

# *A Retrospective Bibliography*

## **Introduction**

This bibliography, which derives primarily from the archives course co-sponsored by the Archives Section of the Canadian Historical Association and the Public Archives of Canada, is being presented here in an attempt to cover a substantial portion of the published literature in the field of archives and auxiliary sciences. The editors are acutely aware that this bibliography includes material which is hopelessly obsolete, repetitious or of secondary importance; however, the task of selecting titles without the active participation of the Canadian archival community would have delayed the publication date beyond any reasonable expectation for a product needed now. It is hoped that when the "retrospective" portion of this bibliography has been printed, the concentration will be on filling obvious gaps and on providing current titles.

For reasons of expediency, citations included in this bibliography carry a publication date no later than 1974. The only other significant limitation of the bibliography is one of language inasmuch as only works written in French or English have been included.

The bibliography, which will appear in a number of issues of *Archivaria* because of the length and depth of subject coverage, is presented in a broad subject arrangement. Each broad group is further divided into more specific subject categories. Within each subdivision, items are arranged alphabetically by author or, in cases of anonymous works, by title. The arrangement used moves from general to specific, and finishes with peripheral matters, as follows:

1. *General*
  - 1.1 Bibliography
  - 1.2 Manuals and general works
  - 1.3 Terminology
  - 1.4 Laws, decrees, and constitution
  - 1.5 Organization and administration
  - 1.6 The profession and archival training
  - 1.7 Archival history and international cooperation
2. *Administrative archives*
  - 2.1 Records management: organization and methods
  - 2.2 Correspondence
  - 2.3 Subject classification
  - 2.4 Schedules for retention and disposal
  - 2.5 Intermediate repository
  - 2.6 Publication
3. *Historical archives*
  - 3.1 Acquisition, selection and evaluation
  - 3.2 Description and finding aids
  - 3.3 Communication, reference, copyright and access
  - 3.4 Publications, displays and education services
4. *Historical archives, non-manuscripts*
  - 4.1 General
  - 4.2 Machine-readable archives
  - 4.3 Cartographical archives
  - 4.4 Photographic archives, drawings
  - 4.5 Sound archives and oral history
  - 4.6 Film archives
  - 4.7 Printed archives and libraries
5. *Specialized archives*
  - 5.1 National archives
  - 5.2 Provincial archives
  - 5.3 Municipal archives
  - 5.4 Business archives
  - 5.5 Church archives
  - 5.6 University and college archives
  - 5.7 Others
6. *Technical services*
  - 6.1 Preservation and restoration
  - 6.2 Reproduction, micro-reprography, etc.
  - 6.3 Building and equipment
  - 6.4 Information processing
7. *Auxiliary sciences*
  - 7.1 Heraldry
  - 7.2 Numismatics
  - 7.3 Genealogy
  - 7.4 Other auxiliary sciences

Citations are made in the language of the publication. The style used in compiling this bibliography is based on Kate L. Turabian, *A Manual for writers of term papers, theses, and dissertations*. 3d ed. rev. Chicago, University of Chicago Press, 1967. The abbreviations used are of standard bibliographic form: vol. for volume; no. for number; pp. for pages; and, n.s. for new series.

The editors of the bibliography hope that during the next two or three years, archivists will offer additional titles and their considered opinion of the entries carried in this journal. If the response to this appeal for titles and annotations is successful, a separate publication of selected titles might be attempted, thereby providing Canadian archivists with a more highly refined and useful data bank and reference tool.

The editors wish to express their appreciation to the many librarians and their assistants in the Public Archives Library who contributed to the preparation of this bibliography.

Submissions, comment, additions and annotations should be sent c/o General Editor, *Archivaria*, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario.

# Bibliography — Part I

## General/Generalites

### 1.1 Bibliography/Bibliographie

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