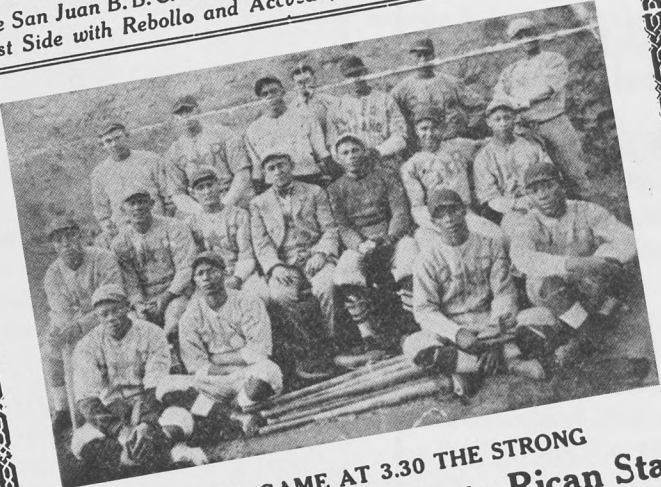




The Society of
American Archivists

Archival Outlook

September 1994

BASE BALL
Sunday July 20th, 1924
TWO GAMES
AT
HOWARD FIELD
Atlantic and Ralph Avenues
BROOKLYN, N. Y.
FIRST GAME AT 1.30 THE UNBEATABLE
San Juan B.B.C. vs. **Porto Rican Stars**
The San Juan B.B.C. is another Porto Rican team from New York
East Side with Rebollo and Acevedo, the southpaw twirler.

SECOND GAME AT 3.30 THE STRONG
Sheridan Caseys vs. **Porto Rican Stars**
Knight of Columbus from Porto Rico
This two teams and our new umpires are members of the Inter-city B. B. A.
Take Fulton Street "L" to Ralph Avenue and
walk two blocks to your right.

The Boys of Summer

On August 12, 1994, major league baseball players went on strike to protest a union contract in which team owners proposed to initiate salary caps. The strike has brought this year's playing season to an abrupt halt.

Seventy years ago, the only strikes anticipated by the baseball players pictured at left were the ones hurled across home plate by Acevedo, the "Southpaw Twirler," for the San Juan B.B.C. team. Salary caps were not an issue in 1924 Brooklyn. These "boys of summer" played for the love of the game.

Courtesy of the Jesús Colón Papers, Centro de Estudios Puertorriqueños, Hunter College, City University of New York.

Issue Highlights

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- Annual Meeting Survey

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- ALA-SAA Joint Statement on Access

Center Insert

- Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree

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

JOHN A. FLECKNER
Presidential Address
1990

Realize YOUR potential as an archivist!

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

☐ Yes, I am interested in membership.

NAME _____
INSTITUTION _____
MAILING ADDRESS _____
CITY _____
STATE _____ ZIP _____
PHONE () _____

Please return this form to:
The Society of American Archivists
600 S. Federal, Suite 504, Chicago, IL 60605.
You may call: (312) 922-0140 or fax: (312) 347-1452.

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President's Message

by Edie Hedlin

Last fall, SAA adopted *Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists*. The result of a multi-year effort by literally hundreds of people but with direction from an able Committee on Goals and Priorities (CGAP), the plan reflects our greatest concerns and most significant challenges. Statistically speaking, however, SAA's strategic plan has a high probability of failing. Why do I say that? Well, strategic planners are quick to point out that most plans fail. Moreover, strategic plans for voluntary associations like SAA are particularly prone to failure. Ever-changing leadership and the voluntary nature of member activity work against a disciplined focus on planning goals and objectives.

The odds, in other words, are not too good. Does that mean planning is a mistake? Absolutely not! As the textbooks say and as SAA discovered, the process of creating a strategic plan results in a participatory approach to agenda-setting, a crystallization of our most pressing needs, and consensus on next steps for moving forward. These benefits alone make the effort well worthwhile.

One year into SAA's strategic plan, it was time to determine whether the benefits of planning were limited to the creation process or whether we had achieved progress toward our goals. On June 2, before taking up its meeting agenda, Council spent a day reviewing actions taken and actions needed in support of the Plan. Thanks to Council member Rand Jimerson, to professional meeting planners (who provided *pro bono* services), and to the coordinating skills of SAA Executive Director Susan Fox, we engaged in exercises that allowed us to identify actions and assess our progress. The news is good. Let me share it with you. Here are our achievements to date against each of the goals.

Goal 1: Exert active leadership on significant archival issues by shaping poli-

cies and standards, building effective coalitions, and improving public awareness of the value of archives.

