

Periodical Annotations

COMPILED BY PETER YURKIW

To acquaint readers with the ebb and flow of serial literature in matters affecting archival science, Canadian archivists are invited to contribute brief assessments and abstracts of articles they encounter in the course of their professional reading. ARCHIVARIA will endeavour to print as many as possible in "Periodical Annotations", under the classification scheme created for the retrospective bibliography published in issues 1 through 6 (1975-78).

1.5 Organization and administration of archives/Organisation et administration des archives

REYNOLDS, J.K. Standards for college and university archives proposed. *Archival Security Newsletter*. January 1979: 11-20.

Useful guidelines on goals and standards for college/university archives and their records management programmes. This article tries very hard to combine theory and practice, policy and procedure, but it is easier to discuss storage of photographs than collections policy. Author acknowledges, but then bypasses, the problem that many university archives are built on existing manuscript/rare book collections and must develop from that base.

S. Spragge
Queen's University

STRAUS, A. College and university archives: three decades of development. *College and Research Libraries*. September 1979: 40, 432-439.

Useful analysis of development of college and university archives from collections of collegiate memorabilia to archives proper under the dual influence of records management and the principles of archival practice. Most valuable for its insights into the range and variety of research possibilities, which had moved by the seventies from institutional histories and founder's biographies to a variety of academic disciplines.

J. F. Tener
University of Calgary

1.6 The profession/Profession d'archiviste

HULL, Felix. The archivist and society. *Journal of the Society of Archivists*. Vol. 6, No 3. April 1979. 125-130.

Hull discusses the condition of the archival profession in today's society—a condition which in his opinion is marked by a deep sense of uncertainty. This lack of confidence results from the transformation of the role of the archivist from being a conservator in the strictly Jenkinsonian sense, to being an arbiter of what is to be preserved or destroyed. The article is a clear statement on the need to maintain a balance between diverse archival endeavours and the timeless responsibility of the archivist to be an impartial custodian of the public record. The British tradition within which Hull is writing has no doubt given rise to his careful analysis of the evolution of the judgmental role of the modern archivist. However, having long assumed the basic advantages of combining records management and archival programmes the North American archivist will not likely question the legitimacy of breaking from Jenkinsonian theory.

R. Tapscott
Archives of Ontario

VAISEY, D.G. The archivist as conservator. *Journal of the Society of Archivists*. October 1978: 6, 67-75.

To ensure both the preservation and wide use of archival holdings, archivists must become more involved in conservation and must strive for greater co-operation and communication with conservators. The archivist must take responsibility for conservation by allocating resources for conservation, by willingly making those hard decisions when priorities are set for restoration, and by encouraging conservators to develop their professional expertise through research, study, travel, and involvement with others in their field. The archivist should bring the conservator out of his repair room and into the mainstream of archival organization.

S. Wright
Ottawa

2.0 Records Management/Gestion des documents

COFFEY, Thomas A. The division of continuing education. *Information and Records Management*. October 1978: 41.

..... Education: the mark of professionalism. *Information and Records Management*. November 1978: 16-20, 48, 52.

FIELDS, Albert A. A blueprint for establishing a records management educational program. *ARMA Quarterly*. January 1979: 33-37.

GRAVES, Chet. At IBM Poughkeepsie, standards, style and stamina are vital. *Information and Records Management*. March 1979: 16, 32-33.

..... The University of North Dakota: leader in RM education. *Information and Records Management*. April 1979: 98-100, 112.

INK, Dwight A. The institutes. *Information and Records Management*. October 1978: 39-40.

KARSH, Michelle. Associations promote records management education. *Information and Records Management*. December 1978: 10-11, 44, 46, 48.

POMERENZE, S.J. Overview of programs. *Information and Records Management*. October 1978: 25, 28.

POSNER, Ernst J. Recollections: three decades of education. *Information and Records Management*. October 1978: 28-29.

RICHARDSON, John. The creation of graduate programs. *Information and Records Management*. October 1978: 29-30.

Educating the professional is now a new interest in Canada, but it has been more widely discussed in recent years as Canadian archivists set about establishing their professional identity and credibility in a wider context. Although archivists can trace the origins of their professional practice to antiquity, unlike other professional groups they have not established a formal professional structure based on the exclusive practice of skills which are transmitted to aspiring neophytes through approved courses of formal education and which are recognized by society as uniquely archival. Yet, quite in contrast to archivists, their allied professionals in modern records keeping, the records managers, have apparently seized their opportunities and established high-profile, high-pressure national chapter organizations which, in turn, have united to support a joint certification programme. Educational institutions have entered the field of information and records management through multi-disciplinary faculties and have supported the proliferation of institutes, workshops and other peripatetic educational tools and forums. Archives options in these courses remain tied to "the history department", an apparent and curious anomaly in the technological, systems, hardware and hard-sell hype of management education. Perhaps it would be instructive for archivists who are involved in developing formal education guidelines and post secondary courses to examine the records managers' experience in establishing flourishing and well accepted formal education for the professional. It appears that the series of articles on records management education which were published in recent issues of *Information and Records Management* and *ARMA Quarterly* might just provide important information and guidance for Canadian archivists.

