



The Society of
American Archivists

Archival Outlook

July 1994



Pennies from Heaven . . .

The book-keeping department of the Augustana Book Concern, Rock Island, Illinois, in October of 1899. As the official church publishing house of the Evangelical Lutheran Synod, the Book Concern printed and distributed books, pamphlets, and periodicals in Swedish—and later in English—from 1889 to 1962. (Photograph courtesy of the Evangelical Lutheran Church in America Archives)

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

JOHN A. FLECKNER
Presidential Address
1990

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President's Message

by Edie Hedlin

Time to Consider a Dues Adjustment

SAA Council's June meeting covered many issues of significance to the membership, but one topic—money—predominated. The news, my friends, is not pleasant, but merits our attention. We have moderate financial concerns which, if left unaddressed, could lead to trouble. Simply put, our budget forecasts for the next fiscal year (July 1, 1994 - June 30, 1995) suggest enough of a drop in revenue that even after considerable expense trimming, we expect to run a deficit.

How much of a deficit? The current projection is \$75,000. How come? Well, the reasons are multiple, but in a nutshell the Society does not anticipate income for next year at the same high level as in the recent past. The fact that membership and dues remain strong and growing is good news. On the other hand, we expect dramatic drops in two areas—grant revenue and publication sales. Combined these total about \$120,000. Certainly the termination of the National Endowment for the Humanities preservation grant was a predictable event, but it comes at precisely the time when a steady rise in publications sales seems ready to reverse. Sales remain solid, especially for the SAA-published titles at the heart of our program, but we expect a decline in the market for the sales of books we acquire from other sources.

Serious belt-tightening might have permitted absorption of either one of these events, but together they present a challenge. In fact, as we began assembling the budget, we saw this loss of income combine with modest rises in some expense categories (such as annual-meeting costs, postage, cost of living, and insurance). Even with extensive fine-tuning by the SAA office, it appeared that a "business as normal" budget would leave us with a deficit of more than \$120,000. Because so great a

loss would surely erode the financial ground on which we stand, the executive director and treasurer developed alternatives for the Council to consider. After considerable deliberation, Council approved a budget that would go into a deficit not to exceed \$75,000.

Why \$75,000 instead of zero? Well, a zero-deficit budget would require broad cuts in SAA operations and services and undermine our ability to maintain our strength. It would require the cutting of staff positions and programs at the very time when we can see momentum building in membership development and educational programs.

Luckily, SAA's prudent efforts in recent years to build a nest egg for just such occasions makes it possible to avoid such Draconian measures. That is, we have built our reserves to a point where they can cover this deficit as we locate additional revenues and limit expenses. Moreover, we have earmarked about \$15,000 of the anticipated deficit to support membership development efforts which, if successful, will increase our membership base and strengthen future financial resources. In short, we are willing to incur some deficit now to invest in the Society's long-term financial health.

This brings me to the remaining deficit. While we do have reserve funds and can therefore cover our costs this coming year, it is certainly incorrect to assume that: a) we have endless reserves and can continue deficit financing; or b) we can eliminate such amounts from future budgets without major reductions in member services. The SAA staff and treasurer have spent nearly two months poring over every aspect of the budget to cut every item possible without compromising operations and services. The fact is that our problem is more one of revenue than one of expenses—our expanding publication sales have been supporting activities that otherwise should have been

borne by membership dues. In short, it is time to consider a dues adjustment.

SAA is coming to the end of the fourth year since the last dues increase. Timing alone suggests that revenues and expenditures may be moving out of sync. To monitor those two lines, in 1990 the Society mandated a regular review of our financial health, which for the last two years has been conducted by the Dues Review Committee (DRC). Last year's report, in essence, was, "We are okay for now, thanks to strong meetings and publications." This year's report is, "We came through 1993-94 okay, but we have seen the writing on the wall."

The DRC reports from both years have shown that a large proportion of the members pay significantly less in dues than the cost of basic membership services. In light of these fiscal realities, Council has voted to recommend a dues adjustment for the membership to consider at the annual business meeting in Indianapolis this September. The proposal would increase most membership categories by \$10 per year, except for students, which would rise \$5, and the two highest income categories (earning \$50,000 and above) which would rise by \$15. Although our crystal ball does not have 20-20 vision, we believe such an increase should provide a solid base and enable us to avoid the difficulties we encountered in the 1980s, when we waited ten years before raising the dues.

We know that to sustain services over time, membership organizations must adjust the dues to meet the times. SAA has been, is now, and will continue to be not just a good value, but an increasingly effective voice for the archival profession. Let us know if you have any questions. I, Council, and particularly your treasurer, William Maher, stand ready to address any concerns that you might have.



from the Executive Director

by Susan E. Fox

Full Service for the Archival Dollar

In my first few months as Executive Director I have given much thought to leadership. It is clear that among the many benefits SAA provides its members, leadership is foremost. Through its leadership activities SAA enables archivists to not just survive, but to succeed and indeed thrive through these especially challenging times. Leadership spurs us into achieving the seemingly unachievable, into collectively envisioning a future, into acting together as a community and celebrating our common bond. Leadership understands and values joy, hard work, tenacity, and perseverance. Leaders are everywhere among us, they are our ancestors, ourselves, our descendants.

In order to fully understand SAA's capacity for leadership, it was necessary first to take stock of where SAA has come from, to assess where we are today, and to imagine where we can be tomorrow. By examining the Society in this context we can better assess our achievements against our ambitions. How much progress have we made? How far do we have to go? Council recently addressed some of these issues at its annual Planning Day, and these issues provide important guideposts to the ongoing work of the Society.

Among the issues discussed, one fact dominated all others, and that is SAA's burgeoning growth over the course of the past five years. Membership has increased by 13 percent and continues to rise. In response to member demand, we now offer an incredible profusion of sections, roundtables, committees, boards, representatives, you name it, all created to accommodate and encourage professional exchange and debate. At the same time, we are actively supporting emerging archivists through a successful new mentoring program, new student chapters, and the seven-volume *Archival Fundamentals Series*.

We are more active than ever before in national and international outreach efforts. As a result, we are a respected voice in Washington and our influence

continues to grow overseas. We played a key role in defining an Automated Records and Techniques curriculum, establishing *Guidelines for the Development of a Master's of Archival Studies Degree*, and initiating a certification process. We set the standard in preservation management training with our pioneering and comprehensive national training program. We are in the process of developing a set of case studies on information technology issues. We sponsor and facilitate 25-30 workshops each year, based on member needs and interests. Since 1989 we have introduced 11 new topics ranging from "Digital Imaging Technology" to "Dealing with People on the Job."

We have made progress in putting the *American Archivist* back on schedule. We have established a separate Editorial Board for the journal and a Publications Board for non-serial publications. Over the course of the past five years we have also successfully increased titles listed in the SAA publications catalog by 46 percent—all titles are actively marketed and maintained in inventory. *Archival Outlook* newsletter is 66 percent larger and regularly includes valuable inserts. The *SAA Yellow Pages*, our membership directory, now includes both individual and institutional members, contains an introductory reference section, an institutional index, and three new appendices. We have adopted a more professional graphic image with a dynamic new logo and redesigned stationery, promotional materials, and publications.

Today the SAA office has electronic mail, a local area network, a desktop publishing system, a productive financial reporting system, and an automated order/entry system, all of which introduced new economies and greatly enlarged capacity and professionalism. These improvements have enabled staff to be more accessible, efficient and responsive to members and their needs.

These are only a few examples of the tangible products of SAA's exponential growth. The intangibles are of equal

importance and benefit. SAA provides members a forum for communication, collegiality, friendship, and yes, rivalries and competitions, which ultimately result in the development of values and standards for the archival profession. Every day in many ways SAA provides information, authority, and legitimization to individual members as part of the larger profession.

In return, member expectations of SAA are high, as they should be. The Society has responded promptly and positively when faced with new challenges and the changing needs of its members. As illustrated, we have broadened our member base, increased programs, and introduced more efficient technologies. At the same time, we have kept dues as low as possible.

Which brings us to the present day. Today, we are prepared to continue the level of programming and services you have come to expect, but must face doing so by managing a very tight budget amid shrinking revenues. One very important area of activity, which has occupied most of my time since coming aboard, is developing SAA's FY'95 budget. It has been an illuminating and instructive experience.

The bottom line is that through stringent cost cutting measures, we have managed to reduce FY'95 expenses by 1.5 percent, but we also project a 10.5 percent revenue shortfall. The revenue gap is the result of a projected decrease in publication sales (mainly due to market saturation of several non-SAA titles), a projected decrease in annual meeting revenues, and a decrease in grant revenues. As a result of this budget, the staff and I are prepared to make the most of every cent and to conduct a very lean set of operations. Nevertheless, to make ends meet we will need to tap into operating reserves.

In preparing and examining the current budget one issue immediately became clear. Basic membership services as described above cost \$93 per member, and yet 68 percent of SAA members pay significantly less. Even when we exclude

continued on page 29

Recommendation by Dues Review Committee

by William J. Maher, SAA Treasurer

As part of an ongoing mandated process for reviewing the Society of American Archivists' revenues, the 1994 Dues Review Committee (DRC) has recommended that an increase in dues be proposed for adoption at the SAA Annual Meeting in Indianapolis this September. (See related articles on pages 3 and 4).

Council accepted the DRC report at its June meeting and voted to propose Society dues as outlined in the table at right. The recommended increase will be discussed and presented for a vote at the annual business meeting in Indianapolis on Friday, September 9, 4:00 pm - 5:30 pm. All members are encouraged to attend.

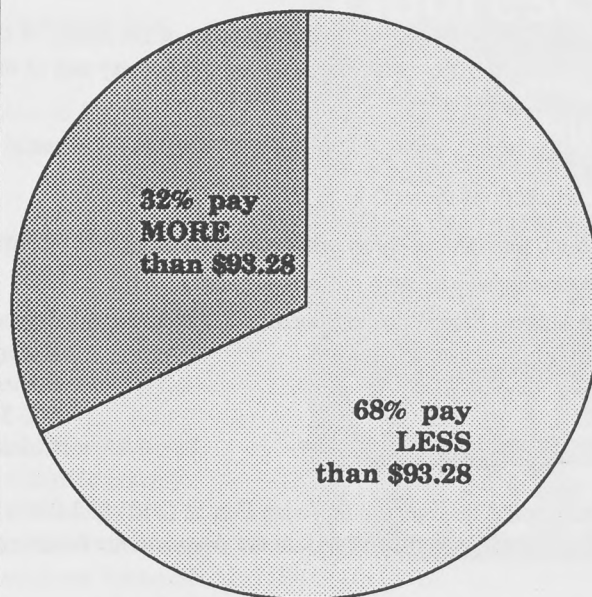
The table illustrates the distribution of members according to category and dues rates. The first (left-hand) column lists membership categories according to income level, as well as the categories for retirees, students, U.S. and foreign associates, and institutions. The second column lists the current number of members in each category (as of April 30, 1994) and the third column lists current dues, which were adopted at the 1990 annual business meeting. The fourth (right-hand) column is shaded to show the dues rates proposed for adoption in Indianapolis.

Beyond showing the proposed dues, this table illustrates that the concentration of SAA members is in the lowest dues categories. The DRC has found that a large proportion of SAA members' dues, under either the old or the new rates, are notably less than the \$93.28 per member cost of providing basic membership services (see pie chart at right).

Additional information on the proposed dues increase and the findings of the Dues Review Committee will be provided in a separate membership mailing in advance of the Indianapolis meeting. Meanwhile, SAA Treasurer William J. Maher will be pleased to answer any questions you may have. Contact University of Illinois at Urbana, Library - Room 19, 1408 Gregory Drive, Urbana, Illinois 61801, (217) 333-0798 (or bitnet axxnied@uicvmc).

Membership Category	Members April 1994	Current Dues	Proposed Dues
less than \$20,000	925	\$ 55	\$ 65
\$20,000-\$29,999	698	\$ 75	\$ 85
\$30,000-\$39,999	481	\$ 95	\$105
\$40,000-\$49,999	314	\$115	\$125
\$50,000-\$59,999	139	\$135	\$150
\$60,000 or more	98	\$155	\$170
Retired	78	\$ 55	\$ 60
Student	359	\$ 35	\$ 40
Associate, United States	96	\$ 55	\$ 65
Associate, Foreign	105	\$ 65	\$ 75
Institutional, Regular	461	\$200	\$210
Institutional, Sustaining	27	\$400	\$410
Subscriber, North America	615	\$ 75	\$ 85
Subscriber, Foreign	376	\$ 90	\$100
TOTAL	4,795		
		ADDITIONAL REVENUE \$46,330	

SAA Membership Pie



The actual cost of providing basic membership services in the Society of American Archivists is \$93.28 per member.

As the pie chart demonstrates, almost 68 percent of SAA members — 3,252 members out of 4,795 — pay less than the actual cost of services provided.



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.

What Council Did ...

At its meeting on June 3-5, 1994, in Chicago, the SAA Council:

- ◆ Agreed to have the following Council members serve as liaisons to SAA groups: Tim Ericson to the Task Force on Coalitions; Rand Jimerson to the Automated Techniques and Activities Coordination Task Force; and Margaret Hedstrom to the Electronic Records Strategies Task Force.
- ◆ Adopted a revised charge for the Electronic Records Strategies Task Force.
- ◆ Reactivated the Congressional Liaison Working Group.
- ◆ Dues Review Committee agreed to work on a final report and all associated publicity efforts to inform the members of the dues increase proposal (see articles on pages 3, 4, 5).
- ◆ Made plans for this year's Annual Giving Campaign, with continued focus on the Minority Student Award.
- ◆ Approved revised guidelines for *American Archivist* Editorial Board.
- ◆ Presented SAA Membership Assistant Bernice Brack with a certificate for 15 years of meritorious service to the Society (see page 9).
- ◆ Approved the applications for student chapters at the University of Wisconsin-Milwaukee, University of Wisconsin-Madison, North Carolina State University-Raleigh, and Simmons College (see page 12).
- ◆ Established a new Committee on Ethics and Professional Conduct.
- ◆ Proposed to change the name of the Professional Standards Committee to the Committee on the Selection of Archival Fellows, pending approval of changes in the constitution and bylaws at the annual business meeting this September in Indianapolis.
- ◆ Approved the Electronic Records Roundtable's request to be reconstituted as the Electronic Records Section.
- ◆ Revised the *ALA-SAA Joint Statement on Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories*.
- ◆ Approved the *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*.
- ◆ Agreed to prepare a statement expressing concern about current efforts to reduce the autonomy of the City of New York's archival and records management activities.
- ◆ Discussed and evaluated three potential nominees for Archivist of the United States and authorized the SAA president to convey evaluations of the candidates to the appropriate individuals or groups. Authorized the SAA president to indicate the Society's support of or opposition to any of the candidates considered for nomination to the position of U.S. Archivist.

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Short Subjects

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 pages 10-11 for more details about the conference.

If you have not received a program or if you have any questions about SAA's Annual Meeting, please contact Debra Mills or Carolyn Aeby at (312) 922-0140.

M.A.S. Guidelines

The *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree* were approved by Council at its June meeting. The guidelines will run as an insert in the September issue of *Archival Outlook*.

Letter to the Managing Editor

- See you in Indianapolis, Helen?
- I'm afraid not.
- Don't want to go to Indy?
- No. Actually Indianapolis is a wonderful city. The problem is the timing could not be worse. The academic year at MIT starts on September 7. The Jewish High Holidays are September 6 & 7. Our kids start the fourth and seventh grades on September 8. And, we want a Labor Day vacation together.
- When will SAA find a better time of the year to hold the annual meeting?
- I don't know. Maybe when enough members voice their concerns to the officers and staff of the Society and insist that the timing of the annual meeting must change.

