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**PAPER AND
PRESERVATION:**

No. 10
in a series
of discussions on
paper products
for conservation.

Photographic conservation: What are its special requirements? Many. And they're being met.

Earlier in this series (No. 7, reprints on request) we touched on issues related to mounting photographic prints. The question: whether buffered or unbuffered boards are better. Conservators of photography, by and large, now prefer unbuffered boards of high purity, neutral in pH, like our Archivart* Photographic Board, 100% cotton fiber, acid-free, unbuffered.

Recently, studies on preserving photographic negatives—glass and film—have raised concerns regarding conventional storage procedures. The traditional glued envelopes, it appears, are unsafe. Inserting or removing the negative can cause abrasion damage; smooth paper surface becomes a basic requirement. The papers in these envelopes, further, often contain lignin, residual sulphur and other impurities, which can cause damage to stored negatives, such as silver mirroring. The glued seams create perils both chemical and physical.

Recommended are flapped enclosures; the negatives are set in place and the flaps folded over.

These should be made of either 100% cotton or high-alpha cellulose fibers, free of impurities, with the highest possible smoothness and surface uniformity—and, of course, acid-free. Buffering, it is felt, is appropriate only with acid-generating films such as cellulose nitrate and cellulose diacetate.

To meet these requirements, we have developed a group of specialized products. Archivart* Negative Enclosures are made in four-flap construction, triple-scored to accommodate films or glass plates. The paper, made of high-alpha fiber free of lignin and sulphur, is strong, neutral in pH and unbuffered, with superior smoothness and formation. Negatives may be viewed on a light table without removing them from their enclosures.

The same paper is available in sheets and rolls: Archivart* Photographic Storage Paper. It can be used to construct negative enclosures as well as in general conservation, both of photographic materials and of others requiring a non-alkaline environment, such as

specific textiles and silver artifacts. Also available, in three different weights, is Archivart* Silversafe Photostore, an acid-free, unbuffered paper made of 100% cotton fibers.

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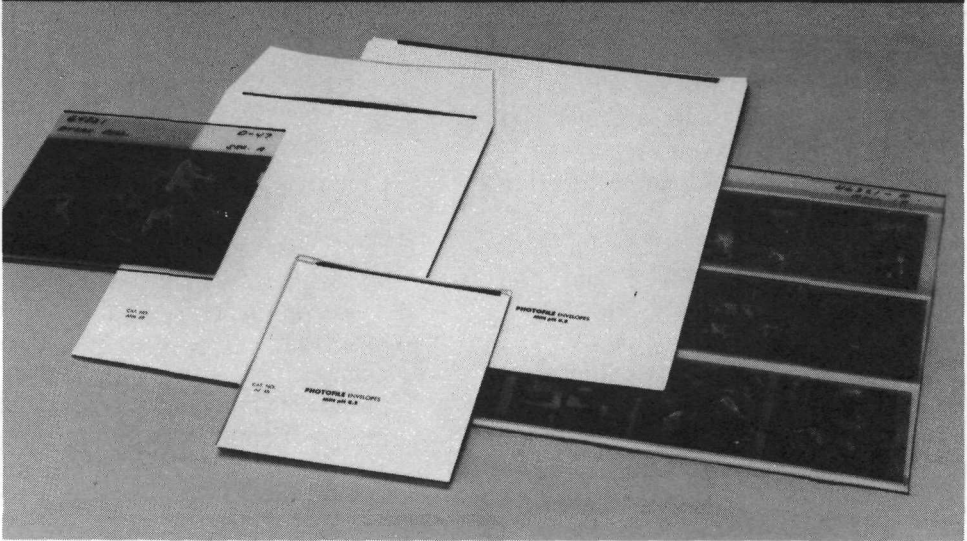
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Technical Notes

BEN DeWHITT, *Editor*

Tonal Microphotography: Photos on Microform. Commercial Microfilm Service, Inc., has developed a process of "tonal microphotography" to retain the gray scale in production of high resolution microform. The company reports that prints made from the resulting microform are remarkably close to the original photograph in appearance. The advantages of security, preservation, space, refiling time, and resource sharing are obvious to archivists. For more information and samples, contact Commercial Microfilm Service, Inc., 14200 N.E. 21st St., Bellevue, WA 98007; (206) 747-6733.

Dust Cloths Tested. Michele V. Cloonan has recently been involved in the testing to two dust cloths: Chicopee's STRETCH 'N DUST and Guardsman Chemicals' ONE-WIPE. Informal testing was begun during the cleaning of the Newberry Library's collections in 1982. Laboratory testing of these cloths, however, was not possible until Winter of 1983.

These tests, carried out by Walter C. McCrone Associates, were designed to

demonstrate whether or not the two dust cloths left harmful residues on leather, paper, or book cloth that would contribute to the early deterioration of library materials. Similar tests had been executed by McCrone on other cleaning products for the Library Technology Program of the American Library Association in the late 1960s. The most recent tests made use of microscopic examination, phloroglucinol tests, pH determination, color change, the Elmendorf tear test, and the M.I.T. folding endurance test.

The test results indicated that there was no significant difference between the samples treated with a dust cloth and those that were not treated with any cloth. Therefore, both STRETCH 'N DUST and ONE-WIPE can be safely recommended to librarians who need to clean their collections.

The Newberry Library provided the leather and paper samples, and Bill Minter the cloth samples. A more detailed analysis of the testing will appear in an upcoming issue of *The Abbey Newsletter: Bookbinding and Conservation*.

National Video Preservation Project Begun. A preservation program focusing on the videotapes created by independent and avant-garde videomakers has been started by Anthology Film Archives. Unlike other video preservation programs in the United States, this is the first to concern itself with the tapes and special problems of independents. Work on this project began last year. In February Anthology was informed by the New York State Council on the Arts that first year funding of \$3,000 had been approved.

The project has three distinct parts: 1) identification of video works that need to be preserved; 2) rerecording these video works onto state-of-the-art videocassettes; 3) preserving these rerecordings, and perhaps the original materials, in temperature and humidity controlled vaults.

Special problems have affected the video works of independents. Perhaps the most serious has been the threat posed by obsolete formats. Most videotapes made in the 1960s were produced on formats (like Sony CV, Sony AV 5000 color, and Panasonic 12 inch/second) that are no longer in use by manufacturers. Playback equipment for these formats is now difficult to find. By the end of the 1980s none may be operable. By rerecording these tapes onto contemporary formats the video signal can be preserved.

Apart from obsolete formats, video works are also threatened by the decomposition of videotape itself. Like motion picture film, tape can be damaged if it is stored in conditions where the temperature and humidity change, or are too high. The signal-bearing oxides on the videotape can, and do, flake off. The tape base can shrink, curl, and become brittle.

Research into the conditions needed for the preservation of videotape indicates that stable humidity and

temperature conditions, like those for preserving black and white safety film, are the best. Precisely which conditions can be described as archival remains to be determined.

Anthology is conducting this project in consultation with a number of other organizations: the American Film Institute, the Video Data Bank of Chicago, and the Experimental Television Center of Owego, New York. Other advisors include Davidson Gigliotti, Robert Arihood, and John Godfrey. Robert Harris, Anthology's Video Curator, is directing the project. [From *Anthology Film Archives Newsletter*, April 1983.]

LC Launches Management Plan for Optical Disk Project. Deputy Librarian of Congress William J. Welsh met with Library of Congress staff managing the Library's experiment in optical disk technology at a luncheon on March 4. This technology will have great impact both on the Library of Congress and on the library and publishing community generally. The Library has mobilized the staff which is planning and executing the experiment under a management matrix structure. The project team leaders in this structure and others guiding the experiment were present at the luncheon.

The Library's exploration of optical digital technology began in the Cataloging Distribution Service (CDS). In that application, the technology has permitted the Library to foresee elimination of the CDS archive of printed catalog cards in lieu of its storage in digital form on optical disks. The system, developed jointly by the Library and Xerox Corp., permits rapid capture of the image of the catalog card and the image's on-demand instant reproduction. In the late 1970s, Mr. Welsh and others perceived the wider applicability of this revolutionary

technology and called for development of a five-year preservation plan. The plan contained a segment on new technology identifying the digital disk technology's five chief virtues: high storage capacity, potentially low storage cost, long life of disks or at least their data, rapid random access, and separability of stored item from user.

Several small preliminary investigations were commissioned to identify the costs of putting on disk various portions of the Library's accessions. When it appeared that the costs were not likely to be prohibitive, the Library formed an Optical Disk Storage Technology Committee. The group's first duty was to compose a Request for Information on the application of the new technology to the preservation and service of library materials. Aimed at securing information from leaders of the industry, the RFI appeared in an August 1981 issue of *Commerce Business Daily*. The manufacturers who replied verified that the technology had progressed sufficiently for the Library to proceed with an experiment. The committee next defined a Library of Congress experiment in sufficient detail to generate a Request for Proposal which appeared in *Commerce Business Daily* on April 15, 1982.

The Library's two existing contracts resulted: one with Teknekron Controls, Inc., to supply the Library with an experimental optical digital disk system and the other with Sony Video Communications Products Co. to supply an experimental analog video disk system.

Two years ago, the Congressional Research Service experimented with digitizing images of documents, mainly articles offered in its Selective Dissemination of Information service for Congress. CRS has kept Mr. Welsh apprised of the results of that project and is a participant in the present digital

experiment which is being conducted by Teknekron, the company that conducted CRS's earlier experiments.

In the spring of 1982, the Library established the Think Tank on Optical Disk Technology, which was chaired by Fred E. Croxton, director of the Automated Systems Office. The think tank has issued a summary report as well as special reports on user needs, bibliographic access, and copyright issues. The reports offer advice on the long-range impact of the new technology and how to cope with it.

The Copyright Office has also been exploring the technology with a view to creation of a paperless Copyright Office. For this reason and because of the necessity for the Library of Congress to adhere scrupulously to the requirements of the copyright law, Copyright Office staff is participating in every aspect of the project. [From *LC Information Bulletin*, 4 April 1983.]

SEEK: A DATABASE MANAGER, Information Retrieval Software.

Documentation for the SEEK system, developed by the Management Systems Department of General Physics Corporation, 1000 Century Plaza, Columbia, MD 21044, has just crossed my desk. It is designed to provide information retrieval and records management services to industry, business, and government offices. In general, SEEK maintains information in disk-resident files that have variable length records, an unlimited number of fields per record, and an unlimited number of entries within each field. This approach, according to the developer, allows maximum flexibility in maintaining information in a manner that is convenient to the information user rather than in a manner that is convenient to the computer.

Data may be stored in a coded form, in a controlled text format, or in a completely free text format.

As a records management tool, SEEK appears to have some promise. The RM module of the system provides the user with the ability to retrieve documents from files, microfilm, fiche, aperture cards, and other media. Document index data is maintained in the SEEK database. Descriptive elements include: document originator, receiver, date, document number, subject descriptors, keyword descriptors, cost center classifications, and storage locations. Retrieval is achieved through Boolean searches of the database. The software is built with interfaces to work in conjunction with automated microfilm systems, such as those marketed by Kodak, 3M, and Minolta.

While SEEK may prove too costly if employed solely within the confines of an archives program (it has modules for equipment and maintenance databases as well as records management), this product does demonstrate the growing availability of software expressly designed for information management problems. The product obviates the need to process files as an archivist would understand the function. Instead, the records manager would simply load the appropriate descriptors into the on-line data entry system and SEEK would establish numerous access points to the document in question through its database. Thus, the document is accessible without placing it within a more formal physical classification scheme.

Further information about SEEK and related products may be obtained without charge from General Physics Corporation. [RICHARD M. KESNER, *F. W. Faxon Co., Inc.*]

The Society of Archivists' SRG Methods of Listing Working Party. In December 1982, Richard B. Light, who serves as Research Development Officer for the Museum Documentation Association (UK), contacted me concerning my work in microcomputer networking and archival description. Shortly thereafter I received a package of information from Mr. Light pertaining to the activities of what appears to be the British equivalent of the SAA's National Information Systems Task Force. The British group, called the "Methods of Listing Working Party," has generated a number of documents that might prove of considerable interest to members of the SAA engaged in the implementation of various standardized description and networking activities. For that reason, I briefly summarize the accomplishments of the Working Party below. For copies of the documents mentioned in this report, contact: Mr. R.B. Light, Research Development Officer, Museum Documentation Association, Duxford Airfield, Duxford, Cambridgeshire CB2 4QR, UK. In return, he would like to know what U.S. and Canadian archivists are up to in this area. He would certainly appreciate an exchange of information.

The Methods of Listing Working Party is currently working toward the design of data standards for archival records. The format of these standards is to conform with those already in place for the Museum Documentation Association. Ultimately, the Working Party seeks to produce a single uniform standard of description, instructions for its application and use, and a series of suggested designs for record formats for the description of various types of archival materials.

The Working Party's provisional timetable calls for the completion, at least in draft form, of the descriptive standard by late 1983. The full schedule is as follows: 17 January 1983: bibliographic description standard; 22 March 1983: document as object description standard; 25 May 1983: reference tools description standard; 7 July 1983: accession/acquisition of documents description standard; 19 September 1983: records management description standard; 22 November 1983: finalization of complete standard. Both archivists and museum curators are participating in the Working Party's deliberations. There is also a liaison between the Working Party, the Computer Applications Committee (CAC) of the Society of Archivists, and archivists currently engaged in field projects involving a considerable amount of description.

One of the problem areas cited by the Working Party, as with the NISTF within the SAA, concerns the meaning, significance, and application of levels of description to archival materials. They found that there was a total lack of uniformity in the employment of descriptors in this area even though all archivists agreed on the importance of level in describing archival materials.

Among the documents that I received with this narrative were a draft of a "Data Standard of the Elements of Archival Description," a listing of "General Requirements for the Computerized Listing of Archives," and subsequent revisions of these documents. It appears from the correspondence in hand that the Working Party is proceeding on schedule and that their accomplishments are considerable, as were those of our own NISTF. As with the NISTF effort, the Working Party avoids the question of implementation. They seek to develop a com-

monly acceptable standard, leaving to the discretion of individual archives programs the choice of whether or not to conform with the standard.

