

To this end, the *Guide for Managing Electronic Records from an Archival Perspective* offers a more structured presentation of the reality archivists face and the choices that archives must make to properly establish an electronic records program. After laying out a skeletal outline of the historical developments and recent trends which relate to electronic records technology, an identification of key concepts and strategies follows. At the centre of the work stands a section on the "Concept of the Archival Function." In reading this section of the booklet, one discerns clearly the balance struck between the European traditions and the North American and Australian traditions. In describing records appraisal, it is stated that "in the traditional paper based environment, the players entrusted with carrying out the appraisal and selection parts of the archival function have varied somewhat, according to differing administrative and organizational traditions." In such statements even the staunchest Jenkinsonian or the most avid Schellenbergian can identify themselves. It is this effort at balance that leaves the reader with the impression of a "guide" and not a polemic. While there is a strong and reasoned argument for the pro-active approach of positioning archives right at the conception of record-keeping systems, there is also an acknowledgment that the legal framework or cultural situation of specific institutions may prevent this from occurring. The consistent presentation of best practices and of the mitigating circumstances that can dictate that different approaches be taken leaves the reader with a firm idea of the pragmatism that is required and how difficult some future steps will be.

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Archival Security: From the Outside Looking In. ROBERT K. O'NEIL, ed. New York: The Haworth Press, Inc., 1998. 120 p. ISBN 0-7890-0519-0.

My active interest in archival security dates to around four years ago when a cache of documents stolen from the Archives of Ontario was recovered with the aid of a collector and the Ontario Provincial Police, and I was part of a team that was assigned to the identification of materials to prove our ownership. I have since been involved in the development of improved policies and procedures as a member of the Archives of Ontario's Security Committee. I was, therefore, pleased to review this book in terms of how valuable it may be to others involved in this area.

This collection of articles (concurrently published as an issue of the *Journal of Library Administration*) is designed to provide managers and line staff in archives and libraries with a broad selection of viewpoints on the problems faced in the protection of collections. In his introductory essay, O'Neil cor-

rectly stresses the two major considerations that should guide archivists in dealing with collections security: the archivist's responsibilities as the custodian of the documentary record placed in his or her trust, and the archives' fiduciary responsibility to its sponsoring body. The archival record has great monetary value, both as a cultural and informational resource; a key responsibility of those entrusted with archival records is the preservation of this resource. As I learned during the recent recovery of stolen documents by my institution, there is both a strong market demand for archival documents and a huge supply available when security measures are either inadequate or not followed.

My unexpected introduction to the world of archival theft recovery came back to me very strongly on reading O'Neil's article, "Sting! The Irish Stones Caper: A Case Study in International Cooperation Involving the Recovery of Stolen Antiquities." His account of an attempt to sell stolen Irish burial markers and related antiquities to Boston College's John J. Burns Library and the subsequent joint investigation by police in the United States and the Republic of Ireland was entertaining and illustrative of the apparent ease with which cultural artifacts can be illegally transported between countries. The transnational nature of the market for these antiquities was particularly well illustrated by the article, as was the resulting need for broad based cooperation by police and collecting agencies to ensure that one institution does not benefit at the cost of another.

The remaining articles deal with different aspects of planning in relation to archival and library theft, both in terms of prevention and in managing the effects of theft. Susan M. Allen's "Theft in Libraries and Archives: What to do During the Aftermath of a Theft" establishes a practical guide for how to determine the extent and nature of a theft and how to manage the recovery process. She stresses the vital importance of a coherent and open notification process both as a means of alerting potential purchasers and as a fundamental part of the archivist's responsibility for the integrity of the collection. Another important point relates to the sheer level of work involved in determining the extent of a theft and in developing procedures to prevent or at least limit future thefts. Any institution that is faced with the discovery of a theft must be willing to make the commitment to deal with it, despite existing demands on staff time and resources for other activities.

An interesting approach is taken by William E. Chadwick, Director of Internal Audit at Boston College, in "Special Collections Library Security: An Internal Audit Perspective." Chadwick takes the position that effective security for collections is dependent on an understanding of the different roles to be played in designing and managing security measures. As he notes, the role of internal audit, if the function exists in an institution, is to develop a method of measuring and assessing the effectiveness of security measures to ensure that they meet the ethical, legal, and financial requirements of the institution.