HELEN W. SAMUELS
Institute Archivist
Massachusetts Institute of Technology

Two Chapters Revised in A Manual for Small Archives

Two chapters in *A Manual for Small Archives* (Archives Association of British Columbia, 1989) have been revised and are available as a package. Chapter 5, "Arrangement and Description," by Jane Turner, addresses how to describe archival material according to the *Rules for Archival Description* (RAD) and includes samples. Chapter 14, "Automation for Small Archives," by Bill Purver and Blair Taylor, describes how to make the computer your partner for many archival tasks.

Both chapters are available as a set only. \$15 for SAA members, \$20 for nonmembers, plus shipping. Contact the SAA Publications Department at (312) 922-0140, ext. 21.

New SAA Publications Catalog

Look for the 1995 edition of the *SAA Publications Catalog* in September. Currently in production, it will continue to feature a wide variety of important archival resources. Printed copies will be mailed along with the September issue of *Archival Outlook* and will also be available at the SAA Annual Meeting in Indianapolis (at SAA's booth in the exhibit hall September 8-9). An electronic copy will also be posted.

American Archivist

The fall 1993 issue of the *American Archivist* (56:4) was mailed to members and subscribers in late June. The next five issues of the journal are in various stages of preproduction.

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

Clarification

The May issue of *Archival Outlook* contained a brief article in the National News Clips section about NUCMC. The phone number listed was incorrect. The correct phone number is (202) 707-7954. The article is reprinted on page 22.

SAA DEADLINES

JULY

- 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, Indiana 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, Illinois 60611

SEPTEMBER

- 1 Applications for Acquisitions Editor position (see page 6)
- 5 Job announcements for October *SAA Employment Bulletin*
- 5-7 Preconference Workshops in Indianapolis
- 7-11 1994 Annual Meeting in Indianapolis
- 15 Registration for "Getting Your Piece of the Pie" workshop
- 30 Registration for "Oral History in Archives" workshop

OCTOBER

- 1 Registration for "APPM" and "USMARC" workshops
- 5 All submissions (including job ads) for November *Archival Outlook*
- 7 Deadline for Preconference Workshop proposals for 1995 Annual Meeting
- 7 Deadline for program proposals for 1995 Annual Meeting (see pages 15-16)

NOVEMBER

- 5 Job announcements for October *SAA Employment Bulletin*



SAA Membership Assistant Honored for Service

She is known as the "voice" of SAA. The distinct dulcet tone of Membership Assistant Bernice Brack has greeted callers to the office of the Society of American Archivists for a long time. Bernice celebrated 15 years of employment with the Society this past June and was honored by Council with the resolution below.

RESOLUTION

WHEREAS, on June 22, 1994, she will have completed fifteen years of devoted service to the Society of American Archivists, and

WHEREAS, she is the voice of SAA for new members and friendly first contact for all members seeking services, and

WHEREAS, she is a gracious lady who has provided a warm reception for all visitors to the Executive Office or at the Annual Meeting, and

WHEREAS, she has been the nurturing mother and the rock of stability for both the Society and its staff,

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Society of American Archivists in its meeting on June 2, 1994, unanimously extends to

BERNICE BRACK

grateful thanks for her years of service, devout hope that she will have both good health and the good life, and the fond wish that all the Society — members, staff, and Council — may continue to enjoy her company and her service for many years to come.

MARY MARGARET BELL, formerly manuscript curator and archivist for the Kentucky Historical Society, has been appointed associate archivist at the University of Louisville.

MARY ELLEN BROOKS, acting head of the Hargrett Library's Rare Books and Manuscripts Collection at the University of Georgia at Athens, was the recipient of the Society of Georgia Archivists' Carroll Hart Archival Education 1994 Scholarship to attend the Georgia Archives Institute, held in June in Atlanta. Brooks has worked with the manuscripts library for several years and has played an active role in collection development.

GREGORY C. COLATI has been appointed college archivist at Bowdoin College in Brunswick, Maine.

ALICE CORNELL, head of the University of Cincinnati Department of Archives and Rare Books, has been appointed by Ohio Governor George Voinovich to the National Museum of Afro-American History and Culture Planning Council as a representative of the Society of American Archivists. Her term will run through January 31, 1998.

NANCY K. ELKINGTON, assistant director of Preservation Services at the Research Libraries Group in Mountain View, California, is the 1994 recipient of the Association for Library Collections and Technical Services (ALCTS) Esther J. Piercy Award. The award, \$1,500 and a citation donated by Yankee Book Peddler, Inc., of Contoocook, New Hampshire, is given to a librarian with fewer than ten years experience for contributions and leadership in the field of library collections and technical services. The award cites "the pivotal role Elkington plays in the area of reproduction of library materials and her contributions to the field of preservation microfilming."

BRIAN D. FORS, formerly with the National Archives, has been appointed archivist at the Nimitz Library, U.S. Naval Academy, Annapolis, Maryland.

WAVERLY LOWELL, director of the National Archives, Pacific Sierra Region, recently received the California Heritage Preservation Commission's 1993 Archivist Award of Excellence. The award, which is presented annually, recognizes those individuals who have displayed exceptional performance in the archival field. Lowell received the award in recognition of her work on developing and promoting archives and their use in California. Her 1988 book, *Architectural Records in The San Francisco Bay Area: A Guide to Research*, was specifically mentioned in the award presentation. Lowell currently serves on SAA Council and is a past president of the Society of California Archivists, and has taught classes, presented numerous papers and written a number of articles on archival topics.

MICHAEL WIDENER has received the endowed faculty appointment as the Joseph D. Jamail Fellow in Law Librarianship at the University of Texas at Austin School of Law for the 1994-95 academic year. Widener is archivist and rare books librarian for the Jamail Center for Legal Research.

Racing Toward Indy: Annual Meeting Update

Leadership Forum in Indianapolis: Invitation to Implement SAA's Strategic Plan

The Committee on Goals and Priorities (CGAP) invites all interested SAA members to attend the 1994 Leadership Forum to be held during the SAA Annual Meeting in Indianapolis on Wednesday, September 7, from 3:00 p.m. to 6:00 p.m. Those hours will be spent focusing on how SAA groups—committees, boards, task forces, sections, roundtables—can undertake activities that further their interests while implementing the goals and objectives of *Leadership and Service in the 1990s, A Strategic Plan for the Society of American Archivists*.

About the Plan. The November 1993 issue of *Archival Outlook* contained an insert of SAA's strategic plan. As has been articulated in several articles in the newsletter under the column entitled "G.A.P. Track," the development of this plan has been a carefully planned and executed undertaking. Based on systematically-gathered information from leaders of SAA groups through solicitations, a questionnaire, and an open forum held during the 1992 SAA Annual Meeting in Montreal, the strategic plan is a thoughtful and well-designed document. As CGAP Chair Paul Conway noted, the plan serves "as an umbrella that covers the Society's highest priorities without unnecessarily limiting the initiatives of SAA's members."

Defining Priorities. The strategic plan is one result of a process which can only succeed when the ideas in the document are implemented. The priorities outlined in the planning document must be integrated into the everyday business of the Society. One critical component of the implementation is the priorities that Council determined during its annual "Planning Day" session, which took place before the Council meeting in June. In an environment of fiscal conservatism, SAA Council made difficult choices about which of the goals and objectives would receive priority and SAA dollars.

The second essential component is

you. The goals and objectives articulated in the plan must become part of the membership's professional activities. These activities take place in the numerous SAA groups where you serve—committees, boards, task forces, sections, and roundtables.

The Forum. The purpose of the open forum is to help groups understand Council's strategic planning priorities and to articulate specific activities and projects that each group could undertake, which would further the plan's goals while at the same time, attending to the concerns of the group. The forum itself will combine presentations as well as large and small group discussions. A successful forum will result in an understanding of how the strategic plan can become tangible through a variety of concrete activities. The members of CGAP—Chair Paul Conway, Brenda Banks, Margaret Child, Renee Mastrocco, Deborra Richardson, Jill Tatem, and Lisa Weber—welcome your participation in the Leadership Forum in Indianapolis on September 7 and look forward to seeing you there.

Standards Board Requests Your Input on Projects

The Standards Board will meet during the 1994 SAA Annual Meeting on Wednesday, September 7, from 9:30 am - 3:00 pm. The Board will also be holding office hours in the Exhibit Hall on either September 8 or 9 (time not yet scheduled) and encourages members to discuss ideas for possible standards projects. Prior to the SAA Annual Meeting, the Board will be mailing to the chairs of all SAA groups copies of the guidelines and procedures for the development of SAA-approved standards. Please contact Standards Board Chair Linda Matthews (phone 404/727-0053 or e-mail librlm@emuvml.bitnet), or any of the Board members for information or to set up an appointment during the Annual Meeting. Other Board members are Paul Chestnut, Nancy Elkington, Fred Stielow, Ken Thibodeau, and Vicki Walch.

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,
1-800-543-0573, for more information and
flight schedules.

Amtrak Conference Rates

Call 1-800-USA-RAIL and state fare
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

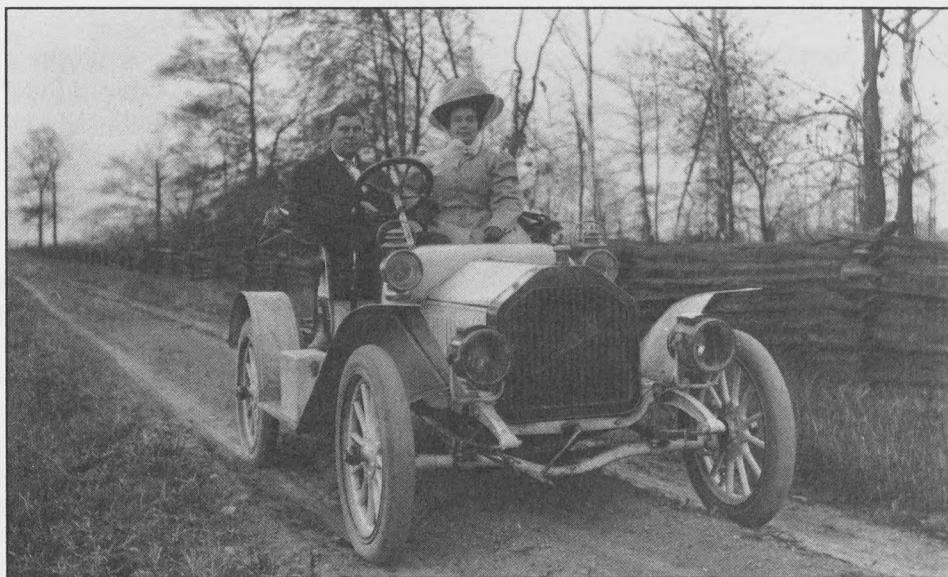
7:30 am - 4:30 pm, September 7 - 10, 1994
8:30 am - 11:30 am, September 11, 1994

Top 10 Reasons to Go to Indy

—1994 SAA Host Committee

Here are ten things you should consider experiencing while at SAA's 58th Annual Meeting, September 5-11, 1994, in Indianapolis—and may regret should you stay away!

10. The Indianapolis Motor Speedway, site of the largest, single-day sporting event in the world—the Indianapolis 500-Mile race—is the only place in Indiana you can drive 200-miles-per-hour and not get a ticket.
9. The Indianapolis Children's Museum is the largest museum for children in the world. It features the world's largest water clock (30 feet tall), the largest public display of toy trains (1,500 sets) in the country, and the greatest opportunity for SAA members to become kids again, if only for an hour or two.
8. The *Indianapolis Star* and the *Indianapolis News*, the city's morning and evening newspapers, are both owned by the Pulliam family. Eugene Pulliam's grandson, J. Danforth (Dan) Quayle, was elected vice-president of the United States in 1988, but was defeated in 1992; both newspapers supported his candidacy on both occasions.
7. Eight colleges, universities and technical schools, with a combined enrollment of 43,436 in the fall of 1993, and where the spelling of potato has never been an issue.
6. Crown Hill Cemetery, the third-largest, non-military cemetery in the United States, where 170,000 people are buried, including President Benjamin Harrison, poet James Whitcomb Riley, gangster John Dillinger, and more than 100 other "notables," but not "the Lady in Red."
5. The fifth lowest crime rate among the 50 largest cities in the country (FBI *Uniform Crime Report*, 1993), Indy's unfavorable son, John Dillinger notwithstanding.
4. Market Square Arena, where the Indiana Pacers "shook up" their fans with



Ease on down the road to the 58th Annual Meeting of the Society of American Archivists, September 5-11, 1994, at the Westin Hotel in Indianapolis, Indiana. Photograph courtesy of Indiana Historical Society.

- a remarkable 1994 season, and where Elvis Presley shook up his fans at his last performance on June 27, 1977.
3. Indiana University's School of Medicine, the largest nursing school in the country, and I.U.'s School of Dentistry, where Crest toothpaste ("an effective, decay-preventive dentrifice, that can be of significant value" [etc.]) was developed.
2. Union Station, the nation's first union railway depot and one of the country's last remaining Victorian train stations, built in 1888 to replace its 1852 predecessor, where Thomas Edison labored as a Western Union telegraph operator before deciding there was an easier way to communicate.
1. Atlas Super Market Northside, Inc. on North College, where David Letterman worked bagging groceries as a teenager before realizing that comedy paid slightly better.

Spend Time in Indiana Before or After the Annual Meeting

Discover what makes Indiana a uniquely American, utterly charming place to visit. For information on Indiana state highways, festivals and events, family

vacations, and other travel information contact the Indiana Department of Commerce at (800) 289-6646 or (317) 232-8860.

Annual Meeting Tour Desk Hours

Tuesday, September 6

7:30 am - 10:00 am

4:00 pm - 6:00 pm

Wednesday, September 7

8:00 am - 2:00 pm

Thursday, September 8

10:30 am - 2:00 pm

Friday, September 9

7:30 am - 1:30 pm

Saturday, September 10

11:30 am - 1:30 pm



Questions about the SAA Annual Meeting

The 1994 Annual Meeting

Program was mailed to all members of the Society of American Archivists in mid-May. If you have not received a program yet or would like to pass one along to a friend, or simply have a question, contact Debbie Mills or Carolyn Aeby, SAA Meetings/Membership Services, at (312) 922-0140.



Education Notes

by Jane Kenamore

SAA Student Chapters

Since SAA Student Chapter guidelines were adopted in 1993, eight graduate archival programs have taken advantage of the new program. In their June meeting, Council approved the applications of the University of Wisconsin-Milwaukee, University of Wisconsin-Madison, North Carolina State University-Raleigh, and Simmons College, thus adding them to the existing Student Chapter list composed of the University of Pittsburgh, University of Michigan, the University of Texas at Austin, and the State University of New York at Albany.

The chapters allow graduate students the opportunity to network with each other and with archivists already in the profession. Activities range from brown-bag lecture series featuring expert archivists, to archives tours, to social gatherings. In addition, the SAA Annual Meeting regularly offers student members representing all chapters the opportunity to meet and exchange ideas.

In order to achieve SAA Student Chapter status, the organization must have at least five members, all of whom are SAA student members; a constitution; bylaws; and letters of support from the chapter advisor and dean. The SAA student members receive all the benefits of regular membership, including *Archival Outlook*, *American Archivist*, access to the mentoring program, discounts on publications, and annual meeting and preconference workshop registration, and much more. In addition, each chapter receives a subscription to the *SAA Employment Bulletin*.

For more information on forming an SAA student chapter, contact Jane Kenamore at the SAA Education Office (phone 312/922-0140; e-mail jkenamore@saa.mhs.compuserve.com) or Beth Yakel, Council Liaison for Student Chapters, e-mail Yakel@sil.s.umich.edu.

