



The Society of
American Archivists

Archival Outlook

May 1994



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SAA Annual Meeting
Update

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- Find out how you can
win airfare, lodging, or
registration to the 1994
SAA Annual Meeting

Fire Extinguisher

This ambrotype, circa 1860, is of a uniformed fireman in Savannah, Georgia. Savannah had many fire-fighting units during the 1850s, and most of the uniformed personnel were African American, who made up nearly half of Georgia's population.

(Courtesy of Special Collections, Robert W. Woodruff Library, Emory University)

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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

Realize YOUR potential as an archivist!

Join SAA and participate in a national organization devoted to providing the professional, educational, and technical resources you need to achieve your goals.

☐ **Yes**, I am interested in membership.

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Please return this form to:
The Society of American Archivists
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President's Message

by Edie Hedlin

Last January, SAA Council made a series of decisions that will affect the Society for years to come. Some of these actions have received considerable attention, others have not. I would like to draw your attention to these decisions because they represent change in what we do and how we do it. They also represent excellence in service to the Society.

Let's start with our new executive director, Susan Fox. Welcome, Susan, to the Society and to SAA's Chicago office! We have benefitted from the talents and interests of our previous executive directors and will certainly do so again. Anne Diffendal, whose last day was March 31, gave priority to the internal management of the SAA office. The legacy she bestows on Susan makes it possible for our new executive director to look outward toward constituency building, and to maximize SAA's visibility in a variety of ways.

Beyond change in focus, however, Susan's arrival marks a change in the Society's decision-making processes. Unlike past occasions, where a separate search committee undertook initial screening and Council stepped in to interview candidates, the process this time entailed a search committee consisting of Council, SAA staff, and members. Further, the committee recruited, screened, checked references, and conducted interviews, reducing to three finalists the number of candidates that Council would meet. When Council convened in January and concluded the process, it was with a sense of confidence that the search committee had executed its work extremely well, and had presented us with three excellent candidates for the executive director position.

So we tinkered a bit with the search mechanism and found the new approach—one which trusted more to a small group—worked very well. Special thanks to William K. Wallach and J. Frank Cook for their guidance of this process, and to committee members Teresa Brinati, Mar-

garet Hedstrom, Mary Janzen, and William Maher.

The January meeting also saw changes in SAA's committee structure. The long-running and highly productive Committee on Automated Records and Techniques (CART) is no more. Why? Well, quite simply, the environment for sustaining CART had substantially changed, and CART itself had substantially accomplished its goal.

CART began life in 1977 as SAA's Task Force on Automated Records and Techniques (ART). At that time there was little knowledge of the world of "machine readable records," but a sense that archivists needed to begin focusing on this medium. The Task Force was to encourage this focus by providing an information clearinghouse and developing educational offerings on computer records. In both aspects it performed superbly.

In 1988, the Task Force was institutionalized as an ongoing committee of the Society emerging with the name of "CART." The name change and institutional placement made little difference to its actual workings, however, as CART extended its membership through a highly active working group that, in conjunction with committee members, continued to produce quality materials in remarkable abundance. Aided by grant funds, CART continued to create curricula, develop classroom materials, and run workshops.

During the years between 1977 and 1994—and with considerable assistance from ART/CART along the way—SAA's relationship to the electronic medium changed. No longer the concern of a definable subset of the membership, electronic records and automated techniques became a part of the daily routine for much of the membership. Indeed, a recent survey of members indicated that electronic records were their primary area of professional concern.

So CART's basic mission—that of

encouraging an SAA focus on the electronic medium—has been more than met. Recognizing this, SAA Council in January approved a series of steps to realign the organizational structure. They include the following:

- Creation of a Task Force on Electronic Records Strategies to provide leadership on electronic records issues as identified in *Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists*.
- Establishment of a Task Force on Automated Techniques and Activities Coordination to analyze existing efforts in this area and identify needs.
- Dissolution of CART and encouragement of the Electronic Records Roundtable to request reconstitution as the Electronic Records Section.

So CART is gone, but two new task forces and a new section emerge in its place. When combined with existing groups that focus on the electronic medium, it is clear that the Society's structure is moving to accommodate the massive challenge of the information age.

Before hastening along, however, let's note the foundation upon which we build. From the legendary early co-chairs, Harold Naugler and Carolyn Geda, to today's co-chairs Richard Kesner and Tom Ruller; from founding members Tom Brown and Sue Gavrel to more recent members Lee Stout and Fynnette Eaton, the contributions of this group over time have been superb. I could fill a column with names worthy of mention, but will have to accept the limitations of space. So CART members once and now, please accept the thanks of the Society for your very fine work. We recognize your many accomplishments and are delighted to acknowledge a job well done!



Election Coverage '94: And the Winners are . . .

by Teresa Brinati

Brenda Banks Elected 51st SAA President

In March the membership of the Society of American Archivists elected Brenda Banks vice president for 1994-95. Banks, an SAA fellow and assistant director of the Georgia Department of Archives and History, will assume the vice presidential post following the 1994 SAA annual meeting in Indianapolis this September. She will serve in that capacity until the end of the 1995 annual meeting in Washington, D.C., when she will become SAA's 51st president.

A member of SAA since 1977, Banks brings a variety of experience to the position. She has served on SAA Council from 1990-93. In her final year on Council, Banks served on the Executive Committee and chaired the Committee for Sections and Roundtables. Currently, she serves on the Committee on Goals and Priorities and is the United States representative to the International Council on Archives' Committee on Disaster Preparedness. She sits on SAA's Preservation Management Training Program Advisory Committee and is also a faculty member of that program.

"Through its ongoing strategic planning process, SAA should seek new ways to increase communication among members on all levels."

Brenda Banks

All candidates in the election were required to answer a question posed by the Nominating Committee. The following question was addressed to candidates for vice president/president elect: "How should SAA provide an effective national

voice for the profession while addressing the diverse concerns of membership?"

In her statement, Banks noted that SAA "has a responsibility to articulate the concerns of its members on issues of critical importance to the profession. Providing a national voice implies an ability to respond promptly and appropriately. SAA members have the opportunity not only to select, but also to empower its leadership to act on its behalf when situations warrant decisive action." Banks said that in order to do this, members must exercise their right to vote. Historically, only about one-third of the SAA individual membership exercises that right.

Banks further added that "through its ongoing strategic planning process, SAA should seek new ways to increase communication among members on all levels by: 1) demystifying and clarifying the operations of its governing bodies, e.g., Council and committees; 2) instituting open forums at all annual meetings; and, 3) establishing a members' comment column in the newsletter [*Archival Outlook*]. SAA members must recognize the important role they play in actively selecting and communicating with the leadership of the Society. Only through our joint efforts can we ensure that SAA can effectively represent the needs and concerns of its members while fulfilling a national leadership role."

Her past SAA activities include membership on the Steering Committee of the Government Records Section, the Preservation Section, and the Committee on the Status of Women. Banks also co-chaired the 1990 Annual Meeting Program Committee.

In 1992-93, Banks served as a Clinton/Gore Transition Team leader for a performance audit of the National Archives and Records Administration. The Transition Team was part of a "cluster" on education, labor, and cultural

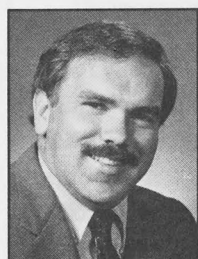


Brenda Banks of the Georgia Department of Archives and History will become SAA's 51st president in 1995.

agencies. She has recently served as an advisor to the White House on the National Archives.

Other professional affiliations include being a past officer of the Society of Georgia Archivists; on the board of directors and instructor for the Georgia Archives Institute; and on the board of selection for the Georgia Women of Achievement. In addition, she is a member of the National Association for Government Archives and Records Administrators (NAGARA), for which she administered the NHPRC-funded project that resulted in *Guide and Resources for Archival Strategic Preservation Planning*. This pioneering guide, distributed by SAA, systematically addresses preservation needs for staffing, facility, and holdings and consists of three co-ordinated tools: a computer-assisted self-study, a manual, and a resource compendium.

Banks earned a bachelor of arts in history from Spelman College and a master of science in library and information studies from Atlanta University. She has held numerous positions of increasing responsibility within the Georgia Department of Archives and History since joining its staff in 1973.



In March members of the Society of American Archivists elected the following people to leadership positions (from left to right): Lee Stout, Treasurer; Susan E. Davis, Steven Hensen, and Sharon Thibodeau to Council. Their three-year terms begin this September.

Stout to Serve as Treasurer

Leon Stout of Penn State University was elected Treasurer by SAA membership in March. He will begin a three-year term at the end of the 1994 SAA annual meeting this September and serve through the 1997 annual meeting.

Since 1974, Stout has been university archivist and librarian at Penn State. Stout has also been a member of SAA since 1974. He has served on numerous SAA committees, including the Committee on Automated Records and Techniques since its inception, past chair of the Description section, and past chair of the Archival Educators Roundtable. Currently, he is a member of the Editorial Board, the 1994 Program Committee, and the College and University Archives Section Steering Committee.

Candidates for Treasurer were required to respond to the following question posed by the Nominating Committee: "How should SAA manage its financial resources to respond to the programs and priorities identified in SAA's strategic plan?"

Stout said in his candidate statement that "... steps to guarantee financial stability are critical. The program to increase the operating reserve to the equivalent of six months of expenses, the annual review of the dues structure, and the annual giving campaign are important strategies that need to continue or expand. The strategic planning process, coupled with the rolling three-year plan, must drive the budget to be effective in managing our resources. We should

encourage component bodies in the Society to develop new funding ideas, subject to Council review and coordination."

Davis, Hensen, and Thibodeau Join Council

Susan E. Davis, Steven Hensen, and Sharon Thibodeau were elected to Council by SAA membership in March. They will begin three-year terms at the end of the 1994 SAA annual meeting this September and serve through the 1997 annual meeting.

All candidates for Council were required to respond to the following question posed by the Nominating Committee: "How should Council most effectively respond to the needs and concerns of the membership and provide leadership in carrying out SAA's strategic plan?" Excerpts from Davis, Hensen, and Thibodeau's responses, along with brief biographical sketches, follow.

- Susan E. Davis has been the assistant state archivist of Wisconsin since 1992. Prior to that, she was a consulting archivist for four years. In addition, she was the curator of manuscripts for six years at the New York Public Library.

Davis who has been a member of SAA since 1976, has served on numerous committees. At present, she serves as co-chair of the Committee on Institutional Evaluation and Development, and the Task Force on Library Archives. She is also a former department editor for the *American Archivist*.

continued on page 14

Summary of Election Results

In March, 1,026 individual members out of 3,284 eligible to vote, elected the following people to leadership posts in the Society of American Archivists. Terms officially begin this September at the conclusion of the 1994 SAA annual meeting.

Vice President

(President in 1995-96)

BRENDA BANKS

Georgia Department of Archives and History

Treasurer

(Three-year-term)

LEON STOUT

Penn State University

Council

(Three-year term)

SUSAN E. DAVIS

State Historical Society of Wisconsin

STEVEN HENSEN

Duke University

SHARON THIBODEAU

National Archives and Records Administration

Nominating Committee

(One-year term)

EDWARD GALVIN

The Aerospace Corporation

DEBORRA RICHARDSON

National Museum of American History

ELISABETH WITTMAN

Evangelical Lutheran Church in America



from the Executive Director

by Susan E. Fox

Managing Editor's Note: This is a new column by SAA's executive director that will appear regularly in *Archival Outlook*.

When I first began telling friends and colleagues about my new appointment as SAA's executive director, I often felt like the exasperated participant in Abbott & Costello's "Who's On First?" routine. It was my first exposure to what you have all experienced many times before.

"The Society of American Activists?" they would ask.

"Well, yes, certainly that," I would reply, "but not quite."

"The Society of American Anarchists?" they would counter, aghast.

"Well, yes, sometimes," I would concede, "but not quite that either."

"The Society of American Artists?"

"Please," I would say, "let me explain."

At long last they would stop squinting in disbelief and offer hearty congratulations. What I told them is that SAA is a professional association composed of thousands of individuals and hundreds of institutions committed to the identification, preservation, and use of history. I told them SAA's members are uncommonly committed to the archival profession and are deeply involved with many contemporary issues and policies which affect the very heart of democracy and institutional memory. I told them the Society attracts an intelligent, forthright, and articulate individual.

As I go about meeting and talking with you, what I am rapidly learning is the archival profession also encompasses an impressively wide range of disciplines and operations. A central challenge for SAA, indeed for the profession, will be to bring this diversity together into a focused unity and strength for all. A national association offers its members unique advantages and a powerful voice on many important issues. It provides a means and a forum to advance the profession's theoretical base and intellectual agenda. Closer to home, participating in a national association gives you a vast network of people and ideas to stimulate creative solutions to day-to-day or particularly intractable problems. I encourage you, if you are not currently a member of SAA, please join. We need you. We need your ideas, your energy, your unique perspective.

As you know, a significant key to SAA's future is achieving the goals set forth in *Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists*. It is important that the Society improve its communication structure so that we all become actively engaged in making the strategic plan a reality. While each goal is critical to

reaching our aims, the necessity for teamwork and good communication undergirds the entire process. Council, the Committee on Goals and Priorities, the Task Force on Sections and Roundtables, we here at the central office, and a number of others are all examining ways to improve communication throughout the Society.

Communication occurs—or does not occur—on many levels and in many ways. The Oxford English Dictionary lists the Latin root of communicate as *communicare*, which means "to make common to many, to share." Because of SAA's uncommon breadth we are presented with a unique set of challenges to effective communication. I welcome your observations about your experience with SAA's communication process and especially your suggestions on how it can be improved.

As I begin my second week as SAA's executive director I am frequently reminded of a Council member's warning that I would be entering a "fast moving stream." I think too of Ralph Waldo Emerson's advice: "The day is always his who works in it with serenity and great aims."

So through this bi-monthly column I will share with you current progress on our aims as well as issues, events, and programs of this very *active*, sometimes *anarchistic*, frequently *artistic* Society of American Archivists. In the coming months I also look forward to meeting and hearing from as many of you as possible. Although it will be especially challenging to follow in Anne Diffendal's most competent footsteps, we are fortunate to have an excellent and hard working staff in the central office. I promise that I and all of us here will put forth our best effort to help SAA serve you and the profession to its fullest capacity.

ADVANTAGES

of belonging to the
SOCIETY OF AMERICAN
ARCHIVISTS, your national
professional association:



- You are represented in national and international standards development.
- You have a strong national voice before congressional hearings and government agencies.
- Your interests are represented in related disciplines.
- You have national and international contact with colleagues.
- You have significant career development opportunities.
- You have access to post-graduate continuing education and professional publications.
- You have a nationwide resource dedicated to serving you.

Contact SAA Membership Services
at (312) 922-0140



WANTED: Acquisitions Editor

THE SOCIETY OF AMERICAN ARCHIVISTS announces an opening in the position of Acquisitions Editor, responsible for the Society's publications, other than the *American Archivist* and *Archival Outlook*.

The duties of the Acquisitions Editor include:

- developing concepts for new publications and evaluating proposals as submitted;
- recruiting potential authors;
- editing manuals, readers, and other SAA non-serial publications;
- identifying titles from other publishers to be offered by the Society; and
- investigating opportunities for joint publications with other organizations and publishers.

