



The Society of
American Archivists

Archival Outlook

September 1993



Grade A

Grading, candling, and packing eggs in Coweta County, Georgia, circa 1921. (Will F. Nelson, photographer. Courtesy of the Georgia Department of Archives and History)

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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

ISSN 0091-5971

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from the President's Desk

by Anne R. Kenney

By the time you read this article, participants in the 57th annual meeting of the Society of American Archivists will have had an opportunity to consider SAA's strategic plan, which Council is expected to adopt at its August 31st meeting. If all goes well, discussion across the various SAA constituent bodies will be focused in New Orleans on deeds rather than words and on how to implement the plan—a step far more critical than the adoption of the document itself. The text of the approved strategic plan will appear in the next issue of *Archival Outlook*. One hopes that it will be accompanied by a report on the first steps toward its realization.

Appropriately entitled "Leadership and Service in the 1990s," SAA's strategic plan embodies both elements in its four key goals:

- to exert leadership on significant archival issues;
- to improve educational opportunities;

- to lead the archival profession in advancing electronic records issues; and
- to increase overall organizational effectiveness to achieve those ends.

These are commendable, necessary, and realistic goals. Our success in implementing them will provide a valuable yardstick against which to measure the continued vitality of the Society.

This year must be devoted to identifying courses of action to accomplish the plan. It falls to all SAA groups to commit themselves to its success, for this is SAA's strategic plan, not the profession's and not Council's. Implementation will also require sacrifice: some other worthy initiatives will have to be put on hold and SAA's finite resources (staff, volunteer effort, and actual dollars) will have to be devoted to achieving our stated goals. By adopting this plan, the Society has committed itself to aligning resources with pri-

orities and is giving notice that we will not be continuing business as usual.

Reaching this point has been a long-term effort involving the work of many. I especially want to thank the Committee on Goals and Priorities and its chair, Paul Conway, for their sustained efforts over the past several years; the Council and its own planning committee, led by Bill Wallach; the SAA executive director and staff; and Nancy McKeon and Katherine Spears of McKinsey & Company, the planning facilitators who assisted Council throughout the summer in honing a blueprint for action.

Finally, I want to thank you the members of SAA for providing me with the opportunity to serve as your president during a very memorable year. While other issues have engaged our attention over the past twelve months, it is my hope that the lasting legacy of 1993 will prove to be the successful implementation of a strategic planning process for the Society.

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Short Subjects

1994 Publications Catalog

The 1994 *SAA Publications Catalog* featuring 115 titles—more than any previous edition—was mailed along with this issue of *Archival Outlook* to all members of the Society of American Archivists. The catalog includes 20 new titles.

The publications listed address a variety of subjects important to the archival profession and are divided into the following categories: Archival Fundamentals Series, introducing archives, appraisal, description, education, information technologies, archival management, records management, non-textual records, preservation, special archives, writings about archives, brochures and reports, *American Archivist*, and SAA reference resources. In addition, the new catalog contains an author and title index.

SAA is your resource for archival literature. If you need additional catalogs, contact the SAA publications department at (312) 922-0140, ext. 21.

This Month in New Orleans

The November issue of the *Archival Outlook* will include coverage of the 57th SAA annual meeting held September 1-5 at the Sheraton in New Orleans. Highlights will include the new SAA Fellows named, awards honoring individuals and groups for their contributions to the archival profession in 1992, notes on the Council meeting, as well as a general summary of the meeting. Also available will be information about ordering audio cassettes of selected presentations at the conference. All of this and more in the next issue of the newsletter!

Update of Directory of Archival Organizations

The *Directory of Archival Organizations in the United States and Canada* is being revised for 1994. Regional, state, municipal, and other archival organizations are encouraged to send updated information about officers, newsletter editors, and membership contacts to Archival Directory, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605 or fax (312) 347-

1452. Please send this information by November 1. SAA would like to make this directory available to members and others in January 1994.

In addition, regional, state, municipal, and other archival organizations are also encouraged to add SAA to their mailing lists for newsletters and other information. Please use the address listed in the above paragraph. SAA appreciates the opportunity to stay abreast of important information through these mailings.

SAA Acquisitions Editor

SAA Acquisitions Editor James M. O'Toole will be on sabbatical from the University of Massachusetts-Boston during the academic year 1993-1994. Anyone wishing to contact him in connection with editorial matters should do so at 80 Decker Street, Milton, Massachusetts 02186, (617) 696-2712.

Clarification

In the article: "Dropping Acid . . . From Paper" in the July issue of *Archival Outlook*, a specification for a standard on permanent paper contained a typographical error (in the first paragraph, page 21). The following bolded items indicate the correction: "Minimum requirements for uncoated paper include: . . . a minimum average machine direction tear index of 5.25 mNm²/g (millinewton meters squared per gram); . . . Minimum requirements for coated paper include: . . . a minimum average machine direction tear index of 3.5mNm²/g."

We regret this error.

Same Time Next Year

"The Archival Core: Defining the Profession in the Information Age" is the theme for the 58th Annual Meeting of the Society of American Archivists, which is scheduled to be held in Indianapolis, Indiana, September 7-11, 1994. Sleeping room rates of \$86 single/\$91 double are confirmed at the Westin Hotel, site of the meeting. Mark your calendars now and don't miss this opportunity to connect with your colleagues in 1994!

American Archivist

Two issues of the *American Archivist* were mailed separately in August: the fall 1992 issue (55:4) and the winter 1993 issue (56:1). If you do not received both issues by the end of September, contact SAA at (312) 922-0140.

1994 SAA Membership Directory

The *SAA Yellow Pages: 1994 Directory of Members*, which contains the names, institutional affiliations, telephone numbers, fax numbers, and electronic mail numbers for SAA individual and institutional members, will be mailed along with the November issue of *Archival Outlook*.

SAA DEADLINES

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

- 1 Updates for 1994 *Directory of Archival Organizations in the United States and Canada*
- 5 Announcements for the December *SAA Employment Bulletin*

DECEMBER

- 1 Items for the January Council meeting agenda (including special requests by SAA member groups regarding the 1994 Annual Meeting)
- 5 All submissions (including job ads) for January *Archival Outlook*

JANUARY

- 1 Current Activity Reports / Three-Year Plans from committee, board, task force, section, and roundtable chairs and from representatives
- 5 Announcements for the February *SAA Employment Bulletin*
- 5-9 SAA Council meeting in Chicago

Guidelines for SAA Student Chapters

The Society of American Archivists recently published *Guidelines for SAA Student Chapters*. The SAA student chapters will serve as a means of introducing and integrating new archivists into the profession; enhance the educational function by providing an additional focus for students to discuss archival issues, identify with the profession, and engage in professional activities; promote communication among student members; and develop leaders for tomorrow's archival profession. To date, three schools have established chapters: University of Michigan, University of Pittsburgh, and University of Texas at Austin.

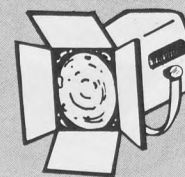
For a free copy of *Guidelines for SAA Student Chapters*, contact SAA publications at (312) 922-0140, ext. 21.

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 predating 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.

S p o t l i g h t



In August **WILLIAM W. MOSS** retired as Director of the Smithsonian Institution Archives and from more than thirty-four years of federal government service. He joined the Smithsonian Institution in December 1983 after fourteen years serving with the John F. Kennedy Library, prior to which he served in the U.S. Navy and as a civilian employee of the Department of Defense. For academic year 1993-1994 he will be teaching American Culture and English Composition at the Foreign Affairs College of the People's Republic of China in Beijing.

DR. VIRGINIA NEWTON, State Archivist of Alaska, recently resigned her position. She will be the new Director of the Columbus Memorial Library of the Organization of American States in Washington, D.C. The Library also has responsibility for the archives and records management program of OAS.

JOHN COTTON WRIGHT retired in August as Territorial Archivist of American Samoa. He has served in that position since 1987.

KAREN L. JEFFERSON, Curator of Manuscripts at the Moorland-Spingarn Research Center of Howard University, has a one-year appointment on the staff of NEH's Division of Preservation and Access as a Program Officer, under the auspices of the Intergovernmental Personnel Act.

The **REVEREND DAVID R. KESSINGER, o.s.b.**, has joined the archives staff as Associate Archivist of Belmont Abbey, which also serves Belmont Abbey College. He had served as archivist from 1973-1979.

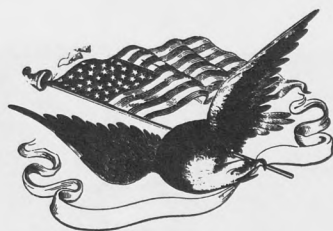
KATHLEEN ROE was a Fellow in the Bentley Historical Library's 1993 Archival Research Program.

Obituary

MARGUERITE JENISON PEASE (September 2, 1895 - June 24, 1993) was a consistent advocate for the application of archival principles to archival problems. Educated in part at the family newspaper office in Fond du Lac, she received a B.A. from the University of Wisconsin in 1917. After a year at the State Historical Society of Wisconsin, she went to Washington, D.C., where she engaged in research and editing of a War Department listing of documents for writing a history of World War I. She was director of the War Records Section of the Illinois State Historical Library and came to the University of Illinois in 1920. She married history professor Theodore C. Pease in 1927. A thorough and accurate editor, she assisted her husband, who was a founding member of the Society of American Archivists and served as editor of the *American Archivist* from 1938-1946. Professor Pease died in 1948 and Mrs. Pease returned to the Illinois Historical Survey, a research office in the Graduate College, serving as director from 1958 to 1964. She published descriptive guides for the Survey's holdings and revised edition's of her husband's *The Story of Illinois*. She was elected a Fellow of the Society of American Archivists in 1958 and an emerita member of the Midwest Archives Conference in 1989.

Throughout her career, Marguerite Pease maintained a lively interest in archives, attended meetings, and read the newsletters. Her many friends remember that she knew the twentieth century, its history and its archives, and had "a mind to see it clear."

