

safes and vaults. There are examples of the kinds of questions that should be asked in security surveys or inspections and practical tips on the transportation of cultural objects. An important issue in security — the quality of the human guards themselves — is tackled in Section VI, “The Security Force.” Sample job descriptions and guidelines for training security guards are provided. Basic policies and post orders are detailed. Of particular interest is an essay which suggests ways to improve the motivation of security guards to the benefit of the institution, its collections, and users. Finally, the section entitled “Art Theft and Investigation” discusses the proceedings of the International Criminal Policy Organization — Interpol’s First International Symposium on Thefts of Works of Art and Cultural Property held in June 1977. This section offers guidelines for reporting and investigating thefts. The book concludes with an extensive bibliography covering all imaginable aspects of security in cultural institutions.

Although these essays are aimed primarily at the museum curator, their breadth of approach makes them invaluable to archivists. They are written clearly and succinctly and lend themselves to quick reference. Certain sections may be read and applied in isolation but, when taken as a whole, the volume provides a good overview of “systems design” for security in cultural institutions. Several of the essays are illustrated liberally with clear diagrams. And, in many instances, sample forms and questionnaires enable the interested curator to adapt the essays easily to his or her own institution. Lawrence Fennelly has organized a definitive collection which will be a most useful addition to any archives’ reference library.

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British Archives: A Guide to Archive Resources in the United Kingdom. JANET FOSTER and JULIA SHEPPARD. Detroit: Gail Research Company, 1982. xxv, 553 p. ISBN 0-8103-1126-7 \$65.00.

General information about the existence and location of archival repositories, their hours of service, and rules governing access to and use of their holdings has not always been easy to obtain for British archives. In 1948 the Historical Association published a helpful guide to county record offices as an appendix to its pamphlet *County Records* by F.G. Emmison and Irvine Gray. *List of Record Repositories in Great Britain*, published by the British Records Association in 1956, identifies 155 repositories of various kinds; however, archives at the colleges of Oxford and Cambridge were excluded. Additional lists compiled by the British Records Association have since appeared — the latest one in *Archives* 14 (Spring 1980), pp. 163-77. In the early 1960s, the Royal Commission on Historical Manuscripts began publishing *Record Repositories in Great Britain*. Now in its seventh edition, it lists about 180 repositories. Related tools which provide useful information on British archives are: *Libraries in the United Kingdom and the Republic of Ireland* (1977), *Research Libraries and Collections in the United Kingdom* (1978), and *The Libraries, Museums and Art Galleries Year Book* (1981). Useful as they may be, these guides were never intended as adequate archival directories. Without a comprehensive current directory of archives, researchers have often been like explorers crossing a little-known continent. For some locations their map had been

accurately drawn; at other points the lines were faint or missing. *British Archives*, compiled by archivists Janet Foster and Julia Sheppard, attempts to guide researchers through the British archival jungle.

Foster and Sheppard originally planned their project to cover archives which collect material related to a particular subject or activity. It soon expanded to cover *all* archival resources in the United Kingdom. Approximately 750 questionnaires were sent to various institutions. In addition to basic information like addresses and hours of service, the questionnaire requested information about the historical background of each archives, major holdings, non-manuscript material, facilities for research, finding aids, publications, and acquisition policies. *British Archives* identifies 708 repositories and contains an alphabetical list of the archives, an alphabetical list of them by county, a general name index to the collections, a keyword subject index, and a selected bibliography.

Although *British Archives* has many excellent features and is an improvement on previous guides, it contains major flaws. Many of the institutions listed do not actually house archival collections. They appear merely because they received and returned the questionnaire. A more grievous sin is that many well-known archives are simply not included. In some cases they failed to return the questionnaire; in others, Foster and Sheppard do not appear to know that they exist. In the Cambridge area, for example, *British Archives* does not mention about a dozen repositories associated with the college libraries of Cambridge University. The same can be said of their treatment of the Oxford area. The authors have also taken the peculiar position that business archives are to be excluded from the guide because they are the concern of the Business Archives Council. Moreover, their coverage of the archives of the aristocracy is inconsistent. They list and describe some, but exclude many more.

Perhaps the chief problem with *British Archives* is that Foster and Sheppard unfortunately restricted their research to the responses to the questionnaire. They did not visit the archives they describe. The guide is consequently heavily dependent on the quality of the responses to the questionnaire. The responses are, predictably, uneven. The Bodleian Library, for example, is given the same amount of space as lesser repositories like the Library at the University College, Cardiff. Elsewhere in the guide the information provided is not helpful. To be told that an institution has "insubstantial archives" or that its facilities include tables and chairs is not particularly illuminating.

A lot of work has obviously gone into *British Archives*. Although undeniably useful, it is marred by insufficient editorial control.

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Sound Archives: A Guide to Their Establishment and Development. DAVID LANCE, ed. International Association of Sound Archives Special Publication No. 4, 1983. v, 218 p. ISBN 0 946475 01 6.

The International Association of Sound Archives deserves credit for publishing the first basic guide to the establishment and operation of sound archives. Edited by Association President David Lance, the publication has two parts. The first four