The actual implementation of these measures remains the responsibility of the staff directly concerned with the management of special collections. The article takes a detailed look at the dynamics behind internal “white-collar crime,” including theft of collections and the need for management and staff to develop comprehensive ethical guidelines as a means of curtailing questionable activities. The issues surrounding internal theft are difficult, particularly in generally collegial institutions such as archives where security measures can be questioned as an attack on the professional ethics of staff. My argument with Chadwick lies with his apparent failure to recognize that ethical standards animate the great majority of employees in these institutions and that this in itself is a major check on theft, particularly where the professionalism of all staff is encouraged and recognized by management.

Edward F. Clark, a retired FBI agent, introduces readers to the law enforcement world in “Law Enforcement and the Library.” Although written from the perspective of state and federal law in the United States, the guidelines he provides are useful in determining which police jurisdiction (municipal, provincial, or federal) is appropriate. Equally good are his guidelines for how – to ensure that all pertinent information is secured – a librarian or archivist should preserve evidence relating to the theft and identify any witnesses. One issue not captured here that seems to be a recurring theme in archival thefts is the difficulty in convincing some law enforcement agencies and the courts that archival theft represents major financial and cultural losses and is not just a matter of “some old paper.” The recent positive relationship between the Archives of Ontario and the Ontario Provincial Police in dealing with the recovery of one thousand eighteenth and nineteenth-century documents was in marked contrast to our experiences with the police and the courts when the theft was originally discovered.

Beth L. Patkus takes a different perspective than the preceding writers, in that she comes at the problem from the viewpoint of a preservation consultant. In “Collections Security: The Preservation Perspective,” Patkus examines the relationship between the security of archival collections and effective preservation and conservation policies. In sections dealing with “Environmental Control,” “Disaster Preparedness,” “Fire Protection,” “Storage and Handling,” and “Controlling Access to Collections,” she provides a reasoned analysis of the points at which collections security and traditional preservation issues converge, and develops good arguments on how to merge the relevant policies and procedures to ensure the long-term survival of archival material.

The final article in this collection is Gregor Trinkaus-Randall’s “Library and Archival Security: Policies and Procedures to Protect Holdings from Theft and Damage.” This piece is a good overview of the planning that is required to develop a security system that is effective in preventing theft and vandalism but which does not unnecessarily intrude on the working lives of staff or the research needs of clients. As the author notes, the security needs of institutions

vary widely according to their size, the monetary value of their collections, and the physical location of the institution, particularly if it forms a part of a larger institution such as an archives within a university library. This article stresses the vital importance of properly trained and motivated staff in the prevention and detection of theft and vandalism.

The editor and his fellow authors provide a good overview of the issues that have to be taken into account when dealing with the real world of archival theft and security and the strategies for limiting the damage to the greatest extent possible. I can recommend this book as a good introduction to the issues and as a guide to institutions which are looking for a starting point in developing their own policies and procedures in this area.

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Solid, Safe, Secure: Building Archives Repositories in Australia. TED LING. Canberra, Australia: National Archives of Australia, 1998. 144 p. ISBN 0 642 34403 5.

Our Australian colleagues have constructed and managed a number of special purpose archival repositories over the past thirty years. Ted Ling, and the National Archives of Australia (NAA), are to be congratulated and thanked for documenting what they have learned. They fill a large and important gap in our professional literature. While few archivists have lived the building experience, fewer still have documented the process, sharing mistakes made and lessons learned.

This is an easily understood “how to” book communicating the nuts and bolts of building (or renovating) archival facilities. The author writes with clarity in a systematic and practical manner. Summary tables, key points or questions, and case studies are given prominence. The book design facilitates quick reference to key information and issues through its table of contents, index, and concluding chapter summaries. In addition to informative, detailed content, page turning frequently rewards the reader with interesting drawings and photographs, although larger photographs with less cropping would have given a better sense of building design relative to sites. Chapter end notes are provided (though a slightly larger typeface would have made for easier reading) and the book has a good bibliography.

The book has nine chapters. “Archives Buildings – Past and Present” reviews the literature and past experience. “The Site and the Building” discusses the evolution of NAA thinking regarding site selection and the fundamentals of building design and construction. “Inside the Building” discusses environmental requirements, the lack of agreement on standards, and electri-