MAYNARD BRICHFORD, August 6, 1993



From the Acting Archivist of the United States

by Trudy H. Peterson

The closing years of the twentieth century are presenting unprecedented challenges to the National Archives and Records Administration—difficulties that cannot be ignored or wished away.

What are some of these challenges? NARA must deal with the burgeoning volume of federal records, while at the same time coping with a budget that is shrinking in real dollars. That widening gulf between the task at hand and the resources available to apply to it is formidable, but the problems loom even larger when we take into account the nature of modern records and the special issues that they present. These include: How will the National Archives cope with the massive volume of national-security classified records that must be reviewed for declassification in this post-Cold War era? How will the agency balance researcher requests for access to records that may include sensitive information with legitimate claims for protection on the grounds of personal privacy and other factors? How will the National Archives keep abreast of, and respond to, the rapidly evolving world of electronic-based records? To what extent should we adapt and change time-honored archival principles and practices to cope with the new records of the Information Age? What can technology do for NARA in terms of improving the way we administer our holdings?

Problems like these are best resolved by well-trained and richly experienced individual archivists, working together. Underlying all these questions, therefore, is a fundamental one: What can NARA do to ensure that its current and future staff will be ready and able to meet these challenges? The archives profession, and the National Archives specifically, must have members that can function well in a changing world. Archivists must be firmly grounded in the fundamentals of the profession, sophisticated enough to apply them appropriately to new situations, and imaginative in developing innovative new

solutions to the problems that seem so vexing today.

Since the earliest years of its existence the National Archives has been concerned about the training of new archivists. The first efforts in this direction were the courses in archival history and administration developed in the late 1930s by National Archives official Solon J. Buck and Ernst Posner. Though university-based, the courses mainly served the institutional needs of the National Archives.

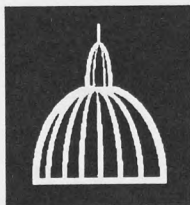
Archival training at the National Archives took a major leap forward in 1966 with the establishment of a career ladder of automatic promotions for entry-level archivists in conjunction with a Civil Service Commission-approved formal training agreement. The agreement called for a one-year program (expanded to cover two years in 1978) including both formal classroom work and rotational work assignments. Today NARA, which employs almost 400 archivists, operates the oldest and most highly developed on-the-job archivist training program in the United States. It has developed over the decades into a comprehensive training package that includes formal classroom activities, rotational assignments, written exercises, and evaluations. The program is designed to meet the Archives' needs for staff members who can function as professional archivists, who know the holdings, and who can apply the particular methods and formats in use at the National Archives.

I am confident that this program is an overall success, but I also believe that NARA's archivist training program deserves careful review with the goal of identifying and making any changes that are required to meet the demands of this Information Age. In performing this review, NARA should look outside the institution—to archival educators, to academic researchers, and to other governmental archivists—for advice and assistance to supplement NARA's own exper-

tise in evaluating the program.

Let me explain what this means with regard to archival educators. The training program had its beginnings in an era when there was no university-based archival education programs. That is certainly no longer the case. Although the National Archives itself has considerable experience in developing archivists, there are now a significant number of faculty members in graduate-level archival programs. I believe that NARA will benefit from hearing what these archival faculty members think about our program and its ability to meet the challenges I mentioned. Accordingly, I invited thirteen archival educators to meet with me in late August to discuss NARA's archivist training program and the ways that it might be improved. The primary goal of the meeting was to gain these educators' perspectives on the adequacy of our training program in terms of both structure and content. If there are areas that require additional attention, the National Archives needs to know about them. I view this initiative as a way of strengthening the lines of communication between the National Archives and university archival education programs. NARA needs to maintain a dialog with others involved in archival education and training so that we can share our perspectives and experience for mutual benefit.

NARA's archivist training program is the lifeline that ties successive generations of NARA archivists together, but that does not necessarily mean that it should remain the same. The training program has evolved over time and will continue to do so. We are moving at a faster and faster pace into the Information Age; I believe it is incumbent on NARA management to take a good hard look at the program and make sure that it is yielding fully trained archivists who will successfully meet the challenges that lie ahead. I will report to you in a later column about the progress of this undertaking.



Washington Beat

by Page Putnam Miller

NHPRC

On June 23 the House Subcommittee on Government Information, Justice, Transportation, and Agriculture, of the Government Operations Committee, chaired by Gary Condit (D-CA), held a hearing on H.R. 2139, a bill to reauthorize the National Historical Publications and Records Commission's (NHPRC) grants program for another five years at the level of "such sums as may be necessary."

Besides Condit, four other subcommittee members attended the hearing: Karen Thurman (D-FL); Craig Thomas (R-WY); Stephen Horn (R-CA); and Ileana Ros-Lehtinen (R-FL). Rep. Philip Sharp (D-IN), the representative of the House to the NHPRC Commission; Trudy Peterson, the Acting Archivist; and Gerald George, the Executive Director of the NHPRC, were the only witnesses. The Government Operations Committee has endorsed this bill; and following preparation of a report, it will go to the floor for a vote.

The Senate bill, which provides for a two-year reauthorization at a ceiling of \$10 million, has also been recommended by the full committee and is awaiting a vote by the full Senate. A Conference Committee will have to work out compromise language between the House and Senate bills.

Appropriations for NHPRC is also a pressing issue at this time. The House has passed the Treasury, Postal Service, and General Government Appropriations bill that includes only \$4 million for NHPRC, a 20% cut. The House bill provides funding for the National Archives and NHPRC at the level recommended by the President, which is \$193 million for the National Archives with \$4 million earmarked for NHPRC grants. On July 20 the Senate Subcommittee for the Treasury, Postal Service, and General Government, chaired by Senator Dennis DeConcini (D-AZ) voted to increase the FY'94 budget of the National Archives to provide for a \$6 million appropriation for NHPRC grants in FY'94.

NEH

On August 3 the Senate voted 76 for and 23 against the nomination of Sheldon Hackney, a prize-winning historian and President of the University of Pennsylvania, for Chair of the National Endowment for the Humanities (NEH). Although the Senate had allotted five and a half hours on August 2 for debate on the nomination, the Senators used only three and a half hours with Jesse Helms (R-NC) leading the opposition and Harris Wofford (D-PA) the defense. Other Senators participating in the debate included Larry Craig (R-ID), Slade Gordon (R-WA), and Joseph Lieberman (D-CT), all speaking against the nomination, with Nancy Kassebaum (R-KS) supporting Hackney. Senators Edward Kennedy (D-MA) and Clairborne Pell (D-RI), both who were out of town, had prepared strong statements of support that were entered into the record. The opposition's arguments revolved around Hackney's role in two nationally publicized free speech incidents involving students at the University of Pennsylvania. Supporters stressed that Hackney was a distinguished historian, a successful administrator in higher education, and a longtime champion of both scholarly research and the public presentation of the humanities.

In July the Senate Committee on Labor and Human Resources unanimously voted to support the nomination of Sheldon Hackney as the Chair of the National Endowment for the Humanities. Although several Senators had expressed reservations about the Hackney nomination, following the June 25 confirmation hearing, two senior Republicans on the Committee—Senators Orrin Hatch (R-UT) and Nancy Kassebaum (R-KS)—indicated that they would vote for his confirmation.

Hackney was sworn into office on August 4 and assumed his duties at NEH.

Declassification

On April 26 the President directed the Information Security Oversight Office (ISOO) to head a task force to revise the

Executive Order on classification and declassification.

In response to a *Federal Register* announcement inviting the public to express their views to the task force, the NCC in June made presentations before four of the six subcommittees of the task force. The NCC stressed the need to return to a "balancing test." The current system puts primary emphasis on the risk of disclosure of information. Now with the end of the Cold War, it is time to develop a sound policy that balances protection of sensitive information with a commitment to greater openness and accountability in government. During the past decade the government has been overly cautious about the harm resulting from openness and has failed to appreciate the damage that secrecy inflicts on democratic government. The NCC urged adoption of strict guidelines and precise language for exemptions that would allow material to be held beyond twenty years.

The President's Directive calls for the task force to complete its work no later than November 30, at which time a draft executive order superceding E.O. 12356—President Reagan's executive order on classification/declassification—should be submitted for formal coordination.

General Accounting Office Issues Report on Declassification Problems

At the request of Representatives John Conyers (D-MI) and Lee Hamilton (D-IN), the General Accounting Office prepared a report titled, "Classified Information: Volume Could Be Reduced by Changing Retention Policy." The report was completed in May and publicly released in June. The first copy of the GAO report is available free by writing: U.S. General Accounting Office, P.O. Box 6015, Gaithersburg, MD 20884-6015 or calling (202) 512-6000. The number for this report is GAO/NSIAD-93-127.

Continued on page 16

NUCMC Will Continue with Some Changes

Following expressions of concern by SAA and others regarding the possible elimination of the National Union Catalog of Manuscript Collections (see *Archival Outlook*, May 1993, page 4), the Library of Congress convened a Task Group on June 14 and 15 to discuss the future of NUCMC. The group, composed of Judith Austin, Steven Hensen, Lee Stout, Anthony Gonzalez, Mary Wolfskill, and Sarah Thomas, concluded that NUCMC did provide a valuable service, but recommended the following changes to make it more effective:

1. Continue NUCMC as an entity. NUCMC provides a valuable, frequently used service for the library and archival community. The Task Group reaffirmed NUCMC's mission of disseminating information about manuscript collections in the United States that would otherwise not be shared. The group also acknowledged the substantial contribution of NUCMC staff to the national community through its creation and maintenance of authority records for manuscript and archival material.

