BOOK REVIEWS

Edited by Glenda Acland

James Gregory Bradsher, editor, *Managing Archives and Archival Institutions.* London. Mansell Publishing Limited, 1988. 304pp. ISBN 0 7201 1965 0. £30. (available from Mansell Publishing, Artillery House, Artillery Row, London SW1 1RT).

Managing Archives and Archival Institutions is claimed by its publishers to be "the first comprehensive, 'how to' handbook on the management of archives since the publication in 1956 of T. R. Schellenberg's *Modern Archives: Principles and Techniques.*" Frank B. Evans, in his foreword, describes *Modern Archives* as "the most widely-known and influential American contribution to archival theory and practice", but states that the present work reflects "the current broader concept of archives . . ." and reveals "the impact of rapidly changing media and technology . . ." It is implied that this book is the rightful successor to Schellenberg's 1956 work, and will become the new definitive text.

Bradsher, as editor and contributor of or to three essays, states in his Preface:

> "My goal was to produce a book that would provide archivists and archives administrators with the information they need to meet the challenges presented by modern records and archives. I wanted a book broad enough to apply to all types of archival institutions and custodians of archival materials. I also wanted a book general enough to be useful to records and information managers, historians, librarians, and anyone else with an interest in archival materials."

Bradsher grants that this is a "large order", but along with his fellow contributors he has certainly achieved an impressive result. As well as introductory and historical review chapters, there are essays on appraisal, preservation, arrangement, description and references, and a well-balanced chapter (by Karen Dawley Paul) on *Archivists and Records Management*, which makes one wonder why there ever need be hassles: archivists are urged "to seek closer, more productive relationships with their fellow professionals and, where appropriate, to incorporate the techniques [of records management] into their own archival programs, becoming their own records managers when necessary."

All these chapters are well-written, comprehensive and include both general principles and some specific guidance. To this extent the book

parallels Schellenberg's, but it also has chapters on *personal papers; cartographic, audio-visual and machine-readable archives; archival automation; oral history; archival ethics; security; public programs; exhibits;* and *archival management.* Again the standard is uniformly high, with new and complex areas being covered in a lucid style. For example, Thomas E. Weir Jr's essay on new automation techniques covers strategic planning, systems analysis, the MARC AMC format, the various optical disk systems, artificial intelligence including expert systems, and other topics in a very user-friendly way; the advantages, developmental stages, limitations and possibilities of the technologies are canvassed, and the need for cooperative research and development in these very powerful but expensive systems is stressed. (Weir, incidentally, is one of the few contributors to display a touch of drollery in what is generally a very serious and earnest book—of which more later.)

Managing Archives and Archival Institutions does not attempt to cover all areas because of space considerations. Deliberate exclusions are the specialist areas of expertise needed by custodians of pre-nineteenth century documents, and direct coverage of printed archives, repography, buildings and supplies. The excellent chapter on *Preservation* touches on facilities management, as does that on *Security*, but some of us who spend huge amounts of time on facilities issues might have liked a more specific focus. (Those archivists who labour in makeshift, leaking, ill-equipped buildings will not be comforted to be told that "Attention must also be paid to ensuring good sight lines for security guards" . . . or that the archives should *not* be located "in a basement . . . or an exposed top floor." Stop that hollow laughing, please). The *Security* chapter is in fact comprehensive and well-written, and in 1988 the use of inert gas fire suppression systems, "most notably the Halon 1301 flooding system used to protect the most valuable holdings," was still half-way respectable. Time flies; Halon is now an embarrassment.

Change is so rapid today, and the environmental concerns so recent, that inevitably such out-dating will happen quickly. Thus I found no mention of the now topical issue of recycling of paper and the archival problems caused when archives are casually destroyed in the interests of maximum volume recycling, or senior members of organisations instruct that their "permanent" records be kept on recycled paper for environmental reasons. Nor are the complex issues relating to privacy legislation and its conflicts with archival principles adequately addressed; privacy is discussed in relation to screening, access and ethics, but no answer is forthcoming to those who believe that privacy considerations must always over-ride archival principles.

However, I quibble. Bradsher and his fellow contributors, two-thirds of whom are employed by the United States National Archives and Records Administration (NARA) have certainly produced a high-quality and

broadly comprehensive volume covering most of the topics most of us are interested in, or suggesting appropriate further reading in those areas.

Probably it is the authors' affiliation with NARA and other large institutions which makes the book less successful in its application "to all types of institutions and custodians of archival material" and less useful to beginners, volunteers, local history collectors and so on than the ASA's *Keeping Archives*. They think too big. It is desirable that ideals be outlined, standards set, paths delineated, and if the book is seen as providing the optimum to which we aspire, it may be inspirational. But for the student, semi-trained local custodian or one-person archives, the gap between reality and the demanding standards set may be so great that depression and discouragement result. This potential problem is exacerbated in some chapters by a rather hectoring tone, frequent use of "should" and "must", and a tendency to blame the victim. I was most impressed with the *Reference Service and Access* chapter—but for one jarring note (re access restrictions):

> "Institutions that take years to process collections do themselves, the research community, and their donors a disservice. If the documents are in poor condition, definite plans should be made to repair them expeditiously."

Implication: If you have a processing backlog, inadequate staff resources or lack of conservation services, you're not managing properly.

At that point we turn for help to the book's final chapters on *Archival Management* (Michael J. Kurts) and *Archival Effectiveness* (Bradsher). The skills, knowledge, resources and political clout needed to meet these standards are daunting, and although mention is made of resource constraints, the solutions offered seem to assume boundless time, energy and ancillary staff.

"For reasons of political viability and access to resources, the director of the archives program should report directly to the head of the parent institution or the governing body of the institution." (p. 243) Of course! When recruiting staff, the archival manager should "ensure that the position is advertised in all appropriate registers, lists and scholarly journals". Too bad if there is a staffing freeze, a restriction on outside recruitment, or your archives can't afford the costs of such advertising.

I suspect that if you are an archival manager without sufficient seniority, freedom, staffing and budgetary resources, you will not feel like upping the profile of your reference service, increasing your public programs to establish relevance, introducing performance measurement to support budget bids, and adopting a participatory management style; neither will these very good ideas help you to find the time to implement social justice and equal opportunity strategies, and occupational health and safety requirements (none of which are directly covered in the management and effectiveness essays). Doing more with less may be today's economic

reality; doing still more in the expectation of being given more requires strong faith—and institutional support.

These are not mere quibbles. Perhaps a book which sets out to be the definitive tome cannot also provide all the answers to those of us who are less advantaged, skilful or politically powerful, or who work in environments where archives are seen as dispensable frills rather than necessities. Nevertheless it would be a great pity if such an otherwise excellent book served to discourage archivists and other interested readers from persevering towards archival excellence.