Candidates for Acquisitions Editor should:

- be widely knowledgeable in matters of professional interest and concern to archivists and manuscript curators;
- have proven writing and editorial skills; and
- be industrious, imaginative, and well-organized so that the non-serial publications program meets the needs of the Society and the profession.

The Acquisitions Editor reports to the Society's Executive Director and receives advice and assistance from the Publications Board and SAA's Managing Editor, who also handles production and business matters. This is a part-time position, the amount of time required to be determined largely by the interests and circumstances of the incumbent. The Society urges candidates to explore the extent of institutional support that may be possible and to be explicit about the topic in the application. The Society will either compensate the Acquisitions Editor directly or negotiate a released-time arrangement, with the Society reimbursing the host institution for reasonable and necessary expenses connected with editorial work. The Society pays for the services of a part-time copy editor who assists the Acquisitions Editor in copy editing and proofreading. The successful candidate will have the opportunity to continue to give direction to the non-serials program.

Applications should consist of:

- a letter in which the candidate outlines his/her conception of the nature of the Society's non-serial publications program, describes how it might better serve the needs of the Society and of the profession, and details the support that his/her institution is willing to provide;
- a full resume that emphasizes appropriate writing and editorial experience;
- a sample of writing, or citations thereof;
- the names and telephone numbers of three references; and any other information that the candidate may think helpful.

These materials should be sent no later than September 1, 1994, to:

Susan Fox
Executive Director
Society of American Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605

Questions about the position should be directed to Susan Fox at (312) 922-0140 (or e-mail sfox@saa.mhs.compuserve.com). An appointment is expected to be made in the fall so that the Acquisitions Editor can begin work no later than January 1, 1995.



Short Subjects

Bernice is Back!

The SAA office is pleased to announce that Membership Assistant Bernice Brack has successfully recovered from a gallbladder operation and has returned to work. Bernice would like to express her gratitude to all of the members who sent her cards, flowers, or phoned with warm wishes for a speedy recovery. Such an outpouring of support contributed to her quick recovery and she is very thankful. This summer Bernice celebrates her fifteenth anniversary working for SAA.

American Archivist

The summer 1993 issue of the *American Archivist* (56:3) was mailed to members and subscribers in early March 1994. The fall 1993 issue of the journal (56:4) is in the final stages of production and will be mailed in the beginning of June.

Also, in various stages of preproduction are the next five issues of the journal: winter, spring, summer, and fall 1994; and winter 1995.

Send prospective submissions to Richard J. Cox, Editor, *American Archivist*, University of Pittsburgh, School of Library & Information Science, Pittsburgh, Pennsylvania, 15620.

Letter to the Managing Editor

I have the following suggestions regarding the organization of the Society of American Archivists.

The Sections splinter SAA in too many directions. They should be abolished and the committee structure re-established. Committee membership should be by presidential appointment.

The SAA newsletter should be briefer and appear monthly.

A political democracy exists solely for the benefit of its citizens, but SAA does not exist solely for the benefit of the members.

DWAYNE COX
Auburn University Archivist

New Publication

Copyright Law for Unpublished Manuscripts and Archival Collections, by Robert Cogswell (New York: Glanville Publications, Inc., 1992), has recently been added to SAA's family of titles.

This 120-page publication addresses the interpretation of copyright law, which has become harder to enforce and interpret. The line should be drawn by the law, but many decisions are judgement calls, and the judgement required will often be that of an archivist.

The power of copyright law over the shape of a culture is pervasive and enduring. Archivists rest on the line between the right of the creative intellect to the fruit of her labor and the need of the public to know. Archival materials may be subject to myriad limitations on use, imposed both by government and by donors. Donors who make gifts to archives should be protected from injury to whatever rights they retain in the records deposited. At the same time, archives must serve the demands of scholarship and further, the right of the general public to know.

A broad range of issues relating to copyright are addressed and leading cases are cited. Also included are a variety of exemplary forms and policies. This book is essential reading.

Copyright Law is available to SAA members for \$70 and to nonmembers for \$80. Contact SAA publications at (312) 922-0140 ext. 21. Prepayment is required. Visa and Mastercard are welcome.

Annual Meeting Program

SAA's 1994 *Annual Meeting Program* was mailed to all members at the beginning of May. The 68-page program contains a wealth of information about this year's annual meeting, which will be held September 5-11 at the Westin Hotel in Indianapolis, Indiana. See page 10 for more details about the conference.

If you have not received a program by the end of this month or if you have any questions, please contact Debra Mills or Carolyn Aeby at (312) 922-0140.

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SAA DEADLINES

JUNE

- 1 Submit proposals to write case studies under NHPRC grant
- 2 SAA Council meeting
- 3 Enter membership sweepstakes
- 5 All submissions (including job ads) for *July Archival Outlook*
- 15 Audiovisual requests for 1994 Annual Meeting

JULY

- 5 Job announcements for August SAA *Employment Bulletin*
- 29 Earlybird registration 1994 Annual Meeting and Preconference Workshops
- 29 Tour registration for 1994 Annual Meeting; send to Landmark Tours, 340 W. Michigan Street, Indianapolis, IN 46202-3204

AUGUST

- 5 All submissions (including job ads) for September *Archival Outlook*
- 12 Westin Hotel deadline for reduced room rates at 1994 Annual Meeting
- 12 Last postmarked day to mail 1994 Annual Meeting registrations
- 12 Last postmark day for Child Care deposit for 1994 Annual Meeting; send to American Child Care Service Inc., 445 E. Ohio, Suite 306, Chicago, IL 60611

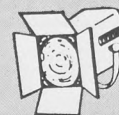
SEPTEMBER

- 1 Application for Acquisitions Editor position (see page 7)
- 5 Job announcements for October SAA *Employment Bulletin*
- 5-7 Preconference Workshops begin in Indianapolis
- 7-11 1994 Annual Meeting begins in Indianapolis

OCTOBER

- 5 All submissions (including job ads) for November *Archival Outlook*
- 7 Deadline extended for proposals for Preconference Workshops at 1995 Annual Meeting

Spotlight



BARBARA HELEN CRAIG has been appointed Book Review Editor of the *American Archivist*, succeeding Peter Wosh who has served since 1991 in this capacity.

Craig is an associate professor at the University of Toronto Faculty of Library and Information Science, a position she recently started and in which she is responsible for developing a graduate archival education program. She holds a Ph.D. from the University of London in Archive Studies and has worked as an archivist at the Archives of Ontario from 1970 through 1988 and at York University from 1989 until her appointment to her current position. She is a well-known archivist in both the United States and Canada. Her most recent contribution is as editor of the volume, *The Archival Imagination: Essays in Honor of Hugh A. Taylor* (Ottawa: Association of Canadian Archivists, 1992). Her two-part essay on hospital records won the W. Kaye Lamb Prize of the Association of Canadian Archivists in 1991 for the outstanding essay in *Archivaria*.

Craig is presently responsible for book reviews in the *American Archivist*, although the first set of essays edited by her will not appear until the winter 1995 issue. Those individuals wishing to contact her about reviews in the journal can reach her at: University of Toronto, Faculty of Library and Information Science, Claude T. Bissell Building, 140 South St. George Street, Toronto, Ontario, Canada M5S 1A1.

A note of gratitude is also extended to **PETER J. WOSH** of the American Bible Society for his fine work with the journal.

Obituary

MARIE LOUISE PADBERG, R.S.C.J., died in St. Louis after a brief illness on February 1, 1994. Since 1984 she has been member of SAA and Director of the National Archives of the Society of the Sacred Heart (NASS).

As director of NASS, she was distinguished for her outreach to the members of the nineteen-member institutions of the Sacred Heart network of schools, as well as to the associate school and colleges of the Sacred Heart. She was a leading member of the international group of Sacred Heart Archivists. In 1990 she organized and hosted a meeting and workshop in St. Louis for this worldwide body whose records cover the 200-year history of Sacred Heart education.

Sister Padberg was a native of St. Louis and a graduate of St. Elizabeth Academy and Maryville University. She also held a degree from St. Louis University and the certificate of the College Conservatory of Music of the University of Cincinnati.

At various times she was professor of chemistry at Maryville University, head of religious formation, business manager of several academies, organist, and a member of the Sacred Heart Society's provincial government. She served on the Board of Trustees for several of the Society's institutions.

She will be remembered among archivists who knew her for her warm friendliness, professional skill, and a strong sense of the importance of service in the administration of archives.

ELIZABETH FARLEY, R.S.C.J.
Archivist

Racing Toward Indy: Annual Meeting Update

by Debra S. Mills

SAA CONFERENCE QUICK FACTS

Annual Meeting Dates

- Preconference Workshops
September 5 - 7, 1994
- Annual Meeting
September 7 - 11, 1994

Registration Fees

- Preconference Workshops - see page 12
- Annual Meeting
 - Earlybird Registration (by 7/29/94)
\$175 members; \$220 nonmembers
 - Late or On-Site Registration
\$205 members; \$250 nonmembers
 - One-Day Registration
\$100 members; \$125 nonmembers
 - Student Registration
\$85 members

Payment Options

Check, Mastercard or Visa
(Sorry, purchase orders not accepted)

Annual Meeting Location

Westin Hotel Indianapolis
50 S. Capitol Ave., Indianapolis, IN 46204
(317) 262-8100

Hotel Rates

\$86 single; \$91 double
\$4 each additional person

Parking

- At the Westin Hotel: \$7 per day
- Near Westin Hotel: \$2 - \$3.75 per day

Airline Conference Rates

- U.S. Air - Gold File #26390117
- United - File #548ME

Call Joyann Hawker at Crossroads Travel,
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order #X-51E-925.

Alamo Rental Car Rates

Call 1-800-732-3232 and state group I.D.
378410 and Rate Code GR.

On-Site Registration Hours

7:30 am - 4:30 pm, September 7 - 10, 1994
7:30 am - 11:30 am, September 11, 1994

The fast-approaching 58th Annual Meeting of the Society of American Archivists is an appropriate time for archivists to examine what is core to their work and what must evolve with the times. The meeting, September 5-11, 1994, in Indianapolis, Indiana, will offer archivists the opportunity to explore core issues as well as more traditional topics.

Four core sessions will broadly address the impact of recent change on issues of information technology, advocacy, education, and shared concerns. Specific sessions, ranging from beginning to more advanced, seek to amplify those core concerns. Some of the session topics include introductions to the Internet and Gopher, effective media campaigns, archivists as educators, and a common historical agenda among professions. Complementing the core sessions will be panels, workshops, and seminars covering a variety of archival functions including preservation, legal issues, photographs, sound recordings, moving image materials, documentation efforts, management, and international contacts.

While program sessions and pre-conference workshops are central to the SAA Annual Meeting, so is renewal of the archival spirit through interaction with colleagues. A number of social functions designed for learning and play are planned. So that archivists can enjoy the history of the American Western experience while mingling with colleagues, a reception at the Eiteljorg Museum of American Indian and Western Art is scheduled for Thursday, September 8. To give attendees a taste of Indianapolis cafes, restaurants, clubs and other nightlife, a continuous shuttle between the Westin Hotel and the Broad Ripple neighborhood will run during the evening of Friday, September 9. For those interested in chatting with costumed residents of an historic 1836 village, a final evening event at Connor Prairie is also planned. Festivities on Saturday, September 10, include a sunset stroll, barn dance, dinner and hay rides.

So that attendees can make the most of their time in Indianapolis, several full- and half-day tours are offered



Indianapolis Union Station, circa 1919. Gather with colleagues from around the country at SAA's 58th Annual Meeting, September 5-11, 1994, in Indianapolis. Photograph courtesy of the Indiana Historical Society, Bass Photo Company Collection.

throughout the week. The "Indiana Art and Architecture Tour" reveals the avant-garde architectural and sculptural wonders of Columbus, Indiana, with afternoon tea and snacks at the historic Columbus Inn. Nashville, Indiana, known for its rolling hills and quiet charm, is also a stop on this tour. The "Indiana University at Bloomington Tour" features the library and art gallery of the Kinsey Institute for Research in Sex, Gender and Reproduction. The Lilly Library, the Archives of Traditional Music and the Oliver Winery are also part of this tour. Another full-day trip includes the "Germans in Indiana Tour" led by local historian Bill Selm, who will take participants through Oldenburg, Indiana, a religious center and community populated by Germans in the 1830s.

Throughout the week, several half-day tours of the city are offered. The "Indianapolis Highlights Tour" includes a visit to the third largest non-military cemetery, Crown Hill. The "Walking Tour of the African-American Community and the Central Canal" includes a tour of the Madame Walker Theatre,

continued on page 18

SAA Mentoring Program

Designed to encourage greater communication between archival generations and accelerate newer archivists' entry into the profession, the SAA Mentoring Program, approved at the January Council meeting, has received more than 125 mentor and mentee applications to date. To date, fifty mentor/mentee pairs have been matched. **Mentors are needed from business, visual materials, and museum archives.**

Several SAA groups participated in the development of this member service including: the African American and Third World Archivists Roundtable, the Lesbian and Gay Archives Roundtable, the Status of Women Committee, and the Membership Committee.

The SAA Mentoring Program calls for individuals to be

paired based on the specific subject interests indicated on their application forms. The SAA office will contact each individual in writing with the name of the person to whom he or she is paired, and include suggested mentor and mentee guidelines. Ongoing dialogue between participants is key, as well as agreement in the beginning as to the mentor/mentee relationship structure. Individuals should plan to be in contact for at least two years, and, any extension of this relationship would depend solely on the wishes of the participants.

For more information about the SAA Mentoring Program, please contact Debbie Mills or Carolyn Aeby in SAA Membership Services at (312) 922-0140.

I am interested in being a:

☐ mentor ☐ mentee

Would you prefer someone in your geographic region?

☐ yes ☐ no

Are you a student? ☐ yes ☐ no

I would prefer:

☐ female ☐ male ☐ no preference

How many years have you been active in the profession?

Name: _____

Address: _____

Phone: _____

Fax: _____

email: _____

Please indicate your areas of interest. We cannot always match your specific subject interests because of the limitations of our volunteer pool, but if you would like for us to try to find someone from one of the following groups, please circle the one or two in which you are most interested.

Acquisitions and Appraisal	Description	OCLC Users
African-American & Third World Roundtable	Electronic Records	Oral History
	Government Records	Performing Arts
Architectural Records	Labor Archives	Preservation
Archival Educators	Lesbian and Gay Archives	Recorded Sound
Archival History	Local Government Records	Reference, Access and Outreach
Archives Management	Manuscripts Repositories	RLIN Users
Archives of Religious Collections	Marc-VM Users	Science, Technology and Health Care
Art and Architecture Thesaurus	Marcon Users	Visual Materials
Business Archives	MicroMarc	Women's Collections
College and University Archives	Museum Archives	Women Religious Archives
Congressional Papers	Notis Users	

Please return this form to SAA Membership Services, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605. 312/922-0140; Fax: 312/347-1452

The Society of American Archivists will attempt to coordinate a suitable match, however, the Society is not responsible for any action or circumstance following from this member service or mentor/mentee match.



Education Notes

by Jane Kenamore

Preconference Proposal Deadline Extended

At its March meeting, the Education Office Advisory Board voted to extend the deadline for 1995 preconference proposals to October 7, 1994. The new deadline will allow sections, committees, and roundtables an opportunity to coordinate session and preconference proposals at the SAA Annual Meeting in Indianapolis this September.

