

Book Notes

Administrator's Manual: Preservation/Restoration of Documentary Materials. JOHN J. NEWMAN. Indianapolis: Society of Indiana Archivists, 1975. 18 p. \$1.00.

This manual outlines the basic steps necessary to establish a preservation/conservation facility. The emphasis is on the preservation of paper documents, with a separate section devoted to the care of ledgers; parchment and works of art on paper are not included.

A description of the materials and agents that can damage paper is followed by a discussion of the methods for cleaning, flattening, deacidifying and reinforcing documents. In each section the author discusses the nature of the problems and possible solutions, defines terms and describes the techniques to be used, procedures that usually can be implemented without expensive equipment or highly trained technical staff. The advantages and disadvantages of each method are listed. An annotated bibliography of sources of information for the administrator and the conservator is included in an appendix. The format of the text makes the manual simple to follow, for the descriptions can be used as a checklist.

Unfortunately, the instructions for the encapsulation procedure are confusing, and seem to require placing the double-faced tape on the outside of the mylar envelope. The list of solvents, which includes warnings about flammable and toxic materials, does not warn of the toxicity of hydrogen peroxide, ammonia and oxalic acid; the user could thus be led to believe that these are harmless.

As a quick overview of what is within the means of almost any institution, the manual is a useful addition to the administrator's bookshelf, particularly at its modest price.

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Union List of Manuscripts in Canadian Repositories. Supplement 1976. Catalogue collectif des manuscrits conservés dans les dépôts d'archives canadiens. Supplément 1976. ROBERT S. GORDON, director; E. GRACE MAURICE, editor; VICTORIN CHABOT, assistant editor. Ottawa: Public Archives Canada, 1976. xxi, 322 p. ISBN 0 660 00649 9 \$7.50 in Canada; \$9.00 outside Canada. (Available from Printing and Publishing, Supply and Services Canada, 270 Albert St., Ottawa, Canada K1A 0S9.)

In 1975, after the publication of the twenty-six thousand entries in the second edition of the *Union List of Manuscripts*, the public was promised "a yearly publication of additional entries." The 1976 supplement is now available and provides five thousand new entries for materials found in 178 Canadian repositories. In 1976, seven new contributors joined the former 171-member team as a result of the *ULM* staff's continued search for new holdings. Unfortunately, the cross-reference index still suffers from the lack of attention it received in the previous edition. Obviously the existing resources should be realigned to overcome this problem, and the sooner this is done the better; one will never have sufficient resources to go back to catch up. In spite of this weakness, the Public Archives of Canada is to be congratulated for having kept its promise of an annual supplement.

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