Keeping Archives was published in 1987, a year earlier than this book, and covers similar territory. Comparisons are inevitable, and the ASA's publication stands up very well. Many readers will prefer the Australian book's format, with illustrations, graphs, charts etc., to the unadorned earnest narrative style of the later book.

Keeping Archives is an introductory manual with "practical guidelines based on sound archival principles and wide experience for the management of archival and manuscripts collections, however small." (Preface). I would prefer students and new staff to read it first, gain some competence and confidence, recognise the limitations and the possibilities of their real-world working environment, and then tackle *Managing Archives and Archival Institutions.* The latter book will probably, and deservedly, achieve the stature of Schellenberg's *Modern Archives.* Buy it or borrow it, benefit from its undoubted authority and expertise—but don't read it on a day when you've had a budget cut or a staff resignation. It may be the greatest thing since sliced Schellenberg—but serve it after an entreé of *Keeping Archives.*

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Peter Emmerson, editor, *How to Manage Your Records: A Guide to Effective Practice.* Cambridge. ICSA Publishing Limited, 1989. 190pp. ISBN 0 902197 81 9. $78.50. (available from Prentice Hall Australia Pty Ltd, 7 Grosvenor Place, Brookvale, NSW 2100).

How to Manage Your Records is written for a specific audience of middle level managers who have, or are looking to gain, control over "information" in an organisation. The introduction states "The book provides some guidance for the responsible manager in evaluating any proposal which is offered, should such a professional be employed. At the very least it will dispel the simplistic view that records and information management is just a matter of "filing" which can be delegated to junior staff with impunity." (p.3)

The book achieves these goals. No one could read even one chapter of the book and be left with the notion that any of the material discussed is simple, or a minor and boring activity. Peter Emmerson as editor has brought together a number of authors, all of whom have had records management experience in large companies or as consultants to business.

For the Australian records management professional, it must be made clear that the book uses the British concept of records management which essentially concentrates on the retention and storage problems of inactive records, much of which we take on as archival activity in this country. However for the first time, there is an indication that this definition might not be broad enough to cope with the functions thrust upon records management practitioners and increasingly required by the business world. Thus there seems in some chapters to be a stretching of the present concept of records management in Britain to move tentatively towards the design of records systems, classification schemes and the importance of timely retrieval.

The first chapter of this book by Peter Emmerson, concentrates on *defining records management.* A traditional definition is used: "It is the development of a programme to control records throughout their life from creation to ultimate disposal, either as waste paper or as an addition to the archives of the creating organisation" (p. 7). The emphasis is placed upon cost savings which can be achieved by the efficient disposal of records in all formats and savings to be achieved by efficient storage. However, a second area of records management is outlined as "the provision of information for the day-to-day management of business" and passing reference is made to the importance of retrieval of current information.

Next, Peter Emmerson details *the establishment of a records management policy.* This links the records management function into the organisation's business imperatives and its structure. The chapter outlines the need for a records management policy, the broad aims of such a policy and the need for objectives. The objectives outlined here are wide reaching, capable of taking in responsibility for the design and management of current records in addition to storage and retention.

Development of the programme, the next chapter by Elizabeth Parker, outlines a standard methodology for records management, embracing data collection, analysis/specification, design and implementation. Because of the differing objectives which could be set for a records management programme, the comments in this chapter are quite general. Some caution should be felt about heading into a full blown organisational analysis as outlined in this chapter. While endorsing the approach which looks first at the whole, I feel that it would be quite easy to get a records management programme bogged down in trying to form a definitive statement of the whole records position of the organisation. It would seem

better advice to start with areas in the organisation where some achievable results could be gained relatively quickly. However, the methodology outlined in this chapter is quite broad and will apply to any sized project.

From this chapter, the book goes on to concrete issues which form the basis of the book. The chapter *Establishing Retention Control* by Elizabeth Parker and Peter Emmerson, is extremely competent and thorough. It deals with local legislation and influences in determining retention periods, appraisal concepts, specific and general schedules, constructing a schedule and liaison with users.

A chapter on *Providing Storage Facilties* by Shelley Hardcastle follows. This outlines the appropriate uses for various types of shelving available, discusses their advantages and disadvantages and relates them to costs for purchase and floor space. There are some minor points on which to quibble, but my major disagreement with this chapter is with its terminology. The equipment which houses records does not constitute a filing system. This is a fallacy which manufacturers of equipment project upon the public, convincing them that it they buy certain equipment, they have bought a filing system. Nothing can be further from the truth. I am sure that the author of the chapter will agree with these comments but such sloppy use of language gives apparent credence to the delusions of the sales pitch.

A broad-ranging chapter follows on *Alternatives to Paper: Micrographics and Magnetic Media* by Garry Tapper. This chapter provides a broad outline of issues, advantages and disadvantages, costs and legal status of various media in the United Kingdom. The chapter deals with micro-formats, including COM and CAR applications, and magnetic and optical media. Typical applications are outlined for various media. This chapter also includes systematic reference to the wide range of *British Standards* applicable in these areas.

The final chapter of the book by Carey Moran deals with problems faced by particular types of organisations with their records management programmes—companies, partnerships, universities, charities and local government. The context of these organisations, a broad outline of their legal obligations and general comments about retention periods are included in the Chapter.

For those of us already involved with records management in whatever form, the chapter *The Future of Records Management* will be one of great interest. It outlines five major areas which the author, Carl Newton, assesses to be of major importance in the development of records management. These include the relationship between records and data, application of records management to office automation systems, and classification and indexing and the use of records as information sources.

Questions about which profession will gain an upper hand in the

implementation of automated records keeping are raised in the reader's mind. Here in Australia, where I believe we are considerably further along the path of involvement in the design of records systems and retrieval mechanisms, we still face these questions. Records management as a profession and individual records managers have a fair way to go before we have convinced the computer/office automation people that we have an indispensable contribution to make to information systems design, implementation and maintenance. We all need to do this before the future of records management outlined in this chapter will begin to be possible.

Elsewhere in the book, Peter Emmerson has some interesting comments about the relation of the various professions to records management work, stating the archival profession's natural interest and involvement in records management, pointing out that training has not kept pace with records management developments and requirements and the increased involvement of library trained people in records management. All of these comments are extremely pertinent to the Australian records management scene.

While not written specifically for the records manager, *How to Manage Your Records* contains material which will be of practical assistance in assessing the organisational context of records management, in the development of disposal schedules and assessment of storage mechanism and media. For those looking for guidance on the management of current records, designing records systems and implementing changes this book will not provide the answers, although it holds out the promise that we may find material coming out of the United Kingdom in the future which will deal with these areas of records management which are of paramount interest to the Australian records manager.

