



The Society of  
American Archivists

# Archival Outlook

July 1993



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## ***Behind Bars***

William Sydney Porter, circa 1892, is the teller behind the grill at the First National Bank of Austin, Texas, where he was later charged with embezzlement. Sentenced to a five-year prison term, he found time to perfect his literary craft and wrote the short stories that would later make him famous under the pen name, O. Henry. (Courtesy of the Austin History Center, Austin, Texas)

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*"If we are  
successful as  
archivists, the  
historical record  
will speak for this  
past in a full and  
truthful voice.  
And, as a society,  
we will be wiser  
for understanding  
who and where  
we have been."*

JOHN A. FLECKNER  
Presidential Address  
1990

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## Archival Outlook

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## from the President's Desk

by Anne R. Kenney

This spring, the Library of Congress made front page news. The coverage began with a series of articles in the *Washington Post* that were based on research conducted by journalists using the papers of Justice Thurgood Marshall. The Manuscript Division of the Library of Congress had opened these papers to researchers or scholars "engaged in serious research" following Marshall's death in January. The *Post* articles revealed some of the decision-making process behind recent cases before the Supreme Court, including those dealing with abortion rights and civil rights.

Press coverage took an interesting twist when Chief Justice William Rehnquist criticized the Library of Congress for exercising "bad judgement" in not consulting with members of the Court or Marshall's family before making the papers widely available so soon after his death. He cited the "instrument of gift" which left to the Library some discretion over access to the materials. Rehnquist went on to suggest that he and a number of the other Supreme Court Justices might look elsewhere when it came time to donate their papers. Members of the Marshall family also expressed concern about the opening of the papers. They were supported by a number of senators who pressed the Librarian of Congress, James Billington, to severely restrict access to the material.

Despite such pressure, Billington held fast to the decision to keep the papers open. He received strong support from the archives, library, and historical communities for his stand. On June 12, SAA Council adopted a resolution on the Marshall Papers controversy which is reprinted on page 4.

The day before, June 11, the Senate Subcommittee on Regulation and General Government Information, chaired by Joseph Lieberman (D-CT), held a hearing on "Public Papers of Supreme Court Justices: Assuring Preservation and Access." Although the hearing was called to investigate the current impasse between the Library of Congress and the Supreme

Court, it had another purpose as well, implied in its title. By asserting the notion of *public* papers, the Senate Subcommittee was questioning the tradition of defining the justices' papers as personal property. The assertion centered on a belief that these papers must be protected (Marshall was one of a number of justices who considered destroying their papers) and a recognition of the interests of the court in restricting access to this material. The hearing was not intended as a prelude to the drafting of legislation along the lines of the Presidential Records Act, but it did appear to me that waters were being tested.

Such legislation begs the question of the public's interest in the papers of senators and congressmen, which are also considered personal property, and, more importantly, raises a concern over the separation of powers. Certainly this latter point was evident in the justices' response to Senator Lieberman's invitation to participate in the hearing. Writing on behalf of the entire bench, William Rehnquist declined to attend the hearing, citing the Court's heavy workload. He went on to point out that the justices had "no hesitancy in expressing the opinion that legislation...is not necessary and that it could raise difficult concerns respecting the appropriate separation between the legislative branch and this Court."

The morning hearing of the Subcommittee included two panels. In the first hour, Billington was asked to speak and answer questions. A second panel consisted of four witnesses, beginning with E. Barret Prettyman, Jr., the president of the American Academy of Appellate Lawyers, former law clerk to a number of Supreme Court Justices, and the author of a book about the Supreme Court. The second witness was Dennis Hutchinson, the editor of the *Supreme Court Review*, who teaches constitutional law and legal history and is working on a biography of Justice Byron White. The third witness was Jane Kirtley, executive director of the Reporter's Committee for Freedom of the Press. As your president, I was asked to participate, and

presented an archival perspective. Not surprisingly, the opinion of the panelists was divided as to the best means of protecting the public's interest in these papers and the Court's interest in restricting access to them.

My own feeling is that there is no easy solution, and that there are problems with either a judicial or legislative approach. If, as I suspect, there will be no change in the status of these papers as personal property, there are things that can be done to improve on the current situation. SAA's resolution in part reflects our thinking on this matter. It calls upon the Library of Congress to embrace a policy of equal access, to adopt language for future agreements with donors that is clear and unambiguous, and to limit the archivist's discretion regarding access and use to concerns associated with the physical protection and security of the materials.

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## Archival Issues in the Mainstream

Matters of relevance to the archival community relating to access and funding have been in the news lately. The Library of Congress has been criticized for opening up the Justice Thurgood Marshall Papers too soon and Congress is still wrestling over budget cuts that would severely impact funding for the National Historical Publications and Records Commission (NHPRC). The Executive Committee and Council of the Society of American Archivists recently issued resolutions on these issues.

SAA President Anne R. Kenney presented an archival perspective on the topics of preservation and access when she participated in a Congressional hearing in June on "Public Papers of Supreme Court Justices: Assuring Preservation and Access." In her column on page 3, Kenney discusses the implications of restricting access to the Marshall Papers that resulted in an SAA resolution, which is reprinted at right.

NHPRC must be reauthorized periodically in order to receive annual appropriations from Congress for its grants. Because the Commission's current authorization expires on September 30, 1993, bills for reauthorization are now before Congress (refer to page 22 for further details). SAA's Executive Committee approved the "Resolution on Funding for the National Historical Publications and Records Commission" on page 5, and members of Council and of the Society's Committee on Legal and Legislative Issues have sent this statement along with personal letters to members of the House and Senate subcommittees considering these bills. A letter or call to your own Senator or Representative could make a difference.

Archivists and researchers alike have a stake in the outcome of changes sweeping the post-Cold War years. The Council of the Society of American Archivists has adopted the other resolution on page 5 urging timely and equitable access to records in countries throughout the world and in support of archival colleagues seeking to make preservation and access a reality.

### SAA Resolution on Access to the Thurgood Marshall Papers at the Library of Congress

WHEREAS the Library of Congress' actions in fulfilling the terms of the Instrument of Gift for the Thurgood Marshall Papers have been called into question; and

Whereas a primary goal of archivists is to provide fair, equitable, and timely access to materials for researchers; and

Whereas the *Joint Statement on Access to Original Research Materials* issued by the Society of American Archivists (SAA) and the American Library Association states: "It is the responsibility of a library, archives, or manuscript repository to make available original research materials in its possession on equal terms of access....A repository should not deny access to materials to any person or persons, nor grant privileged or exclusive use of materials to any person or persons, nor conceal the existence of any body of material from any researcher, unless required to do so by law, donor, or purchase stipulations"; and

Whereas the SAA Code of Ethics states: "Archivists discourage unreasonable restrictions on access or use, but may accept as a condition of acquisition clearly stated restrictions of limited duration and may occasionally suggest such restrictions to protect privacy. Archivists observe faithfully all agreements made at the time of transfer or acquisition,"

Therefore, be it resolved that the Council of the Society of American Archivists considers that it would be a grave disservice to Justice Marshall, to scholars and other researchers, to the American people, and to the entire archival profession to ignore the will of the donor and to close or restrict access to the Thurgood Marshall Papers.

Be it further resolved that the Librarian of Congress should continue to honor the terms of the agreement with Justice Marshall, administer the Library's collections of original research materials on the basis of equal access, ensure that the language in the Library's future agreements with donors is clear and unambiguous, and limit the repository's discretion to restrict access and use only to insuring the physical protection and security of the materials.

*Adopted by the Council of the Society of American Archivists, June 13, 1993.*



### **SAA Resolution on Funding for the National Historical Publications and Records Commission**

WHEREAS the National Historical Publications and Records Commission (NHPRC) is a federal agency that makes grants nationwide to help states, localities, and nonprofit organizations preserve irreplaceable historical records and make them accessible to the public; and

Whereas, the NHPRC has assisted the archival community in codifying practices and identifying needs through such activities as the statewide assessment program, the development of a research agenda for electronic record, and the promotion of standards for description and cataloging practices; and

Whereas, the funding from the NHPRC has served as a catalyst for establishing and maintaining archival programs throughout the United States; and

Whereas, the NHPRC's grant funds are a line item in the budget for the National Archives and Records Administration (NARA), with which the NHPRC shares substantial responsibility for saving the nation's documentary heritage; and

Whereas, the appropriations for NHPRC grants come within NARA's budget in the annual appropriations bill for the Treasury, Postal Service, and General Government;

Whereas, last year the Congress cut back the NHPRC's budget 7% to \$5 million; and

Whereas, the NHPRC's budget had already been badly eroded by inflation during the last fifteen years, not having received increases commensurate with those of other cultural agencies; and

Whereas, the Society of American Archivists, as North America's oldest and largest archival association, has a stake in the well-being of the NHPRC,

Therefore be it resolved that the Society of American Archivists requests the House and Senate Appropriations Committees to provide for fiscal year 1994 at least \$8 million for NHPRC grants;

Be it further resolved that the Society of American Archivists stands ready to provide testimony and make recommendations relating to NHPRC on behalf of the archival profession.

*Adopted by the Executive Committee of the Society of American Archivists,  
May 17, 1993.*

### **SAA Resolution on Post-Cold War Access to Archives**

In light of changes in the post-Cold War era, the Society of American Archivists encourages governments around the world to review their declassification policies with the purpose of pursuing policies of open access to archives.

We support our professional colleagues in efforts to preserve historically valuable archives, to protect the integrity of these records, and to make these resources open for research in a timely and equitable manner.

We particularly encourage efforts of archivists in the Commonwealth of Independent States and in Eastern European nations where archives were formerly closed to foreign researchers for their efforts to open the archives and to share widely information about our world history.

*Adopted by the Council of the Society  
of American Archivists, June 13, 1993.*

## What Council Did ♦ ♦ ♦

At its meeting on June 10-13 in Chicago, the SAA Council:

- ♦ Revised the Strategic Planning Framework document developed by the Committee on Goals and Priorities; and decided that a Planning Group, composed of members of Council and of CGAP, would continue this work during the summer to prepare a document in time for the Annual Meeting in New Orleans.
- ♦ Welcomed Trudy H. Peterson, Acting Archivist of the United States, for an update on the current situation regarding NARA and a discussion of means for strengthening the relationship between SAA and NARA.
- ♦ Adopted an operating budget for the 1993-94 fiscal year that anticipates revenues of approximately \$1,138,000 and expenses of \$1,096,000.
- ♦ Approved the goal of achieving an operating reserve equal to six months expenses by increasing the General Fund balance each year by at least 3% of annual expenses.
- ♦ Decided to conduct an Annual Giving campaign again this year and to pledge 100% Council participation.
- ♦ Adopted a resolution in support of access to the papers of Thurgood Marshall at the Library of Congress (see page 4).
- ♦ Adopted a resolution urging timely and equitable access to archives in countries around the world (see page 5).
- ♦ Approved guidelines for the SAA representative to the USMARC Advisory Group.
- ♦ Approved guidelines for SAA Student Chapters and named Elizabeth Yakel as Council liaison to Student Chapters.
- ♦ Chose Randall Jimerson and Waverly Lowell as the members of Council to serve on the 1993-94 Nominating Committee.
- ♦ Named Ellen Garrison, Richard Klumpenhower, Michael Widener, and Joel Wurl to the Editorial Board.
- ♦ Accepted the report of the Dues Review Committee recommending that the current dues structure remain for the upcoming fiscal year, proposing that a review of dues be conducted annually in the fall, and suggesting five indicators that together would be used in deciding upon a change in dues.
- ♦ Decided to protect the SAA logo by registering it as a trademark.
- ♦ Approved SAA as the official recipient of funds from the Getty Grant Program to support a conference on the appraisal of architectural records to be administered by the Canadian Centre for Architecture.
- ♦ Accepted the final report of the NHPRC-funded CART Curriculum Project and resolved to use it to inform the Society's strategic planning process.
- ♦ Charged the Committee on Professional Standards with developing a mechanism within SAA to review on a continuing basis and recommend revisions to the Code of Ethics for Archivists, to establish programs of information and education for individuals and institutions, and to assist institutions in developing their own codes of ethics (see page 7).
- ♦ Chose the dates of January 5-9 and June 9-12 for the 1994 Council meetings; and
- ♦ Adjourned until the next meeting of Council at the SAA Annual Meeting in New Orleans on August 31, 1993, at 8:00 a.m.



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# Enforcing the SAA Code of Ethics

by Luciana Duranti

A code of ethics is "a written set of principles, guidelines, or rules, formulated by or for a group of individuals or organizations with a common purpose, to improve the behavior and public-service functions provided by the group and its stature within the society it serves."<sup>1</sup>

The SAA Code of Ethics for Archivists, adopted by Council in 1992, is defined in the Commentary attached to it as "a summary of guidelines in the principal areas of professional conduct." The same Commentary declares that the Code exists to:

- 1) inform new members of the profession,
- 2) remind experienced archivists of their responsibilities,
- 3) educate people who have contact with archives.<sup>2</sup>

The Commentary also points out that the Code is intended to emphasize "special professional concerns" and to give "some guidelines." Further, it states that institutional policies should comply with the principles expressed in the Code.

Thus the SAA Code of Ethics for Archivists is merely a hortatory document, exhorting members of the archival profession to follow its guide, with no legal or practical clout to insure adherence to it. It sets forth the expectations of behavior by which the professional archivist will be judged by users, fellow professionals, and the public in general. It represents a selection of ethical problems, a codification and formal adoption of ethical attitudes and practices that have evolved over time, a public relations instrument, and a set of generally accepted principles.

The SAA Code of Ethics for Archivists was not intended to and cannot be enforced. It was not formulated as an instrument to control admission into the

profession, to oversee the type of preparation required, or to discipline those who misuse their position. Therefore, it does not contain specific, concrete, and easily applicable rules (one for each single behavior), and could not withstand the fairness test as described and applied by the courts; it is not included in a contract between the SAA and its members (where it is specified that a violation of the SAA Code of Ethics will be grounds for sanction, censure, or discharge of the SAA member); and it is not linked to disciplinary procedures embedded in SAA by-laws, including powers of investigation, prosecution, adjudication, and punishment.<sup>3</sup>

The declared purposes of the 1992 SAA Code of Ethics for Archivists are to guide SAA members to proper professional conduct, and to inform the public about the behavior it should expect of every archivist. In order to see such purposes realized, the SAA Council, on June 12, 1993, has decided that a standing SAA body is to be charged with continuing responsibility for the following functions:

- 1) to establish programs of information and education on archival ethics for individuals and institutions;
- 2) to assist archival institutions in developing their own code of ethics;
- 3) to review on a continuing basis the SAA Code of Ethics in order to recommend periodically to Council refinements and revisions; and
- 4) to rewrite the SAA Code of Ethics for Archivists when needed for maintaining it in harmony with the development of the archival profession and of the society in which it operates.

The SAA Professional Standards Committee has been entrusted with the responsibility to propose to council the most appropriate body for the accomplishment of these functions.

## End Notes

<sup>1</sup> Robert C. Lind, Jr. and Alan D. Ullberg, "Are Professional Codes of Ethic Acquiring the Force of Law?" in *American Law Institute-American Bar Association, Course Materials Journal*, vol. 11, no. 6 (June 1987): 63. Other sources consulted for this article are: R.B. Ferguson, "The Legal Status of the Non-Statutory Codes of Practice," *The Journal of Business Law* 1988 (London: Stevens and Sons Limited, 1988), pp. 12-19; John Kultgen, "The Ideological Use of Professional Codes," *Ethical Issues in Professional Life*, Joan C. Callahan, ed. (New York: Oxford University Press, 1988), pp. 411-421; Banks McDowell, *Ethical Conduct and the Professional's Dilemma* (New York: Quorum Books); and Ellsworth H. Brown, "Code of Ethics for Museums," *ALI-ABA Course of Study* (Chicago: The American Law Institute, 1992).

<sup>2</sup> The SAA Code of Ethics for Archivists and the related Commentary were published as a removable insert in the *SAA Newsletter* (November 1992). The same newsletter issue contains mention of the adoption of the Code by Council (p. 13). Copies of the Code are available from the SAA office.

<sup>3</sup> It is evident from the abundant legal literature on the subject that increasingly more state courts are accepting legal actions against professional organizations which have enforced their codes of ethics through either public censure or termination of membership. Most legal actions originate from complaints of defamation of character and are based on issues of general fairness, the reasonableness of standards of conduct outlined by the code in question, and the reasonableness of the process of censure/expulsion. The courts have accepted the validity of such actions based on the quasi-public significance of professional organizations. See for example the case of *Salkin v. California Dental Association*.



