

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).

The forms are very generic, making them adaptable to any archive. The book also comes with a compact disc, with the forms in rich text format (RTF), portable document format (PDF), and Microsoft Works 97. This allows for easy printing from one's desktop. The printed forms are clear and simple, making them ready to photocopy, distribute, and use.

The table of contents lists all the book's forms individually, however some of the titles are not very helpful in determining the content or purpose of the form. Often times it is necessary to use the table of contents to locate certain subjects, then determine which form you need by actually reading each form individually. The book is an American publication so other readers will notice that extents are in inches and yards, and that the addresses use ZIP codes and states. This is not really an issue as the forms are alterable from the disc.

Over the years the archival profession has seen the introduction of other manuals, such as the Archives Association of British Columbia's *Manual for Small Archives* and the Association of Newfoundland and Labrador Archivists' *Resource Binder for Small Archives*, that explain and detail procedures and theory. This manual has very limited emphasis on either procedure or theory. However, the combination of this manual with the instructional ones makes a great addition to any archives. It is particularly useful for any newly established small archive. This manual of forms will save time and ensure that your forms are complete, uniform, and pragmatic.

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Journal of Archival Organization 1, no. 1. Haworth Press, 2002. ISSN 1533-2748.

The *Journal of Archival Organization* is an international journal on all aspects of arrangement and description, as well as the provision of access. As such, it includes a wide range of articles on everything from detailed methods and procedures for organizing and describing archival materials to new and emerging archival theories and paradigms. This journal places special emphasis on new technologies and standards including digital and virtual collections on the Web to new standards for description such as Encoded Archival Description (EAD) and the International Standard of Archival Description (ISAD(G)).

The first issue of the *Journal of Archival Organization*, published in 2002 by Haworth Press, contains articles representing a diversity of topics and opinions that are meant to form the foundation for subsequent issues. Why a journal on archival organization now? As the introduction states, archival organization has undergone a significant transformation over the past twenty-