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Birgit Fredberg and Paulette Pieyns-Rigo, *Legal implications of the production of machine-readable records by public administrations: A RAMP study.* Paris, Unesco, 1988. 64pp. PGI-88/WS/15. (RAMP publications are available from the Unesco/PGI Document Supply Centre, C/- National Library of Thailand, Samsen Road, Bangkok, 10300, Thailand.)

The aim of this study, in the words of the authors, is to "highlight the practical aspects of the problems [raised by the production of machine-readable records] and to suggest practical solutions which lend themselves to large-scale application".

The study is based on a questionnaire sent in 1986 to forty national archive institutions and archives of international organisations, of which

twenty-nine were returned. The eleven questions sought information about the existence and nature of legislation governing machine-readable records, including their appraisal, preservation and physical protection, as well as privacy aspects and exemptions from such legislation; who makes decisions about appraisal and preservation standards; and the legal status of machine-readable records.

Half of the study, twenty-nine pages, is devoted to analysing the responses. With ten pages of introduction, bibliography and methodology, and sixteen as appendices, principally the text of the questionnaire and an example set of answers, only seven pages of text remain for the "guiding principles" on the practical problems raised by machine-readable records and for the study's conclusion.

I found the study interesting but largely disappointing. It is interesting because it brings together and summarises legislative and other arrangements for the management of machine-readable records in a wide variety of countries.

I found the study disappointing for a number of reasons. One problem which is not the authors' fault, is simply the passage of time. The study is based on information collected in 1986; it was published in 1988; it reached Australia in 1989; and this review appears in our May 1990 issue. The study is already four years out of date, covering an area that is inevitably the subject of rapid change. Since 1986, for example, the Australian Archives has issued procedures for the appraisal of electronic records and guidelines for everyday disposal decisions about information in office automation systems and microcomputers; Australia's Law Reform Commission has proposed major changes to the law of evidence, including ways to facilitate the use of machine-readable records as evidence; and a *Privacy Act* has come into operation to protect personal information, much of it in machine-readable form, which is collected by Commonwealth Government agencies. Undoubtedly a similar level of change has taken place in other countries covered by the study.

Some of the other problems with this study derive from the methodology adopted by the authors. By relying heavily on the responses to the questionnaire, the authors seem to have accepted, largely uncritically, what they were told. I find it difficult to believe that the picture is truly as rosy in some countries as it appears in the study.

By seeking information only from national archives, the authors have failed to deal adequately with countries with federal systems of government. The Australian Archives, for example, clearly did not, and could not have been expected to, describe the legislative and administrative situation applying in State and local governments, particularly in the short time allowed. The result is a strong emphasis on national governments, legislation and administrative arrangements.

On a broader level, I was disappointed by the scope and emphasis of the study. The authors rightly identify evidence and privacy as the two greatest legal problem areas posed by machine-readable records. Three of the questions addressed these issues. Much more emphasis was placed in the questionnaire, and consequently in the study, on legislation and administrative arrangements for the archival appraisal, preservation and physical protection of machine-readable records. This emphasis left little room for the real legal issues, and did even less to contribute to their solution.

The authors' analysis of the legal problems raised by machine-readable records in the areas of evidence and privacy is shallow and reveals little appreciation of the complex issues and competing interests which need to be considered when seeking solutions. Consequently the advice they offer in these areas is simplistic and inadequate, for example, the assertion that machine-readable records should simply "be recognised as having undisputed value in evidence". They brush aside questions of standards of proof, authentication, reliability of machines and software, the scope for fraud or perjury, computer-stored versus computer-generated data, and problems of discovery in an adversarial system.

I was particularly annoyed by one passage in a section called "The temptation to use the concept of the protection of privacy for its electoral appeal". Here the authors brand as populist and opportunist the efforts of some Belgian politicians to reduce the amount of information kept in the *National Register*, a computerised database "in which every citizen has a personal file comprising a large number of items of information of all kinds". Many Australians, including many archivists, would view life with such a Register with horror, as the Australian Card debate showed. Again the analysis is shallow and the authors show little regard for the privacy and civil liberties concerns associated with the collection and integration by governments of large amounts of personal information in computer systems. Worse, the authors here seem to be pushing a political barrow and I find such bias unacceptable in an international publication.

With all its faults, this is certainly an interesting study, bringing together a unique body of information and providing the opportunity for useful international comparison. However, I cannot recommend it as a serious analysis of the legal implications of the production of machine-readable records by public administrations, nor as a useful guide to solving the important legal problems which they raise.

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Thomas A. Parker, *Study on integrated pest management for libraries and archives.* Prepared for the General Information and UNISIST. Paris, Unesco, 1988. 119pp. (PGI-88/WS/20).

The basic concept of an integrated approached to control of pests in libraries and archives is certainly a good one. Integrated pest management has been defined as:

> the concept that all pest control programs must rely on several approaches working in concert to achieve the desired result . . . Management must realize that no simple solutions exist to the problem of achieving maximum prevention and control of pests in archival and library collections with minimum risk to the collection, staff, and the public. A combination of techniques is usually required to maximize the effectiveness of any pest control program. (p. 7)

All too often libraries and archives simply arrange for their buildings to be fumigated by a commercial firm a few times a year and that is the sum total of their pest management program. In many cases they do not know what fumigant or insecticide has been used, or what effects these are likely to have on their collections or in humans. They may not even know what specific pests are a problem in their collections. And they make no attempt to assess the effectiveness of the treatment.

The author rightly points out that a great deal more is required. An IPM program should consist of the following steps.

1. Establish an inspection or surveillance program or system for the facility that will yield prompt awareness of a possible problem.
2. Determine the extent and nature of the possible problem, that is, the pest species, their density and location.
3. Devise an Integrated Pest Management Plan for prevention, control, or elimination of the problem.
4. Oversee the implementation of the devised plan and be willing to modify it as indicated.
5. Monitor the results of the effort. (p. 8–9)

The author advises the use of a range of pest management methods including insect growth regulators, habitat modification, mechanical and physical controls as well as chemical controls. There are brief sections on surveying and inspecting collections for signs of infestation as well as specific measures to counter any problems found.

At least half of the book is taken up with a description of the various pests which occur in libraries and archives and the kind of damage they can inflict. The descriptions are simple, straight forward and easy to understand. They are accompanied by effective diagrams and photographs although they would be improved by being in colour rather than black and white. Some indication of size with insects would also be helpful as diagrams are generally many times the size of the actual insects. In general staff of libraries and archives faced with the task of identifying

insects or determining what might have caused a particular problem will find this part of the book quite useful.

This study was prepared under contract with the IFLA International Office for Preservation and Conservation, Library of Congress. As a result, it appears to be written more with library collections than archives in mind. Much of the discussion focuses on small scale treatment for isolated pockets of infestation. Archives are more often faced with large scale outbreaks or large transfers of incoming records which are heavily infested.