## Short Subjects

### New Meeting/Member Services Coordinator

Carolyn J. Aeby joined SAA in June in a new staff position as Meeting/Member Services Coordinator. She will primarily assist Debra Mills in the day-to-day duties of membership and meeting planning.

Carolyn is a 1989 graduate of the University of Texas at Austin, where she majored in marketing. Prior to joining SAA, she worked for Sante Fe Railway as a strategic product manager.

The staff of SAA welcomes Carolyn!

### Attention All SAA Section/Roundtable Members

SAA is encouraging your input on a survey that is being sent to all section and roundtable chairs. The survey focuses on SAA support of and communications with sections and roundtables as well as organizational issues and the reporting requirements between sections/roundtables and SAA's Officers and Council. The survey is designed to support the work of a Task Force appointed in Fall 1992 to engage in a two year study of SAA's current section/roundtable structure. To find out more about the survey questions or to offer your comments and suggestions, please contact the chair of your section or roundtable before the deadline for the survey submission, August 6, 1993. Also, please plan to attend the SAA Sections and Roundtables Task Force Open Forum, 12:30 p.m.-1:30 p.m., Saturday, September 4, at the Annual Meeting in New Orleans.

### Women's Committee Celebrates Twenty Years

The SAA Committee on the Status of Women in the Archival Profession will celebrate its twentieth anniversary at the SAA Annual Meeting in New Orleans on Saturday, September 4, 1993, at 5:30 p.m. The celebration will feature Darlene Olivo, a New Orleans conceptual artist, playwright, and fine arts photographer, who will explore the secrets of the past through New Orleans culture and the objects of women's art. Olivo offers a unique look at women's history and culture. A cash bar will follow.

In 1972, the newly constituted SAA Committee on the Status of Women in the Archival Profession met for the first time at the annual meeting in St. Louis, Missouri. It set out to address the participation of women in the Society and the profession, salary inequities, child care at meetings, and collecting sources for women's history. Over the next 20 years, through the committee's survey, the women's roster, the *Women's Caucus Newsletter*, the promotion of SAA-sponsored child care, and overall efforts to democratize SAA, the committee witnessed dramatic gains for women archivists. Today, approximately 53% of the Society's membership is female and members participate at every level of SAA.

The Status of Women committee has worked hard since its inception and is proud of the Society's responses to correct inequities and promote fairness and equality. While the committee continues to monitor and address the issues of unequal status, unequal pay, and gender balance in the archival profession, it is an appropriate time to stop and celebrate the successes.

The committee looks forward to seeing founding mothers, long time supporters, and lots of new faces at the celebration on September 4th. All are welcome!

### PFLAG to Meet in New Orleans

The 12th Annual International Convention for Parents and Friends of Gays & Lesbians will meet September 3-5, 1993, at the Sheraton New Orleans Hotel. SAA members have been invited to register for and participate in this meeting. For registration and convention highlights information, please contact Stewart Butler, Convention Co-Chair, at (504)523-3922.

### Business Archives Section Dinner

SAA's Business Archives Section is sponsoring a dinner and lecture at the Annual Meeting in New Orleans on Tuesday night, August 31. It will feature an address by Dr. Richard Greenleaf, Director of the Roger Thayer Stone Center for Latin American Studies at Tulane University, "Doing Business in the '90s: The Impact of the North American Free Trade Agreement." Thanks to the generosity of

the Kraft General Foods Foundation, the dinner and lecture are FREE.

Although preference will be given to section members and invited guests from Latin America, the event is open to all SAA members. Reservations will be accepted on space-available basis, and can be made by contacting Elizabeth W. Adkins, Kraft General Foods, Inc., 6350 Kirk St., Morton Grove, Illinois 60053; (708) 646-2982; fax (708) 646-7699.

### Archival Fundamentals Series: Buy Six — Get One Free

The SAA Archival Fundamentals Series, a comprehensive seven-volume resource for novice and veteran archival professionals, will be available for ordering as a complete series by September 1st. The cost for SAA members is \$114; and \$125 for nonmembers; plus shipping. Individual volumes are \$19 each for SAA members and \$25 each for nonmembers. The series price is a buy-six-get-one-free deal! The Archival Fundamentals Series includes:

- *Understanding Archives and Manuscripts* (1990) by James M. O'Toole;
- *Arranging and Describing Archives and Manuscripts* (1990) by Fredric M. Miller;
- *Managing Archival and Manuscript Repositories* (1991) by William Nolte and Thomas Wilsted;
- *Providing Reference Services for Archives and Manuscripts* (1992) by Mary Jo Pugh;
- *Selecting and Appraising Archives and Manuscripts* (1993) by F. Gerald Ham;
- *A Glossary for Archivists, Manuscript Curators, and Records Managers* (1992) Lewis and Lynn Bellardo.
- *Preserving Archives and Manuscripts* (Forthcoming 1993) Mary Lynn Ritzen-thaler.

*Preserving Archives and Manuscripts*, the last volume in the series, is in the final production stages and is slated to go to press later this summer.

For more information, contact SAA publications at (312)922-0140.



## Spotlight



### **American Archivist on Microfilm**

For your information, only volumes of the *American Archivist* from 1987 to date have been microfilmed by UMI and are available for purchase. Volumes of the journal from 1938-1986 have not been microfilmed yet. UMI's policy for determining when to microfilm is based on demand. UMI is not accepting microfilm orders for the early volumes, they are only taking "inquiries." All inquiries are placed on a list. As soon as ten inquiries are received for specific volumes of the journal, they will notify interested parties that they are "considering" filming these volumes. If UMI receives a favorable response from interested parties, they will begin filming. No one who has expressed interest is obligated to buy the film. But without a certain amount of interest, it is too costly to microfilm all of the early issues of the *American Archivist*. If you are interested in acquiring microfilm of these early volumes and would like to be added to the list, contact UMI, (313) 761-4700.

### **Clarification**

In the 1993 Annual Meeting program, the article entitled, "Archival Traditions of New Orleans and the Parishes of Louisiana" was written by Guillermo Nájuez Falcón.

**ROBERT P. SPINDLER**, Curator of Manuscripts at the Department of Archives and Manuscripts, Arizona State University Libraries, has recently been awarded continuing status and promotion to the rank of Associate Archivist.

**JANET MILLER**, since 1989 the Director and Archivist of the Archives and Special Collections on Women in Medicine at the Medical College of Pennsylvania, recently left to establish An Uncommon Vision, an out-of-print and ephemera service in Wynnewood, Pennsylvania.

**DORIS LA VERNE HARVEY**, historian assistant with the U.S. Army Reserve Command, Fort McPherson, Georgia, is the winner of the 1993 Society of Georgia Archivists' Carroll Hart Archival Education Scholarship to attend the Georgia Archives Institute.

**GARY SARETZKY** has left Educational Testing Service, where he established the corporate archives 24 years ago, to become an archival consultant. He is available to assist libraries and archives in the organization, description, and preservation of archival materials, with special emphasis on photographic materials. He can be reached at 700 Trumbull Avenue, Lawrenceville, New Jersey 08648; (609) 392-4484.

**MARILYN H. PETIT**, formerly an instructor in the History Department at New York University since 1989, has accepted an appointment as Assistant Professor on the faculty of the College of Library and Information Services at the University of Maryland, College Park.

The Bentley Historical Library recently named Fellows for its 1993 Archival Research Program. Individual Fellowships were awarded to **H. THOMAS HICKERSON** and **ANNE R. KENNEY** of Cornell University; and **JAMES O'TOOLE** of the University of Massachusetts at Boston. Team Fellowships were awarded to: **EDWIN BRIDGES** of the Alabama Department of Archives and History and **THOMAS E. MILLS** of the New York State Archives and Records Administration; **JAMES BOWER** of the Getty Art History Information Program, **RICHARD SZARY** of Yale University, and **MARION MATTERS**, a consulting archivist.

## Obituaries

**James Larry Gulley** of the University of Georgia Libraries passed away at his home in Sparta, Georgia, on May 8, 1993, after a lengthy illness.

A native of Kingsport, Tennessee, Larry earned a B.S. degree in library science from Appalachian State University, in Boone, North Carolina, and a M.S. degree in library science from Florida State University. His first professional position was assistant catalog librarian at Western Carolina University. Larry had been a member of the staff of the University of Georgia Libraries for more than twenty-two years, serving as manuscripts bibliographer in the Hagrett Rare Book and Manuscript Library and as coordinator of the Georgia Newspaper project.

Larry was a member of the Society of American Archivists, Society of Georgia Archivists, the Georgia Library Association, and of the board of directors of the Hancock Foundation for the Preservation of Historic Buildings in Sparta. He served SGA as vice president in 1990, president in 1991, and Nominating Committee chairman in 1992.

**SAA Fellow Edward N. Johnson**, a leader in the archives and records management field, passed away May 12, 1993, in Tallahassee, Florida.

Edward was the first full-time executive director of the Association of Records Managers and Administrators (ARMA). Other work experience included being president of a consulting service in records management; chairman of the Task Force on Records Management under the President's Reorganization Project of 1978; first chief of Archives and Records Management Bureau for the State of Florida, where he developed the program for the state, from 1968-1976; and the Office of Records Management at the National Archives.

A long-time member of the Society of American Archivists, Edward was also a Certified Records Manager, and a past recipient of the federal government's Emmett Leahy Award for excellence in the field of information and records management.

Edward is survived by his wife, Anne, and two son, Bruce and Perry.

## NUCMC: To Be or Not To Be...

The Library of Congress recently responded to a resolution issued in March by the Executive Committee of the Society of American Archivists protesting the proposed elimination of NUCMC by the LC due to budget constraints. The "Resolution on the National Union Catalog of Manuscript Collections," which appeared in the May 1993 issue of *Archival Outlook* (page 4), called upon the Librarian of Congress to ensure that NUCMC be maintained at a level appropriate to its important mission of describing manuscript material that would otherwise not be made widely known.

In a letter to SAA President Anne R. Kenney, Winston Tabb, Associate Librarian for Collection Services at LC, cited cost factors, competition with RLIN and OCLC, and a "changing environment for archives and manuscript libraries" as some reasons for the need "to evaluate the cost-effectiveness and usefulness of this activity and its priority for the Library of Congress." Tabb, whose letter appears at right, encourages NUCMC users and contributors who have specific suggestions for improving this product, to call Sarah Thomas, Director of Cataloging, at (202)707-5333.

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THE LIBRARY OF CONGRESS  
May 10, 1993

Dear Ms. Kenney:

Thank you for your recent letter concerning the National Union Catalog of Manuscript Collections (NUCMC). It is always gratifying to receive praise for Library of Congress programs.

When the Library began NUCMC in 1959, the product it offered was a unique and valuable service. A centralized register of manuscript collections, NUCMC has been a conduit for libraries and archives, many of them small, to provide information about their manuscript collections to a broad audience. NUCMC has been a useful tool, and its elimination would entail some loss for scholars, small libraries and archives not connected to major utilities like RLIN and OCLC.

Nevertheless, the development of the "Archives and Manuscript" format has stimulated the creation by more and more libraries of more and more records in RLIN and OCLC, generating duplication and leading to decisions on the part of some repositories to cease adding holdings to NUCMC to avoid costly duplication. The changing environment for archives and manuscript libraries, coupled with the urgent and enduring requirement for the Library to use its limited funds effectively, compels us to evaluate this activity as part of our general examination of all current programs, just as other libraries are doing.

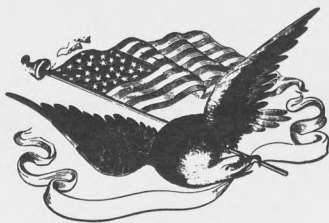
The facts are that the seven-person NUCMC staff costs about \$360,000 and the program deals solely with information about other libraries' collections. Thus we need to evaluate the cost-effectiveness and usefulness of this activity and its priority for the Library of Congress. To help with this review we will convene this spring a small task group composed of knowledgeable Library and non-Library staff to make recommendations about the future of NUCMC—to retain it as is, to reduce its scope and cost, to find alternative funding, or eliminate it as a Library of Congress program. I encourage NUCMC users and contributors who have specific suggestions for making this product both less costly and more useful to write or call Sarah Thomas, Director for Cataloging, (202)707-5333.

We will keep you and other members of the archival and library community informed about any changes we decide to make after assessing the NUCMC task group's report. We appreciate your interest in NUCMC.

Sincerely,

WINSTON TABB  
Associate Librarian for  
Collections Services





## From the Acting Archivist of the United States

by Trudy H. Peterson

A repository with more than four billion records in its holdings has to think hard about how to make information about all of those records available to its staff and its users. The growing volume and complexity of documentary records, the increased use of those materials, and the previously unimaginable opportunities for access afforded by computer technologies have led the National Archives to develop the Archival Information System (AIS). All of us connected with the creation of AIS are excited about what it will do for us—and for those who want to examine the records we hold. Development of this ambitious new tool has come a long way, and I am pleased to report that we have now passed a major turning point on that road.

Just two years ago, the National Archives was preparing the last of a series of briefings on AIS for potential users. The questions and comments we received then have helped to shape the current design of the system. In June, the National Archives brought this stage of the development to a close when it issued a draft "statement of work" for industry comment. We hope that interested individuals will take advantage of the period for formal comments. If you would like a copy of the design document that forms a key part of the statement of work, contact Donn C. Neal, Director of External Affairs.

Current plans call for a three-phase AIS development that will take advantage of its modular structure. The modules developed in the first phase alone, however, will radically alter the ability of the National Archives to perform key archival functions and enhance our options to provide information to various constituents. These "core" modules include:

- The Archival Control module, which will register new accessions and capture administrative information about them. The module will enable users to track actions taken to process archival records and the statistical changes of holdings occasioned by these actions.

- The Authority Control module, which will enable the creation and modification of entries to the authority files, including agency history records. Users will be able to browse authority files, select data of interest,

and retrieve AIS entries that incorporate the selected authority data.

- The Conversion module, which will provide the National Archives with a means of exchanging information with other information systems, in particular those that implement USMARC formats.

- The Description module, which will provide users with an interactive environment for description of the holdings of the National Archives. The descriptions include extensive information about U.S. government records and the hierarchical relationships among records units. The module also will enable users to enter information about the physical characteristics of original records and any copies in the custody of the National Archives.

- The Reference module, which will allow staff and users to conduct online searches—not only from any National Archives site but from other locations as well—of the data maintained in other AIS modules.

- The Work Processing module, which will store messages created in conjunction with the work assignment and review request processes in other AIS modules.

Several other modules will be built around this core during later phases of the development of AIS:

- The Online Finding Aids module will make it possible to attach specialized lists or indexes to entries maintained by other modules. An online finding aid header will link each finding aid to be imported into AIS to one or more records unit or archival control entries. The contents of the online finding aid will be subject to full text searching.

- The Preservation module will track information on the status of projects carried out in support of preservation, including holdings maintenance projects; assessments of preservation needs for planning preservation work; preservation histories of holdings; and requests for preservation work from other National Archives units.

- The Records Movement module will make it possible to track the circulation of records. Staff and users will use it to generate requests to move records from their stack locations for a variety of authorized purposes. Module processes allow

tracking of the status of records requests and monitoring of the circulation of records to research rooms, to preservation laboratories, and for lending.

- The Researcher Registration module will provide the National Archives with a fully automated means to issue research cards to its researchers nationwide, and to register researcher visits to all its facilities—even to individual research rooms within them. This module will thus support our security and provide a foundation for user and use studies.

- The Space Management module will enable staff to describe particular storage facilities and to capture information about which records are assigned to them. The module will support the assignment of labels to containers and the maintenance of box lists. It will also track the assignment of records to a stack location and maintain information about the availability and use of stack storage space.

- The Special Publications module will help the National Archives to prepare such published finding aids as the *National Archives Guide*, record group inventories, subject guides, reference information papers, select and select lists, descriptive pamphlets, and microfilm catalogs.

Although we have passed an important milestone in the development of AIS, there is much to be done. AIS will operate within a National Archives-wide network of automated systems that contain information about the scheduling and temporary housing of federal records. Therefore, members of the AIS design team have begun to work with staff responsible for these related systems, with a goal of providing integrated access to all National Archives life-cycle systems.

It is fitting, I think, that the development of AIS should coincide with our move into Archives II. In both cases, we are striving for state-of-the-art archival tools: a building with the kind of storage facilities, research rooms, and laboratories that will enable the National Archives to serve its constituents better than ever before, and a new information system that will provide users around the world with the most comprehensive, accurate, and meaningful data about the holdings of the National Archives.