The implications of their work are nevertheless clear. If archives are serious about the exchange of information via some type of automated information/communications network, they must impose a certain level of uniformity on the way they format and transmit data externally. They may rely on any format that they like in-house, but for interagency communication a certain degree of standardization will prove to be necessary. [RICHARD M. KESNER, *F. W. Faxon Co., Inc.*]

Yale, Cornell, and Stanford Awarded Grant for Development of RLG Automated Bibliographic System for Manuscripts and Archives. The U.S. Office of Education has awarded a Title II-C grant of \$400,000 to Yale University to undertake a joint project with Cornell and Stanford University libraries, the Hoover Institution, and the Research Libraries Group, Inc. The purpose of this project is to design and implement enhancements to the Research Libraries Information Network (RLIN) that will facilitate the accessioning, cataloging, and management of manuscript and archival materials. The development of a standard bibliographic exchange format will enable Cornell, Stanford, and Yale to integrate their manuscript and archival holdings into RLIN, thereby forming the foundation of a national data base.

Project activities in 1983 will include determining cataloging standards, establishing guidelines for authority control, entering records into the RLIN data base, and producing user documen-

tation for dissemination to other RLG institutions. These activities build upon previous work done with Title II-C funding at Yale, which involved the development of functional specifications for enhancements to the RLIN bibliographic system.

The Research Libraries Group, Inc. (RLG) is a corporation owned by twenty-five major universities and independent research libraries; it also includes fourteen special members in law, art, and architecture. The purpose of RLG is to improve the management of the information resources necessary for the advancement of scholarship. Its goals are: to provide a structure through which research institutions can address common problems; to provide scholars and others with increasingly sophisticated access to bibliographic and other forms of information; to enable libraries to manage their catalogs in an automated mode and in the context of an automated union file of all member collections; and to promote, develop, and operate cooperative programs in collection development, preservation of materials, and shared access to research materials.

RLG is founded on the recognition that neither significant increases in purchasing power nor reductions in demand for services are likely in the foreseeable future; that the volume of information on which modern scholarship depends will continue to grow; and that in the decades ahead individual institutions, regardless of their size and history, will increasingly be forced to move away from comprehensive acquisitions policies. The creation of RLG is an effort by research universities and independent research libraries to manage the transition from locally self-sufficient and independently comprehensive collections to a national capacity for research in all fields of knowledge and

improve our ability to locate and retrieve relevant information.

RLG now operates four principal programs: collection management and development; shared resources; preservation; and technical systems and bibliographic control. Although these programs are all independent, they are interrelated and in conjunction may support more specialized programs and task forces that cut across program boundaries.

RLG's bibliographic system, RLIN, offers a uniquely flexible means of access to a broad range of resources, regardless of format, held by research libraries, including books, serials, maps, film, and music. The integrated data base offers researchers a tremendously powerful bibliographic tool for access to its materials in their own libraries as well as to the resources of member and affiliate institutions.

Prior attempts to integrate manuscripts and archives into library data bases have had serious drawbacks because the systems required that manuscripts and archives be described in a format designed primarily for books and other discrete bibliographic items. Because of its flexibility, RLIN offered the opportunity to design a specific format for manuscripts and archives that would respect the unique descriptive requirements of these materials.

In 1981 Yale's Department of Manuscripts and Archives, using Title II-C funding from the U.S. Department of Education, began to develop the functional specifications for an automated manuscripts and archives bibliographic system, a first step toward designing a specific format. After a systems analysis of Yale's procedures and review of "Standard Elements for the Description of Archives and Manuscript Collections," Elaine D. Engst's report for the Society of

American Archivists' National Information Systems Task Force (NISTF), the department prepared a preliminary document on the functional requirements for the development of an automated system. The Task Force on Special Formats, coordinated by RLG and funded by the National Endowment for the Humanities, reviewed the draft. Representing SAA, OCLC, RLG, and the Library of Congress, members of the task force had a broad range of experience in manuscripts and archives as well as in systems development and public services. Their expertise and guidance helped to insure the broad applicability of the functional requirements and the general usefulness of any system implementing them. Task Force members were Barbara Brown, Research Libraries Group; David Weisbrod and Larry Dowler, Yale University; Max Evans, State Historical Society of Wisconsin; Carolyn Geda, Inter-University Consortium for Political and Social Research; Thomas Hickerson, Cornell University; William Joyce, New York Public Library; Roxanne Nilan, Stanford University; Harriet Ostroff, Library of Congress; Helen Slotkin, Massachusetts Institute of Technology; and Alan Tucker, Research Libraries Group.

The overlapping membership of the RLG Task Force and the NISTF Working Group on Data Elements ensured the compatibility of NISTF's proposed revisions of the MARC manuscript format and the functional requirements report prepared for RLG. Members of RLG then received the report for review by their manuscripts and archives units, public service, technical services, administration, and systems staff. Following the institutional review process a working team at RLG headquarters began the external specifications, the phase of implementation that defines the

overall system from the user's point of view. RLG will continue to progress through the phased implementation program, aiming at having the entire system operating in the second half of 1983.

The main goals of the system are:

1. To serve as the tool for building, maintaining, and exploiting a union data base of bibliographic and related data representing the archival and manuscript material held by repositories, in order to expedite access to the material by researchers, archivists, and librarians.

2. To integrate this data base with the existing RLIN bibliographic data bases, thereby offering integrated access to the full range of resources of member institutions, across all formats (including books, serials, manuscripts and archives, and maps).

3. To facilitate the performance of housekeeping tasks at the repositories in which the materials are held, e.g., keeping track of accessions, restriction information, and processing backlogs.

The union data base will support online query, offering rich and flexible access; the production of standard hard-copy products produced cyclically, such as printed guides, catalog cards, COM catalogs, or other page-form catalogs; and the production of other standard hard-copy products on demand, e.g., accession slips, donor lists, and lists of in-process material.

The system will be suitable for the description and retrieval of the whole range of materials housed by repositories: archival record groups and their subdivisions; manuscript collections and their subdivisions; single items; microforms of archival and manuscript collections; and special materials, such as ephemera, memorabilia, objects, artifacts, maps, photos, drawing, charts, and printed volumes if they are part of an existing manuscript or archive collection. The

system covers the entire process of collection handling, from the point of acquisition to the creation of finding aids and the establishment of complete physical and intellectual control over the material. The ultimate aim of the system is to provide a broad range of access points.

The following areas of activity are not now within the scope of the system: circulation, user services, user statistics, and computer storage of lengthy finding aids, such as registers. The computer records will specify the availability and

types of finding aids, but the system is not intended to store in machine-readable form the finding aids themselves. Registers and inventories will remain separate documents available from member repositories in hard copy or microform.

Principal project staff members are Roxanne Nilan and Charles Palm, Stanford University; Thomas Hickerson and Richard Strassberg, Cornell University; Katharine Morton and Lofton Abrams, Yale University. [LOFTON ABRAMS, *Yale University Library*]

MANUSCRIPT SOURCES IN THE ROSENBERG LIBRARY A Selective Guide

Edited by JANE A. KENAMORE
and MICHAEL E. WILSON



The Rosenberg Library, in Galveston, is a nationally known repository for manuscripts recording early Texas history. Its initial holdings included maps, books, pamphlets, and newspapers chronicling noteworthy events on the Texas frontier. The library now focuses on the nineteenth- and twentieth-century social and economic history of the Gulf Coast.

This guide, the only published key to the Rosenberg manuscripts, is invaluable in unlocking many of the library's rich primary source materials that heretofore were unavailable to the public. 6x9. 184 pp. *Illus.* \$20.00



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News Notes

F.L. EATON and THOMAS E. WEIR, JR., *Editors*

Send notes for publication to News Notes Editor, the *American Archivist*, National Archives Building, Washington, DC 20408, or to one of the following reporters: **State and Local Archives** to Richard J. Cox, Alabama Department of Archives and History, 624 Washington Ave., Montgomery, AL 36130; **Religious Archives** to John R. Woodard, P.O. Box 7414, Reynolda Station, Winston-Salem, NC 27109; **Business Archives** to Anne Millbrooke, United Technologies, 400 Main Street, MS 124-22, East Hartford, CT 06108; **State and Regional Archival Associations** to Alice Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, OH 45221; and **Manuscript Repositories** to Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, PA 19107.

The *Art and Architecture Thesaurus* project has been taken over by the J. Paul Getty Center for the History of Art and the Humanities. The AAT is developing a controlled vocabulary for use by libraries and archives throughout the United States. More than half of the architectural terminology has been developed and is under review. Planning for the development of fine arts and decorative arts terminology has begun. The National Endowment for the Arts has provided funding for testing the reference and cataloging effectiveness of the architecture section of the thesaurus. For further information write: AAT Project, Bennington College Library, Bennington, VT 05201.

An *Association of Diocesan Archivists* was formed in March 1983 with the adoption of a constitution and bylaws and the election of officers to two-year terms. The association will meet annually in conjunction with SAA and will plan workshops for the diocesan archivists. For further information write: Archivist, Archdiocese of Boston, 2121 Commonwealth Ave., Boston, MA 02135.

“Missionary Reflections: Interviews on Life and Work Overseas” is the theme of the exhibit in the archives of the *Billy Graham Center*, Wheaton College, Wheaton, Illinois. Interviews with

North American protestants who served as evangelists, doctors, nurses, teachers, and administrators in Latin America, Asia, Africa, and Europe have been used extensively. The extracts from the interviews are illustrated with photographs, posters, maps, and other documents from the archives. The exhibit will run until 25 October 1983. Catalogs are available for a small fee.

The *Bureau of Labor Statistics* of the federal government plans to eliminate the categories of historian and archivist from its list of occupations published in the *Occupational Outlook Handbook*. The bureau reports the decision was based on its staff reductions and on the difficulty of obtaining data.

In January 1983 the *Copyright Office* delivered to Congress a report focused on the copying practices of libraries and archives and their clients. The author of the report examined the effectiveness of the photocopying provisions in the copyright law in creating a balance between the right of creators and the needs of users of copyrighted works. In the report the Copyright Office concludes that the provisions provide a workable framework for obtaining a balance between creators' rights and users' needs, but that in certain instances a balance has not been achieved in practice, either because the intent of Congress has not been carried out fully or because that intent is not clear to those who should be adhering to the law.

According to the author of the report, there appears to be significant confusion among libraries about how the copyright law works and why its enforcement is frequently their responsibility. Recommendations to rectify some of these problems are included in the report. The

recommendations include the encouragement of voluntary guidelines and of collective photocopying licensing agreements, studies of possible surcharges on photocopying equipment and of compensation systems based on sampling techniques, and the encouragement of agreements concerning archival preservation issues. Other recommendations relate to revisions of specific provisions in the copyright law.

Copies of the report may be purchased from: National Technical Information Service, U.S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161; NTIS Sales Desk: (703) 487-4650. For further information or copies of the Executive Summary and the Copyright Office Recommendations, contact Craig D'Ooge (202) 287-5108.

The Pennsylvania Power and Light Company awarded the *Eleutherian Mills Historical Library* a grant to publish and distribute a guide to the company's 1,200 cubic feet of archival records. This project was the final phase of a three-year NEH project which is enabling the library to arrange and describe the records of the Pennsylvania Power and Light Company and prepare an inventory in machine-readable form. This collection, consisting largely of records of the 1,057 predecessor companies, documents the development of electrical power in eastern Pennsylvania during the late nineteenth and early twentieth centuries. The materials should be open for research in December 1983.

The *Library of Congress* has begun using a 105-mm microfiche camera to produce single-image microfiche of maps. Maps are reduced by varying ratios depending on their size. Maps measuring larger than 38 by 61 inches are generally

filmed in two or more microfiche. The large microfiche format originally developed by the National Archives allows most maps to be reproduced as a single image rather than being either photographed in several images or so greatly reduced that details are lost. The film currently used is black and white, and fiche copies of the maps filmed may be purchased in either silver or diazo. Some experiments have been made with color film.

The *National Archives and Records Service* has established a special unit for Archival Research and Evaluation with a broad mandate to analyze the need for refinement of NARS' objectives, identify information techniques used in other disciplines and organizations, and develop plans for the effective use of current technology. In February 1983, eighteen experts from the business and research community were invited by the Archivist of the United States to attend an all-day roundtable discussion on technology assessment at the archives. Some of the organizations represented included MITRE Corporation, Corporation for Public Broadcasting, National Security Agency, Congressional Research Service, and Archives for Advanced Media.

The *New York State Archives* and the *New York State Historical Records Advisory Board* have begun publishing a newsletter titled *For the Record*. The newsletter will contain information "useful to government officials, to researchers interested in the holding of the State Archives, and to a broad community of individuals and programs concerned about the preservation and use of historical records" in the state. All aspects of the archives' and advisory board's functions, including running an archival program for all three branches

of the state government, directing the records disposition for local governments, and advising local governments on the sound administration of their records (including archival records), will be covered in the newsletter.

The *New York State Archives* and the *New York State Library* announced a statewide Conservation Administration Training and Planning project with a goal of improving programs for the preservation of New York's documentary heritage and of other important and endangered research materials in the state. The project, partially funded by an NEH grant, includes four conservation administration workshops to be held in Albany during 1983 and 1984.

Instead of the traditional hands-on conservation training, the planning and development of conservation programs will be emphasized in the workshops. Also to be covered in each 3½-day workshop are methods of determining and analyzing conservation needs, setting priorities, selecting cost-effective options to meet these needs, and incorporating preservation concerns into all institutional procedures for library and historical records holdings. Each workshop will accommodate twenty-five participants from libraries and historical records repositories across the state. Participants' workshop expenses will be paid by project funds. To be eligible, participants' administrative responsibilities must include preservation policy or resource allocation.

In addition to sponsoring the workshops, the project staff will gather data on conservation programs in New York, assess statewide needs, and issue a report recommending long-range conservation objectives and strategies. A conservation advisory council representing the library, archival, conservation, and research communities will establish

guidelines for and oversee all aspects of the project. For additional information contact: Conservation Administration Training and Planning Project, New York State Archives, Room 10A46, Cultural Education Center, Albany, NY 12230; (518) 474-1195.