Fall Workshops

The SAA Continuing Education Program will offer the following workshops in fall 1994:

Oral History in Archives will be held on October 21, 1994, in Gainesville, Florida, in co-sponsorship with the Society of Florida Archivists. The one-day workshop will provide an overview of the fundamentals of oral history and ways to integrate the oral record into archives and manuscript collections.

The instructor will address the following topics:

- selecting narrators
- preparation and research for the interview;
- interview style;
- taping the interview;
- legal and ethical issues;
- using the collection;
- project publicity;
- transcribing and indexing;
- equipment and storage

The instructor will be James E. Fogerty, head, Acquisitions and Curatorial Department of the Minnesota Historical Society. Fogerty developed this course and has taught it several times for SAA.

Getting Your Piece of the Pie: Strategies for the 90s will be held on Thursday, October 6, 1994, in St. Paul, Minnesota, with the fall meeting of the Midwest Archives Conference.

Every archives, museum, and historical program needs funding with institutional and community support to survive in these hard times. Without adequate support, we can't maintain staffing levels, develop collections, take advantage of the latest technology, buy supplies, or even keep our doors open.

This workshop will explore ways archivists and managers can strengthen their programs. Using public relations, development, and management techniques, you will learn how to communicate more effectively the value of your program, both within and outside of an organization.

In this workshop you will:

- learn more about organizational missions, goals and objectives, and planning strategies;
- explore the impact of your programs on your institution and community;
- identify the role you play in communicating the archives purpose and needs;
- define ways you can maintain and improve the effectiveness of your program using public relations, development, and other management tools.

The instructor will be Julie P. Bressor, Director of the Sheldon Museum in Middlebury, Vermont, and consulting archivist for Shelburne Farms, in Shelburne, Vermont.

For the second time in recent months, SAA will offer two description workshops sequentially in the same location: **Archives, Personal Papers, and Manuscripts** and **Understanding the USMARC Format for Archival and Manuscripts Control** on November 7-10, in Atlanta, Georgia, in co-sponsorship with the Atlanta History Center and the Society of Georgia Archivists. The workshops may be taken separately or as a package. *APPM* will be held on November 7-8 and will address archival cataloging:

- bibliographic components and record types;
- determining sources of information;
- choice of headings and other access points;
- archival titles and dates;
- physical description and statements of extent;
- archival cataloging notes in general;
- principle notes.

The instructor for *APPM* will be Steven L. Hensen, Assistant Director of Special Collections of the Duke University Library and author of *Archives, Personal Papers, and Manuscripts* (Chicago: Society of American Archivists, 1989).

Understanding the USMARC format for Archival and Manuscripts Control will be held on November 9-10, 1994, and will address the MARC tagging of cataloged collections that allows information to be exchanged electronically. The instructors will present all major fields, including, for example, "responsibility," (creators or compilers), titles, dates, physical description, description of intellectual content, and user-oriented information, access points, linking, and actions.

The instructors for *Understanding the USMARC Format for Archival and Manuscripts Control* will be Marion Matters of the Minnesota Legislative Reference Library and Lofton Wilson of the New York Public Library.

Business Archives: The Basics and Beyond will be held in the San Francisco Bay Area, on November 3-5, 1994. The workshop is designed for resource allocators and individuals, who have been given responsibility for corporate archives. Topics addressed will include:

- appraisal;
- arrangement and description;
- reference;
- access and legal issues;
- oral history;
- digital imaging technology;
- the role of records management in the corporate setting.

The workshop will also include tours of two major corporate archives in the San Francisco Bay area. Instructors will be Elizabeth Adkins, archives manager of Kraft General Foods in Chicago, and Philip F. Mooney, manager of the Corporate Archives of the Coca-Cola Company in Atlanta.

Co-sponsor a Workshop in 1995

Regional organizations interested in co-sponsoring an SAA workshop in spring 1995 should contact Jane Kenamore, Education Officer (e-mail: jkenamore@saa.mhs.compuserve.com or phone 312/922-0140) for a complete listing and description of courses available for next spring. To ensure your choice of topic and scheduling, 1994-95 meeting planners should contact the office by September 1, 1994. We are currently offering one- and two-day courses in the following subjects:

- Acquisition
 - "Donor Relations"
 - "Collection Policies"
- Appraisal
 - "Fundamentals of Appraisal"
 - "Advanced Appraisal"

1995 Preconference Workshop Proposals

Reminder: The Education Office Advisory Board is accepting proposals for workshops to be held at the 1995 SAA Annual Meeting in Washington, D.C. **The deadline for submission of 1995 preconference proposals is October 7, 1994.**

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 workshop proposal form, contact Jane Kenamore (phone 312/922-0140 or e-mail jkenamore@saa.mhs.compuserve.com). Leaders of groups planning to propose preconference workshops are urged to contact the Education Office at their earliest convenience to discuss elements of the preliminary proposal.

- Description
 - "APPM"
 - "USMARC"
- Electronic Records
 - "Managing Electronic Records"
 - "Digital Imaging Technology"
 - "Approaching Records through Metadata"
- Ethics
 - "Archival Ethics"
- Management
 - "Management for Archivists"
 - "Dealing with People on the Job"
- Public Relations
 - "Managing Public Programs"
 - "Managing Your Public Image"
- Oral History
 - "Oral History in Archives"
 - "Videotaping Oral History"
- Preservation
 - "Elements of Preservation Management"
 - "Disaster Preparedness and Recovery"
 - "Security in Archives and Manuscript Repositories"
- Records Management
 - "Records Management for Archivists"
- Special Media
 - "Photographic Collections Management"
 - "Architectural Records"
 - "Managing Archival Reproduction Services"
 - "Sound and Light: Administration of Sound Recording and Moving Image Archives"



Preservation Management Training Program

Eight participants in the Southeastern series of the Society of American Archivists' Preservation Management Training Program completed the second of three, week-long workshops in June in Athens, Georgia, at the Center for Continuing Education. Mary Lynn Ritzenthaler of the National Archives and Records Administration co-taught with SAA Preservation Program Director Evelyn Frangakis. Topics addressed included care and handling of archival collections, holdings maintenance, selection for preservation, conservation, reformatting, and exhibits. The final workshop for the Southeastern series will be held in October.

SAA's Preservation Management Training Program, which is funded by the National Endowment for the Humanities, Division of Preservation and Access, is in the final six months of a three-year initiative to assist institutions across the country in developing customized preservation programs.

Resources

The publications noted here may be of interest to archivists concerned with preservation issues.

■ *North American Permanent Paper* (Texas: Abbey Publications, 1994). Can paper be both permanent and recycled, or is it necessary to choose between them? Abbey Publications addresses this question in a recent survey of nearly 60 paper mills in the United States and Canada. The survey discovered how many printing and writing papers currently on the market qualify as permanent under the newly revised American National Standard for Permanent Paper, ANSI/NISO Z39.48-1992, *Permanence of Paper for Publications and Documents in Libraries and Archives*. This standard has four requirements:

- 1) pH 7.5 to 10.0 for uncoated paper and 7.0 to 10.0 for the core paper in coated stock;
- 2) a two percent alkaline reserve;
- 3) tear resistance of 5.25 mNm²/g (3.50 mNm²/g for coated paper, because much of its thickness is taken up by the coating);
- 4) Kappa number not greater than 7, which effectively excludes groundwood and unbleached pulp.

Paper companies surveyed were also asked to give the percentage of recycled fiber used and the percentage of post-consumer fiber used for each paper. Almost half of the companies responded reporting a total of 387 papers, 69 percent of which contained at least some recovered fiber.

The survey results have been published in a 51-page booklet. Papers are listed by type or use, company, and name of paper. Also included are a copy of the questionnaire, background on the nature of permanence, history of paper perma-

nence research, recycled paper, standards, testing for permanence, the national policy on permanent papers, and state and local action on acid-free papers. The booklet, which will be revised annually, is available for \$7 (plus \$3 postage for overseas orders) from Abbey Publications, 7104 Geneva Drive, Austin, Texas 78723, (512) 929-3992.

■ *Managing a Mold Invasion: Guidelines for Disaster Response*, by Lois Olcott Price (Philadelphia: Conservation Center for Art and Historic Artifacts, 1994). This new technical bulletin covers health concerns, first response, inactivation procedures, fungicides, cleaning and disinfecting, follow-up, and prevention planning. Also included are additional references on specific topics and a list of service providers for mold disaster recovery. It is the first in a series of technical bulletins to be published over the next several years by the Conservation Center for Art and Historic Artifacts. Copies are available for \$3.50 (including postage) from CCAHA, 264 S. 23rd Street, Philadelphia, Pennsylvania 19103, (215) 545-0613.

■ *First Steps for Handling & Drying Water-Damaged Materials*, by Miriam Kahn, (Ohio: MBK Consulting, 1994) is an illustrated manual for dealing with materials damaged by water. It is designed to be used during disaster recovery by both trained and untrained personnel. These illustrated procedures can be used to augment an institution's disaster response plan. The publication, which is in a looseleaf, card stock format with handy tab dividers for easy reference, is available for \$35 (plus \$5 shipping) from MBK Consulting, 2600 N. 4th Street, Columbus, Ohio 43202-2402, (614) 447-8032.

■ *Building Air Quality: A Guide for Building Owners and Facility Managers* (Washington, D.C.: EPA/NIOSH, 1991). This publication provides valuable information on how to develop a building profile to assist in preventing indoor air quality problems; create an indoor air quality management plan; identify causes and solutions to problems as they occur; identify appropriate control strategies; and decide whether outside technical assistance is needed. Sections cover air quality sampling; heating, ventilating, and air conditioning systems; moisture problems; and where to find additional information sources. Also included are a wide variety of practical checklists and forms to assist in diagnosing problems and managing indoor air quality. It is in looseleaf format so that pages can be removed for onsite use, has tab dividers for quick reference, and comes in a binder. Available for \$24 (international orders add 25% for postage). Prepayment required. When ordering, cite stock number S/N 055-000-00390-4. Contact: New Orders, Superintendent of Documents, P.O. Box 371954, Pittsburgh, Pennsylvania 15250-7954.



The Society of
American Archivists

Guidelines for Program Proposals for the 1995 SAA Annual Meeting

The 1995 Program Committee invites submission of program proposals for the SAA Annual Meeting in Washington, D.C., August 29 - September 3, 1995. The proposal form on the reverse side of this page is designed to facilitate **fully developed sessions**. Fully developed proposals have a better chance of being accepted.

Proposals should:

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

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

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

These guidelines are suggestive. Please note that archivists who participate in the program must register and secure institutional or personal funding. Nonmembers who are not archivists are eligible for complimentary registration upon request.

SEND ALL PROPOSALS TO:

Deborah Skaggs, Chair
1995 SAA Program Committee
Alabama Department of Archives and History
624 Washington Avenue
Montgomery, Alabama 36130-0100
(205) 242-4452 Fax (205) 240-3109
E-mail bm.adr@rlg.stanford.edu

PROPOSALS MUST BE POSTMARKED BY OCTOBER 7, 1994.

(Proposal Form on reverse)

1995 SAA PROGRAM PROPOSAL

Please type. Deadline: Postmarked by October 7, 1994.

Proposed by: _____

Institution: _____

Mailing Address: _____

Phone: () Fax: ()

For Committee Use

Number: _____

Postmarked: _____

1. Session Title: _____
2. Type (check one): ☐ Traditional ☐ Work-in-Progress ☐ Panel Discussion ☐ Point/Counterpoint
 ☐ Workshop ☐ Seminar/Roundtable ☐ Special Focus
3. If this proposal is submitted on behalf of an SAA group, give name of group: _____

PARTICIPANTS:

Contacted/Agreed to Participate?

SAA Member

(circle one) Chair / Comment / Leader _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

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

5. Audiovisual Requirements

MicroMARC

Visit our display booth at the Society of American Archivists Annual Meeting in Indianapolis, September 8-9, 1994.

MicroMARC is a comprehensive microcomputer system based on the USMARC format and can import & export records from all USMARC formats. Over 200 systems sold worldwide.

- Enter and update records with ease
- Perform searches on any field in your holdings
- Produce full reports, either predefined or user created

"Anyone wishing to use the MARC format on microcomputers must consider this system." *American Archivist*

Test drive our new Integrated Format system, scheduled for December release.

FOR A FREE DEMO DISK OR MORE INFORMATION CONTACT:

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EG13 Library Bldg.
East Lansing, MI 48824-1048
Phone: (517) 355-2330
Internet: 20669MMA@msu.edu
MSU is an Affirmative Action Equal Opportunity Institution

SAA Mentoring Program

Designed to encourage greater communication between archival generations and accelerate newer archivists' entry into the profession, the Society of American Archivists' Mentoring Program has received more than 125 mentor and mentee applications since its inception in January. To date, sixty-three mentor/mentee pairs have been matched. **Mentors are needed from business, visual materials, performing arts, 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.

Academy of Certified Archivists Newsletter

Volume 20 / July 1994

Highlights of ACA Board Meeting

The ACA Board held its spring meeting at Washington University in St. Louis on April 23 and 24, 1994. Highlights of the meeting are published below. More detailed articles regarding the Treasurer's report, a proposed amendment to the By-Laws, the Nominations Committee report, and an "action agenda" survey are located elsewhere in this newsletter.

Finances

The projected budget for 1993-1994 was \$41,295. Expenditures as of March 31 were \$16,806 with anticipated fiscal year expenditures of \$25,773. This savings results from a billing by Professional Examination Service that will be made in the coming fiscal year; board members institutions absorbing costs of travel, lodging, meeting space, telephone, copying, and postal expenses; and attempts by the ACA Secretariat to keep administrative costs to a minimum. Income as of March 31 is only \$8,571. In addition, the ACA Secretariat has added a 27 percent charge to administrative costs to cover labor and benefit costs.

The Finance Committee recommended that the Board explore means for reducing expenses related to the Secretariat. The President will appoint a Task Force to study the issue and recommend a course of action. The Committee also recommended that the ACA newsletter no longer be produced by the Secretariat and that it be mailed only to ACA members. The Secretary confirmed that this would save approximately \$1,400 per year.

The Finance Committee also recommended that the ACA hire an outside auditor to complete an audit of the Academy finances. The Committee will continue to explore the type of audit and possible firms to undertake the audit.

Outreach Committee

The Committee compiled, printed, and distributed a new brochure that describes the Academy, its objectives, its activities, and information regarding the examination and eligibility for certification. The Committee also presented a draft brochure, "An Employer's Guide," specifically targeting to employers. It outlines the benefits of certification and suggests guidelines for employing archivists. The Board passed a resolution asking the SAA Council to support the development of a workshop based on the role delineation document.

Archives

The Board approved and the president signed the finalized agreement with the University of Wisconsin, designating that institution as the repository for the ACA archives. The ACA secretary will serve as the archivist.

Precedent Manual

The Board approved a motion to allow certain volunteer work as qualifying experience to sit for the examination. Volunteers seeking to take the exam will be required to submit substantial detailed descriptions of their work and supporting statements and documentation from their supervisors.

Examination Committee

The Committee has been reviewing the 181 questions in the item bank to determine whether there is an American bias. Reuben Ware, of the Canadian Maritime Provinces, recently joined the committee and has carefully reviewed the questions. He found 72 questions with an American bias, including 32 with a strong bias, particularly in the area of description. The Committee will meet in May to review the problem areas.

Certification Maintenance

The Task Force on Certification Maintenance Implementation submitted a preliminary draft report on the procedures for credit-based certification maintenance. The Task Force will meet in June and submit a draft report for discussion at the September Board meeting. The Board agreed that if the ACA needs to solicit early certification maintenance, the Board will have to adopt procedures by its April 1995 meeting.

ACA 1994 Ballot

The 1994 ACA ballot was mailed to all members in May. This election is the first under the new by-laws adopted at the 1993 annual meeting. Changes in the by-laws affect the term of office for each of the positions in this election. The President shall serve for one year and the next year shall become Regent for Nominations, for a total service of two years. The Vice President shall serve one year in this post, the next year shall become President, and the next succeeding year shall serve as Regent for Nominations, for a total service of three years.