It is unfortunate, but perhaps predictable, that these articles are of little value to either records managers or archivists involved in establishing an education structure for training future Canadian professionals. The journals are product-oriented and their trade dependency cuts down the space available for serious writing. *Information and Records Management* is a newsy upbeat tabloid, featuring product news and short pieces on company systems or other corporate events of immediate interest to its readers. In such an environment, the multi-part feature "Educating the Records Manager" must necessarily be composed of brief narratives, woefully short on analysis and in the long run of little use to either records managers or archivists looking for collective wisdom or mature reflection.

In the October issue of *IRM* Ernst Posner reviews NARS' key role in establishing a formal structure for records management education in conjunction with the American University in Washington. His memory holds the door for Joe Pomerenze and John Richardson of the Center for Technology and Administration at the American University who outline the main elements in the university's Master of Science Degree in the Technology of Management which has a major in records management. The multi-disciplinary regimen of the Masters degree is matched by the multi-pedagogical outreach programme of that university with its Institutes system and certificate courses which are briefly explained by Dwight Ink and Thomas Coffey. It is unfortunate that the flourishing education experiments at the American University and the University of North Dakota (April 1979) have to date received only the magazine type coverage allowed by *IRM*'s format. The other

offerings in this series are all light weight news items of regional activities or corporate programmes of limited interest and even less use to Canadians. Only Albert Fields' "Blueprint. . ." (*ARMAQ* January 1979) presents an extended exposition on useful techniques for establishing cooperative educational enterprises among professional associations, practitioners, corporate users and educational institutions to benefit needs of the community as a whole.

After reading these articles one is tempted to equate slick with superficial; surely records management, as both a professional function and the education of professional functionaries, deserves better press than these short reports. Perhaps others will follow Fields' example in the future and give us some first class analyses of records management education in the U.S.

B. L. Craig
Archives of Ontario

3.1 Cartographical archives/Archives cartographiques

CARTER, James R. Computer mappers and map librarians—can they help each other? *Special Libraries Association. Geography and Map Division. Bulletin*. September 1978: 113, 49-64.

Computer mapping is the production of maps, assisted partially or entirely by computer. The hardware but particularly the software developed for this new technology is ever increasing as applications become more common. Program packages can now be bought off the shelf for relatively little cost. The marrying of this type of software with the more traditional map library retrieval techniques, the author contends, opens up a host of new computer graphic retrieval possibilities which should be explored and exploited for the map library. The article includes a bibliography, a glossary of technical terms used in the article and a limited "log" of available computer graphics (computer mapping) programs, systems and data bases, as well as suggestions for further reading. A good item for map libraries and cartographic archives alike if you want to know what the future holds in cartographic document retrieval.

H. Stibbe
Public Archives of Canada

GARTH, S.L. Impact of digital mapping on map libraries of the year 2000. *Association of Canadian Map Libraries. Bulletin*. March 1979: 30, 14-17.

A short history of the development of digital mapping (a term synonymous with computer mapping) is followed by a scenario of a map library user-computer terminal dialogue in the year 2000. The author urges that map libraries start collecting maps in machine readable form and learn how to service them, as this is the type of map which is most likely to be the exclusive product of the 21st century.

H. Stibbe
Public Archives of Canada

de LORGE, Cathy. Architectural cataloguing. *American Archivist*. April 1979: 198-199.

This is a concise description of the cataloguing system and the catalogue card used for architectural collections at the Oregon Historical Society. The system was designed by the staff and enabled them to bring a backlog of 15,000 pieces under control in three years. In addition, a more selective approach to acquisition was

adopted to preclude the possibility of another backlog being created. This experience is heartening for other institutions which face seemingly unmanageable quantities of architectural records.

D. Ahlgren
Public Archives of Canada

TENOPIR, Carol and CIBBARELLI, Pamela. A retrieval system for engineering drawings. *Special Libraries*. February 1979: 91-96.

Cibbarelli and Associates, library consultants, devised a cataloguing system for engineering drawings belonging to several large California land development firms. The system is a prototype which could be modified to meet the retrieval requirements of other firms with similar collections of plans. The authors describe the old retrieval system of one firm as "the excellent memory of the ten-year veteran file clerk". They then outline the process of ascertaining the particular retrieval needs and reveal the classification scheme, catalogue and thesaurus which were created once those needs were analysed. This article provides a great deal of practical advice for anyone faced with a collection that has outgrown its retrieval system. The authors caution that the needs of firms (or, of course, archival repositories) differ and stress that their requirements must be assessed individually.