The *New York State Historical Records Advisory Board* announced the completion of its three-year Local Government Archives project. The project, funded by NHPRC and administered by the state archives, made possible the development of archival programs in a dozen municipalities in the state. The project included five cities, a county, four towns, and two multi-jurisdictional ventures. With small grants provided by the board, the participating governments hired project staff who were then instructed by the state archives in archival and records management procedures. In most cases, project staff surveyed records in local government offices, identified archival records, prepared series descriptions, and produced guides. Building on experience gained during the project, the state archives and project staff conducted a series of records management workshops attended by more than 800 local government officials. Copies of the board report in which the project has been analyzed and substantial suggestions have been made for local records programs are available from the state archives at the address given in the previous entry.

Nevada has a new law authorizing the Nevada State Supreme Court to prepare retention schedules for court records throughout the state. One provision of the law allows the Administrative Office of the Courts to use the services of the

Division of Archives for the inventorying, appraising, and scheduling of records.

A committee in Oklahoma is studying the possibility of establishing an *Oklahoma Archives Network*. The committee is composed of representatives from the Oklahoma Historical Society, University of Tulsa, Northeastern Oklahoma State University, Oklahoma Baptist University, Oklahoma Department of Libraries, and Central State University.

The *Salvation Army Archives and Records Center* has developed a new finding aid format. It was selected because it provides the researchers with more information and uses less space than did the old format. Plans have been made to reprocess collections to make them conform to the new format. The librarian has also completed a detailed cataloguing manual to augment and supplement the standard *Anglo-American Cataloguing Rules*. Different applications used in the Salvation Army Archives and Records Center are described in the manual. Additional details may be obtained from: Salvation Army Archives and Records Center, 145 West 15th St., New York, NY 10011.

The *Texas Archival Network* began work in January 1983 to develop plans for a statewide data base of archival holdings. The project grew out of a state records assessment grant funded by NHPRC and may eventually provide access to the holdings of all archival repositories in the state from a central data base accessible to any Texas archival institution. For additional information, contact: David Murrah, Southwest Collection, Texas Tech University, Lubbock, TX 79409.

The *University of Denver* is offering a new Master of Arts in History/Archives. The M.A. in History/Archives can be pursued in the dual degree program in conjunction with the Graduate School of Librarianship and Information Management.



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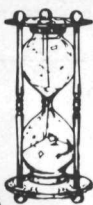


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Annual Index Volume 46 (1983)

The following are not indexed: list of publications; names of editors and reporters in various departments; reference footnotes (explanatory footnotes are indexed); addresses or institutional affiliations of contributors, writers, and persons mentioned in the text; the annual list of historical documentary editing projects; specific items in accessions and openings; references in obituaries; annual list of Fellows of the Society.

A

- The Abbey Newsletter: Bookbinding and Conservation* 473
- Abells, Alice (Chana) Byers 101
- Abraham, Terry 111
- Abrams, Lofton, rev. 477-80
- Accademia Nazionale di San Luca, Rome 213
- Access for the disabled 42-51
- Access to Information Bylaw 98
- "Access to Restricted Collections: The Responsibility of Professional Historical Organizations," by Joan Hoff-Wilson 441-47
- Accra (Univ.), Ghana 319
- Acid-free paper 206
- Action Groups, Documentation of 155-56
- Adams, Herbert Baxter 32, 280
- Adams papers 16, 18
- Adaptive Devices for the disabled 49-50
- Administration, archival
See Management of archives
- Administrative Office of the U.S. Courts 219
- Advocacy lobbying 12
- Africa, training of archivists in 319-20
- Aged researchers 48
- Ainsworth, Fred C. 266
- Air drying of water-soaked documents 52-68
- Alabama Dept. of Archives & History 279
- Alegbeleye, Bunmi, "The Training of Archivists in West Africa: History & Trends," 319-20
- Allredge, Everett O. 395
- Alonso, Vicenta Cortés
Archivos de Espana y America—Materiales para manual, revd. 80-82
Documentacion y documentos, revd. 80-82
- Ambrotypes 66-67
- American Anthropological Association 445
- American Antiquarian Society, *Proceedings* 34-35
- American Archival History: Its Development, Needs, and Opportunities*, by Richard J. Cox 31-41
- ltr. 262
- American Archivist* 3-4, 10, 33, 110, 123-24, 265, 378, 379, 381, 382, 385, 386, 397, 438, 465
- ads, inception 389
- editor employed at NARS 377
- "American Archivists and Their Society," 395
- American Association for State and Local History (AASLH) 52, 217-18, 347, 377, 383
- American Association for the Advancement of Science (AAAS) 444
- American Association of University Professors (AAUP) 442
- American Autographs*, by Charles Hamilton, revd. 321-24
- American Baptist Historical Society 103
- American Bar Association 442
- American Council of Learned Societies 271
- "The American Cowboy," 470
- American Historical Association (AHA) 32, 267, 284, 376-76, 377, 391, 392, 442, 447
- American Historical Review* 267
- American Indian Archival Material: A Guide to Holdings in the Southeast*, comp. by Ron Chepsuik and Arnold Shankman, revd. 464-65
- American Institute of Physics 347
- American Jewish Historical Society 469
- American Library Association (ALA) 138, 143, 227-60, 377, 383
- American National Standards Institute 172, 457
- American Philosophical Society 274
- American Political Science Association 444
- American Society of Association Executives 357
- American Society of Mechanical Engineers 350
- American State Archives* 35-36, 159-60, 394
- American University 272
- Analog video disk system 475
- Ancona & Marche 214
- Andersson, Egart 108
- Anglican Archbishop of New Zealand 214
- Anglo-American Cataloguing Rules* 10, 278, 484
- Anniversaries and Archivists 249-50
- Anthology Film Archives 474
- The Applicability of UNISIST Guidelines & ISO International Standards to Archives Administration & Records Management: A RAMP Study*, by James B. Rhoads, revd. 78-79

- Appraisal
 cooperative 423-24
 and oral history 150-51
 tax considerations 306-16
- Archaeology and archivists 23, 30
- Architectural
 drawings 76-77
 records 218
 thesaurus 481
- "Architectural Research Materials in the District of Columbia," comp. by Sally Hanford, noted 336-37
- "Archival Cooperation," by Frank G. Burke 293-305
- "Archival Cooperation: A Critical Look at Statewide Archival Networks," by Richard A. Cameron, et al. 414-32
- Archival Education Opportunities* 261-62
- Archival Forms Manual*, comp. by SAA Forms Manual Task Force, revd. 326-28
- Archival History 31-41
- "Archives: Accessibility for the Disabled," by Brenda Beasley Kepley 42-51
- Archives and Manuscripts: Maps and Architectural Drawings*, by Ralph E. Ehrenberg, revd. 76-77
- Archives and Manuscripts: Reprography*, by Carolyn Hoover Sung, revd. 328
- Archives and Records Association of New Zealand 214
- "Archives and the Challenges of Change," by Edward Weldon 125-34
- Archives and the Computer*, by Michael Cook, noted 84
- Archives, education and training 471
- "Archives in Britain: Anarchy or Policy?" by P.D.A. Harvey 22-30
- Archives in the Ancient World*, by Ernst Posner 6
- Archives Nationales du Québec (ANQ) 340-41
- "Archives of the Destruction," 101
- Archives of the Ministry of Foreign Affairs* (France) 270
- Archivio Centrale dello Stato 213
- Archivio di Stato di Bergamo 213
- Archivist of the U.S. 266, 271, 273
- Archivo General de la Nación, Argentina 101, 339
- Archivo General de Notarias, Mexico 343
- Archivo Nacional de Historia, Ecuador 99
- Archivos de Espana y America—Materiales para un manual*, by Vicenta Cortés Alonso, revd. 80-82
- Argentina 339
- Arguimbau, Ellen, and Doris Mitterling, comp., and John A. Brennan, ed., *A Guide to the Manuscript Collections* (of the Western Historical Collections), U. of Colorado, noted 335-36
- Arizona Architectural Archives 218
- Arkiv* 409
- Army Military History Institute 350
- Arnold, Lucinda K., et al., comps., *A Guide to Jewish History Sources in the History Library of the Western Reserve Historical Society*, noted 469
- Arquiro Nacional 210
- Art and Architecture Thesaurus* 481
- Artibise, Alan F.J., Peter A. Baskerville, and Chad M. Gaffield, "The Vancouver Island Project," 317-19
- Artist Beware*, by Michael McCann 91-92
- Asia Foundation 391
- Asociación Latinoamericana de Archivos 339, 343-44
- Associação do Arquivistas Brasileiros 210
- Association des Archivistes du Québec 98
- Association for Documentary Editing 14
- Association of British Columbia Archivists 98
- Association of Canadian Archivists 98-99, 189-92, 210, 434
- Association of Diocesan Archivists 481
- Association of Records Managers and Administrators (ARMA) a390
- Associazione Archivistica Ecclesiastica 216
- Astrology 378
- Atlanta University 301
- Atlases 471
- Atwood, Albert W. 265
- Auction records 313-14
- Audio-visual materials 84
- Augustana College 218
- Australian Archives 209-10
- Australian Society of Archivists 97
- Austrian, Geoffrey D., *Herman Hollerith: Forgotten Giant of Information Processing*, revd. 198-99
- Autograph collecting 38, 321
- Automated records and techniques 92-95, 102, 260, 451
- Automation, Machine-Readable Records, and Archival Administration: An Annotated Bibliography* 465
- Aviation history and records 351
- B**
- Bahmer, Robert H. 391
- Bailey, Robert E., and Roy Turnbaugh, *Windows to the Past: 1818-1880*, revd. 333-34
- Bain, George W. 371-72
- ltr. 372
- "State Archival Law: A Content Analysis," 158-74
- Bancroft, George 32
- Bancroft, Hubert Howe 281
- Baptist archives 103
- Barnett Studio Collection 72
- Barrier free design 48
- Basic Archival Workshop Examples*, by Trudy Huskamp Peterson, revd. 192-93
- Basic Archival Workshops: A Handbook for the Workshop Organizer*, by Thomas C. Pardo, revd. 192-93

- Baskerville, Peter A., Alan F.J. Artibise, and Chad M. Gaffield, "The Vancouver Island Project," 317-19
- Battle, Thomas C. 358
- Battye, J.S., Library of Western Australian History 209
- Baumann, Roland M., ed., *A Manual of Archival Techniques*, revd. 193-95
- Bazant, Jan & Josefina Z. Vasquez, collab. with Robert A. Potash, *Guide to the Notarial Records of the Archivo General de Notarias of Mexico City for the Year 1829* 342-43
- Bearman, David 112, 226, 227, 233-39
- Beers, Henry P., comp., *Bibliographies in American History, 1942-1978*, revd. 83-84
- Begam, Nawwab Sikandar 212-13
- Belknap, Jeremy 279
- Bellardo, Lewis 453
- Belsunce, César A. García 339
- Bentley, Elizabeth P., transcriber, Michael H. Tepper, gen. ed., *Passenger Arrivals at the Port of Baltimore, 1820-1834*, noted 337
- Berkeley, Edmund, Jr. 110
- Berkeley, Francis L. 34
- Berlin, Ira, et al., *Freedom: A Documentary History of Emancipation, 1861-1867. Series II: The Black Military Experience*, revd. 462-64
- Bibliographies 465-66
Bibliographies in American History, 1942-1978, comp. Henry P. Beers, revd. 83-84
- "Bibliography and Reference for the Archivist," by Richard J. Cox 185-87
- Bibliography, annual 356
- Bibliothèque Nationale 270
- Billy Graham Center 481-82
- Bindings of books 95, 207
- Biography of a Business*, by Marquis James 4
- Birkeland, Michael 411
- Bishop, Beverly A., Deborah W. Bolas, Janice L. Fox, and Judith Campoli, comps., Anthony R. Crawford, ed., *The Lewis & Clark Expedition: A Guide to the Holdings in the Division of Library and Archives of the Missouri Historical Society*, noted 335
- Bishops Conference, 1974 179
- Black veterans 462-64
- "Black Women in America: Contributors to Our Heritage," educational kit by the Bethune Museum-Archives, Inc., noted 336
- Blegen, Theodore C. 375-76
- "The Blessings of Providence on an Association of Archivists," by J. Frank Cook 374-99
- Blind researchers 44-48
- Blouin, Francis X. 227
- Board of Control (India) 100
- Bodleian Library, Oxford 24
- Boeing Archives 5
- Bogue, Allan 443
- Bolas, Deborah W., Beverly S. Bishop, Janice L. Fox, and Judith Campoli, comps., Anthony R. Crawford, ed., *The Lewis and Clark Expedition: A Guide to the Holdings in the Division of Library and Archives of the Missouri Historical Society*, noted 335
- Bolivia 340
The Horace Mann Bond Papers, 1830 (1926-1972) 1979; A Guide, by Barbara S. Meloni, Rita Norton, and Katherine Emerson, noted 85
- Bonfield, Lynn A. 108
- Bonner, Phillip, "Corporate Archives Link the Past with the Present," 350
- Book Longevity Committee 95
- Bookbinding and the Conservation of Books: A Dictionary of Descriptive Terminology*, by Matt T. Roberts and Don Etherington, noted 85-86
- Bookbindings 95, 207
- Botanical collections 470-1
The Boundary Hunters, Surveying the 141st Meridian and the Alaska Panhandle, by Lewis Green, noted 337
- Bowallius, R.M. 412
- Boxes for the Protection of Rare Books: Their Design and Construction*, comp. and illustr. by Margaret R. Brown, with the assistance of Don Etherington and Linda K. Ogden, noted 86
- Boyd, Julian P. 14-20, 376
- Brazilian Congress on Archives 210
- Brennan, John A., ed., Ellen Arquimbau and Doris Mitterling, comps., *A Guide to the Manuscript Collections* (of the Western Historical Collections, University of Colorado), noted 335-36
- British Archives: A Guide to Archive Resources in the United Kingdom*, by Janet Foster and Julia Sheppard 345-46
- British Columbia, Canada 317-19
- British Library 25, 28, 99, 100, 102, 345
- British Museum 24, 25
- British Records Association 28
- Brooks, Philip C. 377, 381, 384, 385
- Brown, Margaret R. comp. and illustr., with the assistance of Don Etherington and Linda K. Ogden, *Boxes for the Protection of Rare Books: Their Design and Construction*, noted 86
- Brown University 265
- Bryan, Mary Givens 393, 393, 398
- Buck, Solon J. 273, 375, 376, 377, 381-82, 385, 390
- Bullock, Constance, asst. by Sandra Taylor, *The UCLA Oral History Program: Catalog of the Collection*, noted 470
- Bundesarchiv 211
- Bundestag 211
- Burckel, Nicholas C., rev. 461-62
- Bureau of Canadian Archivists 98, 318
- Bureaucratic organisations 5
- Burke, Frank G. 268, 276
- "Archival Cooperation," 293-305

