

reflected in a new chapter titled "Support is the First Consideration." It challenges readers to consider what level of financial support they need, not only to get a museum started but to sustain it. Another new chapter is "And If You Are Planning a Historic House Museum." This chapter asks readers to consider if there are too many house museums. Planners should consider what would make a new house museum different from another in town or up the road. It suggests alternative ways of saving a historic structure and converting it to uses other than a museum. This particular chapter reflects some of the published articles and conferences held during the past few years by the National Trust for Historic Preservation and the American Association for State and Local History.

I have recommended the first edition for years. The second edition is just as sound in its guidance, but more timely.

Organizing Archival Records: A Practical Method of Arrangement and Description for Small Archives, by David W. Carmichael. Second edition. AASLH Book Series. Lanham, MD: AltaMira Press, 2004. xi, 85 pp. Illustrations, appendixes, notes, bibliography, index. Includes CD-ROM. \$69.00 cloth, \$29.95 paper.

Reviewer David McCartney is University of Iowa Archivist. He designed and maintains the Web site for the Carrie Lane Chapman Catt Childhood Home Restoration Project.

For all their differences in size, scope, and level of staffing, archives and manuscript repositories share at least one commonality: They are responsible for the collections of documents entrusted to them to be used by future researchers. Accepting these materials is not to be taken lightly. The donor assumes and expects the institution to properly preserve and maintain the collection and to facilitate access to the materials. To accomplish this, repositories attempt to manage their collections by arranging and describing them through the use of guides, or finding aids. The guides may be general and brief or highly detailed and extensive, often a consequence of staffing availability, collection complexity, or other factors.

Many repositories encounter their greatest obstacles at this crucial stage in collection management. Volunteers or staff workers who are the backbone of local historical societies, public libraries, and other repositories are, unfortunately, often expected to arrange and describe collections without adequate guidance. David W. Carmichael, director of the Georgia Division of Archives and History, recognized this need

in 1993 with his book, *Organizing Archival Records*. A second edition, released in 2004, includes newly updated information.

Step by step, Carmichael discusses in clear, simple terms the purpose of records organization, its various levels ranging from the general (collection) to the specific (item or folder title), and the steps needed to achieve collection organization. Practical examples with exercises and answers help to illustrate concepts, and a bibliography including titles with more extensive information round out this concise and very useful resource.

Digital Imaging: A Practical Approach, by Jill Marie Koelling. AASLH Books Series. Walnut Creek, CA: AltaMira Press, 2004. viii, 87 pp. Illustrations, graphs, notes, glossary, suggested reading, index. \$69.00 cloth, \$24.95 paper.

Reviewer David Benjamin is visual materials archivist in the Library-Archives Division of the Wisconsin Historical Society.

Jill Marie Koelling's book, *Digital Imaging: A Practical Approach*, provides a basic overview of planning, managing, and carrying out digitization projects. Koelling approaches the topic in a very practical manner, basing the book on her work as curator of photographs at the Nebraska Historical Society, where she headed several digital projects. The book opens with a glossary of digitization terms and continues in a simple, straightforward manner, with topics including choosing scanning equipment and software, standardization of metadata and database standards, ethical and copyright issues of electronic reproductions, managing digital projects, and benchmark standards for digital files. Koelling's last chapter, on image enhancement, focuses on scanning negatives to "discover" new information in the shadows and the highlights of the image that traditional darkroom printing would not typically reveal.

Today, digitization plays an important role in shaping the methodologies used when researching and presenting history. Digitization allows historians, librarians, archivists, scholars, researchers, and genealogists from all across the country to access collections in Iowa and throughout the Midwest. By providing broader access, even small collections have the potential to receive national attention. Whether overseeing a digital project for a historical agency, engaging in scholarly research, or researching a family history, both the novice and the computer savvy will find in *Digital Imaging* the background and methodologies that can provide a solid basis for pursuing research in state and local history.

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