary; photographs of workmen, prison life, and other activities; labor and prison periodicals; and artifacts, particularly stonemason tools and a variety of convention and parade badges; 1.5 lin. ft.

Columbus

Archives Columbus College

TOM HOUSTON Collection, 1949-1971: Columbus industrialist, founded Tom's Foods Limited, black and white prints, color prints of abstract photography, and correspondence; 387 items. Inventory in repository.

SIMON AND RUTH MERLE (SCHUTZBACK) SCHWOB Collection, 1921-1980: Columbus industrialist, philanthropist; founded Schwobilt Clothing chain; contains certificates, annuals, degrees, papers, photographs, newspaper clippings, and scrapbooks; 20 items. Inventory in repository.

KENNETH H. THOMAS, JR. Collection, 1896-1928: Centennial edition of The Columbus Enquirer-Sun, 1828-1928; 1896 charter and constitution of Harmony Circle, Columbus, GA; 1915 strip of postcard pictures; 1898 Blackmar family genealogy; Blackmar family photograph album, and a resolution honoring Archelaus Augustus Drake. Inventory in repository.

Marietta

Georgia Room Collection Cobb County Public Library System

SARAH BLACKWELL GOBER TEMPLE (1881-1956) Research Notes: Notes for her book Georgia Journeys--an account of the lives of GA's original settlers from the founding of the colony in 1732 until the institution of royal government in 1754; Georgia Journeys was completed by Kenneth Coleman after Mrs. Temple's death, and it was published in 1961; 1400+ handwritten index cards.

VANISHING GEORGIA (COBB COUNTY) Photograph Collection, 1850s- : Mounted photographs and descriptions of Cobb Co. subjects; 800+ items.

St. Simons Island

Coastal Georgia Historical Society

COUPER FAMILY Papers, 1768-1961: Letters and documents relating to John Couper, prominent antebellum planter of St. Simons Island, and his descendants. Progressive farmers, the Coupers managed plantations which were models for rice, sugar, and Sea Island cotton production. James Hamilton Couper, son of John Couper, was well known as a scholar and scientist. 60+ items are from the Civil War period; 12 sketches and watercolors by artist John Lord Couper; 314 items.

Savannah

Georgia Historical Society

CHATHAM ARTILLERY CLUB HOUSE, 1889-1896: Visitor's Register; 1 item.

"CICERO" (SHIP), 1768: Bill of lading and Voyage Statement of the "Cicero", bound for Savannah.

ABRAM EISENMAN Papers, 1933-1981: Familiar figure in Savannah's liberal political scene, edited his own newspaper, the Savannah Sun, and the collection includes a complete file of the paper; Eisenman's writings, printed articles, newspaper clippings, etc.; 19 ms. boxes, 1 scrapbook.

STEPHEN ELLIOTT Address, 1842: Remarks to the GA Historical Society; 1 item.

GERMANIA BANK (SAVANNAH, GA) Ledgers, 1891-1906: 2 items.

JOHN HABERSHAM, J. HOUSTOUN, LACHLAN MCINTOSH Letter, 1787: ALS to Governor George Matthews, Savannah, GA, March 22, 1787; 1 item.

ETHEL HYER Papers, 1900-1980: Mrs. Hyer and her family; NAACP in GA; 1 ms. box.

KNIGHTS OF PYTHIAS, MYRTLE LODGE #6, Minute Books, 1894-1910 and 1914-1926: 2 items.

E. F. LOVELL Papers, 1865: Personal letters from Confederate soldiers; photograph of E. F. Lovell; 7 items.

NATHANIEL LOVELL Papers, 1817: Reminiscences of Savannah; letters to friends, written by Lovell while he was dying of consumption; 1 diary, 7 items.

JAMES V. MCDONOUGH Papers, ca. 1950: Includes notes, manuscripts, many photographs of GA architecture, and extensive material on English Regency architect William Jay; much of the material was later incorporated in McDonough's doctoral dissertation on Jay; 3 ms. boxes.