The Nominating Committee candidate drawing the highest number of votes shall serve a two-year term. The Nominating Committee candidate drawing the second highest number of votes shall serve a one-year term. Thereafter, one committee member shall be elected each year to serve a two-year term.

The ballots are due by mail to the ACA Secretariat by July 15, 1994. Ballots sent by fax will not be counted.

Proposed Amendment to the Bylaws

At its spring meeting, the ACA Board voted to submit a by-laws amendment to the membership at the 1994 annual business meeting. The proposed amendment strikes the word religious from Article II, Section 3, Paragraph B, which currently reads:

"B. Upon the dissolution of the Corporation, the Board of Directors (Board of Regents) shall, after paying or making provisions for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organizations or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for the purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes."

The proposed amendment of Article II, Section 3, Paragraph B reads:

"B. Upon the dissolution of the Corporation, the Board of Directors (Board of Regents) shall, after paying or making provisions for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organizations or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for the purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes."

The foregoing constitutes written notification of the intent to amend the ACA by-laws as required by Article XII. By-laws may be amended by a majority vote of the membership at any regular or special meeting of the Academy, provided that at least fifteen days' prior written notice is given. Fifty members constitutes a quorum.

NEW ACA MEMBERSHIP DIRECTORY

The ACA will publish and distribute a new membership directory early in 1995, following notification of the results of the 1994 certification examination. The current *ACA Membership Directory* is four years old. Since its publication, the Academy has added nearly 200 new members.

Please complete and return to: ACA Secretariat, Academy of Certified Archivists, 600 S. Federal, Suite 504. Chicago, IL 60605

Name _____
Institution _____
Mailing Address _____
City/State/Zip _____
Daytime Phone _____ Fax _____
E-mail _____

Are you a member of the Society of American Archivists?: ☐ Yes ☐ No

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ACA Secretariat

Tara J. Shimandle

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

ACA Secretariat

Academy of Certified Archivists

600 S. Federal, Suite 504

Chicago, Illinois 60605

(312) 922-0140 ext. 17

CERTIFICATION MAINTENANCE PROGRAM

INTRODUCTION

The administrative efficiency of the governments, businesses, and other organizations on which our society depends and the preservation of our cultural and economic heritage depend upon the selection and care of archival records. The Academy of Certified Archivists (ACA) certifies that its members share mastery of a body of knowledge and skills necessary to these vital tasks.

Our society, the information it generates, its record-keeping practices, and the archival profession are dynamic. New theoretical ideas, new technologies, improved methodologies, and changes in law and public policy will continue to challenge archivists. To carry out their responsibilities to employers and to the larger society that relies on their efforts, archivists must stay abreast of these changes and improve their capabilities. ACA has developed a certification maintenance program that takes these factors into account and establishes goals and guidelines against which individuals can measure their own progress during the five-year period of initial certification. (Excerpt from the initial *Report of the Recertification Task Force*.)

PROGRAM OUTLINE

The certification maintenance program is available to certified archivists who wish to renew their certified status and membership in the Academy of Certified Archivists for the five-year period immediately following expiration of their current certification. Fees for certification maintenance will be similar to those for archivists seeking initial certification at the time of renewal.

In order to stagger the recertification process, archivists certified between 1989 and 1992 may apply early for certification renewal after they have completed a minimum of 5 years in certified status.

Archivists seeking to renew their certification may select either one of the following two options.

Option 1: A certified archivist may choose to sit for the examination for certified archivists offered at the time of certification renewal. This option is encouraged as the simplest and most meaningful demonstration of continued professional competence.

Option 2: A certified archivist may earn a minimum of 100 credits in five defined areas of professional activity during the five-year period immediately preceding certification renewal. Credits are allocated to recognize the various ways in which archivists maintain their professional knowledge and learn of new developments affecting archives administration. Credits also are allocated to encourage activities that contribute to the

development and vitality of the archival profession. The relative weight given to any activity is not intended to reflect its value or to estimate the time required for its accomplishment. Instead, credits are allocated among the various activities to encourage certified archivists to participate broadly in the profession within a flexible framework. In order to accommodate the many varied circumstances of a diverse profession, no minimum credits are required in any area.

I. Employment

Maximum Credits 40

The credit-based certification maintenance system recognizes that much continuing education takes place on the job, at the same time that an archivist who does not expand his or her knowledge beyond the workplace may not keep abreast of new developments. Thus a maximum of 40 credits, 40% of the total, can be accumulated through full-time professional archival employment. Archivists employed on a less-than-full-time basis would earn credits on a pro-rated basis. The certification maintenance program anticipates that most certified archivists will be employed in archival work, but this is not required.

II. Education

Maximum Credits 60

Continuing education in its many forms, including graduate-level courses, seminars, workshops, institutes, and meetings of organizations of professional archivists, receives special weight in this program because it contributes directly to enhancing archivists' growth in new areas of archival thought and practice. Achieving a graduate-level archival degree during the period of certification also is a significant achievement recognized by the program. At the same time, however, practice is essential to archives administration, and education must be supplemented by some other form of active professional participation to maintain certification.

III. Professional Participation

Maximum Credits 45

Active contribution to the archival profession beyond job requirements by presenting papers relating to archives administration, participating in panel discussions, and organizing and leading workshops, is an important source of learning and excellent demonstration of professional accomplishment. Such professional participation to some degree depends upon differing opportunities in differing circumstances, and thus should be balanced with other forms of activity to demonstrate continuing professional competence.

IV. Professional Service

Maximum Credits 30

Participation in professional archival organizations as an officer, committee member, or volunteer in any form is a

source of increased understanding of the archival profession and an important source of the profession's vitality. It also promotes development and improvement of the profession—one of the important goals of archival certification. Professional service also includes pro-bono contributions of archival expertise on behalf of the archival community or to promote preservation of historical records. Because professional service may not include direct involvement with managing historical materials, it cannot stand on its own as a source of continued learning, but should be part of a mix with professional employment or other activities. A small amount of recognition for individual membership in professional organizations also is included to encourage involvement at every level.

V. Writing, Publishing, Editing

Maximum Credits 25

These activities, when performed beyond job requirements, are important demonstrations of professional accomplishment that contribute in significant ways to development of the profession. At the same time, however, these, more than most activities, are not readily available to all certified archivists. They therefore must be kept within the broader framework of professional activities and contributions to ensure that even the most accomplished certified archivists participate in the profession.

DEFINITIONS

Qualifying Professional Employment Employment as a professional archivist or as an archival educator actively exercising responsibility for or teaching about one or more of the following: the acquisition, preservation, management, reference, or control of archival materials. Qualifying professional employment should require understanding of basic archival principles and the ability to apply or implement them while executing these functions. Managing the work of archivists or administering an archival repository will be considered qualifying professional experience if successful performance of the duties of the position requires substantial knowledge of archival principles and practices, including the identification, preservation, or use of historical materials. Qualifying professional employment must be documented by a position description, supervisor's affidavit, or other supporting documentation.

Pro-rated Professional Employment Positions that include a mixture of archival and other professional duties will be counted as qualifying experience on a prorated basis. For example, a position consisting of 50% archival work held for one year would be equivalent to one-half year qualifying professional employment. Part-time employment also is credited on a pro-rated basis. Pro-rated professional employment must be documented in the same manner as full-time professional employment.

Professional Archival Consulting Independent employment providing advice to organizations or individuals by contract agreement. Ordinarily consulting consists of activities such as advising organizations concerning archival management of historical materials or independently performing archival functions as described above. Consulting that involves a mixture of subjects and part-time consulting will be prorated on the same basis as other forms of professional employment. Professional archival consulting must be documented by the contracts or agreements that initiate the arrangement (financial data may be eliminated) or by other documents such as letters of transmission, reports, and the like.

Archival Education Formal classroom work relating to any of the domains of archival practice defined by the "Role Delineation for Archivists": selection of documents; arrangement and description of documents; reference services and access to documents; preservation and protection of documents; outreach and promotion of documentary collections; program planning and assessment; and professional, ethical and legal responsibilities. ("Role Delineation for Archivists" is included in the *Candidate Handbook for the Examination for Certified Archivist*, and is available on request from the ACA Secretariat.) Because the domains of archival knowledge require broad understanding of technologies for creating and using records and of all aspects of archives administration, subjects as diverse as history, law, political science, information management, computer systems, and management techniques might be included. Graduate archival education must be documented by a university transcript or grade report.

Graduate Degree A graduate degree conferred by an accredited institution of higher learning during the period that includes at least 9 semester hours or the equivalent credit in the field of archives administration as described by the 1987 *Guidelines for Graduate Education* approved by the Society of American Archivists, or any subsequent guidelines that may be approved in the future. A graduate degree should be documented by a transcript that indicates the degree earned, or a transcript supplemented by a diploma.

Archival Seminars, Workshops, Institutes Short courses, ordinarily sponsored by organizations of professional archivists, colleges or universities, or archival institutions, relating to any of the areas or domains of archival practice defined by the role delineation for archivists (see above). Attendance at archival seminars, workshops, or institutes should be documented by certificates of attendance, enrollment forms, or correspondence.

Professional Meetings Periodic meetings sponsored by international, national, regional or local organizations of professional archivists or other meetings relating to the domains of archival practice. A day of attendance will consist of attending both morning and afternoon sessions. A half-day

CERTIFICATION MAINTENANCE PROGRAM

of attendance will consist of attending either morning or afternoon sessions. Attendance can be documented by a registration form, supplemented by a list of sessions attended each day for which participation is claimed.

Program Participation Participation in a professional archival meeting or in the meeting of an allied profession, either presenting a paper, participating in a panel discussion or serving as chair or commentator in a program session relating to any of the areas or domains of archival practice defined by the role delineation for archivists (see above). Participation can be documented either by the appropriate page of a printed program or by a letter of invitation or other document.

Institute, Workshop, or Seminar Leader Service as director or coordinator of any archival seminar, workshop, or institute as defined above. This service can be documented by any publication including the name of the director or coordinator.

Professional Paper Preparation and presentation of a professional paper relating to any aspect of archives administration as defined by the role delineation for archivists. The paper should be presented in an organized forum, such as a professional meeting of archivists or other professionals, and ordinarily must be supported by a written paper, notes or outline. It could be documented by a printed program or by a copy of the paper itself.

Panelist or Chair/Commentator Participation as a panelist or chair and/or commentator at an organized program session on any aspect of archives administration as defined by the role delineation for archivists. Participation can be documented by the printed program.

Professional Service A variety of forms of participation in any organization of professional archivists, including the Academy of Certified Archivists. Participation can be documented by any publication of the organization (a list of officers, for example) or by a description of the participation prepared by the certified archivist.

Membership Individual membership, per year, in any international, national, regional or local archival organization that has regular meetings or publications and formal membership roles, except that membership in the Academy of Certified Archivists itself does not confer any credit. Membership can be documented by a completed membership form, check documenting payment for membership, or membership list or directory.

Contributed Service An aspect of professional service, contributed service consists of any form of noncompensated activity on behalf of the archival community or to promote the preservation of historical records elsewhere in society. Contributed service can be documented by a description of the activity, the time committed to it, and accomplishments or results.

Archival Writing, Publishing, and Editing Publications resulting from these activities must be on subjects relating to the domains of archival knowledge defined by the role delineation for archivists. They can be documented by bibliographic citation.

Credits Accumulated in Five Year Period:

Section I: **Qualifying Professional Employment** *Maximum Credits 40*

1. Full-time professional employment (8 credits per year)
2. Employment with partial archival responsibilities (pro-rated on the basis of 8 points per year for full-time archival work)
3. Part-time professional employment (pro-rated as above)
4. Archival consulting (8 credits per year, pro-rated for part-time consulting)
5. Part-time archival consulting (pro-rated as above)

Section II: **Education** *Maximum Credits 60*

1. Course relating to the domains of archival practice (equivalent to a 3-credit university semester course. Includes institutes of two weeks or more) (20 credits)
2. Graduate degree (10 credits in addition to course credits earned)
3. Attendance at archival seminars, workshops, institutes (per institute)
 - a. Program of 3 days or more, but less than 2 weeks (15 credits)
 - b. Program of 2 days (10 credits)
 - c. Program of 1 day (5 credits)
 - d. Program of less than 1 day (2 credits)
4. Attendance at professional archival meetings (per meeting)
 - a. Attendance for 3 days or more (9 credits)
 - b. Attendance for 2 days (6 credits)
 - c. Attendance for 1 day (3 credits)
 - d. Attendance for less than one day (2 credits)

CERTIFICATION MAINTENANCE PROGRAM

Section III: Professional Participation *Maximum Credits 45*

1. Program participation (per program session)
 - a. Professional paper (10 credits)
 - b. Panelist (5 credits)
 - c. Chair/commentator (5 credits)
2. Institute, workshop, or seminar leader (per institute)
 - a. Leadership for 2 or more days (15 credits)
 - b. Leadership for 1 day or less (10 credits)

Section IV: Professional Service *Maximum Credits 30*

1. Leadership of archival organization (per year of activity)
 - a. Executive officer (10 credits)
 - b. Council/steering committee (8 credits)
 - c. Committee/task force chair (6 credits)
 - d. Liaison/representative (4 credits)
 - e. Committee/task force member (3 credits)
2. Membership in professional archival organization (1 credit per organization, per year of membership, to a maximum of 5 credits)

3. Contributed services

- a. Reviewing grant proposals (per grant) (2 points)
- b. Pro-bono consulting (per project per year) (4 points)
- c. Advisory board services (per project, per year) (4 points)

Section V: Writing, Publishing, Editing *Maximum Credits 25*

1. Book-length publication (25 credits)
2. Journal article or chapter in book-length publication (15 credits)
3. Published book review (5 credits)
4. Substantial newsletter article (5 credits)
5. Editorial activities (per year)
 - a. General editor of professional journal (25 credits)
 - b. Departmental editor (10 credits)
 - c. Archival newsletter editor (15 credits)
 - d. Editor of book length archival publication or manual (20 credits)

Treasurer's Report: ACA's Financial Picture

by Carla M. Summers

Application, certification/recertification fees, and interest are the Academy's only sources of income. The certification fees the Academy earns are its primary source and this income must be adequate to meet our needs over the five year (previously eight year) period of certification. Any unexpended funds are added to the reserve fund to protect the organization during "lean" years or to underwrite new services. Spending must be reduced if income is limited unless we choose to use our reserve.

The Academy payments to the SAA, which acts as our Secretariat, and to Professional Examination Services, which helps us to develop and administer the exam, are the largest outlays. Board and Examination Committee meeting costs are underwritten, but these expenses have been substantially reduced by generous direct support from members and from members' employing institutions.

Annual average expenditures since fiscal year 89/90 have been \$28,366, and current fiscal year expenditures are projected at \$25,733 which works out to only a \$29.10 expenditure for each of the 884 members. The reduction has been achieved because all proposed expenditures are rigorously

reviewed, and the balance sheet excludes direct member support, not only for travel but for duplication, telephone, and other day to day expenses.

The organization's formative years, a time of rapid membership growth, are drawing to a close as the first round of recertification approaches. While the challenges involved in developing policies and procedures mostly have been met, the Academy faces new demands as a maturing organization, especially the need to maintain the examination and support members who choose to recertify. These services are our highest priority and they will be expensive. The examination cost over \$245 per successful candidate to administer in 1993.

At the mid-year meeting, the Board undertook some long range financial planning with the goal of defining a consistent funding level for underwriting the organization's programs. Several financial models are under study, and we hope to bring a new financial plan before the membership after the September meeting. Until then, a balanced budget policy based on spending no more than income from the reserve fund, new fees, and interest was unanimously passed in St. Louis.