- Participating in the nomination process for Archivist of the United States, including close cooperation with the National Coordinating Committee for the Promotion of History.
- Participating in the ALA Committee on Accreditation program to develop and implement new accreditation guidelines.
- Created and adopted the "ALA-SAA Joint Statement on Access to Original Research Materials" (see pages 8-9).
- Created, adopted, and issued *Guidelines for the Evaluation of Archival Institutions* (*Archival Outlook*, March 1994, pp. 6-7).
- Created a Task Force on Coalitions to promote further steps to implement Goal 1.

Goal 2: Provide opportunities for continuing professional growth and promote high quality in archival education programs offered by SAA and other organizations and institutions.

- Created and adopted *Guidelines for the Development of a Curriculum for a Masters of Archival Studies (MAS) Degree* (see blue insert in this newsletter).
- Identified new approaches to electronic records workshops and are developing a grant application to support further development.
- Published a special issue of the *American Archivist* (56:3) on the Committee on Automated Records and Techniques (CART) curriculum.

Goal 3: Position SAA to lead the archival profession in advancing electronic records issues and represent the interests of the profession in shaping policies and accepted practices for identifying, preserving, and using electronic records.

- Secured an NHPRC grant to develop ten case studies illustrating the impact of electronic records on archival management.
- Incorporated the CART curriculum guidelines in the development of the MAS curriculum.
- Created the Electronic Records Section.
- Created the Task Force on Automated Techniques and Activities Coordination (ATAC) to assess current issues, actions, and needs.
- Created the Task Force on Electronic Records Strategies to promote further steps to implement Goal 3 (see second and third entries under Goal 2).

Goal 4: Increase SAA's overall effectiveness as an organization by improving its structure, methods of communication, and financial base to accomplish the Society's mission and to achieve its strategic goals and objectives.

- Implemented a mentoring program for new archivists.
- Increased membership recruitment and retention.
- Installed e-mail in the SAA central office.
- Reduced FY1995 budget from 1994 level through rigorous economies.

I think you will agree with me that this represents significant progress toward
continued on page 31



from the Executive Director

by Susan E. Fox

September, as we are all well aware, is a very practical time of year. This is the time we put aside our bathing suits, shorts, and August reverie and focus on the plan-a-day discipline that characterizes our post-Labor Day lives. September quickly becomes a month of business suits, appointments, agendas, and endless to-do lists. It is a month as invigorating as the chill in the morning air. It is also a month of great optimism and resolve—a time to look ahead, to build on past successes, hone new skills, to take a fresh look at how we are organized and to prepare for new challenges in the year ahead.

This month, after tending to the very important business of the SAA annual meeting, the staff and I will engage in a series of weekly discussions aimed at finding new and better ways of providing service to SAA members and constituencies. We will be brainstorming, looking ahead, building on our strengths, acknowledging

areas in need of improvement. We will be thinking as creatively as possible to identify opportunities, which will help us become more efficient, more productive, more responsive to your needs and those of the Society at large.

SAA is blessed to have the benefit of a highly intelligent, motivated staff, who are constantly searching out innovative solutions to the many challenges of running an association as active and vibrant as this one. Everyone here in our small Chicago office is conscientious about their work, with no detail too small, no concept too large to be open to question. As a result, these discussions are bound to be as invigorating and fun as they are instructive. It is like creating a road map: here is where we are, here is where we want to be, here are a few possible detours and benchmarks along the way.

As we look to the future it is important that we hear from you, as well. While SAA members certainly are not shy about offering opinions and suggestions, we can never hear from you enough. In order to bring this cooperative enterprise to full fruition we need to hear your voice and to profit from your advice. I hope you will pick up the telephone, write, or e-mail often. There is much to learn from collective wisdom.

Of particular help would be if you would take the time to fill out the "Annual Meeting Survey" on the next two pages of this issue of *Archival Outlook*. While it is fresh in your mind, we want to know your thoughts about the SAA annual meeting, its scheduling, how we can improve the sessions, how to make it work best for you. The ultimate goal is to achieve increasingly responsive—and responsible—programs and operations.

Later this year the Task Force on Sections and Roundtables will be presenting the results of their work at the January Council meeting. They, too, are engaged in creative thinking about SAA's organizational structure and operations. Chaired by Paul McCarthy, the group has engaged

in a far-reaching examination of how SAA conducts its business, with an eye toward strengthening communication and internal structures. We look forward to this report with great anticipation, it will be an important contribution to the Society-wide dialogue about how best SAA can function.

What is most important and at the heart of all these discussions is the ultimate goal of achieving tangible results. Creativity and solid thinking are laudable and much needed qualities in any organization, but without results neither will advance our work or the goals we worked so hard to clarify in *Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists*. It is by finding and applying benchmarks, measures of success, that we will end the coming year with the same measure of optimism as when we began.