Perhaps the weakest feature of the book is its treatment of moulds and mildew. In a forty-one page description of the major pests of libraries and archives, moulds and mildews rate two pages. In the section on the recognition of damage there is no mention of mould. There are only five pages of advice on how to deal with mould problems. It may be that the author has not faced major mould problems in the climate in which he lives. He does specifically state that the study does not attempt to deal with the salvage of flooded records. For many Australian archivists, however, particularly those of us who live in humid, tropical or sub-tropical climates, mould is a major hazard and infects substantial quantities of records. Those seeking advice on how to deal with large scale outbreaks of mould will not find this study very helpful.

Generally the study is much stronger on defining the problem of pest management than on offering effective solutions. The final third of the book deals with ways to manage pests. The current debate over the use of chemicals is presented in a rather onesided way with the author evidently opposed to extensive use of chemicals.

There is some discussion of the various fumigants which have been widely used in archives and libraries such as ethylene oxide, thymol, sulfuryl fluoride, methyl bromide etc. All of these have serious problems which are fully discussed. Little is said about the advantages of their use and even less about the inadequaces of many chemical alternatives. The author's infuriating habit of making claims without citing the research on which his statement is based, does nothing to help his case. For example:

> some researchers have found that materials fumigated with ethylene oxide for mould control are actually more prone to mold attack and growth after the fumigation than before, (p. 79)

Indeed comments such as "research studies indicate that . . ." which occur from time to time without citing any reference, are intellectually dishonest and deny the reader the chance to follow up the reference and judge for him or herself. In a debate such as this, with strong opinions on both sides, it is particularly important that sources be cited.

The author's view that, "chemical solutions to pest problems must be considered an alternative of last resort" (p. 8) has gained increasing

acceptance in the archival and library community in recent years. "In many cases the fumigation of all incoming goods is routine before they are brought into the library. Most of this type of fumigation is unwarranted and may create health hazards for personnel." (p. 76).

In a library situation where most incoming books are relatively clean this is probably true. In the case of many archives, especially those in hot humid climates, the reality may be that the vast majority of incoming records are heavily infested.

The author places great reliance on environmental control as an alternative to the use of chemicals. He rightly points out that, "fumigation will not control mould and mildew if the library materials are returned to the same conditions from which they came." (p. 76)

There is no doubt that one of the major weapons in the fight against mould, and also against other pests, is the provision of 24 hour air conditioning to hold temperatures and humidities within an acceptable range. A more extensive discussion of air conditioning specifications, especially in relation to both chemical and particulate filtration, would have been useful. Not all air conditioning systems are equally efficacious.

However, even the best quality air conditioning can break down. If there are live mould spores on records these can quickly become active if the heat and humidity increase. I speak with some feeling on this subject having seen, many years ago, a major outbreak of mould on the leather bindings of the original nineteenth century Queensland Executive Council Minutes when the air conditioning machinery was down for three weeks one hot humid January.

Unfortunately, there are still many Archives which do not have air conditioning. For them at least, chemical solutions to pest management may be the only real alternative.

A range of non-chemical solutions are suggested for management of insects, rodents etc. While most are quite useful, others are bordering on the ludicrous. I find it hard to believe that removing all red spices such as cayenne, paprika and chilli powder (p. 89) from the average archives building, or avoiding dried flower arrangements (p. 89), is going to have any appreciable effect on control of bookworm, since most bookworm comes in with infested records.

I also found the author's suggestion that one way to disinfest an entire building of insects is to heat the space to a temperature of 60°C to 63°C for 6 hours with commercial gas burners rather alarming. Evidently this method is used by large cereal grain processers to control pests. However I have never heard of it being used in an archives. Presumably the heat would have a damaging effect on paper and other materials, not to mention the fire risk.

The book concludes with a three page bibliography which is very inadequate. Many of the references cited are outdated—fourteen of the twenty seven books cited are pre-1970. There are not nearly enough references to research studies on the use of fumigants and insecticides and the current debate on this subject. Given that the bibliography is very short and presumably selective one wonders why references to Aristotles' *Historia animalium*, the Rev. J. F. O'Connor's *Facts about bookworms* (1898), and Philippus of Thessalonica's *Epigrams on the grammarians* are included.

On the whole this book is of limited value to archivists. It is not an expensive publication and it does have some useful material on the identification of pests and the damage they cause, and some good common sense ideas on alternatives to chemical control. For these reasons it is probably worth buying. However if you are looking for a balanced and informative discussion of the pros and cons of the various methods of chemical control, or for extensive information on mould and mildews, buy something else. This book reminds me somewhat of the curate's egg—very good in parts but on the whole I couldn't recommend it.

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Michael Roper, *Planning, equipping and staffing an archival preservation and conservation service: a RAMP study with guidelines.* General Information Programme and Unisist. Paris. Unesco, 1989. (PGI—89/WS/4).

Michael Roper has attempted to bring together a diverse range of information pertaining to the planning, equipping and staffing of an archival preservation and conservation service. It falls short of the claim that it provides clear guidelines for countries and cities in tropical zones but none the less in the absence of anything more specific this paper is well worth the effort to read. Archival institutions in all countries with small budgets will benefit from this study especially if involved in establishing their first conservation unit as an addition to existing buildings or as part of a new complex. A word of warning though: it is as it states, a summary and guidelines and as such should be used in conjunction with more detailed and specific texts, some of which are listed in the bibliography.

The study is presented in four parts:

1. Processes and Techniques and their Application;
2. Planning, Staffing and Equipping a Preservation and Conservation Service;
3. Stages of Development;
4. Summary Guidelines.

Part One covers *Definitions, Principles and Standards, Agents of Deterioration, Preservation, Active Conservation and Restoration, Traditional Materials* and *Substitution Copying.* The explanations and definitions are clear and concise and the appendix examples are straight-forward. They are an invaluable source when used in conjunction with related RAMP studies, providing a firm information base from which knowledge and expertise can be developed.

Techniques for the preservation of paper, parchment, vellum, bindings, and non-textured materials are summarised and guidance on the standards which should be considered in utilising local products and/or knowledge is provided.

Part Two covers *establishing a preservation and conservation programme, workshop accommodation and services, staffing, equipment and materials* and *planning and co-ordination.* This section is a practical step by step guide on what should be considered when developing a plan. The table on *Treatment Options* (8.3) is a practical quick reference for non-conservators to gauge whether the most cost effective treatment decision is being made.

Part Three is divided into three sections with a recommended time-scale for the completion of each stage. A summary of procedures is laid out covering tasks, staff, equipment, material and accommodation and services requirements as well as advice on costs. When necessary it refers the reader back to previous sections for more information.

The final part is a summary of the guidelines already presented in parts one and two. This I found was of practical use as a quick and handy reference refreshing the memory on what should be taken into consideration when developing a plan for a preservation and conservation service in an archives.

