

university, but also regional records found in a massive block under Kingston (pp 54-63) and also scattered individually through the *Guide* (pp 9, 10, 11, 13, 25, . . .). Only a search from A to Y will reveal the whole consolidation of regional records in the Archives. A further inconsistency is evident even within a type of entry, such as Bibliographic Society of Canada Records (p. 15) but Botanical Society of Canada (p. 16); one might question why the entry for a Tweedsmuir History of Amherst Island is under the name of the Island when it might better be under the Womens' Institute which created it. Throughout the *Guide* there are references such as "Anderson, J.S.M., see Lorne Pierce Collection". What purpose is served by one index within the body of a guide when a separate index has already been established? There are even cases when the entry in the alphabetical listing does not correspond to the entry in the index. In short, the method of compiling the guide seems confused and not as effective as it might (and should) have been.

It is easy to be critical; yet, this whole question of guides to collections and reference tools for researchers needs careful examination. I appreciate the need and usefulness of this *Guide* as it stands now but I am disappointed that it does not provide a better reflection of the different types of records which comprise the Queen's collection, and I am dismayed that it does not segregate and identify the records of the university community from those acquired from outside it. Unquestionably, we need guides of this type to complement union lists. For this reason, it might be argued that this *Guide* is better than no guide at all, that continual exposure will heighten the archival profile. I do not find that a convincing argument. How are we to convince our users of the need for consistent methods of citation when we do not reflect such a need for consistency in our own publications?

The *Guide of the Charles Avery Dunning Papers* is a nicely arranged and described finding-aid. Interaction of record series is well documented and any changes in organization from former systems is carefully explained. There are one or two stylistic problems (such as the filing arrangement of newspaper clippings), but they are small points in the face of an otherwise excellent production and prototype.

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**Directory of Archives and Manuscripts Repositories in the United States.**  
NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION.  
Washington, D.C.: National Archives and Records Service, 1978. 905 p. \$25.00.

In 1961 the National Historical Publications Commission produced *A Guide to Archives and Manuscripts in the United States*, edited by Philip Hamer. This very useful publication contained information on 1300 archival repositories in the American states and territories. Such a guide inevitably requires periodic updating, and a revision of the Hamer Guide has been eagerly awaited by archivists and researchers.

The *Directory* which has just been published has certainly been worth waiting for. It contains detailed descriptions of 2675 repositories in the United States and American territories, including American Samoa, Puerto Rico, the Canal Zone, the Virgin Islands, and the North Marianas Trust Territory. There are also brief entries relating to a further 575 repositories that are listed in Hamer or in the *National Union Catalog of Manuscript Collections* but did not return a repository information form to this project. Thus, a total of 3250 archival institutions are included. Every imaginable type of repository is represented: federal, state and local government agencies, university archives and libraries, religious organizations, public libraries, museums, corporate archives, and the archives of organizations ranging from a Homosexual Information Center to the Sport Balloon Society of the United States of America.

Entries include the following categories of information: name of institution, address, telephone number, days and hours of service, user fees, general restrictions on access to the institution (such as membership fees), availability of copying facilities, acquisitions policy, volume of total holdings, inclusive dates, a brief description of the documentary or record holdings of the institution, and bibliographic references to the listing of the repository in the Hamer Guide, the NUCMC, and other guides and printed finding aids to material in the repository published since 1958. The *Directory* describes documents, photographs, sound recordings, machine-readable records, motion pictures, architectural drawings, and microfilms if the originals are not in the United States or are not readily available for research. Sources need not relate to the United States, but material dated earlier than 1450 is excluded.

The arrangement of the *Directory* is alphabetical by state or equivalent political unit, then by city, and by institutional name within each city. Each entry is identified by an access code that identifies the state, city, and institution. The codes are used instead of page numbers in the index and special lists. By using an information package that is also available to repositories for their own purposes, the editors of the *Directory* hope to facilitate the development of co-operative programs with state, local and regional organizations. In addition to the main entries, there is an index, a list of "Hamer and NUCMC Non-respondents" and a list of "Repositories by Type". The index includes some very general subjects (such as "Business Records", followed by 320 references, and "Genealogical Materials", 324 references). However, since the access codes provide geographical information, these broad subject headings are more useful than they usually would be in such an index. The researcher can quickly identify the references to repositories in any given state that have reported holdings of business or genealogical sources.

