

and if so in what form and storage medium. Hedstrom has to assume for her purposes that archivists will preserve records in a machine-readable form. Indeed, the logic for so doing is as complete as it ever was for any other form; the deterrent or stumbling block facing many archives in pursuing the logic is the cost of the means to do it. That cost lies principally with duplication, maintenance, and use. No matter how well the system has been analyzed, described, and appraised, if tapes need to be kept on an archival basis there must be an institutional commitment to regular maintenance routines, master file duplication expenses, and conversion costs in transferring older storage formats to updated formats. There may not be much solace for some time either in optical disk technology, unless digital encoding onto video signals is more advanced and available, or in computer-assisted retrieval of microfilm images (CAR), if computer input microfilm (CIM) has as limited a manipulable capacity as some data archivists believe. The alternative at present to making such commitments, either internally or through external contract arrangements (hitherto unacceptable routing for public records at least), is doing nothing — a benign or rather malign neglect. Should all be well, however, and the archives is equipped to at least preserve and maintain the non-archival magnetic tape carrier, then Margaret Hedstrom offers also some assistance with description of machine-readable records, to the extent of minimal documentation covering identity, content, and data organization. Here she relies heavily on the MARC format for data files and on Sue Dodd's interpretive manual (ALA, 1982), though admits that this approach is not necessarily the only one to use. The critical aspect of machine-readable finding aids (or user's guides) is that they require item level description for each data element because of special technical characteristics. Again, such characteristics notwithstanding, Hedstrom advocates no less public profile in descriptive guides than would be given to human-readable records.

*Machine-Readable Records* deserves attention, not because it is an all-you-need-to-know compendium, but rather because it is the best first work an archivist could look at from a point of near-ignorance. Margaret Hedstrom asserts and stands firmly on the widely acknowledged principles of archival work. Her service to the profession is to place automated records systems comfortably in this context and thereby, by association, reject the erroneous gospel that has called for an overthrow of arrangement and description theory.

**Gordon Dodds**

Provincial Archives of Manitoba

**Information Resource Management.** BETTY R. RICKS and KAY F. GOW. Cincinnati: South-Western Publishing Co., 1984, 528 p., illus. ISBN 0-538-11500-9.

In a recent review of this text in ARMA's *Records Management Quarterly*, Kenneth V. Hayes asks the question, "Can a records manager ... have too many books on the subject of records management?" My answer, after perusing several new books on the subject, is a qualified "Yes."

Ricks and Gow have produced a text which restates much of what has been standard records management policy and practice for many years. It offers only a cosmetic difference from two other recent texts — Maedke, Robek, and Brown's *Information and Records Management* and Thomas, Schubert, and Lee's *Records Management: Systems*

*and Administration*. All three have been designed and written for one basic purpose: to serve as the primary textbook for junior college, college, or business school records management courses. As such, each should serve very well, though the Ricks and Gow text does have some advantages, particularly in its emphasis on integrated, corporate-wide systems and its effective use of individual case studies. This latter feature is very useful in demonstrating the wide variety of programmes that can be developed to fit different specific needs.

However, the text does have a value for archivists that transcends the now acknowledged need to understand and apply records management principles. Records managers have always been a rather pragmatic lot and, as a result, have generated a wide variety of really useful "facts." Ricks and Gow reproduce some very simple and effective cost comparison charts (on-site *versus* off-site; in-house *versus* contracts; hard copy *versus* microform) together with specific capacity measurements for various filing and storage hardware and even a simple method for determining floor loading requirements for different equipment. It's great stuff for budget defences or facilities planning.

With the specifics of the text, an archivist should have no quarrel — the authors clearly know what they are doing — but I do have a problem with the title *Information Resource Management*. Though that specialized branch of records management receives only the coverage due to it in the text (something around 10 per cent, if I were to guess), giving it prominence in the title is another example of what I have lately seen as a disturbing feature of writing on records management: the tendency to devalue or question some very sound principles in the face of all the shameless hype about office automation and salvation through data processing. Ricks and Gow have constructed a solid, if uninspiring, text. If you don't already have a good, general book on records management, it would be hard to go wrong with this one.

**Anthony L. Rees**  
Archivist  
City of Calgary

**Architecture in *Canadian Illustrated News* and *L'Opinion Publique*: Inventory of References.** FRANCINE BROUSSEAU and LINE CHABOT, Ottawa: Parks Canada, 1984. 203 p. ISBN 0662531671.

When I was first handed a copy of this publication, I was quite excited by the prospect of having a useful reference tool to add to the growing number of works which relate to *The Canadian Illustrated News* (hereafter *CIN*) and *L'Opinion Publique*. These wonderful nineteenth-century publications are replete with the imagery of Canadian life from 1870 to 1883 and have proven to be invaluable sources for the study of Canadian history. A major problem, however, has always been that of access: no complete index of the several thousand images has ever been created, nor are all of the images readily available. Although the National Library of Canada made available a complete run of the *CIN* on microfilm in the early 1970s, the authors note that as yet no complete run of *L'Opinion Publique* is available. It was only in 1973-74 that the Picture Division of the Public Archives of Canada undertook to photograph every published image in the *CIN* and began its two sets of finding aids to the publication: one is a card index by subject, and the second is a volume by volume listing of the works by title in alphabetical order. These two indexes, imperfect though they may be, were most useful in responding to the growing