

**Bibliographic Style Manual/Guide de rédaction bibliographique.** DANIELLE THIBAUT. Ottawa: National Library of Canada, 1990. 194 p. ISBN 0-660-13267-2.

A manual is a manual, but everyone knows that some manuals are easy to use and some are miserable. The new *Bibliographic Style Manual* will become a useful tool for researchers, librarians, and anyone else who needs to cite a published work because it is easy to use, straightforward, well organized, and has lots of examples.

This manual is well laid out with a detailed table of contents, a list of illustrations, and a useful introduction. The manual is divided into two main parts. Part one sets out the general conventions for creating entries for all document types, and explains and defines many of the terms and concepts which are part of bibliographic description. Part two lists the elements that must be recorded for various formats (maps, machine-readable records, etc.) and special types of documents (government documents, theses, etc.). A handy little side flap on the cover provides a summary chart of the General Entry Outline and the fields and elements (including punctuation) for the already experienced user who simply needs a quick reminder.

For archives, this is a useful manual for many of the different media we collect. The scope for the conventions provided for manuscripts and machine-readable records, however, is disappointing. Both are very limited and exclude much of the material collected by archives and used and cited by researchers. A manuscript is considered "usually a draft that is preliminary to the final, commercially printed version of the work" and the section on machine-readable records states that it "covers only the conventions for the bibliographic description of diskettes. . ."

Still, this is a very useful publication to have in any reference room or research institution. Hopefully the archival profession can use this as a model to produce a user-friendly manual more closely suited to our more specific needs.

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**Guide to the Records of the Canadian Unitarian and Universalist Churches, Fellowships and Other Related Organizations.** HEATHER M. WATTS, comp. Halifax: Archives Committee, 1990. viii, 301 p. \$10.00.

The *Guide to the Records of the Canadian Unitarian and Universalist Churches, Fellowships and Other Related Organizations* serves as a useful reference tool for those interested in liberal religion in its Canadian expression. The result of two years of research and records surveying, the *Guide* is of particular interest to both scholars and the general public as it effectively chronicles over 170 years of this "most freely unorthodox" denomination.

In surveying the records of approximately one hundred active or defunct churches and fellowships, Ms. Watts has conveniently included an historical sketch of the movement in Canada — a movement, incidentally, that did not merely mirror its more widely known American counterpart — as well as a well-structured Users' Guide. The *Guide* illustrates the many problems of surveying the records of a denomination that, due to its very unstructured and free-wheeling style, was not conducive to effective and orderly records management. These problems were discussed by Ms. Watts in an article

entitled "The Canadian Unitarian-Universalist Record Survey," which appeared in the summer 1990 issue of *Archivaria*. Copies may be obtained from: The Archives Committee, c/o The Universalist Unitarian Church of Halifax, 5500 Inglis Street, Halifax, N.S., B3H 1J8.

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**Basic Standards for Diocesan Archives: A Guide for Bishops, Chancellors, and Archivists.** JAMES O'TOOLE. Chicago: Association of Catholic Diocesan Archivists, 1991. vi, 85 p.

In the past fifteen years the Roman Catholic Church in the United States has become more aware of its history and its records and the need to preserve them. Increased awareness of history and archives led to the preparation of this guide, a manual of suggested standards for implementation in diocesan archives prepared by James O'Toole, former archivist of the Archdiocese of Boston and now Professor of History and Archival Methods at the University of Massachusetts, Boston campus.

Professor O'Toole explains, in a clear and succinct style, the essential elements of any archival program: planning; records surveys and identification; appraisal and acquisition; records management; arrangement and description; reference services; access; physical preservation; and outreach. The author also examines the uses of automation in archives, funding programs and matters unique to Catholic diocesan archives, for example, the Canon Law provisions that have a direct bearing on the organization and operation of an archival program.

The manual includes an annotated bibliography and a series of useful appendixes in which the author has reproduced Canon Law Codes for archives, Association of Catholic Diocesan Archivists' statements and guidelines on access and use of sacramental records, and sample documents on collection policy, donations, and mission statements. Sensitive to the unique aspects of Catholic diocesan archives, Professor O'Toole has prepared a useful, informative, and up-to-date handbook of particular interest to those in the religious or church archives field.

**Two Hundred Years of Catholic Record Keeping in America: Current Issues and Responsibilities.** FREDERICK J. STIELOW, JOHN J. TREATOR, and TIMOTHY A. SLAVIN, eds. Chicago: Association of Catholic Diocesan Archivists, 1990. iv, 113 p.

This publication consists of a selection of the proceedings of a conference held in 1990 to mark the bicentennial of the first Catholic diocese established in the United States. Co-sponsored by the Association of Catholic Diocesan Archivists (ACDA), the Archdiocese of Chicago, and Catholic University of America, the conference itself attracted over eighty archivists, historians, diocesan chancellors, and interested individuals.

The published proceedings of the conference cover a wide range of theoretical and practical matters affecting archives in general and diocesan archives in particular, including papers on the concept of diocesan archives, Catholic archivists and their