

Archives: Principles and Practices, 2nd edition. By Laura A. Millar. London, UK: Facet Publishing, 2017. 318 pp. Index. Softcover. \$78.35.

Since its initial publication in 2010, Laura Millar's *Archives: Principles and Practices* has served as an excellent, in the author's words, "why-to" book for beginning archival students. Its clear writing and excellent presentation made it a worthy recipient of the Society of American Archivists' Waldo Gifford Leland Award in 2011. In the second edition, published by Facet as part of its Principles and Practice in Records Management and Archives series, Millar achieves her basic mission of helping readers understand the concepts underlying archivists' daily work. The second edition succeeds at least as well as the first in that regard. The new edition actually surpasses the original, however, by presenting a more thorough discussion of those practices while consistently pointing to principles and theory. Consequently, Millar's text is eminently usable in an introductory archives class and also serves as a helpful overview of the archival profession for both practicing archivists who lack formal training and librarians who would like a deeper understanding of special collections.

Millar divides her text into two major parts, with the first focusing on "Archival Principles" and the second on "Archival Practices." This arrangement differs considerably from the first edition, in which chapters discussing practices such as preservation, for example, exist alongside chapters discussing major concepts such as the *fonds*, or important topics such as archival ethics. Although separating principles from practice in this way might divorce two aspects of archival work that are inherently connected, Millar includes useful concrete examples in the first section and enough references to theory in the second section that her text succeeds in helping readers understand the relationship between big ideas and mundane work. The arrangement of topics in the second edition is consequently more deductively logical and easier to follow.

In the first chapter, Millar helpfully and carefully parses the differences between information and evidence. Although deciding what to acquire and what to discard is rarely easy, this basic discussion of why archives exist serves as an essential reminder to those working in special collections of the ultimate purpose of their collecting and preservation work. In the second chapter, she provides one of the clearer explanations in print of the differences between the life-cycle and continuum models of archives and records management. This discussion segues nicely into an overview of the history of archival theory in the third chapter. She follows that narrative with a chapter on the use of archives and then another describing different types of archival institutions. The final two chapters of the "Archival Principles" section deal with issues of archival ethics such as universal access, protecting intellectual property rights, and privacy.

The second part begins with a broad discussion on managing archival organizations, which serves as a nice bridge between the two sections. The following chapters deal with practices related to preservation, appraisal and acquisition, arrangement and description, reference services, and archival outreach and marketing. Throughout these chapters, Millar provides readers with a generous number of sample policy and procedure documents that can serve as models for archives of any type or size. Many of these

same sample policy documents appear in the first edition; however, in the second edition, they stand out more visibly and are easier to follow and digest.

One of the most helpful aspects of the second edition is that Millar includes discussions of digital records alongside discussions of more traditional archival principles and practices related to paper materials. In the first edition, she relegated special issues related to digital records to the final chapter. Although digital records do pose new challenges and in some cases require different expertise, the archival principles that guided professionals in the analog age for the most part still apply in the digital age. Archivists must acquire, preserve, arrange, describe, and make available records and personal papers regardless of format. Also, because most modern collections are in fact hybrid collections containing both paper and digital materials, discussing principles and practices in relation to both at the same time better reflects the reality of archival work in the twenty-first century.

Millar's "To Learn More" and "Glossary of Terms" sections at the back of the book are an added bonus. She provides a host of helpful bibliographic references, noting which ones are more foundational or comprehensive regarding a given topic. Although the bibliography in the first edition remains an excellent resource, the profession has changed so much over the last seven years that a guide to recent literature is essential in a book such as this. The glossary differs little from the first edition, but as with the "To Learn More" reading lists, can serve as a helpful reference for archival students or those learning on the job.

Each repository works within its own administrative structure, and each has retained to varying degrees idiosyncratic practices that have accumulated over the decades or even centuries. Professionalization of archival practice has likewise taken root to varying degrees across the cultural heritage landscape. Although differing goals and understandings of the archival profession are in many ways a sign of its vibrancy and strength, books such as *Archives: Principles and Practices* sound a welcome reminder to examine institutional traditions and to tie those traditions to the bedrock values that should unite all keepers of the cultural record. While the first edition succeeded to some extent, the second edition deserves recognition as one of the best introductory texts available today.

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