## New Orleans Update

It's not too late to register for the 57th Annual Meeting of the Society of American Archivists in New Orleans, September 1-5, 1993! Family members and guests are welcome and need to register only if they plan on attending any of the annual meeting sessions.

For those of you who plan to do some sight seeing, there are more than 20 tours available that range in price from \$3 to \$72.50, including:

- *Acadiana* provides insight into the Acadian exile more than two centuries ago from Nova Scotia to New Orleans, which is also known as Cajun Country.
- A two-hour *Literary Tour* through the French Quarter covers more than two hundred years of the city's rich literary history.
- For something a little different, try the *Cajun and Creole Cuisine Demonstration/Lunch* with a New Orleans chef who will share the secrets of Cajun cooking.
- Don't miss this opportunity to tour New Orleans-area repositories.

All tour registrations should be mailed to USA Hosts, 530 Canal Street, New Orleans, Louisiana 70130.

To encourage the entire family's attendance, SAA is supplementing child care on-site at the Sheraton New Orleans Hotel. The cost for parents is \$1 per hour per child. The children will learn all about the French Quarter, Mardi Gras, and the animals of Louisiana. For more information, refer to page 61 in your annual meeting program.

So, don't delay! Make your plans now for the SAA 57th Annual Meeting in New Orleans! If you have any questions, contact Debra Mills or Carolyn Aeby at (312) 922-0140.

### A New Orleans Stroll

(Submitted by Robert G. Sherer)

While the entire city of New Orleans may be thought of as the United States' largest outdoor museum of historic architecture, there are several sections of the city that newcomers may explore on foot. Visitors should remember that the traditional four directions are not used in New

### JUST A REMINDER . . .

#### Earlybird Registration Fees

\$175 for SAA Members  
\$220 for nonmembers  
\$ 85 for students

#### Registration after July 30

\$205 for SAA Members  
\$250 for nonmembers

#### One-Day Registration Fee

\$100 for SAA Members  
\$125 for nonmembers

#### Sheraton New Orleans Hotel Room Rates (Cutoff August 1, 1993):

\$ 78 Single

\$ 88 Double

(Be sure to budget for \$3 per night occupancy tax and 11% room tax)

#### Reduced Airfares

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#### Weather

Dress for hot temperatures and bring an umbrella!

Orleans (because several streets make arcs and go in several directions and the West Bank is due South of much of the city). Instead, there's uptown and downtown (i.e., upriver or downriver) and toward the river or lake (Lake Pontchartrain). Also, street signs are notoriously small or nonexistent. If you plan to drive around town, get a map.

Begin your stroll by going downtown from the Sheraton New Orleans Hotel and across Canal Street. The French Quarter is where most people will want to begin. This area, bounded by the Mississippi River and Rampart, Canal, and Esplanade, was the first to be settled by Europeans and the entire area is a National Historic District. Do not go into any cemetery (fascinating as they are) except in a group with a guide. The Jean Lafitte National Park (916 N. Peters Street) offers free, general, historical tours and many organizations (check with the hotel or the visitors' center on Jackson Square) provide tours focusing on topics such as architec-

ture, art, literature, women, antiques, voodoo, and cemeteries. There are walking, bus, carriage, and riverboat tours. Tours are available in English, Spanish, French, German, and Japanese.

After absorbing or whizzing through the mostly Creole French Quarter, return to the hotel and go toward the lake on Canal to the streetcar line on St. Charles Avenue. It only goes one way at this point. Ride uptown through the CBD (Central Business District—the uptown area of the city from the French Quarter) until you get to Washington Avenue. By walking the rectangle—St. Charles/Coliseum; Washington/1st Street—you can see the heart of the Garden District—the area settled by Americans, who put their gardens in front, not behind their houses as did Quarter Creoles. Also riding the streetcar from Canal to Carrollton and back gives one a view of many of the most imposing mansions in New Orleans.

Another walking tour could begin further uptown on the streetcar line. Getting off at the Loyola or Tulane University stop, one could tour the campuses (separated only by a fence), walk through Audubon Park across St. Charles, and visit the Zoo. From the Zoo, you could either take a boat down the river to the Aquarium at the foot of Canal Street or a shuttle to the St. Charles streetcar line to ride back downtown. There are many imposing mansions with magnificent gardens on the street adjoining the universities, particularly Palmer, Henry Clay, Audubon, and Broadway.

Immediately downtown from the French Quarter is the Faubourg Marigny, New Orleans's first (1805) suburb. Marigny contains Georgian and Greek Revival buildings, but is noted for its Creole structures. It also contains Corpus Christi, one of the largest African-American Roman Catholic parishes in the U.S., and St. Augustine, one of the city's leading African-American high schools.

One could also walk along the riverfront from the shops of the Riverwalk to the Aquarium, through Woldenberg Park and the Jax Brewery shops, and along the Moon Walk (named for former mayor "Moon" Landrieu), visit the Museum of Art and parts of City Park, or tour the Superdome.



# Standards Activity Report

by Linda Matthews

As of June 5, 1993:

## SAA Standards Development Projects

### SAA Committee on Institutional Evaluation (CIED)

#### ● *SAA Principles of Institutional Evaluation*

Published in the July 1992 *SAA Newsletter* for review and comment. The draft is undergoing revision and will be submitted to the Standards Board by the 1993 SAA Annual Meeting.

For additional information contact Mary Bowling, Chair, CIED, New York Public Library, 5th Ave. and 42nd St., Room #324, New York, New York 10018.

### SAA Committee on Education and Professional Development (CEPD)

#### ● *Guidelines for Master's Degree in Archival Studies*

Published in May 1993 *Archival Outlook* for review and comment. Comment period to end at the 1993 SAA Annual Meeting.

For additional information contact CEPD Chair Frank Boles, Clarke Historical Library, Central Michigan University, Mt. Pleasant, Michigan 48859.

## Received by SAA from Other Organizations

### National Information Standards Organization (NISO)

Received by SAA's voting representative (Chris Ward) and alternate (Lynn Belardo) who circulate proposed NISO standards to appropriate subgroups and individuals within SAA.

Recent votes/comments on NISO standards:

● *ANSI Z39.70 (revised) Format for Circulation Transactions*  
SAA abstained.

● *ANSI Z39.21 Book Numbering*  
SAA abstained.

For additional information contact SAA's NISO Representative Christine Ward, New York State Archives, Cultural Education Center, Albany, New York 12230.

NOTE: Chris Ward will have office

hours at the 1993 SAA Annual Meeting in New Orleans and will be available to discuss any NISO standards issues at that time. Check the *Pocket Guide* for day and time.

### ALA-SAA Joint Committee on Archives and Library Relationships

● *ALA-SAA Joint Statement on Access*  
Received from the ALA/SAA Joint Committee for SAA approval.

Published in July *Archival Outlook* (see pages 14-15) for review and comment. Comment period to end at the 1993 SAA Annual Meeting.

For additional information contact H. Thomas Hickerson, SAA chair, ALA/SAA Joint Committee, Rare and Manuscript Collections, 2B Kroch Library, Cornell University, Ithaca, New York 14853-5302.

### NISO Information Services Premiere (Courtesy of *Information Standards Quarterly*, April 1993)

NISO has recently launched three online information sources for its activities and standards:

- (1) niso-l, a listserv on INTERNET that will be used by NISO to announce activities and news from the standards committees, as well as to announce balloting and publication of new and revised standards;
- (2) an anonymous ftp server providing a complete list of NISO published and draft standards, a balloting calendar for new and existing standards under review, news of the NISO standards committees, and a listing of topics covered in issues of NISO's newsletter, *Information Standards Quarterly*; and
- (3) a gopher server providing access to the same set of information files.

To subscribe to niso-l, send an e-mail message to:  
[listserv@nervm.nerdc.ufl.edu](mailto:listserv@nervm.nerdc.ufl.edu)

containing the single line, *subscribe niso-l<your name>*.

To access NISO information via anonymous ftp, do *ftp sallyfcla.ufl.edu* and sign on with a log-in identification of *anonymous* and a password of *guest*. Change directory to */gopher-data/niso-ll.data*.

To access the NISO gopher from your client, do *gopher sallyfcla.ufl.edu*. If you do not have a gopher client, you may telnet *sallyfcla.ufl.edu* and log-in as *gopher*.

Does your group have a standard under development or is it considering starting such a project? To obtain further information on how to make it an official SAA standards development project, contact Linda Matthews, Special Collections, Woodruff Library, Emory University, Atlanta, Georgia 30322-2870.

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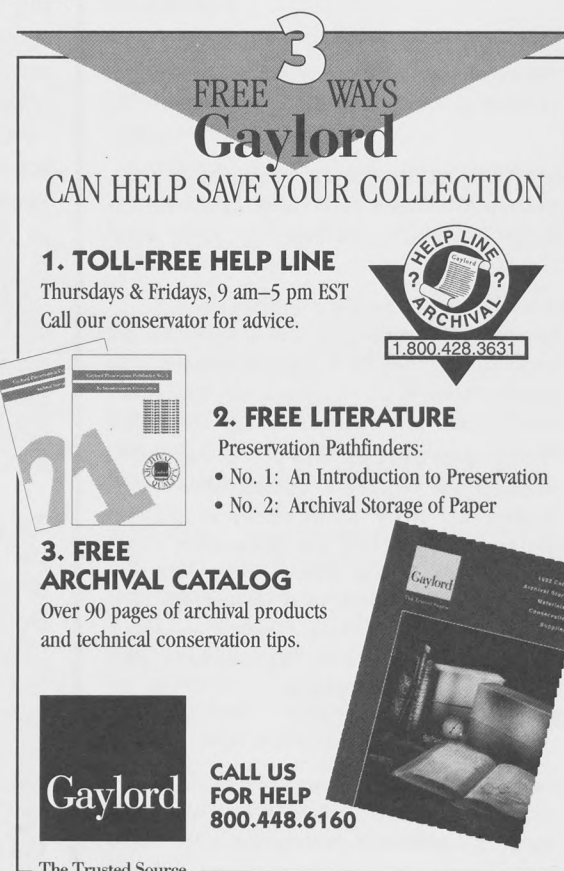
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## DRAFT

### ALA-SAA Joint Statement on Access to Original Materials in Libraries, Archives, and Manuscript Repositories

The ALA-SAA Joint Statement on Access to Original Materials in Libraries, Archives, and Manuscript Repositories has been submitted by the ALA-SAA Joint Committee on Archives and Library Relationships to the Standards Board in accordance with SAA procedures to ensure the wide circulation of the document and allow the membership and other interested parties ample opportunity to comment before any proposed statement receives a final vote by SAA Council.

All members are encouraged to examine this document carefully. Once the review period is over (after the close of the 1993 SAA annual meeting), the Joint Committee will review the comments it has received and determine what steps are necessary to address any concerns raised. The ultimate goal is to achieve consensus, but not necessarily unanimity, on the principles presented in the document. Before the document is deemed ready for approval as an SAA standard and forwarded to Council for their vote, the Joint Committee must convince the Standards Board that they have made the strongest possible effort to consider all reasonable opinions and to resolve most disputes.

This proposal is a revised version of the ALA-SAA Statement on Access developed jointly in 1978 by the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL) and the SAA Committee on Reference and Access Policies. SAA Council approved this Statement at its meeting on October 2, 1978, and it is printed in full as part of the minutes of that meet-

ing (*American Archivist*, 42:4, October 1979, 536-538). It was also published in *College and Research Libraries* (40, April 1979, 111-112).

Similarly, this revision has been jointly prepared by RBMS and by the ALA-SAA Joint Committee on Archives and Library Relations. This final compilation was prepared by a Working Group appointed by the Joint Committee and chaired by Mark Vargas. Its membership included Elena Danielson (representing the SAA Reference, Access, and Outreach Section), Timothy Murray (representing the SAA Manuscript Repositories Section), and Cathy Henderson (representing RBMS). This proposal updates the existing Statement and further defines the responsibilities of repositories in providing effective and equitable access to original research materials, but it does not depart substantially from the previous policy.

Submit comments or suggestions to:

H. Thomas Hickerson  
Rare and Manuscript Collections  
2B Kroch Library  
Cornell University  
Ithaca, New York 14853-5302

Phone: (607) 255-3530

Fax: (607) 255-9524

E-mail:

HTH@CORNELLA.CIT.CORNELL.EDU

All comments must be received no later than August 31, 1993.

LINDA MATTHEWS  
Chair, Standards Board  
June 12, 1993



## ALA-SAA Joint Statement on Access to Original Materials In Libraries, Archives, and Manuscript Repositories

1. A repository<sup>1</sup> preserves collections<sup>2</sup> for use by researchers. It is the responsibility of a repository to make available original research materials in its possession on equal terms of access. Access should be provided in accordance with statutory authority, institutional mandate, the Code of Ethics for Archivists, and this Joint Statement. A repository should not deny access to materials to any researcher, nor grant privileged or exclusive use of materials to any researcher, nor conceal the existence of any body of material from any researcher, unless required to do so by statutory authority, institutional mandate, or donor or purchase stipulation.
2. A repository is committed to preserving manuscript and archival materials and to making them available for research as soon as possible. At the same time, it is recognized that a repository may have legal and institutional obligations to protect confidentiality in its collections, and that private donors have the right to impose reasonable restrictions upon their papers to protect privacy or confidentiality for a reasonable period of time.
  - a. It is the responsibility of the repository to inform researchers of the restrictions which apply to collections.
  - b. The repository should discourage donors from imposing unreasonable restrictions and should encourage a specific time limitation on restrictions that are imposed.
  - c. The repository should periodically reevaluate restricted material and work toward the removal of restrictions when they are no longer required.
3. As the accessibility of material depends on knowing of its existence, it is the repository's responsibility to inform researchers of the collections in its custody. This may be accomplished through local, regional, or national catalogs; inventories and other internal finding aids; published guides; and the assistance of staff members.
4. To protect and insure the continued accessibility of the material in its custody, all materials must be used in accordance with the rules of the repository. Each repository should publish or otherwise make known to potential researchers its rules governing access and use. Such rules must be applied and enforced equally.
  - a. The repository may limit the use of fragile or unusually valuable materials, but should try to provide suitable reproductions to researchers in lieu of the originals.
  - b. The repository may refuse access to unprocessed materials, so long as such refusal is applied and enforced equally.
  - c. The repository may, under special circumstances, loan or place on deposit with another repository part or all of a collection.<sup>3</sup>
  - d. The repository may refuse access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the material, or to a researcher who has violated the policies and regulations of the repository.
  - e. To protect its collections, a repository may, in accordance with statutory authority and institutional mandate, require acceptable identification of any individual wishing to use its materials, as well as a signature verifying the individual has read a statement defining the policies and regulations of the repository.
5. A repository should not charge fees for making available the materials in its holdings, except when required by statutory authority or institutional mandate. A repository should facilitate access to collections by providing reproduction services. These services can include electronic, paper, or photographic copies; microfilm; or other means of reproduction. All reproductions should be made in accordance with statutory authority, including copyright law, institutional mandate, and repository regulations. A repository is not obligated to conduct copying or research services beyond those required by statutory authority or institutional mandate. Reasonable fees may be charged for these copying or research services.
6. Each repository should publish or otherwise make available to researchers a suggested form of citation crediting the repository and identifying items within its holdings for later reference. Citations to copies of materials in other repositories should include the location of the originals, if known.
7. It is the researcher's obligation to satisfy copyright regulations when copying or using materials found in collections.<sup>4</sup> Whenever possible a repository should inform a researcher about known copyrighted material, the owner or owners of the copyrights, and the researcher's obligations with regard to such material.

### End Notes

<sup>1</sup> A repository is defined as an archives, manuscripts library, research center, or any institution responsible for keeping primary research materials.

<sup>2</sup> Collections are defined as individual manuscripts, archival or manuscript collections, fonds, or record groups found in repositories in any format.

<sup>3</sup> Repositories wishing to participate in the interlibrary loan of materials may consult as a model chapter 8 of the *RLG Shared Resources Manual* (3rd ed., Stanford, Calif.: Research Libraries Group, 1987) about "Additional Guidelines for Access to Archives, Manuscripts, and Special Collections." The chapter is reprinted in *Rare Books & Manuscripts Librarianship* 3 (Fall 1988): 126-130. Repositories wishing to loan original materials for research purposes may consult the RBMS "Guidelines for Interlibrary Loan of Rare and Unique Materials," or the "Guidelines for Borrowing Special Collections Materials for Exhibition," *College & Research Libraries News* 51 (May 1990): 430-434.

<sup>4</sup> Repositories may wish to provide researchers with American Library Association's 1991 publication, *Locating Copyright Holders*.