2. Make NUCMC comprehensive and current. NUCMC in its printed form is a very incomplete record of manuscript collections. The Task Group favored investigating cooperating with OCLC, the Research Libraries Group, and others to create a comprehensive union catalog of manuscript collections. Ideally, the comprehensive NUCMC would be a database of records contributed from many sources, which researchers could access electronically (e.g., online via a bibliographic utility, over the Internet from LC, or on CD-ROM). Presently, the NUCMC staff has a backlog of 5,500 reports of collections submitted since 1985. The Library will use some of the resources saved through changes in NUCMC procedures to eliminate this backlog and achieve currency.

3. Discontinue the printed *National Union Catalog of Manuscript Collections*. Volume 27 (1991) has been published and was shipped to subscribers in the spring of 1993. Work on volume 28 (1992) is well underway, and the Library will complete this volume in 1993 and distribute it to subscribers in 1994. Volume 29 (1993) is also in progress and will be completed in 1994 for distribution in 1995. Discontinuation of the printed volume will save up to 50% of the present cost of the preparation of NUCMC data. Since the printed volume is neither current nor comprehensive, user representatives felt that a transition to an online file that was up-to-date and more complete provided better service to the library and archival community. NUCMC users participating in the discussion expressed a strong preference for a CD-ROM product, stating that this would fit most easily into their present reference environments. A survey of the entire NUCMC subscriber base in the fall of 1993 will solicit additional user input on preferences and capabilities for accessing NUCMC data electronically.

4. Limit LC processing to collections held at institutions without OCLC or RLIN access. When NUCMC began in 1959, archival automation was virtually unknown. Today, most institutions have access to a large national utility. NUCMC's basic mission will be revised to focus on those small repositories without access to a professional cataloger or an automated system.

5. Develop a strategic plan for the development of NUCMC. The Library should explore, in cooperation with others, the development of a coordinated project to identify repositories

and their collections throughout the United States and to promote the contribution of records for manuscript collections to the electronic NUCMC file. The Library of Congress will facilitate the drafting of proposals on a state-by-state or regional basis and advise on submission of proposals to funding agencies for resources to catalog these collections.

Your comments on these recommendations are welcome. Please send them to: Dr. Sarah E. Thomas, Director for Cataloging, LM 642, Library of Congress, Washington, DC 20540, (202) 707-5333, fax (202) 707-6269, e-mail: stho@seq1.loc.gov

Executive Order on Permanent Paper

The Society of American Archivists is among professional and scholarly organizations endorsing a letter to President Clinton recommending that environmental goals be pursued while accommodating the existing policy in law to promote the use of permanent paper.

The letter, sent in August to the Clinton Administration, concerns the imminent Executive Order that President Clinton is expected to issue concerning federal recycling, acquisition and use of environmentally preferable products and services. The group of library, archival, and scholarly organizations recommended that the proposed Executive Order include the following sentence: In accordance with the law, federal agencies should specify paper for publications and documents meeting the appropriate nationally-recognized standards for permanence and durability, when requirements for permanence are known or reasonably anticipated.

Organizations endorsing this recommendation in addition to SAA are the American Association of Law Libraries, the American Library Association, the Association of Research Libraries, the National Coordinating Committee for the Promotion of History, the National Humanities Alliance, and the Special Libraries Association. By adding the proposed sentence, the Executive Order will accommodate existing policy that promotes the use of acid-free permanent paper, so that national, historical, scientific, and scholarly records and publications produced by the federal government may be preserved.

The Permanent Paper Policy, signed into law in October 1990, stipulates that the federal government use and continue to use alkaline permanent paper to preserve federal records, books, and publications of "enduring value." Nationally recognized standards have been developed for permanent paper. Considerable progress has also been made toward producing acid-free papers with recycled content. However, the state of the art does not yet accommodate production of papers which contain post-consumer waste, eliminate bleaching agents, and also fully meet standards for permanence and durability. In the long run, the two goals—use of recycled paper and use of permanent paper—are not mutually exclusive. However, while progress continues, agencies must be able to specify the use of paper meeting the appropriate standards of permanence and durability.

No Increase in SAA Dues for Upcoming Year

The Dues Review Committee, established by Council in January to conduct the mandated triennial review of SAA dues, has recommended no increase in dues for the upcoming year. The Committee consisted of current SAA Treasurer William J. Maher, former Treasurer Linda Henry, Executive Director Anne Diffendal, and a member of Council, Mary Janzen.

The Committee reviewed documents relating to the 1989-90 revision of the dues structure as well as an analysis of revenues and expenditures for each program area that is supported by the Society's General Fund. The analysis, prepared by SAA staffer Jim Sauder, provided Program Cost Area Tables (PACT) dividing expenses and revenues into the following areas: General Member Services (*American Archivist*, *Archival Outlook*, sections/committees, Council, representation, membership processing), Publications, Annual Meeting, and Workshops. Expenses for each program area included staff salaries and benefits as well as overhead.

In analyzing this data for the period 1991-93 the Committee found the following:

- The cost of providing General Member services is \$93.05 per member/subscriber, compared to \$91.49 in per member/subscriber income. For the majority of SAA members who pay dues of \$95 or less, membership in SAA offers a very good value.
- The net income from publications, meetings, and workshops is sufficient to cover general expenses not covered by dues and subscriptions.
- The proportion of General Fund revenue from dues (approximately 42%) is consistent with 1989-90 recommendations as well as the experience of other associations.
- SAA is ahead of schedule in meeting Council's goal of building the operating reserve to an amount equal to three months of expenses and poised to begin moving to the six months level.

The Committee also realized that future dues analysis would be strengthened by examining more than a single indicator, whether from the PACT or other measures. It identified five such indicators upon which future committees might base a decision regarding a dues increase:

- percentage of member/subscriber general expenses covered by member/subscriber income;
- adequacy of the gain from publications, meetings, and workshops to cover general expenses not covered by dues and subscriptions;
- percentage of overall general fund income drawn from dues; and
- income and expense horizon potential of known changes in forthcoming income or expenses, such as the costs of adding staff or office space.

The Committee made the following recommendations which were accepted by Council at its June 1993 meeting:

1. Because the current dues structure is providing sufficient revenues to cover general membership expenses and because other activities are providing significant revenues, no increase in dues is recommended for the upcoming fiscal year.
2. After most transactions for the 1993 Annual Meeting are completed, the Dues Review Committee should re-examine SAA revenues and program expenses to determine whether a dues increase should be proposed at the 1994 Annual Meeting.
3. As part of ongoing financial planning, a review of revenue areas and program costs should be conducted between October and April of each year to determine whether adjustments in dues and other revenues are necessary.
4. The core of 1993-94 and future dues reviews should be an analysis of a series of indicators, rather than a single financial measure.
5. A summary of the Committee's findings should be presented to the members through *Archival Outlook* and a report at the Annual Business meeting.

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Education Notes

by Jane Kenamore

"Electronic Records and Automated Techniques" Cited as Critical Learning Needs

The SAA Continuing Education Survey of February 1993 revealed that more members feel deficient in the subjects of electronic records and automated techniques than in any other areas of study in the profession. Of 819 respondents to the survey, 329 selected "automating archival functions" and 311 chose "electronic records" as areas in which they needed further training.

How has SAA responded to these specialized educational needs of its members? Supported by funding from the National Historical Publications and Records Commission, the SAA Committee on Automated Records and Techniques has developed a curriculum that includes four "clusters" of learning objectives:

- Foundation Cluster—provides a common vocabulary and base of understanding about how automated systems operate and how they affect recordkeeping practices in order to prepare the archivist for more advanced topics;
- Automated Applications Cluster;
- Electronic Records Cluster; and
- Management Cluster.

According to the final CART Report by Victoria Irons Walch, SAA is neither expected nor encouraged to provide the bulk of education in electronic records and automated techniques. Rather, archivists should receive their education from a combination of graduate education, institutes, workshops, and distance

education. SAA's task will be to provide fundamental education and to support more extensive programs on the graduate level by setting standards (such as the master's degree in Archival Studies currently under consideration), sponsoring publications programs, and co-sponsoring university-based institutes.

Finally, the CART report cites recommendations to the profession, including the mandate that all archivists be exposed to the Foundation Cluster by the end of the decade; that archival educators utilize the case method, particularly in the areas of electronic records and automated applications; and that the Education Office Advisory Board review SAA's program of continuing education to advance coordination and cooperation with other organizations and institutions and emphasize offerings in the introduction of new concepts and basic information transfer.

In recognition of the CART report, the Society's new Strategic Plan sets the goal "to lead the archival profession in advancing electronic records issues . . ." that includes as its objectives several of the specific recommendations of CART: the development and production of case studies for use in graduate and continuing education; adherence to the CART curriculum in graduate and continuing education; and the inclusion of sufficient references to and materials about electronic records and automated techniques in the continuing education program.

In partial implementation of the CART recommendations, the Society has submitted a proposal to NHPRC to develop and publish case studies. In preparation for this project, Richard Kesner and James O'Toole will teach a workshop in New Orleans in 1993 and in Indianapolis in 1994, on "Case Teaching and Case Writing in Archival Education."

In addition, the Education Office Advisory Board has requested that CART assist in developing continuing education offerings that will expose archivists to the Foundation Cluster and will build on courses SAA has already offered in the area of electronic records and automated techniques. Finally, in answer to the needs of archivists who responded to the survey in February of this year, the EOAB is requesting that CART assist with a follow-up survey that will help identify more specifically member-needs, enable EOAB to reconcile those needs with the CART learning objectives, and determine the appropriate venue for the education that addresses those needs.

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Fall Workshop Schedule

Understanding the USMARC Format for Archival and Manuscripts Control

October 13-14, 1993, Davenport, Iowa, in conjunction with the fall meeting of the Midwest Archives Conference;
November 11-12, 1993, Philadelphia, Pennsylvania.

Business Archives: The Basics and Beyond

November 10-12, 1993, Philadelphia, Pennsylvania.

Please call Jane Kenamore or Tara Shimandle for details, (312)922-0140.



