

frustrating for someone who is not familiar with all the tag names, hence the inclusion of appendix D, "Index by Element Name," which serves to cross-reference the element names to their respective, sometimes cryptic, tags.

Three other appendices are included to round out the text. The first appendix documents three cross-reference matrices to facilitate comparisons of EAD elements with ISAD(G) and MARC2<sup>1</sup> elements. It is unfortunate that the RAD<sup>2</sup>/EAD matrix developed by the Data Structure Standards Sub-Committee of the Canadian Committee on Archival Description several years ago was not included in some form. Appendix B, "Deprecated and Obsolete Elements and Attributes," documents elements and attributes that are either no longer supported, or are in the process of being phased out. Appendix C, "Encoded Examples," provides examples of descriptions encoded in EAD Version 1.0 and converted to EAD 2002.

For some reason, the authors chose to omit two sections pertaining to the design principles used to develop EAD, and an overview of the EAD structure that were included in the manual for Version 1.0. This seems strange given that some institutions will begin using EAD Version 2002 directly, and their users would have benefited from this information. In any case, this is not a manual that was meant to be used in isolation, and users would be well-advised to acquire *EAD Application Guidelines* as a companion publication, in addition to familiarizing themselves with basic SGML and XML concepts.

These minor shortcomings aside, this manual should be considered a required text for any institution that is using or considering using EAD as the encoding standard for their finding aids.

**Suzanne Dubeau**  
**Archives & Special Collections**  
**York University**

**Introduction to Archival Organization and Description.** MICHAEL J. FOX and PETER L. WILKERSON. Los Angeles: Getty Information Institute, 1998. 58 p. ISBN 0-89236-545-5.

Also available online at: <<http://www.schistory.org/getty/>>.

This slim volume is exactly what it purports to be: instructional material "to train novices and better educate decision-makers charged with the care of cultural heritage collections." The authors have provided a good overview of the process, and I think this book would make an excellent introduction for man-

1 Machine Readable Cataloguing

2 *Rules for Archival Description*

agers and other decision-makers who find themselves in charge of an archival institution or unit.

The volume is broken down into four parts covering: principles and practices; analysis and description; what an archivist does (the process); and the future. A unique feature is the “over-the-shoulder view of an archivist at work.” It is sort of job-shadowing for someone who doesn’t have the time and/or access to an archivist. This is an intriguing idea, even though I take issue with the way certain decision-making processes are described.

The discussion and the rest of the book highlight some of the differences between the archival traditions of Canada and the United States, especially noting that very few archives in Canada provide catalogue records to their holdings. The discussion of inventories and catalogue records seems a little outdated; however, that is probably not the case for all archives. The book does recognize that with the advent of Encoded Archival Description (EAD) and other ways of creating online repositories, the difference between catalogue records and inventories/registers will blur, and that increasingly, there will be higher expectations of access to the archival record. This has indeed been the case.

As a profession, we know so much more than what is presented in the book that at first, it seems inconsequential. However, it does provide good coverage for an initial foray into an archivist’s brain. The target audience is the novice and it certainly could be used by a variety of people. Someone considering an archival career or a volunteer/staff member of a one person shop would find it useful for its pointers to other sources. A librarian suddenly charged with looking after an archival area might appreciate how nicely the book outlines the differences between library materials and archival materials. This includes pointing out that describing archival material at the item level “is neither efficient nor necessary” (page 9), and the importance of not imposing external organization, such as Library of Congress Classification and the Dewey Decimal Classification, because of the importance of the context of the documents. I think this is especially appropriate because in the United States a librarian may find her or himself assigned the task of dealing with archival *collections*, and this observation points to some of the basic errors that have been committed in the name of accessibility.

The book also points out the necessity of having a “working knowledge of the standards and tools” to be able to describe records. This point was driven home to me quite recently, when I spoke to a colleague regarding the difference between an archivist and a cataloguer, and whether or not an archivist should or should not need to perform this role as part of his or her tasks. The book gives suggestions on courses to follow from the Society of American Archivists (SAA); if similar references had been included for Canada, they might have pointed to workshops offered by provincial associations, such as the Professional Development Committee of the Archives Association of

Ontario, or courses available at several universities and colleges, such as the University of British Columbia.

The list of Web resources and the further training and education is very much focussed on North America and is by no means exhaustive. The further reading gives some good suggestions and covers the topic of subject access more extensively than I would have thought; perhaps this is because my institution does not provide subject access to most of its archival materials and we do not share our information through a library on-line public access catalogue. The decision to provide subject access, however, would improve the recall/precision equation<sup>1</sup> in search queries. Unfortunately, as with any reference to Web sites, many of the sites listed in the section “Tools and Technical Resources” are no longer valid (even in the on-line version of the book), but one can often *play* with the address to discover the new address.

I feel this is an excellent primer for those providing funding to archives and the new breed of manager – those that manage the people who perform the tasks but are not knowledgeable about the activities. I certainly plan to use this book the next time we need to introduce a new director general to the world of archives.

**Jennifer Svarckopf**  
**Library and Archives Canada**

<sup>1</sup> A “recall/precision equation” is a term used in the library science world to express the relevance and completeness of search results (or hit list). The “precision” portion of the equation relates to the relevancy of the material retrieved. If a search result set had 100 per cent precision, it would mean that *only* relevant information is retrieved. The “recall” portion of the equation relates to the amount of relevant material retrieved. If a search result set had 100 per cent recall it would mean that *all* relevant information (in the database) is retrieved. In a perfect world, we would expect 100 per cent precision and 100 per cent recall. However, due to the imprecise nature of language (i.e., search terms with more than one meaning), and imperfect indexing (and lack of indexing), this is not the case.