President Edie Hedlin in her column speaks of SAA's achievements to date against the strategic plan and notes that we have come quite a long way since first creating the plan. SAA is nothing if not a collective enterprise and many people have contributed long hours, conscientious attention to innumerable details, and worked extremely hard to make this year a productively successful one. I hope, I know, the coming year will be as productive as the last.

By the time September 1995 rolls around we will once again pull out our appointment books, look ahead, and ready ourselves to embrace a new set of challenges. The items crossed off our list, large and small, will have amounted to a significant body of work accomplished, goals achieved, and will point to goals yet to be realized. Our plans are our dreams and like all dreams, we achieve them a piece at a time. Before we know it we are on to the next, and the next, and the next . . . In the end, with a little luck and a lot of hard work, we will have made the Society (and society) a better place.

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



ANNUAL MEETING SURVEY

In an effort to better serve member needs, the Society of American Archivists invites you to fill out this "Annual Meeting Survey." *Please return the completed survey by November 1, 1994, to the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, or fax 312/347-1452.*

1

What is the best time of year for you to attend the annual meeting?

- ☐ On or near Labor Day weekend
- ☐ Mid- to late August
- ☐ Mid- to late September
- ☐ October or November
- ☐ Other _____

2

What changes, if any, would you make to the annual meeting week?

- ☐ End meeting on Saturday
- ☐ Add evening sessions
- ☐ Longer lunch breaks
- ☐ Schedule committee meetings at end of annual meeting
- ☐ Okay as is
- ☐ Other _____

3

What kind of opening event would you most likely attend?

- ☐ Ticketed opening banquet/reception on Wednesday evening
- ☐ Opening general session on Wednesday evening
- ☐ Opening general session on Thursday morning
- ☐ Opening general session on Thursday evening
- ☐ Other _____

4

Would you like to see a keynote speaker at an opening event?

- ☐ Yes
- ☐ No

If so, any suggestions?

5

What changes would you make to educational sessions?

- ☐ More sessions
- ☐ Fewer sessions, higher quality
- ☐ Evening sessions
- ☐ Okay as is
- ☐ Other _____

6

Rank 1 - 5 the types of educational sessions you prefer attending (1 = most important).

- ☐ New technology
- ☐ Practical - "how to"
- ☐ Special interest
- ☐ Theoretical
- ☐ Other _____



Survey - continued

7

How would you improve the scheduling of Section meetings?

- ☐ Allow four hours, instead of two, for Sections to meet
- ☐ Allow two additional hours in the evening for Section committees to meet
- ☐ Allow more time for a Section educational activity
- ☐ Okay as is
- ☐ Other _____

8

How could SAA best assist you in coordinating a social function for your Section?

- ☐ Promote in program
- ☐ Provide planning assistance from SAA office
- ☐ Schedule time in program for Section social functions
- ☐ Okay as is
- ☐ Other _____

9

What changes would you like to make to the Archives Exposition?

- ☐ More "free" time to see exhibits
- ☐ Cash bar or ticketed reception in exhibit hall
- ☐ More product demonstrations
- ☐ Okay as is
- ☐ Other _____

10

What kinds of social events/tours would you be willing to spend \$10 - \$40 to participate in (depending on activity)?

- ☐ Same as currently offered
- ☐ Sporting event (baseball game or golf outing)
- ☐ Post-conference tour
- ☐ Cultural event (theatre or symphony)
- ☐ Other _____

11

What kind of closing event would you most likely attend?

- ☐ Ticketed social event Saturday evening
- ☐ General session late Saturday afternoon
- ☐ General session Sunday morning
- ☐ Okay as is
- ☐ Other _____

12

Approximately what percentage of your annual meeting expenses does your employer cover? (Please check the one that most applies.)

- ☐ 100%
- ☐ 75%
- ☐ 50%
- ☐ 25%
- ☐ None
- ☐ Other _____

Return survey to Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605, fax 312/347-1452.

Council Actions

At its June meeting, the Council of the Society of American Archivists approved a "Resolution on Archivist of the United States" and the "ALA-SAA Joint Statement on Access: Guidelines to Original Research Materials."

The resolution, printed below, reaffirms support of the SAA/NAGARA Joint Statement on the criteria for appointment of the U.S. Archivist, which appeared in the May 1993 issue of *Archival Outlook*, as well as addresses additional points.

The "ALA-SAA Joint Statement on Access" appears on pages 8 and 9. It has been developed by the Joint American

Library Association/SAA Committee on Archives and Library Relationships. This statement supersedes and replaces the 1976 "Statement on Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories" (*College and Research Library News* 37, November 1976), the 1974 "Standards for Access to Research Materials in Archival and Manuscript Repositories" (*American Archivist* 37, January 1974), and "Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories" (*American Archivist* 42, October 1979).