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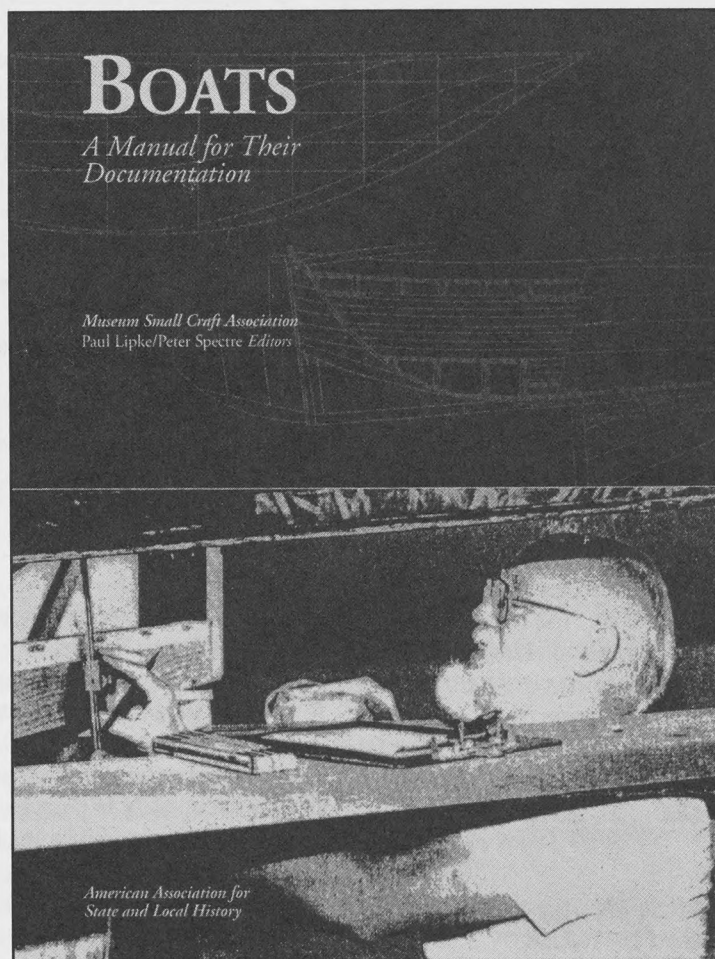
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News Clips

NARA Report on Shrink Wrapping

In preparation for the move of archival records to Archives II, the National Archives and Records Administration (NARA) recently conducted extensive research on the effects of shrink wrapping on paper in certain types of bound volumes. The research report, prepared by Dr. Susan Lee-Bechtold and other staff members of the Preservation Policy and Services Division of the Office of the National Archives, is now available for distribution.

NARA undertook this research to determine if the microenvironment created by shrink wrapping bound volumes, many of which will be moved to the new building, would have a detrimental effect on the archival records in them. Some investigators have reported that paper in some types of sealed enclosures deteriorates more rapidly than paper that is not enclosed.

NARA research results indicate that only one tested property of the aged, shrink-wrapped paper was significantly different from the unwrapped paper: a decrease in brightness of approximately 15%. The property of brightness does not correlate, however, with a loss of strength or changes in other properties—principally folding endurance, pH, and viscosity—that usually indicate loss of useful life of the paper. Loss of brightness could be an important consideration for material where a slight loss of contrast or a color shift could change the literal or aesthetic meaning of a document. The research also indicated that for some volumes, the physical pressure of the shrink wrap itself may result in permanent distortion of the volume.

For a copy of the report, contact Donn C. Neal, NARA Director of External Affairs (202) 501-5521.

Information Management Materials Requested by NARA

The Office of Records Administration of the National Archives and Records Administration is interested in what you and your organization are saying about current trends and issues in the information management arena. They would

appreciate receiving your publications and articles for use in the Records Administration Information Center, a clearinghouse for records management information, including technology advances, legal issues, trends and good ideas. Please send these items to: Records Administration Information Center, Office of Records Administration (NIA), National Archives and Records Administration, Washington, DC 20408.

ICA Sections

During the last few years, the following sections were created by the International Council on Archives (ICA): section of business and labor archives (SBL); section of municipal archives (SMA); section of international organizations (SIO); section of professional associations (SPA); section of education and training (SAE); section of parliamentary archives (SPP); and section of university archives (SUV).

It was suggested at the last ICA congress that the needs of state and provincial archives and those working in them be investigated. SPA was asked by the ICA Executive Committee to conduct a survey to determine what those needs are and how best they might be met.

To request a survey, contact: Bureau van de Koninklijke van Archivarissen in Nederland, Postbus 11645, 2502 AP Den Haag, The Netherlands; fax: 31.70.3825790.

NYC Social History Project

“Ordinary People, Extraordinary Lives,” a project to assess the documentation and plan cooperative strategies for the preservation and interpretation of twentieth-century social history in New York City is currently in progress. The one-year project, funded by the New York State Documentary Heritage Program, was initiated by the Robert F. Wagner Labor Archives, in cooperation with METRO’s Collection Development and Documentation Strategies Committee, and New York University’s Program in Public History. The project will seek out new sources of social history documentation as well as systematically analyze previous archival

surveys of metropolitan area repositories.

Project coordinators and the CDDS established task forces of archivists and historians to assess specific areas of twentieth-century New York social history. They are:

- Ethnic Succession and New York’s Changing Demography;
- Politics and Popular Intellectual History;
- Religious Traditions;
- Economic Life: Business and NYC’s Changing Economic Base (*Business Archives in North America*, a brochure published by SAA, is being used by the task force to introduce the concept of business archives);
- Women’s History and Family Life;
- Entertainment and Leisure Time Activity.

The work of this project will culminate in a conference to be held December 10, 1993. This conference of archivists, historians, museum professionals, and educators will convene to share collection information, debate interpretive strategies, and set an agenda for cooperative efforts.

ICA East Asia Regional Branch

According to a communication from Xu Yuqing, head of the Foreign Affairs Division of the State Archives Bureau of the People’s Republic of China, the East Asia Regional Branch of the International Congress on Archives was established earlier this month at inaugural meetings in Beijing. Thirteen delegates and eight observers from China, Japan, the People’s Democratic Republic of Korea, the Republic of Korea, Macao, and Mongolia attended. The ceremonies establishing the East Asia Regional Branch were preceded by two days of intensive discussions dedicated to planning for the XIII International Congress on Archives scheduled to be held in Beijing in 1996. In addition, the State Archives Bureau and the Central Archives of the PRC have merged as part of a more general governmental policy on streamlining the bureaucracy.

NHPRC News

The National Historical Publications and Records Commission (NHPRC) met in June and recommended 40 grants totalling approximately \$1.6 million. These grants included \$825,384 for 20 records projects, \$100,477 for continuing documentary editions projects, \$82,500 for three fellowships in historical editing, and an additional \$600,000 for 13 records projects contingent upon the availability of FY1993 funds. The grant recommendations were made in response to more than \$3.2 million in requests.

In addition, the products of several records projects funded by NHPRC from a variety of institutions have recently been released. Information concerning these projects is available in the Commission's newsletter, *Annotation*, which is published three times a year.

If you would like to be placed on the mailing list for *Annotation* or would like application materials for NHPRC grants, contact NHPRC-NP, Room 607, National Archives Building, Washington, D.C. 20408, (202) 501-5610.

NHPRC also announced the selection of two Fellows in Archival Administration for 1993-94. The fellowships support advanced administrative training for archivists who already have work experience and graduate education in their field. The fellows and host institutions include the following:

- May Lee Tom at the Schlesinger Library, Radcliffe College. Tom most recently worked at the California State Archives. While at the Schlesinger, she will serve as a member of the manuscript department administrative team under the supervision of Eva Moseley, curator of manuscripts.
- Karen D. Stevens at the Kansas State Historical Society, Library and Archives Division. Stevens is currently the archivist at the Academy of Natural Sciences in Philadelphia. She will serve on the administrative staff of Patricia A. Michaelis, director of the Library and Archives Division.

For more information on the fellowship program, contact Laurie A. Baty at (202) 501-5610.

Film Preservation Report

A four-volume, 748-page report entitled *Film Preservation 1993: A Study of the Current State of American Film Preservation* was recently published by the Library of Congress. This study, mandated by the National Film Preservation Act of 1992, describes the current state of preservation in the U.S. film industry and in public and nonprofit archives. Information was gathered at hearings in Los Angeles and Washington, D.C., (transcribed in volumes 2 and 3) and through written comments from the field (volume 4), as well as through interviews and published documents. The first of two submissions to Congress by the Librarian of Congress, this study lays the framework for a national film preservation program.

Film Preservation 1993: A Study of the Current State of American Film Preservation is \$47. Prepayment is required. To order, cite the title and stock number 030-000-00251-2. Contact: New Orders, Superintendent of Documents, P.O. Box 371954, Pittsburgh, Pennsylvania 15250-7954 or call the GPO order desk at (202) 783-3238.

Recordkeeping for Religious Congregations/Orders

A Divine Legacy: Records Keeping for Religious Congregations/Orders is a workbook-style source compendium to assist archivists and records managers in the administration and appraisal of materials for their collections. Compiled by Denis Sennett, S.A., it covers the areas and departments of relevance to religious congregations and allows for personalization of each collection. The compendium is 325 pages in a loose-leaf binder. The cost is \$39.50, which includes postage. Prepayment is required. To order, contact Franciscan Friars of the Atonement, Archives/Records Center, Graymoor - P.O. Box 300, Garrison, New York 10524-0300.

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1993-94 CALENDAR

October 4-6

Workshop on Preservation Microfilming presented by the Northeast Document Conservation Center at the Mississippi Department of Archives and History, Jackson, Mississippi. Contact Stephen Dalton at NEDCC (508) 470-1010.

October 10-16

New York Archives Week sponsored by the State Archives and Records Administration. Contact Judy Hohmann at (518)473-8037.

