

Name Authority Manual. C.M. MACLEAN, comp. Archives of Ontario Task Force on Intellectual Controls Publication No. 3. Toronto: Culture and Communications, 1989. 97 p.

The *Name Authority Manual* is the latest in a series of publications produced by the Archives of Ontario's Task Force on Intellectual Controls in an effort to standardize descriptive practices at the institutional level; its stated purpose is to assist archivists in constructing standardized headings for all proper names used in the archives' finding aids. Following an introduction which briefly explains how the name authority system works, the manual sets out some basic rules for constructing personal, corporate, and geographic name headings, and cross-references. The rules are taken directly from chapters twenty-two to twenty-four of the second edition of the *Anglo-American Cataloguing Rules* (AACR 2) and, in certain cases, from Steven Hensen's *Archives, Personal Papers, and Manuscripts* (draft second edition), as well as from National Library of Canada and Library of Congress rule interpretations. Also included are examples of completed verification forms, which illustrate the elements contained in a name authority record, a bibliography, and an index to the AACR 2 rules used.

As the preface makes clear, this manual is principally an in-house document. Its usefulness outside the particular institutional context in which it was created is thereby limited, partly because it includes only those rules considered relevant to the Archives of Ontario, and also because much essential context for providing name headings has been omitted. The contextual omissions are particularly evident in the area of sources on which to base the determination of the common form of a personal or corporate name; although some rules mention specific sources which can be used in a particular case, the manual fails to establish, at the outset, a clear hierarchy of sources on which the approved form of name heading will consistently be based throughout. It is not clear, for example, whether, as a general rule, published reference sources or the records themselves are to be preferred in determining the form of personal name heading.

Nevertheless, the appearance of the *Name Authority Manual* is an encouraging sign that, by developing standardized descriptive practices, archival institutions are looking ahead to the possibility of participating in national archival holdings information systems.

Heather MacNeil
Canadian Council of Archives

Répertoire numérique simple du fonds du Parti communiste ouvrier. NORMAND CHARBONNEAU et TONY GYGER, introduction historique de BERNARD DANSEREAU. Montréal: Université du Québec à Montréal, Service des archives, 1989. 179 p. ISBN 2-920266-28-4.

This latest in the series of published guides from the Université du Québec à Montréal presents the key information about the Service des archives holdings of the Parti communiste ouvrier, dating from 1971 to 1983, which also includes some records of its predecessor organizations, La Ligue communiste (marxiste-léniniste) du Canada, le Mouvement révolutionnaire des étudiants du Québec, la Cellule ouvrière révolutionnaire and la Cellule militante ouvrière. This fonds (5.1 m) had to be completely reorganized because of its disorganized state when it was acquired. No doubt