Overall the publication is an adequate first source but I found its relevance to tropical climates and the bibliography disappointing. The bibliography is not in alphabetical order but in order of stated reference in the study, which many readers will find frustrating.

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Mary Wood Lee, *Prevention and treatment of mold in library collections with an emphasis on tropical climates: a RAMP study.* General Information Programme and Unisist. Paris. Unesco, 1988.

Mary Wood Lee's study on *Prevention and Treatment of Mold* is specifically aimed at professionals in libraries but the information which

has been presented is relevant to many archival institutions, particularly those in tropical climates.

The paper is presented in eight parts which includes a clear and concise introduction, a well documented bibliography and relevant footnotes at the end of each section.

I) Introduction.

II) Mold: which looks at the structure and nature of mould explaining the environmental and nutritional factors under which moulds develop.

III) Implications for library materials: In which the vulnerability of materials and the importance of environmental factors such as air circulation, relative humidity and temperature on the effective control and prevention of mould growth is concisely addressed.

IV) Prevention. This section provides some basic advice on building design, exterior and interior modifications of existing structures and advice on stock maintenance. The location and structural considerations are considered as well as the importance of avoiding the creation of micro-climates.

V) Fungicides and Fumigation. The fungicides discussed are limited to those in the liquid medium. The information is as far as I can ascertain the most recent available and the advice sound. Emphasis is put on the treatment of the disease and not the symptom. Most fungicides and fumigants treat only the symptom.

The methods of fumigation dealt with cover vacuum chambers, non-vacuum chambers and fogging. Toxicity of the fumigants is dealt with giving the OSHA 1984 tolerance levels as well as the common name or trade name. This is particularly useful for anyone involved in monitoring that the correct fumigants are being used. The effectiveness of the fumigants and the type of protection required is also discussed.

VI) Treatment. This section advises the action to be taken with small moderate and major outbreaks of mould and the planning required to deal with the outbreak. Recommendations on the basic equipment and tools to use for the removal of mould growth are provided as well as basic information on freezing and drying. Air drying, vacuum freeze drying and vacuum drying are described in a manner which can be understood by anyone who is unfamiliar with the systems employed.

VII) Equipment and Supplies. These are the final sections which I feel have been handled particularly well. No specific suppliers have been named as each country differs but the recommendations of what sections or headings to look at in the telephone directory are a useful guide. Countries may differ in name or description of where items can be purchased but if they are familiar with their local

market suppliers they should still find this guide useful, even if their directories do not have a classified section.

Overall I found Wood's paper easy to read and informative. It is set out and written clearly with a well documented bibliography. The paper addresses its stated intentions, to write with an emphasis on tropical climates. As a general guide and a source for basic, clearly stated information on mould I would not hesitate in recommending this paper to anyone.

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National Archives and Records Administration, *Guide to the records of the United States Senate at the National Archives,* 1789-1989. Senate Document 100-42, 1989. 356pp. *Guide to the records of the United States House of Representatives at the National Archives,* 1789-1989. House of Representatives Document 100-245, 1989. 466pp. (Available free from Centre for Legislative Archives, National Archives, Washington, D.C. 20408.)

Aren't anniversaries wonderful? In addition to their myriad by-products, they offer an incentive and a pretext for campaigns to locate, collect and conserve historical material and they seem to bring forth archivally worthwhile publications. To mark a recent anniversary, Lee McGregor and her people produced *Queensland State Archives: The First Thirty Years* (Brisbane, Library Board of Queensland, 1989), and for the Bicentenary last year, Australian Archives published a comprehensive guide to its holdings of genealogical interest, *Relations in records.* Across the Pacific, the US Congress and National Archives released last year guides celebrating the two hundredth anniversary of the House of Representatives and the Senate.

The guides are precisely what their titles state: they cover the 26,000 cubic feet of House records and 20,000 cubic feet of Senate records created since 1789 which are actually held at the National Archives. They represent a commendable example of agency/archives cooperation, symbolised by the *Forewords* by the Clerk of the House and the Secretary of the Senate, and *Prefaces* by the National Archives head Don Wilson, whose staff within the Centre for Legislative Archives produced the guides. True, the Congress no doubt could easily afford to have them prepared: everything one reads about Capitol Hill suggests that no expense is ever spared. For the 535 Congressmen and women, there are apparently 1200 private policemen, 20,000 professional staff and 30,000 other congressional workers located in 12 buildings (See Bryan Boswell's *A billion*

dollar baby amok, The Australian 22 October 1989). The guides are available from the Centre for Legislative Archives at NARA at no charge.

Several features of the guides impressed me, the predominent aspect being the pains taken to be so helpful to the user. The opening chapter of each illustrates the value of the material decribed through a discussion of the 5 or 6 most common research uses made of Congressional records to date. Indeed the very structure of the guides, by committees rather than chronologically by each of the past 100 Congresses, was a choice deliberately made so as to aid research "on a given subject or on a congressional committee over a long period of time". The bulk of the chapters comprise decriptions of the series created by committees: date range, quantity and the matters they document. Scattered throughout there are also references to note-worthy individual items. Each also includes a chapter describing general records not linked to committees (eg those of the House Clerk and the Senate Secretary) and a chapter on transfers since 1969 which are not yet opened for public reference. Entrée to these descriptions is also provided by a comprehensive index. The combination of structure, descriptions and index, and the extent of the descriptions, make them undoubtedly an invaluable aid to researchers.

A further impressive aspect of the guides, evident throughout, is their highlighting of related sources. The discussion of the main research uses made of Congressional records includes paragraphs on relevant non Congressional records in the National Archives, and elsewhere there are sections on private papers, newspapers, material held elsewhere (eg by the Architect of the Capitol and in the Senate Historical Office) and on the published records of Congress. The appendices also apply the philosophy. There are bibliographies, details of Congressional records available on microfilm and lists of other National Archives finding aids both published and unpublished.

Like all good archival guides, in the two under notice matters such as the original record keeping systems, the administrative history and the classification systems imposed on the earliest transfers are all addressed. We are told the history of Congressional efforts to preserve their records, including the contrasting fate of Senate and House records during the British burning of Washington in 1814. The Senate was able to remove most of its records, but the loss of the secret journal of the Congress and numerous petitions caused the Clerk of the House at the time to resign! The guides' authors also anticipate queries (eg why there isn't a separate chapter on the House Un-American Activities Committee) and wherever possible, explain the gaps.

The *House* volume is the more impressive in several small ways, though in mentioning them I want to take nothing away from the overall achievement of both. In its descriptions, a standard format is adopted in which the reader can expect, through better layout of information and

sub headings, details on *History and Jurisdiction*, a table summary of the series to be described, and "timeline" tables which graphically represent the history of various related committees. In the chapter *Records of the Interior and Insular Affairs Committee and its Predecessors*, for instance, the inter-connections of nine committees dealing with Indian Affairs, Mines and Mining, Irrigation and Reclamation and so on are plotted between 1805 and 1968. They are very effective summaries and remind me of the Australian Archives approach to illustrating the life of series through several administrations and agencies.