A book of this nature poses certain problems for a reviewer. The information presented is valuable only if it is accurate, but the reviewer does not have the means to check the accuracy of all the entries, or even of a representative sample. To comment on the less important aspects of the publication may seem like nitpicking, but I would like to make one or two suggestions. First, the format of the entries could be improved. The access code, on the top line in bold face, tends to overshadow the name of the institution, which is on the second line in normal type. This code is important and should stand out, but perhaps it could be placed on the right-hand side of the entry, or it could be written in italics rather than bold face, so that the title of the institution would also receive adequate prominence. Secondly, I have some reservations about the listing of "Repositories by Type". Not only do most repositories eventually acquire material that is not in their official mandate, but also, to the uninitiated, the "types" seem to overlap one another. For example, there are separate listings for University Archives, University Libraries, and University Departments. One wonders whether the distinction between these three will be clear to the general researcher. The section listing "Repositories by Type" occupies 79 pages but there is no Table of Contents to it. The categories listed in the introduction do not correspond exactly to the headings that are actually used, and the headings appear only once, at the beginning of each list. The researcher must therefore leaf through this section a number of times, first to discover which headings are used, and then to establish where each list begins and ends. This section is rather weak in comparison with other parts of the publication.

Generally speaking the *Directory* has been carefully planned and meticulously prepared. In most respects it is easy to consult. The list of current addresses and telephone numbers for 2675 American archival repositories is an achievement in itself. The additional information concerning such matters as hours of service, acquisitions policy, and published guides available, will be extremely helpful to archivists and researchers alike. Anyone looking for further news of some small repository that was mentioned in Hamer or an early edition of NUCMC but not described in detail in this publication, will

be grateful for the notes concerning non-respondents. The *Directory* is a fine publication, and the versatile information package offers the possibility of even more ambitious projects in the future. The National Historical Publications and Records Commission is to be congratulated on an excellent achievement.

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**Descriptive Inventory of the Archives of the State of Illinois.** VICTORIA IRONS and PATRICIA C. BRENNAN under the direction of JOHN DALY. Springfield, Illinois State Archives, Office of the Secretary of State, 1978- . 1 v. \$20.00. (Includes its index volume).

In Canada, published general inventories have been almost exclusively devoted to the description of manuscript holdings. This has been largely because of the daunting bulk of public records which have, quite properly, piled at the archival door and because they inevitably tend to continue their operational life in diverse ways—not least of which is transfer from agency to agency. The archivist is thus faced with the challenge of grasping hold of the on-going record series and pinning it down on paper in a helpful and instructive format. No finer response to such a challenge has come to light recently than the *Descriptive Inventory* of the State Archives in Illinois, which is most appropriately dedicated to Margaret Cross Norton its director from 1922 to 1957 and an archivist renowned for her advocacy of the functional integrity of records.

The Illinois inventory is an on-going proposition in an attractive and durable three-ring binder to which additions may be made for new and updated entries, though the numbering system's rigidity may cause unnecessary confusion. Archival arrangement by record group is prominently displayed and a very comprehensive (almost complex) introduction sets out the purpose and explains record relationships with the administrative hierarchies of state government. A further virtue is that each series entry is prefaced by a synopsis of its own bureaucratic evolution before it details title, terminal dates, physical extent and retrieval tools. Yet another bonus is the inclusion of citations to published record sources. In a quite separate binding, to allow for swifter revisions, is an index to the inventory's series descriptions, a mechanism which works surprisingly well despite its sidestep from the beaten path of discrete item indexing.

Researchers at the Springfield agency should be delighted with this sensible landmark in public records control and archivists, in varying jurisdictions, would be foolish to pass it by.

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**Business Archives: An Introduction.** EDIE HEDLIN. Chicago: Society of American Archivists, 1978. 28 p. ill. Members: \$3.00 non-members: \$4.00. (Includes microfiche forms sampler).

Information relating specifically to business archives is perennially in short supply. This makes "Business Archives: an introduction" particularly useful to archivists—especially those who may need help in convincing their company that they perform a valid and useful service.

Originally prepared for and published by the Ohio Historical Society in 1974, the SAA Business Archives Committee felt this useful manual should have wider circulation. This