October 14-16

Midwest Archives Conference (MAC) fall meeting, Davenport, Iowa, Blackhawk Hotel. Contact Dale Mayer, Local Arrangements Chair, (319) 643-5301.

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.

October 29-30

New England Archivists Fall Meeting, Sheraton Hotel, Portsmouth, New Hampshire. Registration deadline: October 15. Contact Carolyn Eastman, NEA Local Arrangements Chair, Portsmouth Athenaeum, 9 Market Street, Portsmouth, New Hampshire 03801, (603) 431-2538.

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@harvarda.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.

November 12-13

Long Island Archives Conference fall meeting at the U.S. Merchant Marine Academy, Great Neck, New York. For more information, contact Greg Hunter (516) 248-5388 or Geri Solomon (516) 463-6407. To register, contact Karen Martin (516) 427-7064.

December 6-8

RESTORATION 93 International Conservation and Preservation Trade Event, Boston, Massachusetts, Hynes Convention Center. Contact: (617) 933-6663.

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.

January 26-28

5th National Librarian, Archivist, and Documentalist Congress in Lisbon, Portugal. Theme: Multiculturalism. Contact the Secretariat, 5th Congresso Nacional, Rua Morais Soares, 43-C1 Dto., P-1900 Lisbon, Portugal, fax (01)8154508.

March 15

9th Annual National Archives Preservation Conference. Topic: "Acetate Film — Magnitude and Nature of Preservation Concerns: Motion Pictures, Still Photographs, Microforms, X-Rays, Sound Recordings, and Laminated Documents." Preregistration required: \$50. Contact: Preservation Conference Coordinator, National Archives (NNP), Washington, D.C. 20408, (202) 501-5355.

May 19-21

"For History's Sake: State Historical Collections in the Early Republic" national conference at the University of North Carolina at Chapel Hill. Contact H.G. Jones, North Carolina Collection, UNC Library, Chapel Hill, NC 27599-3930.

FELLOWSHIPS

Peabody Essex Museum

The Peabody Essex Museum in Salem, Massachusetts, is accepting applications for fellowships to encourage use of its library and museum collections for research and publication on New England history and culture. Fellowships are open to advanced scholars, graduate students, independent scholars, and library and museum professionals. Stipends will be awarded for up to two months, at a rate of \$750 a month. Application deadline for projects beginning after June 1, 1994: January 31, 1994. Contact Fellowship Program, James Duncan Phillips Library, Peabody Essex Museum, East India Square, Salem, Massachusetts 01970, (508) 745-1876.

U.S. Capitol Historical Society

Applications are invited for the ninth year of the United States Capitol Historical Society Fellowship, designed to support research and publication on the history of the art and architecture of the Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year, the stipend is \$1,500 per month. Applications must be received by February 15, 1994. Contact Barbara Wolanin, Architect of the Capitol, Washington, D.C. 20515, (202) 225-1222.

WANTED

Material on Artist Gilbert Stuart

For a scholarly monograph on the artist Gilbert Stuart, please forward information on the location of any relevant, unpublished manuscript material to Dr. D. Evans, Chairman, Art History Department, Emory University, Atlanta, Georgia 30322.

Correspondence of William James

Information needed about any letters from or to William James (1842-1910) preserved in university or college archives, especially letters to James preserved with the papers and documents of presidents and other college officials. Contact Ignas K. Skrupskelis, Department of Philosophy, University of South Carolina, Columbia, S.C. 29208.

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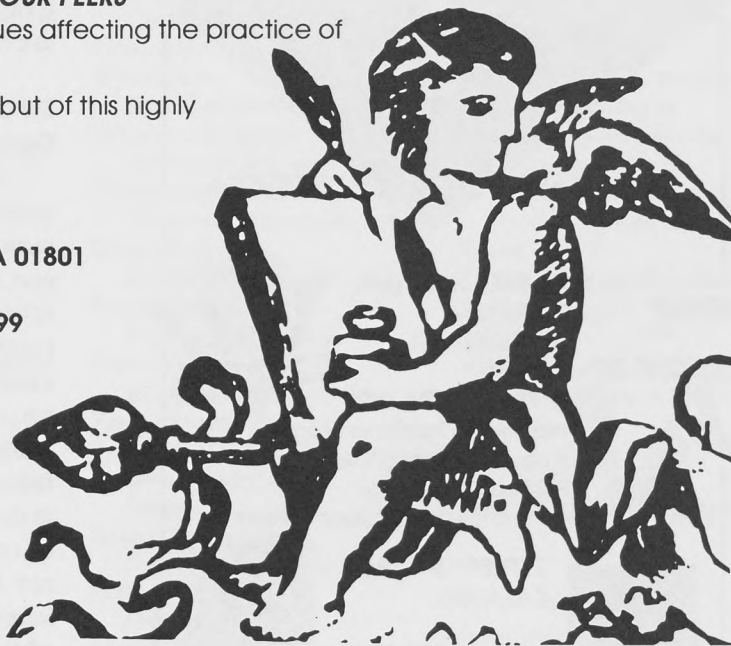
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Washington Beat

Continued from page 7

Update on PROFS Case

A three-judge panel of the U.S. Appeals Court heard argument on June 15 in the case of *Armstrong v. Office of the President*, frequently called the PROFS case for IBM's Professional Office System used by the National Security Council for its electronic mail. A disappointing aspect of the one and one half hours of oral arguments was that the Justice Department under the Clinton Administration retained so many of the positions of the Bush Administration regarding the preservation of the electronic mail system of the National Security Council. Although the transcript of the oral arguments is not available, the most memorable part of the hearing, from my point of view, occurred during an exchange between Judge Patricia Wald and the attorney for the government. Judge Wald asked the attorney to consider not just the adequacy of the National Archives' guidance to agencies about electronic records in 1989 or in January of 1993, but to consider what steps in the future had to happen for the National Archives to provide guidance to agencies developing systems for archiving computer records. The government attorney responded, something to the effect, that technology was pushing the government toward great use of computer records and that she was sure that such archival computer systems would eventually emerge, but perhaps not during this administration. The plaintiffs in the room exchanged looks of disbelief. Soon after this portion of the argument, there was a recess. When the attorney for the government again took the stand—about twenty minutes later—she began by

stating that she wanted to clarify an earlier point. This administration could, within six to eight months, she thought, provide the guidance to agencies needed for the development of systems for archiving electronic information.

The U.S. Appeals Court will probably release its final rulings in this case in the fall.

On June 15 the U.S. Appeals Court temporarily stayed a contempt citation — involving high fines slated to begin on June 21—against the White House and the National Archives that resulted in a May decision by U.S. District Court Judge Charles Richey regarding inadequate preservation of the PROFS tapes. In a June 18 statement the U.S. Court of Appeals "Ordered that this Court's stay of the district court's order of May 21, 1993, should not be construed to relieve the appellants of their obligation to take all steps necessary, as expeditiously as possible, to assure that the electronic records are preserved."

On August 4 the PROF case took another twist when former Secretary of Defense Casper Weinberger filed a motion with the U.S. District Court to intervene in the case. While the Appeals Court has been dealing with the portions of this case that involve an interpretation of the Federal Records Act, another aspect of the PROF case which involves Freedom of Information Act requests is now before the U.S. District Court. Weinberger has requested that U.S. District Court hear his arguments to preclude any processing under the Freedom of Information Act of National Security Council PROFS computer records that were printed in response to subpoenas in his criminal case. Although the U.S. District Court had denied access to PROFS records in computer form, they had indicated that they would process records in paper format. With this motion Weinberger is, in effect, making a claim to exclusive control over these government records.

Bill on Access to Electronic Information Through the Government Printing Office Passes the Senate

On June 8 the President signed Public Law 103-40, the Government Printing Office Electronic Information Access Enhancement Act of 1993. This law, passed with strong bipartisan support, establishes in the Government Printing Office a means of enhancing electronic public access to a wide range of federal electronic information. The law provides online access to the *Congressional Record*, the *Federal Register*, and other appropriate publications distributed by the Superintendent of Documents. It also calls for the establishment of an electronic directory of federal public information stored electronically. Fees for access to the directory and the system are to approximate the incremental costs of dissemination of the information. Additionally the new law specifies that depository libraries are to receive the information free of charge. Senator Wendell Ford (D-KY), one of the co-sponsors of this legislation stated that this law will go "a long way toward ensuring that taxpayers have affordable and timely access to the federal information which they have paid to generate."

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New Member Roster

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Chernin, David A.
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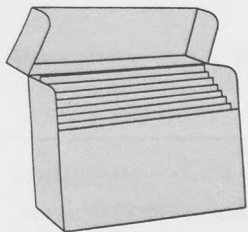
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Godow, Michael
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Herhich, Cathy
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Hodges, Ann E.
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Holbach, Anne C.
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Holloway, Amy
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Howard, Ann S.
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Hulmston, John K.
 Utah State Archives
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Jabloner, Paula
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Johnson, Patricia J.
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Johnston, Wayne E.
Joynes, William M.
Kaiser, Francis R.
 Wharton Public Library
Lanzi, Elisa
 The Getty Art History Information Program
Larson, Sara
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Lontowska-Myc, Malgorzata
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MacConnell, P. Scott
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 Dyvers-Meralco
Martin, Karen
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Micketti, Gerald
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Morrison, Keith D.
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Springer, Roselene
 Student
Strohbeck, Karin
 Student
Sullivan O.S.B., Bro. Sean
 Saint John's Abbey
Sutton, Paula
 Student
Talley, Sarah E.
Tamura, Ruth
Taylor, Chris
 Archdiocese of Seattle
Tedesco, Marie
 East Tennessee State University
Tripp, Kevin N.
 Student
Turnbach, Sr. Marie
 Sisters of Mercy
Ware, Reuben
 Nova Scotia Records Management
Warlow, Rebecca C.
 Student
Weaver, Linda D.
 Student
Weisner S.N.J.M., Sr. Beatrice
Westbrook, Bradley D.
 University of California
Whiddon, Juanita
 Bureau of Archives and Records Management
Winter, Mary E.
 Kentucky Historical Society
Wolfe, Stacey
Wray, Beth
Wright, Craig G.
 Central Michigan University

Institutional Members:

MCI
Stennis Space Center
Texas Utilities
Thomas Jefferson University
University of Iowa



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 the *SAA Newsletter* 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.