- Burma Office 100
 Burnett, Edmund C. 266
 Burnette, O. Lawrence 36-37
 Burns, John F. 318, 453
 Business archives 92, 153, 214, 350, 404
 consultants 356
 Butterfield, Alexander P. 70-71
 Butterfield, Lyman H. 16, 19, 34-35
 Byzantine Archives 6
- C**
- Calendar of Manuscripts in Paris Archives and Libraries Relating to the History of the Mississippi Valley to 1803* 270
 Cali, Charles L. 245-7
 California oral history 470
 Callaway Foundation, Inc. 106
 Callcott, George H. 36-37
 Cambridge University Library 345
 Cameron, Richard A. 430
 "Archival Cooperation: A Critical Look at Statewide Archival Networks," 414-32
 Campbell, Ann Morgan 109-13, 225-26, 398, 399
 Campoli, Judith, Beverly A. Bishop, Deborah W. Bolas, and Janice L. Fox, comps., Anthony R. Crawford, ed., *The Lewis and Clark Expedition: A Guide to the Holdings in the Division of Library and Archives of the Missouri Historical Society*, noted 335
 Canada 97-99, 210-11, 340-41
 Canadian Academic Centre in Italy 213
 Canadian archivists 391
 Caplan, D. (Report) 28-29
 Cappon, Lester J. 37, 265-68, 377, 381
 Carnegie Corporation 272
 Carnegie Council on Children 202
 Carnegie Institution of Washington 266
 Carter, Clarence 15-21
 Carter, Jimmy, Library 72
 Cartmell, Vivien, and Velma Parker, eds., Hugo L. P. Stibble, gen. ed., *Cartographic Materials*, revd. 189-92
 "Cartographic Archives," *Archivaria*, no. 13 (W 1981-2), by Christopher E. Merrett, revd. 189-92
Cartographic Materials: A Manual of Interpretation for AACR2 Stibble, Hugo L. P., gen. ed., and Vivien Cartmell and Velma Parker, eds., revd. 189-92
 Cartographic records 75-76
 Catalog for Sources for History of Physics & Astronomy 347
 "Catholic Archives in a Public Institution: A Case Study of the Arrangement Between Kent State University and the Diocese of Youngstown, Ohio," by James W. Geary 175-82
Catholic Archives Newsletter 178
 Catholic Church 175
 Center for Mennonite Studies, Winnipeg 341
 Center for Occupational Hazards 91
 Center for Research Libraries 300
 Center for the Study of American Catholicism 178
 Center for Western Studies 218
 Central State Archives, Italy 213
 Central Zionist Archives 342
 Centro de Información Documental, Madrid 102
 Centro di Studi Storico Archivistici 213
 Centro Pedagógico y Cultural de Portales, Cochabamba, Bolivia 340
 Certification of archivists 10, 260-61
 Champion International Corporation 348
 Chancery records 176
 Change, archives and the challenges of 125-34
 Chepsiuk, Ron, and Arnold Shankman, comps., *American Indian Archival Material: A Guide to Holdings in the Southeast*, revd. 464-65
 Child, Margaret S., "Reflections on Cooperation Among Professions," 286-92
 Chinese Exchange Program 357-58
 Chinese Historical Society 420
 Chiropractic archives 349
 Chromogenic color print materials 66
 Church Archivists 215-16
 Church of Jesus Christ of Latter-Day Saints 214-15, 297
 Church, Olga M. 104
 Ciolli, Antoinette, ltr. 262
 City archives 219
The City of Portland, Oregon Archives Guide, by Liisa Fagerlund, noted 87
 Civil War 462-64
 Civilian Conservation Corps 348
The Classification and Cataloguing of Pictures and Slides, by Stanford J. Green, noted 86
Clearinghouse: News and Reports on Government Records 452
 Clearinghouse on the Handicapped 48
 Cleveland Jewish Archives 469
 Cloonan, Michele V. 473
 Cloud, Jeraldine N., rev. 199-200
 Coale, Joseph M., III, *The Hammond-Harwood House Atlas of Historical Maps of Maryland, 1608-1908*, noted 471
 Coalition to Save Our Documentary Heritage 285, 305
 Codes of ethics 441-47
 Coker, C.F.W. 110
 Collecting policies, and oral history 151-52
 College and university archives 39, 262
 See also SAA College and University Archives
 PAG
 Collodion Positives 66-67
 Colonial record keeping 38
 Columbia Historical Society 267
 Columbia University 104, 154, 395
 Commercial Microfilm Service, Inc. 473
 Committee of Historians and Archivists 392
 Committee on Historical Manuscripts 383
 Committee on Records of War Administration 272
 Committee on the Conservation of Cultural Resources 272

- Committee on the Emergency Transfer and Storage of Archives 380
- Committee on the Protection of Archives Against the Hazards of War 380
- Committee to Rescue Italian Art 391
- Commoner, Lucy 92
- Community groups, documentation of 155-56
- A Comparison of the Archival Storage Potential of Microfilm, Magnetic Media and Optical Data Discs*, by Tony Hendley, revd. 466-67
- Computer systems 125, 131, 198-99, 344
- Concordia Historical Institute 218
- Conference of Archivists, first 267
- Conference of Historical Societies 267
- Conference of Intermountain Archivists (CIA) 435
- Conference on Archives and History 218
- Confidential materials 441-47
- Congress of the U.S. 470
- Connecticut Researchers Handbook*, comp. and ed. by Thomas Jay Kemp, noted 201
- Connor, Robt. Digges Wimberly 266, 273, 274, 280, 377, 380
- CONRAIL project 299-300
- Conservation 91, 104, 106, 211, 325-26, 345, 457 of photos 214 of rare books 85-86
- Conservation Administration Training and Planning project 483-84
- Conservation Catalog*, the Western Conservation Congress and the Western Council of State Libraries, Inc., noted 200
- Consultants 227, 229, 236
- Contemporary Scientific Archives Centre 301
- Content analysis technique 158-74
- Continental Congress 266
- Continuing education 112
- Contracting with independent vendors 129-30
- "Contribution to Finnish History," 410
- Cook, J. Frank 108, 228, 249-50, 260, 262, 353, 363-64
- "The Blessings of Providence on an Association of Archivists," 374-99
- "A Time to Take Stock," 9-13
- Cook, Michael, *Archives and the Computer*, noted 84
- Cooperation among professions 286-92, 293-305 interinstitutional 414-32
- Copyright Act of 1976 137
- Copyright Office 482
- "Copyright, Unpublished Manuscript Records and the Archivist," by Michael J. Crawford 135-47
- Cornell University 104, 296, 477
- Cosmos Club of Washington, D.C. 265, 272, 273
- Cost accounting 288
- Coudert-Schklowski, C. 342
- Council of Learned Societies 399
- Council of State Governments 160
- Council of the Archives and Records Association of New Zealand 101
- Council on Botanical and Horticultural Libraries 470-1
- Council on Library Resources 95, 111, 207, 393-94
- "Counter-revolutionary subordination," 444
- Court records 105, 484
- Cowboys 470
- Cox, Richard J. 262
- "American Archival History: Its Development, Needs, and Opportunities," 31-41
- "Bibliography and Reference for the Archivist," 185-87 rev. 321-24
- Crawford, Anthony R., ed., Deborah W. Bolas, Beverly A. Bishop, Janice L. Fox, and Judith Campoli, comps., *The Lewis and Clark Expedition: A Guide to the Holdings in the Division of Library and Archives of the Missouri Historical Society*, noted 335
- Crawford, Michael J., "Copyright, Unpublished Manuscript Records, and the Archivist," 135-47
- Crittenden, Christopher 384
- Croxton, Fred E. 475
- Cruse, Larry, ed., with assistance of Sylvia B. Warren, *Microcartography: Applications for Archives and Libraries*, revd. 75-76
- Cuba 229
- Cullen, Charles 16
- Cunha, Dorothy Grant, and George Martin Cunha, assisted by Susan Elizabeth Henderson, *Library and Archives Conservation*, revd. 325-26
- Cunha, George Martin, and Dorothy Grant Cunha, assisted by Susan Elizabeth Henderson, *Library and Archives Conservation*, revd. 325-26
- Current events, documentation of 155-56
- Curriculum standards 301
- D**
- D'Addario, Arnaldo 216
- Daly, John 108
- Danielson, Elena S., and Charles G. Palm, *Herbert Hoover: A Register of His Papers in the Hoover Institution Archives*, noted 335
- Danish Department of Foreign Affairs Until 1770* 407
- Danish history 406
- Danvers Archival Center 218
- Data bases, and oral history 150
- Data processing 455
- Data standards 345, 476-77
- Deacidification 91, 205
- Deaf researchers 44, 47
- Dearstyne, Bruce W. 453
- "Principles for Local Government Records," 452-57
- de Grolier, Eric, *Register of Education and Training Activities in Librarianship, Information Science and Archives*, noted 471
- Denmark 401, 402, 403, 404, 405, 406

- A Descriptive Inventory* 449-52
 Desnoyers, Megan Floyd, rev. 192-93
 Detwiler, Donald S. advisory ed., John Mendelsohn, ed., *The Holocaust: Selected Documents in Eighteen Volumes*, revd. 330-31
 DeValinger, Leon 384, 388, 389, 392, 393, 393, 398
 Developing countries, archival problems in 216
 DeWhitt, Ben 260
 Diaries, and oral history 149-50, 153
 Digital disk technology 474-75
 Digital storage media 467
 Diocesan archivists 481
 Diocese of Youngstown, Ohio 175-76
 "Diplomatium," 405
A Directory of Archival Collections for the Greater Kansas City Area, noted 200-1
Directory of Archives and Manuscript Repositories in the U.S. 469
Directory of Audio-Visual Materials for Use in Records Management and Archives Administrative Training, comp. by Brenda White, noted 84
Directory of Business Archives in the U.S. and Canada 4, 92
A Directory of College and University Archives and Records Offices in Australia 210
Directory of College and University Archives in the U.S. and Canada 394
Directory of Member Libraries, noted 470-1
 Dirksen, Sen. Everett 273, 383
 Disabled researchers, accessibility in archives 42-51
 "Disaster Preparedness and Recovery: Photographic Materials," by Klaus B. Hendriks and Brian Lesser 52-68
 Disordered collections, processing of 184
 Dix, Mary 108
 Doctoral theses 281, 313
 "Document on Ecclesiastical Archives," 177-78
Documentacion y documentos, by Vicenta Cortés Alonso, revd. 80-82
 Documentary
 editing 14, 15
 publications projects 285-87
 sources 14
 Donor interviewing 152
 Draper, Lyman Copeland 33-34
 Drew University 220
 Drying techniques 52-68
 Dunlap, Leslie 33-35
 Dunn, John 453
 Durham Cathedral/Priory 26
 Dust cloths 473
 Dutch Archivists Society 214
 Dutchess County, N.Y. 380
- E**
- East India Company 100
- Ebla—An Empire Rediscovered*, by Paolo Matthial, trans. Christopher Holme, revd. 82-83
 Ebla, Syria, Royal Archives 213
 Ecclesiastical archivists 215-16
The Economic and Social History of the War 270
 Ecuador 99
 Editing of historical documents 14, 37, 220
 Education and training 10, 192-93, 301-2, 471
 Education for All Handicapped Children Act 43
 Education Office, U.S. 477, 479
 Egeli, Bjorn 275
 Ehrenberg, Ralph E., rev. 75-76
Archives and Manuscripts: Maps and Architectural Drawings, revd. 76-77
 Einstein, Albert 342
 Eisenhower, Dwight D. 273, 383
 Library 70
 Eisenhower, Milton 273
 Elderly researchers 46
 Electrical power 482
 Electronic data bases, and oral history 150
 Electronic information revolution 125, 131
 Electronic mail 150
 Eleutherian Mills Historical Library 301, 482
 Emancipation, history of 462-64
 Emerson, Katherine, Barbara S. Meloni, and Rita Norton, *The Horace Mann Bond Papers, 1830 (1926-1972) 1979: A Guide*, noted 85
 Energy Dept., U.S. 105, 290
 England & Wales 99-100
 Engst, Elaine D. 479
 Environmental records 228
 Ephemeral organizations, documentation of 155-56
 Episcopal Church in South Dakota 218
 "Erhvervsarkivet," 404
 Ericson, Timothy 424
 "Archival Cooperation: A Critical Look at Statewide Archival Networks," 414-32
 Erslev, Kr. 407
 Etherington, Don
 and Linda K. Ogden, assist. to Margaret R. Brown, comp. and illustr., *Boxes for the Protection of Rare Books: Their Description and Construction*, noted 86
 and Matt. T. Roberts, *Bookbinding and the Conservation of Books: A Dictionary of Descriptive Terminology*, noted 85-86
 Ethical codes 441-47
Evaluation of Archival Institutions: Services, Principles, and Guide to Self-Study 111, revd. 459-61
 Evans, Frank B. 268, 395
 Exit interviews 71, 72
Explorers' and Travellers' Journals Documenting Early Contacts with Native Americans in the Pacific Northwest, 1741-1900, noted 334