A successful proposal includes a brief description of the workshop, goals of the course, intended audience, a detailed outline in the form of a schedule, a list of advance readings, case studies and exercises, budget, and names and vitas of proposed instructors.

To obtain a preconference proposal form, contact Jane Kenamore (e-mail: jkenamore@saa.mhs.compuserve.com or phone 312/922-0140). Leaders of groups planning to propose preconference workshops are urged to contact the Education Office well in advance of the new deadline to discuss elements of the preliminary proposal.

1994 Preconference Workshop Fees

The following preconference workshops are being offered at the 1994 SAA Annual Meeting in Indianapolis. Consult the *Annual Meeting Program*, which was mailed in May to SAA members, for additional information and a registration form.

Sound and Light: Administration of Sound Recording and Moving Image Materials in Archives

September 5-6, 1994

SAA members \$198; nonmembers \$238

Managing Electronic Records

September 5-6, 1994

SAA members \$198; nonmembers \$238

Archives, Personal Papers, and Manuscripts

September 5-6, 1994

SAA members \$249; nonmembers \$289

Archives: An Introduction

September 5-7, 1994

SAA members \$249; nonmembers \$289

The Acquisition, Processing, and Reference of Legislative Collections

September 5-6, 1994

SAA members, \$198; nonmembers, \$238.

Managing Preservation Microfilming Projects

September 5-6, 1994

SAA members, \$150; nonmembers, \$185.

*Training the Trainer: Teaching Techniques and the Adult Learner**

September 5, 1994

SAA members \$105; nonmembers \$125

*Case Teaching and Case Writing in Archival Education**

September 6, 1994

SAA members \$105; nonmembers \$125

***NOTE:** *Training the Trainer: Teaching Techniques and the Adult Learner* and *Case Teaching and Case Writing in Archival Education* can be taken as a unit. The joint registration fee:

SAA members \$195; nonmembers \$235.

Through the Camera's Eye: Videotaping Oral History

September 6, 1994

SAA members \$105; nonmembers \$125

Let the System Describe Itself: Using Metadata to Support the Access and Preservation of Electronic Records

September 6, 1994

SAA members \$105; nonmembers \$125

Building the Business Archives

September 6, 1994

SAA members \$105; nonmembers \$125

Electronic Document Imaging

September 6, 1994

SAA members, \$149; nonmembers, \$185.

Electronic Document Imaging

In response to member requests, we have added the workshop "Electronic Document Imaging" to the 1994 SAA Annual Meeting preconference schedule in Indianapolis. The one-day seminar, on September 6, will survey the current state-of-the-art, emphasizing systems that utilize optical disks as storage media. The instructor will present electronic document imaging concepts and technology. Special attention will be given to system design issues, industry trends, and product capabilities that influence the utility of electronic document imaging technology for archival applications. While the seminar will deal with technical topics, the discussion will be application-oriented; all technical terms and concepts will be clearly defined in a non-technical manner.

The following topics will be addressed:

- basic system concepts;
- history of electronic imaging systems;
- typical flow of work in electronic imaging installation;
- problems and pitfalls in document imaging;
- implementation alternatives;
- input technologies and procedures;
- document storage alternatives;
- output technologies and procedures;
- special issues and concerns.

The instructor will be William Saffady, Professor in the School of Information Science Policy, State University of New York at Albany. Saffady is a well-known lecturer and author of over thirty books on information storage technologies, automated office systems, and library automation.

Electronic Records Training Survey

The Education Office Advisory Board surveyed 111 participants from five workshops on "Managing Electronic Records" workshops held from 1991 through 1993, in Philadelphia, District of Columbia, St. Paul, New Orleans, and Montreal. Forty-two individuals—nearly 38 percent of those surveyed—responded. Of that number, 36 percent represented government institutions, 29 percent came from college and university archives, and the remaining 36 percent represented religious institutions, corporations, historical societies, and public libraries.

Eighty-eight percent reported that the workshop was appropriate for their level of training, while the remainder felt it was either too advanced or too basic. Respondents cited several purposes for taking the workshop: to gain sufficient background knowledge and practical information to establish an electronic records program, to educate others in the workplace, to keep abreast of developments in the archives profession, and to validate what they were already doing in the profession.

Fifty-seven percent reported that the workshop served their purpose, and 40 percent reported that it provided useful information, but did not completely fulfill expectations. Respondents noted a variety of ways that the workshop benefited them and also noted suggestions:

- "It confirmed the work I was already doing and helped me focus on what needs to be done; expanded my perspective to the bigger picture"
- "it provided basic training/understanding of the subject, a foundation to build on, and dispelled some of the fears about the complexity of the task"
- "it got my feet wet in unknown waters and stimulated thinking in new areas"
- "it encouraged me to attend a three-day conference on the management of electronic records"
- "I would have liked more information on what to do in a small scale archives that has electronic records already, but no program"
- "practical ways to deal with e-mail"
- "more case studies on appraisal"
- "present in one- or two-week format at locations where you can see what people are really doing"
- "offer follow-up institutes or workshops."

Finally, respondents agreed strongly (9 on a scale of 10) that electronic records workshops can be useful and SAA should continue to offer them. They also agreed, though less emphatically (4.9 on a scale of 10) that the best way to present continuing education in electronic records is through one- and two-week institutes.

For complete results of the survey, contact the Education Office at (312) 922-0140 or e-mail: jkenamore@saa.mhs.com-putserve.com.

SAA Directory of Archival Education

The 1995-96 edition of the *SAA Directory of Archival Education* is currently in production and will be available this August. The directory contains a description of the archival profession, current SAA guidelines for archival education, and a listing of education programs in the United States and Canada. Support from the programs listed allows SAA to distribute copies of the directory free of charge to some 1,500 individuals and career counseling offices annually. For more information, please contact the SAA Education Office at (312) 922-0140 or e-mail: jkenamore@saa.mhs.computserve.com.

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More 1994 Election Coverage

Galvin, Richardson, and Wittman to Serve on Nominating Committee

The SAA elections also yielded three members for the 1995 Nominating Committee: Edward Galvin, records and information manager at the Aerospace Corporation in Los Angeles; Deborra Richardson, archivist of the Duke Ellington Collection at the Archives Center of the National Museum of American History; and Elisabeth Wittman, director of archives and chief archivist for the Evangelical Lutheran Church in America. The Nominating Committee is responsible for selecting next year's slate of candidates.

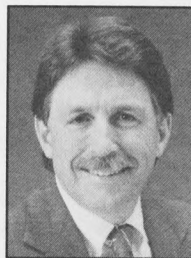
Candidates for the 1995 Nominating Committee responded to the following question posed by the 1994 Nominating Committee: "How should leaders be identified to adequately represent SAA's diverse membership?" Here are excerpts from Galvin, Richardson, and Wittman's

respective responses.

• Galvin stated that there is a temptation "to turn to people who are already actively involved in SAA, but I am convinced that there is a cadre of members who would be willing to serve if asked."

Galvin added that several factors must be considered to find the right people for the jobs: leadership, positive image and representative mix.

• Richardson said that "one of the challenges for . . . the 1995 Nominating Committee is to identify leaders from the variety of interests and interest groups within SAA . . . the committee can meet the challenge of providing a slate of diversified leadership by being aware of the distinctions and commonalities within



In March members of the Society of American Archivists elected the following people to the Nominating Committee (from left to right): Edward Galvin, Deborra Richardson, and Elisabeth Wittman.

the SAA membership.

• Wittman noted that "in addition to diversity of race, ethnicity, gender and geography/nationality, candidates for SAA office should also reflect the diversity of members' repositories." She said that the Nominating Committee should look to SAA leaders in areas where membership is under represented. "This is particularly important in the area of geography and finding nominees from smaller repositories.

Davis, Hensen, and Thibodeau Join Council

continued from page 5

A founding member of the Academy of Certified Archivists, Davis is also active in the Midwest Archives Conference and the National Association of Government Archives and Records Administrators.

In her candidate statement, Davis said that "SAA's strategic plan has identified a series of general and specific goals and objectives that reflect the contemporary needs of a diverse archival profession. Some of these statements concern the Society's internal structure and operations; others pertain to the Society's interaction with its various constituent groups. Council has already asked the committees, sections, and roundtables to submit current, one-, two- and three-year activity plans that address specific elements within the strategic plan. It will then be incumbent upon Council to seek even broader feedback, listen to the responses, and work with these groups to support proposed initia-

tives that meet membership needs."

• Steven Hensen has been assistant director for planning and project development in the special collections library at Duke University since 1986. He has also served as a Research Libraries Group senior program consultant and program officer for archives, manuscripts, and special collections. Prior to joining Duke, he worked in the manuscripts division of the Library of Congress for ten years.

Hensen, an SAA fellow, has been a member of the Society since 1971. He received a Certificate of Commendation for superior writing from SAA in 1990 for his publication, *Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries* (Chicago: SAA, 1989). Hensen is a longtime instructor for a variety of SAA workshops.

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In his candidate statement, Hensen noted that "in the case of goal one [of SAA's strategic plan], it is my belief that Council's responsibilities weigh especially heavy. Over the last year, SAA's visibility has been unprecedented with respect to national issues affecting the American archival community. This must continue and improve. With archivists now claiming their rightful place in the larger information community, SAA must be ever more willing and quicker to respond to important issues and controversies than was the case in the past. It is the responsibility of members of Council not only to be aware of these issues, but also to be ready to react in an incisive and timely manner fairly representing the diversity of opinion within the Society."

• Sharon Thibodeau has been with the National Archives and Records Administration since 1975 and is currently the director of archival publications and accessions control staff.

Thibodeau, an SAA member since 1971, is the former chair of SAA's Committee on Archival Information Exchange. Currently she serves on the International Council on Archives ad hoc commission on archival descriptive standards. She contributed the chapter on "Archival Arrangement and Description" in *Managing Archives and Archival Institutions* (Chicago: University of Chicago Press, 1989), which is distributed by SAA.

In her candidate statement, Thibodeau points out that "it is possible that some professional concerns can be addressed with minimal impact on Society resources merely by revising current processes or procedures, and Council members must be alert to Society processes in need of change. The Society's strategic plan can provide a reasonable framework for allocating resources to more costly concerns as long as the plan accurately reflects the profession's priorities. Council members are responsible for ensuring the plan's relevance and must, therefore, be willing to spend the time necessary to read the archival literature, understand the profession's research agenda, and review current archival practices."

Voter Turnout and Tabulators

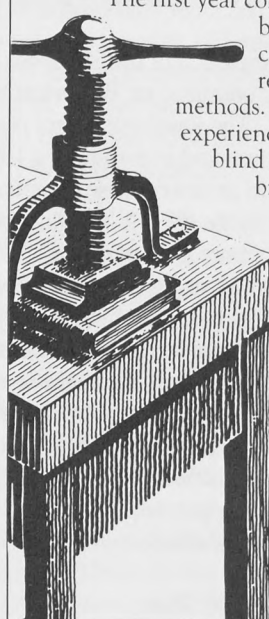
Thirty-one percent of the SAA individual membership exercised their right to vote in the 1994 election. One thousand twenty-six members out of approximately 3,284 eligible to vote participated in the election this year. The figure represents a slight decrease from last year, when nearly 1,100 ballots were cast.

Many thanks to members of the Chicago Area Archivists Group who donated several hours of their time to count ballots. Organized by Becky Haglund Tousey of Kraft General Foods, Inc., the tabulators included Mike Bullington of Rush Presbyterian-St. Luke's Medical Center Archives; Steve Carvell of Kraft General Foods, Inc.; Beverly Cook of the Chicago Public Library; Tim Hawkins of the Playboy Archives; and Colin Murray of the Chicago Public Library.

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Around SAA

Standards Activity Report

The Standards Board met in Chicago on April 9, 1994. Following is a report on actions taken at the board meeting.

• Committee on Education and Professional Development *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*

The Standards Board announces completion of this standards project initiated and developed by the Committee on Education and Professional Development (CEPD). The Standards Board received comments on the revised document, printed in the January 1994 issue of *Archival Outlook*. The board reviewed these comments as well as all documentation provided by the CEPD, including copies of all comments on the initial draft, summary minutes of CEPD discussions, and a summary report of all suggested changes with revisions made by the committee. The board has determined that CEPD has satisfactorily fulfilled the requirements for consultation and review and that all written comments received by the committee have been considered fully. The board will forward the revised proposed standard to Council for action at its June 1994 meeting. Copies may be obtained from the SAA office, 600 S. Federal, Suite 504, Chicago, Illinois 60605. If approved, the standard will be printed in a future issue of *Archival Outlook*.

• College and University Archives Section

The section is considering a revision of the *Guidelines for College and University Archives* (Chicago: SAA, 1979) and will be discussing the project at the 1994 SAA Annual Meeting in Indianapolis. The section chair is Jill Tatem of the University Archives at Case Western Reserve University.

• Standards Development Projects from Other Organizations

The Standards Board discussed the following standards projects under development or being considered by affiliated organizations which have contacted the board concerning SAA's endorsement or participation.

—Art and Architecture Thesaurus

The Standards Board received a request from the Art and Architecture Thesaurus of the Getty Art History Information Program requesting the Society's endorsement of the second edition (1994) as a standard. The board will forward the request to Council for its June 1994 meeting recommending SAA formally endorse the *Art and Architecture Thesaurus*, second edition.

—Oral History Cataloging Manual

The University of Minnesota and the Minnesota Historical Society are engaged in a grant writing project to produce a cataloging manual for oral history materials and have contacted the standards board to request endorsement by the SAA. The manual is currently in revision stage. The board will be soliciting comments on the manual from SAA groups and individuals. To submit comments or for information on how to obtain a copy of the manual for comment, please contact

Vicki Walch, 65 N. Westminster Street, Iowa City, Iowa 52245, (319) 338-6650, e-mail: 72070.722@compuserve.com.

—Association of Moving Image Archivists (AMIA)

The Cataloging and Documentation Committee of the Association of Moving Image Archivists has contacted the standards board to establish liaison relating to standards projects. The committee has written the Library of Congress to propose the revision of *Archival Moving Image Materials: A Cataloging Manual* (1984) and is also discussing the need for revision of the "USMARC Relator Terms for Archival Moving Images" and "Moving Image Materials: Genre Terms."

—National Information Standards Organization (NISO)

Received by SAA's voting representative (Lynn Bellardo) who circulates proposed NISO standards to appropriate subgroups and individuals within SAA. Recent votes/comments on NISO standards:

- *ANSI Z39.70* Guidelines for indexes and related information retrieval devices. SAA voted yes, with comments.

- *ANSI Z39.53* Codes for representation of languages for information exchange. SAA voted yes, with comments.

- *NISO/ANSI/ISO 12053* Electronic manuscript preparation and markup. Due May 30, 1994.

For additional information on these or other NISO standards activities, contact SAA's NISO representative Lynn Bellardo, National Archives and Records Administration, NSR 3-WI, Washington, D.C. 20408, (202) 501-5463. SAA's NISO alternate is Judith Fortson, Hoover Institution Library, Stanford, California 95305.

- The Standards Board wishes to thank Christine Ward of the New York State Archives and Records Administration, SAA's first NISO representative who ended her two-year term on December 31, 1993, for her outstanding service and contributions in establishing SAA's presence in the national standards-setting body.