The *SAA Newsletter* 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 the *SAA Newsletter* 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.

ASSISTANT ARCHIVIST

*Evangelical Lutheran Church in America
Chicago, Illinois*

Responsibilities: Full-time position, reports to Director for Archives and working with overall staff of 3.5 professionals and 1.5 support staff. Provides reference services, including genealogy requests; processes collections; arrangement and preparation of finding aids, including OCLC cataloging using USMARC; uses and maintains several in-house databases; shares responsibilities related to microfilming and other preservation activities, volunteers, newsletter production, and other outreach activities such as exhibits and possible grant-related projects. Also works with ELCA regional/synodical archives programs. **Qualifications:** MA in library science, history or related field, with courses in archives administration; minimum of two years professional experience, with archival computer applications a plus; and strong written and oral communications skills. Knowledge of church history or foreign languages a plus. **Salary:** \$24,410, also generous benefits. **Application deadline:** September 30. For application and detailed job description, contact Department for Human Resources, Evangelical Lutheran Church in America, 8765 W. Higgins Road, Chicago, Illinois 60631, (312) 380-2980, fax (312) 380-1465.

ARCHIVIST

*Beinecke Rare Book and Manuscript
Library
Yale University*

New Haven, Connecticut

Two positions. Minimum Rank: Librarian I. **Responsibilities:** Processes and catalogs literary and historical materials in conformity with national and local bibliographic standards. Creates finding aids and bibliographic, authority, and collection management records. Salary and rank dependant upon qualifications and experience; from a minimum of \$30,000. Comprehensive benefits program including 22 days vacation; 17 holiday, recess and personal days; health care, retirement

plan and some relocation assistance available. Please submit a letter of application, resume and the names of three references by October 1, 1993, to Diane Y. Turner, Director, Library Personnel Services, P.O. Box 1603A, Yale Station, New Haven, Connecticut 06520. EEO/AA.

RECORDS DISPOSITION MANAGERS

*City of Philadelphia
Department of Records
Philadelphia, Pennsylvania*

Two positions. The City of Philadelphia, Department of Records invites applications for the positions of Records Disposition Manager III and Records Disposition Manager II. This is a one-year, National Historical Publications and Records Commission-funded project to survey the records of Philadelphia city government, prepare records retention and disposition schedules, identify historical, vital, and electronic records, develop a central information locator system of city records, and conduct records workshops for city agencies. It is anticipated that subsequent funding will be secured to continue these positions for a second year.

RECORDS DISPOSITION MANAGER III: **Responsibilities:** The Records Disposition Manager III will provide direct oversight of the day-to-day functions of the project, including the surveying of city agencies; the identification of historical, vital, and electronic records; the preparation of records schedules; and the development of specifications for the central information locator system. The Records Disposition Manager III will report to the Deputy Records Commissioner. **Qualifications:** The successful candidate will have five years experience in appraising records series (including electronic records), identifying historical records, and preparing records schedules; records management training is required; ALA/MLS or MA in history is preferred; experienced with word processing, database management, and automated records management programs; ability to speak and write effectively; training in

USMARC formats helpful. **Salary:** \$35,838 plus excellent fringe benefits. **RECORDS DISPOSITION MANAGER II:** **Responsibilities:** The Records Disposition Manager II will be responsible for surveying records in city agencies and identifying records series, creating records schedules, and identifying historical records in city offices and those deposited in the Records Storage Center. The Records Disposition Manager II also will conduct a variety of records workshops for city agencies. The Records Disposition Manager II will work under the direction of the Records Disposition Manager III. **Qualifications:** The successful candidate will have three years experience in appraising records series (including electronic records), identifying historical records, and preparing records schedules; records management training is required; ALA/MLS or MA in history is preferred; experienced with word processing and database management programs; ability to speak and write effectively. **Salary:** \$29,337 plus excellent fringe benefits. Send resume plus three references to David M. Weinberg, Deputy Records Commissioner, 162A City Hall, Philadelphia, Pennsylvania 19107. Application deadline is September 30, 1993.

CURATOR

*Carnegie Corporation Archives
Rare Book and Manuscript Library
Columbia University
New York, New York*

Primary responsibility of this position is supervising the maintenance and servicing of the Carnegie Corporation and related archives, including providing an in-depth reference service for these archives; and with other curators providing in-depth reference service and overseeing use of rare books and manuscripts. Responsible for the processing, cataloging and description of manuscript collections, including archival records for the Carnegie organizations; and maintaining, developing and servicing the needs of these collections. The position shares responsibilities for supervision of student assistants, for library instruction, and for assistance with special projects. Position may also include additional administrative responsibilities. **Requirements:** ALA-accredited

MLS, knowledge of manuscripts and archival management techniques and skills; knowledge of American and English history, literature and publishing; knowledge of reference sources, tools and techniques in rare books and manuscripts; knowledge of historical, social science and literary research methods; ability to search in RLIN and other electronic databases. Effective writing and oral communication skills and the ability to work cooperatively are essential. Preference will be given to candidates with a reading knowledge of French and/or German; knowledge of preservation techniques and security procedures; knowledge of and experience in descriptive bibliography; and a graduate degree in American history or other relevant graduate degree. **Salary range:** Librarian I: \$30,600 - \$39,780; Librarian II: \$32,600 - \$44,010. 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, Columbia University, 535 West 114th Street, New York, New York 10027. Deadline for applications is September 30, 1993. Affirmative Action/Equal Opportunity Employer.

DIRECTOR

*Office of the Smithsonian Institution
Archives
Washington, D.C.*

The Smithsonian Institution is seeking an individual to direct the Office of the Smithsonian Institution Archives which consists of an Archives Division, Institutional History Division, and National Collections Information Coordinator. With a staff of approximately 25, the Director advises management at the Institutional, museum/research institute, and office levels on the management of archives, and assures that the archival, historical, and national collections information services are provided to Smithsonian management and staff as needed. **Qualifications:** The successful applicant will have senior management responsibility for a significant archival collection (or similar documentation center) and demonstrated leadership

in the advancement of archives and collections. A strong interest in institutional history activities is desirable. This is a federal civil service position, GM-15, \$66,609 - \$86,589. For full details, please call (202) 287-3102 (our 24-Hour/Touhtone Activated/Automated Request Center), press 9, and request Vacancy Announcement Nos. 93-3101S and 933102S and a full application package. Applications must be postmarked by October 18, 1993. The Smithsonian Institution is an Equal Opportunity Employer.

PROJECT ARCHIVISTS

*Nippert Collection Processing Project
The Cincinnati Historical Society
Cincinnati, Ohio*

Two positions. The Cincinnati Historical Society is seeking qualified applicants for Project Archivist positions to work on a two-year project funded by the National Historical Publications and Records Commission, to complete the processing of the Nippert Collection of manuscript materials relating to German Methodism in the United States and other countries, ca. 1826-1971. Two full time archivists will be hired for the project which will begin no later than January 1, 1994. The project archivists will work under the supervision of the Project Director and will work closely with all departments of the Research Library to conserve, arrange, describe, catalog, and make available to the public approximately 500 cubic feet of manuscript materials in the Nippert Collection. **Preferred Qualifications:** PROJECT ARCHIVIST/ SUPERVISOR: Knowledge of German and old German script, German history and German immigration; graduate degree in history, archival administration, library science, or related field; two years experience in archival administration; evidence of supervisory, writing and word processing skills. **Duties include:** Arranging, describing, and cataloging the collection and direct supervision of project staff and volunteers. **Salary:** \$25,000 plus benefits including medical insurance, paid sick leave, and 15 days paid vacation after one year. PROJECT ARCHIVIST/CATALOGER: Same as Project Archivist/ Supervisor except: must also be familiar with the MARC-AMC format but only six months of expe-

Professional Opportunities

rience required. **Duties include:** Cataloging using MicroMARC-AMC assisting the Project Archivist; and supervising volunteers. **Salary:** \$23,000 plus same benefits as Project Archivist/ Supervisor.

Apply: Send letter of application; resume; and names, addresses, and telephone numbers of three references to: Dr. Jonathan Dembo, Archivist, The Cincinnati Historical Society, 13401 Western Avenue, Cincinnati, Ohio 45203. For more information, call (513) 287-7030.

PROJECT ARCHIVIST

*Special Collections and Archives
(Academic Library)*

*Virginia Commonwealth University
Richmond, Virginia*

Funded by a twelve-month grant from the National Historical Publications and Records Commission, the Project Archivist will sort, arrange and prepare a finding aid to the Adele Clark Papers. The Adele Clark Papers consist of 150 cubic feet of correspondence, memoranda, reports, publications, photographs and ephemera relating to Miss Clark's activities with the Equal Suffrage League of Virginia, the Federal Arts Project in Virginia and local civic and arts organizations. The position reports to the Archivist, Special Collections and Archives. **Qualifications:** Required: Master's degree in history or related discipline and/or ALA-accredited MLS; courses and practicums in archival methods. The following are preferred: Academic background in early to mid-twentieth century American history or Women's Studies; excellent oral and written communication skills; familiarity with WordPerfect 5.1; positive interpersonal relations with ability to work well independently; initiative and creativity; flexibility and the ability to accept and manage change; ability to deliver work on deadline; experience working in a culturally diverse environment. **Environment:** Virginia Commonwealth University is a publicly-supported urban, research university in Richmond, Virginia. It serves 22,000 students on both the academic campus and at the Medical College of Virginia (MCV) campus. VCU is a member of the Association of Southeast Research Libraries and the Center for Research Libraries. The library has over

one million volumes and a materials budget of \$5.1 million. Special Collections & Archives at the James Branch Cabell Library collects, maintains and makes available the University Archives, Richmond Area Development Archives, Virginia Literary Collections as well as several specialized book collections. Special Collections & Archives contains approximately 1,230 linear feet of manuscript materials, 300 feet of periodicals and over 10,000 volumes. **Salary:** \$24,000. Benefits include 24 vacation days, choice of health plans (including HMOs and dental plans), choice of retirement and annuity plans (including TIAA/CREF); remuneration for University courses; and paid life insurance. **Application:** Submit resume and names and phone numbers for three current references to: Betsy Pittman, Archivist, Special Collections & Archives, University Library Services, Virginia Commonwealth University, VCU Box 2033, Richmond, Virginia 23284-2033. Review of applications will begin on October 18, 1993. Virginia Commonwealth University is an Equal Opportunity/Affirmative Action Employer. Minorities, women, and persons with disabilities are encouraged to apply.