At the national level, clearly the Americans have got their legislative records act together. Only three years after the National Archives was founded, appraisers were reporting on the riches held on Capitol Hill, and transfers very soon followed. *The Legislative Reorganization Act 1946* and the *Federal Records Act 1950* settled the questions of responsibility for various records arrangements, and from the 1950s, numerous published and unpublished inventories have been prepared by the National Archives, culminating in the two bicentennial guides. Moreover, at least in the Senate's case, the early stage of the records life cycle has not been neglected. In the Senate guide's final chapter, *Trends in modern Senate records*, we learn that the Senate archivist Karen Paul has written *Records Management Handbook for United States Senators and Their Repositories* (1985) and *Records Management Handbook for United States Committees* (1988).

It seems obligatory for reviews which are full of praise to end by nit picking, and those so inclined might point to slips inevitable in works 350–450 pages long. Thus there are indexing errors (eg under "Australia" in the House volume) and inexplicable differences between companion works deliberately so similar (eg quantity is recorded for each chapter topic in the Senate volume but not in the other). Much more relevant is to end by looking closer to home, by noting the absence of equivalent guides for researchers interested in the records of the Australian federal parliament, and indeed the paucity of material in our national archives. As we learnt from Professor Reid at the 1987 ASA conference, federal parliamentary record keeping has had an unhappy past, and this legacy combined with the permissive nature of section 18 of the *Archives Act 1983* explain much of the current unsatisfactory state of affairs. If anniversaries are the key, perhaps Parliament's centenary in 2001 will see the preparation of an appropriate celebratory guide.

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Commission for the European Communities. *Guide to the Archives of the Ministries of Foreign Affairs of the Member States, of the European*

Communities and of the European Political Co-operation, Luxembourg, 1989. 78pp. ISBN 92-825-9725-3 (English).

This guide is heralded as the first tangible result of co-operation among archivists of EEC Ministries of Foreign Affairs, and the European Communities, arising out of the first general meeting of Foreign Affairs archivists, held in Brussels as recently as March 1987.

Information in the guide is standardised by means of a short questionnaire, which is reproduced at the beginning. The guide covers basic information needed by researchers: proper titles, physical and electronic addresses, hours of opening, research and reproduction facilities and access requirements.

In addition, each institution gives a brief administrative history of itself, an overview of its holdings, some information on the legislative or administrative rules governing access and a list of finding aids, published and provisional.

The twenty-one institutions covered fall into two groups: foreign ministries of the twelve member countries; and European Community institutions. Five of the twelve foreign ministries normally transfer records to the National Archives for public use; the other seven maintain separate Diplomatic Archives with research facilities.

The majority now follow the 30-year-rule, although generally with greater discretionary powers to withhold material than Commonwealth Departments have under the *Archives Act 1983*. Greece and Denmark still work to a 50-year-rule and Spain releases material after 25 years. In some countries, notably France and Italy, access periods vary for different categories of documents, to a maximum of 150 years (for medical records in France).

Access requirements also vary. Some countries require a formal letter of introduction for non-nationals, usually from the Embassy, and may refuse access to researchers whose countries do not give reciprocal access rights.

We are accustomed to thinking of Australia as a very young country archivally and certainly our Diplomatic Archives hardly exist before World War II. It is therefore interesting to see that old countries such as Germany and Italy date their Diplomatic Archives only from the latter half of the 19th century and seven other countries only from the first half.

The second group of institutions comprises several European Community bodies, most of which provide some archives services on records dating from the early 1950s. Principal among these are the General Archives of the Commission of the European Communities in Brussels and the Historical Archives of the European Communities in the European University Institute of Florence, opened in December 1985 to centralise

records of the various Community bodies. The Community has adopted a liberal access policy and a 30-year-rule.

As a practitioner, I found some surprising and gratifying similarities with Australia's Diplomatic Archives. Records of overseas missions form separate groups; the archives service is normally responsible for semi-current as well as strictly archival records; and everyone has suffered a paper explosion in the post-war decades, so that most of their holdings are modern records.

An equally consoling number of institutions are modest about their finding aids, indicating that a lot of work is yet to be done on organising and inventorying records. The older institutions, by contrast, usually boast several published guides, both in-house and outside productions.

A few of the listed institutions have also established, or are trying to establish, such useful adjuncts as oral history programmes, personal archives, and pictorial/audio-visual collections—matters which remain no more than a gleam in this archivist's eye.

I found this publication interesting and easy to consult. A similar short guide to, for instance, all Australian government or university archives institutions would be very useful to researchers everywhere.

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Davies, Alan, *At Work and Play, Our Past in Pictures*, Sydney, State Library of New South Wales, 1989. 128pp. ISBN 0 7305 6293 X. $19.95.

At Work and Play, Our Past in Pictures is one part of a package of activities initiated as a Bicentennial project conducted by the State Library of NSW and funded by the NSW Bicentennial Council. The aim of the project was to visit towns in rural NSW and to copy from family albums photographs that showed how Australians lived prior to 1939. Over 7,000 photographs were copied to be stored in a special collection in the State Library. A selection was used in an impressive and popular exhibition, with the same title as this book, in the State Library's Galleries.

The 7,000 photographs were also copied onto a videodisc. Software running on personal computers linked to videodisc players and monitors allowed members of the public to access the total collection by date, place, subject, keyword or image number. Small thermal printers were also attached to each system to allow the production of reference copies of the desired photograph, including its reference number. A number of these videodisc systems were installed at the exhibition and were the

subject of much attention from visitors. (I wonder if people would be as interested in a terminal displaying manuscripts?)

The marketing of the *At Work and At Play* package is worthy of comment. The book stands alone, it is not just a catalogue of the exhibition and will continue to sell long after the exhibition has been forgotten. Sales of prints appear to have been healthy and will presumably continue. A central point of the exhibition itself was the sales desk, where prints could be ordered. The desk was surrounded by the videodisc systems so that it was impossible to use one of the terminals without walking past the sales desk. Besides selling copies of *At Work and Play* there were post cards of some of the images from the exhibition, other State Library and related publications and some unusual, but associated, items such as Felix the Cat products. (See p. 15, " 'Felix the Cat' on the beach, Sydney, 1926"). The photographs from the book were the subject of a competition on ABC radio in Sydney and Alan Davies was interviewed a number of times concerning the project.

Why all the interest and the promotion? *At Work and Play* is well designed and attractive, the contents interesting and informative. Would it have been possible to have a similar project dealing with manuscripts what would have engendered as much interest from the public? The answer is, probably not.