Business Archives Directory

The *Directory of Business Archives in the United States and Canada* (Chicago: SAA, 1990) is being updated. In addition to business archives, the directory will reflect the holdings of large business records collections, such as those found at the Hagley Museum and Library and the Minnesota Historical Society. This addition to the directory will further benefit researchers interested in business records. Data for the directory is being compiled in Paradox. Send any changes or additions to Frank Muse, CoreStates Philadelphia National Bank, P.O. Box 7618, FC 3-108-1-1, Philadelphia, Pennsylvania 19101-7618, or e-mail: 75260.3153@compuserve.com.



Western Series Workshop

Participants in the Western series of SAA's Preservation Management Training Program completed the second of three workshops last March in Palo Alto, California. Jane Klinger of the National Archives and Records Administration - Pacific Sierra Region co-taught with SAA Preservation Program Director Evelyn Frangakis. Stanford University hosted several program site visits, including the libraries' conservation lab and its preservation reformatting office. Participants also visited the university's pre-eminent Archive of Recorded Sound. The final workshop for the Western series will be held in July.

SAA's Preservation Management Training Program, which is funded by the National Endowment for the Humanities, assists institutions across the country in developing customized preservation programs.

Resources

The publications noted below may be of interest to archivists concerned with preservation issues:

- *IPI Storage Guide for Acetate Film* (Rochester, New York: Image Permanence Institute, 1993), provides an overview of environmental specifications for film storage and explains the relationship between temperature, relative humidity, and vinegar syndrome. The main purpose of the guide is to help collection managers evaluate the quality of film storage environments. The four-part guide consists of:

- a booklet which outlines a basic strategy for film preservation;
- a two-sided wheel that compares the rate of deterioration at a wide range of conditions to determine which of several existing storage environments is better for film and considers the combinations of temperature and relative humidity which would yield a specified life expectancy;
- a graph depicting time contours for vinegar syndrome provides a broad overview of the relationship between temperature, relative humidity and the time in years for fresh film to begin deteriorating; and
- a "time out of storage" table gives data similar to that found on the wheel, with the added dimension of time out of storage to show how film life expectancy is affected when film is taken from storage and used at room temperature for a period of time.

Available for \$27. Contact the Image Permanence Institute, Rochester Institute of Technology, P.O. Box 9887, Rochester, New York 14623-0887, (716) 475-5199.

- *Archival Storage of Photographic Materials*, Gaylord Preservation Pathfinder #3 (Syracuse, New York: Gaylord Bros., 1994), by Nancy Carlson Schrock. This 20-page pamphlet provides the preliminary background information necessary to select appropriate storage materials for photographic collections. Brief chapters address preparing collections for storage, selecting storage materials, the storage environment, case studies, and a bibliography. The pamphlet is available free of charge from Gaylord Bros., Box 4901, Syracuse, New York 13221-4901, 1-800-448-6160.

- *Intellectual Preservation: Electronic Preservation of the Third Kind* (Washington, D.C.: Commission on Preservation and Access, 1994), by Peter S. Graham. This eight-page report discusses the need to assure the integrity and authenticity of information as originally recorded. Preservation of the media and of software technologies will only meet part of preservation requirements if the information content has been corrupted from its original form. Copies are available for \$10 prepaid from the Commission on Preservation and Access, 1400 16th Street, N.W., Suite 740, Washington, D.C. 20036-2217.

- *Museum Handbook, Part 1* (1990) and *Conserve O Gram Series* (1993) (Washington D.C.: U.S. Department of the Interior, National Park Service). The *Museum Handbook* covers a myriad of topics related to managing museum collections. The voluminous handbook focuses on preventive conservation for a broad range of materials and objects.

The *Conserve O Gram* is a series of more than 50 leaflets that spotlight must-know supplemental technical information for curators and conservators. The National Park Service plans to issue six supplements on a semi-annual basis.

Museum Handbook, Part 1 (S/N 024-005-01078-5) is \$36. *Conserve O Gram Series* (COG) is \$56. Order both publications from Superintendent of Documents, P.O. Box 371954, Pittsburgh, Pennsylvania 15250-7954.

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SAA's Membership Development Campaign

by Debra S. Mills

Since the beginning of this year, you have been reading about SAA's membership incentive program. The purpose of the program is to encourage the growth of the Society through new members. A larger and more involved membership base means a healthier and more vital professional association. Designed to expand awareness of the benefits of SAA membership throughout the archival profession, this is the first comprehensive membership campaign undertaken by SAA in a number of years. Longtime as well as newer members are encouraged to participate.

A unique aspect of this campaign is the special attention that new members may expect to receive upon joining North America's oldest and largest professional archival association. They will receive a new member packet, information on how to get involved in SAA, as well as special incentives for participation. Please read on for more details about this campaign.

Goal

In keeping with *Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists*, SAA is seeking to significantly expand its membership base over the next three to five years.

How Do You Get Involved?

More members will enhance SAA's efforts in exerting active leadership on significant archival issues. Sharing the benefits you gain and how to get the most from your membership is the best way to encourage colleagues to join. Tell them about resources like:

- section and roundtable membership
- educational workshops
- annual meeting program sessions, group meetings and social activities
- SAA publications, such as the Archival Fundamentals Series
- *Archival Outlook* newsletter
- *American Archivist* journal
- employment and career development opportunities
- SAA Mentoring Program

You can be a valuable participant by contacting prospective members and encouraging them to join. If you would like SAA to contact anyone directly, please forward their names and contact information to SAA Membership Services.

Who Are Prospective Members?

Anyone employed in acquiring, administering, preserving, or promoting the use of manuscripts, archives, or current records—including photographs, audio and video recordings, cartographic records and electronic records—or who provide consultant or contractual services as such. Or those who support the objectives of the Society, but are not professionally responsible for the custody or control of archives, records, or private papers.

What Do You Receive For Your Efforts?

For each new member you recruit by June 3, 1994, you will have a chance to win airfare, lodging, and registration for the 1994 SAA Annual Meeting in Indianapolis. Please refer to the following page for more information.

Questions?

Contact Debra Mills or Carolyn Aeby in SAA Membership Services, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140.

Indy Update

continued from page 10

built in memory of self-made millionaire Madame C. J. Walker. Restored nineteenth century homes, including the James Whitcomb Riley Home, are featured in the "Very Victorian Tour." The home of the Indianapolis 500 and its Hall of Fame are scheduled pit stops on the "City and Speedway Tour." And, a tour of the Indiana State Library; Indiana State Archives, Commission on Public Records; and the Indiana Historical Society is also planned. More information on these and other tours can be found in the *SAA 1994 Annual Meeting Program*.

The business of the Society is central to the conference. In addition to the scheduled committee, task force, and representatives meetings, a leadership

orientation for current and incoming SAA group chairs is planned for Wednesday, September 7. On Wednesday evening, President Edie Hedlin will deliver her Presidential Address at the Opening Banquet.

Throughout the week, the Society's sections and roundtables will meet to conduct annual business meetings and to develop session proposals for the 1995 Annual Meeting. The newest SAA section, the Electronic Records Section, will hold its organizational meeting from 8 am to noon on Thursday, September 8. Late Thursday afternoon, the Awards Ceremony will recognize the achievements of colleagues.

The Business Meeting is scheduled for Friday, September 9. The Closing Brunch on Sunday, September 11, will include remarks from incoming-President Maygene Daniels and a presentation

by the 1995 Host Committee on Washington, D.C., location of next year's meeting.

Other functions of note include the "New Member Welcome" on Thursday, September 8, designed to encourage new member participation in SAA activities; and the "Archives Exposition" on September 8 and 9, which will feature products and services of interest to the profession.

Discover what makes the Hoosier state a uniquely American and utterly charming place by contacting the Indiana Department of Commerce at 1-800-289-6646 or (317) 232-8860.

Please refer to the *SAA 1994 Annual Meeting Program* for additional information or contact SAA Meetings Services at (312) 922-0140. See you in Indy!



Spread the word about membership in the Society of American Archivists!

Recruit a new member and be eligible to win the following:

Here's what you have to do...

1. Encourage a nonmember to join SAA (as many as you wish).
2. Complete the coupon below including your name and the SAA group and/or other archival organization you represent. You and up to three categories can receive credit for recruiting a new member.
3. Have the nonmember submit a completed membership application along with payment and the coupon to receive proper credit (one coupon per application submitted).

Here's what will happen...

- Between January 1 and June 3, 1994, any member and/or group's name submitted with a new member will be eligible in the drawing.
- One name per category will be drawn to win the prizes listed.
- The drawing will take place at the June Council Meeting, the week of June 6, 1994.
- The winners will be notified by June 15, 1994.

Here's what you can be eligible to win...

CATEGORY 1

A current member of SAA encouraging a nonmember to join is eligible to win:

- 1 roundtrip airfare on American Airlines to the '94 Annual Meeting
- 4 complimentary nights at the Westin Hotel Indianapolis
- 1 complimentary annual meeting registration fee

CATEGORY 2

A current SAA member, representing a Section or Roundtable, encouraging a nonmember to join, allows the section or roundtable to become eligible to win:

- \$250 towards a reception or refreshments for your group at the 1994 Annual Meeting

CATEGORY 3

A current SAA member, representing a Student Chapter, encouraging a nonmember to join, allows the Student Chapter to become eligible to win:

- \$100 towards a reception or refreshments for your chapter at the 1994 Annual Meeting

CATEGORY 4

A regional, state or local archival association, encouraging a nonmember to join, allows its association to become eligible to win:

- \$250 towards a reception or refreshments at the 1994 Annual Meeting

Note - New members will have a chance to win airfare, hotel accommodations and a complimentary annual meeting registration fee once they join. If American Airlines is unable to service the winners' area, SAA will pay up to \$200 to supplement the winners' airfare on another airline.

I encouraged a colleague to join the Society of American Archivists!

PART I. Recruiting Individual Information

CATEGORY 1

SAA Member Name

Daytime Phone Number

Complete by naming one group per line

CATEGORY 2 SAA Section or Roundtable

CATEGORY 3 SAA Student Chapter

CATEGORY 4 Regional, State or Local Archival Association

PART II. Applying Member Information

Recruited Member Name

Daytime Phone Number

Send this form along with a completed membership application and check to:



Membership Department
Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605

Offer valid through June 3, 1994



National News Clips

Own a Page from History . . .

Thanks to J. Frank Cook of the University of Wisconsin-Madison for bringing this advertisement found in a recent issue of *Biblical Archaeological Review* to SAA's attention. From the Biblical Archives, Inc.: "Now you can own a page from that historic and monumental text, the *Textus Receptus*. For the unbelievable price of \$199, you can have your choice of an original page from Robert Stephanus' 1550 *Greek New Testament*. And for a limited period, we will give to you, absolutely free, a page from a first edition 1611 *King James Bible*. Supply is limited. Reserve your pages by calling immediately!"

Heavens! Aside from the obvious dichotomy of any company calling itself an archives and tearing up historic texts, we have one question: what if more than one person phoned immediately to request page 11?

Archives in the Media

• The Archives staff at the University of Illinois in Urbana-Champaign took advantage of the flurry of publicity connected with the Tonya Harding-Nancy Kerrigan controversy to generate some interest in an important collection at their repository. In February the staff mounted an exhibit on the Winter Olympics that highlighted pieces from the collection of Avery Brundage, a UI alumnus and former president of both the U.S. Olympic Committee and the Inter-

national Olympic Committee. The exhibit resulted in newspaper, radio, and television coverage that focused on Olympic controversies of the past, which were featured in the exhibit.

• The earthquake in California undoubtedly damaged archival collections in the Los Angeles area, but only a few stories on the subject have come to my attention. Local media reported that the Ronald Reagan Library received very little damage. The Associated Press issued a story with ironic overtones. The papers of Charles F. Richter (co-inventor of the earthquake-measuring system that bears his name) were destroyed in a fire following the quake. The papers were housed at the home of his nephew, Bruce Walport. (Submitted by Elizabeth Adkins, SAA Committee on Public Information)

NUCMC

The National Union Catalog of Manuscript Collections (NUCMC), a free-of-charge cooperative cataloging program operated by the Library of Congress, is actively seeking to identify archives and manuscript repositories located in the United States and its territories, which are open to the public but lack the capability to catalog their collections in a national-level database, such as RLIN or OCLC. On the basis of data supplied by such institutions to the NUCMC program, NUCMC catalogers create RLIN bibliographic records describing collections held by participants and establish pertinent name and subject authority headings. The NUCMC tapes are subsequently purchased and loaded by OCLC. Descriptions and locations of the material are then available to researchers on RLIN and OCLC throughout the United States and around the world.

For more information on the program, contact: NUCMC Team, Special Materials Cataloging Division, Library of Congress, Washington, D.C. 20540-4375, (202) 707-7654, fax (202) 707-6269, e-mail: nucmc@mail.loc.gov.

NHPRC Grants and Subsequent Products

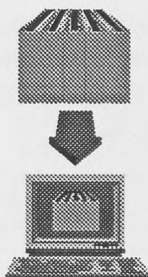
The National Historical Publications and Records Commission (NHPRC) met in February and recommended \$1,593,734 for 31 continuing documentary editions projects; \$71,452 for eight publication subvention grants; \$99,246 for two state board regent projects; and \$1,154,372 for 25 records access projects. Also recommended was \$7,500 for the 23rd annual Institute for the Editing of Historical Documents. The grant recommendations were made in response to more than \$3,948,000 in requests.

The next meeting of NHPRC is scheduled for June 14-15, 1994. Grant application materials may be requested by phone or by mail: NHPRC - NP, Room 607, National Archives Building, Washington, D.C. 20408, (202) 501-5610.

Information concerning products from NHPRC-funded projects is also 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 to receive *Annotation*, contact the Commission at: NHPRC-NP, National Archives Building, Room 607, Washington, D.C. 20408, (202) 501-5610.

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(617) 380-3836

Preservation Microfilming Guide to be Updated

The Association of Research Libraries (ARL) has been awarded a grant of \$8,000 from OCLC Online Computer Library Center, Inc., for the revision and preparation of the second edition of *Preservation Microfilming: A Guide for Librarians and Archivists*. The guide was prepared for the ARL in 1987 by a group of preservation experts and was recognized as an excellent preservation resource. Awarded SAA's 1988 Waldo Gifford Leland Prize, the guide has been relied on as a teaching and training tool by many librarians and organizations.

The guide, distributed by SAA, has been out of print since last year. The new edition, scheduled for publication in early 1995, will update information on standards as well as on technical improvements in preservation microfilming. It will also reflect the growth and diversity of cooperative preservation microfilming projects.

NEH Grants and Deadlines

As part of an ongoing effort to preserve and make accessible the nation's heritage recorded in fragile historic documents, newspapers, and photographs, the National Endowment for the Humanities (NEH) recently announced grants to 26 institutions nationwide. Libraries, archives, and museums in 16 states and the District of Columbia received grants for projects that include microfilming and cataloging of U.S. newspapers, processing and preserving document collections, and conducting preservation training programs. Among the subject areas benefitting from these grants are U.S. state and regional history, anthropology, Latino civil rights history, and women's studies. The total amount of the grants is nearly \$6.5 million.

The NEH, Division of Preservation and Access, announces the following deadlines:

June 1, 1994 - proposals for the preservation of library and archival materials, intellectual access to collections, the United States Newspaper Program, as well as applications focusing on library and archival education and training, regional preservation services, research and demonstration projects, and statewide preservation planning.