PROCESSING ARCHIVIST

*The Getty Center for the History of Art
and the Humanities
Santa Monica, California*

The Getty Center, a research center for arts and humanities, has opening for Processing Archivist. Reports to Head/Special Collections. Processes, maintains and documents a collection of archival materials; identifies materials needing conservation. Provides reference services. Develops and implements standards for processing, cataloging and production of finding aids. Helps train processing assistants. Participates in development of division policies and procedures. Participates in Reading Room supervision. **Qualifications:** Required: ALA-accredited MLS degree, or MA degree in archival management with undergraduate degree in art history, or MA degree in art history with training in archival processing, or equivalent combination of training and experience; reading knowledge of at least two European languages required; 3-4 years

experience in archival processing; proven ability to apply knowledge and research methods to assessment of resource materials. Strong organizational, written and verbal communication skills; strong attention to detail; strong interpersonal skills to work effectively with wide range of staff. Familiarity with AMC cataloging. Experience with RLIN, paleographic skills and experience with conservation methods desirable. **Hiring salary range:** \$32,300 - \$37,700. Excellent benefits. **Application deadline:** September 30, 1993. Send letter of application, resume, and names, addresses, and phone numbers of three references to: Personnel Coordinator, The Getty Center for the History of Art and the Humanities, 401 Wilshire Boulevard, Suite 700, Santa Monica, California 90401. No phone inquiries please.

ASSISTANT CURATOR

*James Ford Bell Library
University of Minnesota
Minneapolis, Minnesota*

The James Ford Bell Library, University of Minnesota Libraries, is a unique collection of rare books, maps, and manuscripts dealing with the European Expansion from 1400 to 1800. The library was established in 1953 with the donation of 600 books from the private library of James Ford Bell, founder of the General Mills Company in Minneapolis. Currently this collection of original material comprises 15,000 rare books, 4,000 manuscripts, and 2,500 maps. Reporting to the Curator, the Assistant Curator participates in the services and programs of the Library, including cataloging, reference service to users, acquisitions, exhibits, conferences, publications, and activities of the Associates of the James Ford Bell Library. **Responsibilities:** Catalog rare books, maps, and manuscripts in Western European languages in an automated environment. Assess binding and restoration needs. Provide reference services to scholars using the collection; respond to research questions by phone or mail; assist with graduate and undergraduate classes and seminars; assist with collection development. Assist with publications, exhibits, conferences and other activities, including programs and publications of the Associates of the James Ford Bell Library.

Requirements: Master's degree in Library Science from an ALA-accredited program or its foreign equivalent; working knowledge of Western European languages; educational background in history or historical geography and experience with rare books and relevant cataloging preferred. Strong verbal and written communication skills. This is a twelve-month academic position with probationary appointment at the rank of Assistant Librarian level. Minimum salary of \$26,000 depending on qualifications and experience. Applicants should send a letter of application discussing background and experience relating to the position and its requirements; a resume; and names and addresses of at least three references to Linda Debeau-Melting, Libraries Personnel Office, 453 Wilson Library, 309 Nineteenth Avenue South, Minneapolis, Minneapolis 55455. Applications must be postmarked by December 1, 1993. Please identify application with UL #21. The University of Minnesota is committed to the policy that all persons shall have equal; access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

CATALOG EDITOR and PROJECT ARCHIVIST

*Missouri State Archives
Jefferson City, Missouri*

Two positions. CATALOG EDITOR: The Missouri State Archives seeks a catalog editor to direct a collections cataloging project. This two-year, grant-funded position involves primary responsibility for the cataloging of the state's permanent and historically valuable government records.

Responsibilities: Include working with the project director and senior archivist in developing criteria for subject headings and establishing name authority, prioritizing work plans, and training staff archivists in APPM and MARC cataloging procedures. Will have supervisory responsibility over library science interns. Reports to project director and state archivist. **Qualifications:** ALA-accredited MLS, with training in archival management. At least two years professional cat-

aloging experience (preferably in government archives), including firm knowledge of AACR 2, APPM, LC subject cataloging norms and authority control, and MARC coding (MicroMARC: AMC experience preferred). Significant experience in online bibliographic environment desirable (RLIN experience preferred).

Salary: \$30,000 plus standard benefits.

Contact: Respond by September 20 with resume and three references to: State Archivist, Missouri State Archives, Office of the Secretary of State, P.O. Box 778, Jefferson City, Missouri 65102. Application screening begins September 20 and continues until candidates is chosen.

PROJECT ARCHIVIST: The Missouri State Archives is seeking an individual to serve in a two-year grant-funded project in automated cataloging in the MARC AMC format, research and writing of agency histories, as well as other tasks specific to the automation project. **Qualifications:** Bachelor's degree in history or related field required. MARC cataloging preferred. First consideration will be given to candidates with two years archival experience or MLS graduates or candidates.

Salary: \$18,547, plus standard benefits.

Contact: Respond by September 20 with resume and three references to: State Archivist, Missouri State Archives, Office of the Secretary of State, P.O. Box 778, Jefferson City, Missouri 65102. Application screening begins September 20 and continues until candidates is chosen.

LIBRARIAN II/ARCHIVIST

*City of Beaumont
Beaumont, Texas*

The Tyrrell Historical Library is a growing research center devoted to archives, Texana, and genealogy, with active community support. Located in the heart of Beaumont's museum complex, the beautifully restored building is on the National Register. **Responsibilities:** Conducts professional level duties to assist with the management of the Tyrrell Historical Library and the city's archival records. Instructs and supervises assigned library and archives staff, including volunteers. Participates in the collection, preservation, cataloging, and maintenance of historical materials. Supervises and participates in the development of reference aids, index-

es, collection guides, bibliographies, and abstracts. Conducts the physical transfer of archival manuscript materials to the Tyrrell Historical Library; inventories and processes archival records. Assists the manager with grant projects and public relations. Performs related duties as required. **Qualifications:** Master's in Library and Information Science from an ALA-accredited school or master's degree in history with formal archival training required. Familiarity with archival automation. **Starting salary range:** \$23,400-\$24,800. Send resume and three professional references to: Sue Dismukes, Personnel Analyst, City of Beaumont, P.O. Box 3827, Beaumont, Texas 77704. Applications accepted until position is filled.

ARCHIVIST

*Memorial Sloan-Kettering Cancer Center
New York, New York*

Memorial Sloan-Kettering Cancer Center is seeking a half-time Archivist to manage its archives. **Responsibilities:** Include processing, organizing, and providing access to the collection of institutional records and historical materials. **Qualifications:** BA or BS and completion of a program in archival management; 3 to 5 years experience. **To apply:** Send resume with salary requirements to Jeanne Becker, Director of Library Services, Medical Library, Nathan Cummings Center, Memorial Sloan-Kettering Cancer Center, 1275 York Avenue, New York, New York 10021. Equal Opportunity Employer.

LIBRARIANS

*The Atlanta-Fulton Public Library
Atlanta, Georgia*

The Atlanta-Fulton Public Library is now hiring librarians for a new African-American Research and Archival Library due to open in early 1994. Positions include Librarians I through V, entry level through administrative. Positions require varying experience in reference, programming, collection management and preservation and archival administration. MLS from an ALA-accredited program required and 1-5 years of experience respectively. EOE, including disabled, sexual orientation. Applications available at: Fulton County Personnel Department, 141 Pryor Street, Suite 4035, Atlanta, Georgia 30303.

Professional Opportunities

SPECIAL COLLECTIONS CURATOR

*Penn State Harrisburg
Middletown, Pennsylvania*

Penn State Harrisburg is seeking an experienced, service-oriented librarian or archivist to organize, manage, preserve, and develop the Alice Marshall Collection and other special collections which may be acquired in the future. Acquired from a private collector in 1991, the Alice Marshall collection is a nationally significant collection of literary, visual, and manuscript resources in women's history. The collection includes more than 7,000 books and pamphlets, 400 periodicals, posters, newspapers, sheet music, postcards, diaries, broadsides, games, photographs, lithographs, fashion plates, campaign buttons, and other ephemera. Supervising a staff of two student assistants plus interns from Penn State Harrisburg's American Studies program, the Special Collections Curator will prepare the Alice Marshall Collection for a public opening, plan for the development of this collection, and plan for the enhancement of special collection activities at Penn State Harrisburg. The Curator may also participate in the provision of general reference service.