## Education Notes

by Jane Kenamore

### Co-sponsor A Workshop in 1994

Regional groups desiring to co-sponsor an SAA workshop during the coming year should contact the SAA Education Office for a complete listing of available courses. To ensure choice of topic and scheduling, 1993-94 meeting planners should communicate with the Education Office by September 1, 1993.

During the year just completed, the SAA Continuing Education program presented twenty-seven workshops enrolling 669 archivists. Nine of the courses were scheduled in conjunction with the SAA Annual Meeting in Montreal, and the remaining eighteen took place with meetings of regionals and related organizations throughout the United States. The short courses covered a wide range of topics, including electronic records, acquisition and appraisal ("Donor Relations" and "Advanced Appraisal"), description ("Understanding the USMARC Format" and "Archives, Personal Papers, and Manuscripts"), special media ("Architectural Records: Identification, Preservation, and Access," "Photographic Collections Management," and "From Photos to User Fees: Photographic Reproduction Services"), security, records management, public relations, and fundamental archival theory and practice.

For more information on co-sponsoring a workshop, contact Jane Kenamore at (312)922-0140.

### USMARC to Be Held in Davenport and Philadelphia in the Fall

"Understanding the USMARC Format for Archival and Manuscripts Control" will be held twice this fall: The first course is scheduled for October 13-14, 1993, at the Blackhawk Hotel in Davenport, Iowa, in conjunction with the fall meeting of the Midwest Archives Conference. The instructors will be Marion Matters, consultant, and Lofton Wilson of the New York Public Library.

The second USMARC workshop will be held at the Warwick Hotel in Philadel-

phia on November 11-12, 1993. The instructors will be Marion Matters and David Carmichael of the Westchester County, New York Archives.

### Business Archives Workshop

"Business Archives: The Basics and Beyond" will be held at the Warwick Hotel in Philadelphia, on November 10-12, 1993. The instructors will be Philip Mooney of Coca Cola Company, and Elizabeth Adkins of Kraft General Foods Inc. The three-day course is designed for corporate archivists and resource allocators. In addition to basic archival theory and practice of appraisal and acquisition, arrangement and description, legal issues, and working with special media, the instructors will address issues unique to the world of corporate archives.

For more information on any of the workshops, contact Jane Kenamore or Tara Shimandle at the SAA Education Office, (312)922-0140.

### Continuing Education Survey

A group of 819 highly educated and experienced members of the Society responded to the continuing education survey distributed with the ballot to 3,070 SAA individual members in February. Over 31% had either two master's degrees or a Ph.D.; 22% had a master's degree in either library science or history that included nine semester hours in archival studies; 34% had a master's degree with fewer than nine hours in archival studies; and just 12% reported that they had less than a master's level degree. Nearly 60% reported having eight or more years of experience, while just 26% reported four or fewer years of experience.

Approximately 37% of the respondents reported that they had taken at least one SAA workshop over the past two years. Of those responding, 81% noted that they were satisfied with the continuing education program, while 18.6% reported that they were not. Those who were pleased cited the selection of course

offerings, the quality of instruction and advance readings, and the professional contacts made; those who were not mentioned most often the desire for more workshops held in more regions of the country, lower registration fees, and more specialized courses.

In considering different formats for continuing education, a majority (61.7%) reported that they would not attend a one-week institute on an issue—such as management, law/ethics, appraisal, or public programming—due to inadequate time and funding. However, 69.5% reported that they would consider participating in some form of distance education, such as teleconferencing, a videotaped course, or electronically distributed curriculum materials. Most cited monetary savings as the reason for favoring distance education; however, it is questionable whether it could be accomplished for the amount most respondents were willing to pay. Those who did not favor distance education most often mentioned the benefit of personal contact with the instructor and with colleagues. In response to the questions regarding tiered workshops, a majority (57.1%) reported that they did not favor tiering.

SAA members responding to the survey reported that they were most interested in seeing new workshops developed or expanded in the following subjects (in order of response): automating archival functions, electronic records, legal issues, appraisal, disaster planning and recovery, ethical issues, description (APPM and LC subject headings), and strategic planning.

Finally, nearly half (49.3%) reported that they were members of, or intended to join, the Academy of Certified Archivists. Of those, 85.9% plan to maintain their certification (i.e., seek recertification); and of those planning to maintain certification, 33.4% expressed a preference for the point distribution plan; 8% for examination; and 59.8% were undecided as to which method they would use.

For a copy of the complete survey,



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please contact SAA Education Office, 600 S. Federal, Suite 504, Chicago, Illinois 60605; fax (312)347-1452.

#### CART Curriculum Project Completed

The CART Curriculum project, funded by the National Historical Publications and Records Commission to identify a curriculum in electronic records and automated techniques, came to a close in April. Project Consultant Victoria Irons Walch submitted her final report, which includes the goal to expose all archivists to the foundation cluster of a curriculum in electronic records and automated techniques by the year 2000.

SAA has requested funding to facilitate this training through the publication of a series of case studies that can be used in graduate or continuing education. To initiate implementation of that project, the Society will offer two preconference workshops for the Annual Meeting in

New Orleans: "Training the Trainer: Teaching Techniques and the Adult Learner" and "Case Teaching and Case Writing in Archival Education." The first course will present an overview of the theory and practice of teaching adults, with emphasis on the role of the facilitator and ways to make students active participants in the learning process. The second course will introduce participants to the case study, how it is created, and how it is employed in teaching, with emphasis on the techniques of writing such studies for publication and use in one's own seminars.

The final report for the CART project will be published in the *American Archivist*, along with the papers given at the original CART curriculum conference in Washington, D.C. in March, 1991.

A copy of the complete report is available upon request from the SAA Education Office.

#### Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held January 24 - February 4, 1994, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to \$1,200 of the total tuition, travel, and housing expenses at the Institute (Tuition is \$475). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period pre-dating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted to Patricia Ortega, 4102 Sampson Road, Silver Spring, Maryland 20906, by December 1, 1993.

# A Month of Editing the *American Archivist*

by Richard J. Cox

Recently, a colleague asked when I found time to edit the *American Archivist*. Without much hesitation I quipped, "Morning, noon, and night." This is an obvious exaggeration, but there is an element of truth in the answer. Editing the Society's journal consumes a large portion of an individual's time. Even with the assistance of a professional copy-editor, a secretary, a graduate student assistant, an indexer, a book review editor, and the Society's excellent managing editor, I have found that my expenditure of time can be quite high.

I thought it might be useful for Society members to have some understanding of what the editor of the *American Archivist* does on a regular basis. I am not writing this brief essay to gain sympathy, especially since I enjoy editing the journal. I thought that this essay, along with my other recent essay in *Archival Outlook* and my editorial introductions to specific issues of the journal, will help Society members perceive what goes on behind the scenes in producing the *American Archivist*. The purpose of these essays is to help you understand that not only is the *American Archivist* one of the most important journals in the discipline of archival science, but it also belongs to the archival profession.

Let us look at the work of a one-month period, April 1993. During this month I had 41 instances of reviewing manuscripts, from initial submission to final examination of page proofs. Most of the remainder of my time was spent in writing letters, some very routine in acknowledging submissions for publication consideration, but others very complicated and lengthy replies urging revision, encouraging the submission of an essay, or soliciting a manuscript referred to me by a colleague. Electronic mail discussion and telephone calls (the latter very low) round out the activity of the Editor's work in April 1993.

Breaking the month into four weekly

segments, reveals that the work of the Editor is nearly a constant exercise. Nearly every day brings with it a new matter to deal with, such as a new submission or a complaint to respond to or a lead to follow-up for an essay. Week four was low in April only because I was away at the New England Archivists Conference in Boston and handing in final grades for the conclusion of our Winter 1993 term. Even both of these exercises brought thoughts of the journal. At the NEA meeting I had at least two lengthy discussions about potential submissions to the journal. In reading student papers I could not help but see ideas for future essays in the journal or other archival science journals.

Most of the editor's time is spent in the review of manuscripts and the various stages leading to either their ultimate publication in the journal or to rejection. This is as it should be. My predecessor often referred to the responsibility of editing the *American Archivist* as an educational process. While I tend to have a different perspective on the editorial process and responsibility, there is no doubt that there is an educational element. In preliminary reading and evaluation, selecting reviewers, examining reviewers' comments, making a decision for or against publication, advising an author on how to revise an essay or study, and in shepherding the manuscript through the entire editorial and publication process I certainly learn much. One of the joys of being the editor of the *American Archivist* is having a sense of being on the cutting edge of new and important research and perspectives in archival science. This is a definite asset for one who labors in the classroom.

There are more difficult matters to attend to in the editing of the *American Archivist*. Some are tedious, others bring more troubling reflections. Proofing manuscripts, galleys, page-proofs, and blue lines (the final set-up of the journal)

can become a monotonous exercise. By the time I see the final issue, it is often difficult for me to even open it up; by its final appearance I have practically memorized the contents of the essays. More troubling moments come from a number of possible sources. A disgruntled individual who is upset over the rejection of his or her manuscript often requires going the extra mile in explaining the review process that governs the journal's production. It is also difficult for me, at times, to publish essays that I personally disagree with, in content or conclusion. Because I have well-known and sometimes strong views about our archival community, I must work to put these thoughts behind me as I decide to follow the reviewers' advice and publish the essay. But in such activities I usually learn something and often have my own views changed.

Such problems are more than compensated for in working with the diverse individuals who make up the archival community. It is the work with the people that brings the most joy. This has been made easier by those individuals who have taken a moment of their time to thank me for assisting with their manuscript or to comment, even critically, on a particular issue.

This is a report of only one month in my thirty-six month tenure as your editor of the *American Archivist*. What I finally should note is that this was a particularly busy month. During this month I proofed the galleys of both the Fall 1992 and Winter 1993 issues and assembled the Spring 1993 issue. By the time of the annual meeting, you should have received through the Spring 1993 issues of the journal.

If you have comments on this essay, or any other aspect of the *American Archivist*, please let me know. I can be reached by telephone, fax, and e-mail; or, just come up and talk to me when you see me at a conference.



# Academy of Certified Archivists Newsletter

Volume 18 / July 1993

## Survey Indicates Support for Certification Maintenance

The SAA Education Office recently distributed a survey on continuing education to its membership. Three questions on the survey focused on certification. The survey asked:

Are you currently, or do you aspire to become a member of ACA? If yes, do you plan to maintain your certification, i.e. to seek recertification? If yes, which method do you plan to use: examination, point distribution system, or have not decided?

Preliminary results of the survey are encouraging. About 26% of the SAA membership responded to the survey. Of those who responded, 49.3% reported they are currently ACA members or plan to seek certification. Almost 86% of those who responded affirmatively to the preceding question plan to maintain their certification. Eight percent of those who plan to maintain certification expressed a preference for taking the examination, 33.4% expressed a preference for the point distribution plan, and 59.8% were undecided as to which method they would use.

## Certification Maintenance Planning Continues

The plans for certification maintenance are moving one step closer to implementation. The proposal for two options to maintain certification have been accepted. Members may take the certification examination or submit an application for the credit based plan. Comments from the membership have been carefully considered and the credit based plan has been revised to reflect some of those concerns. Two areas were revised. Maximum credit for professional employment was reduced from 50 to 40 points, with each qualifying area receiving no more than eight points per year for a five year period. Maximum points were increased for education from 50 to 60 points. Attendance at professional archival meetings were reduced as follows: attendance for 3 days or more—9 credits; 2 days — 6 credits; 1 day — 3 credits; less than one day — 2 credits.

The President is presently drafting a charge for a task force to plan for implementation of certification maintenance, whereafter he will appoint members to the task force. Input from the membership on this important issue continues to be welcomed, and may be sent to the President in care of the ACA Secretariat address.

## ACA IN NEW ORLEANS IN SEPTEMBER

The Academy of Certified Archivists will hold its annual meeting in conjunction with the Society of American Archivists 57th Annual Meeting in New Orleans, September 1-5, 1993.

Mark these events on your calendar.

*Hope to see you there!*

- Tuesday, August 31, 1:00 pm - 9:00 pm: BOARD MEETING
- Wednesday, September 1, 9:00 am - 1:00 pm: CERTIFICATION EXAMINATION
- Thursday & Friday, September 2 & 3, 8:00 am - 5:00 pm: ACA INFORMATION BOOTH IN EXHIBIT HALL
- Friday, September 3, 8:00 am - 9:30 am: ACA BREAKFAST BUSINESS MEETING

## The Outreach Committee Wants You

by Kaye Lanning Minchew  
Chairperson

The Outreach Committee was organized in the 1992-93 year. The Committee members are Kaye Lanning Minchew, Karen Benedict, and Leon Miller. The major activity thus far has been to publicize the certification exam. Flyers were sent to regional archival associations, archival educators, and related groups.

Several ACA Board members have been busy giving presentations about certification and certification maintenance to regional groups. Elizabeth Adkins, Vice President, presented papers to the Society of Ohio Archivists and the Mid-Western Archivists Conference. Kaye Minchew, Board of Regent, prepared a paper for the Society of Georgia Archivists which Pam Hackbart-Dean presented. Leon Miller gave a keynote address at last year's Conference of Inter-Mountain Archivists meeting. These meetings are excellent vehicles for getting the word out about the certification program and to give ACA members and non-members opportunities to discuss and debate the issues.

At the MAC meeting ACA was also allowed to set up an exhibits table to distribute information—candidates handbooks, role delineation documents, and newsletters. ACA members handled the tables during breaks. The Committee would like to have ACA brochures available at all regional meetings, along with information about the exam and certification maintenance.

The goal of the Committee is to reach out to employers and archival educators, to eventually revise the ACA brochure, and continue to let members and non-members alike know about the exam and other certification issues. If you have suggestions about outreach activities, would like to volunteer to help the Committee, distribute ACA literature at meetings, or simply want to add your name to the mailing list to be notified about the annual exam, please contact one of the Committee members. Kaye Minchew can be reached directly at:

Troup County Archives  
P. O. Box 1051  
LaGrange, GA 30241  
(404) 884-1828  
Fax (404) 884-1838

Or contact the SAA Secretariat at (312) 922-0140.

### ACA Board, Officers, and Staff

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#### Vice President

Elizabeth Adkins (1994)

#### Secretary

Karen L. Jefferson (1993)

#### Treasurer

Ronald G. Watt (1993)

#### Regents

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David B. Gracy II (1993)

N. Claudette John (1995)

Kaye Lanning Minchew (1994)

Mary Jo Pugh (1993)

Wilda Logan Willis (1994)

#### Nominating Committee

David Klaassen (1993)

Thomas Wilsted (1993)

Nancy Zimmerman (1993)

#### ACA Secretariat

Tara Shimandle

The *ACA Newsletter* is published three times a year by the Academy of Certified Archivists, Inc. Founded in 1989, the Academy is an independent, non-profit organization for certifying professional archivists. Direct all inquiries and correspondence to:

ACA Secretariat  
Academy of Certified Archivists  
600 S. Federal, Suite 504  
Chicago, Illinois 60605  
(312) 922-0140



# Highlights of ACA Board Meeting, Chicago, May 7-8, 1993

The ACA Board held its spring meeting at the Chicago Historical Society on May 7 and 8, 1993. Highlights of the meeting were as follows. Information related to the report of the Task Force on By-laws and certification maintenance are noted in separate articles in this newsletter.

## Report on Finances

ACA expenditures are presently within the projected budget of \$24,000 for this year. As of April 20th expenditures totalled \$18,639. Income to date this year is \$16,947 and assets currently total \$70,062.

Administrative costs for managing ACA are increasing. Costs for maintaining the ACA Secretariat have increased by 50% this year and are expected to increase by another 30% next year. Increases are due to rising costs for labor (fueled by increases for employee benefits), and increased hours of work to handle expanding ACA activities and a growing membership. In addition to these costs, postage is expected to increase for non-profits in the range of 30% to 50%. To address these concerns, the Board has requested the Finance Committee to again review ACA investments and make recommendations as well as to provide more suggestions for other cost cutting measures.

One suggestion for cutting costs is to reduce printing of ACA newsletters to 1000 issues and mail only to the ACA members, rather than currently printing 4500 for distribution to all SAA members through the SAA newsletter. This suggestion will be investigated to determine the exact amount of savings, and to consider the impact on outreach.

Upcoming activities that will also impact the budget are outreach efforts, implementation of certification maintenance including upgrading the membership database, and reprinting of the ACA membership directory and brochure.

## Report on Examination Committee

The Examination Committee will meet in New Orleans to review the item bank and role delineation. The Committee will hold an exam construction meeting in 1994.

