

revised edition has been published in the same format as the SAA Basic Manual Series, although not part of it. There are eleven short, visually attractive, concise chapters, which can be read quite quickly—an important point considering the audience it wants to reach. Several photographs illustrate various points in the text.

The manual is aimed at the corporate executive, rather than the archivist. The author neglects to include a meaningful definition of archives, assuming the businessmen already know this. This is a serious omission since bankers, for instance, use the word to describe dead storage or the functional equivalent of record centres. Still, in outlining the importance of an archival repository, benefits to both the company and the public are cited and examples are given of how some companies have used their archives.

The second chapter deals with the establishment of an archives including the user, the material to be stored, and records management considerations. Most important of all is the location of the archives in the organization structure. The author stresses that it should be as close to the upper executive levels as possible. A welcome additional point here would have been a plea against its association with the library! On the subject of staffing, the manual stresses the importance of adequate education and archival experience for the archivist, and enough support staff to run the operation efficiently with adequate funding for on-the-job training through courses or seminars. However, the suggested requirement of a Masters degree in history is, for a business archivist, somewhat unrealistic. A business administration background is far more useful in the corporate environment. Physical requirements, such as the variety of work areas required and types of equipment and supplies used are clearly described. There are also short chapters on: conducting an oral history program; basic conservation techniques; and arrangement and description. The latter is an explanation of provenance and the various types of finding aids used in an archives. The final two chapters are "information" chapters: where to get help in setting up an archives; where to donate records that can't be accommodated in a program; and a list of suggested readings. Unfortunately, the advice on donating records tends to negate the whole purpose of the manual and should have been omitted.

Although the focus of the manual is toward executive officers, it is also a good reference text for business archivists. Of particular interest is the sheet of microfiche inside the back cover containing samples of business archives forms. Gathered from the eleven members of the SAA Business Archives Committee, they cover four functional groups: accumulation, organization-preservation, retrieval, and utilization. They contain many good ideas even for long-established archives. Unfortunately the difficulty in finding a reader-printer may reduce the value of this feature for many business archivists.

Overall the manual is a good introductory text which achieved its purpose. The clear, readable text and the wide variety of company archives shown in the photographs should help convince executives that all types of business can benefit from a corporate archives.

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Archives Administration: A Manual for Intermediate and Smaller Organizations and for Local Government. MICHAEL COOK. Folkestone, England: William Dawson & Sons, 1977. 258 p. ISBN 0 7129 0749 1 \$21.25.

Michael Cook, archivist of the University of Liverpool, has produced a volume that will be pertinent to all archivists. The major focus is on the organization and administration of

“intermediate” size archives but the work covers, in a concise, straightforward and readable manner, most of the important aspects of archives work.

Experienced archivists may not be satisfied with Cook's brevity. However, they ought to be interested in the assumptions upon which he bases his discussions of archival practices. For example, on institutional archives, the author provides simple but important first principles and, in turn, the necessary “raison d'être”: “all complex organizations produce and need to manage records, and the general interest requires the development of archival service”. As Cook outlines the basic procedures for the establishment of a records and archives programme he consistently and quite correctly reminds the reader of the role of the archivist within the parent organization. For Cook, the ideal situation is the establishment of a coordinated records and archives programme directed by the archivist. While these are not new ideas in Canada, they need restating to promote their acceptance in the archival community, especially for smaller organizations where the ideal is more practicable.

Though much of the monograph promotes ideal situations, Cook is also a realist. He recognizes that there will always be organizations unable, or unwilling, to consider a records and archives programme. For these, Cook offers the traditional suggestion that these organizations seek the advice and services of archival agencies of larger organizations. At the same time, he does not dismiss the possibility of organizations of similar size and situation reaching co-operative agreements. Archivists would do well to adopt a strategy that would encourage jurisdictions in like situations, such as neighbouring municipalities, to establish joint programmes.

To be sure, the book serves well as a “nuts and bolts” manual of archives administration, but it is the raising of issues that is the real strength of this book and, throughout, Cook provides succinct and thoughtful discussions of many aspects of archival science. On arrangement, he defines both the record group and the record series, arguing that the latter was the solution to the former. This brief outline, to no one's surprise, relies heavily on the literature of Australian experience, and the reader is led to believe that at last the dust might settle on this matter. Yet more recent Canadian literature, to say nothing of the Society of American Archivists' manual on the subject, suggests this may not be possible. The question of arrangement reflects Cook's British and international experience. He provides good examples of requisite forms and a topical bibliography. The book as a whole, and specifically the appendices, serves as a guide to current thought, methodology, and legislation in Great Britain.

For the Canadian archivist the chapter on “Archives in Education” is worth special consideration. A systematic approach to liaison work with local schools, colleges, and universities is suggested and many relevant points are made which the Canadian archival community should consider carefully. Although not completely overlooked by Canadians, this important aspect of archives work has not yet been explored adequately. By extension, Canadian archivists have simply not yet recognized the potential of gaining professional credibility by educating the public as to the nature and importance of archives work. The trend in North American archival publication has been towards a topical or “problems” approach to archival science and has culminated in the successful publication of the *Basic Manual Series* of the Society of American Archivists. Yet, while Cook himself recognizes that “it is no longer possible for one person to write a complete survey of professional practice in the administration of archives . . . the scope of the work has grown too wide”, this volume is evidence of the value of a single volume reference manual based on contemporary literature.

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