November 1, 1994 - proposals to the National Heritage Preservation Program for material culture collections and education and training for the care and conservation of material culture collections.

Inquiries and applications should be directed to NEH, Division of Preservation and Access, 1100 Pennsylvania Ave., N.W., Room 802, Washington, D.C. 20506, (202) 606-8570.

National Archives Newsletter

The National Archives is planning to replace *News from the Archives* with a more comprehensive newsletter, tentatively entitled, *The Record*, later this year. The newsletter will provide, in addition to news material, a forum for discussion and debate for NARA users and researchers, and for NARA staff members, on numerous issues facing archivists, historians, and others interested in NARA activities/holdings. Suggestions about the format and contents of the newsletter are welcome. Please send all comments to *The Record*, Public Affairs Staff (NXI), National Archives and Records Administration, Washington, D.C. 20408.

Free Disaster Assistance Information

The Oklahoma Conservation Congress announces the availability of updated editions of Toby Murray's *Basic Guidelines for Disaster Planning in Oklahoma* and *Bibliography on Disasters, Disaster Preparedness and Recovery*. *Basic Guidelines* is easily adapted for use in any institution and has been distributed throughout the world since its first appearance in 1985. Both publications are free, however, a stamped (\$2.13), self-addressed, 9x12 envelope is requested. Contact Gary Harrington, Oklahoma Department of Libraries, 200 North East 18th, Oklahoma City, Oklahoma 73105.

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3 FREE Ways Gaylord Helps You Find the Right Path to Preservation

1. FREE Literature

Oriented to those new to preservation, Gaylord's *Pathfinders* help guide your preservation efforts.

No. 1: *A Bibliography of Books on Preservation*. **No. 2:** *Archival Storage Solutions for Paper*. **No. 3:** *Archival Storage of Photographic Materials*

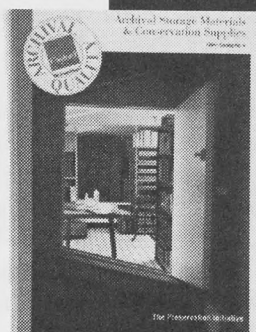
2. Toll Free Help Line

1.800.428.3631

Call Thursdays & Fridays, 9am to 5pm EST. An independent, professional conservator will pick up to answer your questions.

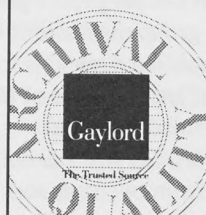
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News Clips

continued from page 21

Bibliography on Guides to Archives and Manuscripts

Guides to Archives and Manuscript Collections in the United States: An Annotated Bibliography (Connecticut: Greenwood Press, 1994) compiled by Donald L. DeWitt, is the first to provide systematic coverage of the numerous guides, directories, calendars, inventories, and registers on archives and manuscript collections in the United States. It also covers guides to foreign archives holding materials crucial to an understanding of U.S. history and extends beyond the continental United States to include archives in Puerto Rico, the Virgin Islands, and other Trust Territories. More than 2,000 titles are cited in this 496-page book. The price is \$85; contact Greenwood Publishing Group, Inc., 88 Post Road West, Box 5007, Westport, Connecticut 06881, (203) 226-3571.

Library and Information Services Policy Report

Library and Information Services Policy: A Forum Report is the first in an annual series to be co-sponsored by the National Center for Education Statistics (NCES) and the U.S. National Commission on Libraries and Information Science (NCLIS). The forum, held last September in Washington D.C., focused on key issues that will contribute to policy determination and research relating to the future development of library and information services. For a copy of the report, contact NCLIS, 1110 Vermont Avenue, N.W., Suite 820, Washington, D.C. 20005-3522, (202) 606-9200.

Selecting and Acquiring Electronic Records

Guide to Selecting and Acquiring CD-ROMs, Software and Other Electronic Publications, Acquisitions Guidelines #9, by Stephen Bosch, Patricia Promis, and Chris Sugnet. This guide provides directions and suggestions for selecting and acquiring electronic materials. The steps involved in the process of purchasing most of the existing electronic formats presently available are clearly delineated. Issues from policy concerns, through access or ownership, to leasing and rental agreements are detailed. \$10, ALA Order Code: 0629-X-0010. To place an order, please contact: Order Department, American Library Association, 50 East Huron Street, Chicago, IL 60611, 1-800-545-2433.

Electronic Access to Information

Electronic Access to Information: A New Service Paradigm is a compilation of the proceedings of a Research Libraries Group (RLG) symposium held in July 1993 that explored the service issues facing academic and research institutions as they make the transition from a print-based information environment to an increasingly electronic one. The publication presents the six formal papers given at the symposium; summaries of the small group discussions that followed; three cases in point, which exemplified strategies for improving access to electronic information; and a profile of the over 60 information professionals who attended the event.

Electronic Access to Information: A New Service Paradigm is 84 pages. Copies are \$10 pre-paid, \$15 from overseas and South America. Contact: Distribution Services Center, The

Research Libraries Group, Inc., 1200 Villa Street, Mountain View, California 94041-1100.

OAH Directory of Minority Historians

The Organization of American Historians (OAH) is seeking entries for its new resource, the OAH Directory of Minority Historians. This publication will list scholars by name, fields of research and teaching, ethnicity, geographical location, and experience. The intention is to create a resource for a variety of uses, particularly those that increase participation by minorities in the historical profession. Historians of a minority background wishing to be included in the directory may obtain a data form/questionnaire by contacting John Dichtl, OAH Directory of Minority Historians, 112 North Bryan Street, Bloomington, Indiana 47408, (812) 855-1519, e-mail: jdichtl@indiana.edu.

ALA Guide to Employment

The American Library Association's 1994 *Guide to Employment Sources in the Library and Information Professions* is now available. Single copies are available free to individuals. Contact: ALA/OLPR, "Guide," 50 E. Huron Street, Chicago, Illinois 60611.

Electronic Data Processing and Access

The possibility that electronic record-keeping might interfere with public and press access to government records was discussed April 8, 1994, at a program sponsored by the *Milwaukee Sentinel* and the Marquette University journalism department. There was also discussion of whether the public's right to privacy was threatened by electronic mail and other forms of computer communication. The cost of accessing government records was mentioned by several participants as a deterrent to obtaining information that fell within the scope of the public's right to know.

Participants expressed a variety of concerns about the issues that were the focus of the conference. The editor of the *Milwaukee Journal*, Mary Jo Meissner, cited the problem of educating members of her staff on the technology needed to access electronic records. She said that government officials might "hide behind" sophisticated computer systems.

On the other hand, Wisconsin's attorney general, James E. Doyle, warned against getting involved in details involving the development of electronic technology. The focus, he said, should be on what information the press and public should have. A major problem that has to be resolved, he added, was how electronic information should be stored. There is not any requirement at present, he said.

State Senator Lynn S. Adelman praised Wisconsin's present Open Records Law, which presumes that public records are open and should be available at the lowest possible cost. He said the law would still be effective in the electronic era. The Wisconsin secretary of administration, James R. Klauser, added that the present law "works pretty well."

There were differences of opinion on whether electronic mail computer messages between individuals should be regarded as public records. Donald S. Skupsky, president of Information

Requirements Clearinghouse and an attorney in Denver, said that public access has to be built into the design of the government's information system, but he felt that some minor messages within government could be considered "non-record." Klauser warned that electronic mail could be abused if it were off the record.

If electronic mail is ruled off the record, said Keith Spore, editor of the *Milwaukee Sentinel*, "all state records will become e-mail."

The need to preserve records and the difficulty in storing electronic records were brought up by several participants. Marquette Professor Athan Theoharis said that the real problems arise in the shift from paper to electronics because electronic records are not as permanent. Skupsky said that developments in technology would require that records be converted whenever a new system was introduced. Klauser said, "I wonder where we will save it all."

Adelman said he did not see a major conflict between the right of privacy and access to public records. He said he hadn't heard of one instance in which this had occurred. Klauser said that the same standards applied to paper records should apply to electronic records.

(Submitted by Richard Feyrer, an editor with the *Milwaukee Sentinel* and an adjunct professor at Marquette University's College of Journalism)

Human Radiation Experiments

The Lawrence Berkeley Laboratory Archives and Records Office, California, is searching for records relating to human radiation experiments. Information is needed on the following scientists involved in these experiments: Paul Clarence Aebersold, Joseph Gilbert Hamilton, Wright H. Langham, Bertram V.A. Low-Beer, Kenneth Gordon Scott, Robert Spencer Stone, and Shields Warren. Please contact Lori Hefner at the Lawrence Berkeley Laboratory Archives, (510) 486-5525. Finding aids and series descriptions may be faxed to (510) 486-7200.

Christianity in China Materials

The Ricci Institute for Chinese-Western Cultural History of the University of San Francisco is preparing a supplement to edition of the reference book, *Christianity in China: A Scholarly Guide to Resources in the Libraries and Archives of the United States* (New York: M.E. Sharpe Inc., 1989). Any library or archives that has holdings of manuscript materials, records, reports, periodicals, dissertations, reference books, rare and unique books, recordings photos, etc., regarding Christian Missionaries in Hong Kong, Macao, and Taiwan, please contact: Christianity in China Book Project, The Ricci Institute for Chinese-Western Cultural History, University of San Francisco, 2130 Fulton Street, San Francisco, California 94117-1080, (415) 666-6401, e-mail: wu@alm.admin.usfca.edu.

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Washington Beat

by Page Putnam Miller

Page Putnam Miller is the Executive Director of the National Coordinating Committee for the Promotion of History (NCC), a coalition of 49 member organizations and 29 state coordinating committees. NCC functions as a central advocacy office and clearinghouse for historical and archival associations by monitoring legislation, issuing alerts, and coordinating strategic efforts at the national level. SAA, represented by its executive director, holds a permanent seat on the NCC Policy Board.

Selection of the U.S. Archivist

There is still no word from the Office of White House Personnel on the appointment of a U. S. Archivist. However, Robert Hardesty, a consultant for the Lyndon Baines Johnson Foundation, who had sought the position of U.S. Archivist for the past year, notified the White House on March 29 that he was withdrawing his name from consideration. Six historical and archival organizations had indicated that if Hardesty were nominated they would oppose his nomination on grounds that he did not meet the legislative requirement of nonpartisan professional. Additionally, both the *Washington Post* and the *New York Times* ran editorials in March expressing concern over the possible nomination of Hardesty, a person with strong political ties, to a position best served by someone with a background of less politics and more scholarship. Hardesty said he asked President Clinton to remove his name from consideration because he wished to avoid further controversy and did not want to be a problem for the administration.

Don W. Wilson stepped down in March 1993, as head of the National Archives and since that time Trudy Huskamp Peterson, the Deputy Archivist, has served as Acting Archivist.

Administration Circulates New Draft Order on Classification/Declassification

On March 17, the National Security Council and the Information Security Oversight Office sent to federal agencies a third draft of a new Executive Order that would significantly reform current policies on secrecy. Responding to President Clin-

ton's April 1993 Presidential Directive to redraft Executive Order 12356, this draft would declassify large amounts of material over 25 years old.

The major breakthrough in this draft is the provision that, "within four years from the date of the issuance of this Order, all classified information more than 25 years old shall be automatically declassified, whether or not it has been reviewed." The enormous backlog of old material has accumulated because of a policy of page-by-page and line-by-line review of all records that have been classified. With this costly policy in effect and with dwindling resources for the systematic review of classified records, large amounts of post World War II records remain classified. Consequently, scholars have not had access to many of the documents crucial to writing accurate and objective accounts of a large part of twentieth century U.S. history.

The March draft would give agencies a grace period of four years to identify records over 25 years old that would cause harm if released. Using seven specific criteria, an agency head may exempt specific information from automatic declassification by preparing a written justification explaining why this information must remain classified for a longer period of time. A copy of the justification would then go to an Inter-agency Security Classifications Appeals Panel that "may direct the agency not to exempt the information or to designate the information for automatic declassification at an earlier date than recommended." There is within the historical profession a major concern that the language in this draft could be diluted during the 30-day period in which agencies have an opportunity to comment on the draft.

A second concern focuses on how the order will be implemented. Most historians who have had an opportunity to examine the draft Executive Order applauded the apparent intent to make available the vast majority of records over 25 years old. Yet there is a lingering fear that the process as outlined in the draft could be diverted. If the exemptions for automatic declassification are too broadly interpreted,

ed, if the requirement for the justification of extensions results in boiler plate language that can be used on vast quantities of records, or if the Inter-agency Security Classifications Appeals Panel fails to scrutinize the exceptions to declassification, then the old system will prevail. The promise of increased openness will not be realized. However, if a good faith effort is made to follow this order and to create a more open climate, after four years, presumably in 1998, all but the most sensitive records that were created during or before 1973 will be opened.

Reauthorization of NHPRC Grants

The five-year authorization for the funding of the National Historical Publications and Records Commission (NHPRC) grants program has expired and reauthorization legislation, needed prior to appropriations legislation, seems finally to be moving forward. Last September, the House passed HR 2139, which authorized annual appropriations for the NHPRC of "such sums as may be necessary" through fiscal year 1998. The Senate amended HR 2139 on March 17, by adopting language that authorizes the NHPRC to receive annual appropriations up to \$6 million in FY 94, \$7 million in 1995, \$8 million in 1996, and \$10 million in 1997. The House is expected to act soon to accept the Senate amendments. The historical and archival organizations will then be focusing on securing current level funding, \$5.25 million, for FY 95 instead of the \$4 million proposed in the President's budget.

Administration Tries to Eliminate FOIA Access to National Security Council Documents

As part of ongoing litigation in the case of *Armstrong vs. the Executive Office of the President*, frequently referred to as the PROFS case, Clinton administration lawyers have recently claimed in federal court that all documents created by the National Security Council (NSC) are presidential records and not agency records. Agency records are subject immediately to the Freedom of Information Act (FOIA).

continued on page 29



World View

World View reports on international archival activities. Those wishing to share information on the work of archives and archivists abroad or to report on their own professional travels should contact World View Editor Thomas Connors, National Public Broadcasting Archives, Hornbake Library, University of Maryland, College Park, Maryland 20742, (301) 405-9255, fax (301) 314-9419, e-mail: tc65@umail.umd.edu.

Berlin Document Center

On July 1, 1994, the U.S. Department of State will turn over control of the Berlin Document Center to the German government. The center maintains a collection of 25 million Nazi Party documents and has been managed by the U.S. since 1946. Before the July exit date the current management hopes to complete microfilming the entire BDC collection. A master microfilm copy will be accessible through the U.S. National Archives. The German government has funded BDC operations since its inception. The German Bundesarchiv will assume responsibility for operations in July.

ICA Section of Professional Associations

Larry J. Hackman, director of the New York State Archives and Records Administration, has been named by SAA President Edie Hedlin to the Steering Committee of the International Council on Archives Section of Professional Associations (ICA/SPA). Hackman replaces Karen Benedict who is now a member of SAA Council. Among the agenda items of ICA/SPA is development of an international code of ethics for archivists; drafting a model constitution for archival associations; and preparation of an international directory of archival associations. The SPA Steering Committee meets twice each year. In 1994 SPA meetings will be in Rennes, France, and Salonika, Greece.