## Outreach Committee

The charge for the Outreach Committee was approved by the Board. Outreach is a standing committee that will consist of three members appointed by the President; two ACA members and one Regent. The primary responsibility of the Committee is to publicize and promote the ACA. The Board instructed the Committee to prepare a report on recommendations for outreach activities, prioritize the activities, establish a time line for implementation, and prepare a budget.

## Examination Qualifications Task Force

The Task Force reviewed the proposal to link certification and archival education specifically in the area of qualifications to take the certification exam. The Board approved the proposal pending review on how the proposal can be implemented. The proposal outlined two areas for change in the qualifications:

- Candidates who have completed a master's degree that includes a minimum of nine semester hours of archival education including one term-long single course practicum, may sit for the examination upon completion of the degree. If such a candidate successfully passes the examination, the candidate will become eligible for certification after presenting evidence of a minimum of one year qualifying professional archival experience.
- The qualification for candidates with only a Bachelor's degree and three years qualifying professional archival experience will be phased out over a six year period. However, those persons who are certified before this qualification is phased out, will be eligible to apply for recertification indefinitely.

A committee of Board members - Mary Jo Pugh, David Gracy, and Ron Watt, will review the matter and report to the Board on procedures for implementation.

## ACA Archives

The Board approved with modifications the report of the Task Force on the ACA Archives submitted to the Board at the September meeting in Montreal. The report recommended that the ACA establish an archives for its records and the ACA Secretary will serve as the archivist. Discussion will continue with the University of Wisconsin, the likely repository for the ACA Archives. The SAA Archives are deposited at the University of Wisconsin and include the records documenting SAA's efforts in establishing archival certification.

## ACA By-Laws to be Revised

At the ACA Board Meeting in Montreal, September 14, 1992, the Board established a Task Force on By-laws. The Task Force members are David Olson, Chairperson; Maygene Daniels, former ACA President; Mary Jo Pugh, ACA Board of Regents; Dorothy Frye; and Karyl Winn. The Task Force was created to address concerns related to the growth and management of ACA with specific focus on problems of lack of continuity among officers because of the way elections are structured; uneven division of responsibility and work among officers and regents, and the high administrative costs of a large deliberative body.

The Task Force report was submitted to the Board at its May 1993 meeting. Proposed changes in the by-laws will focus primarily on the structure and responsibilities of the Board members and the term of office. A full report on the proposed changes will be mailed to the ACA membership this summer. The membership will vote on the proposal at the upcoming ACA meeting in New Orleans in September.

# Role Delineation: What's It All About

by Elizabeth W. Adkins  
Vice President

Many archivists have asked questions about the certification examination and how it is developed. Archivists planning to become certified want to know what areas they should study to prepare for the exam. The answer to these questions lies in the role delineation document. This document is the foundation of the exam and represents a major achievement in defining the knowledge and skills needed to perform the duties of an archivist. Arguably, the role delineation document is the single most important contribution to the archival profession that has been made by the establishment of certification for archivists.

The Role Delineation was constructed under the auspices of the Society of American Archivists in 1989 by a committee of archivists broadly representing the profession's diversity. Assisting in the effort was the Professional Examination Service (PES), the not-for-profit testing company which now works with the Academy of Certi-

fied Archivists in developing and managing the certification examination. The committee that developed the Role Delineation had to overcome years of disagreement about the details of what it takes to be an archivist. The debate was passionate at times, but they worked out a document unprecedented in its scope. Their work was validated by a larger group of archivists, who were surveyed for their reactions to the document and who evaluated the relative importance of each area within the overall range of archival activities.

The Role Delineation identifies seven major areas or domains of archival practice: selection; arrangement and description; reference services and access; preservation and protection; outreach and promotion; program planning and assessment; and professional, ethical, and legal responsibilities. Each of the seven major domains is comprised of task statements and related knowledge statements. Together these elements encom-

pass commonly accepted duties and responsibilities that professional archivists perform.

The Role Delineation is reviewed and updated on a periodic basis to make sure it is relevant to current developments and changes in the archival profession. Every candidate for the certification examination is provided with a copy of the Role Delineation as part of the candidates handbook. Other archivists have requested copies of the Role Delineation to be aware of this development in the archival profession. There may be disagreements on the finer points of the Role Delineation, but as a result of this debate the profession is better equipped to define who we are and what we do. Just five years ago we could not make such a statement, and that fact alone is an accomplishment of which all archivists can be proud.

\* \* \*

For a copy of the Role Delineation document, just call the ACA Secretariat at (312) 922-0140.

Your written comments about the document are welcomed. Please send them to:

ACA Secretariat  
600 S. Federal  
Suite 504  
Chicago, IL 60605

All comments will be forwarded to the ACA Vice President.

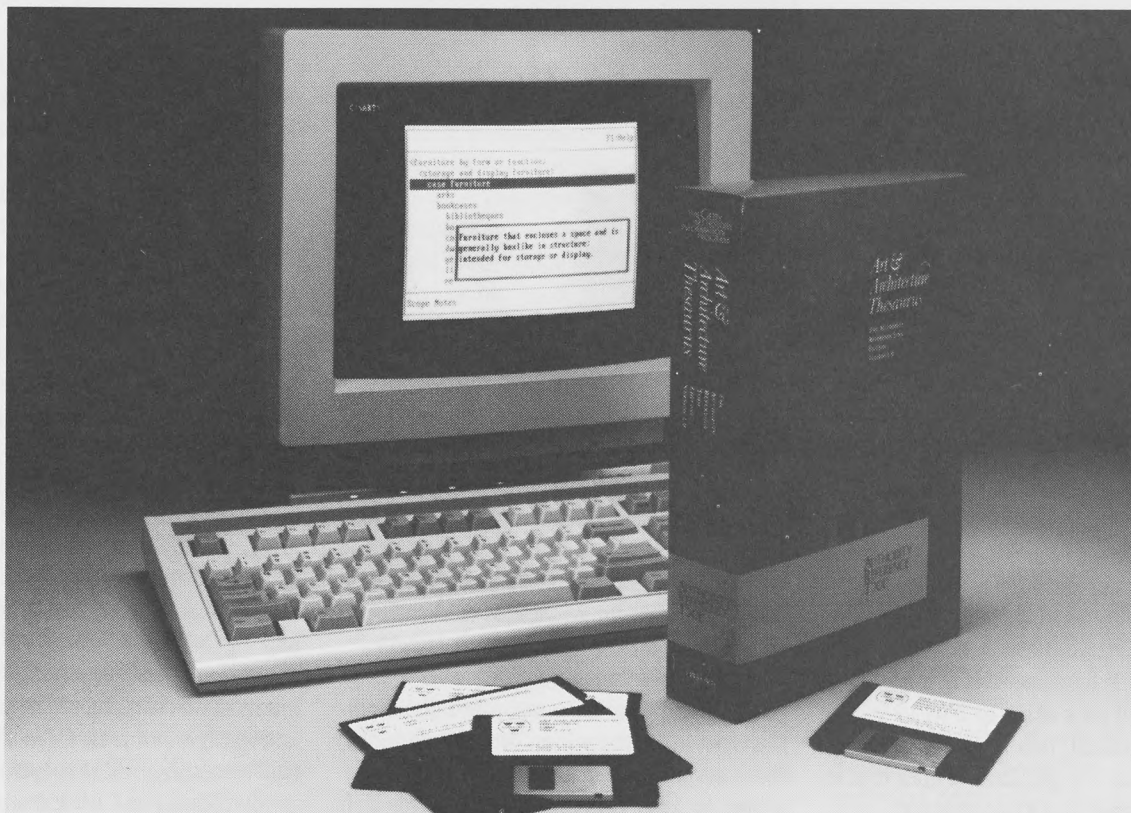
## ACA 1993 EXAMINATION SCHEDULE

The 1993 certification examination will be held on Wednesday, September 1st. The exam sites are scheduled as follows:

- New Orleans, Sheraton Hotel, 9 am - Noon
- Boston, Simmons College, 9 am - Noon
- Chicago, Chicago Historical, Society 10 am - 1 pm
- San Francisco, University of California, 9 am - Noon

*A minimum of five candidates are needed in each location.*





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# Dropping Acid . . . from Paper

by Evelyn Frangakis

Have you ever opened a manuscript box only to find documents discolored and brittle to the touch? This is the result of poor paper quality and may also be a combination of poor environmental and storage conditions. Improving these conditions as well as using permanent paper will prolong the life of any document. This article will help you take the permanent paper high road.

What is "permanent" paper? For paper to be truly permanent, it must be both physically durable and chemically stable. In simplified terms, durability refers to paper's ability to maintain mechanical strength during sustained use, whereas chemical stability refers to the paper's ability to resist deterioration over time. A pH measurement indicates whether paper is alkaline and is numerically expressed on a scale of 0 to 14 — 7 represents neutral, less than 7 is acidic, and higher than 7 is alkaline. Paper that is chemically stable is not necessarily durable and vice-versa, although permanent paper should have both characteristics.

What about "acid-free" paper? Paper that is free of acid is not necessarily alkaline; it may be neutral in pH and may turn acidic over time, the result of environmental attack or of acid migration. Alkaline paper is important because the alkaline reserve will compensate for future acid attack or migration.

Why the concern over acid? Acid within paper has been the primary factor contributing to paper deterioration over time. Acidic conditions cause paper to weaken and become brittle, as well as to discolor. Acidity in paper comes from four main sources:

- residual chemicals and impure or inferior materials used in the paper manufacturing process,
- prolonged contact with other acidic materials,
- poor environmental conditions, including polluted air, and
- acidic degradation products.

A number of chemicals are added to paper in the manufacturing process to give it certain characteristics. However, these

chemicals may also ultimately contribute to paper's deterioration. Sizing materials are added to paper to minimize the ability of inks and other writing materials to penetrate the paper. Poor quality additives (such as alum-rosin sizing) contribute to paper's chemical instability over time. Paper impurities (such as lignin) imparted at the time of manufacture are referred to as "inherent vice."

Over time, inherent vice, along with poor environmental factors, cause the cellulose chains that comprise paper to break down, thus weakening its structure and making the paper brittle. Brittleness in turn decreases paper's usability. Environmental factors that contribute to the brittle paper deterioration problem include heat, relative humidity, light, and air pollution. Excessive heat and relative humidity over a long period of time result in increased chemical activity within the paper. Relative humidity fluctuations cause physical stress and contribute to paper embrittlement. Visible light and ultraviolet radiation contribute to photochemical degradation. Air pollution imparts unwanted chemical residues in paper that are acidic and therefore contribute to the paper deterioration process. Although poor environmental factors generally contribute to paper degradation, those papers that are already acidic or weak are at an increased risk.


There are three general ways to handle the acid attack: use only permanent paper for book and document production, transfer onto a more stable medium, or deacidify (alkalize) the original item. Past initiatives to treat the problem focused on preservation solutions more immediately in the control of librarians, archivists and conservators. Preservation remedies for the acid paper problem have targeted reformatting of materials onto preservation microfilm and deacidification of original items, both of which are costly options. Library and archival materials produced on permanent paper will not require these costly preservation options in the future, thereby saving institutions a great deal of money.

Ellen McCrady, editor of the *Alkaline Paper Advocate*, has stated that, "Since

alkaline paper lasts longer than acidic paper, other things being equal, the production and use of alkaline paper for books and records is a very effective way to preserve library and archival materials. It makes deacidification or microfilming of published books eventually unnecessary, thus saving \$3 to \$60 for each volume." According to McCrady, those prices are now known to be closer \$10 and \$100.

Alkaline paper is competitively priced with acidic paper. As more mills convert to the alkaline papermaking process in order to meet the Environmental Protection Agency's (EPA) pollution control regulations, they will produce better quality paper naturally. McCrady estimates that the country should be at 75%+ alkaline paper production by now.

What about recycled paper, is it permanent? According to the current state of knowledge—or lack thereof—little can be said about the use of recycled paper for production of enduring documents. If recycled paper is selected, then use specifications when ordering. If alkaline recycled paper or permanent paper with recycled fiber is desired, use the specifications listed below in conjunction with the recycled paper specifications.

The primary specification for permanent paper was produced by the National Information Standards Organization (NISO) in cooperation with the American National Standards Institute (ANSI). The standard, which was approved in October 1992, specifies permanent paper as "paper that will last several hundred years without significant deterioration under normal use and storage conditions in libraries and archives." The approved ANSI/NISO standard specifies levels of mechanical strength as well as chemical stability. The use of an infinity symbol set within a circle——as well as a statement to the effect that the document meets the ANSI/NISO Z39.48-1992 standard, indicates compliance with the standard, which is known as "American National Standard for Permanence of Paper for Publications and Documents in Libraries and Archives." Here is a concrete example: this newsletter indicates compliance in a paragraph at the



end of its masthead on page 2.

These requirements are very technical and are explained in more detail in the text of the standard. The standard includes requirements for both coated and uncoated papers. Minimum requirements for uncoated paper include: a pH in the range of 7.5-10; a minimum average machine direction tear index of 5.25 mNm<sup>2</sup>/g (millinewtons meter<sup>2</sup> per gram); an alkaline reserve equivalent to 2% calcium carbonate (based on the oven dry weight of the paper); and no more than 1% lignin by weight of the fiber content of the paper, as indicated by a Kappa number not greater than 7. Minimum requirements for coated paper include: a pH of the core paper in the range of 7-10, exclusive of the coating; minimum average machine direction tear index of 3.5 mNm<sup>2</sup>/g; alkaline reserve equivalent to 2% calcium carbonate, based on oven dry weight of the entire paper, including the coating; no more than 1% lignin by weight of the fiber content of the paper, as indicated by a Kappa number not greater than 7. The standard can be ordered from Transaction Publishers, Department NISO Standards, Rutgers University, New Brunswick, New Jersey 08903, (908) 932-2280 at a cost of \$30 plus shipping.

The American ANSI/NISO standard is the most widely referenced standard; however, other standards also exist. There is an International Organization for Standardization (ISO) standard that is based on the ANSI/NISO one. The four American Society for Testing and Materials (ASTM) standards are useful for those who want standards for the specific types of paper covered (photocopy paper, bond and ledger paper, manifold paper and file folder stock). These standards were originally developed at the request of the National Archives and Records Administration.

How does one test to determine whether the paper ordered meets the requirements specified in the order? One requirement would be alkalinity, which may be determined by a special pen developed by McCrady. Known as the "Abbey pH Pen®," it uses a fluid—chlorophenol red—as the general pH indicator. Rub the pen across the paper. If the mark turns



"Although poor environmental factors generally contribute to paper degradation, those papers that are already acidic or weak are at an increased risk."

purple, the pH range is 6.8 or higher, which is desirable. This means the paper is neutral or alkaline. A yellow mark indicates the presence of acid, which is not desirable for documents of enduring value. The pens are available from Abbey Publications (address below) or a number of archival product suppliers. A variety of other pH indicators are also available.

Other specifications for permanence can be tested by a number of organizations that provide paper testing services. A partial listing of U. S. organizations that provide this service include: The Institute of Paper Science and Technology, Inc. (formerly the Institute of Paper Chemistry), 500 Tenth Street, N.W., Atlanta, Georgia 30318-5794, (404) 853-9500; Integrated Paper Services, Inc., 101 W. Edison Avenue, Suite 250, P. O. Box 446, Appleton, Wisconsin 54912-0446, (414) 749-3040; and Chicago Paper Testing Laboratory, Inc., 3356 Commercial Avenue, Northbrook, Illinois 60062-1909, (708) 480-1670.

A number of published resources provide information on the quality and characteristics of paper. The *Competitive Grade Finder* is an annual compilation of information regarding paper—its sources, distribution channels, and grades. Photocopy papers are listed as well. This book also contains short articles on alkaline and recycled papers. The *Competitive Grade*

*Finder* pocket edition is available for \$25 and the larger *Paper Buyers' Encyclopedia* (which contains the *Competitive Grade Finder*) is available for \$95 from Grade Finders, Inc., 662 Exton Commons, P.O. Box 944, Exton, Pennsylvania 19341, (215) 524-7070. The encyclopedia contains a more extensive reference section including unit on "How to Buy Paper." These are the only catalogs in the country that indicate whether or not the papers listed are alkaline.

The *Alkaline Paper Advocate* is published six times per year by McCrady of Abbey Publications. An annual subscription is \$35 for individuals. It is an important source of information on events in the paper industry relating to paper permanence. It has a sister publication, the *Abbey Newsletter*, which contains information of interest on general preservation and conservation issues, including paper permanence. The current individual subscription price is \$40 per year for eight issues. For subscription information on either publication, contact Abbey Publications, 7105 Geneva Drive, Austin, Texas 78723, (512) 929-3992.