- F**
- Fagerlund, Liisa, *The City of Portland, Oregon Archives Guide*, noted 87
- Fair market value 311-12
- Fair use doctrine 138
- Fant, H.B. 359-60
- Federal Fire Council 54
- Federal Records Act 447
- Federal Records Center, Washington 184
- Federal Records Centre, Vancouver, B.C., Canada 211
- Federal Records surveys 376
- Federation International Documentation 80
- Felsten, Judith, *News Photo Collections: A Survey of Newspaper Practices and Archival Strategies*, noted 86-87
- "Filling the Gap: Oral History in the Archives," by James E. Fogerty, 148-57
- Finding aid format 484
- Finland 402, 403, 404, 409-10
- Finnegan, Richard P. 115
- "Finnish Documents from the Middle Ages," 410
- Fire & security systems 52, 105
- Fishbein, Meyer H., *Guidelines for Administering Machine-Readable Archives*, revd. 195-96
- Flaherty, David 443
- Fleckner, John A. 108, 415
- Flinders, Haidee W., and Antje B. Lemke, eds., *The Guide to Albert Schweitzer Collections in the U.S.*, noted 86
- Floods 52
- Florida Department of Community Affairs 348
- Flowers of the Dragon veterans group 104
- Floyd, Dale E., rev. 83-84
- Fogerty, James E. 424
- "Filling the Gap: Oral History in the Archives," 148-57
- Footnoting practices 19
- For the Record* 483
- Force, Peter 16, 32
- Ford, Guy Stanton 273, 274
- Ford, Henry, Museum, Archives & Research Library 219
- Ford Motor Company 387
- Foreign archives, U.S. records in 33-34
- Foreign archivists 390-91
- Foreign & Commonwealth Office, England 100
- Foster, Janet, and Julia Sheppard, *British Archives: A Guide to Archive Resources in the United Kingdom* 345-46
- Fox, Janice L., Beverly A. Bishop, Deborah W. Bolas, and Judith Campoli, comps., Anthony R. Crawford, ed., *The Lewis and Clark Expedition: A Guide to the Holdings in the Division of Library and Archives of the Missouri Historical Society*, noted 335
- France, archives 28, 342
- Franklin Papers 19
- Franklin, W. Neil, obit. 359-60
- Frederik III 403
- Frederik IV 403
- Freedom: A Documentary History of Emancipation, 1861-1867. Series II: The Black Military Experience* ed. Ira Berlin, et al., revd. 462-64
- Freedom of Information Act 443-44, 445, 446
- Freeman, Robert B. 260-61
- Freeman, Rowland G., III 285
- Freeze-drying methods for salvaging records 52-68
- French Ministry of the Marine 270
- Fruscione, James, rev. 78-79
- G**
- Gaffield, Chad M., Alan F.J. Artibise, and Peter A. Baskerville, "The Vancouver Island Project," 317-19
- Gandert, Slade Richard, *Protecting your Collection* ed. Peter Gellatly, revd. 78
- Garibaldi, Giuseppe 213
- Garrison, Curtis W. 376
- Geary, James W., "Catholic Archives in a Public Institution: A Case Study of the Arrangement between Kent State University and the Diocese of Youngstown, Ohio," 175-82
- Gelatin 66
- Gellatly, Peter, ed. *Protecting Your Collection ...*, by Slade Richard Gandert, revd. 78
- Geller, L.D., rev. 325-26
- Genealogical research and genealogists 46, 128, 199-200, 417, 420-21, 451, 452, 461-62
- Genealogical Society of Utah 410, 424
- Genealogy Committee of the Mennonite Historical Society of Ontario 341
- General Assembly Library (New Zealand) 101
- General Physics Corporation 475-76
- General Register Office, England 99
- General Services Administration 10, 34, 35, 273, 285, 358, 391
- Georgia Archive* 438
- Georgia Department of Archives and History 348
- Georgia photographs 329
- German Archives 211-12, 341-42
- German historical tradition 16
- Gersack, Dorothy Jean Hill, obit. 360
- Geselbracht, Raymond H., and Daniel H. Reed, "The Presidential Library and the White House Liaison Office," 69-72
- "Getting Started: Beginning your Genealogical Research in the National Archives," slide/tape program produced by Nancy Malan, 461. revd. 199-200
- Getty, J. Paul, Center for the History of Art and the Humanities 481
- Glass plate negatives 66
- Gloves for working with solvents 91-92
- Gluck, Denise Bernard 108
- Goldberg, Alfred 444
- Gondos, Victor 41
- Gondos Memorial Award 393

- Gordon, Robert 228
- Gordon, Sarah, and Daniel Meyer, *A Guide to the Records of the Carnegie Council on Children*, noted 202
- Government Documents Round Table of the ALA 227
- Government records, local 38-39
- Gowing, Margaret 301
- Grabowski, John H., et al., comps., *A Guide to Jewish History Sources in the History Library of the Western Reserve Historical Society*, noted 469
- Gracy, David B., II 12, 228, 361
- Great Expectations: America and the Baby-Boom Generation* 126-27
- Green, Lewis, *The Boundary Hunters, Surveying the 141st Meridian and the Alaska Panhandle*, noted 336
- Green, Stanford J., *The Classification and Cataloguing of Pictures and Slides*, noted 86
- Griffin, R.H., ltr. 5
- Grim, Ronald E., rev. 189-92
- Grover, Wayne C. 273, 284, 383, 391
- The Guide to Albert Schweitzer Collections in the U.S.*, ed. Antje B. Lemke and Haidee W. Flinders, noted 86
- Guide to America-Holy Land Studies: 1620-1948, Volume 2: Political Relations and American Zionism*, ed. by Nathan M. Kaganoff, noted 469
- Guide to Archives in the Toronto Area*, noted 468
- Guide to Genealogical Research in the National Archives*, revd. 461-62
- A Guide to Jewish History Sources in the History Library of the Western Reserve Historical Society*, comp. by John H. Grabowski, et al., noted 469
- A Guide to Manuscript Collections in the History of Psychology and Related Areas*, comp. by Michael M. Sokal and Patrice A. Rafail, revd. 197-98
- Guide to Materials for American History in the Libraries and Archives of Paris* 270
- Guide to Pacific Northwest Native American Materials in the Melville Jacobs Collection and in Other Archival Collections in the University of Washington Libraries*, noted 334
- Guide to Processed Collections in the Manuscript Division of the Moorland-Spangarn Research Center*, comp. by Greta S. Wilson, noted 468
- Guide to the ALA Archives* 336
- Guide to the Archives of the Government of the U.S. in Washington* 266
- Guide to the Hanna Collection and Related Archival Materials at the Hoover Institution on War, Revolution and Peace on the Role of Education in Twentieth Century Society*, by Fakhreddin Moussari, noted 335
- A Guide to the Manuscript Collections* (of the Western Historical Collections, University of Colorado), comp. by Ellen Arguimbau and Doris Mitterling, ed. by John A. Brennan, noted 335-36
- Guide to the Notarial Records of the Archivo General de Notarias of Mexico City for the Year 1829*, by Robert A. Potash, in collab. with Jan Bazant and Josefina Z. Vasquez 342-43
- Guide to the Public Archives of Finland* 409
- A Guide to the Records of the Carnegie Council on Children*, by Sarah Gordon and Daniel Meyer, noted 202
- Guide to the Roebling Collections*, ed. by Elizabeth C. Stewart, noted 467-68
- Guidelines for Adminstrating Machine-Readable Archives*, by Meyer H. Fishbein, revd. 195-96
- "Guidelines for Business Archives," 111
- Guidelines on photocopying and publishing original materials 146-47
- Guides to archives 449-52
- "Guiding Inventories," 407
- Gustaf I 412
- Gustav Adolf 410
- ## H
- Hackman, Larry J. 11, 227
rev. 459-61
- Haig, Alexander 443
- Haley, Alex 128
- Halpin, Joseph 453
- Ham, F. Gerald 393, 396, 397, 399, 422-23
- Hamer, Elizabeth E. 275
- Philip M. Hamer Award 393
- Hamilton, Charles, *American Autographs*, revd. 321-24
- Hamilton, Sir Dennis 100
- The Hammond-Harwood House Atlas of Historical Maps of Maryland, 1608-1908*, comp. by Edward C. Papenfuse and Joseph M. Coale, III, noted 471
- Hanford, Sally, comp., "Architectural Research Materials in the District of Columbia," noted 336-37
- Harris, Collas 274
- Hart, Albert Bushnell 266
- Hart, Philip A., Senatorial Collection 183-85
- Harvard University Library 469
- Harvey, P.D.A., "Archives in Britain: Anarchy or Policy?" 22-30
- Hauptsatsarchin Düsseldorf 212
- Hausen, Reinhold 409, 410
- Helmuth, Ruth 268
- Henderson, Susan Elizabeth, assisting George Martin Cunha and Dorothy Grant Cunha, *Library and Archives Conservation* 325-26
- Hendley, Tony, *A Comparison of the Archival Storage Potential of Microfilm, Magnetic Media and Optical Data Discs*, revd. 466-67

- Hendriks, Klaus B., and Brian Lesser, "Disaster Preparedness and Recovery: Photographic Materials," 52-68
- Joseph Henry Papers 18-21
- Henry, Linda, rev. 197-98
- Hesseltine, William B. 33-34
- Hickey, Teresa 92
- Hill, Edward E. 108
- Hill, Roscoe P. 33-34
- Historians 451-52
and codes of ethics 441-47
influence on the U.S. archival profession 277-85
- Historical documentation 103
- Historical editing 14, 15, 18, 21, 37
projects list 220-24
- "An Historical Look at Business Archives," 4
- Historical Manuscripts Commission, Britain 24, 28-29, 32, 280
- Historical photographs 59
- Historical profession, history of 39
- Historical records surveys 35, 37-38, 105, 376
- Historical societies, U.S.
early development of 33-34
study of 35
- Historical training for archival administration 278
- Historical writing and archives 36-37
- History of American archives 31-41
ltr. 262
- A History of the Insurance Company of North America*, by William Montgomery 4
- Hocken Library Committee, Dunedin, New Zealand 215
- Hoff-Wilson, Joan, "Access to Restricted Collections: The Responsibility of Professional Historical Organizations," 441-47
- Holbert, Sue E. 144
- Herman Hollerith: Forgotten Giant of Information Processing*, by Geoffrey D. Austrian, revd. 198-99
- Holme, Christopher, trans., *Ebla—An Empire Rediscovered*, by Paolo Matthial, revd. 82-83
- Holmes, Oliver Wendell 18, 274
- Holocaust, the 100-1
The Holocaust: Selected Documents in Eighteen Volumes, ed. John Mendelsohn, advisory ed. Donald S. Detwiler, revd. 330-31
- Holsti, Ole 161
- Holy Land 469
- Hommel, Claudia 229
- Herbert Hoover: A Register of His Papers in the Hoover Institution Archives*, comp. by Elena S. Danielson and Charles G. Palm, noted 335
- Horn, David E., rev. 326-28
- Horrocks, David A., rev. 82-83
- Horticultural collections 470-1
- House of Representatives, Commission on the Judiciary 142
- Hughes, Cleo 453
- Hunt, Gaillard 268
- Hydrolevel Corporation 350
- ## I
- ICA
See International Council on Archives
- Iceland 403, 410
- Idaho State Historical Society 348-49
- Illinois 420, 425-26
- Illinois Regional Archives Depository System (IRAD) 219, 425-26, 430-31, 450-51
- Illinois State Archives 245-47, 333-34, 449-52
- Illinois State Historical Library 269
- Imperial War Museum, London 100
- Independent Historical Societies* 35-36
- Indexers 72-74, 296
- Indexing of photographs by subject 72-74
- India 212-13
- India Office Library and Records 100
- Indians, American 464-65
- "The Influence of the Historians on the Archival Profession in the U.S.," by Mattie U. Russell 277-85
- Information management 475-76
- Information Management, Machine-Readable Records, and Archival Administration*, by Richard M. Kesner 260, revd. 465-66
- Information Science, education and training 471
- Institutional evaluation 459-61
- Instituto di Studi Romani 213
- Instituto Italiano di Cultura, Vancouver 213
- Insurance Company of North America Archives 4
- Internal Revenue Service 306, 315
- International Academic Union 271
- International Committee of Historical Sciences 271
- International Conference of the Round Table on Archives 272
- International Council on Archives (ICA) 78-79, 80, 84, 212, 229, 268, 319, 381, 382, 390-91, 413
Automation Committee 102
Bonn Meeting, 1984 341
East and Central Africa Regional Branch 216
Publications Commission 215
- International Year of the Disabled 42
- An Introduction to Archival Automation* 102
- Introduction to the American Official Sources for the Economic and Social History of the War* 269-70
- Inventory of the Philadelphia Museum of Art*, noted 86
- Irving, Texas 219
- Israel 100, 342
- Israeli Government 232
- Italian Archival Mission in Syria 213
- Italy 213-14

J

- James, James Alton 361
 James, Marquis, *Biography of a Business* 4
 Jameson, J. Franklin 41, 265-66, 280
Jefferson Papers 14, 16, 17, 20
 Jenkins, John H., *Rare Books and Manuscript Thefts ...*, revd. 77-78
 Jenkinson, Sir Hilary 15, 22, 26, 30, 261
 Jewish history 469
 Jewish National and University Library 342
 Job specialization 236
 John, N. Claudette, ltr. 4-5
 Johnson, Lyndon B., Library 69, 70
 Joint Committee of Historians and Archivists 447
 Joint Committee on Historians and Archives 392
 Joint Committee on the Archives of Science and Technology 227
 Joint Committee on the Status of the National Archives 391
 Joint Review of Australian Archives 97
 Jones, H.G. 35-36, 40, 391
 Jones, Landon 126-27
 Jorgensen, A.D. 406, 408
 Jorgensen, Harald, "The Publications Policies and Practices of the Nordic Archives," 400-13
Journal of the Association for Computing Machinery 465
 Joyce, William L. 111, 461
 Judicial Conference of the U.S. 219