MISCELLANEOUS MANUSCRIPTS (addenda), 1886, 1921: Letter from H. M. Comer, Jr. to Mary Comer, September 2, 1886; letter from A. R. Lawton to Mrs. Mills B. Lane, May 18, 1921, letter from Mary C. Lane to A. R. Lawton, February 16, 1921; 3 items.

MISCELLANEOUS MANUSCRIPTS (addendum), 1758-1846: A collection of 18th and 19th century letters; signatures include those of N. Jones, A. Cuthbert, William Stephens, William LeConte, Thomas Savage, and William T. Gould; 15 items.

MISCELLANEOUS MANUSCRIPTS (addenda), 1779, 1818, 1825: Letter from Archibald Campbell, written from Ebenezer GA, January 9, 1779; letter to General D. B. Mitchell from C. Kieser and Lt. Hawkins, February 2, 1818; one address to General Lafayette, in French, unsigned, March 20, 1825; 3 items.

JOSEPH M. SOLOMONS Letter, 1865: On linen, written by Solomons to his wife, Zipporah, April 6, 1865; 1 item.

U.S.O. & S.S.S.S. (SOLDIERS' SOCIAL SERVICE OF SAVANNAH) Scrapbook (addendum), 1955-1958: Newspaper clippings about the groups; 1 item.

WILLIAM LAW WAKELEE Letter, 1902: To George A. Mell concerning Mr. Wakelee's mining interests, December 2, 1902; 1 item.

Tifton

Manuscripts Collection Georgia Agrirama Development Authority

ALLEN GIBBS FAMILY Record Sheet, 1874-1891: Sheet from family Bible indicating births and marriages; accession number GA8104.1.

Out-of-state Repositories

North Carolina

Southern Historical Collection University of North Carolina at Chapel Hill

DUNCAN MALLOY Papers, 1779-1853: Chiefly letters, 1843-1848, to Malloy in Robeson Co., NC, from his brother in Telfair Co., GA; 27 items, 1 in. Unpublished inventory.

ELIZABETH AND ANDREW J. REEVES Papers, 1857-1892: Letters from friends and relatives to the Reeves in Carroll Co., GA, includes letters from a tenant farmer in Gwinnett Co., GA, 1888-1892; 28 items, 1 in. Unpublished inventory.

South Carolina

South Carolina Historical Society
at Charleston

ALSTON FAMILY Papers, 1751-1902: Letters from Mary Alston Waring in GA.

D. HUGER BACOT, JR. Papers, 1848-1972: Letters from Lucille Brown in GA.

BACOT-HUGER Papers, 1752-1945: Letters from Atlanta of Walter H. Rhett.

JOSEPH WALKER BARNWELL Papers, 1857-1930: Correspondence with Georgians--Rev. Allard Barnwell; Charles Barnwell, D.D.S., in Atlanta; cotton buyer and pecan farmer Charles M. Barnwell; and planter Stephen Barnwell. Also papers re GA lands and Joseph W. Barnwell's correspondence re the South Carolina and Georgia Railroad and with, among others, Joseph B. Cumming.

BOWEN-COOKE Papers, 1772-1857: Letters from GA of Episcopal minister Nathaniel Bowen (1779-1839) and his nephew, Nathaniel Bowen Cooke.

LOUTREL W. BRIGGS Records, 1919-1974: Sketches and finished drawings of gardens Briggs designed for GA clients.

CHARLESTON & SAVANNAH RAILROAD CO. Legal Papers, 1866-1871: "Proceedings of the 2nd lien 1st Mortgage Bondholders...against the President and Directors of the Company."

CHARLESTON & SUMMERVILLE ELECTRIC RAILWAY CO. Records, 1904-1907: Correspondence with the North GA Electric Co.

LANGDON CHEVES, III Papers, 1718-1939: Charleston attorney; personal and business correspondence; transcripts of family correspondence from GA and elsewhere.

CHEVES-MIDDLETON Papers, 1770-1906: Henry A. Middleton family correspondence, 1828-1906.

