

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-

five years due to the impact of technology on traditional archival approaches and methods. One of the main questions asked in this journal is: "How is technology altering the basic functions of arrangement, description, reference, and access as we apply it to the archival mission?"

While the focus of the journal is narrow, the range of ideas is certainly not, as demonstrated by the first article by James L. Gehrlich entitled "The Archival Imagination of David Bearman, Revisited." Gehrlich's article is an articulate and open-minded overview of the ideas of Bearman who in his opinion deserves a place in the literature regardless of his current detractors in the archival profession. The six other articles in this first issue cover the growth and development of archival Web sites and their potential use in educational programs; the growth in popularity of the EAD; and the concept of digital versus virtual collections. Matthew Lyons' article explores how digital access to archival materials can strengthen both student learning and archival practices. As Lyons states, "At their best, archival Web sites challenge the stultifying concept of history as a boring, objective record, mostly about wars and great leaders, that authority figures present and students absorb passively. At their best, such sites provide tools that help history come alive as a complex, subjective process that all of us are part of and all of us can interpret. At the same time, educational Web sites can help repositories strengthen their role as community institutions and challenge traditional, narrow conceptions of who uses, and should use, archival records." Jennifer A. Marshall's article assesses the impact of EAD implementation on archival institutions and gauges the extent to which EAD has become institutionalized. There are three articles in the journal on digitization and archival organization. Bradley D. Westbrook makes a clear distinction in his article "Prospecting Virtual Collections" between digital and virtual collections. Virtual collections originate from and can only be created by the end users: "In other words, curators and archivists in their professional roles do not create virtual collections. Rather, archivists and curators can only develop the information environment in which users can construct virtual collections. Archivists and curators can only enable the virtual collections that end users create." William E. Landis in his article "Nuts and Bolts: Implementing Descriptive Standards to Enable Virtual Collections," and Robin L. Chandler in her article "Building Digital Collections at the OAC: Current Strategies with a View to Future Uses" look at current descriptive practices and their utility for end users in unmediated access on the Web. Both authors conclude that as we move into the digital world we will be forced to put our descriptive houses in order through the implementation of common standards and the development of more tools tailored to the needs of users.

The goal of this journal is to provide a focal point for new thinking, approaches and methods, and the impact of technology on archival organization. While the topic has the potential to be very dry, this journal is anything

but boring. The articles contain new and stimulating ideas, questions, and approaches to archival organization. We look forward to reading future issues of this encouraging and forward looking journal.

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Preserving Women's History: An Introductory Guide to Preserving the Records of Women's Lives. PATRICIA A. MYERS. Edmonton: Alberta Women's Archives Association, 2002. 40 p. ISBN 0-9697203-1-9.

Patricia Myers, in conjunction with the Alberta Women's Archives Association, has produced a highly readable, well illustrated, and accessible guide to the preservation of records in women's history. It is a follow up to an earlier guide published in 1993 by the same group, entitled *What's Cooking in Women's History: An Introductory Guide to Preserving Archival Records About Women*, a book which focussed on improving the dearth of records in women's history.

Much in this book could apply equally well to any aspect of history, particularly in the realm of social history; however, Myers' little guidebook is especially helpful to would-be collectors of women's invaluable historic memories. Immensely practical, and written in plain, accessible language, free of professional jargon which might alienate its readers, the guide is illustrated with relevant and attractive photographs, all of which serve to highlight the importance of recording women's historic accomplishments, even those which may not appear to be important. For anyone thinking of gathering, collecting, or preserving their own records or those of a colleague, a loved one, or a women's organization to which they belonged, this guide provides encouragement and practical advice. As well, it encourages collectors to work with archivists and other professionals in recording precious memories for the future. Throughout, Myers weaves her narrative into a pleasing and sustained metaphor of filling pails with plums, so that they may eventually be transformed, with care and diligent effort, into jelly.

Women, far too modest in such matters, often need to be convinced that anything they did could possibly be considered important enough to be included in the historical narrative. Myers takes on the "Who ... me?" attitude, gently but persuasively. Beginning with a convincing plea for the inclusion of women in the telling of the Canadian story, Myers then tells her readers that while the "Women Worthies" are not to be forgotten, even ordinary women, living everyday lives, "are significant parts of the fabric of history." Records outlining the lives of all women can help weave a more balanced view of the past.