K

- Kaganoff, Nathan M., ed., *Guide to America-Holy Land Studies: 1620-1948*, Volume 2: *Political Relations and American Zionism*, noted 469
 Kahn, Herman 282
 Kansas City Area Archivists 200-1
 Keeper of Public Records, England 99
 Kellar, Herbert A. 35
 Kemp, Thomas J., comp. and ed., *Connecticut Researchers Handbook*, noted 201
 Kennedy, John F., Library 12, 70
 Kenney, Anne R., et al., "Archival Cooperation: A Critical Look at Statewide Arcival Networks," 414-32
 Kent, George O., rev. 330-31
 Kent State University, American History Research Center 175-82
 Kepley, Brenda Beasley, "Archives: Accessibility for the Disabled," 42-51
 Kerner, Otto, Jr. 315
 Kesner, Richard M. 475-76, 477
Information Management, Machine-Readable Records, and Administration: An Annotated Bibliography, revd. 465-66
 ltr. 260
 Technical Notes 92-95
 Kissinger, Henry 443
 Kodak Ektacolor RC 208
 Kohl, Michael *Management of Municipal Tape Recordings*, revd. 196-97
 Kontor, Sherry 329
 Korean War 382
 Koucky, Judy 398-99
 Krippendorff, Klaus 161, 164-65, 168
 Kvasnicka, Robert M., rev. 464-65

L

- Labaree, Leonard 19, 21
 Labor Statistics, Bureau of 482
 LaGuardia Community College 219
 Lake Ontario Archives Conference 435
 Lamb, W. Kaye 34, 391
 "Landsarkiver," 403
 Larrea, Osvaldo Hurtado 99
 Laser History Project 349
 Latin American archivists 102
 Lavery, Bruce 108
 Law Enforcement Assistance Agency 297
 Laws, archival records 380
 Lee, Charles E. 391, 396
 Legal authority
 for archival and records management programs 371-72
 states 454-55
 Legal concepts 162-63
 Leland, Gertrude Dennis 275
 Leland, Waldo Gifford 264-76, 376, 380
 Leland Portrait Committee 274-75
 Leland Prize 274-76, 393
 "Waldo Gifford Leland: Archivist by Association," by Rodney A. Ross 264-76
 Lemisch, Jesse 20
 Lemke, Antje B., and Haidee W. Flinders, eds., *The Guide to Albert Schweitzer Collections in the U.S.*, noted 86
 Lesser, Brian, and Klaus B. Hendriks, "Disaster Preparedness and Recovery: Photographic Materials," 52-68
 Letters, and oral history 149-50
Letters of Members of the Continental Congress 266
Letters of the Delegates to Congress, 1774-1789, noted 470
 Lewis, Alan 358
The Lewis and Clark Expedition: A Guide to the Holdings in the Div. of Library and Archives of the Missouri Historical Soc., ed. by Anthony R. Crawford, and comp. by Deborah W. Bolas, Beverly D. Bishop, Janice L. Fox, and Judith Campoli, noted 335
 Liaison Office of the White House 69-72
 Librarians 377, 382-83, 418
 and archivists 287
 education and training 471
 Libraries 482
Library and Archives Conservation, by George Martin Cunha and Dorothy Grant Cunha, assisted by Susan Elizabeth Henderson, revd. 325-26

- Library and Information Technology Assoc.
260
- Library networks 429
- Library of Congress 205, 266, 443, 470, 474-75,
479, 482-83
Congressional Research Service 475
Copyright Office 475
- Light, Richard B. 476
- Limited mobility researchers 45, 48
- Literary Manuscripts Register 344
- Litigation and oral history 150
- "Living with a Guide," by Roy C. Turnbaugh
449-52
- Lobbying 12
- Local archival histories 41
- Local archival organizations 433-40
- Local Government Archives project 484
- Local government records 450-51, 452-57, 468
- Loewenheim case 392
- Logan College of Chiropractic 349
- "The Lone Arranger," PAK 112
- Lord Chancellor's Office, England 99
- Louisiana 219
- Lucas, Lydia, rev. 193-95
- Lutheran church 404
- Lutzker, Michael A. 5
- Lytle, Richard 112
- M**
- MacArthur Foundation 299
- Machine-readable records 28, 102, 195-96, 260,
317, 465-66, 476-77, 477-80, 482
- Magistrate's Court, England 100
- Magnetic media 466-67
- Maison des Archives, Laval University, Québec
340
- Malan, Nancy, producer of slide/tape program,
"Getting Started: Beginning Your
Genealogical Research in the National
Archives," revd. 199-200
- Malawi 214
- Management of archives 113, 282
bibliography 465-66
principles 455-56
state archival law 162-63
- Management of Municipal Tape Recordings*, by
Michael Kohl, revd. 196-97
- Manarin, Louis 453
- Mansaker, Dagfinn 411
- Mansure, Edmund 273
- Manual for Accessioning, Arrangement, and
Description of Manuscripts and Archives*,
by University of Washington Archives staff,
revd. 331-33
- A Manual of Archival Techniques*, ed. Roland M.
Baumann, revd. 193-95
- A Manual of Archive Administration* 261
- Manuscript collections 477-80
processing 331-33
registers 344
tax appraisals 306-16
thefts 77-78
- Map Classification: A Comparison of Schemes with
Special Reference to the Continent of
Africa*, revd. 189-92
- Maps 75-77, 471, 482-83
- MARC format 291
- Martin, Geoffrey H. 99
- Maryland 471
- Mason, Philip P. 393, 397, 398, 399
- Massachusetts Archives and State Records Center
12
- Massachusetts Historical Society 279
- Massachusetts Records Conservation Board
371-72
- Massachusetts records management practices
349
- Master of Arts in History/Archives 484
- Matthiae, Paolo, *Ebla-An Empire Rediscovered*,
trans. Christopher Holme, revd. 82-83
- McCain, William D. 384
- McCann, Michael, *Artist Beware* 91-92
- McCarthy, Paul H., Jr. 114-16
- McCrack, Lawrence J., rev. 80-82
- McCrone, Walter C., Associates 473
- McDonnell, Robert W., Itr. 371-72
- McLaughlin, Andrew C. 267
- Meckler, Alan Marshall, *Micropublishing*, revd.
330
- Medieval Conference 213
- Mellon Foundation 95, 103, 104, 133
- Meloni, Barbara S., Rita Norton, and Katherine
Emerson, *The Horace Mann Bond Papers,
1830 (1926-1972) 1979; A Guide*, noted
85
- Memoirs, and oral history 149-50
- Mendelsohn, John, ed., Donald S. Detwiler,
advisory ed., *The Holocaust: Selected
Documents in Eighteen Volumes*, revd.
330-31
- Meng, John J. 270
- Mennonite Historical Society of Ontario,
Genealogy Committee 341
- Merness, Newton D. 269
- Merrett, Christopher E. "Cartographic Archives,"
Archivaria, no. 13 (W1981-2), revd.
189-92
- Methods of Listing Working Party 476-77
- Mexico 101, 342-43
- Meyer, Daniel, and Sarah Gordon, *A Guide to the
Records of the Carnegie Council on
Children*, noted 202
- Michigan, and statewide archival networks
418
- Michigan State Archives 349
- Microcartography: Applications for Archives and
Libraries*, ed. Larry Cruse, with assistance of
Sylvia B. Warren, revd. 75-76
- Microfiche 482-83
- Microfilm 75-76, 220, 297, 341, 380, 466-67
disasters and 53-54
Mormon 214
newspapers 101
publications 14
publishing 20, 21
records 455, 457

- systems, automated 475-76
 Microforms 473
Micropublishing, by Alan Marshall Meckler, revd. 330
 Mid-Atlantic Regional Archives Conference (MARAC) 434, 435
 Middle Ages 404-5, 412
 Midwest Archives Conference (MAC) 434, 436-37, 438
 Midwest Nursing History Resource Center 104
 Midwest State Archives Guide Project 299
Midwestern Archivist 435-36, 438
 Mihram, Danielle 91
 Military, black 462-64
 Miller, F.M. 318
 Minnesota, and statewide archival networks 417, 424, 426, 428, 429, 430, 431
 Minnesota Historical Society 152, 156, 350, 427, 428, 429
 Minnesota Powerline Construction Oral History Project 156
 Minnesota Regional Research Centers 427
 Minter, Bill 473
 "Missionary Reflections: Interviews on Life and Work Overseas," 481-82
 Mississippi Department of Archives and History 104
 Missouri, and statewide archival networks 417, 418, 425, 428-29, 431
 Mitterling, Doris, and Ellen Arguimbau, comps., John A. Brennan, ed. *A Guide to the Manuscript Collections* (of the Western Historical Collections, University of Colorado), noted 335-36
 Mobility problems 45, 48
 Model state archival laws 380
Modern Archives: Principles and Techniques 282
 Montgomery, Field Marshall 100
 Montgomery, William, *A History of the Insurance Company of North America* 4
 Moore, W.H. 214
 Moorland-Spangarn Research Center 468
 Mormon church 404
 Mormon Microfilming Project 214-15
 Morrissey, Charles T. 149-50, 154
 Morrow, Delores J., rev. 329
 Moseley, Eva 225
 Moss, William 112, 357-58
 Motivation, and oral history 150-51, 156
 Moussavi, Fakhreddin, *Guide to the Hanna Collection and Related Materials at the Hoover Institution on War, Revolution and Peace on the Role of Education in Twentieth Century Society*, noted 335
 Multics Computer Systems 73
 Municipal records 38-39
 Municipal tape recordings 196-97
 Murphy, Kathryn M. 360
 Murrah, David 484
 Museums Documentation Association (MDA) 345, 476-77
 "Mutiny Papers," 212
- N**
Narrative and Critical History of America 32
 Narrators, and oral history 151
 National Advisory Committee on the Management, Preservation, and Use of Local Government Records 347
 National Archives Act 271
 National Archives Advisory Council 284
 National Archives and Records Service (NARS) 10, 12, 17, 20, 104, 110, 130, 199-200, 219, 228, 249, 265-66, 279, 358, 359, 360, 375, 375, 376, 377, 378, 379, 383-86, 392, 393, 461-62, 462-64, 483
 administrative symposia 395
 analysis of, in the 1970s 37
 Archival Research and Evaluation Unit 483
 Haig papers 443
 independence 10, 391
 microfilm publication program 17
 military service branch 42, 71
 opening of 33
 Staff Information Paper 274
 study of 35
 20th anniversary 34
 National Archives of India 212
 National Archives of Malawi 214
 National Archives Trust Fund Board 274
 National Association of State Archivists and Records Administrators (NASARA) 12, 288, 452-57
 National Association of State Libraries 382
 National Board for Historical Service 269
 National Bureau of Standards 172, 396
National Catalog of Sources for the History of Librarianship (NCSHL), published by the ALA, noted 336
 National Center for a Barrier Free Environment 48, 49
 National Committee for Cultural Manifestations, Italy 213
 National Conference of Catholic Bishops 177
 National Conference on Regional Archival Networks 415
 proceedings, *The Midwestern Archivist*, (Vol. VI, no. 2, 1982), noted 85
 National Conservation Advisory Council 227-28, 297
 National Conservative Political Action Committee 289
 National Consultative Machinery Committee, Australia 97
 National Coordinating Committee for the Promotion of History 225, 228
 National Council on Archives, Ecuador 99
 National disasters 52-68
 National Endowment for the Arts 481
 National Endowment for the Humanities 14, 111, 112, 113, 228, 304, 415, 479, 482, 483
 National Fire Protection Association 172

- National Historical Publications and Records Commission (NHPRC) 14, 16, 17, 18, 20, 37, 73, 228, 304-5, 347, 359, 383, 391, 453, 462, 468, 469, 484
- National Humanities Alliance 228
- National Information Systems Task Force (NISTF) 10, 111, 133, 226, 291, 479
- National Institute for Conservation of Cultural Property 297
- National Micrographics Association 457
- National Park Service 273, 274
- National Photography Collection, Public Archives of Canada 54, 67
- National Resources Planning Board 272
- National Union Catalog of Manuscript Collections 383
- Native American Archives Project 113
- Naval history 380
- Nebraska 428
- Netherlands 214
- Networks, archival 85, 476-77
statewide 414-32
- Nevada State Director of Archives 105
- Nevada State Supreme Court 484
- Nevada Test Site 105
- Nevins, Allen 149
- The New Danish Archives* 409
- New England Archivists 107, 434
- New Federalism 128-29
- New history 289-90
- New Jersey Catholic Historical Records Project 220
- "New social history," 446
- New York Historical Records Advisory Board 460
- New York State Archives 32, 104-5, 468, 483-84
- New York State Council on the Arts 474
- New York State Historical Records Advisory Board 468, 483-84
- New York State Library 483-84
- New York University
Archives Management and Historical Editing Program 220
Institute of Fine Arts Conservation Center 104
- New Zealand 101-2, 214
- Newberry Library 473
- News Photography Collections: A Survey of Newspapers and Archival Strategies*, by Judith Felsten, noted 86-87
- Newsletter*, Midwest Archives Conference 436-37, 438
- Newsome, Albert Ray 159, 271, 283, 375, 377, 378, 399
- Newspaper Library of the British Library 345
- Newspaper microfilming project 101
- Newton, Carl 99
- Nimmer, Melville 138
- Nixon Library 70, 71
- Nordic archives 400-13
- Nordstrom, J.J. 411-12
- North Carolina Historical Commission 280
- North Carolina Historical Review* 32
- Northeast Document Conservation Center 130, 298
- Northwest Archivists 435
- Northwestern University Archives 361
- Norton, Margaret Cross 269, 379, 385
- Norton, Rita, Barbara S. Meloni, and Katherine Emerson, *The Horace Mann Bond Papers, 1830 (1926-1972) 1979; A Guide*, noted 85
- Norway 402, 403, 410-11
- Nuclear testing program 105
- Nuclear weapons 232
- Nugent, Walter 126-27
- Nugent, William R., rev. 466-67
- Nursing history resources 104
- Nutley, Richard V. 105