JAMES CONNER Legal Papers, 1865-1883: Charleston lawyer; correspondence with Barnes & Cumming of Augusta and H. A. Bleckley of Clayton, GA.

CONNER FAMILY Papers, 1844-1938: Re Conner lands in GA.

FIELDEN-SMYTHE Papers, 1851-1922: Family correspondence.

GADSDEN-HAYNE Papers, 1840-1931: Hayne and Trapier family correspondence.

GOURDIN-YOUNG Papers, ca. 1756-1881: Telegraphic code books (ca. 1880) for Gourdin, Young & Frost of Savannah, GA.

GOURDIN-YOUNG Papers, 1727-1889: Re Kennesaw Paper Mill of Marietta, GA; accounts, receipts, legal papers and correspondence between Tandy Walker (d. 1853), Gen. A. J. Hansell, George P. Ensign; and Theodore S. Gourdin; correspondence with John Rutherford re T. S. Gourdin's Macon, GA, land transactions.

PHILIP MAY HAMER Papers, ca. 1760-1973: Transcript of an 1863 diary by E. H. Reynolds, fighting in the Confederate army in TN and GA.

HARRIS FAMILY Papers, 1929-1935: Genealogical notes and correspondence re the GA branches of the Harris and related families.

BARNWELL RHETT HEYWARD Papers, 1894-1902: Genealogical notes on the Heyward and Hamilton families in GA and elsewhere.

MYRTA HUTSON Papers, 1765-1777, ca. 1930-1950: Charleston genealogist; correspondence and clippings re GA land grants.

THE REV. MR. JENKIN'S Memorandum Book, 1773-1782: Episcopal minister; journal of a trip from Savannah to Charleston.

D. JENNINGS & CO. Records, 1865-1870: Charleston cotton brokers and commission merchants with William M. Tunno & Co. of Savannah; correspondence.

HUTSON LEE Papers, 1858-1865: C.S.A. quartermaster stationed in Charleston; correspondence re supplies, transportation and medical services in and from GA.

HUTCHINSON FAMILY Papers, 1738-1893: Charleston and Summerville, SC; family correspondence from GA and elsewhere.

KIRK FAMILY Correspondence, 1803-1868: Includes correspondence from Augusta and Savannah, GA.

HENRY LAURENS Papers, 1747-1801: Charleston merchant and Revolutionary leader; business and political correspondence.

MALCOLM MACBETH Photograph Album, ca. 1895: Includes photos from GA trips.

MAGRATH Papers, ca. 1850-ca. 1950: Letters (1865) of SC Governor Andrew Gordon Magrath from Fort Pulaski, GA.

ANDREW GORDON MAGRATH Letter Books, 1864-1865: SC Governor's letters to GA Governor Joseph H. Brown, Alexander H. Stephens, and others.

MANIGAULT FAMILY Papers, 1727-1873: Correspondence of Charles Izard Manigault with R. Habbersham & Sons of Savannah and plantation overseer James Coward.

ARTHUR MAZYCK Papers, 1880-1913: Charleston lawyer; correspondence with Mrs. R. W. (Susan) Memminger in GA.

MIDDLETON PLACE Papers, ca. 1781-1889: Correspondence

of Susan and Williams Middleton re trips to Savannah.

ANNA HENRY MOORE Copy Book, 1867-1868: Original verse by an Augusta, GA, lady and her friends.

ANNA H. MOORE Scrapbook, 1859-ca. 1866: Augusta, GA, lady; compilation of newspaper clippings, mainly of poetry, and prints.

MARY P. MOORE Scrapbook, 1859-1866: Augusta, GA, lady; compilation of newspaper clippings; mainly of poetry and prints.

PINCKNEY FAMILY Papers, 1708-1878: Correspondence of Maj. Gen. Thomas Pinckney, commander of the southern district in the War of 1812.

RAMEY & HUGHES Ledger, 1839: Pottersville, SC, carters, brickmakers, and farmers; selling and carting in the Augusta, GA, area.

RAVENEL FAMILY Papers, 1806-1933: Civil War accounts of William Ravenel with cotton factors A. B. Walker & Sons of Savannah.