ACA ACTION AGENDA

The ACA Action Agenda is a review of the ACA's accomplishments and a request for members' suggestions for future activities, programs, and services. We invite you to review this document and respond to the survey that follows. *Please tear out and return by August 12, 1994, to:*

Scott Cline, ACA Secretary
Seattle Municipal Archives
600 Fourth Avenue, Room 104
Seattle, Washington 98104.

The purpose of the Academy of Certified Archivists is to create and administer a certification program, promote professional archival standards in education and hiring, and foster high standards of professional knowledge among archivists.

In its first five years, the Academy has:

1. In the area of the Certification process

- certified 884 archivists
- developed an excellent certification examination process with the advice and assistance of a professional examination company (Professional Examination Services)
- developed and published a Role Delineation document as a basis for the examination, identifying an archivist's major functions and knowledge areas
- developed banks of questions for certification exams, identifying published authorities for each question
- administered five certification exams at more than 20 sites
- reviewed the ACA question bank for relevance to Canadian practices
- prepared and distributed an applicant's handbook
- developed precedent manuals to guide reviewers in evaluating the qualifications of applicants to take the exam
- developed procedures for certification maintenance

2. In the area of Outreach

- prepared and distributed brochures about the ACA
- prepared a brochure for employers and personnel offices on the value of certification in employment and promotion processes
- prepared and distributed ACA newsletters and membership directories
- passed resolution supporting graduate programs in archival studies
- established an active outreach program to regional, state and local archival organizations

3. In the area of ACA administrative policy

- established an administrative structure (ACA Secretariat) in cooperation with the SAA
- established ethical and discipline guidelines
- established the ACA archives with the University of Wisconsin at Madison.

ACA ACTION AGENDA - continued

Select from the items listed below, or suggest additional items, ranking them on a scale from 1 to 10 (1 being most important, and 10 least important). Keep in mind that the accomplishment of some of these items would require additional financial resources.

- ☐ actively support graduate archival education programs
- ☐ investigate feasibility of a Canadian version of the exam
- ☐ establish effective liaisons with related SAA groups, such as SAA Standards Board, Archival Educators Roundtable and Committee on Professional Educational Development
- ☐ monitor employment standards for archival positions
- ☐ promote use of certification as a standard by employers and personnel offices
- ☐ establish and fund a speaker's bureau
- ☐ provide administrative services to track members' points toward recertification and notify members periodically of their standing
- ☐ establish standards for Continuing Education Units (CEUs) for classes given by the ACA or by others
- ☐ establish scholarships for initial certification fees
- ☐ develop workshops or a published guide to help applicants prepare for the certification examination
- ☐ increase public visibility of ACA by means such as preparing press releases on archival issues in the news
- ☐ expand newsletter
- ☐ conduct census of membership, identifying, among other things, racial and ethnic composition of membership and areas of specialization
- ☐ promote use of the initials CA by membership
- ☐ establish more exam sites or give exam more frequently

What do you think should be the ACA's action agenda for the next five years?

For the next five years, in addition to continuing a sound examination process and refining recertification guidelines and processes, what should be the ACA's priority issues?

We want to hear from you!

Tear out and return this page no later than August 12, 1994, to ACA Secretary Scott Cline at Seattle Municipal Archives, 600 Fourth Avenue, Room 104, Seattle, Washington 98104. If you prefer, you can fax, telephone, or e-mail your comments to Scott Cline at (206) 684-8353, fax (206) 684-8587, or ACA Board Member Marie Allen at (301) 713-7100, extension 224, fax (301) 713-6850, or e-mail mallen@nara.gov

SAA Membership Sweepstakes Winners

by Debra S. Mills

THANK YOU to all who participated in the Society of American Archivists' most recent membership development campaign! Since January 1, 1994, more than 300 new members have joined SAA. Those who recruited new members were part of a drawing for prizes that took place at the June Council Meeting. Ultimately, of course, everybody is a winner when new members are brought into the fold. A larger and more involved membership base means a healthy and more vital professional association.

Listed below are the winners from each category, their prizes, and the names of the new members recruited.

➤ **Category 1 - SAA Individual Member Who Recruited a New Member**

Toni Nagel of the Whatcom Museum of History and Art, Bellingham, Washington

Wins one roundtrip airfare to the SAA 1994 Annual Meeting in Indianapolis, four complimentary nights at the Westin Hotel, one complimentary 1994 Annual Meeting registration fee.

New Member Recruited: Cathryn Westfeldt

➤ **Category 2 - SAA Student Chapter Representing a New Member**

State University of New York at Albany

\$100 towards a reception or refreshments at the SAA 1994 Annual Meeting in Indianapolis.

New Member Recruited: Maryhope Tobin

➤ **Category 3 - SAA Section or Roundtable Representing A New Member**

Archival Educators Roundtable

\$250 towards a reception or refreshments at the SAA 1994 Annual Meeting in Indianapolis.

New Member Recruited: Laura O'Connor Wright

➤ **Category 4 - Regional, State or Local Archival Association Representing A New Member**

Society of Georgia Archivists

\$250 towards a reception or refreshments at the SAA 1994 Annual Meeting in Indianapolis.

New Member Recruited: Maryhope Tobin

➤ **SAA New Member**

Lynn Ann Underwood of La Mesa, California

Wins one roundtrip airfare to the SAA 1994 Annual Meeting in Indianapolis, four complimentary nights at the Westin Hotel, one complimentary 1994 Annual Meeting registration fee.

SAA Mentoring Program

The new mentoring program is off to a great start with sixty-three mentor/mentee pairs matched so far. Mentors are still needed from business, visual materials, performing arts, and museum archives. All those interested in participating in the program are encouraged to complete the application on the page 18.

Mentors and Mentees

Please let us know how things are going with the mentoring program. We would like to hear about your experience, any suggestions you might have for other mentor/mentee pairs, and your ideas on how SAA can enhance this new member service.

Contact Debbie Mills or Carolyn Aeby in SAA Membership Services, 600 S. Federal, Suite 504, Chicago, Illinois 60605, e-mail dmills@saa.mhs.compuserve.com or caeby@saa.mhs.compuserve.com or phone (312) 922-0140.

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National News Clips

NHPRC Awards Two Archival Fellowships for 1994-95

The National Historical Publications and Records Commission (NHPRC) is pleased to announce the selection of two Fellows in Archival Administration for 1994-95. The fellowships support advanced administrative training for archivists who already have work experience and graduate education in the field.

The host institutions and their fellows for 1994-95 are:

■ *Minnesota Historical Society in Minneapolis* — *Sushan Chin*. In addition to participating in general activities such as personnel supervision, budgeting, institutional relationships, and collection management, Chin will also work with the Minnesota State Historical Records Advisory Board, and will become familiar with projects of a number of national, regional, and international archival and historical associations.

■ *University of Washington in Seattle* — *Janice Matthews*. Matthews will facilitate the process of collection analysis and the redefinition of collection strategies for private papers and records.

The archival fellowships, funded jointly by NHPRC and the Andrew W. Mellon Foundation, are intended to expand administrative training opportunities for professional archivists with two to five years of professional archival experience. NHPRC fellows participate in a variety of daily administrative and manage-

rial activities, from personnel concerns and budget planning and implementation to long-range planning and the development of procedures and policies. For more information on the program, contact Laurie A. Baty of NHPRC at (202) 501-5610.

Bentley Historical Library Names Fellows for 1994 Archival Research Program

The Bentley Historical Library, University of Michigan announces the award of three individual and two team fellowships to support research on problems relating to modern documentation. The twelfth year of the Research Fellowship Program for Study of Modern Archives is funded by the Andrew W. Mellon Foundation, the National Endowment for the Humanities and the University of Michigan. The program is co-directed by the Bentley Library's Francis X. Blouin and William K. Wallach.

Individual fellowships were awarded this year to Jean Dryden, United Church/Victoria University Archives in Canada; Pedro Lopez Gomez, Archivo del Reino de Galicia, Spain; and Frederick Stielow, Amistad Research Center, Tulane University. One team fellowship was awarded to Nancy McGovern, Center for Electronic Records, National Archives, and Tom Ruller, Center for Electronic Records, New York State Archives; the other team receiving funding includes William Brown, University of Miami, and Elizabeth Yakel, University of Michigan. Projects include an exploration of issues around descriptive standards for electronic records (Dryden); an examination of the use of metadata to support archival programmatic functions in an automated environment (McGovern/Ruller); a study of the administrative use and users in college and university archives (Brown/Yakel); an inquiry into the broad societal implications of archives and manuscript repositories as cultural monuments, and the impact the collecting policies of these monuments have had on the acquisition of historical records by and about African Americans and on the historical study of African Americans (Stielow); and a comparative study of North American and Spanish appraisal and acquisition theories and practices (Lopez Gomez).

Copies of the Fellows' one-page research prospectuses are available from William K. Wallach, Bentley Historical Library, University of Michigan, 1150 Beal Ave., Ann Arbor, Michigan 48109-2113, e-mail William.Wallach@um.cc.umich.edu or through the Archives Listserv.

Archives in the Media

—*Elizabeth Adkins, SAA Public Information Committee*

Here is a summary of some recent press coverage of archives and archivists:

■ After Richard Nixon's death, several newspapers, magazines and television stations reported on the Nixon family's continued efforts to control access to Nixon's presidential papers and tapes. Ironically, just a few weeks before Nixon's death, a flurry of news reports appeared, announcing that his non-presidential papers have been opened for research.

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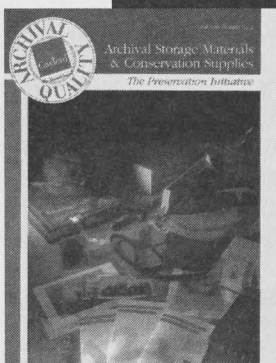
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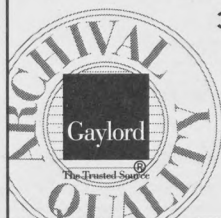
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■ The controversy over the selection of the next Archivist of the United States is getting a lot of press coverage, especially in Washington, D.C. For those who are interested in media perceptions of the issues and people involved, here is just a partial list of relevant articles and editorials:

- "Advisory panel urges probe of National Archives politics," (*The Washington Times*, February 16, 1994);
- "A political purge at the National Archives?" (*The Washington Times*, February 28, 1994);
- "Fight over new archivist reflects concerns about access to U.S. records" (*The Chronicle of Higher Education*, March 9, 1994);
- "Clinton White House isn't behind archives mess," (*The Washington Times*, March 12, 1994);
- "Archives boss faces firing lines on Hill," (*The Washington Times*, March 16, 1994);
- "An alarming candidate for National Archivist," (*The Chronicle of Higher Education*, March 16, 1994);
- "Search for U.S. archivist focuses on three candidates," (*The Washington Times*, March 23, 1994);
- "Political turmoil at the archives," (*The Washington Times*, March 23, 1994);
- "Wrong candidate for the archives," (*The New York Times*, March 29, 1994);
- "Who is qualified to lead the National Archives?" (*The Chronicle of Higher Education*, March 30, 1994);
- "Archivist nominee bows out," (*The Dallas Morning News*, March 30, 1994);
- "Archives candidate withdraws," (*The Washington Times*, March 30, 1994);
- "Confidant of LBJ withdraws bid to head archives," (*The Washington Post*, March 31, 1994);
- "Archivist candidate withdraws," (*The New York Times*, April 1, 1994);
- "Archival Rivals," (*The Nation*, April 4, 1994);
- "Controversial candidate for U.S. archivist withdraws name from consideration," (*The Chronicle of Higher Education*, April 6, 1994);
- "Choosing a leader for the National Archives," (letter to editor by John Agresto), (*The Chronicle of Higher Education*, April 6, 1994);
- "The archives turmoil, continued," (*The Washington Times*, April 7, 1994);
- "What's really going on at the archives?" (*The Washington Times*, April 13, 1994);
- "Justice at the archives," (*The Washington Times*, April 14, 1994);

- "Archives probe angers Wolf," (*The Washington Times*, April 14, 1994);
- "Archives created liaison post in '93," (*The Washington Times*, April 26, 1994);
- "Requirements for the next U.S. archivist," (Letter to editor, *The Washington Post*, May 5, 1994);
- "Archivist is dedicated sans leader," (*The Washington Post*, May 13, 1994);
- "Turmoil continues at archives," (*The Washington Times*, May 13, 1994);
- "Fighting back at the archives," (*The Washington Times*, May 18, 1994).

■ The National Archives of Canada has also recently experienced some controversy. The May 26 edition of the *Ottawa Citizen* carried a commentary column by Greg Weston titled, "This love story has it all: history, exotic settings and government money." The piece discusses Canadian National Archivist Jean-Pierre Wallot's international travels in his capacity as president of the International Council on Archives. His wife, Denise Caron (who is also his executive assistant) has accompanied him on these trips, which have required half of the agency's entire international travel budget.

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News Clips

continued from page 21

RLG Completes Field Test of Archival Preservation Selection Tool

A field test of a preservation decision-making tool, developed by the Commission on Preservation and Access Task Forces on Archival Selection, has concluded that the model is at present inadequate. The goal of the Task Forces was to develop a systematic methodology for selecting archival materials for preservation and establishing priorities for preservation attention at the institutional, inter-institutional, and national levels. The Research Libraries Group (RLG) supervised the field testing of the tool, in which 15 RLG member institutions participated. Many of the participants concluded that the survey did not gather enough specific, detailed, quantifiable information about preservation needs. Participants felt that the instrument may be of most use as an initial step in the assessment process for an institution which has no existing program for evaluating and prioritizing the preservation needs of its collections. In spite of the lack of endorsement of the instrument in its present condition, participants felt strongly that work on needs-assessment tools for archival collections is of paramount importance and should continue.

RLG's *Final Report of the Archives Preservation Needs Assessment Field Test* is available from the Document Supply Center (bl.dsc@rlg.stanford.edu) of the Research Libraries Group, Inc., 1200 Villa Street, Mountain View, California 94041-1100.

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New Books

■ *Archive Buildings in the United Kingdom 1977-1992* (London: HMSO Publishers, 1994), £17.95. An essential element in the strategy for the care and survival of archives and manuscripts is a soundly-designed repository. Since the publication in 1977 of British Standard 5454, *Recommendation for Storage of Archival Documents*, the United Kingdom has experienced a golden age in the development of publicly-funded archive buildings. This study celebrates their progress. Analytical chapters cover the main themes of the British Standard, such as choice of site, security, fire prevention, and control of storage environment. To these are added guidance on planning, functions, and layout, drawing directly on the experience of British repositories. Thirty case studies of individual buildings are included. To order, contact HMSO Publications Center, P.O. Box 276, London SW8 5DT England, fax 071 873 8200.

■ *Spreading the Word: The Bible Business in Nineteenth-Century America*, by Peter J. Wosh (New York: Cornell University Press, 1994), \$35. This book describes how a modest antebellum reform agency responded to cataclysmic social change and grew to be a nonprofit corporate bureaucracy that managed, among other projects, what was one of the largest publishing houses in the United States. Although not a strictly archival topic, one of the chapters includes much material from Wosh's article in the spring 1989 *American Archivist*, "Bibles, Benevolence, and Bureaucracy: The Changing Nature of Nineteenth Century Religious Records." To order, contact Cornell University Press, Sage House, 512 E. State Street, P.O. Box 250, Ithaca, New York 14851-0250, (607) 277-2211.

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) 707-7954, e-mail nucmc@mail.loc.gov or fax (202) 707-6269.

Online Publications Available from Commission on Preservation and Access

The Commission on Preservation and Access has announced that it will make its publications available in electronic form to the Association for Managing and Using Information Technology in Higher Education. It will include them in the CAUSE Exchange Library and make them accessible through a gopher. For more information on the Commission's publications in electronic or print form, contact the Commission on Preservation and Access, 1400 16th Street, N.W., Suite 740, Washington, D.C. 20036-2217, (202) 939-3400.