O

- O'Brien, Connor Cruise 444
- OCLC 300, 479
- Office Automation and Records Management*, by Carl Newton 99
- Office of Management and Budget: Circular 76: Policies for Acquiring Commercial or Industrial Products and Services Needed by the Government* 130
- Office of Personnel Management (OPM) 110, 230, 303
- Office of Presidential Papers and Archives 70-71
- Ogden, Linda K., and Don Etherington, assistant to Margaret R. Brown, comp. and illustr., *Boxes for the Protection of Rare Books: Their Design and Construction*, noted 86
- Ohio 417, 424, 428-29, 431-32
- Ohio Historical Society 432
- Oil in West Texas and New Mexico: A Pictorial History of the Permian Basin*, by Walter Rundell, Jr., noted 84-85
- Oklahoma Archives Network 484
- Optical digital technology 474-75
- Optical disks 466-67, 474-75
- Oral history 71, 72, 148-57, 348, 447, 470
restrictions 358
tapes 227
- Oral History Collection, Idaho 348-49
- Organization of American Historians 391, 392, 441-47
- Ostroff, Eugene 73
- Otago, New Zealand, Provisional Archives 215
- O'Toole, James 178
- Overton, William 275
- Owen, Thomas McAdory 279
- Oxidation reduction 220

P

- Palestine Liberation Organization, Archives of the research center, Beirut 229, 230, 232

- Palm, Charles G., and Elena S. Danielson, *Herbert Hoover: A Register of His Papers in the Hoover Institution Archives*, noted 335
- Paltsits, Victor 268-69
- Papenfuse, Edward C., *The Hammond-Harwood House Atlas of Historical Maps of Maryland, 1608-1908*, noted 471
- Paper
acid free 206
for books 95
conservation lab 211
degradation 205
- Paper-based records, storage 228
- Pardo, Thomas C., *Basic Archival Workshops: A Handbook for the Workshop Organizer*, revd. 192-93
- Parliament, Robert 91
- Partnerships 5
- Passenger Arrivals at the Port of Baltimore, 1820-1834*, Gen. Ed. Michael H. Tepper, transcribed by Elizabeth P. Bentley, noted 337
- Peabody Institute Library 218
- Pease, Theodore C. 379
- Pennsylvania Power and Light Company 482
- People's Republic of China Study Tour 108, 112
- Personal papers, collections of 294
- Peterson, Trudy Huskamp 143-44, 227, 228
Basic Archival Workshop Examples, revd. 192-93
rev. 198-99
- Philadelphia Museum of Art *Inventory*, noted 86
- Photocopying 297, 482
- Photographic Archives Project at Yad Vashem 100-1
- Photographic collections
cataloging system 86
conservation and storage 97-98, 214
disaster preparedness and recovery 52-68
holdings 113
indexing 72-74
Western Australia 209
- Pike, Kermit J., et al., comps., *A Guide to Jewish History Sources in the History Library of the Western Reserve Historical Society*, noted 469
- Pittsburgh Public School System 350
- Plan de Mediano Plazo 344
- Planning for the future 12, 298
- Plans and objectives 152
- Policy Statement Regarding the Disposition and Preservation of the Official Records of Governors* 452-53
- Politicians' archives 184
- Pope Leo XIII 180
- Portland, Ore. 87
- Position classifications 303
- Posner, Ernst 5-6, 35-36, 159, 174, 269, 272, 385, 389, 393-94, 395
Archives in the Ancient World 6
"Ernst Posner: the Bridge between the Old World and the New," by Rodney A. Ross 5-6
- Prize 228
- Post, J.B., rev. 76-77
- Potash, Robert A., in collab. with Jan Bazant and Josefina Z. Vasquez, *Guide to the Notarial Records of the Archivo General de Notarias of Mexico City for the Year 1829* 342-43
- Powers, Thomas E., "Processing as Reconstruction: The Philip A. Hart Senatorial Collection," 183-85
- Prasad, S.N. 212
"A Preliminary Guide to Religious Archives," 396
- Preservation programs 104, 205, 474
- Presidential contacts file 71
- Presidential libraries 69-72, 271
"The Presidential Library and the White House Liaison Office," by Raymond H. Geselbracht and Daniel J. Reed 69-72
- Presidential Records Act of 1978 72
- Price, Joseph W. 475
- Princeton University 16, 20, 91
"Principles for Local Government Records," by Bruce W. Dearstyne 452-57
Principles for State Archival and Records Management Agencies 452-53
- Principles, statement of 459-61
- Print fading and cracking 208
- "Priorities for Historical Records" Conference 305
- Prison records 450
- Privacy Acts 443-44, 445, 446
- Privacy, right to 125
- "Processing as Reconstruction: The Philip A. Hart Senatorial Collection," by Thomas E. Powers 183-85
- "Professional Ethics Activities in Scientific and Engineering Societies," 444
- Professional organizations 235
- Prologue* 284
- Protecting Your Collection: A Handbook, Surveys and Guide for the Security of Rare Books, Manuscripts, Archives, and Works of Art* by Slade Richard Gandert, ed. by Peter Gellatly, revd. 78
- Provenance* 435
- Provincial and territorial archives (Canada) 210
- Provincial Archives of Alberta 97-98
- Provincial Archives of Manitoba 211
- Psychology, manuscript collections in 197-98
- Public Archives Commission 32, 267
- Public Archives of Canada 54, 57, 67, 391
- Public Broadcasting Service Archives 358
- Public domain 143
- Public history movement 40
- Public records management team 349
- Public Records Office, Britain 24, 25, 28, 99
"The Publications Policies and Practices of the Nordic Archives," by Harald Jorgenson 400-13
- Pugh, Mary Jo 111
In Pursuit of American History, Research and Training in the U.S. 284
- Putnam, Eben 270

Q

- Quasi-government arrangements 129
 Quinn, Patrick M. 327, 361
 "Regional Archival Organizations and the Society of American Archivists," 433-40

R

- Radcliffe College 469
 Radioactive fallout 105
 Radoff, Morris L. 387, 388, 389, 392, 393
 Rafail, Patrice A., and Sokal, Michael M., comps., *A Guide to Manuscript Collections in the History of Psychology and Related Areas*, revd. 197-98
 Railroad records 299-311
 Rare books
 conservation 85-86
 security systems 78
Rare Books and Manuscript Thefts: A Security System for Librarians, Booksellers and Collectors, by John H. Jenkins, revd. 77-78
 Rawick, George 463
 Reading devices 50
 Reading University Library (U.K.) 344
 Reconstruction era 462-64
 Reconstruction in processing 183-85
 Records and Archives Management Programme (RAMP) 79, 211, 212
 Records Conservation Board 349
 Records disposition 219
 Records management 456-57
 programs of states 158
 tools 475-76
 Records managers, and archivists 34
The Records of a Nation 35-36
 Reddig, Ken 341
 Redox 220
 Reed, Daniel J., and Raymond H. Geselbracht, "The Presidential Library and the White House Liaison Office," 69-72
 "Reflections of an Unrepentant Editor" by Nathan Reingold 14-21
 "Reflections on Cooperation among Professions," by Margaret S. Child 286-92
 Regional archival networks 414-32
 "Regional Archival Organizations and the Society of American Archivists," by Patrick M. Quinn 433-40
Register of Education and Training Activities in Librarianship, Information Science and Archives, comp. and ed. by Eric de Grolier, noted 471
 "Registratorer," 405
 Rehabilitation Act 42
 Reidy, Joseph P., et al., *Freedom: A Documentary History of Emancipation, 1861-1867. Series II: The Black Military Experience*, revd. 462-64
 Reingold, Nathan, "Reflections of an Unrepentant Editor," 14-21
 Religious archives 404
 Remington, David 467
Removal of a Records Centre and Its Contents: A Case Study, by Jill Hampson, noted 337
 Rendell, Kenneth W., "Tax Appraisals of Manuscript Collections," 306-16
 Rensselaer Polytechnic Institute 467-68
 Renstrom, Arthur G., *Wilbur and Orville Wright Pictorial Materials: A Documentary Guide*, noted 201-2
 Renze, Dolores C. 388, 389, 392, 393, 398
 Replevin action 105
 "Reports from the Royal Archives," 406
 Representation of the profession 110
 Reprographic processes 328
 The Research Libraries Group, Inc. (RLG) 300, 478
 Research Libraries Information Network (RLIN) 477-78
Respect des fonds principle 274
 Restoration 457
 Rhoads, James B. 284, 392
The Applicability of UNISIST Guidelines & ISO International Standards to Archives Administration & Records Management, revd. 78-79
 Rieger, Morris 272
 "Rigsarkiver," 403
Riksarkivet 1618-1968 413
 Ringer, Barbara 141
 Risteen, Deborah 123
 Ritenour, Sharon 108
 Ritzenthaler, Mary Lynn 113, 227-28
 Riverina College Archives and Records Service 209-10
 Roan Consolidated Mines, Ltd., Zealand 214
 Roberts, Matt T., and Don Etherington, *Conservation of Books: A Dictionary of Descriptive Terminology*, noted 85-86
 Robertson, Walter, Jr. 275
 Robinson, Armstead L., rev. 462-64
 Roe, Kathleen, rev. 334
 Rofes, William L., rev. 195-96
 Roman Catholic church 404
 Roosevelt, Franklin D. 376, 380
 Library 70, 104-5, 271, 291
 Roper, Michael 108
 Ross, Rodney A.
 "Ernst Posner: the Bridge between the Old World and the New," 5-6
 "Waldo Gifford Leland: Archivist by Association," 264-76
 Rowland, Dunbar 268
 Rowland, Leslie S., et al., *Freedom: A Documentary History of Emancipation, 1861-1867. Series II: The Black Military Experience*, revd. 462-64
 Royal Archives of Ebla, Syria 213
 Royal Commission on Historical Manuscripts 24
 Royal Institute of British Architects 26
 Rundell, Walter, Jr. 36-37, 284
 obit. 243-44

- Oil in West Texas and New Mexico: A Pictorial History of the Permian Basin*, noted 84-85
- Russell, Mattie U., "The Influence of Historians on the Archival Profession in the U.S.," 277-85
- Russell, Richard 289
- Russian archives 403, 409-10
- Rutgers University 296
- Ruwell, Mary Elizabeth, 110, ltr. 3-4

S

SAA

- See Society of American Archivists
- "Safe harbor" tax leasing schemes 129
- St. Louis Teacher's Strike Project 156
- Salaries of archivists 238
- Sale-lease deals 129
- Salvation Army Archives and Records Center 484
- San Diego, Cal. 220
- Schellenberg, T.R. 36, 268, 274, 282, 295
- Scholarly users 451-52
- School archives 350
- School of Archival Science, Paleography and Diplomatics of Rome 6
- Schultz, Charles R. 3, 110
ltr. 123-24, 259
- Schweitzer, Albert 86
- Scott, Peter 101
- Secret Service, U.S. 71
- Security systems 77-78, 105
- SEEK system 475-76
- Self-study guide 459-61
- Senate Commission on the Judiciary 139
- Seton Hall University 220
- Shankman, Arnold, and Ron Chepsiuk, comps., *American Indian Archival Material: A Guide to Holdings in the Southeast*, revd. 464-65
- Sheppard, Julia, and Janet Foster, *British Archives: A Guide to Archive Resources in the United Kingdom* 345-46
- Shotwell, James T. 270
- Silsby, Samuel 453
- Sister M. Claude Lane Award 435
- Sizer, Samuel A. 225
- Skulason, Thorlakur 410
- Skyline Magazine* 350
- Slavery 462-64
- Smith, Barbara 108
- Smith, David R. 4
- Smith, Murphy D., rev. 77-78
- Smith, Wilfred I. 229, 391, 398, 399
- Smithsonian Institution 112, 358
- Social Science History Association 443
- Social Sciences and Humanities Research Council of Canada 98, 210, 317
- Society for History in the Federal Government 227, 358, 444, 447
- Society of American Archivists (SAA) 375, 376
ACT 397, 434
American Archival Institute Committee 227

- annual meetings 107-9, 259, 354-55, 387
- annual meetings on college campuses 11
- annual meetings proceedings 10
- Archival Buildings and Equipment Committee 382, 396
- Archival Information Exchange Standing Committee 226
- Archival Research Committee 382
- archives 399
- Automated Records and Techniques Task Force 92
- budgets 388-89
- Business Archives Committee 396
- Business Archives PAG 92, 111, 227, 229, 356
- bylaw revisions 355
- Church Archives Committee 396
- Church Records Committee 382
- codes of ethics 441-45
- College and University Archives Committee 382, 396
- Committee for the 1970s 303, 397-98, 434
- Committee on the Status of Women 398
- committee structure 382
- committee system 396-97
- conservation consultant service 112
- constitutional amendments 232
- Copyright Task Force 140
- Council 13, 230, 231, 356-57
- Definition of an Archivist Study Group 355
- Distinguished Service Award (DSA) 245, 393
- Education and Professional Development Committee 12, 227, 230, 302, 395
- establishment of 33
- Executive Director 397, 398, 399
- Federal State Relationships Committee 393
- Fellows 387-88
- Fiftieth Anniversary 249
- foreign members 380-81
- Forms Manual Task Force 326-28
- Goals and Priorities for the Archival Profession Task Force 11, 227, 229, 355
- Government Records PAG 227, 358
- history 374-99
and history of American archives 34
- horoscope 378, 378
- Institutional Evaluation Task Force 10, 111, 459
- international archival affairs 381-82, 390
- International Archival Affairs Committee 229, 232, 358
- International Study Tours 229
- Joint Committee on the Archives of Science and Technology (JCAST) 133
- "Joint Statement on Access to Original Research Materials ...," 143
- membership criteria 376-77, 384
- membership distribution 383
- Minorities Task Force 358
- model law of 1939 161-62, 171, 173
- Museum Archives Task Force 356
- National Information Systems Task Force 476, 477
- newsletter 397, 438
- objectives in 1937 378