Canadian Advocacy Network

The Association of Canadian Archivists' Advocacy Network has been formed to call on the Canadian archival

cultural heritage communities to lobby for archival and related concerns. The Advocacy Network was initiated last December in the effort to save the City of Toronto Archives Market Gallery from being closed. The Market Gallery, the original site of the city's nineteenth-century City Council Chambers, is the only permanent archival exhibition space in Toronto. Network members and others were rallied to write or fax the Mayor of Toronto to express opposition to the Market Gallery's closure. As a result of prompt action by the ACA Advocacy Network, the Market Gallery was saved. For more information on the network, contact Sharon Larade at (905) 451-4931.

New British Records Center

The Modern Records Center, University of Warwick, Coventry, England, has moved to a new facility. The center maintains collections in the areas of British business and labor history. British Petroleum Company helped fund the construction of the new facility and has relocated its archives from London to Coventry. A separate staff manages the BP archives, the center's collections are maintained by university staff, and the searchroom is operated jointly.

International Council of Nurses

The Centennial History Project of the International Council of Nurses (ICN) is a four-year study conducted by the Center for the Study of the History of Nursing, University of Pennsylvania. Led by Project Director Joan E. Lynaugh, the project is a collaborative effort by nurse historians, historians, and nurse consultants worldwide. The study is investigating the impact of organized nursing as countries around the world became industrialized, nationalized, and radically reorganized through war and changing political and economic alignments. The ICN, an organization of more than one hundred national nursing associations, was founded in 1899. The study examines the ICN's role within the historical and international contexts in which it operated.

Access to Archives Conference in Bellagio, Italy

In early March, twenty-five archivists from Europe, the former Soviet Union, and North America gathered at the Rockefeller Conference Center in Bellagio, Italy, for a conference entitled "Access to Archives." Presentations and discussions addressed a variety of related topics, including privacy, declassification, freedom of information, and the process of providing greater access to newly opened materials. The conference was organized by Acting Archivist of the U.S. Trudy Peterson and Director of the Swiss Federal Archives Christoph Graf. A report on the conference will be published in *Janus*.

ICA Business Labor Archives

The International Council on Archives Section for Business and Labor Archives will hold a conference on "The Oil Industry and the Challenge of Records Management" at Stavanger, Norway, August 21-22, 1994. The two main topics to be addressed at the conference are the use of information technology and the huge volume of documents created by the global oil industry. American Susan Box of Phillips Petroleum will present a paper entitled "Accessing Information: Present Practices and Future Trends at Phillips Petroleum Company."

Labor History Institutions Meeting

Last September, Bob Reynolds of the George Meany Memorial Archives, AFL-CIO, attended the 24th annual meeting of the International Association of Labor History Institutions (IAHLI) held in Copenhagen. Topics discussed at the conference included the networking of European workers' museums; trade union education, especially in Eastern Europe; and problems of access to and automation of labor records. IAHLI's next annual meeting will be held September 21-24, 1994, in Manchester, England. For more information on IAHLI and the meeting, contact Bob Reynolds at (301) 431-5443.

1994 CALENDAR

May 12-14

Midwest Archives Conference (MAC) Spring meeting and workshops, Bismarck Hotel, Chicago. Contact: David Deitz, Archdiocese of Chicago Archives, (312) 736-5150 ext. 25.

May 12-14

Mid-Atlantic Regional Archives Conference (MARAC) Spring meeting and workshops, Ramada Hotel Pennsylvania, New York City. Theme: "From Cobblestones to Crabgrass: Documenting Cities and Suburbs." Contact: John Collard (212) 337-1300, National Archives-Northeast Region, 201 Varick Street, New York, New York 10014-4811.

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, North Carolina 27599-3930.

June 2-3

"APPM and Archival Cataloging: A Workshop in the Practical Application of *Archives, Personal Papers and Manuscripts*," at the Guest Quarters Suite Hotel in Austin, Texas. Limited to 40 registrants. \$250 fee. Lunches and handout material included. Bring your own copy of *APPM* (2nd ed.) for use in the workshop (order copies from SAA at 312/922-0140). Sponsored by the Graduate School of Library and Information Science, The University of Texas at Austin. Contact: David Terry, (512) 471-8806.

June 3-4

Lake Ontario Archives Conference will be held in Buffalo, New York, at D'Youville College. Theme: "Service to the Archival Community." Contact: Mary F. Bell, Buffalo and Erie County Historical Society, 25 Nottingham Court, Buffalo, New York 14216 or call (716) 873-9612.

June 6-11

22nd American Institute for Conservation of Historic and Artistic Works' annual meeting in Nashville, Tennessee. Contact: AIC, 1717 K Street, NW, Suite 301, Washington, D.C. 20006, (202) 452-9545.

June 9-11

28th annual conference of the Association for Recorded Sound Collections, at the New York Public Library at Lincoln Center, New York City. Sessions will focus on music and recordings in many different fields, including classical, popular, and jazz. For registration information, contact Don McCormick, Rogers and Hammerstein Archives, New York Public Library, 111 Amsterdam Avenue, New York, New York 10023, (212) 870-1661.

July 25-29

"Disaster Preparedness and Recovery for Library and Archival Collections," offered by the Institute for Preservation and the Book Arts, a cooperative project of Indiana University Libraries, Lilly Library, School of Library and Information Science, Art Museum, Henry Radford Hope School of Fine Arts, and Division of Continuing Studies, Owens Hall 204, Indiana University, Bloomington, Indiana 47405, (812) 855-6329, fax (812) 855-8997.

August 13-18

"R.I.T. Preservation of Photographs," a seminar on identifying, handling, and storing photographs for archivists, curators, and historians. Contact: RIT/T&E Seminar Registration, Frank E. Gannett Building, 66 Lomb Memorial Drive, Rochester, New York 14623-5604, 1-800-724-2536.

August 19-20

4th Conference of the North American Sport Library Network, Ottawa, Ontario, Canada. Contact: Gretchen Ghent at the University of Calgary, (403) 220-6097.

September 7-11

58th Annual Meeting of the Society of American Archivists, Westin Hotel, Indianapolis. See page 10 for details. Program mailed in May to SAA members. For more information, contact Debbie Mills or Carolyn Aeby at (312) 922-0140.

September 9

Certified Archivist Exam will be administered at the Society of American Archivists Annual Meeting in Indianapolis, and in New York City, Atlanta and Seattle. Applications must be requested by May 25, 1994, and must be postmarked no later than June 10, 1994. For more information, contact Tara Shimandle, Secretariat, Academy of Certified Archivists, c/o 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140.

September 12

International Council on Archives/Provisional Section of University Archives (ICA/SUV) one-day seminar in Lancashire, England, on the documentation of science and technology in an academic setting. Open to ICA/SUV members free of charge and to nonmembers for a nominal fee. Held in conjunction with the 4th European Conference hosted by the British Society of Archivists (see below). Archivists may participate in ICA/SUV if they are ICA individual members or if they represent an institution with an ICA institutional membership. For information about joining the section or attending the seminar, contact section chair Marjorie Barritt, University of Michigan, 1150 Beal Ave., Ann Arbor, Michigan 48109-2113, (313) 764-3482, fax (313) 936-1333, or e-mail: Marjorie.Barritt@um.cc.mich.edu.

September 13-16

British Society of Archivists will host a European conference of archivists in Lancashire, England. Theme: "Archives: Strategies for Success." Plenary sessions include papers on what makes an archives successful; resource management; communications; cooperation; strategic options and international options. For more information contact Bruce Jackson, County Archivist, Lancashire Records Office, Bow Lane, Preston, PR1 2RE England, fax: (0772) 263050.

September 16-17

Scholars, political commentators, and archivists will convene in Portland, Maine, for a two-day conference on issues facing the preservation, use, and accessibility of

the personal and official papers of members of Congress, sponsored by the Margaret Chase Smith Library. Contact: Margaret F. Viens, Conference Coordinator, Margaret Chase Smith Library, P.O. Box 366, Skowhegan, Maine 04976, (207) 474-7133.

September 25-29

39th annual conference of the Association of Records Managers and Administrators at the Royal York Hotel in Toronto, Ontario. Five-day conference registration fee for ARMA members, paid by August 6, is \$560; paid after August 6, \$680. Full fee for nonmembers, paid by August 6, is \$700; after August 6, is \$820. The one-day fee, member or nonmember, is \$315 paid by August 6; \$365 after that. Hotel rate: \$125 Canadian (approximately \$100 U.S.) plus taxes. Contact ARMA International at (913) 341-3808; 1-800-422-2762 in U.S.; 1-800-433-2762 in Canada.

October 12-14

Restoration 94 International Conservation and Trade Event, Amsterdam, The Netherlands. Contact RAI, P.O. Box 77777, NL-1070 MS Amsterdam, The Netherlands, phone 00-31 (0)20-549 12 12.

October 22-23

"Pest, Insect, and Fungus Management: Nontoxic Fumigation and Alternative Control Techniques for Preserving Cultural Historic Properties and Collections." Contact: Susan Schur, Technology and Conservation, 1 Emerson Place, 16 M, Boston, Massachusetts 02114, (617) 227-8581.

October 25-27

2nd annual Latin American Imaging and Information Technology Exhibition and Conference, Sheraton Isabel Hotel and Towers, Mexico City. This year's event expanded to include NOW'94, the first annual Networking, Open Systems, Workstation Exhibition. Also supported by conferences on CD-ROM, Multimedia, and On-Line systems. For more information, contact Rhonda Harden, HBC, Inc., (716) 383-8330, fax (716) 383-8442.

INSTITUTES

Western Archives Institute

8th Annual Western Archives Institute, July 31-August 12, at the Kellogg West Center for Continuing Education on the campus of California State Polytechnic University in Pomona. The Institute is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose job requires a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival knowledge, and those who wish to explore the possibility of an archival career.

The 1994 program will feature David B. Gracy II of the University of Texas at Austin, Graduate School of Library and Information Science as the principal faculty member. Topics will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, managing archival programs and institutions, and several practicals.

Tuition for the program is \$450 and includes a selection of archival publications. Housing and meal plans are available at the Kellogg West Center for additional charges. Enrollment is limited. The application deadline is June 1, 1994. For additional information and an application form, contact: Nancy Zimmelman, Administrator, Western Archives Institute, 201 N. Sunrise Avenue, Roseville, CA 95661, (916) 773-3000, Fax: (916) 773-8249. The Western Archives Institute is sponsored by the Society of California Archivists and the California State Archives.

Preservation Intensive Institute

UCLA is hosting the 1994 Preservation Intensive Institute, July 31-August 5. Three courses will be offered: "The Preservation of Moving Images," "The Politics of Preservation: Realities and Opportunities" and "Beyond the Archives

Wars: Revitalizing Archival Practice and Preservation." Tuition is \$300, and participants are responsible for transportation, lodging, and food. The PII will award ten scholarships of \$750 each to ethnic librarians, or to librarians responsible for ethnic collections. For further information, contact Michelle V. Cloonan at the Graduate School of Library and Information Science, GSLIS Building, 405 Hilgard Avenue, Los Angeles, California 90024-1520; (310) 206-9366; or by e-mail: mcloonan@gslis.ucla.edu.

AWARDS

MAC Scholarships

The Midwest Archives Conference (MAC) has established a \$500 scholarship for minority students interested in pursuing graduate education in archival administration. In order to be eligible for a scholarship, applicants must be a student of African, Asian, Hispanic, Native American, or Pacific Islander descent, currently enrolled in, or accepted into, a graduate, multi-course program in archival administration, and must have a grade point average of at least 3.0 in his/her current academic program. Applicants are not required to be a resident of, or attend school in the Midwest. Applications are available from the Chair of the MAC Education Committee: Eric Pumroy, Head, Special Collections and Archives, IUPUI University Libraries, 755 W. Michigan St., Indianapolis, Indiana 46202, (317) 274-0464. Applications must be postmarked by June 1, 1994. Awards will be announced no later than August 1.

Old Sturbridge Village Fellowship

Old Sturbridge Village, Sturbridge, Massachusetts, announces its fourth Research Fellowship to be awarded to a scholar working in the social history and material culture of rural New England from 1790-1850. The fellowship project need not be limited to rural New England nor to this period, but must relate significantly to the Village's time and place. Fellows will be in residence for six to twelve weeks,

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preferably in the fall or spring semester. Candidates should have significant work and accomplishment in historical, archeological, or material culture scholarship, and be strongly committed to publishing the results of their research. A stipend of \$2,500 will be awarded. For applications and information please contact Jack Larkin, Director for Research, Collections and Library, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, Mass. 01566; (508)347-3362 ext. 298. Deadline for applications is July 1, 1994.

NHPRC Fellowships in Archival Administration: Host Institutions Needed

For the 1995-96 year, the National Historical Publications and Records Commission (NHPRC) is offering two fellowships in archival administration. The Commission is now accepting applications from archival repositories interested in serving as host institutions for the two fellows to be selected. Not-for-profit organizations and institutions, state and local government agencies, and federally-acknowledged or state-recognized Native American tribes or groups are eligible to apply. The two positions will focus on active, hands-on experience in administration and management. The application receipt deadline is September 1, 1994. The fellowship program is jointly funded by NHPRC and the Andrew W. Mellon Foundation.

The Commission views the fellowship program, now in its ninth year, as an opportunity for professional archivists with two to five years of work experience to gain new or additional experience with administrative procedures and problems. Archives interested in applying to serve as one of the two host institutions should be able to expose the fellow to a wide variety of archival administrative experiences, as well as formal management or supervisory training, during the nine to twelve months that the fellow will be working with the host's archival staff. In addition, project directors should be mentors to the fellow, and as such should plan for quality time to be spent with the selected individual. For the 1994-95 fellowship year, the host

institutions are the University of Washington, Seattle, Washington, and the Minnesota Historical Society, St. Paul, Minnesota.

Each fellow's stipend is \$35,000, with a benefit payment of \$7,000. Host institutions are also given \$1,500 to interview prospective applicants and to use for the selected fellow's professional travel during the fellowship year.

The two host institutions will be chosen by December 1, 1994. At that time, application forms for prospective individual fellows will be made available. Individual applications are due March 1, 1995. The two fellows will be selected by the host institutions from the pool of eligible applicants. The fellowships will begin in the late summer or early fall of 1995.

The Commission strongly encourages any interested archives to contact NHPRC staff to discuss their application. Commission staff will work with prospective applicants to assure that their proposals include the range of administrative opportunities desired by the Commission. Prospective institutions should request guidelines and application forms from the NHPRC-NP, National Archives Building, Room 607, Washington, DC 20408. Host applications must be received no later than September 1, 1994. For further information, contact Laurie A. Baty at (202) 501-5610.

Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program. The purpose of this program is to assist researchers by providing financial awards for on-campus work in the Center's archives. awards are normally from \$500 to \$1,000 to defray the cost of travel and lodging. The Center's holdings are composed of the papers of 51 members of Congress, most of whom served in the twentieth century. A wide variety of political and historical issues are well represented.

The program is open to any applicant. Emphasis is given to those doing post-doctoral research in history, political science, and other fields. Graduate students

involved in research for publication, thesis, or dissertation are encouraged to apply.

No standardized form is needed for application. Instead, a series of documents should be sent to the Center, including: (1) a description of the research proposal in fewer than 1,000 words; (2) a personal vitae; (3) an explanation of how the Center's resources will assist the researcher; (4) a budget proposal; and (5) a letter of reference from an established scholar in the discipline attesting to the significance of the research. Applications are accepted at any time.