A Patron Saint for Archivists?

While the Vatican wrestles with issues like the ordination of women, a shortage of priests, and diminishing financial resources, Paschal Baumstein, OSB, considers this modest proposal: Saint Sunniva as the patron saint of archivists. Rev. Baumstein of Belmont Abbey in North Carolina offers the following explanation:

"Some time ago there was discussion of whether there is an appropriate patron saint for archivists. Here is a candidate. Sunniva was an Irish princess of the mid-tenth century. Hoping to be focused upon God alone, she left her homeland and, after a perilous journey, re-settled with her several followers in caves on the Norse island of Selje. She later died a holy death; whereupon, King Olav Tryggveson erected a church and shrine on Selje in her honor.

Around 1170, the shrine of Saint Sunniva was moved to the cathedral city of Bergen on the Norse mainland. This loss was greatly mourned by successive generations on Selje. But a monastery of Benedictine monks was erected near the site of the former shrine, and the monks preserved the memory of Sunniva. They also proved diligent record-keepers, carefully documenting the life of the people and church on Selje.

During the Reformation the monastery was disbanded and Lutheran clergy began serving the island. The story of Sunniva faded from memory and devotion. The massive archives of the Benedictine monastery, with records dating back to the middle ages, was also lost. It happened in this manner: The local practice after the Reformation required each new Lutheran pastor to assume responsibility for the widow of his predecessor. If the new pastor was not already married, he was expected to wed the widow himself. But the pastor who was appointed in 1667 broke with tradition and refused to marry his new parish's dowager. She then, as retribution, stole and burned all the historical records kept on Selje. The loss was irretrievable.

Perhaps Sunniva would be an apt patron for archivists. So long as her memory lingered, the documentary history of Selje was safeguarded; once she was forgotten, the archives was lost, too. Her feast day is July 8."

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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 U.S. Archivist

During April, the White House Personnel Office expanded its search for a nominee for U.S. Archivist and interviewed at least three more individuals — Richard Kohn, former chief of the Office of Air Force History and currently professor of history at the University of North Carolina at Chapel Hill; John Milton Cooper, Professor of History at the University of Wisconsin at Madison and formerly chair of the department; and William Josephson, a partner since 1968 with the New York law firm of Fried, Frank, Harris, Shriver and Jacobson, and general counsel from 1963 to 1966 for the Peace Corps. Mary Maples Dunn, an historian and president of Smith College, who had been interviewed earlier, may also continue to be under consideration.

In May it appeared that the White House was close to a decision on the selection of a U.S. Archivist. There were indications that President Bill Clinton would attend the dedication on May 12 of Archives II, the National Archives' new research facility in College Park, Maryland, and would announce at that time his nominee for U.S. Archivist. This, however, did not happen. Trudy Huskamp Peterson, the Deputy U.S. Archivist, is now beginning her sixteenth month as Acting U.S. Archivist.

Reauthorization of NHPRC Grants

After a year of hearings, votes, and various negotiations, Congress finally passed H.R. 2139, a bill to authorize appropriations for the National Historical Publications and Records Commission

(NHPRC). On May 31, President Clinton signed the law that provides authorization for NHPRC grants for up to \$7 million for FY'95, up to \$8 million for FY'96, and up to \$10 million for FY'97.

Over a year ago Representative Gary Condit (D-CA) introduced H.R. 2139. The House passed H.R. 2139 on September 13, 1993. Many months of negotiation then followed as members of the House and Senate worked out their differences on this legislation. The original House bill authorized annual appropriations for the NHPRC of "such sums as may be necessary" through fiscal year 1998. The Senate amended H.R. 2139 on March 17 by adopting language that authorizes the NHPRC to receive the specific amounts eventually adopted. The House accepted the Senate amendments on May 18, clearing the way for the bill to be signed into law.

House of Representatives Considers National Archives and NHPRC Budget for FY'95

The House Appropriations Subcommittee on the Treasury, Postal Service, and General Government met on May 18 to consider the FY'95 budget of the National Archives. Representative Frank R. Wolf (R-VA) used the occasion of the appropriation mark-up for the National Archives' budget to raise questions about internal personnel issues at the National Archives. On several items regarding individual National Archives employees, Representative Steny Hoyer (D-MD), the chair of the subcommittee, argued that the appropriations bill was not the proper vehicle for dealing with personnel matters and proposed that other avenues involving the National Archives' oversight committee be explored. Hoyer did bring to a vote Representative Wolf's amendment that would prohibit Acting U.S. Archivist Trudy Huskamp Peterson from making further personnel or policy changes until a permanent U.S. Archivist is confirmed. Wolf, however, was the only member pre-

sent who voted for this amendment to restrict the Acting U.S. Archivist's personnel and policy making authority. There were five votes against the amendment.

The subcommittee adopted the President's request for operating costs for the National Archives and increased the amount proposed for the grants program of NHPRC by \$1 million. The current NHPRC budget includes \$5.25 million for grants. The President requested only \$4 million. The subcommittee's action recommends \$5 million for FY'95 which is only a 4.8 percent cut as compared with the 23 percent cut recommended by the President.

An unexpected development occurred when the subcommittee recommendation reached the full House Appropriations Committee on May 26. The full committee voted to set NHPRC grants at \$7 million with language in the legislation stating that \$2 million "shall be a grant to the Thomas P. O'Neill, Jr., Library" at Boston College in Boston, Massachusetts.

Update on Declassification

The Task Force designated in April, 1993, by President Clinton to oversee the revision of the 1982 Reagan Executive Order 12356 is now working on a fourth draft. The professional and public interest organizations involved in discussions of national security classification policy supported many provisions in the third draft that would have significantly promoted greater openness. However, it seems that some key agencies have found the third draft to promote too much openness and are seeking major changes to those provisions that would significantly increase access to historical records.

Two other developments also point to the reluctance of agency leaders to support new declassification procedures. One is the recently released annual report of the Information Oversight Office (ISOO). This report notes that during fiscal 1993 there has been a 30 percent decrease in

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World View

by Thomas Connors

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.

ICA Update

■ The Section on Professional Associations (SPA) of the International Council on Archives (ICA) is willing to help individual archivists arrange for "twinning" opportunities with another archivist in a foreign country. Under such an arrangement, an American archivist might spend a brief period of time observing the work of a foreign archives; a professional staff member in the archives visited would host the American archivist in his/her home. The American archivist and his/her institution would be expected to return the favor. No funds would be provided or exchanged.

A "twinning" application may be obtained from Larry Hackman, New York State Archives and Records Administration, Albany, New York 12230. SPA regards this as an experimental program and encourages participants to apply at least one year in advance of the intended time of exchange.

■ The Steering Committee of the Section on Professional Associations recently completed the first international code of archival ethics, which will be submitted to the ICA Executive Committee for approval by the ICA General Assembly. The Steering Committee also continued discussions on a package of materials on constitutions and bylaws for the development of professional archival associations. The Section's goal is to have materials readily available explaining the benefits of archival associations and describing some of the ways in which they operate. An additional item on the SPA agenda is development of a regularly updated international directory of archival associations.

■ ICA's Committee on Preservation of Archival Materials met in Oslo, Nor-

way, May 9-11, 1994. The main agenda item was discussion of low toxicity, low energy, and low technology preservation and conservation solutions. For more information on this meeting, contact the U.S. representative to this committee, Lewis Bellardo, at (202) 501-5300.

■ ICA's Image Technology Committee held its second meeting June 16-22, 1994, in Stuttgart and Blaubeuren, Germany. Agenda items included a comparison of the use of microfilm and digital technologies in converting archival materials; technical research on color microfilming; problems relating to the use of information technologies in developing countries; the disposition of original materials after scanning; standards and guidelines for the legal admissibility of digital information; and consideration of a joint meeting with the ICA's automation and electronic records committees.

International Sessions Featured at SSA Meeting

The growing importance of electronic records in the Mexican government was described in a session at the Society of Southwest Archivists (SSA) annual meeting held May 20-21, 1994, in El Paso, Texas. Victor M. Espinosa of the Mexican Ministry of Commerce and Trade (Secretaria de Comercio y Fomento Industrial—SECOFI) spoke on the modernization of the ministry's electronic information systems and how they have been used to support negotiations for NAFTA and efforts to expand Mexico's international trade.

According to Espinosa, SECOFI has moved from a centralized mainframe computer system to a new system of interconnected local-area networks at sites throughout Mexico, North America, and Europe. He discussed the steps SECOFI has taken in retraining its staff, ensuring data security, and promoting public access to the agency's electronic records on NAFTA and international trade.

"Microfilming Across Borders," another SSA session, featured reports on several international microfilming projects undertaken by U.S. repositories. Tim Blevins of New Mexico State University,

described an ongoing project to microfilm the records of the Archdiocese of Durango, Mexico, which contain extensive primary source material on the history of the U.S. Southwest. Maritza Arrigunaga, University of Texas at Arlington, discussed microfilming parish and local government records in Yucatan and Honduras. Carol O. Bartels, the Historical New Orleans Collection, addressed public service considerations in planning and carrying out microfilm projects, as well as the agreements negotiated with the national archives of Spain and France for the microfilming of records from colonial Louisiana.

Appointments in France

Alain Erlande-Brandenburg, former Director of the Musée National du Moyen-Âge, has been named Director of the Archives Nationales de France. He replaces Jean Favier who has been appointed head of the French Bibliothèque Nationale.

Microfilm Guide from Spain

The National Archives of Spain has published a guide to microfilms created by and available through its microfilming service center. The volume lists microfilming done in more than 200 Spanish archives. Entitled *Inventario General de Fondos en Microfilm y Microficha, (1952-1992)*, the guide is available from the Servicio de Reproduccion de Documentos de la Direccion de Archivos Estatales, C. Serrano 115, Planta 3, 28006 Madrid, Spain. Fax: 011-34-1-563-11-99.

Special Collections in Europe

The recently published *Directory of Special Collections in Western Europe* (London: Bowker-Saur, 1993) includes information on more than 300 special collections in 11 countries. Also included are institution and subject indexes in English, German and French. Allison Gallico of the IFLA Office for International Lending edited the directory. It is available from Bowker-Saur, 60 Grosvenor Street, London, W1X 9DA, United Kingdom. ISBN 0-86291-616-X.

1994 CALENDAR

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 1-7

2nd Annual "Archives Week in Ohio," sponsored by the Society of Ohio Archivists. Theme: "Sports and Recreation in the Archives," to tie in with early September broadcast on public television of Ken Burns' documentary on baseball. For more information contact George Bain at (614) 593-2710 or via e-mail at BAIN@OHIOU.EDU.

September 4-13

British Council seminar on "The Management of Archives and Records: New Standards for the Repository and its Services," in Lancaster, England. Fee: £1,400 (includes registration, accommodations, and meals). Contact International Seminars Department, The British Council, 10 Spring Gardens, London SW1A 2BN, U.K.

September 7-11

58th Annual Meeting of the Society of American Archivists, Westin Hotel, Indianapolis. See pages 10-11 for details. Program mailed in May to SAA members. For more information, contact Debbie Mills or Carolyn Aeby at (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.

September 29-October 1

Annual meeting of the American Association for State and Local History in Omaha, Nebraska. Theme: "Thriving on Change: Redefining the Field of State and Local History." \$245 registration fee. Contact AASLH, 530 Church Street, #600, Nashville, Tennessee 37219, (615) 255-2971.

October 5-8

1994 Online Audiovisual Catalogers and the Music OCLC Users Group Decennial Conference, Marriott Oak Brook Hotel, Oak Brook, Illinois. Commemorating the first joint OLAC/MOUG conference ten years ago. Theme: "New Technologies, New Challenges." \$85 OLAC and MOUG members; \$95 non-members. After August 15, \$100/\$110. Contact: Marilyn Backett, Cook Memorial Public Library, 413 N. Milwaukee Ave., Libertyville, Illinois 60048, (708) 362-2330.

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 12-15

30th International Roundtable Conference on Archives in Thessaloniki, Greece. Theme: "Archival Interdependencies in the Information Age." Contact: ICA Secretariat CIA, 60 rue des Francs-Bourgeois, 75003 Paris, France. Fax: (33-1) 42 72 20 65.

October 17-18

"Selling Collections Care: The 1994 Annual Meeting of the National Institute for the Conservation of Cultural Property" in Washington, D.C. Contact NIC, 3299 K Street, N.W., Suite 602, Washington, D.C. 20007, (202) 625-1495.



October 21

"Interactive Multimedia Issues," in Los Angeles, California. A seminar for museum, archives and library staff, publishers and multimedia designers, taught by David Bearman. Focus is on the cultural repository as an environment, the audiences of such institutions, and the design issues for interactive multimedia in these settings. \$195 fee. Contact: Lynn Cox, Archives and Museum Informatics Professional Seminars, 5501 Walnut Street, Pittsburgh, Pennsylvania 15232-2311, (412) 683-9775.

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 has been 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.

November 17-18

"Electronic Recordkeeping Issues," in Atlanta, Georgia. A two-day seminar taught by David Bearman. Especially beneficial for archivists and records managers attending with information systems personnel or end user managers from their institutions. Discounts available for pairs of participants from the same institution and for participants attending the one day workshop on metadata which follows on November 19. \$395 fee. Contact: Lynn Cox, Archives and Museum Informatics Professional Seminars, 5501 Walnut Street, Pittsburgh, Pennsylvania 15232-2311, (412) 683-9775.

November 19

"Using Metadata in the Management of Electronic Records," in Atlanta, Georgia. A workshop taught by David Bearman. You may register for this workshop by itself, or as a follow-up to the two-day seminar taught on electronic recordkeeping issues offered November 17-18. Limited to 40 participants. Discounts are available for participants attending all three days. \$175 fee. Contact: Lynn Cox, Archives and Museum Informatics Professional Seminars, 5501 Walnut Street, Pittsburgh, Pennsylvania 15232-2311, (412) 683-9775.

AWARDS

Bentley 1995 Fellowships

The Bentley Historical Library, University of Michigan will host the thirteenth year of its Research Fellowship Program for Study of Modern Archives in Summer 1995. Both individual fellowships and team fellowships are available. The program will award research stipends to individual fellows (\$4,000/month). A housing allowance is also awarded. Team fellowship awards are based on negotiations with the program directors. Further information about the 1995 program and application forms are available from William K. Walach, Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, MI 48109-2113. Postmark deadline for applications is December 16, 1994. The Bentley will host an open house at SAA's Annual Meeting on Friday, September 9, 1994, 7:30 am - 8:30 am, to discuss the program with prospective applicants (coffee, juice, and rolls will be served).

National Center for Film and Video Preservation Grants

The National Center for Film and Video Preservation at the American Film Institute is pleased to announce the availability of \$350,000 for Archives Film Preservation Projects, the grant award component of the AFI's centennial challenge campaign for film preservation. Grants will be awarded to assist organizations in paying for laboratory costs to preserve and restore films of artistic and cul-

tural value. The program is national in scope and particularly encourages projects of special significance to the anniversary of the birth of motion pictures and the 100-year artistic and cultural legacy of the American cinema. There are no matching requirements for grants received through this program; however, all funds awarded must be used to cover laboratory costs to produce new film preservation masters from unique or best-surviving copies of endangered motion pictures.

Applications must be postmarked no later than Friday, August 12, 1994. Notification of grant awards will be made no earlier than December, 1994. For an application or additional information on the program contact: The National Center for Film and Video Preservation, American Film Institute, The John F. Kennedy Center, Washington, D.C. 20566, (202) 828-4070, fax (202) 659-1970.

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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. Indi-

vidual 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.