Those interested in a brief and informative article on permanent paper will find Kathy Ludwig's article, "Factors that Influence Permanence," in the *Preservation Papers of the 1991 SAA Annual Conference* (Chicago: Society of American Archivists, 1992, pp. 70-78) useful. Those interested in recycled paper may find Claudia Thompson's *Recycled Papers: The Essential Guide* (Cambridge, Mass.: MIT Press, 1992) an informative source.

The use of permanent paper for records of enduring value present a proactive and cost-effective approach to the preservation problem by making future deacidification or reformatting of such materials unnecessary, thus saving repositories money in retrospective treatment efforts. This is such an important issue that Congress passed a law, PL101-423 (signed into law October 12, 1990) stating, "It is the policy of the United States that federal records, books, and publications of enduring value be produced on acid free permanent papers."



## News Clips

### NHPRC Reauthorization

A bill to continue the grant program of the National Historical Publications and Records Commission (NHPRC) has been introduced in the U.S. House of Representatives by Congressman Gary Condit (D-CA). A House hearings on NHPRC's reauthorization has been set for 10 a.m. on June 23.

The NHPRC is a federal agency that makes grants nationwide to preserve and publish records and other original source materials that document American history. Periodically it must be reauthorized to receive annual appropriations from the Congress for its grants. The NHPRC's current, five-year authorization expires next September 30th.

Representative Condit's bill (HR-2139) would continue NHPRC's grant program for another five years, and would authorize NHPRC to receive annual Congressional appropriations of "such sums as may be necessary." The previous authorization placed a \$10 million limit on the amount that the Congress could annually appropriate for NHPRC grants.

The hearings will be before the House Subcommittee on Information, Justice, Transportation, and Agriculture, which has oversight responsibility for the NHPRC, among other federal programs. Condit chairs the subcommittee. His bill is cosponsored by the ranking Republican member for the subcommittee, Representative Craig Thomas (R-WY), by Representative John Conyers (D-MI), chairman of the House Committee on Government Operations, which must act on the recommendations of Condit's subcommittee, and by Representative Philip Sharp (D-IN), who represents the U.S. House of Representative on NHPRC.

Sharp earlier had introduced the Commission's own reauthorization bill, HR-1063, which would have extended the NHPRC grants program for six years (to the end of the century), and would have authorized NHPRC to receive annual appropriations of up to \$12 million in FY 1994 and 1999. But the Commission has not opposed Congressman Condit's bill.

### Archives Association of Ontario Formed

The Ontario Council of Archives and the Ontario Association of Archivists have joined forces to create the Archives Association of Ontario. Amalgamation was unanimously endorsed by the memberships of the two organizations at their Annual General Meeting, May 13-14, in Toronto.

With the on-going funding support of the Ministry of Culture, Tourism, and Recreation, the new organization has dedicated itself to promoting the interests of both archivists and archival institutions in Ontario. It plans innovative and dynamic new programs in building public and government awareness of archival concerns, providing continuing education opportunities, and developing closer liaison with other heritage and information organizations. The association will continue the work of its predecessor organizations in administering federal grants provided through the Canadian Council of Archives, providing professional advisory services to archives across the province, and offering a range of post-appointment training courses. It also intends to

maintain and enhance current programs in the organization of conferences, symposia and special events celebrating the documentary heritage of Ontario and the vital role of the archivist in the information age.

For further information, write the Archives Association of Ontario, P.O. Box 46009, College Park Post Office, 444 Young Street, Toronto, Ontario M5B 2L8, or contact Paul Banfield, President, Archives Association of Ontario, (613)545-2378, or Linda Gordon, Acting Secretary, Archives Association of Ontario, (416)393-6135.

### Naugler Award at University of British Columbia

In memory of Harold Naugler, the University of British Columbia has established a fund to recognize and support students working in archival studies and electronic records. The fund was established by friends in keeping with Naugler's deep commitment to archival education and his many contributions to the field of the archival electronic records. To date, the fund has raised \$7,500. It needs a further \$2,500 to be activated. SAA members may contribute directly to the Harold Naugler Memorial fund at UBC. U.S. members should send their checks to the American Foundation for UBC, Suite 155, 1718 "M" Street, N.W., Washington, D.C. 20036. Contributions are fully tax deductible and will serve to fund the education of future archivists.

### Archives in the Media

*(Contributed by the SAA Committee on Public Information, Elizabeth W. Adkins, co-chair)*

The March 28, 1993, edition of the *New York Times Book Review* features a thought-provoking article by Jodi Daynard (who teaches writing at Harvard) entitled, "Floppy Disks Are Only Knowledge, But Manuscripts Are Wisdom." The article examines the implications of the current change in format of book manuscripts from typed pages to computer records.

Daynard clearly feels an affinity toward traditional manuscripts, and sympathizes with archivists who must deal with difficult collections management issues when accepting manuscripts created with computer technology. However, she also points out that previous historical changes in recording knowledge seemed to have had disturbing implications in their time. These include the transition from oral tradition to the written word; and the development of lithography and photography as ways to reproduce works of art. In each case, as new information technologies were introduced, certain qualities inherent in the old technologies were lost; however, these changes also helped make knowledge accessible to more people.

Archivists who are struggling with issues related to the storage and retrieval of computer-generated records will find that this article provides food for thought. Archival educators may find this article a useful stimulus for discussion of how the written word has impacted our society.



## Report on States' Care of Historical Records

*Recognizing Leadership and Partnership: A Report on the Condition of Historical Records in the States and Efforts to Ensure Their Preservation and Use*, by Victoria Irons Walch, was recently issued by the Council of State Historical Records Coordinators. The report is the result of an extensive review of the status of archival programs throughout the nation. It is the first attempt to try to obtain a nationwide overview of state archival and records management programs since Ernst Posner's survey in 1963 for the groundbreaking study, *American State Archives*. Some of the more impressive indicators of progress since that study include: every state government has a "functioning archival program"; all but one has a functioning state government records management program; and 49 states have a functioning historical records advisory board. For some of these gains, the report partially credits the National Historical Publications and Records Commission for making grants available to preserve and provide public access to valuable historical records.

A flyer summarizing the report is being sent to members of the SAA Government Records Section. Others interested in receiving the flyer should contact Gordon O. Hendrickson, Chair, Council of State Historical Records Coordinators, State Historical Society of Iowa, 600 East Locust, Des Moines, Iowa 50319.

## SIA Seeks Information For Directory

The Society of Indiana Archivists (SIA) is planning to publish a directory listing all known archives and historical repositories in Indiana. The directory should be published well in advance of the Society of American Archivists' 1994 Annual Meeting in Indianapolis. Besides its obvious use as a reference tool for archivists and researchers, the publication will be used as a public relations tool to reflect the state's various archival repositories' commitment toward preserving Hoosier heritage.

To gather directory entries, a questionnaire is being mailed to archives, historical societies, museums, and libraries throughout the state. Respondents are asked to return the completed form by July 30. Organizations that do not receive a form, but wish to be included in the directory, and anyone with questions about the directory project, should contact SIA Publications Chair, John M. Harris, Indiana Historical Society, 315 W. Ohio Street, Indianapolis, Indiana 46202; (317)232-4591.

## International Business Archives

The Steering Committee of the International Council on Archives Section on Business and Labor Archives met in Munich last April. Nine archivists from eight countries attended the meeting which was held at the headquarters of the Bayerischer Sparkassen- und Giroverband (Bavarian Association of Savings Banks).

The principal topics addressed included the drawing up of a program of committee meetings and open meetings leading up to the next ICA Congress in Beijing in 1996, and the finalization of an introductory brochure for the Section.

The open meetings planned are to cover the records of the

international oil industry (Stavanger, August 21-22, 1994) and overviews of business and labor records in Eastern and Central Europe (autumn 1994) and Asia and the Far East (1995). It is hoped that the last two meetings will provide material for the second and third publications in the series of overviews of the position of business archives in different regions of the world. The first overview on the situation in Western Europe is in draft form and is slated for publication early next summer.

Further details about the section and the open meetings can be obtained from the secretary of the steering committee, Dr. Hans Eyvind Naess, The NDNO Foundation, Kirkebakken 10, 4012 Stavanger, Norway or fax 47-4-891994.

## As Others See Us . . .

Laura S. Bullion, assistant director of the Western Historical Manuscript Collection at the University of Missouri-Columbia, noticed the following headline in her local newspaper, *Columbia Missourian*, on May 25, 1993: ANARCHIVIST FINDS RASPUTIN'S DIARY. The accompanying story was about a discovery by "an archivist" (two words, not one!!!) from the Russian State Historical Archives of a lost diary belonging to the Siberian monk, Rasputin. As Bullion noted in her letter to SAA, "it's either the work of a genuinely clever headline writer or of someone who has very little understanding of [the archival] profession."

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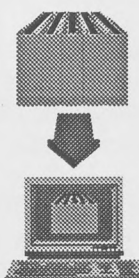
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## 1993 CALENDAR

### August 20 - 22

1993 Conference of the Archives and Records Association of New Zealand (ARANZ) in Wellington, NZ. Contact Alan Smith at fax (04) 560-5632.

### August 27 - 29

African American Museums Association Annual Conference, Marriott Hotel, Roanoke, Virginia. Contact: Rochelle Loritts, Conference Coordinator, P.O. Box 194, Roanoke, VA 24003, (703) 343-0520.

### August 29 - September 2

1993 Nuclear Information and Records Management Association Symposium and Exposition, Radisson Riverfront Hotel/ Conference Ctr., Augusta, Georgia. Contact: NIRMA Symposium, (803) 725-3885.

### ★ ★ ★ ★ September 1-5

SAA Annual Meeting, New Orleans (see page 12). Contact (312) 922-0140.

### September 8 - 11

American Association for State and Local History (AASLH) Annual Meeting, Columbus, Ohio. Contact (615) 255-2971.

### September 20

"Implementing USMARC Format Integration," in Chicago. Sponsored by the Association for Library Collections and Technical Services and cosponsored by AMIGOS. \$105 for ALCTS members, \$135 for ALA personal members and \$175 for nonmembers. Contact Yvonne McLean at 1-800-545-2433, ext. 5032. E-mail: U47209@UICVM.

### September 20 - 26

"Advancing Archives: Strategies Within Government," XXIX International Conference of the Round Table on Archives, Mexico City.

### September 20 - 24

The Second International Conference on Hypermedia and Interactivity in Museums and the Sixth Annual Conference of the

Museum Documentation Association in Cambridge, England. Contact Archives & Museum Informatics, (412) 683-9775 or fax (412) 683-7366.

### September 30 - October 1

Society of Ohio Archivists fall meeting at Lakeland Community College in Mentor, Ohio. Contact Bari Oyler Stith at (216) 285-2222, ext. 276.

### October 14 - 15

Midwest Archives Conference (MAC) fall meeting, Davenport, Iowa, Blackhawk Hotel. Contact Dale Mayer, Local Arrangements Chair, (319) 643-5825.

### October 17 - 20

ARMA International 38th Annual Conference, "Information Management: Linking the Past to the Future," Seattle, Washington. Contact: 1-800-422-2762 or (913) 341-3808.

### November 3 - 6

Museum Computer Network Annual Conference, Seattle Sheraton Hotel, Seattle, Washington. Contact Diane Zorich, MCN '93 Program Chair, Peabody Museum of Archaeology and Ethnology, Harvard University, 11 Divinity Avenue, Cambridge, MA 02138. Phone: (617) 495-1969. E-mail: zorich@harvard.harvard.edu.

### November 4 - 6

Mid-Atlantic Regional Archives Conference (MARAC) fall meeting, Gettysburg, Pennsylvania. Contact David Hedrick, Local Arrangements Chair at (717) 337-7011 or E-mail: hedrick@gettysburg.edu.

### December 6 - 8

RESTORATION Conference, Boston, Massachusetts, Hynes Convention Center. Contact: (617) 933-9699.

### December 10

"Ordinary People, Extraordinary Lives," a project to assess documentation and plan cooperative strategies for the preservation and interpretation of 20th-century social history in New York City, will hold a conference at New York University. Contact Stacy Kinlock, (212) 998-2637.

## Delegation to China this Fall

The Chinese Association for Science and Technology is inviting a delegation of archivists, automated information specialists, museum curators, museum conservators, and archival conservators to visit the People's Republic of China this fall. The purpose is to share information and improve contacts with Chinese professionals in archives, records conservation, information management, computer science, library science, history, and communications. Meetings will include formal and informal discussion sessions, as well as site visits to a variety of educational and research facilities and archives.

The delegation, which is being organized by the Citizen Ambassador Program of People to People International, will convene in San Francisco on October 4, and will visit Beijing, Nanjing, Wuhan, and Hong Kong, returning to San Francisco on October 20. Spouses or guests are welcome. At the conclusion of the professional program, an optional cruise on the Yangtze River is available for those wishing to see the Gorges. Cruise participants will return to San Francisco on October 23.

The estimated cost per delegate or guest is US\$4,875 (departing and returning to San Francisco). The cost for the optional Yangtze River cruise is an additional \$525. For more information, contact John Luppert of the Citizen Ambassador Program at (509) 534-0430.

## AWARDS & FELLOWSHIPS

### Archivist Award of Excellence

The Archivist Award of Excellence was established in 1989 by the California Heritage Preservation Commission to honor individuals who have done superior work in archives and records management within California.

Topics as diverse as the development of a major outreach program, conservation projects, establishing a model program, overcoming obstacles in program development, providing significant financial support, or recruiting community support for



an archival program may be considered.

The application deadline is September 15, 1993. Applicants must have worked with materials which are primarily related to California, performed work which is clearly identified as archival, record or manuscript-related and completed within the last five years. Contact: California State Archives, 201 N. Sunrise Avenue, Roseville, CA 95661; or Joe Samora at (916) 773-3000.

#### 1994 Fellowships Available

The Bentley Library will host the twelfth year of the research fellowship program in Summer 1994. Both individual fellowships and team fellowships are available. Awards include research stipends to individual fellows of up to \$4,000 per month and a housing allowance. Team Fellowship awards are based on a separate budget that typically includes travel expenses for the team.

Further information about the 1994 program is available from William K. Wallach, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 48109-2113. The Bentley Library will host an Open House for prospective Fellows on Friday, September 3, 8 a.m.-9 a.m., at the SAA Annual Meeting in New Orleans.

## PUBLICATIONS

#### Report on NARA

Copies of the report of the *President's Council on Integrity and Efficiency* (PCIE) regarding the National Archives and Records Administration may be obtained from Acting Archivist of the United States, Trudy H. Peterson, National Archives, Washington, D.C. 20408.

#### Booklet on Paper Storage

Available for free is Gaylord Bros.' newly released *Preservation Pathfinder No. 2: Archival Storage of Paper*, which continues this series of booklets containing useful information for librarians, collectors, archivists and artists who are new

to preservation. *Pathfinder No. 2* uses case studies in a step-by-step illustrated guide to selecting storage enclosures and boxes for documents, pamphlets, oversized materials and ephemera.

The Pathfinder series, which supplements Gaylord's Preservation Help Line, began with *Pathfinder No. 1: An Introduction to Preservation*.

Call toll-free (800) 448-6160, or write Gaylord Bros., P.O. Box 4901, Syracuse, New York 13221-4901.

#### Report on Digital Image Technology

A final report of a cooperative demonstration project, "Preserving Archival Material through Digital Technology," is now available. From October 1992 through March 1993, Cornell University Library conducted this project in conjunction with eleven comprehensive research libraries in New York State to test and evaluate the use of digital image technology to preserve a wide array of archival material. The project was based on previous work to develop a scanning system for recording brittle books as binary digital images and for producing, on demand, high quality and archivally sound paper replacements.

Copies of the report, minus gray scale and photocopy facsimiles, are available for \$10. Make checks payable to Cornell University Library and send to: Cornell University Library, Department of Preservation and Conservation, 215 Olin Library, Ithaca, New York 14853.

## WANTED

#### Info on Irita Van Doren

For a biography of Irita Van Doren 1892-1967, book editor of the *New York Herald Tribune* from 1924 to 1963, wife of Carl Van Doren 1912-1935, close friend of Wendell Willkie 1938-1944, I would appreciate learning about letters from her and documents relating to her. Ann Waldron, 48 Park Place, Princeton, New Jersey 08542; (609) 921-2558.