To obtain more information or to apply, contact: Archivist, Carl Albert Center, 630 Parrington Oval, University of Oklahoma, Norman, Oklahoma 73019, (405) 325-5401, fax (405) 325-6419.

Fulbright Program 1995-96

Professional Librarian/Archivist Award for a practicing librarian to pursue professional work in the United Kingdom; and *Research Librarian/Archivist Award* for a librarian, archivist, or library administrator to undertake a project based at University of Keele, Staffordshire, United Kingdom. Available under the U.K. Fulbright Scholar Program, both awards provide an opportunity for librarians to broaden their professional perspective and enhance cross-cultural skills and insights at a degree-awarding institution or major research library. The purpose of the awards are to promote the exchange of ideas between library staff in the U.S. and the U.K. and to enable participants to acquire knowledge and experience of library work in a different setting.

Application deadline: August 1, 1994. A completed application form, five-page project statement, resume, letter of invitation, and four letters of reference are required. Call (202) 686-7878 to leave a message requesting application materials. If you have questions, contact Karen Adams (202) 895-5393 or write to the following address: United Kingdom Professional Librarian Awards, Council for International Exchange of Scholars, 3007 Tilden St., N.W., Suite 5M, Box N-UKL, Washington, DC 20008-3009.

Washington Beat

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Presidential records are not subject to FOIA requests until five years after a President leaves office. Past administrations and their staffs have conceded that the NSC creates both presidential and agency records.

Armstrong vs. the Executive Office of the President originated in the last days of the Reagan administration when some researchers and public interest groups filed suit to prevent Reagan's NSC staff from erasing its electronic mail. Hoping that the administration's position will prevail in the courts, President Clinton has already ordered the NSC to create its own, separate disclosure review process. However, from the plaintiff's point of view, such a process would not provide the same legal avenues for enforcement of disclosure provided by FOIA. The administration's apparent intent to depart from the policy of previous administrations threatens to restrict public access to the records of the NSC.

In June the plaintiffs in *Armstrong vs. the Executive Office of the President* will be filing with the Court a response to the Clinton administration's recent brief on the status of NSC records.

NCC Testifies at National Archives Budget Hearings

On March 23, Page Putnam Miller testified on behalf of the National Coordinating Committee for the Promotion of History (NCC) member organizations before the Subcommittee on the Treasury, Postal Service, and General Government of the House's Appropriations Committee, which had called a hearing to give outside witnesses an opportunity to comment on the President's proposed FY 95 budget for those agencies and programs under the committee's jurisdiction. The Clinton administration's attempt to trim the budgets of all federal agencies comes at an unfortunate time for the National Archives and Records Administration (NARA). The President's \$200,898 million funding request for NARA is \$5 million above the agency's FY 94 level, but all of the additional funds are earmarked for payment on the construction loan for Archives II, the new archival facility in College Park, Maryland, which will be dedicated on May 12. The proposal actually reflects a \$2.4 million reduction in personnel expenditures and a \$1.7 million reduction in administrative expenditures.

The NCC requested that the FY 95 NARA budget include \$5.25 million beyond the administration's proposal. Over the last decade NARA has been repeatedly asked by Congress to do more with less. The agency is reaching the point where service could be seriously impaired. The amount requested would include \$1 million for additional reference staff at Archives II. With the opening of Archives II, NARA will double its research facilities. It is unrealistic to expect these records to be adequately serviced without an increase in reference staff. Just as serious is the need for additional records appraisal archivists. One of NARA's most important tasks is the appraisal of all federal records to determine which merit preservation and which should be destroyed. The NCC request of \$3 million would allow the hiring of 56 new records appraisal staff to enable the Archives to fulfill its legislative mandate to provide guidance and support to all federal agencies in the identification, scheduling, and transferring of historically valuable records. Finally, the NCC requested an additional \$1.25 million for the NHPRC to maintain its grant program at the current level of \$5.25 million. The President has recommended \$4 million for NHPRC, a 23 percent cut.

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New Member Roster

The following new members joined the Society of American Archivists during February and March. Welcome to SAA!

Individual Members:

Acton, Michael *Student*
 Allchin, Barbara M. *Student*
 Allen, David Grayson
Harvard Graduate School of Education
 Ambrose, Jennifer
SUNY at Albany
 Anderson, Susan K.
Pennsylvania Hospital
 Aoyama, Hideyuki
The Archives of Hokkaido
 Atkins, David *Student*
 Austen, Barbara *Student*
 Barber Jr., Charles J. *Student*
 Barden, Eric K. *Student*
 Barrancotto, Cynthia *Student*
 Bernard, Linda
Hoover Institution
 Borkowski, Kathryn *Student*
 Bullard, Anne *Student*
 Burgess, Kelly Dee *Student*
 Cherney, John J.
 Coffey, Kimberly D. *Student*
 Cooper, Jim
 Coyle, Georgen
 Cullen, Dorsey
 Cunningham, Joan
Indiana State Archives
 Cutter, Richard
Hoosier Filing and Storage System
 deMuele, Marah
 De Sa Rego, Stella
University of New Mexico
 DeVines, Victoria M.
 Dedenroth-Schou, Birgitte
Kolding Stadsarkiv
 Dickerson, Elizabeth *Student*
 Dooley, James J.
 Edwards, Rhianna H.
 Erdel, Timothy Paul
 Fahey, Susan
 Filippi, Christopher *Student*
 Fishman, Karen J. *Student*
 Floor, Kristen L.

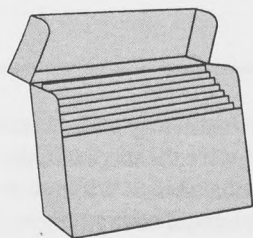
French, Robert B.
World Bank
 Frizzell, George
Western Carolina University
 Galuppo, Sheron M. *Student*
 Gilpin, Melinda
Otterbein College
 Grac, William M.
 Griesacker, Adele
College of Notre Dame
 Gumm III, James *Student*
 Halpern, Anne
 Hamilton, Charles R.
Houston Metropolitan Research
 Harkins, Michael
Barrington Area Historical Society
 Harmon, Martha *Student*
 Hawthorne, John B. *Student*
 Heitmann, Joy McGee *Student*
 Hellinger, Richard
 Henry, Khristi Elkins *Student*
 Hernandez, Pedro J.
Hunter College
 Himphill, James B.
 Hoffmann, Anthony R. *Student*
 Horn, Christina M. *Student*
 Huntsman, Mary T. *Student*
 Jackson, David *Student*
 Jackson, Jo
 Jankowski, Margaret M. *Student*
 Januzik, Khristine
 Johnson, Karen
Rosary College
 Johnson, Margaret
Naval Aviation Museum Foundation Incorporated
 Katz, Esther
New York University
 Keane, Stephen
U.S. Department of the Interior
 Kelley, Sheri *Student*
 Kemp, Thomas J.
University of South Florida
 Kennedy, Kathleen *Student*
 Krueger, Heidi A.
 La Fantasie, Maxine M.
New York University
 Lamkin, Lucy
 Lane, Robert W. *Student*
 Langford, Nancy *Student*
 Lannon, Kathleen
 Lashley, Erik P. *Student*

Lenze, James
Roseville Public Library
 Lesh, Nancy
 Liggett, Louise H. *Student*
 Lovitz, Hope Allyson *Student*
 Maass, Christel T.
 MacInnis, Jamie A. *Student*
 Matousek, Irene
 McNaughton, Ethel *Student*
 Mears, Michelle M.
Scott White Archives
 Mellone, James J.
SUNY at Binghamton
 Melton, William M.
REB Steel Equipment Corporation
 Meyers, Thomas B.
 Milosavljevic, Katarina *Student*
 Mitchell, William F.
 Moloney, Richard R.
Benjamin Moore and Company
 Morris, Teresa *Student*
 Moureaux, Lily Solmsen
 Muffler, John P.
 Narbeth, Pamela *Student*
 Naylor, April D. *Student*
 Nolen, Anita L.
 O'Connor Wright, Laura *Student*
 Ostermann, Stephanie
 Park, Sueyoung *Student*
 Pearsall, Arlene Epp *Student*
 Perkins, Carol J.
Northwestern University
 Pryor, Jacqueline J.
 Quigel, James
Rutgers University
 Radovich, Carol
 Raia, Jo-Ann
Town of Huntington
 Ramos, Tracy A. *Student*
 Renner, Charlene
Western Michigan University
 Richter, Wendy
Ouachita Baptist University
 Riddle, John S. *Student*
 Ridge, Natalie
Massachusetts State Transportation Library
 Rogers, Ben *Student*
 Roth, Steven
 Sanders, Julia *Student*
 Schultz, Diane *Student*
 Sigrist RSM, Sr. Helen
Sisters of Mercy Baltimore

Slaybaugh, Susan J.
 Small, Jennifer *Student*
 Smith, Edith
 Spiller, Virginia S.
Old York Historical Society
 Stanley, C. Vaughan
Washington & Lee University
 Stewart, Paula Ann
Amon Carter Museum
 Strapko, Maureen A. *Student*
 Strong, Steven
Houston Public Library
 Telfeyan, Madeleine
Rhode Island Historical Society Library
 Texley, Carolyn J.
The Lincoln Museum
 Thomas, Michelle M. *Student*
 Tinkham, Sandra Shaffer
 Underwood, Lynn
 Wahl, Norman
 Wallace, David *Student*
 Weaver, Marsha
Martin County Library
 Wells, Diane T.
Diocese of Olympia
 Welton, Virginia *Student*
 Westfeldt, Cathy *Student*
 Wharton, Debra *Student*
 Williams, Elaine W.
Atlanta University Center
 Winterbottom, Jim
 Witte, Pamela *Student*

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 Westpac Group Archives



Professional Opportunities

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

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

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

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

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

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

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

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

HEAD, SPECIAL COLLECTIONS/ UNIVERSITY ARCHIVES

The Library at the University of California, Irvine invites applications for the position of Head of Special Collections/University Archives.

PRIMARY RESPONSIBILITIES: Under the general direction of the AUL for Collections, this position is responsible for administering two departments, Special Collections and the University Archives. Formulates, administers and evaluates policies, procedures and budgets relating to acquisitions, arrangement and description, reference and access and preservation of the collections; develops the collections; promotes the use of the collections and archives and provides specialized reference services; develops patron and colleague relationships; develops donor relations in cooperation with the Library Development Officer; prepares exhibits; supervises professional and support staff in the two departments. Responsible for focusing collection policies and building on collection strengths and opportunities for growth. Other responsibilities include: planning and implementation of innovative technology-based solutions to achieve dual goals of preservation and access to archival and special collections; representing the library in the UC/Stanford system wide special collections/archivists consortium. Participates in library-wide planning and policy making.

QUALIFICATIONS: (Required) ALA-accredited MLS degree or equivalent degree; extensive experience and knowledge of the arrangement and description of special collections materials, standards of bibliographic control and preservation and archival principles and practices; demonstrated knowledge of the rare book trade, as well as domestic and foreign publishing; evidence of a strong commitment to public services; progressively responsible administrative experience in an academic or research library with demonstrated management, analytical and planning skills; outstanding oral, written and interpersonal skills; knowledge of computer applications in special collections and archives; reading knowledge of German, French, Italian, or Spanish; demonstrated knowledge of current scholarship in the field of rare books and manuscripts and the research methods employed; and evidence of professional and scholarly activity. (Highly Desired) Supervisory experience; significant experience with fund raising, grant writing and donor/public relations; knowledge of Greek or Latin; related additional advanced degree.

Appointment will be in the Librarian Series at the Associate or Librarian rank. Salary is commensurate with qualifications and experience within a range of \$38,496-53,856 (Associate Librarian III-Librarian III). UCI provides a generous benefits package equal to approximately 40% of salary; excellent retirement system. Screening of applications will begin May 15, 1994.

To apply, send your letter of application, complete resume, and names of four references to: **Lisa Behrens, Library Personnel Office, UC Irvine, P.O. Box 19557, Irvine, CA 92713. Telephone: (714) 856-7115; FAX (714) 725-2472.** In compliance with the Immigration Reform and Control Act of 1986, all persons will be required to show proof of their identity and right to work in the U.S.

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Professional Opportunities

PROJECT ARCHIVIST

*Vermont Historical Society
Montpelier, Vermont*

Two-year, NHPRC-funded project to process selected manuscript collections of national importance. **Duties:** Arrange collections, write finding aids, and catalog using MARC-AMC format and microcomputer, develop processing manual, work with volunteers, write summary of collections processed for publication. **Qualifications:** MLS degree with one year of archival experience or archival certification; or BA with four years of archival experience or two years of archival experience and certification. Experience using the MARC-AMC format and OCLC is highly desirable. Good organizational and communication skills, knowledge of archival preservation techniques, and ability to work independently and supervise untrained volunteers desirable. Starting salary is \$22,500, plus generous benefits. This position is expected to become permanent at the conclusion of the project. Women and minorities are encouraged to apply. EOE. Send letter of application, resume, and the names, addresses, and telephone numbers of three references by June 15, 1994, to: Paul A. Carnahan, Librarian, Vermont Historical Society, 109 State Street, Montpelier, Vermont 05609-0901.

LIBRARIAN II

(or LIBRARIAN II on training basis)

*Schomburg Center for Research in
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The New York Public Library
New York, New York*

Archives and Rare Books Division.

Hours: Monday-Friday 9:00 a.m. - 5:00 p.m. or 10:00 a.m. - 6:00 p.m., schedule subject to change. Evenings and Saturdays as required. **Salary:** \$29,169 per year, minimum. **Eligibility requirements:** Master's degree from an ALA-accredited library school. Archival training, plus two years of relevant professional experience in manuscripts collections is required for appointment to

the Librarian II level. Background in the humanities with substantial knowledge of MARC-AMC and experience in cataloging manuscript collections in RLIN. Other skills and abilities pertinent to the position include a reading knowledge of at least one modern foreign language, preferably French or Spanish, and a working knowledge of WordPerfect. Strong oral and written communication skills required. **General description:** Under the direction of the Assistant Chief Librarian for the Manuscripts, Archives, and Rare Books Division, is responsible for arranging, describing, and cataloging manuscript collections. Daily responsibilities on divisional public service desk providing related reference and information services in response to personal and telephone requests in addition to written reference assistance. Performs related duties as required. **To apply:** Send a resume with cover letter to: Human Resources Department/KP-SCM, The New York Public Library, 8 West 40th Street, 2nd Floor, New York, New York 10018. EOE.

ASSISTANT UNIVERSITY ARCHIVIST

*Northwestern University Library
Evanston, Illinois*

Responsible for arrangement and description (processing) of official university records of enduring value and papers of faculty, administrators, staff, students, and alumni. Supervises and coordinates student assistants. Responsible for administering and servicing collection of 250,000 photographs and all other non-textual records held by the University Archives. Engages in acquisitions and field work that often entails some physical labor. Provides user services as needed. Prepares and mounts exhibits. Carries out other duties as assigned. **Qualifications:** Master's degree in history, archival administration, library science or other field related to archives, or equivalent previous archival training and experience. Certified Archivist (CA) or willingness to prepare for and take the archival certification

examination. Some familiarity with archival automation. Excellent communication and interpersonal skills. Willingness and sufficient physical strength to work with archival materials in bulk.