Responsibilities: Develop policies and procedures for acquisition, arrangement and description, reference and access, and preservation of special collections; develop donor, patron, and colleague relationships; promote collections to students, scholars, and other constituencies through reference service, lectures and presentations, publications and exhibits; initiate MARC-AMC cataloging; secure grants and solicit other outside support; select, train, supervise, and evaluate personnel; plan for future physical facilities, staffing and other needs; participate in library-wide activities; provide general reference service. **Qualifications:** MLS from an ALA-accredited program or a master's degree in history; archival coursework and at least two years of experience in an archives or manuscript repository; demonstrated archival management, communication and interpersonal skills; ability to direct the work of staff, set priorities, meet goals and objectives, and promote special collections programs effectively; experience or familiarity with manuscript cataloging using the MARC-AMC format; familiarity with appropriate

database management and word processing software. **Preferred:** Background or interest in American history or women's studies, significant experience with donor relations, fund raising, and grant writing experience, evidence of professional and scholarly activity. **Salary and rank:** Dependent on qualifications, minimum \$29,000. Tenure track position. Benefits include liberal vacation, excellent insurance packages, state or TIAA/CREF retirement options, and educational privileges. Formal review of applications will begin September 20, 1993, but applications will be accepted until the position is filled. Applicants should submit letter of application, resume, and names, addresses, and telephone numbers of three references to: Chair, Special Collections Curator Search Committee, c/o Business Office, Box LIB, Penn State Harrisburg, 777 West Harrisburg Pike, Middletown, Pennsylvania 17057-4898. Affirmative Action/Equal Opportunity Employer. Women and minorities are encouraged to apply.

PROJECT ARCHIVIST

*Maine Maritime Museum
Bath, Maine*

Responsibilities: To arrange and describe the manuscript holdings of the Maine Maritime Museum, producing hardcopy finding aids, MARC records, and prioritized preservation survey. Will supervise volunteer assistants in holdings maintenance, other tasks. Responsible to Project Director. **Qualifications:** Graduate degree, preferably in history and/or an MLS from an ALA-accredited library school with formal archival training at the graduate level, or ACA certification, or equivalent experience. Thorough knowledge of archival theory and practice, with knowledge of maritime documents preferred. Experience in use of USMARC-AMC format, and demonstrable knowledge of archival arrangement and description. Ability to lift and carry boxes of up to 40 pounds. Three years post-grad experience in historical manuscript repository. **Salary:** \$30,000 plus benefits, grant-funded for two years. Send cover letter and resume to Nathan Lipfert, Maine Maritime Museum, 243 Washington Street, Bath, Maine 04530 by September 30, 1993. Employment begins November 1, 1993.

ASSISTANT ARCHIVIST/EXHIBIT COORDINATOR

*Babson College
Babson Park, Massachusetts*

The Babson College Library is seeking an individual to plan, direct, and manage programming, staffing, and operations for campus exhibit areas, including the Map Museum and the Horn Gallery. Specific responsibilities will include: maintaining a commitment to service and quality within the college's Archives and Records Management Program; processing archival collections; evaluating and developing processing needs and strategies; managing documentation, storage, and retrieval of records; working with other offices on campus to ensure access to records; controlling integrity and security of records; planning of campus exhibit areas; developing and evaluating promotion outreach activities for the College Archives, the Isaac Newton Room, Roger W. Babson Museum, and Horn Gallery; arranging and conducting tours, and taking on other projects as assigned. Candidates must have Master's Degree in Library Science from an ALA-accredited school and 1-3 years of post-MLS, academic library experience. Computer proficiency, project management expertise and ability to work with a variety of constituencies necessary. Some evenings and weekends will be required. Interested candidates please send two copies of cover letter and resume to: Susan A. Roskey, Office of Human Resources and Affirmative Action, Babson College, Babson Park, Massachusetts 02157-0310. Babson College is an Equal Opportunity/Affirmative Action Employer.

MANAGER, PRESERVATION SERVICES

*Pittsburgh Regional Library Center
Pittsburgh, Pennsylvania*

The Pittsburgh Regional Library Center (PRLC) is seeking a Manager for Preservation Services. This new position is partially funded for two years with a grant from the National Endowment for the Humanities (NEH). During this two-year period, the individual is responsible for administering the NEH grant to include these activities: design, publicize, and teach a series of preservation workshops; and develop an on-line preservation infor-

mation services database and bulletin board. The candidate selected will serve as PRLC's leader and coordinator of preservation services for members in the region. **Requirements:** MLS from an ALA-accredited institution and formal preservation education and training in preservation administration. Experience working in preservation services with a minimum three years professional library experience preferred. Candidate must be flexible, demonstrate sound communication skills, and enjoy working with a wide variety of people and institutions. The candidate must also demonstrate the ability to write well. PRLC will be looking for a candidate who can work independently in an environment where team problem-solving is important. **Terms of appointment:** This position is funded from September 1993-June 30, 1995 and reports to the Executive Director. Salary is set at \$35,500. Submit one letter of application, current vita, and the name of three references to: Pittsburgh Regional Library Center, Attention: Preservation Services Position, 103 Yost Boulevard, Pittsburgh, Pennsylvania 15221. Position opened until filled. PRLC is an Equal Opportunity Employer.

PUBLIC SERVICES / SPECIAL PROJECTS ARCHIVIST

*East Tennessee State University
Archives of Appalachia
Johnson City, Tennessee*

The Archives of Appalachia is part of the University Libraries and the Center for Appalachian Studies and Services. It is a multi-media collection documenting the political, social, and cultural history of southern Appalachia. **Responsibilities:** Under the direction of the Assistant Director for Archives and Special Collections, the Public Services/Special Projects Archivist will be responsible for providing reference service to researchers using manuscript and media collections and assisting Center for Appalachian Studies and Services staff in special projects and publications. Duties will include in-house and mail reference service, preparing exhibits, editing the Archives' Newsletter, coordinating outreach activities, grant and media presentations. Assist with technical services and administrative reports and

budgets. **Qualifications:** Master's degree in Library Science from an ALA-accredited school or in history, Appalachian studies, folklore, or other appropriate field with graduate/specialized archival training or professional experience. Preference given to candidates with knowledge of Appalachian Studies, oral and written communication skills, and experience using microcomputers, especially word processing and desktop publishing. **Salary range:** \$22,000-\$25,000 contingent upon qualifications. One year faculty appointment; renewed annually contingent on performance and center of excellence funding. Benefit package includes 24 days annual leave plus holidays, paid retirement, and group health insurance. Send letter of application, resume, and names of three references to: Chairperson, Archives of Appalachia Search Committee, Box 70, 665 East Tennessee State University, Johnson City, Tennessee 37614-0665. **Deadline for applications and resumes:** September 30, 1993. ETSU is an Affirmative Action/Equal Opportunity Employer.

ARCHIVAL-LIBRARY ASSISTANT *General Federation of Women's Clubs Women's History and Resource Center Washington, D.C.*

Responsibilities: Assistant to the Director of the Women's History and Resource Center, GFWC's archives and library; GFWC is a volunteer women's organization founded in 1890. Varied duties include processing archival records, assisting in the preparation of finding aids, and reference services; OCLC searching/book processing in library collection focusing on women's history/women in volunteerism. **Qualifications:** BA in history or related field; MLS and/or MA (history) candidate preferred. Training or interest in archival work; archival or library experience preferred. Interest in women's history preferred. **Salary:** \$18,500 plus fringe benefits. **Application:** Position will be available October 1993. Send letter of application, resume, and names of three references to Cynthia N. Swanson, Director, Women's History and Resource Center, General Federation of Women's Clubs, 1734 N Street, N.W., Washington, D.C. 20036.

VISUAL COLLECTIONS ARCHIVIST *The Indiana Historical Society Indianapolis, Indiana*

The Indiana Historical Society (IHS) is accepting applications for the new position of visual collections archivist, a full-time opening in the IHS library's visual collections department. The Historical Society, founded in 1830 and located in Indianapolis, is a private, non-profit corporation. The IHS library (William Henry Smith Memorial Library) is a repository of rare books, visual materials, manuscripts, archives, architectural collections, maps, ephemera, and related research materials that document the history of Indiana and the Old Northwest. The department of visual collections archivist reports to the curator of visual collections. **Major duties include:** Processing visual materials; assisting with the acquisition of new material; maintaining departmental collection files and shelf list. **Other duties include:** Retrieving and reshelving materials for researchers; assisting in policy and procedure formation; and assisting with reference inquiries. A complete position description is available upon request. **Required:** Master's degree in archival administration or a master's degree in library science, museum studies, history, or another related humanities field with an emphasis on archival administration. **Preferred:** Two years experience working, in an archival manner, with visual material in an archives, library, or museum. The starting salary for this position is in the upper twenties; salary offered will be commensurate with skills and experience. The Society, an equal opportunity employer, offers an excellent benefits package including health, dental, life, and long-term disability insurance, as well as tax-deferred annuities and a pension plan with TIAA/CREF. Applications will be accepted until the position is filled. Send a cover letter, resume, graduate transcripts, and the names, current addresses, and telephone numbers of three professional references to: Susan P. Brown, Human Resources Director, Indiana Historical Society, 315 W. Ohio Street, Indianapolis, Indiana 46202-3299.

LAST CHANCE TO APPLY!



ARCHIVAL PRESERVATION MANAGEMENT

A NATIONWIDE TRAINING PROGRAM

Is your institution interested in preserving its collections?
In becoming a model for archival preservation programming?

Are you interested in participating in a unique training program—
one that pioneers the concept of preservation as a function of

overall archival management? The Society of American Archivists Preservation Management Training Program, funded by the National Endowment for the Humanities, features a series of three six-day workshops. The Southeastern Series, beginning in January 1994, will be held at the Georgia Center for Continuing Education in Athens.

As part of the program, participants will:

- Develop management strategies and skills to organize and implement comprehensive preservation programs;
- Implement several of the key components of a preservation program at their home institutions as an integral part of their training;
- Confront the realities of the operational context within which their programs will exist; and
- Learn how to balance preservation concerns against other institutional priorities.

Deadline for applications to the Southeastern Series: October 1, 1993.

For more information, contact Danielle Feuillan or Evelyn Frangakis at (312) 922-0140.

The Society of American Archivists ■ 600 S. Federal, Suite 504 ■ Chicago, Illinois 60605



The Society of
American Archivists

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Archival Outlook

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