BENJAMIN HUGER RUTLEDGE FAMILY Papers, 1679-1828: Includes correspondence of Governor James Oglethorpe of GA.

SAUMAREZ-MIDDLETON Papers, 1615-1861: Correspondence re family plantations in GA.

SAVANNAH & CHARLESTON RAILROAD Records, 1867-1868: Minutes of the board of directors and of the first annual meeting of the stockholders, 8 January 1868.

SIEGLING MUSIC HOUSE Records, 1820-1955: Charleston firm retailing and renting pianos in GA as well as SC, NC, and TN.

M. EUGENE SIRMANS Papers, ca. 1953-1972: Photocopy of

Georgia Archive Vol. 10/1982, No. Art 13
a diary of an European tour with the Emory University Glee Club in 1953.

DANIEL ELLIOT HUGER SMITH Genealogical Correspondence, ca. 1909: The Bryan family of SC and GA.

SMYTHE-STONEY Papers, 1809-1938: Includes correspondence of Mr. and Mrs. S. G. Stoney, Sr. in GA.

AUGUSTINE THOMAS SMYTHE STONEY FAMILY Papers, 1815-1943: Correspondence (ca. 1917-1918) from an army training camp in GA.

For further description, consult the South Carolina Historical Society Manuscript Guide (1979) and its updates in the South Carolina Historical Magazine (1980-).

Mississippi

Special Collections University of Southern Mississippi at Hattiesburg

HOWARD S. WILLIAMS Papers, 1916-1960: Correspondence, newspaper clippings, sermons, promotional material, broadsides, and photographs re Williams' career as a travelling evangelist in the eastern United States between 1922 and 1950; approx. 1.8 lin. ft. Unpublished finding aid available.

INFORMATION FOR CONTRIBUTORS

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- Members of the Society of Georgia Archivists, and others with professional interest in the aims of the society, are invited to submit manuscripts for consideration and to suggest areas of concern or subjects which they feel should be included in forthcoming issues of GEORGIA ARCHIVE.
- Manuscripts received from contributors are submitted to an editorial board. Editors are asked to appraise manuscripts in terms of appropriateness, pertinence, innovativeness, scholarly worth, and clarity of writing.
- Only manuscripts which have not been previously published will be accepted, and authors must agree not to publish elsewhere, without explicit written permission, a paper submitted to and accepted by GEORGIA ARCHIVE.
- Two copies of GEORGIA ARCHIVE will be provided to the author without charge.
- Letters to the editor which include pertinent and constructive comments or criticism of articles or reviews recently published in GEORGIA ARCHIVE are welcome. Ordinarily, such letters should not exceed 300 words.
- Brief contributions for Short Subjects may be addressed to Glen McAninch, Richard B. Russell Memorial Library, University of Georgia Libraries, Athens GA 30602 or to Box 261, Georgia State University, Atlanta, GA 30303.

Manuscript Requirements

- Manuscripts should be submitted in double-spaced typescripts throughout--including footnotes at the end of the text--on white bond paper 8 1/2 x 11 inches in size. Margins should be about 1 1/2 inches all around. All pages should be numbered, including the title page. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript.
- Each manuscript should be submitted in two copies, the original typescript and one carbon copy or durable photocopy.
- The title of the paper should be accurate and distinctive rather than merely descriptive.
- References and footnotes should conform to accepted scholarly standards. Ordinarily, GEORGIA ARCHIVE uses footnote format illustrated in the University of Chicago Manual of Style, 12th edition.
- GEORGIA ARCHIVE uses the University of Chicago Manual of Style, 12th edition, and Webster's New International Dictionary of the English Language, 3d edition, (G. & C. Merriam Co.) as its standard for style, spelling, and punctuation.
- Use of terms which have special meanings for archivists, manuscript curators, and records managers should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," American Archivist 37, 3 (July 1974). Copies of this glossary are available for \$2 each from the Executive Director, SAA, 330 S. Wells St., Suite 810, Chicago, IL 60606.

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