## SAA DEADLINES

### JULY

- 30 Earlybird discounts on Annual Meeting registration; Submissions of resumes and position announcements for the Placement Service at the Annual Meeting; Submissions for the roommate list for the Annual Meeting

### AUGUST

- 1 Special convention rates for Annual Meeting at the Sheraton New Orleans
- 5 All submissions (including job ads) for September *Archival Outlook*
- 13 Pre-registration for Annual Meeting
- 14 Avoid late fee for preconference workshop registrations
- 16 Pre-registration through USA Host for tours at the Annual Meeting
- 20 Written comments on the draft ALA-SAA joint statement on access
- 23 Registration through ACCENT on Arrangements for child care at Annual Meeting
- 31 Written comments on the draft guidelines for a Master of Archival Studies

### SEPTEMBER

- 1 Beginning of on-site registration at Annual Meeting
- 5 Announcements for October SAA *Employment Bulletin*
- 15 Applications for SAA Executive Director position

### OCTOBER

- 1 Applications for the Southeastern Series in Preservation Management Training Program
- 5 All submissions (including job ads) for November *Archival Outlook*
- 8 Proposals for sessions at the 1994 Annual Meeting

### NOVEMBER

- 5 Announcements for the December SAA *Employment Bulletin*

### DECEMBER

- 5 All submissions (including job ads) for January *Archival Outlook*

# "The Archival Core" is Theme of 1994 Annual Meeting in Indianapolis

by Bob Sink and Fynette Eaton

With the New Orleans meeting still weeks away, you may think this an odd time to discuss the program for 1994! Nonetheless, now is precisely the time to develop sessions for next year's Annual Meeting in Indianapolis, September 6-11, 1994.

President-Elect Edie Hedlin has suggested that the meeting focus on self-definition; in short who we are, what we do, what we need to know. While many of us continue to handle traditional record formats and use time-honored methods, the electronic medium appears to be forcing a re-examination of both. It is driving an intense analysis of our theoretical roots and the strongest concern in a generation for the intellectual underpinning of the archival profession.

The Program Committee believes that the profession is at a challenging moment,

when simultaneously we are struggling to define ourselves as archivists while looking for our place in the broader world of information professionals. Working with the title of "The Archival Core: Defining the Profession in the Information Age," the Committee particularly invites session proposals that address issues related to the core of archival work; our differences with other information profession(al)s; and archival education.

Please note that the sessions might well include views that challenge the assumptions expressed above. We are looking for constructive dialogue about the direction of the profession and seek representative views from all sides of the debate. If you have thoughts to contribute, and can identify those who can speak to an issue, propose a session.

Additionally, if you have suggestions

on topics not related to the meeting theme, propose them as well. Themes provide continuity for a series of sessions, but do not dominate the program. We seek to cover a range of professional interests and concerns, and need your help to do so.

The deadline for submission of proposals is October 8, 1993 (see guidelines and form on pp. 27-28). However, the Committee welcomes applications as early as possible. We will be happy to discuss tentative ideas in advance of submission and to meet with proposers during the New Orleans meeting.

Proposals and ideas should be sent to Bob Sink, New York Public Library Archives, 521 West 43rd Street, New York, New York 10036 or Fynette Eaton, National Archives and Records Administration, Center for Electronic Records (NNXR), Washington, D.C. 20408.

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American Archivists

58th Annual Meeting  
Sept. 6-11, 1994  
Westin Hotel  
Indianapolis, IN

**THEME:**  
*The Archival Core:  
Defining the  
Profession in the  
Information Age*

DEADLINE FOR PROPOSALS:  
October 8, 1993

## GUIDELINES FOR PROPOSALS TO THE 1994 SAA PROGRAM COMMITTEE

The 1994 Program Committee invites submission of program proposals for the SAA Annual Meeting in Indianapolis, Indiana, September 6-11, 1994. The theme for the meeting will be "The Archival Core: Defining the Profession in the Information Age." In addition to the normal range of issues, proposals addressing the theme are especially encouraged. This proposal form on the reverse side of this page is designed to facilitate **fully developed sessions**. Fully developed proposals have a better chance of being adopted.

Proposals should:

- be limited to 75 words;
- identify the targeted audience;
- address issues of importance from several perspectives; and
- allow for adequate coverage of the session topic in the time allowed.

The Program Committee encourages proposals that may include, but are not limited to, the following formats:

- **Traditional:** Open session: two-hour timeframe consisting of two to three fully prepared papers of 15 to 20 minutes each and a comment and discussion period.
- **Work-in-Progress:** Open session: two-hour timeframe consisting of two to three presentations of 15 to 20 minutes each, describing on-going research topics, and at least one hour for feedback and discussion.
- **Panel Discussion:** Open session: two-hour timeframe consisting of a panel of 3-5 individuals providing a variety of theories or perspectives on the given topic.
- **Point/Counterpoint:** Open session: two-hour timeframe designed to give two distinct perspectives on a specific issue; the chair serves as moderator for the panel and facilitates discussion.
- **Workshop:** Limited enrollment: two-hour timeframe; an interactive session, usually designed to teach or refine archival skills.
- **Seminar/Roundtable:** Limited enrollment: two-hour timeframe; usually designed as a directed discussion among archivists sharing a common experience or preparation.
- **Special Focus Session:** Open session: one-hour timeframe designed to highlight innovative archival programs, new techniques, and research projects; audience participation is significant.

These guidelines are suggestive. Please note that archivists who participate in the program must register and secure institutional or personal funding. Nonmember non-archivists are eligible for complimentary registration upon request.

Send all proposals to the committee co-chairs:

Bob Sink  
New York Public Library Archives  
521 West 43rd Street  
New York, New York 10036  
(212) 714-8572  
Fax (212) 268-9129

Fynette Eaton  
National Archives and Records Administration  
Center for Electronic Records (NNXR)  
Washington, D.C. 20408  
(202) 501-5565  
Fax (202) 501-5005

**PROPOSALS MUST BE POSTMARKED BY OCTOBER 8, 1993.**

## SAA Program Proposal 1994

Please type. Deadline: Postmarked by October 8, 1993.

Proposed by: \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

### For Committee Use

Number: \_\_\_\_\_

Postmarked: \_\_\_\_\_

1. Session Title: \_\_\_\_\_

2. Type (check one):  
☐ Traditional ☐ Work-in-Progress ☐ Panel Discussion  
☐ Point/Counterpoint ☐ Workshop ☐ Seminar/Roundtable ☐ Special Focus

3. If this proposal is submitted on behalf of an SAA group, give name of group: \_\_\_\_\_

#### PARTICIPANTS:

	Contacted/Agreed to Participate?	SAA Member
--	-------------------------------------	---------------

(circle one) Chair / Comment / Leader _____	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
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Institution: _____	<input type="checkbox"/> No	<input type="checkbox"/> No
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Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Paper Title: \_\_\_\_\_

Name: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
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Institution: _____	<input type="checkbox"/> No	<input type="checkbox"/> No
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Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Paper Title: \_\_\_\_\_

Name: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
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Institution: _____	<input type="checkbox"/> No	<input type="checkbox"/> No
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Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Paper Title: \_\_\_\_\_

Name: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
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Institution: _____	<input type="checkbox"/> No	<input type="checkbox"/> No
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Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Paper Title: \_\_\_\_\_

4. Description of Proposal, attach additional sheet if necessary (75 word limit, see *Guidelines*):

5. Audiovisual Requirements



# What A Dollar Really Buys

by Anne R. Kenney

The 1993 Annual Meeting is less than two months away, and, as you would expect, SAA is moving into high gear for the big event. The program was mailed to all members in late May (if you didn't receive a copy, call the SAA office right away!) While I've heard many compliments on the program—regarding the scope and content of the sessions, the variety of special activities, the child care arrangements—some have also expressed “sticker shock” at the registration fee.

Let me assure you that SAA is fully aware of the financial constraints that many members face, and works hard to contain costs. The income from the annual meeting, for the most part pays for the expense to plan, administer, and implement the meeting. The registration fee covers costs incurred in negotiating arrangements with hotels, securing facilities and increasingly sophisticated audiovisual equipment, providing on-site staffing and coordination, supporting the work of the Program Committee, preparing and printing the program and other documentation, and partially underwriting special activities, such as the Latin America initiative for the New Orleans meeting.

Through tough negotiation, SAA staff is able to realize savings for meeting attendees in the form of lowered room rates, reduced airfares, and complimentary meeting facilities. The costs for special functions, such as the opening banquet, are listed separately from the basic registration fee, so that members may choose to attend those which are of most interest or which they can afford. Any income realized above expenses for the annual meeting is used to support other basic member services, such as publications, education, and representation.

Although the total costs of the annual meeting are considerable, SAA staff continues to investigate means to reduce the impact on meeting attendees. We will endeavor to hold firm on the registration fee for the next annual meeting. Because meetings are planned four to five years in advance, site locations and hotel arrangements have been made through the 1997 meeting to be held in Chicago, where rates of no more than \$85 (single) and \$99 (double) have been negotiated.

Debbie Mills, SAA's meeting planner, has been looking at both traditional conference facilities and those located on college campuses for the 1998 annual meeting, scheduled to be held in the southeast. It is her job to assess the overall costs of the meeting, including travel, rooms, meeting facilities, and other amenities.

Debbie has discovered through her inquiries at the University of South Florida that while the sleeping rates may be less than at a hotel (which one would expect with dorm rooms!) there are additional costs associated with holding a meeting on a campus that are normally defrayed by hotels. For instance, the University assesses a per day/per person

“management fee,” which increases the cost of the meeting by approximately \$26,000. That amount would be reflected in the registration fee.

It seems that our size has become a limiting factor. Because we can anticipate a turnout of 1,200-1,400 for the annual meeting, SAA has grown too large to take advantage of the facilities available on most campuses. The University of South Florida, for example, offers very few options for meal functions and for holding plenary sessions. And, because we schedule our annual meeting in early September, many schools are already in session and could not accommodate us—or make dorm rooms available. Moreover, many campuses, such as Cornell University's, are “centrally isolated,” and meeting attendees would experience a sharp increase in air fares. Finally, the Society relies on the support of a critical mass of local SAA members to serve on the Host Committee and to assist with registration, tours, and other activities. If these responsibilities fell on one institution, I daresay little else would be accomplished during the year preceding the annual meeting!

Nonetheless, SAA will continue to explore options for keeping the annual meeting affordable, educational, as well as enjoyable. I welcome your thoughts on how best to achieve that appropriate mix.

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# New Member Roster

The following new members joined the Society of American Archivists during April and May.

Welcome aboard!

## Individual Members:

Allton, Judith H.  
*NASA/Lockheed*  
Arnott, Julie  
*SOLINET*  
Avery, Cheryl  
*University of Saskatchewan*  
Barnett, Nancy A.  
Begg, Amy Anne  
*Student*  
Birk, Joanne K.  
Bloomer, Michael D.  
Brennan, Lisa R.  
*Student*  
Butler, Bridget  
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Cavalcanti, Maria  
*Student*  
Chamberlin, David R.  
Chungyampin, Karen Anderson  
*Til Eke & Gibbins R.O.P.*  
Connell, Rita  
*Sisters of Mercy-Omaha*  
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*Consultant*  
Decker, John W.  
*Stearns County Historical Society*  
Depkin, Claudia J.  
*Student*  
Drickamer, Karen D.  
*Southern Illinois University*  
Dumoulin, Christine A.  
Fang, Amy  
*Student*  
Francillon, Mary

Friday, Franklin  
*Friday Historical Business Archives*  
Galbraith, Carol A.  
Giles, Mary  
*Student*  
Gray, Kristina  
*Student*  
Green, June M.  
Grenot, Teresa Lupe  
*Student*  
Hamm, Thomas D.  
*Earlham College*  
Harmon, Nicolas  
*Verilux Incorporated*  
Hayes, Richard  
*Georgia Institute of Technology*  
Holleran, William  
*Student*  
Horton, Stephen Taylor  
*Student*  
Huygen, Michael Lee  
Joyce, Elizabeth M.  
Kauppila, Paul  
*Student*  
Kiel, W. Paul  
*Student*  
Kim, Sung-Hong  
*Georgia Institute of Technology*  
Knowlton, Elizabeth W.  
*Georgia Department of Archives & History*  
Kozo, Carolyn J.  
*Los Angeles Public Library*  
Lachoff, Irwin J.  
*Student*  
Lane, Anne Marie  
*University of Arizona*  
Laugharn, Mary Anne  
*Arizona Historical Society*  
Leigh, Amy  
*Student*  
Lieberman, Richard K.  
*Fiorello H. LaGuardia Community College*  
Lindner, James A.  
*Vidi Pax*  
Link, Gary  
*County of Allegheny*  
Luoma-Aho, Jarmo  
*The Central Archives for Finnish*  
Martin, Rebeka  
McCarty, Diane  
Mistic, Milovan  
*European Bank*  
Olson, Lisa  
*Bossier Parish Central Library*

Overcash, Frances R.  
*Davidson College*  
Polhemus, Sally R.  
Raucher, Margaret  
*Wayne State University*  
Reppun, Marilyn L.  
*Mission Houses Museum*  
Rockell, Diane M.  
*Student*  
Shepard, Elizabeth  
*Student*  
Spatz, Sterling L.  
Stavinoha, Don  
*Provincial Archives*  
Stopka, Christina  
Swanson, Guy R.  
Taylor, Teresa R.  
*Medical College of Pennsylvania*  
Tindall, Jean C.  
Urice, Stephen C.  
*Rosenbach Museum & Library*  
Uzman, Betty T.  
*Student*  
Van Riper-Geibig, Claire  
*Student*  
Viol, Robert W.  
*Herman Miller Incorporated*  
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Wells, Holly  
Wilson, Leslie Perrin  
*Concord Free Public Library*  
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Woods, Robert E.  
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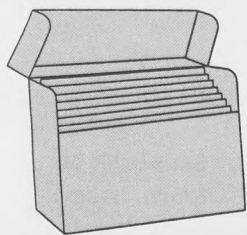
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Roman Catholic Diocese of Brooklyn  
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University of Alberta  
University of the North





## Professional Opportunities

As a service to members, SAA publishes announcements about professional opportunities for archivists. SAA reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

The following rate schedule, effective July 1, 1992, entitles an employer to post one job in one issue of *Archival Outlook* AND in one issue of the *SAA Employment Bulletin* for one fee:

92¢ per word  
(Numbers, abbreviations, etc.  
each count as one word.)

Institutional members receive a 50% discount. Job ads will not be posted unless accompanied by a purchase order for the applicable amount. We will edit ads that do not conform to the style illustrated by the job postings in this issue. We request that all ad copy submitted be double-spaced.

*Archival Outlook* is published in January, March, May, July, September, and November and is sent to all SAA members.

The *SAA Employment Bulletin* is available to individual members at a cost of \$24 per year only at the time of membership renewal. Individual issues are available to SAA members for \$6 and to nonmembers for \$10. The bulletin is published in February, April, June, August, October, and December.

Deadlines for all issues of *Archival Outlook* and *SAA Employment Bulletin* are the 5th of the month preceding publication. Announcements received after the deadline will be charged a \$20 late fee. SAA's fax number is (312) 347-1452. For more information about SAA's employment services, contact SAA at (312) 922-0140.

It is assumed that all employers comply with Equal-Opportunity/Affirmative-Action regulations.

### LIBRARIAN/ARCHIVIST TO HEAD NEDCC PHOTODUPLICATION SERVICES

*The Northeast Document Conservation Center  
Andover, Massachusetts*

The Northeast Document Conservation Center (NEDCC) seeks a director for its microfilming and photographic copying services. Position involves management of two income-producing departments and entails staff management, client relations, marketing, and outreach. Applicants must have demonstrated ability in managing staff, and good public relations skills. Familiarity with microfilming preparation, photographic copying, and preservation desired. Salary in upper \$30s or commensurate with experience. Send resume and references to NEDCC, 100 Brickstone Square, Andover, Massachusetts 01810.

### HEAD COLLECTIONS LIBRARIAN

*The University of Nevada  
Las Vegas, Nevada*

The University of Nevada, Las Vegas, seeks an energetic, service oriented librarian to administer to Special Collections (Nevada collection, gaming collection, university archives, and rare books). Reports to the Dean of Libraries.

**Responsibilities:** Establishes departmental priorities, policies, and procedures; develops collections in the areas of Nevada, gaming, and regional interests; acquires and manages manuscript collections and university archives; provides reference services; supervises 1 professional and 2 classified; participates in fund raising and outreach efforts. **Qualifications:** A minimum of five years of progressively responsible professional experience working with special collections, preferably in an academic library; experience and/or knowledge of manuscript and archival processing; demonstrated planning, supervisory and

communication skills; and the proven ability to establish and maintain harmonious working relationships with co-workers, donors and patrons. **Desired:** ALA/MLS and/or advanced degree(s) in subject areas; a record of professional involvement and research activities; knowledge of the application of computer technology to special collections. **Salary:** Negotiable depending on experience and qualifications. **Benefits:** 12-month, tenure-track contract with 24-days annual leave, retirement options, health insurance, no state income tax. **Application Deadline:** Send letter of application, resume, and three letters of current reference to: Myoung-ja Lee Kwon, Search Committee Chair, University of Nevada, Las Vegas, 4505 Maryland Parkway, Las Vegas, Nevada 89154-7001. Position available July 1, 1993. Review of applications begins on July 19, 1993, and will continue until the position is filled. The University of Nevada, Las Vegas, is an AA/EEO employer. UNLV employs only U.S. citizens and aliens authorized to work in the U.S.