D. Ahlgren
Public Archives of Canada

3.6 Printed archives/Archives imprimées

SAHLI, Nancy. Local history manuscripts: sources, uses and preservation. *American Association for State and Local History. Technical Leaflet 115*. 1979. 12 p.

A concise discussion of historical material available to local historians, including problems of access and current or projected guides. Although little of the information is new to archivists, it had not been brought together in a format suitable for use by community groups or schools, or as a checklist for archivists. Examples drawn from the United States could confuse Canadian readers.

A. Rigby
Provincial Archives of New Brunswick

3.8 Textual archives/Documents écrits

STRACHAN, S.R. Access to official information legislation: a synopsis. *Archifacts*. June 1978: 6, 130-136.

Checklist of regulations concerning access to records of various New Zealand government agencies. Policy of the National Archives is described. Without context of their information legislation it is hard to evaluate and raises question of what is meant by prejudicial to "public interest" and "no specified right of public access." The indication is of a policy of exceptions rather than open government.

S. Spragge
Queen's University

4.1.3 Great Britain/Grande-Bretagne

MAYLES, Jane. Archives services to schools. *Teaching history*. June 1978: 29-30.

PALMER, M. Archive packs for schools: some practical suggestions. *Journal of the Society of Archivists*. April 1979: 16(3), 145-153.

The use of primary record sources by school children is examined in these two articles. Jane Mayles catalogues in a most cursory manner the services provided by county record offices to local school boards. In comparison Palmer's discussion of source packs authoritatively defines the possibilities of positive encounters of school children with primary materials. Although the English school system is the subject of Palmer's article, the principles underlying his descriptions could be readily adopted by both Canadian archivists and educators.

R. Tapscott
Archives of Ontario

4.2 Business archives/Archives d'entreprises

DOUCET, Claude W. La rentabilité des archives dans l'entreprise privée: le cas de La Banque de Nouvelle-Écosse. *Archives*. Mars 1979: 10(4), 11-15.

Paper presented at the seventh AAQ Annual Meeting, Hull, Quebec, May 18-19, 1978. Contains useful information and ideas for corporate archivists trying to publicize their operations and prove their worth to their companies.

L. Lunsted
Royal Bank of Canada

GRIFFIN, Robin. Bank of New Zealand Archives: sources for branch histories. *Archifacts*. June 1978: 6, 124-130.

Very detailed information of the archival records used in producing branch histories. The records cited are common to many businesses and could be used in the same manner. The problem with this article is that it is closer to an inventory listing than an information paper.

L. Lunsted
Royal Bank of Canada

POLLAY, Richard W. Maintaining archives for the history of advertising. *Special Libraries*. April 1978: 69(4), 145-154.

Although the focus of the article is on advertising and marketing archives, the overall information given is a rehash of general material—why an archives should be established, what you lose if it isn't, policy guidelines, what to keep, and so on.

L. Lunsted
Royal Bank of Canada

RIDER, Peter. Conservation des archives de certaines entreprises de Montréal: un aperçu du secteur privé vu de l'extérieur de Montréal. *Archives*. Mars 1979: 10(4), 17-27.

This attempt to describe the archival situation in some Montreal-based companies hinders more than it helps. The article is based on outdated information and consequently much of it is inaccurate and misleading.

L. Lunsted
Royal Bank of Canada

WHEELER, D. Business records and the sole archivist creating an archives. *Archives and Manuscripts*. August 1978: 7(3), 101-109.

An excellent description of the perils and pleasures of being a business archivist and what to expect if you become one. Wheeler explains the problems a business archivist has that other archivists don't, and why the particular company dictates the role and the success of the in-house archives programme.

L. Lunsted
Royal Bank of Canada

5.2.1 Microfilming/Microfilmage

LEE, Col. (Ret) Leonard S. What Do You (or Don't You) Know About Selecting Microform Readers? *ARMA Quarterly*. January 1979: 13, 21-26, 37.

The success of any microform system is jeopardized if the user either cannot or will not read the microforms produced. Lee describes, in easily understandable language, the features which should be considered when purchasing microform readers. These features include reader design, general image quality, the screen (size, data capacity, enlargement ratio, luminance, contrast, viewing angle, colour and materials), the optical system (lenses, focus, mirrors, resolution and distortion), the light source, the type of projection, the carrier, the grid index, operating noise, maintenance, warranty, power supply and safety hazards. Titles of supplemental articles are listed.

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