

was provided by the Libraries and Community Information Branch, Ontario Ministry of Culture and Communications, and the City of Toronto. The terms of reference for the study were developed by a steering committee comprised of representatives from Toronto area library and archival institutions and the Ministry of Culture and Communications.

The 153-page document, which represents the information gathering process and analysis carried out by the consultants, covers a wide range of subjects and issues. Issues such as needs assessment and market projections, operational and facility requirements, site selection, financial planning, and implementation are addressed, together with a detailed comparative assessment of current or soon-to-be available mass deacidification technologies. Unfortunately, the results of the comparative assessment are not conclusive enough to provide answers to many of the questions raised by the steering committee.

This study is an excellent source of information and a foundation upon which decisions can be made regarding the supporting activities and resources required for the establishment of a facility of this nature. For example, part four, "analysis of Operational Requirements," covers many of the issues related to operational strategies, impact on service delivery, and human resource requirements, issues which have not always been identified or fully assessed by others in the past.

Copies may be purchased for \$25.00 from: Karen Turko, Department of Preservation Services, University of Toronto Library, 130 George Street, Toronto, Ontario, M5S 1A5.

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"Let the Record Show: Practical Uses for Historical Documents." NEW YORK STATE ARCHIVES AND RECORDS ADMINISTRATION. Albany, New York: Cultural Education Centre, 1989. Videotape, 16 minutes.

This engaging video, recently nominated for the Society of American Archivists' Hamer Kegan Award, is an ideal tool to bring archives into the consciousness of the diverse public we serve.

Thoughtful planning by project coordinator Judy Hohmann has targeted a general audience with a first-rate product. Clearly a valuable teaching aid, the video suggests ways in which municipal archivists in particular might better promote their facilities and programmes. True stories from both the reading room and the archives administrator serve to illustrate the breadth of value and use of archival records. Narrated theory clarifies the archivist's responsibility to collect, administer, and care for the small percentage of records which have historical value. For working archivists, the video alludes to professional issues of documentation and conservation strategies.

Still photography conveys a surprisingly realistic sense of activity because of the quality of the images. Clever editing of the shots suggests dynamic research and discussions, making viewers feel that archives are very definitely on the move. Zippy soundtracks, including Joni Mitchell reporting on Saratoga Springs, help to bring local history to life. The video supports the use of real archivists and real users to convey

behind-the-scenes benefits and unlimited use of archives, as well as the closing announcement that "our lives are made better with archives." (Earlier Canadian attempts at using actors for these primary roles have fallen flat on the plausibility scale.)

Segments featuring the Dance Theatre of Harlem Archives convey a solid sense of the daily administrative value of records to the company's operation. Prospective donors should learn that although archives strive to preserve records of enduring value, they are invaluable sources for historical and often relatively contemporary records. The botanist's research needs and evidence of changes in the preservation of the flora at Goat Island highlight archives as a broad information base beyond the traditional historical module. The example of public school children learning about how people live shows that their teachers did archival research.

Critical suggestions would include a closer analysis of some of the simplified phrasing. One example reads: "What is important is not the form of the record or its age, but the potential usefulness of the information on the value of the document itself." Use is vital, but an archivist's primary obligation is to the record. As an example of public service, the dance theatre archivist is perhaps too effusive: "Sure! What do you need? Anything else? I'm sure we have all of that — everything's on file!"

The New York model has already served as a useful precedent for the Ontario Council of Archives' recent video "The Archival Trail." I hope that all archivists will have the opportunity to view "Let the Record Show," and that more archivists will use the medium as an educational and public relations tool.

"Let the Record Show" may be borrowed at no charge by contacting Terri Sewell at the Cultural Education Centre, Room 10A46, Albany, New York, 12230, (518) 473-8037.

Sharon P. Larade
Region of Peel Archives

Archival Gold: Managing and Preserving Publishers' Records. LAURA M. COLES. Vancouver: Canadian Centre for Studies in Publishing, Simon Fraser University at Harbour Centre, 1989. ix, 69 p. ISBN 0-86491-084-3 \$6.95 (pa.).

Laura Coles has written an invaluable guide to managing and preserving publishing records for Canadian publishers. With the aid of an excellent glossary of essential archival terms, sample archival forms, and a chapter devoted to common questions about archives and records, Coles logically and carefully outlines the why and how of records management and archival preservation. Particularly enlightening is chapter three which describes the kinds of records publishers generate and explains which of these are valuable. The detailed records schedule which follows packs a wealth of information into ten pages and is easy to use. While not all archivists and historians will agree with Coles' conclusions about which records will prove most valuable for research, her schedule of records retention and disposal is an excellent point of departure.

Coles has managed to condense and present a complex subject clearly. Her straightforward approach and conversational tone enhance solid professional knowledge and are to be commended. However, records management and preservation are not always straightforward. More might have been said about the complexities of