Salary: \$25,500 minimum. **Availability:** Applications must be received by June 15, 1994. Send letter of application and resume, including names and addresses of three references to Peter Devlin, Personnel Librarian, Northwestern University Library, 1935 Sheridan Road, Evanston, Illinois 60208-2300. Northwestern University is an Equal Opportunity/Affirmative Action Employer. Employment eligibility verification required upon hire.

HEAD, ARCHIVES AND SPECIAL COLLECTIONS

*Library Center for Knowledge
Management*

*University of California
San Francisco, California*

The University of California, San Francisco, seeks applications from innovative, experienced individuals for appointment as Head, Archives and Special Collections. The individual is responsible for planning and administering all aspects of the archival program and delivering public services for the historical, rare and East Asian collections. The archival and manuscript collections contains 2,600 linear feet. Other special collections include 15,000 rare and valuable books, a 16,000 volume East Asian collection, and pictures, photographs, memorabilia, and artifacts. The Library has responsibility to develop, maintain and service the archives for the University of California, San Francisco (UCSF). The Library seeks outside funding to support the development of collections relevant to historical research and that document the health care environment in San Francisco and the Bay Area. Recently, the library was awarded a second grant from the National Historical Publications and Records Commission to create an archive of the AIDS movement in the community. UCSF is a health sciences university. The schools of Dentistry, Medicine, Nursing and Pharmacy and the Graduate Division award advanced professional and research degrees in the basic, natural and behavioral sciences related to

health. As part of the Graduate Division, the History of the Health Sciences department offers academic courses and degrees. Long renowned for the depth and breadth of its collection of the printed record of research and scholarship in the health sciences, the UCSF library is developing innovative programs that will more effectively integrate it into the scientific communication and education processes, and position it as a focal point on campus for knowledge based applications of information technology. There are three major programmatic divisions: (1) Information Resource Services; (2) Center for Knowledge Management; and (3) the Interactive Learning Center. The Head, Archives and Special Collections reports to the Deputy Director and will: serve as a member of the library and departmental management teams with specific responsibilities for archives; manage the acquisition, processing, indexing, and public service for the archives; manage the acquisition, processing, indexing, and public service for the archives and manuscript collections; write grants and seek other external support for the development of archive collections; prepare and assemble exhibits; and coordinate gifts to the collection. **Qualifications** include a master's degree from an ALA-accredited school of library science or equivalent degree, formal training in archives, and familiarity with archival automation. Ability to communicate effectively, orally and in writing, to work in a team setting, experience managing staff, 3-5 years work experience in archives. Knowledge of the literature of the history of health sciences and reference experience preferred. This is an academic position in the Librarian series. Retention and promotion are predicated on professional competence and quality of service within, and professional activity outside the Library; University and public service; and research and other creative activity, including teaching and publication. This position is represented by a bargaining agent. Appointment will be to the Librarian series, Assistant Librarian/Associate Librarian rank (salary from \$28,868 to \$50,496 p.a., depending on qualifications). **Application deadline:** open until filled. Address letter of application with resume and the names of three references

to: Uli A. App, Interim Manager, Financial and Human Resources, UCSF Library, San Francisco, California 94143-0840. AA/EOE.

ARCHIVIST

*Family Rosary, Inc.
Albany, New York*

International religious organization seeks an experienced archivist to establish an archives and records management program. Responsibilities include organizing and processing records accumulated during the organization's 50-year history of worldwide activity and establishing policies and procedures for managing both archival and current records. Full-time position for approximately two years.

Qualifications: Graduate archival education and at least 2-3 years experience. Familiarity with Catholic religious organizations and Spanish language a plus. Excellent benefits and working conditions. Salary commensurate with experience. Position needs to be filled as soon as possible. Send resume with cover letter and salary requirements in confidence to: Executive Director, Family Rosary, Inc., 4 Pine West Plaza, Albany, New York 12205-5520.

ARCHIVIST

*West Virginia State College
Institute, West Virginia*

Available: July 1, 1994. **Duties:** Two-year temporary appointment to appraise, arrange, describe, and catalog the papers of former President John W. Davis. The archivist will report to the Director of the Library and will recommend policy, will develop procedures for processing the Davis papers and will be responsible for preparing reports in conjunction with these duties. The successful candidate may be considered for permanent employment.

Qualifications: Master's degree from an ALA-accredited program with an emphasis on archival management and control. A minimum of three years of full-time experience working in an archives is required. Knowledge of USMARC format for archival and manuscripts control and familiarity with OCLC is essential. Prefer candidates with undergraduate or graduate

degree in History. Evidence of professional activity. Excellent oral and written communication skills; excellent planning, analytical, and conceptual skills. **The Setting:** West Virginia State College is an historically African American College which has evolved into a fully accessible, racially diverse, multi-generational institution. It is the largest institution of higher education in the Charleston, West Virginia, metropolitan area (the site of state government), with an annual enrollment of approximately 5,000 students. **Salary and benefits:** This is a twelve-month appointment. Salary is competitive. Standard state benefits of annual leave, sick leave, and TIAA/CREF retirement plan. **To Apply:** Send application letter, resume, and the names, addresses, and telephone numbers of three references to: The Personnel Office, West Virginia State College, Campus Box 173, Institute, West Virginia 25112-1000. **Deadline:** Priority consideration will be given to applications received by May 15, 1994. Review of candidates will continue until the position is filled. An Equal Opportunity/Affirmative Action Employer.

ARCHIVIST

*Walker Art Center
Minneapolis, Minnesota*

Walker Art Center, an internationally renowned museum of contemporary art, is seeking an archivist to help define, develop, and administer its archives under a two-year grant. The archives include institutional records and papers, photographs, audio/video tapes and films and posters. The archivist will survey, describe, and catalogue collections, develop record definitions and schedules, supervise two assistants, and develop a reference access to the archive. **Qualifications** include MLS or MA with concentration in archives administration, arrangement, and descriptive practices, strong organizational, written and verbal skills, expertise in storage, preservation, and transfer of magnetic media, and experience in creating MARC-AMC records. Art history knowledge helpful. Two years practical experience in archival administration preferred. **Salary:** \$25,037 - \$30,545, commensurate with experience;

Professional Opportunities

excellent benefits. Send letter, resume, three professional references to: Human Resources, Walker Art Center, Vineland Place, Minneapolis, Minnesota 55403. EOE.

PROJECT ARCHIVIST

WGBH

Boston, Massachusetts

One-year, NHPRC-funded position at WGBH available starting May. Responsible for arranging and describing core institutional records. Ideal candidates should have an MS/MA degree in history or library science with concentration in archives management and two years experience in arrangement and description work. Knowledge of public broadcasting/television helpful. Send resumes to: WGBH, Human Resources Department (94-0110), 125 Western Avenue, Boston, Massachusetts 02134. EOE.

PROJECT ARCHIVIST

Old Sturbridge Village

Sturbridge, Massachusetts

One-year, NHPRC-funded position to arrange and describe New England manuscript collections and museum institutional records. **Responsibilities:** Process and describe records; produce finding aids. **Qualifications:** MLS or MA in history or related subject; experience in archives and manuscript collections work; organizational and writing skills; microcomputer experience. Competitive salary and benefits. Send letter of application, resume, writing sample, and names of three references to: Personnel Officer, Old Sturbridge Village, Sturbridge, Massachusetts 01566.

ARCHITECTURAL RESOURCES LIBRARIAN

Tulane University

New Orleans, Louisiana

The Architectural Resources Librarian serves as curator of Southeastern Architectural Archives and is also responsible for collections development of the Tulane University library's architectural holdings.

The holder of the position reports to the Assistant University Librarian for Special Collections and works collegially with other members of the Special Collections. Noted as one of the top three architectural archives in the U.S. (*Forbes* magazine), the Southeastern Architectural Archive was established as a separate entity in 1978. The Architectural Archive houses over 200 individual collections containing significant architectural drawings, project records, and extensive holdings of photographic and three-dimensional materials. The bulk of the collection dates from the mid-1800s to the present. The Southeastern Architectural Archives is a member of the International Confederation of Architectural Museums. The Architectural Resources Librarian supervises one library assistant and a number of student assistants. There is a close working relationship with the School of Architecture.

Required: MLS with archival emphasis and/or equivalent training or experience in archives and/or professional degree in architecture or degree in architectural history or related field; strong organizational and communication ability. **Preferred:** Familiarity with information technology; knowledge of Louisiana and Gulf South architectural history. **Level:** Librarian II (beginning at \$26,700) or Librarian III (beginning at \$29,000). Twelve-month appointment with 22 vacation days; excellent general benefits including tuition waiver for self and/or dependents. Review of applications will begin May 15, 1994, and will continue until the position is filled. Send letter of application, resume, and names, addresses, and telephone numbers of three references to: Melanie Hughes, Administrative Associate, Howard-Tilton Memorial Library, Tulane University, New Orleans, Louisiana 70118. Tulane University is an Equal Opportunity/Affirmative Action Employer.

FACULTY POSITIONS

School of Information and Library Studies

The University of Michigan

Ann Arbor, Michigan

We invite candidates from all disciplines who have a commitment to research and education related to information systems and services to consider a faculty position

at the University of Michigan School of Library and Information Studies. We seek applicants for broad-based faculty positions in both junior and senior levels who can assist us in providing leadership to educate the information professional for the 21st century. These individuals are expected to contribute to the school's emerging research agenda directed toward creating federated digital information environments of the future, including libraries and archives. **Candidates should possess:** A doctorate degree or equivalent research experience. Evidence of potential for excellence in innovative teaching and in conducting multi-disciplinary, user-centered, experimental research in the creation and evaluation of new information systems and services. Evidence of potential for directing or participating in sponsored programmatic research. **Please send cover letter and resume to:** Robert M. Warner, Chair, Search Committee, The University of Michigan, School of Information and Library Studies, 550 E. University Avenue, Ann Arbor, Michigan 48109-1092. Applications will be accepted until the positions are filled. The University of Michigan is an Equal Opportunity/Affirmative Action Employer.

SPECIAL COLLECTIONS LIBRARIAN

Montana State University

Bozeman, Montana

Available July 1, 1994. FY, tenure-track, Assistant or Associate Professor, \$35,000 minimum. **Required:** MLS from an ALA-accredited institution; a second graduate degree; appropriate experience in special collections environment; demonstrated ability to communicate effectively, orally and in writing. The successful candidate will demonstrate the ability to relate to various constituents, including co-workers, administrators, patrons, and donors in an academic environment. **Preferred:** Training or experience in an archival organization and management, preservation, or records management; experience in computer applications in libraries; successful experience in grant writing/fund raising. For complete description, call (406) 994-3119. **To apply:** Send letter of application addressing the above qualifications along

with a resume and names, addresses, and telephone numbers of three current professional references to: Special Collections Librarian Search Committee, Office of the Dean, MSU Libraries, Montana State University, Bozeman, Montana 59717-0332. Screening begins June 15, 1994, continuing until a suitable candidate is hired. At the final stage, additional material may be requested. ADA/EOE/AA/Veterans Preference. Claim veteran's preference or request accommodation from HR/AA, MSU, Bozeman, Montana 59717, phone (406) 994-2042; TDD (406) 994-4191.

PROJECT ARCHIVIST

*Pueblo Grande Museum
Phoenix, Arizona*

Eighteen-month, grant-funded position begins September 1, 1994. **Duties:** Appraisal, arrangement and description (APPM) of archaeological museum archives; creation of database; train, supervise intern and volunteer participants. Assist in developing policies, procedures. **Requires:** Master's in Archival Science, Library Science, anthropology, or history, 12 hours graduate coursework in archives, or equivalent education and experience; proficiency in automation, MARC-AMC format. **Desired:** Experience with archaeological project records, oversized documents. Excellent communication, supervisory, and organizational skills necessary. Competitive salary, benefits. Send letter of interest, resume by July 15, 1994, to: Holly Young, Pueblo Grande Museum, 4619 East Washington Street, Phoenix, Arizona 85034.

APPRAISAL ARCHIVIST

*Harvard University Archives
Cambridge, Massachusetts*

Reporting to the Associate Curator for Records Administration and Planning, this position is responsible for the inventory, analysis, appraisal, and disposition of the University's official records, including permanent records designated for archival retention and temporary records managed through the University's Records Center. For a more detailed position description, call Laurie Sletten at (617) 495-2461.

Requirements: Graduate degree, preferably in archives administration or library science. Two years archival or records management experience in an institutional setting, with experience in archival appraisal process or records analysis function. **Send resume to:** Malcolm C. Hamilton, Personnel Librarian, Wadsworth House, Cambridge, Massachusetts 02138.

COLLECTIONS CATALOGER - ANTIQUITIES

The Getty Center for the History of Art and the Humanities

Santa Monica, California

Getty Center has opening for Collections Cataloger - Antiquities. Reports to the Head, Collections Cataloging. Oversees processing of archival collections, primarily photographic materials but also textual manuscripts, with primary responsibility for Ancient period. Supervises several part-time help, manages databases, creates RLIN records, serves as subject specialist. **Requires:** Graduate degree in ancient art history, archaeology, classics, or related field, ALA-accredited MLS with training in archival management, or equivalent combination of training and experience; 2-3 years experience processing archival materials; reading knowledge of two European languages (Italian, German, French preferred), knowledge of Ancient Greek or Latin desirable; proven ability to apply knowledge and research methods to assessment of resource materials; micro-computer experience; strong communication, organizational, and interpersonal skills; strong attention to detail. **Preferred:** Familiarity with AMC or VIM cataloging; supervisory experience. **Hiring salary range:** \$33,300 - \$38,800. Excellent benefits. Send letter of application, resume, and names, addresses, and telephone 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. Position available July 1, 1994. Applications received by May 20, 1994, will receive first consideration. No phone inquiries please.

PROJECT ARCHIVIST

*Fuller Theological Seminary
Pasadena, California*

Responsibilities: Fuller Theological Seminary, Pasadena, California, seeks a full-time, thoroughly experienced archivist for a one-year project, involving the processing of materials related to the Pentecostal and charismatic movements. Subject to a consultant's recommendations, processing will also include disposition of a large quantity of commercial radio broadcasting recordings from the "Old Fashioned Revival Hour" by Charles E. Fuller. Duties to include survey, arrangement, and description of papers related to Swedish and Italian immigrant Pentecostals as well as those of David DuPlessis, Joseph Mattson-Boze, and Francis Ure, major and minor figures in these movements. Timely production of finding aids according to nationally accepted procedures is expected. So is mentoring a full-time archival associate who, following the project year, will revert to half-time status as the ongoing institutional archivist. **Qualifications:** Significant and appropriate experience and training, along with a suitable master's degree, are expected. Certification by the Academy of Certified Archivists welcomed. Prior involvement with religious archives a plus. Familiarity with the Pentecostal, charismatic, and evangelical movements quite essential. Ability to speak and write clear English is assumed, and skills at logical thinking are a must. Must be self-directed yet communicative and team oriented. Familiarity with MARC-AMC protocols and OCLC is expected. **Salary:** \$30,000 plus benefits. **Contact:** The position runs from July 1, 1994, through June 30, 1995. Some adjustment of the project year may be possible. A hiring decision will likely be made by mid-May 1994. Persons interested should send a resume including the names, telephone numbers and current positions of personal and professional references to Prof. Russ Spittler, Fuller Seminary, Pasadena, California 91182, phone (818) 584-5308, fax (818) 584-5321.

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