Hill Reference Library Grants

The James J. Hill Reference Library will award a number of grants of up to \$2,000 to support research in the James J. Hill and Louis W. Hill papers. The deadline for applications is November 1, 1994, and the awards will be announced in early 1995. For more information, contact W. Thomas White, Curator, James J. Hill Reference Library, 80 West Fourth Street, St. Paul, Minnesota 55102.

SGA Scholarships

The Society of Georgia Archivists (SGA) sponsors the Hart Scholarship which honors Miss Carroll Hart, retired director of the Georgia Department of Archives and History, who established the Georgia Archives Institute and was a founding member of SGA.

SGA also awards a scholarship for attendance at its fall meeting and workshop. The scholarship will be an amount equal to the meeting registration fee plus a maximum of \$50 for other expenses and will include a year's membership in SGA, to begin the following calendar year. The scholarship honors the memory of Larry Gulley, a long-time SGA member and former president, who died in 1993. People who are eligible include those engaged in compensated or volunteer archival work at any level in an institution in the state of Georgia, or SGA members employed outside the state of Georgia, or graduate students preparing for a career in archives at a college or university in Georgia, or SGA student members studying outside the state of Georgia. First preference will be given to an applicant who has not won the award in the past. Applications must be postmarked by September 30, 1994.

For information about these scholarships or an application form, contact Society of Georgia Archivists, P.O. Box 80631, Athens, Georgia 30608.

Executive Director

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students and retirees from the calculation, 55 percent of members pay less than basic cost. While we recognize the financial constraints of our members, it is becoming increasingly difficult for the Society to continue to support memberships and services to this degree. We have been able to do so based on booming publication sales. We knew that eventually sales would level out, as they have. Now we must pull together and fully commit ourselves to the valuable work of the Society.

We have given careful thought to the proposed dues increase described on page 5. We have taken into account that the entire profession continues to face financial challenges. The Society will be entering its fifth year without a dues increase; members are themselves managing on reduced budgets and shrinking resources. At the same time, we need to work together to insure that SAA remains in good fiscal health as the profession enters what may well be its most challenging decade.

We live in an era of difficult choices and unusual opportunities. When I look to the future, I see these choices as yet another opportunity for SAA to focus on the priorities outlined in *Leadership and Service in the 1990s, A Strategic Plan*. Tight economic realities can help us in our work toward building a strong, resilient, professional association as proactive as it is responsive. Our challenge is also our chance to provide wise leadership in commitment to ourselves and our future.

Washington Beat

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declassification activity and a one percent increase in classification activity. It is clear from this report that many more pages in the last fiscal year were classified than were declassified. The end of the Cold War has changed little about the way federal declassification policy functions.

A second discouraging development is the difficulty the administration is facing in getting agency cooperation for the declassification of 21 million pages of World War II and older material. A draft presidential executive order dealing only with selected military records, about half dealing with World War II and half with the Vietnam War, calls for "bulk declassification" of 48.8 million pages of documents held by the National Archives.

This draft directive has recently been sent to the agencies for comment. President Clinton's intention, it seems, for announcing the opening of these documents as part of the D-Day commemorations have been thwarted by agency resistance. But action on these older records may come sometime this summer.

IT'S THE LAW

Copyright Law for Unpublished Manuscripts and Archival Collections

by Robert Cogswell

Copyright law 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. This publication addresses a broad range of issues relating to copyright, as well as cites leading cases and includes a variety of exemplary forms and policies.

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. This book is essential reading.

New York: Glanville Publications, Inc., 1992
soft cover, 120-pp.

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\$70 for SAA Members
plus \$6.75 shipping/handling

TO ORDER:
contact SAA publications at
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The Society of American Archivists
600 S. Federal, Suite 504, Chicago, IL 60605

New Member Roster

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

Individual Members:

Anderson, Kris
The Guild of Facts
Anderson, Pamela Robin
Polo Ralph Lauren Corporation
Belcher, Alyson
University of California
Bieniek, Cynthia
Brock Jr., William E.
Austin Presbyterian Theological
Burk, Brenda L. *Student*
Burke, Walter J.
The College of Santa Fe
Cahill, Barry
Provincial Archives of Nova Scotia
Casari, William A. *Student*
Chin, Sushan
New York City Department of Records
Coen, Joseph W.
R C Diocese of Brooklyn
Conniff, Lesley A.
Kentucky Department of Libraries

Dehler, Susan Jacobs
Vigo County Public Library
Deitz, David S.
Derbes CM, Rev. Louis J.
St Marys of the Barrens
Detloff, Douglas L.
Detloff Consulting
Donnelly, Vincent
Dumain, Ralph
Edgington, Michale
Clausen Memorial Museum
Edwards, Glynn *Student*
Faunce, Cynthia
Indiana State Library
Frantz, Carolyn A.
Gibbs, Jocelyn D.
Getty Center for History of Art & Humanities
Goddard, Mary Ellen
Golodner, Daniel D.
Gray, Anita
Grace College and Seminary
Grimwood, Scott D. *Student*
Grinberg, Claire C.
Guelle, Laura Ann
Happy, Elizabeth *Student*
Hart, George A.
Center For Positive Thinking
Harwell, Sara J.
Vanderbilt University Archives
Hauserman, Martin
Cleveland City Council Archives
Henn, Char
Goodhue County Historical Society
Hill, Walter
Holmes, Karen K.
Hopkins, Lola Raykovic
Hoover Institution Library
Hoschette OSB, Sr. Luke
Hultberg, Jane W.
Inabinett, Marian *Student*
Ingersoll, Sarah B.
Polo Ralph Lauren Corporation
Johnson, Timothy
Evangelical Covenant Archives
Koerber, Susannah *Student*
Kougeas, Nancy V.
Lash, Jeffrey N.
Levesque, Jeannine T. *Student*
Lie-Nielsen, Ilya *Student*
May, Judith
McDaniel, A. Trish
City of Irving
McGovern, Susan E. *Student*
McKeever CSJ, Sr. Edna
Sisters of St. Joseph
McLaughlin, Kathy *Student*

Metzer, Laren W.
California State Archives
Meyerhoff, Erich
Miller, Richard A.
Altamonte Springs City Library
Mock, David B.
Tallahassee Community College
Mulich, Patrick A.
Mullen, Patricia A.
Murray, Juanita
Nelson, Maggie
Pasadena Historical Society
Palmer, Mo Sue
Albuquerque Museum
Petratis, Ellen *Student*
Powderly, Kathleen E.
Reninger, Lisa *Student*
Reynolds, Rebecca *Student*
Ritz, Linda M. *Student*
Roberts, Amy Jo *Student*
Rothman, Terri
Russell, Patrick J.
University of California at Berkeley
Sacharski, Susan M.
Northwestern Memorial Hospital
Schechter, Abraham A.
Skinner, Sherrie *Student*
Smith, Diana
Sneddeker, Duane R.
Stephens, Lina C.
Motown Historical Museum
Stowe, Noel J.
Templeton, Frederica
Van Fleet, Robin
Howard University
Wallace, B. Larry *Student*
Walsh, Cybil Genevieve
Polo Ralph Lauren Corporation
Warren, Gary L.
Webb, David Lloyd *Student*
Whigham, Stephen *Student*
Wilson, Jill C.
Wrenn, Tony P.
American Institute of Architects

Institutional Members

Elmhurst Historical Museum
Pikeville College
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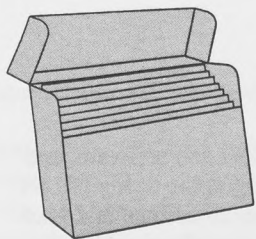
ADVANTAGES

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



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.

ARCHIVIST ASSISTANT ARCHIVIST *United Negro College Fund Washington, D.C.*

ARCHIVIST: Non-profit fund-raising corporation seeks experienced person to manage department and supervise/train staff. Responsible for accessions, appraisal, arrangement, and description of historical records of enduring value. Reference and records management skills required as is computer literacy. Strong written and verbal communication skills required. **Qualifications:** Master's or graduate course work in library science, records management, black or social history or related discipline preferred. 3-5 years experience in archival work or library science.

ASSISTANT ARCHIVIST: The primary responsibility is to arrange and describe UNCF's archival records. Other duties are to accession records, to appraise records and to assist in reference requests. **Minimum qualifications:** B.A. in history or related field with at least two years processing experience. Must be computer literate with strong writing skills; knowledge of history of black education desirable.

UNCF is an equal opportunity employer. Send cover letter with resume to: Director, Human Resources, United Negro College Fund, Inc., 700 13th Street, N.W., Washington, D.C. 20005.

PROJECT ARCHIVIST *The John Nicholas Brown Center for the Study of American Civilization Providence, Rhode Island*

The John Nicholas Brown Center seeks an experienced full-time archivist for a two-year, grant-funded position to arrange, describe, and catalog archival collections relating to the Brown family of Providence, Rhode Island. This is a collaborative project in partnership with the Rhode Island Historical Society and the John Carter Brown Library at Brown University. The project archivist will work on collections at all three institutions. **Responsibilities:** Under the supervision of the Project Director, the Project Archivist will develop an arrangement strategy for each collection;

process records and prepare written finding aids; generate USMARC-AMC records for entry into RLIN and OCLC; create and enter records into local database; compile entries for a published guide to the collection. **Qualifications:** M.A. in American History or M.L.S. with a concentration in archival studies; significant experience in manuscripts cataloguing using USMARC-AMC format; familiarity with database management and word processing, (Minaret, WordPerfect 6.0); ACA certification preferred but not required; demonstrated written and oral communication skills. **Salary:** \$26,000 plus fringe benefits. **Application:** Send a letter of interest, resume, a list of references, and a writing sample to: Joyce M. Botelho, The John Nicholas Brown Center, 357 Benefit Street, Providence, Rhode Island 02903. **Deadline:** Priority consideration will be given to applications received by July 22, 1994. Review of candidates will continue until the position is filled.

HEAD SPECIAL COLLECTIONS *The Rosenberg Library Galveston, Texas*

The Rosenberg Library is a public library/archives/museum for the city of Galveston, located on a beautiful Gulf Coast island. The Special Collections Department is comprised of the Galveston and Texas History Center, a well-established archival repository of Galveston and early Texas history, containing 2,500 linear feet of manuscripts, 25,000 photographs, 5,000 maps, architectural drawings, video, oral histories, and a research book collection; museum collection, consisting of 5,000 artworks and historical artifacts; and a rare book room. The Head of Special Collections reports to the executive director and supervises an archivist, a museum curator, a library assistant, a clerk, and a page. The departmental budget provides for a fully-functioning program of service and is partially endowed. Hiring range is \$26,312-\$30,460 d.o.q. Requirements include an M.L.S. with archival specialty or an M.A. in an appropriate field, three years of archival management experience, and one year of supervisory experi-

Professional Opportunities

ence. Send resume and the names of three professional references by August 31, 1994, to: Executive Director, Rosenberg Library, 2310 Sealy Avenue, Galveston, Texas 77550. The Rosenberg Library is an equal opportunity employer.

ARCHIVIST

*College of Charleston
Charleston, South Carolina*

The Avery Research Center for African American History and Culture of the College of Charleston seeks a professional archivist to oversee the organization, development, and day-to-day operations of its archives and library. The Avery Research Center, established eight years ago, functions to preserve and make public the heritage of the African Americans of the Low country of South Carolina. The archivist works closely with the Center's director, other staff, and community members to identify and acquire collections. The archivist supervises one full-time assistant, graduate and undergraduate students, interns, and volunteers. **Required:** Three years archival experience or masters level training in library or archival science; a subject master's degree with concentration in African American history. **Deadline:** September 1, 1994. **Send resume and three references to:** Dr. Marvin Dulaney, Director, Avery Research Center, College of Charleston, Charleston, South Carolina 29424.

LOCAL COLLECTIONS ARCHIVIST

*Michigan Technological University
Houghton, Michigan*

Michigan Technological University (MTU) seeks a Local Collection Archivist to fill a two-year, NHPRC-funded position with permanent funding thereafter. This position coordinates the use of collections with a new unit of the National Park System, the Keweenaw National Historical Park. **Responsibilities:** The archivist reports to the University Archivist and is responsible for the arrangement and description of the Quincy Mining Company and Calumet and Hecla Consolidated Mining Company collections, the preparation of appropriate descriptive finding aids and the development of a five year processing plan. **Required:** Advanced degree from an ALA-accredited program or M.A. in history or public history; demonstrated working knowledge of archival appraisal, arrangement, processing techniques, and preservation with 1-2

years of experience; working knowledge of USMARC-AMC bibliographic format; understanding of bibliographic control standards; demonstrated ability to work independently, to meet deadlines and to communicate effectively both orally and in writing; willingness and sufficient physical strength to work with archival materials in bulk. **Preferred:** Experience with library automated systems, especially NOTIS and MicroMARC-AMC; understanding of OCLC or similar bibliographic utility; strong skills in investigation and problem solving. **Salary:** Expected starting salary \$30,000. Position available September 1, 1994. Position is a 12-month appointment with 24 annual vacation days, 13 annual sick-leave days and TIAA/CREF or State of Michigan retirement program. **Application Deadline:** Screening of applications will begin June 20, 1994, and continue until the position is filled. Michigan Tech is a public institution known as a premier engineering and research university. MTU has over 350 teaching faculty, 1,000 staff and 6,600 students enrolled in undergraduate and graduate courses of study. The University is located in the scenic Keweenaw Peninsula near Lake Superior. Send resume with letter of application and names, address, and telephone numbers of three references to: NHPRC Search Committee, Attn: Marilyn K. Haapuro, Human Resources, Michigan Technological University, 1400 Townsend Drive, Houghton, Michigan 49931. Michigan Technological University is an Equal Opportunity/Affirmative Action employer educational institution.

PROJECT ARCHIVIST

*Harry Ransom Humanities Research Center
University of Texas at Austin
Austin, Texas*

Two-year, NEH-funded project to process the Alfred A. Knopf, Inc., Archive. Under the direction of the Head, Department of Manuscripts and Archives, will arrange and describe this important publisher's archive and create catalog records for RLIN and UTCAT, the university's local online system. Supervises two paraprofessional staff. **Qualifications:** M.L.S. from an ALA-accredited graduate library program. At least two years experience in archival/manuscripts processing, preferably with large collections. Working knowledge of AACR2, APPM, MARC-AMC format, and standard processing and preservation techniques. Experience with

Macintosh computers and software, and with a major bibliographic utility (RLIN, OCLC). Strong organizational and interpersonal skills, and excellent oral and written communication skills are essential. Must be team oriented. Knowledge of 20th century authors helpful. **Salary:** \$26,000 with competitive benefits package. Working hours are 8 am-5 pm, Monday through Friday. No state or local income tax. The University of Texas is an Equal Opportunity employer. Applications must be received by August 1, 1994. Complete information regarding this position will be provided to finalist at interview. Send letter of application, resume, names and addresses of three professional references, and a writing sample to: Kris Kiesling, Head, Department of Manuscripts and Archives, Harry Ransom Humanities Research Center, P.O. Drawer 7219, University of Texas at Austin, Austin, Texas 78713-7219.