At Work and Play raises many issues relating to the collection and use of historical photographs. The images used in the book and the exhibition have been selected from a variety of provenances and brought together to demonstate "*Our* Past in Pictures" (my emphasis). Who is the "our"? Janine Schmidt states in her Preface that the pictures provide a "unique record of the past of the people of New South Wales". Alan Davies, in his description of the project states that the basic criterion behind the selection of images to be copied was "Will this photograph be of interest to other Australians?". The book, and the exhibition, contain predominantly rural scenes. I can only assume that the remainder of the 7,000 images have a similar bias, which is to be expected as the project was aimed at rural communities who have been often until recently largely ignored by city based institutions.

One of the things that *At Work and Play* seems to contribute to, is the mythologising of Australia's rural past. The images have an undeniable nostalgic appeal. Yet Australia has the highest degree of urbanisation in the world and 25% of the population were born overseas. What is the relevance to the lives of the people who visited the exhibition, bought copies of the photographs and the book?

It is commonly assumed that the camera cannot lie. In reality a photograph rarely tells the truth about anything. A photograph is the result of conscious choice by the person operating the camera, the situations

chosen to be photographed, generally atypical of everyday life. The photographer's perceptions of what is important, of composition, lighting, focus etc. all determine to a large extent how the viewer will interpret the photograph.

Those concerned with historic photographs should constantly question why some event or scene was determined as being worthy of being photographed. Even more important when dealing with large numbers of historic photographs, such as in the *At Work and Play* project, is to question why certain things were not seen as worthy of being photographed. Two of the major historical events of the period covered by the *At Work and Play* project are the spread of white rural settlement and the consequent clash with the Aboriginal inhabitants of Australia and economic depressions of the 1890's and 1920's to 1930's.

Few photographs of Aboriginal people were located, although three of them are reproduced in *At Work and Play*. However they give no indication of the full impact of European expansion. Similarly, few photographs record the experience of the majority of Australians during the major depressions which were a feature of the Australian economy.

The danger is that the unrecognised limitations of the photographic record tend to contribute to the romanticising of the past by people who did not experience it. Photographs are seen as in some way more truthful than other documentary evidence, perhaps than a written description. In modern society the camera is ubiquitous but it is not always recognised that this has not always been the case. It becomes possible to think that something not photographed did not happen.

I do not mean to criticise the *At Work and Play* project because of the limitations of the visual record. Photographs could only copied if they existed in the first place. What concerns me is the presentation of the images as "Our Past . . ." There are many pasts and photographs do not document them all.

The issues of the interpretation of historical photographs by those professionally responsible for their preservation is also raised by *At Work and Play*. How far should an archivist, curator or librarian go in explaining the images in their custody. Objective recording of the facts of the images existence is clearly necessary, provenance, the photographer's name, the date taken, place and so on are important for users of the image. But what about the context of the photograph, how far should that be explained or interpreted? Does the explanation by the archivist fix the meaning of a particular image for future researchers? This may well be the case when it comes to subject indexing. What of exhibitions and publications like *At Work and Play*?

A case in point is "Aboriginal maid ironing, Bourke, NSW, c1912" on page 90. This is an extraordinary photograph in many ways, it shows

an Aboriginal woman in European dress involved in domestic labour. The caption to the photograph discusses the mechanics of ironing, it makes no mention of the use of Aboriginal labour on rural properties and conditions under which they lived and were employed. Admittedly the theme of the book and exhibition is at work and at play and domestic labour has been long neglected as worthy of study. But here is a rare image that goes beyond the theme and documents one aspect of the impact on Aboriginal society of European settlement in rural NSW. Surely this deserves mention?

Providing additional information may also alter the way a photograph can be interpreted. Does the fact that Philip Rodgers, who took the photograph on p. 36 "Aboriginal corroboree, Packsaddle, NSW, 1888", was a professional photographer alter the way we should view the image? Was the photograph taken for sale and, if so, to what extent was it staged? The caption, however, does not indicate Rodger's status.

At Work and Play is a fascinating book and well worthy of the attention of those interested in photographs as historical evidence as well as those professionally involved in the acquisition of historical photographs. The description of the operation of the project by Alan Davies is instructive for any one considering a similar venture. A minor point is that I felt that some of his, no doubt well-intentioned, comments about the people he met and the places he visited during the project might cause some embarrassment to the people concerned.

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Helen Price, *Stopping the rot: a handbook of preventive conservation for local studies collections*, 2nd edition, Australian Library and Information Association, NSW Branch, Occasional Papers No. 11. 68pp, ISBN 0 86804 240 4. $19.95 (available from ALIA, P.O Box E441, Queen Victoria Terrace, ACT 2600)

Among the arts an archivist develops after some years working with the public, is that of maintaining a calm demeanour in the face of a disaster. Apart from the usual disasters like fires, floods and staff cuts, one has to learn to cope with the well meaning individual who has brought in a precious document, plastered with sticky tape, coffee stained and which has been the gourmet treat of some unidentified bug which may or may not be lurking in the plastic bag which encases the document. I have often felt frustrated that there was not some introductory text which could have helped this well meaning person to avoid this sort of damage which is often expensive, and in some cases impossible to rectify.

I am now happy to say that such a solution is at hand in the second edition of *Stopping the rot.* This volume will be of great assistance to archivists, librarians and the many individuals and organisations who are actively involved in the care and preservation of all types of documents.

The second edition of *Stopping the rot* adds to the previous work done by Helen Price under the auspices of the Australian Library and Information Association (and other associated bodies) as a Bicentennial Conservation Project. Her work concentrated "on the conservation needs of local studies collections and historical records in the care of public libraries, historical societies and community groups through seminars, workshops and field visits." The content of the second edition has been expanded as a result of the workshops, seminars and field work conducted during the project and includes the input of a number of invited contributors.

The sequence of information differs little from the first edition. All the information is clearly and concisely set out and the page layout and type face it easy and pleasant to read. The style is clear and the flow of information from one section to another is logical and easy to comprehend. The practice of grouping information in chunks means it can be read as a whole or dipped into for advice on a particular problem, a very good idea when one is faced with an urgent problem, such as a plague of ravenous cockroaches.

Much work has gone into improving the scope and content of the information in this edition, and the author and contributors are to be congratulated. The definition of library and archival sources is easy for the uninitiated to understand and the causes of deterioration clearly sum up the scope of the problems that are so often encountered. I particularly liked the expanded section on *care and storage techniques* as it covers the wide range of documentary material which is held in local collections. The inclusion of the section on *preservation decision making* is to be applauded. It is hard enough for those of us who have the services of a conservator to make up our minds on priorities.

Contemplate the difficulties facing the individual who is answerable to a committee and who is faced with a collection that is largely unorganised.

