

This basic criticism must be applied to the entire text which would have been more helpful had categories been decided upon before the forms arrived from participating institutions. It appears that the Committee received the forms and then categorized as many as possible. The categories could have been more exclusive, that is, records management, microfilm, memoranda and business cards, labels, oral history, and statistical reports are sections which could have been omitted, thereby permitting the basic archival functions of custodial services, information storage and retrieval, reference and research to be reflected in a more select list of forms. Although the committee's objective was to disseminate forms, it is annoying to thumb through a manual which includes forms "for which we did not have the name of the institution."

The sections on collecting policies, accessioning, arrangement and processing, description and control, contain many useful ideas but the latter three could have been combined in one section since it is difficult to distinguish among them. Except in large archival agencies, it is debatable whether elaborate work sheets are required to process accessions. An indication of the concern archivists have for reference and research is demonstrated by some of the excellent samples in these sections.

To one who has assiduously collected a filing cabinet drawer of forms from various institutions, and who has prepared forms which may never be used, the *Forms Manual* reveals a need to examine forms requirements from a records manager's view-point. The majority of forms appear to be the results of the efforts of individuals who, in solitude, strive to achieve an efficient archival program. The *Forms Manual* exposes many good samples; it is up to us as professionals to take the next steps of developing a guide to the basic forms required in a college and university archives program.

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**Archives Procedural Manual.** WASHINGTON UNIVERSITY, SCHOOL OF MEDICINE LIBRARY. St. Louis, Miss.: Washington University, School of Medicine Library, 1974. v. 118 p. flowcharts. ISBN 0 912260 07 6 \$5.00.

Although the Washington University School of Medicine Library Archives is a young institution, it has in only fifteen years developed a major archival programme to document significant activities of the School of Medicine and its associated Medical Center, making full use in that programme of microforms, computers and oral history techniques. The anonymous archivists responsible for this *Manual* display great maturity in both its conception and execution. Keenly aware of their responsibility to process collections for the benefit of a wide clientele and equally aware of the need to systematize and document these processes to ensure uniformity of treatment, successive archivists have prepared instruction sheets for staff use outlining those procedures they have found most useful in dealing with scientific manuscripts. These sheets, collated and renumbered, have been printed by photo off-set and spirally bound into a volume designed to take heavy reference use. Publication of the *Manual* was animated by a desire to stimulate both "an interchange of ideas" and similar publications by other institutions responsible for collecting, preserving, and making available various records of bio-medicine. One cannot help but detect a certain excitement on the part of the authors at being in the van of a bright new field of endeavour, medical archives.

But how successful is this book? As a manual it is a first rate example of logical elucidation of procedures illustrated by simple yet comprehensive flowcharts. Each

procedure from the acquisition of documents to the preparation of micro-reproductions is covered by thorough instructional outlines, and where pertinent, sample receipt forms, accession lists and standard targets are included. Thus, any archivist or employee assigned to the Washington University School of Medicine Library Archives has in his or her arsenal a complete outline of the objectives, procedures and formats approved for use. One wishes more room had been allowed for individual initiative and feels a little sad at the triumph of institutional prose, but these are only minor reservations. The layout, the format and the exposition are all clear and faultless. Examining any subject dealt with in this volume is facilitated by a detailed table of contents.

The substance of many of the approved procedures merits the attention and consideration of all archivists interested in procedural matters regardless of their subject speciality. Highly recommended are the sections on accessioning procedures, "Archives Collection Definitions" (A-8), "Collection Numbers" (A-9) and "Collection Number Sheet" (A-10), which outline a simple consecutive numbering system for both record groups and collections. Particular attention is directed to their system of identifying record types in all collections, as far as is feasible and compatible with the principles of arrangement, by standardized sub-group numeric identifiers. Pictorial records, for example, will always appear in sub-group 5 of any collection or record group.

