

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

sampling or weeding files, or about the treatment of records in non-traditional forms such as cassette tapes, films, works of art, and memorabilia commonly included in publishers' archives. In Canada, where many small and medium-sized publishers are also writers and editors, Coles' advice to "keep these various activities separate" may cause many a chuckle. Fortunately, Coles concludes with a brief bibliography and the names and addresses of archives and associations to contact for further information. While her intended audience is Canadian publishers, *Archival Gold* will also prove useful to students of Canadian publishing, archival science, and records management, as well as to repositories acquiring publishers' records.

Lorna Knight
National Library of Canada