- Oral History PAG 227, 358
organizing meeting 376
PAG's
 chairs for '82-'83 108, 354
 future plans 12
 sub-committees 13
Paper Research Committee 396
Professional Standards Committee 356, 387-88
professionalism 389-99
publications 356
Publications Management Board 226
regional archival organizations 390, 433-40
secretariat 389, 398
Secretaries 363
Special Formats Task Force 479
standing committees and representatives
 sub-committee 13
State and Local Records committee 393, 393
Status of Women in the Archival Profession 434
task forces sub-committee 13
treasurer's term of office 231
Treasurer's Report, by Paul H. McCarthy, Jr. 114-16
Volunteer Task Force 354
Women's Caucus 434
Society of Archivists, Britain 28, 99, 477
Society of California Archivists 435
Society of Southwest Archivists (SSA) 435
Software 475-76
Sokal, Michael M. and Rafail, Patrice A., comps., *A Guide to Manuscript Collections in the History of Psychology and Related Areas*, revd. 97-98
Soldiers 462-64
Solvents 91-92
Sony Video Communications Products Co. 475
South Atlantic Archives and Records Conference 434
South Carolina Department of Archives and History 350
Southeastern U.S. American Indian Archival Holdings 464-65
Southern California history 470
Southern Forest Institute 351
Southern States
 archival developments 32-33
 archival history 41
 state archives 37
Southern Utah State College Library 350
Spain 343-44
Spalding, Thomas W. 176
Spanish Archives 80-2, 102, 215
Sparks, Jared 32
Sparks, Peter G. 475
Specialist Repositories Group (SRG) 345
Specialization of jobs 236
SPINDEX III processing program 301
Spitzer, Paul G., ltr. 5
Staatsarchiv Koblenz 212
Standard bibliographic exchange format 477-80
"Standard Elements for the Description of *Archives and Manuscript Collections*," 479
Standardization of descriptions 476-77
Standards in archival activities 112, 163-65, 301, 302, 459-61
 data 476-77
Stanford University libraries 477
"Starting an Archives," PAK 112
"State Archival Law: A Content Analysis," by George W. Bain 158-74
 ltr. 371-72
State archives 382-83
 archivists 384-85, 393, 394-95, 452-53, 456-57
 histories 40
 networks 414-32
 organizations 433-40
 study of 35
 See also Southern States
State Archives and Records Management Terminology, Measurement, and Reporting Standards 453
State Department, U.S. 279, 443
State legal authority 454-55
State Libraries 382-83
State Records Conservation Board, Massachusetts 349
Statement of principles 459-61
Statement on Professional Ethics 442
Steinens, Asgaut 411
Stevens, B.F. 16
Stewart, Elizabeth C., ed., *Guide to the Roebling Collections*, noted 467-68
Stewart, Florence, obit. 361
Stibbe, Hugo L.P., gen. ed., Vivien Cartmell and Velma Parker, eds., *Cartographic Materials: A Manual of Interpretations for AACR2*, revd. 189-92
Stieg, Margaret F. 187
Stielow, Frederick J., "Subject Indexing a Large Photograph Collection," 72-74
Stolen items 77-78
Storage, archival 466-67
Stravinsky, Igor 299
"Structures of American Social History," 126-27
Struensee, J.F. 408
Study tours 112
Sturzenberger, Doris C., rev. 328
"Subject Indexing a Large Photograph Collection," by Frederick J. Stielow 72-74
Sung, Carolyn Hoover, *Archives and Manuscripts: Reprography*, revd. 328
Survey of historical records 105
Survey of the archival profession, 1982 112, 233-39
Survey Report of Automated Records and Techniques in Business Archives 92-95
Sutton, David 344
Svensk Biografisk Leksikon 405
Sweden 401, 402, 403, 404, 405, 409-10, 411-13
Sweden and the World 413
A Synopsis of the Irving (Texas) Records Program 219

T

- Tamblé, Donato, ltr. 5-6
 Tansill, Charles 273
 Tape recordings 196-97
 "Tax Appraisals of Manuscript Collections," by
 Kenneth W. Rendell 306-16
 "Technical Notes," 260
 Technicians in archives 97
 Teknekron Controls, Inc. 475
 Telephone device for the deaf 47
 "Temporary Inventories," 407
 Tennessee State Library and Archives 350
 Tepper, Michael H., gen. ed., transcribed by
 Elizabeth P. Bentley, *Passenger Arrivals at
 the Port of Baltimore, 1820-1834*, noted
 337
 Terminology, and archivists 151
 Territorial Papers of the U.S. 15, 17, 20
 Texas A&M University 279
 Texas, and statewide archival networks 417, 420
 Texas Archival Network 432, 484
 Texas Historical Association 105
 Texas State Library 105
 Thefts 77-78
 Thematic repositories 26-27
 Theresian Cadastre (1718-33) 213-14
 Thesauris for art and architecture 481
 Thompson Conservation Lab 106
 Thompson, E.P. 19
 Thorpe, James 145
 "A Time to Take Stock," by J. Frank Cook
 9-13
 Tintypes 66-67
 "Tonal microphotography" 473
 Topley Collection, Public Archives of Canada
 57
 Toronto Area Archivists Group 468
 Training of Archivists 36, 236
 "The Training of Archivists in West Africa: History
 and Trends," by Bunmi Alegbeley
 319-20
 Travis, William Barrett 105
 Trever, Karl L. 386
 Tribal Archives Conference 113
 Troup County Historical Society, Georgia 106
 Truman, Harry 16, 70
 Tuchman, Barbara 149
 Tucker, Alan, rev. 465-66
 Turnbaugh, Roy C., "Living with a Guide,"
 449-52
Windows to the Past: 1818-1880, revd. 333-34
 Twin Cities Archives Roundtable 220
- U**
- UNESCO 78-80, 84, 391, 471
*UNESCO Journal of Information Science,
 Librarianship and Archives Administration*
 342
 Union data base 479-80
 UNISIST 78-79
Newsletter 342
- United Kingdom 344-46
 United Methodist Church, General Commission on
 Archives and History 220
 United Nations 381
 United Negro College Fund 300-1
 United States agencies and departments
See names directly, e.g. State Dept.
 U.S. Courts 219
 U.S. National Commission for UNESCO 273
 United Technologies 351
 Università degli Studi di Roma 216
 University Microfilms 341
 University of Calgary 213
 University of California, Berkeley 154
*The UCLA Oral History Program: Catalog of the
 Collection*, by Constance Bullock, asst. by
 Sandra Taylor, noted 470
 University of Dakar, Senegal 319
 University of Denver 485
 University of Georgia Libraries 351
 University of Ibadan, Nigeria 319
 University of Illinois 379, 386, 399
 Medical Center 104
 University of Michigan, Bentley Historical Library
 103-4, 133, 183
 University of Missouri-St. Louis 156
 University of Reading (Britain), Institute of
 Agricultural History 26
 University of Rome 213
 University of Victoria 317
 University of Wisconsin 423-24
 University of Zimbabwe in Harare 216
 Unpublished sources 15, 135-47
- V**
- V-mail system 16
 Vacuum-drying 52-68
 Van Laer, Arnold J.F. 268
 Van Tassel, David D. 36-37
 Van Tyne, Claude H. 266, 281
 "The Vancouver Island Project," by Alan F.J.
 Artibise, Peter A. Baskerville, and Chad M.
 Gaffield 317-19
Vanishing Georgia: Photographs from the
 Vanishing Georgia Collection, Georgia
 Department of Archives and History, revd.
 329
 Vasquez, Josefina Z., and Jan Bazant, collaborating
 with Robert A. Potash, *Guide to the
 Notarial Records of the Archivo General de
 Notarias of Mexico City for the Year 1829*
 342-43
 Vatican City 215-16
 Vatican II 179
 Vereniging van Archivarissen, Netherlands
 214
 Veterans, black 462-64
 Victoria City Council, British Columbia 98
 Videotapes 474
 Vietnam War 104
 Vietnamese, North 279
 Virgin Islands 407
 Visually impaired researchers 44-45, 50

Vocabulary, controlled 481
 Vogel, Robert C. 468
 Vogt, George L., rev. 330
 Volunteers 9-10

W

Waffen, Les, rev. 196-97
 Walch, Timothy, rev. 78
 Walch, Vicki 92
 Wallace, Carolyn 138
War and Peace 15
 War Department 266
 War-related archival activities 272
 Warner, Robert M. 393, 395, 398
 Warnow, Joan 290
 Warren, Sylvia B., assistant to Larry Cruse, ed.,
*Microcartography: Applications for
 Archives and Libraries*, revd. 75-76
 Washington, George 17, 32
Washington Post 266
Washington Quarterly 444
 Washington State, and statewide archival networks
 418, 420, 425-26
 Washington State Archival Survey 318
 Water damage 52
 Watergate special prosecutor's office 71, 72
Watergate Tapes 149
 Watt, James 16
 Webber, Donna, rev. 331-33
 Weber, Max 5
 Wegener, C.F. 406
 Weinstein, Allen 444
 Weldon, Edward 9, 11, 108, 225, 230
 "Archives and the Challenges of Change,"
 125-34
 Wells Fargo History Museum 351
 Welsh, William J. 474-75
 The Western Conservation Congress and the
 Western Council of State Libraries, Inc.,
Conservation Catalog, noted 200
 Western Council of State Libraries 200, 297
 Western Historical Collections, University of
 Colorado, noted 335-36
 Western Reserve Historical Society 469
 Wet collodian plates instability 66-67
 White, Brenda, *Directory of Audio-Visual
 Materials for Use in Records Management
 and Archives Administration Training*, by
 Brenda White, noted 84
 White House Commissions Agency 70
 White House Liaison Office 69-72
 Whitehill, Walter Muir 35-36
 Wilson, Greta S., comp., *Guide to Processed
 Collections in the Manuscript Division of
 the Moorland-Spingarn Research Center*,
 noted 468
Windows to the Past: 1818-1880 by Roy Turnbaugh
 with Robert E. Bailey, revd. 333-34
 Winn, Karyl 138, 145
 Winsor, Justin 32
 Wisconsin, and statewide archival networks
 417, 418, 423, 424, 428, 431
 Wisconsin Territory documentation 17

Women, Afro-American, noted 336
 Workman, Leslie J., ltr. 261-62
 Works Progress Administration 375
*World Guide to Library Schools and Training
 Courses in Documentation* 471
 World War I 269, 272
 World War II 380-81
 Wosh, Peter 220
*Wilbur and Orville Wright Pictorial Materials: A
 Documentary Guide*, Arthur G. Renstrom,
 noted 201-2

X

Xerox Corp. 474

Y

Yad Vashem, the Martyrs and Heroes
 Remembrance Authority 100-1
 Yale University 477-78, 479
 task force 291

Z

Zimbabwe 216
 Zionism 469

Index compiled by Herman Baron

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Contents of Volume 46

Articles

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| A Time to Take Stock
<i>J. Frank Cook</i> | 9 |
| Reflections of an Unrepentant Editor
<i>Nathan Reingold</i> | 14 |
| Archives in 'Britain: Anarchy or Policy?
<i>P.D.A. Harvey</i> | 22 |
| American Archival History: Its Development, Needs, and Opportunities
<i>Richard J. Cox</i> | 31 |
| Archives: Accessibility for the Disabled
<i>Brenda Beasley Kepley</i> | 42 |
| Disaster Preparedness and Recovery: Photographic Materials
<i>Klaus B. Hendriks and Brian Lesser</i> | 52 |
| The Presidential Library and the White House Liaison Office
<i>Raymond H. Geselbracht and Daniel J. Reed</i> | 69 |
| Subject Indexing a Large Photographic Collection
<i>Frederick J. Stielow</i> | 72 |
| Archives and the Challenges of Change
<i>Edward Weldon</i> | 125 |
| Copyright, Unpublished Manuscript Records, and the Archivist
<i>Michael J. Crawford</i> | 135 |
| Filling the Gap: Oral History in the Archives
<i>James E. Fogerty</i> | 148 |
| State Archival Law: A Content Analysis
<i>George Bain</i> | 158 |
| Catholic Archives in a Public Institution: A Case Study of the Arrangement
Between Kent State University and the Diocese of Youngstown, Ohio
<i>James W. Geary</i> | 175 |
| Processing as Reconstruction: The Philip A. Hart Senatorial Collection
<i>Thomas E. Powers</i> | 183 |
| Bibliography and Reference for the Archivist
<i>Richard J. Cox</i> | 185 |
| Waldo Gifford Leland: Archivist by Association
<i>Rodney A. Ross</i> | 264 |
| The Influence of Historians on the Archival Profession in the United States
<i>Mattie U. Russell</i> | 277 |
| Reflections on Cooperation Among Professions
<i>Margaret S. Child</i> | 286 |

Archival Cooperation	293
<i>Frank G. Burke</i>	
Tax Appraisal of Manuscript Collections	306
<i>Kenneth W. Rendell</i>	
The Vancouver Island Project: Developing a Systematic and Comprehensive Regional Research Tool	317
<i>Alan F.J. Artibise, Peter A. Baskerville, and Chad M. Gaffield</i>	
The Training of Archivists in West Africa: History and Trends	319
<i>Bunmi Alegbeleye</i>	
The Blessings of Providence on an Association of Archivists	374
<i>J. Frank Cook</i>	
The Publication Policies and Practices of the Nordic Archives	400
<i>Harald Jørgensen</i>	
Archival Cooperation: A Critical Look at Statewide Archival Networks	414
<i>Richard A. Cameron, Timothy Ericson, and Anne R. Kenney</i>	
Regional Archival Organizations and the Society of American Archivists	433
<i>Patrick M. Quinn</i>	
Access to Restricted Collections: The Responsibility of Professional Historical Organizations	441
<i>Joan Hoff-Wilson</i>	
Living with a Guide	449
<i>Roy C. Turnbaugh</i>	
Principles for Local Government Records	452
<i>Bruce W. Dearstyne</i>	
Departments	
The Forum	3, 123, 259, 371
Reviews	75, 189, 321, 459
Technical Notes	91, 205, 473
International Scene	97, 209, 339
News Notes	103, 217, 347, 481
The Society of American Archivists	107, 225, 353

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