As a manual of procedures for specifically medical records or even as a tool for handling scientific manuscripts in general, however, this book is less than adequate. It is extremely difficult to relate procedures here to medical archives and in particular to the unique documentation such as clinical registers, casebooks, post mortem registers and roentgenograms whose formats and relationships to other documentation require special attention. In fact, not until page 23 where clinical registers are mentioned in passing is there any indication that the book is dealing with medical archives. Nowhere in their system is there a separate sub-group set up for the various types of medical records bound to be accessioned by a medically oriented archives. Clinical registers, for example, are included in sub-group 2 which also contains other types of bound papers as diverse as accounting ledgers and newspaper scrapbooks found in that collection. One of the virtues of the numbering system would be to identify immediately medical records of certain types in every record group or collection because unique numbers have been assigned. Perhaps in their enthusiasm to proclaim their procedures equally applicable to all types of documentation they have sacrificed originality, aiming for acceptance in the archival community by reciting the orthodoxy of arrangement.

Several significant omissions are noticeable in this manual. Records management, which surely must be recognized as a major tool of modern organic archival agencies, is mentioned only obliquely in the archivist's job description. Nowhere is there mention of appraising or processing case files; nowhere is there mention of the confidentiality of patient records. I doubt in fact that such records should be considered within the purview of a library-archives.

The relationship of the archives to the library will undoubtedly raise questions among archivists. The archives is a completely subordinate operation within the library; the publication is called a library manual issued under the official imprimatur of the librarian. The archivist, who reports to the Assistant Librarian for Public Service, does supervise assistants who perform subordinate operations, but undertakes key work such as contacting potential donors only when directed to do so by the librarian. The History of Medicine Collection is "one of the two major collections of the Washington University School of Medicine Library Archives . . . [but] . . . except for custodial and statistical duties the archivist handles no acquisition or cataloging functions associated with this collection" (A-58). Despite the expertise displayed in the *Manual*, the archives is very much the creature of the library, which is disturbing to this reviewer.

Archivists must be aware of this volume's limitations as a "library" manual and a tool for medical archives, but could nonetheless dip into it for ideas. They must welcome its publication, and it is hoped that they will emulate its logical simplicity in their own manuals, whether for publication or not. They will certainly have to tolerate its "systems" prose — it does work! The production of the manual certainly shows what can be done with a small budget; archivists who spend five dollars for it are assured of a bargain.

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**Modern Archives and Manuscripts: A Select Bibliography.** Compiled by FRANK B. EVANS. Chicago: Society of American Archivists, 1975. xiii, 209 p. Members: \$8.00, Non-members: \$11.00.

In a preface to the extensive bibliography compiled by Frank Evans and published by the United States National Archives in 1970 under the title, *The Administration of Modern Archives: A Select Bibliographic Guide*, James B. Rhoads, Archivist of the United States, stated that the guide would "be revised as necessary to keep abreast of the times and the material." Since bibliographies are always out of date by the time of publication such an intention was admirable. The present bibliography, compiled also by Frank Evans, extends the coverage of published material to December 1973, but has been published by the Society of American Archivists. And therein lies a mystery.

The advance publicity issued by the Society states that the publication is a revision based on the 1970 guide but strangely the publication itself makes no specific reference to this fact other than a casual mention of "an earlier version." And nowhere in this new guide will the reader find a reference to the 1970 guide which was one of the major bibliographical aids in the English language—not even in the entries under "General Bibliographical Aids." Does one attribute this omission to excessive modesty?

This 1975 guide follows the organization of the 1970 publication. The main introduction and the introductions to the sections and sub-sections repeat word for word the introductions used in the earlier guide with only an occasional variation. Like the earlier publication, the guide confines itself to archival literature in the English language and the emphasis is on archival theory and practice in the United States. It retains the structure of the earlier guide organizing the references around archival functions (appraisal, arrangement, description, preservation, etc.), by type of archival institution (federal, state, university, church, etc.), and by type of material (records, manuscripts, maps, still pictures, etc.). Writings on machine-readable records have been given a separate section in the 1975 guide, a section on international archival developments has been added, and an author index provided. A decimal numbering system had been adopted for each section and sub-section and the subject index refers to these numbered sections rather than to page numbers. To acknowledge anything less than gratitude to the compiler for this bibliographical tool would be callous. To criticize its contents would exhibit insensitivity to its utility. To use it, however, requires patience. Since entries within the sub-sections are not arranged exclusively in an alphabetical order some searching is necessary, and since the pages are double-columned the guide tends to be physically intimidating and cumbersome.

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