

Notices

Catalogue of Canadian Fire Insurance Plans, 1875–1975. LORRAINE DUBREUIL and CHERYL A. WOODS. Ottawa: Association of Canadian Map Libraries and Archives, 2002. 500 p. ISBN 0-9695062-7-9.

Lorraine Dubreuil (McGill University) and Cheryl A. Woods (University of Western Ontario) surveyed and visited 122 public institutions to produce this detailed catalogue of fire insurance plans published in Canada between 1875 and 1975, a continuation of an earlier work¹ which was published in 1995. The listing includes only original paper copies of the plans and does not reflect the large collection of plans on microfiche held at Library and Archives Canada (LAC) that were copied from the holdings of the British Library Collection. The authors have also left out offices such as the Insurers Advisory Organization that may charge a search fee for the use of their holdings.

The catalogue includes an introduction, location codes, catalogue entries, brief bibliography, and index. The introduction to the catalogue provides an excellent explanation as to what a fire insurance plan is, why they were published, and who were the main publishers. They describe in detail the size of plans and include interesting notes on how the plans were revised and issued. For example, the fact that major producers such as Charles Edward Goad sold subscriptions to his plans but retained ownership meant that when new plans were produced he would insist that the old plans be returned to him and these plans were often destroyed. In some cases very few copies of some plans have survived. As part of the introduction, Dubreuil and Woods have included a colour reproduction of the “Standard Key of Signs” adopted by the Board Association of Canada which explains all of the symbols one might find on a plan.

The actual catalogue is 500 pages in length and is arranged by province, with an alphabetical arrangement of places within each province. The entries

¹ Lorraine Dubreuil, Marcel Fortin, and Cheryl Woods, *Canadian Fire Insurance Plans in Ontario Collections, 1876–1973* (Ottawa, 1995).

include: titles, scales, place of publication, publishers, dates, physical extent and sheet size, notes often referring to revision stickers, whether the plan is listed in LEDGERS² or O'Neill³ and the LAC interlibrary loan codes indicating where copies are held. Because Dubreuil and Woods were able to visit so many of the institutions the actual entries are quite detailed, especially in the notes area.

The bibliography, although brief, lists articles and publications that deal with fire insurance plans as well as some reference sources consulted. The index includes place names of some communities no longer in use and refers the users to the new names.

Because of the detailed nature of fire insurance plans, anyone interested in early urban geography in Canada might want to purchase a copy of this catalogue. While this publication sells for \$90.00 Canadian, ACMLA is offering a fifty percent discount to archives, libraries, educational institutions, and ACMLA members. Ordering information is available on the ACMLA Web site at <<http://www.acmla.org>>.

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Sample Forms for Archival and Records Management Programs. MARY LEA GINN, ed. Chicago: ARMA International and The Society of American Archivists, 2002. 264 p. ISBN 1-931786-00-3.

This publication contains almost 200 sample forms, supported by policies and instruction, most commonly used in archive and records management programs. A joint collaboration by ARMA International and the Society of American Archivists, the goal seems to have been the production of a practical and user-friendly manual. The book is arranged with yellow tabs indicating records management forms and green tabs for the archival forms.

Sample Forms includes sections on general records management, inventorying/scheduling, records control, destruction/disposition, micrographics/quality control, vital records, as well as miscellaneous records management forms. In the Archives portion of the text, one can find sections on survey/appraisal, disposition and accessioning, arrangement and description, use/reference, preservation, and management.

2 Ledger Books (handwritten list giving number of copies printed and identifying the copy number and company lent to), 1884–1947, 6 vols. Held at the University of Western Ontario, D.B. Weldon Library, J.J. Talman Regional Collection.

3 Patrick B. O'Neill, *A Checklist of Canadian Copyright Deposits in the British Museum, 1895-1923*, Vol.2 Insurance Plans (Halifax, 1985).