### ARCHIVIST/LIBRARIAN

*The Center for History of Physics  
American Institute of Physics (AIP)  
College Park, Maryland*

The AIP is relocating from New York City to College Park, Maryland. The completion of the new headquarters building is expected by November. The activities of the AIP Center include working proactively with archivists to preserve papers and records at appropriate institutions and fostering research, e.g., through its semiannual *Newsletter* and sharing its *International Catalog of Sources for History of Physics and Allied Sciences* with RLIN-AMC. The position is Archivist/Librarian of the Center's Niels Bohr Library. **Responsibilities include:** Supervising permanent library staff (two professionals—librarian and

## Professional Opportunities

archivist—and one paraprofessional), other library staff on grant-funded projects, working closely with the Center's Associate Director (Joan Warnow-Blewett), writing grant proposals for special projects, and contributing to planning of future Center policies and programs.

**Requirements:** A master's degree in either library science or history with a major in archival administration, a minimum of five years of professional and a minimum of two years of supervisory experience, and strong writing and communication skills. Background in science or experience with scientific records is not required. The position begins November 1, 1993. The AIP will pay moving costs to the College Park area. Transportation by train from Baltimore and D.C. is available; the Metro station in College Park will open this December. **Salary:** \$42,000 or more, depending upon experience. The AIP has excellent health care and other benefits. The new building will have a child care center, fitness center, and state of the art facilities for the Neils Bohr Library. Submit resume and letter of application to: Joan Warnow-Blewett, Associate Director, Center for History of Physics, American Institute of Physics, 335 E. 45th Street, New York, New York 10017.

### PROJECT ARCHIVIST

*Fuller Theological Seminary  
Pasadena, California*

**Responsibilities:** The David Du Plessis Center of Fuller Theological Seminary, Pasadena, California, seeks a full-time experienced archivist for a one-year project involving the processing of materials related to the Pentecostal and charismatic movements. Subject to a consultant's recommendation, processing will also include disposition of a large quantity of commercial radio broadcast recordings from the *Old Fashioned Revival Hour* by Charles E. Fuller. Duties include survey, arrangement, and description of papers related to Swedish and Italian immigrant Pentecostals as well as those of David Du

Plessis, Joseph Mattsson-Boze, and Francis Ure, major and minor figures in these movements. Timely production of a guild-standard finding aid is expected. Supervision of a full-time archival associate is included. Familiarity with MARC protocols and OCLC is expected. **Qualifications:** Significant and appropriate experience and training. Certification by the Academy of Certified Archivists welcomed. Prior involvement with religious archives a plus. Familiarity with the Pentecostal, charismatic, and evangelical movements quite essential. Ability to speak and write clear English is assumed, and skills at logical organization and thinking are a must. Must be self-directive yet communicative and team oriented.

**Salary:** \$30,000, plus benefits. **Contact:** *This position is subject to funding external to this institution. A hiring decision cannot be made until mid-July.* The position, if funded, would run from October 1, 1993, through September 30, 1994. Persons interested should send a resume including names and telephone numbers of personal references to: Professor Russ Spittler, Fuller Seminary, Pasadena, California 91182.

### ARCHIVIST / RECORDS ADMINISTRATOR

*The United Methodist Church  
Madison, New Jersey*

**Responsibilities:** Manages archives and records management programs for the General Commission on Archives and History with a staff of 3.5 persons. Prepares and publishes finding aids and guides to facilitate access to holdings. Provides advisory services to denominational agencies and constituent organizations. Conducts archival workshops. Prepares archival goals for the Commission and reports annually to its Archives Committee. Provides leadership in coordinating access to information resources for United Methodist history. **Qualifications:** Advanced degree in archival management, history, or related field. At least three years full-time experience in archival

management. Thorough knowledge of archival program authorization, authentication, appraisal, arrangement, description, physical protection, and use. Supervisory experience and ability to work in small group relationships. Ability to describe and explain program activities with a clarity and precision that will attract budget allocations, gifts, endowments, and grants. Membership in the United Methodist Church and a knowledge of its history and polity are desirable. **Salary:** \$40,000-\$45,000 plus excellent pension and insurance benefits. Employment expected to begin on or about January 1, 1994. Interested candidates are invited to submit a full resume and three letters of reference by August 15, 1993, to the Search Committee, P.O. Box 127, Madison, New Jersey 07940. The General Commission is an Affirmative Action/Equal Opportunity Employer.

### CURATOR, EXHIBITIONS

*Rare Book and Manuscript Library  
Columbia University Libraries  
New York, New York*

The primary responsibility of this position is the planning and installation of Rare Book and Manuscript Library-sponsored exhibitions and, with other curators, providing in-depth reference service and overseeing circulation and use of rare books and manuscripts. This position is responsible for organization and cataloging of non-book and non-manuscript collections and shares responsibility for library instruction, collection development, and assistance with special projects. In addition to an accredited MLS, requirements are: knowledge of reference sources in rare books and manuscripts, descriptive bibliography, archival organization and techniques, and preservation methods; and the ability to search in RLIN and other electronic databases. Effective written and oral communication skills and the ability to work cooperatively with others is an important quality necessary for success in this position. Preference will be given to candidates with experience in planning



and installing rare book and manuscript exhibitions; demonstrated esthetic sensibilities; a reading knowledge of German and Latin; and a graduate degree in American or English history, or other relevant graduate degree. Salary ranges, which will increase July 1, 1993, are currently: Librarian I: \$30,000-\$39,000; Librarian II: \$32,000-\$43,200. Excellent benefits include assistance with University housing and tuition exemption for self and family. Women and minorities are encouraged to apply. Send resume, listing names, addresses, and phone numbers of three references, to: Kathleen M. Wiltshire, Director of Personnel, Box 35 Butler Library, 535 West 114th Street, New York, New York 10027. Applications accepted until position is filled. AA/EOE

### DIRECTOR

*The Avery Research Center for African American History & Culture*

### DIRECTOR

*The African American Studies Program  
College Of Charleston  
Charleston, South Carolina*

Applications and nominations are invited for a distinguished scholar and administrator to lead two distinct but closely associated programs at the College of Charleston. The Avery Research Center for African American History and Culture, an archives and museum, functions to preserve and make public the heritage of the African Americans of the Low Country of South Carolina. The main focus of the African American Studies Program, established in 1992, is an undergraduate minor in African American Studies. The College of Charleston, the 13th oldest college in America, has approximately 9,000 students and 300 faculty members. As the Director of the Avery Research Center, the administrator is responsible for supervising four staff members; developing, preserving and processing archival collections; museum education and public programs; and resource development. As the Director of the African American Studies Program, the faculty member is responsible

for curricular planning and staffing in African American Studies and teaching in the program. Applicants must have appropriate graduate degrees for an appointment in an academic department of the College of Charleston. Specialty area is open. The review of applications will begin on September 1, 1993, although applications will continue to be received until the position is filled. An appointment may be made as early as January 1, 1994. Rank and salary are open. Salary from \$50,000. Please send the names of three references and a curriculum vita to: Dr. David Cohen, Dean of Libraries, College of Charleston, Charleston, South Carolina 29424.

### PROJECT ARCHIVISTS

*Civil Liberties Processing Project  
Chicago Historical Society  
Chicago, Illinois*

The Chicago Historical Society is seeking qualified applicants for the position of Project Archivist for a one-year project funded by the U.S. Department of Education, to process collections relative to civil rights and civil liberties. Three archivists will be hired (two on a full-time basis, the third on a 4/5ths-time basis) for the project that begins October 1, 1993, and ends September 30, 1994. The project archivists will work closely with the Archives and Manuscripts Department staff to appraise, arrange, and describe collections of national and local significance. **Preferred Qualifications:** A master's degree in history, library science, or related fields; courses and practicums in archival methods; two years of archival work experience; excellent writing skills and familiarity with word processing. The ability to work independently and to conceptualize the organization of large collections are important qualifications as well. Familiarity with the USMARC-AMC bibliographic format is desirable, as is knowledge of historical research issues related to civil rights, civil liberties, urban politics, and civic reform. **Salary:** \$26,000 (\$20,800 for the 4/5ths-time archivist)

plus fringe benefits. **Apply:** Send letter of application, resume, and names of three references to: Archie Motley, Curator of Archives and Manuscripts, Chicago Historical Society, Clark Street at North Avenue, Chicago, Illinois 60614-6099. The CHS is an Affirmative Action/Equal Opportunity Employer. Minorities are encouraged to apply.

### TWO TENURE TRACK POSITIONS

*The Graduate School of Library and Information Science  
University of Texas at Austin  
Austin, Texas*

The Graduate School of Library and Information Science, University of Texas at Austin, seeks applicants for two positions at the Assistant Professor level. Both are available as early as September, 1993. The School seeks applicants who have credentials in one or more of the following areas: Informatics Administration, such as management theory, IRM, records, libraries, archives; Automation Management, Information Engineering; Telecommunications, Multi-media; Discipline-based Informatics, such as legal, business, engineering, natural science. GSLIS faculty teach in Austin and on-site via interactive television in El Paso and San Antonio. Persons interested in recruiting and working with students who will be developing and improving library services and resources for Hispanic populations are particularly urged to apply. The GSLIS has 400 students enrolled in Master's, Advanced Certificate, and Doctoral programs. Successful applicants will become a part of a collegial company of seventeen full-time faculty actively designing new futures for the school and educating leaders for the information profession. Salaries are competitive. Applicants who possess a doctorate in library and/or information science or a closely related field, and who demonstrate a strong propensity for research and teaching excellence should send a resume and the names, addresses, and telephone numbers of three

### BROOKHAVEN NATIONAL LABORATORY

#### CERTIFIED RECORDS SPECIALIST

Brookhaven National Laboratory's Technical Information Division has a challenging opportunity available for a Certified Records Specialist to establish and maintain overall policies and procedures to control scientific and administration records at the Laboratory.

Responsibilities will include selecting new technologies to improve record systems, identifying and inventorying of records, and establishing appropriate retention schedules. Requirements include a bachelor's degree in an appropriate discipline, master's degree preferred, and strong analytical and organizational skills. Knowledge of Department of Energy records policies very desirable; Certified Records Manager status is required.

Brookhaven offers a stimulating work environment, and a comprehensive benefits package which includes 24 days' annual vacation. To be considered, please forward your resume, referring to Job #NS9627, to: Nancy L. Sobrito, Brookhaven National Laboratory, Associated Universities, Inc., Personnel Division - Bldg. 185, Upton, Long Island, NY 11973. An equal opportunity employer m/f/d/v.



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references to: Julie Hallmark, Professor, Search Committee Chair, Graduate School of Library and Information Science, The University of Texas at Austin, Austin, Texas 78712-1276; Fax (512) 471-3971. The committee will begin reviewing applications on July 15, 1993. Applications will be accepted until the positions are filled. The University of Texas is an Equal Opportunity/Affirmative Action Employer.

#### ARCHIVIST AND REFERENCE LIBRARIAN

*Health Sciences Library  
Wright State University Libraries  
Dayton, Ohio*

Processes and produces finding aids for special collections, and provides general reference services. **Required:** ALA-accredited MLS or master's degree in archival administration or related field. **Salary range:** \$24,003-\$34,070. Full posting available on request. Application review will begin August 1, 1993. Send letter of application indicating position title, resume, and names of 3 current references to: Chris Watson, Head of Administrative Services, Wright State University Libraries, Dayton, OH 45435. AA/EEO Employer.

#### ARCHIVIST

*The Hagley Museum and Library  
Wilmington, Delaware*

The Hagley Museum and Library, an independent research library specializing in the history of business and technology seeks an archivist for a two-year, NEH grant-funded project (with benefits) to arrange, describe, and assess preservation of six corporate advertising collections. Will work with the Conservator and Conservation Technician to develop preservation strategies and provide for physical treatment of the materials in need of conservation. Master's degree in history, library science, or related discipline and two years experience in archives and manuscripts required. Familiarity with RLIN data base, AMC format, and Word-Perfect software desirable. Send resume to Human Resources, Hagley Museum and Library, P.O. Box 3630, Wilmington, Delaware 19807. EOE

#### PROJECT ARCHIVIST

*Virginia Historical Society  
Richmond, Virginia*

**Responsibilities:** Under a one-year federal grant, the project archivist will conduct a retrospective conversion of the Society's descriptions of manuscript collections containing significant groupings of African-American records. The project

archivist will generate MARC-AMC formatted records, upload these records into the OCLC database, and compile entries for a published guide to the Society's African-American holdings. **Qualifications:** MA degree in American or Southern history, with concentration in African-American studies preferred, or an MLS with a concentration in archival studies; experience as a manuscripts cataloger; working knowledge of USMARC-AMC format required; demonstrated written and oral communication skills. The Virginia Historical Society is an equal opportunity employer and does not discriminate in regard to race, gender, age, or other factors. Women and minority candidates strongly encouraged to apply. **Salary:** \$25,000 with excellent benefits package. Apply to: E. Lee Shepard, Senior Archivist, Virginia Historical Society, P.O. Box 7311, Richmond, Virginia 23221-0311, with letter of interest, current resume, and list of three references. Position open July 1, 1993.

#### INTERNSHIP

*Kalamazoo Public Museum  
Kalamazoo, Michigan*

The Kalamazoo Public Museum will offer a curatorial/archival internship beginning September 1, 1993. Under Museum supervision, the intern will undertake an inventory of the archival and historical collections of a Fortune 500 company. Candidates should have completed at least one year of graduate work in a museum or archival studies program. The internship will last four months and will offer a stipend of \$1,200 per month. Interested applicants should send a cover letter, resume, and the names of three references by August 1, 1993, to the Kalamazoo Public Museum, 315 S. Rose Street, Kalamazoo, Michigan 49007.





The Society of  
American Archivists

# EXECUTIVE DIRECTOR

**THE SOCIETY OF AMERICAN ARCHIVISTS**, a national professional association headquartered in Chicago, is seeking an Executive Director. With a staff of 12 and a budget of \$1.2 million, the Executive Director provides leadership for membership services and for publication, education, and advocacy programs.

**Responsibilities:** Working with elected officers and a nine-member council, who provide overall policy direction, the Executive Director develops the Society's programs and resources by:

- conducting financial planning, administering the budget, and grant-funded projects,
- managing office staff,
- overseeing substantial publications and continuing education programs,
- administering membership services, including organizing annual meetings, and
- representing the Society to its diverse constituencies.

**Required Qualifications:** 5 years administrative and management experience involving one or more of the following: membership/constituent/customer services, advocacy, and project direction. This experience must include both:

- two years financial management experience and
- two years experience supervising professional staff,
- advanced degree in humanities or social sciences, or certification in appropriate field and 3 additional years of administrative and management experience,
- knowledge of, or willingness to learn about, the concerns and challenges facing the archival profession, and
- demonstrated excellence in written and oral communication.

**The Society of American Archivists:** Serving the educational and informational needs of its members since 1936, provides leadership to help ensure the identification, preservation, and use of the nation's historical record. The SAA has over 3,000 individual and 500 institutional members including archivists, manuscript curators, and allied professionals located in the U.S., Canada, and throughout the world.

The Executive Director will lead an organization that has recently developed a long-range plan focused on exerting national leadership, professional development, advocacy and outreach, and responding to the challenges of new information technologies. The Executive Director contributes directly to initiatives to improve the Society's financial base, organizational structure, and communications.

**Compensation:** The minimum salary is \$55,000 plus benefits.

**Date Available:** The Executive Director will assume responsibilities no later than April 1, 1994.

**Deadline:** The position is vacant until filled, but initial screening of applications will begin September 15, 1993. Candidates filing after this deadline will not be guaranteed consideration. Nominations are welcome but must be received by August 15, 1993. To apply, submit a letter, a vita, and the names of three references. Applications, nominations, and inquiries should be addressed to:

J. Frank Cook  
Co-Chair, Search Committee, #S  
B134 Memorial Library  
728 State Street  
University of Wisconsin-Madison  
Madison, WI 53706

Phone (608)262-3290 Fax (608)265-2754 E-Mail JFCOOK@MACC.WISC.EDU

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The Society of American Archivists

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