The enlarged basic conservation section continues the practice of the previous volume of providing simple, effective and low cost methods which can be achieved by those in charge of collections reliant on meagre funding and volunteers, both of which provide interesting management problems. Comprehensive diagrams and instructions on the construction of a variety of storage containers are very useful additions. It is a recurring problem for local collections, especially in isolated areas, that they cannot afford ready made containers but they can possibly afford materials and may have volunteers who have the time and expertise to carry out such work.

The expanded section on maps and plans is very useful and again provides simple effective measures to cope with what can be seen as an insurmountable problem by the inexperienced.

The section on *disaster prevention and recovery* has been expanded and is of great value, as good solid disaster prevention information is of vital importance as it is often only when a disaster occurs that any thought at all is given to conservation. It was one of my concerns with the previous volume that more information could have been provided in this area. The inclusion of revised condition report forms and the preservation priorities questionnaire are excellent. I liked the emphasis on recording the material as it highlights the importance of identifying each item and will help in the development of adequate recording systems in local collections. Again the *glossary* is excellent and the inclusion of suppliers lists and the guidelines for using research collections is very useful.

My only quibble with this edition is one that once again there is no warning in large letters about the dangers of commercial heat set lamination and the use of the ubiquitous supermarket bag to store things. Again a "what not to do" section would have been welcome, but I realise that this might have been three times the size of the second edition.

Overall the second edition is much improved providing good introductory advice which will be of great value to local collections as well as providing the professional placed in the position of facing disasters of all sorts with another aid in maintaining a calm demeanour.

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State Library of NSW, *Guide to the papers of William Henry Gill in the Mitchell Library.* (Mitchell Library Manuscript Guide, No. 7.) Sydney. The Library Council of New South Wales, 1987. 21pp. ISBN 0 908 449 25 9. **State Library of NSW,** *Guide to the papers of Sir Philip Game and the Game family in the Mitchell Library.* (Mitchell Library Manuscript Guide, No. 8.) Sydney. The Library Council of New South Wales, 1988. 12pp. ISBN 0 908 449 26 7. **State Library of NSW,** *Guide to the papers of Elizabeth Jolley in the Mitchell Library.* (Mitchell Library Manuscript Guide, No. 9.) Sydney. The Library Council of New South Wales, 1988. 34pp. ISBN 0 908 449 27 5. (available gratis from Mitchell Library, State Library of NSW, Macquarie St., Sydney 2000).

These guides are additions to the Mitchell Library's series which includes guides to the collections of Miles Franklin, John Le Gay Brereton, and the Scott family.

William Henry Gill (1861-1944) was a fine art dealer in Melbourne from 1898 to 1940. He worked for Robertson and Moffat (furniture manufacturers and importers) until 1911, and from 1912 Gill managed the Fine Art Society, a private gallery.

The *Guide to the papers of William Henry Gill* is arranged logically, and includes a provenance note; biographical note; general description of the collection; separate indexes to the correspondence; a reproduction and description of the pictorial material in the collection; and a description of those papers that relate to Aborigines.

The provenance note is very important in this guide, as the collection was acquired over a period of nine years, and processed over a forty year period.

Gill's correspondence is arranged alphabetically by name of correspondent and an index compiled by Mitchell Library staff is included in this guide. Among the correspondents are Geoffrey Dutton, Norman Lindsay, Tom Roberts and Arthur Streeton, to name a few. Catalogues for exhibitions held at the Fine Art Society and other galleries are included in the papers. A collection of letters received by Henry Walter Barnett (a prominent photographer) is included in Gill's paper's. Letters from Tom Roberts, Arthur Streeton and other artists comprise this correspondence which was probably acquired by Gill as "source material for a history of Australian art". (p. iii)

Sir Philip Woolcott Game was born on England in 1876, and had a distinguished military career. Game served as Governor of New South Wales from 1930 to 1934. During this time he dismissed the Lang Labor government for the unlawful refusal to pay State revenue to the Commonwealth government. After his term as Governor, Game was Commissioner of the London Metropolitan Police until his retirement in 1945.

The papers of Sir Philip Game cover the period 1929 to 1935. As such a short period only is covered by these papers, one wonders if other papers are held elsewhere. Perhaps the location of other papers, or the fact that these are the only papers that survive, could have been noted in this guide. The papers include correspondence, speeches and miscellaneous papers. Game's correspondence consists of letters sent as well as letters received. Correspondence with J. T. Lang, and the Secretary of State for Dominion Affairs, covers the period prior to Lang's dismissal. Among Game's correspondents are Sir Isaac Isaacs, Sir Otton Neimeyer, Sir Kenneth Street and two potentially interesting anonymous letters, one from "A Humble Englishman", the other from "A distinguished New Zealander".

The second half of the collection is comprised of the papers of the Game family. The letters of Lady Gwendoline Margaret Game mainly

cover the period 1924 to 1935. Among these are letters from William Morris Hughes and Joseph Lyons. The letters received by Eleanor Hughes-Gibb (Lady Game's mother), Sir Henry Francis Wigram (Lady Game's uncle), and Lady Agnes Wigram (Lady Game's aunt) mainly cover the period that the Games were in Australia.

The only restricted material in this collection is the correspondence between Game and King George V, which is restricted until 1995.

Elizabeth Jolley is a well-known author whose novels have received several awards, including the Miles Franklin Award in 1986. Most of her novels have been published within the last fifteen years, although her work for the BBC and the ABC extended back to the 1960s.

These papers are unusual, not ony because they are from a living and still publishing author, but they are unrestricted (with the exception of one radio script). The earliest items are two photographs of Elizabeth Jolley in 1927, while the most recent manuscripts were written in 1987. Included in the collection are the working notes and related correspondence for various manuscripts.

The guide is clearly presented with the papers listed according to their form, that is, literary manuscript, correspondence, printed and miscellaneous material, and pictorial material. The literary manuscripts which comprise the majority of the papers, are listed according to literary genre (novels, short stores, radio and stage plays, poems, film scenarios and scripts and radio scripts, teaching aids, essays and articles, reviews and lectures, talks and interviews). Most of the collection is arranged chronologically, with the exception of the short stories which are arranged alphabetically. The item-level description is precise and concise.

Unlike some other Mitchell Library guides in this series, there is no separate biographical note on Elizabeth Jolley in this guide. A sketch of her life is included in the General Description of the collection at the beginning of the guide, although some may not feel that this is adequate.

Except for some minor problems, the guides discussed are thorough and well-presented. The Gill and Jolley guides also include illustrations of items from the collections. Acknowledgement is given to the individuals responsible for the arrangement and description of the collections in the Game and Jolley guides. This is of benefit to a researcher who might want more background information on the collections, as well as giving credit for work done on the collections. On the whole, I congratulate the Mitchell Library for producing these guides, and for continuing to take steps to make their records more accessible to researchers. I hope to see more guides of this standard in the future.

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