

lobby the halls of the legislature in the cause of improved records management programs. Their organizations have shown little stomach for the intensive, unglamorous grass-roots campaigns necessary to elicit public support for professional programs. Local officials and their organizations have been caught up in policy issues and externally imposed programs and regulations, leaving them little time and energy to devote to routine problems such as records management”.

Further, Jones makes it very clear that he does not regard his book as a manual (“what-to-do and how-to-do-it”) but rather the ingredients for an understanding of the problem. Hence, he divides his volume into two parts — the first, management and preservation issues with discussion of 10 programs in existence, none of them in Jones’ opinion a “model program”; the second part, the character and history of local government in the U.S.A., the kind of records which it has generated and the uses to which they may be put. He is adamant that the only resolution to inadequate care of local public records is implementation of the kind of programs he outlines in Part 1 and contends that the records custodian in government and the historian (as user) are not at loggerheads. They need each other.

There is little doubt that a clear-sighted local government official could embrace *Local Government Records* with enormous advantage. Jones prepares his argument and delivers it with admirable clarity and good humour. Few archivists worth their salt will want to avoid this fine handbook, they cannot possibly do so if they work at provincial or municipal levels in Canada. H.G. Jones has constructed a model publication which Canadian archivists ought to repeat on their own turf, given the variations in local government and local public records throughout the provinces.

Religious Archives: An Introduction. AUGUST R. SUELFLOW. Chicago: Society of American Archivists, 1980. 56 p. illus. ISBN 0 913828 20 1 \$5.00 pa. Members, \$7.00 Non-members.

This is rather more of a manual — in fact, it is labelled as another volume in the SAA’s *Basic Manual Series*. Suelflow runs through the history of religious archives in the United States, where they should be placed in administrative hierarchies within the church, what the scope of their collecting (sic!) should be and advises on basic matters of budget, building, staffing, acquisition, processing, reference, duplication, exhibits and publications. The bibliographical notes are not very helpful but examples of forms for activities like loan, deposit and transfer may catch the religious archivist’s eye. Suelflow presents a traditional, straightforward helpmate to someone who knows virtually nothing about archives. This manual is indeed most basic.

Bibliographies

The History of Archives Administration: A Select Bibliography. FRANK B. EVANS, Paris: Unesco, 1979. 255 p. (Documentation, libraries, and archives: bibliographies and reference works series) ISBN 92 3 101646 6 \$17.50 pa.

Frank Evans put this second major bibliographical effort together while he was at NARS and before he joined the United Nations’ General Information Programme at Unesco. He claims the entries are reasonably representative of English language or accessible foreign language material to January 1978 (dare one suppose that there was nothing on archival administration in *Archivaria* to rate its exclusion?). Whatever the weaknesses of such massive international bibliographical coverage, and Evans is well aware of them, no archivist can be less than grateful for this important successor to his SAA volume *Modern Archives and Manuscripts: A Select Bibliography* (1975) — only the price will make us blanche. The work is divided into four parts with further subdivisions into basic and further readings: introductory, evolutionary, international survey

of agencies and programmes and international archival developments. In the third section, Canada covers 8 pages — the most recent entry being the ACA's *Directory of Canadian Records and Manuscript Repositories* (1977 — a second revised edition is soon to be published) and a sobering discovery that Hugh Taylor's article on "Information Retrieval and the Training of the Archivist", *Canadian Archivist* 1972, is apparently the last word on Canadian archival education to enter the bibliography. An index of subjects and of authors is included.

Automation, Machine Readable Records and Archival Administration: An Annotated Bibliography. Compiled and edited by RICHARD M. KESNER. Chicago: Society of American Archivists, 1980. 65 p. ISBN 0 931828 22 8 \$4.00 pa. Members, \$6.00 Non-members.

Kesner is fast developing, at his Archives of Appalachia base in Johnson City, Tenn., a capacity for handling micro-computer possibilities in the administration of archives. For many small and middle range archives, this new and relatively inexpensive but amazingly flexible tool may be the way ahead for controlling and manipulating records in their repositories. Some of this thinking is evident in this new SAA bibliography which contains much else besides on the literature of electronic data processing and the machine readable records it generates. Each of the 293 entries is annotated, there is an index to authors and one to journals surveyed. Not least, Kesner has provided a detailed explanatory overview in his introduction in which he warns (as others have done, though it often seems to deaf ears): "The pervasiveness of computer records will require archivists conversant in their composition, special storage and retrieval problems, documentation and requisite user services. . . ."

Readings

College and University Archives: Selected Readings. SAA Committee on College and University Archives. Chicago: Society of American Archivists, 1979. 234 p. index ISBN 0 931828 16 3 \$8.00 pa. Members, \$11.00 Non-members.

Includes 17 previously published articles from various journals on all aspects of the special circumstances of university and college archives. Topics include the vexed question of archives handling university theses, what to do with student records, how to develop records management, the role of such archives in the community — narrowly and widely defined, scholars' views of archives and reference services. A bibliography is included together with several appendices of documents affecting university and college archives administration. Ian Wilson's *Archivaria* 3 piece on "Canadian University Archives" is also there.

Archivists and Machine-Readable Records. Edited by CAROLYN L. GEDA, ERIK W. AUSTIN and FRANCIS X BLOUIN, Jr. Chicago: Society of American Archivists, 1980. 248 p. (Proceedings of the Conference on Archival Management of Machine-Readable Records, Ann Arbor, Michigan, 7-10 February 1979) ISBN 0 931828 19 8 \$7.00 pa. Members, \$10 Non-members.

These *Proceedings* are arranged under 5 headings: Research Opportunities of Machine-Readable Records, Archival Programs for Machine-Readable Records, Management and Dissemination of Data for Social Science Research, Developments in Computer Technology, Confidentiality and Privacy. Much of the impetus for the conference at the Bentley Library was given by Jerome Chubb, Executive Director of the Interuniversity Consortium for Political and Society Research, and his summary paper is well worth reading on the "Archival Implications of Technological and Social Change". Papers from the Public Record Office (Michael Roper), National Archives and Records Services (Charles Dollar) and Public Archives of Canada (Harold Naugler) describe levels of