MANUSCRIPTS LIBRARIAN

*Washington State University
Pullman, Washington*

Under the direction of the Head of Manuscripts, Archives, and Special Collections, provides specialized reference service for manuscripts, archival, and aural materials and participates generally in unit reference services; assists with the development of the manuscript and aural collections, with fund-raising to support them, as well as with projects related to them; and, in concert with the Assistant Archivist, participates in appraising, accessioning, arranging, describing, processing, cataloging, and preserving manuscript and aural materials. Responsibilities also include curating exhibits, editing and producing informative, effective guides to the collections, and enhancing awareness of their availability and significance. Participates in the development and implementation of unit policies and procedures. **Required:** ALA-accredited M.L.S. or foreign equivalent. Reference skills. Successful professional curatorial and/or processing experience. Excellent written and oral communication skills. Ability to work in concert with colleagues in and out of unit, as well as with donors. **Preferred:** Subject master/advanced degree (in addition to professional degree); knowledge of methods of literary/historical research; experience with oral history/sound recording collections; USMARC-AMC experience; grant writing experience; supervisory experience; knowledge of foreign

language(s). **Salary:** From \$23,000, commensurate with qualifications and experience. **Rank:** Librarian II or above; commensurate with qualifications and experience, full faculty status. **Benefits:** TIAA/CREF. Broad insurance program, 22 days vacation, 12 days per year sick leave. **Application procedures:** Send letter of application, resume, and names of three references to: Donna L. McCool, Associate Director for Administrative Services, Washington State University Libraries, Pullman, Washington 99164-5610. Application review begins August 15, 1994. Washington State University is an Equal Opportunity/Affirmative Action educator and employer. Members of minorities, women, Vietnam-era or disabled veterans, persons of disability, and/or persons between the ages of 40-70 are encouraged to apply.

PHOTO LIBRARIAN

*Archive Holdings, Inc.
New York, New York*

Busy stock photo library seeks highly organized individual to manage acquisitions, supervise staff, organize, and maintain extensive photo collection. Library degree and previous library experience preferred. Excellent benefits. Resume to: Photo Library, London Terrace, P.O. Box 20236, New York, New York 10011.

ARCHIVIST

*State Archives Division
Arizona Department of Library, Archives,
and Public Records
Phoenix, Arizona*

Duties: Responsible for appraisal, arrangement, and description of government records. Provides reference services; directs and participates in the preparation of grant proposals; oversees automation, including creation of MARC-AMC records, and database development; participates in division planning; may supervise paraprofessional archives assistants. **Qualifications:** Master's degree in history or one of the social sciences and three years of experience in records management, historical research, or technical archivist work. Graduate studies in a closely related field may be substituted for the required experience on a year for year basis. **Salary range:** \$23,238 - \$35,168 per year. Application forms (SF 500) may be obtained from the Department of Administration, Personnel Division, 1831 W. Jefferson Street, Phoenix, Arizona 85007. Interested candidates should apply by July 29, 1994.

PRESERVATION ARCHIVIST and LOCAL GOVERNMENT RECORDS ANALYST

Two Positions

*Utah State Archives and Records Services
Salt Lake City, Utah*

PRESERVATION ARCHIVIST: The Utah State Archives is seeking qualified applicants for an Archivist II/Preservation Archivist to care for records at the State Archives and to provide assistance to local government entities in implementing records preservation programs. **Duties and responsibilities:** Plan and implement a comprehensive preservation/conservation program for public records at the Utah State Archives, including maps, photographs, sound recordings, films, videos, and electronic records. Develops and implements training programs and workshops in collections preservation/conservation. Program encompasses management of storage conditions, all aspects of materials treatment, preservation planning, and disaster planning. **Qualifications:** Bachelor's degree in history, public administration, library science, or related field, plus two years of full-time paid professional related employment, or substitution on a year-to-year basis as follows: related graduate level education for one year of the required employment or full-time paid related professional employment for the required education. Preference given to persons with formal training in preservation administration. **Salary:** \$23,000 - \$29,000, excellent benefits package. **LOCAL GOVERNMENT RECORDS ANALYST:** The Utah State Archives is seeking qualified applicants for an Archivist II/Records Manager to provide assistance to local government entities in implementing records management programs. **Duties and responsibilities:** Provide records management services and assistance to government entities including the identification, description, appraisal, scheduling, and classification of records series and agency records management systems; prepare and provide training; travel required. **Qualifications:** Bachelor's degree in history, public administration, library science or related field, plus two years of full-time paid employment, or substitution on a year-for-year basis as follows: related graduate level education for one year of the required employment or full-time paid related professional employment for the required education. The position requires

a strong background in records management/archives, writing skills, training and public speaking, and preference given to those with a demonstrated knowledge of electronic records issues and optical imaging systems. **Salary:** \$23,000 - \$29,000, excellent benefits package.

For more specific information and job applications for both positions, contact: Kerri Adams, Department of Administrative Services, 3120 State Office Building, Salt Lake City, Utah 84114, (801) 538-3220. **Closing date:** August 31, 1994.

PROJECT ARCHIVISTS

Two Positions

*Emory University
Atlanta, Georgia*

University Center in Georgia Archives and Manuscripts Retrospective Conversion Project. Emory University will manage a two-year project of the University Center in Georgia, funded by the National Endowment for the Humanities with support from the Gladys Krieble Delmas Foundation, to prepare 2,500 descriptive records for archives and manuscript collections for inclusion in OCLC and RLIN. This collaborative project of the Special Collections Group of the University Center in Georgia includes collections at the University of Georgia, Georgia State University, Atlanta University Center, Georgia Department of Archives and History, Georgia Historical Society, Emory University, and other repositories in Georgia. A Project Archivist and Assistant Project Archivist will be hired, to begin October 1, 1994. Project director is Virginia Cain (Emory); co-project director is Steven Engerrand (State Archives). Candidates must have a valid driver's license and automobile since project requires travel throughout the state.

PROJECT ARCHIVIST: Responsibilities and qualifications: As chief archivist, provide training, direction, and overall supervision for all aspects of the project and participate in preparation of records. Report to Project Director. Requires M.L.S. degree or graduate degree in archives administration, experience in arrangement and description of archives and manuscripts, or appropriate equivalent combination of education and experience; knowledge of and experience in application of cataloging standards and MARC-AMC format. Strong communication and interpersonal skills; supervisory experience desirable. Ability to work independently and on dead-

Professional Opportunities

line. **Salary:** \$28,000 - \$32,000 per year depending upon qualifications.

ASSISTANT PROJECT ARCHIVIST:

Responsibilities and qualifications: Assist in all phases of preparing, reviewing, and editing bibliographic records from participating repositories. Supervises student assistants. Reports to Project Archivist. May be filled as full-time or two half-time positions. Requires M.L.S. degree or graduate degree in archives administration, experience in arrangement and description of archives and manuscripts, or equivalent combination of training and experience; knowledge of cataloging standards and MARC-AMC format. Strong communication and interpersonal skills. Ability to work independently and on deadline.

Salary: \$25,000 - \$28,000 per year depending upon qualifications.

Benefits for both positions: Comprehensive benefits package, including choice of health plans, sick leave and vacation leave, TIAA/CREF.

Application procedures: Send letter of application, resume, and names, addresses, and telephone numbers of three references to: Virginia Cain, Special Collections, Robert W. Woodruff Library, Emory University, Atlanta, Georgia 30322-2870. Review of applications begins August 15, 1994. Emory University and University Center institutions are Equal Opportunity/Affirmative Action employers and encourage women and minority candidates to apply.

PRESERVATION OFFICER

Archives Division

*State Historical Society of Wisconsin
Madison, Wisconsin*

The State Historical Society of Wisconsin anticipates an opening for position of Preservation Officer in its Archives Division. We are seeking an energetic, resourceful, and highly knowledgeable individual with broad experience in technical work, administration, and outreach.

Responsibilities: Plan, implement, and administer a comprehensive conservation/preservation program for the State Historical Society's archival collections of manuscripts, public records, maps, photographs, sound recording, films, videos, and electronic records. Program encompasses management of storage conditions, all aspects of materials treatment, disaster planning, supervision of the Paper Conservation Laboratory, and administration of the Wisconsin Conservation Service Cen-

ter. Position supervises two full-time professional conservators and several part-time employees. Qualified candidates will also have the opportunity to teach a graduate-level course in library and archives preservation in the University of Wisconsin-Madison School of Library and Information Studies, contingent on availability of funding. Formal training in preservation administration; graduate degree in library science or archives management preferred; three to five years of professional experience with increasing responsibility (including supervisory responsibility) for conservation/preservation of historical documents or library materials; demonstrated ability to plan and carry out a conservation/preservation program; effectiveness in dealing with professional collection curators, reference staff, and collection users; excellent skills in verbal and written advocacy for collections preservation. **Salary:** \$35,767 minimum (teaching responsibility carries supplemental salary of \$5,000 per semester); excellent retirement, health, and insurance benefits. Send letter of application, resume, and names of three references to: Mike Blair, Personnel Specialist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706. Address inquiries about this announcement to Peter Gottlieb, State Archivist, at the same address, (608)264-6480, e-mail: PeterGottlieb@MAIL.ADMIN.WISC.EDU. Applications must be postmarked by July 15, 1994.

HEAD SPECIAL COLLECTIONS LIBRARIAN

*Search Re-opened
University of Nevada-Las Vegas
Las Vegas, Nevada*

The University of Nevada, Las Vegas, seeks an energetic, service-oriented librarian to administer Special Collections (Nevada collection, gaming collection, university archives and rare books). Reports to the Dean of Libraries. **Responsibilities:** Establishes departmental priorities, policies and procedures; manages manuscript collections and university archives; provides reference services; supervises one professional and two classified staff; participates in fund raising and outreach efforts. Professional growth and service in keeping with university standards for promotion and tenure is expected. **Qualifications:** Minimum of five

years of progressively responsible professional experience working with special collections, preferably in an academic library; experience and/or knowledge of manuscript or archival processing; demonstrated planning, supervisory and communication skills; and the proven ability to establish and maintain harmonious working relationships with co-workers, donors, and patrons. **Desired:** ALA/M.L.S. and/or advanced degree(s) in subject areas; a record of professional involvement and research activities; knowledge of the application of computer technology to special collections. **Salary:** Negotiable depending on experience and qualifications. **Benefits:** 12-month, tenure-track contract with 24 days annual leave, retirement options, health insurance, no state income tax. **Application deadline and details:** Send letter of application, resume and three letters of current reference to: Marilyn Vent, Search Committee Chair, University of Nevada, Las Vegas, 4505 Maryland Parkway, Las Vegas, Nevada, 89154-7001. Position open. Review of applications begins on July 18, 1994, and will continue until the position is filled. The University of Nevada, Las Vegas, is an AA/EO employer. UNLV employs only U.S. citizens and aliens authorized to work in the U.S.

ARCHIVIST

*The Ohio Historical Society
Columbus, Ohio*

The Ohio Historical Society's Archives/Library Division is seeking two individuals to perform archival assignments as Local Government Records Specialists. One position assignment will be located within the Society's Columbus, Ohio, based operation, the other will be located in Cleveland, Ohio, in conjunction with the Western Reserve Historical Society. Primary responsibilities will be advising and assisting local government agencies in managing and preserving local government records. **Other responsibilities include:** preparation of finding aids, providing reference services for state records; coordinating approved requests with the staff of the Auditor of State Department; and preparation of records for microfilming. **Salary Range:** \$19,427 - \$28,121. **Education Requirements:** Master's degree in archives administration, history, library science or related field and expertise in Ohio and American history.

Experience: Minimum of one year of archives or manuscript work at a professional level involved in appraising, processing, referencing, or closely related activity; archival certification or graduate intern experience may be substituted.

Skills: Working knowledge of word processing, and computer data management program; ability to lift and transfer records containers which may weigh 40 pounds and a valid Ohio driver's license. Interested applicants should apply to: Personnel Office, the Ohio Historical Society, 1982 Velma Avenue, Columbus, Ohio 43211. EOE.

PROJECT ARCHIVISTS AND ASSISTANT PROJECT ARCHIVIST

Three Positions

*Atlanta University Center
Atlanta, Georgia*

The Atlanta University Center Robert W. Woodruff Library is seeking qualified applicants for three positions in its Department of Archives and Special Collections. Two positions require highly skilled processing archivists (one position made available from special funding for two years) to appraise, arrange, and describe collections relative to African American culture. A third position requires the services of an Assistant Project Archivist for two years to assist in the processing of the African American Collections. Interested persons should apply to: Atlanta University Center, Robert W. Woodruff Library, 111 James P. Brawley Drive, S.W., Atlanta, Georgia 30314, Attn: Wilson N. Flemister, Sr.

ARCHIVIST

*The Birmingham Civil Rights Institute
Birmingham, Alabama*

The Birmingham Civil Rights Institute, a major new research, educational and museum facility, is seeking applicants for the position of Archivist. Applicants must have either professional archival training, ACA certification, or at least five years experience in an archival facility. A graduate degree either in American history or in African American studies, with a working knowledge of the Civil Rights movement in the United States, is required. Demonstrated success in upper-middle or upper-level management; excellent communication and public relations skills are also required, as is a working knowledge of archival, preservation, and

historical research techniques. Applications must include a cover letter describing interest in and qualifications for this position, and a CV. Competitive salary and benefit package provided. Screening of applications will begin June 10, 1994, and will continue until the position is filled. Direct all inquiries to: Dr. Marian Moore, Executive Director, Birmingham Civil Rights Institute, 520 16th Street North, Birmingham, Alabama 35203. EOE.

CURATOR

*Archives of Women in Science and Engineering
Iowa State University
Ames, Iowa*

Assistant Professor, or above dependent upon qualifications. The Iowa State University Special Collections Department seeks a curator for the Archives of Women in Science and Engineering, a subject-based manuscript collection initiated in 1993 to collect and preserve the papers of American women in science and engineering and the records of women's organizations, both regional and national, in these areas. The curator will be responsible for soliciting, arranging, and describing collections; for supervising student assistants in processing these collections; and for providing reference service to the collections. Reports to the Head of the Department of Special Collections. Contributes to departmental planning, budgeting, and policy and procedure development. Assists in promoting the resources of the department through exhibitions and presentations. Provides support as necessary in other areas of the department, including some reference service at the department's reference desk. In addition to the Archives of Women in Science and Engineering, the Special Collections Department includes the University Archives, the American Archives of the Factual Film, and four other subject-based archives collecting in the areas of agriculture and rural life, veterinary medicine, statistics, and the evolution/creation science database. **Qualifications: Required:** Position requires the completion of an ALA-accredited Master's degree with coursework in manuscripts curacy, archives administration, or appropriate equivalences. Excellent organizational, oral and written communication, and interpersonal skills. **Preferred:** Background in one of

the sciences or engineering, in the history of science or technology, or in women's studies. Familiarity with MARC-AMC format and microcomputer applications. One or more years of manuscripts or archival experience in an academic or research setting; supervisory experience. **Salary and benefits:** \$28,000 minimum; final salary dependent upon qualifications; TIAA/CREF, medical benefits. Serving over 25,000 students, the Library provides electronic resources and access tools which complement nationally recognized print collections. Ames supports quality schools and outstanding cultural attractions and was recently recognized as one of the top ten areas of its size in the country. **Application deadline:** Review of applications will begin August 22, 1994, and will continue until the position is filled. **To apply:** Submit letter, resume, and the names, addresses, and telephone numbers of three references to: Chair, Curator, Archives of Women in Science and Engineering, 302 Parks Library, Iowa State University, Ames, Iowa 50011-2140. Iowa State University is an Equal Opportunity/Affirmative Action employer. Members of protected classes are encouraged to apply.

ARCHIVIST

*Art Institute of Chicago
Chicago, Illinois*

Reporting to the Director of Libraries, directs and administers the Art Institute of Chicago (AIC) Archives Department. Processes all collections (approximately 2,000 linear feet) for a major art museum and art school 1879-date. Establishes policies and procedures and provides collection access and reference services for staff and public. **Requirements:** Degree in history, art, or related field, five years of progressively responsible archival experience, including administration, budgeting and personnel experience. Demonstrated familiarity with automation applications and preservation procedures. **Salary:** From \$28,900, depending on qualifications and experience. Available July 1, 1994. If interested, please submit cover letter and resume to: Louise Ivers, Assistant Director of Personnel, MC/342, The Art Institute of Chicago, 111 South Michigan Avenue, Chicago, Illinois 60603. EOE.

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