Resolution on Archivist of the United States

RESOLVED that the Council of the Society of American Archivists (SAA):

reaffirms its support for the SAA-NAGARA Joint Statement on the criteria for appointment of the Archivist of the United States;

has received draft submissions from SAA delegates who have met with three candidates — John Milton Cooper, William Josephson, and Richard Kohn;

has received additional information and comments from archivists, archival organizations, and other sources concerning each of these three candidates;

and concludes that, based on information currently available and in consideration of the SAA-NAGARA criteria, the position of the Society of American Archivists in respect to the candidacies of these individuals should be as follows:

John Milton Cooper would not be acceptable as a candidate for Archivist of the United States;

William Josephson would be acceptable as a candidate for Archivist of the United States;

Richard Kohn would be acceptable as a candidate for Archivist of the United States;

Based on these determinations, the Council authorizes the SAA President to convey these evaluations of the candidates to appropriate individuals or groups, and authorizes the SAA President to indicate the Society's support of or opposition to any of the candidates who may be considered for nomination to the position of Archivist of the United States.

In the event that a formal nomination is made by the White House, SAA's Executive Committee is authorized to prepare for possible testimony by gathering additional information regarding the nominee's experience, background, and qualifications, and to prepare a list of questions and/or concerns that should be addressed. Every effort should be made, within existing time constraints, to convey such information to Council members prior to public testimony.

Adopted by the Council of the Society of American Archivists, June 5, 1994.



ALA-SAA Joint Statement on Access: Guidelines for Access to Original Research Materials



The Society of
American Archivists

1. A repository¹ preserves collections² for use by researchers. It is the responsibility of a repository to make available original research materials in its possession on equal terms of access. Access should be provided in accordance with statutory authority, institutional mandate, the Code of Ethics for Archivists,³ the Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians,⁴ and this Joint Statement. A repository should not deny access to materials to any researcher, nor grant privileged or exclusive use of materials to any researcher, nor conceal the existence of any body of material from any researcher, unless required to do so by statutory authority, institutional mandate, or donor or purchase stipulation.

2. A repository is committed to preserving manuscript and archival materials and to making them available for research as soon as possible. At the same time, it is recognized that a repository may have legal and institutional obligations to protect confidentiality in its collections, and that private donors have the right to impose reasonable restrictions upon their papers to protect privacy or confidentiality for a reasonable period of time.

- a. It is the responsibility of the repository to inform researchers of the restrictions which apply to collections.
- b. The repository should discourage donors from imposing unreasonable restrictions and should encourage a specific time limitation on restrictions that are imposed.
- c. The repository should periodically reevaluate restricted material and work toward the removal of restrictions when they are no longer required.

3. As the accessibility of material depends on knowing of its existence, it is the repository's responsibility to inform researchers of the collections in its custody. This may be accomplished through local, regional, or national catalogs; inventories and other internal finding aids; published guides; and the assistance of staff members.

4. To protect and insure the continued accessibility of the material in its custody, all materials must be used in accordance with the rules of the repository. Each repository should publish or otherwise make known to potential researchers its rules governing access and use. Such rules must be applied and enforced equally.

- a. The repository may limit use of fragile or unusually valuable materials, but should try to provide suitable reproductions to researchers in lieu of the originals.
- b. The repository may limit access to unprocessed materials, so long as the limitations are applied and enforced equally.
- c. The repository may, under special circumstances, loan or place on deposit with another repository part or all of a collection.⁵

ALA-SAA Joint Statement on Access: Guidelines for Access to Original Research Materials

- d. The repository may refuse access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the material, or to a researcher who has violated the policies and regulations of the repository.
 - e. To protect its collections, a repository may, in accordance with statutory authority and institutional mandate, require acceptable identification of any individual wishing to use its materials, as well as a signature verifying the individual has read a statement defining the policies and regulations of the repository.
5. A repository should not charge fees for making available the materials in its holdings, except when required by statutory authority or institutional mandate. A repository should facilitate access to collections by providing reproduction services. These services can include electronic, paper, or photographic copies; microfilm; or other means of reproduction. All reproductions should be made in accordance with statutory authority, including copyright law, institutional mandate, and repository regulations. Reasonable fees may be charged for these copying or research services. A repository is not obligated to conduct copying or research services beyond those required by statutory authority or institutional mandate.
6. Each repository should publish or otherwise make available to researchers a suggested form of citation crediting the repository and identifying items within its holdings for later reference. Citations to copies of materials in other repositories should include the location of the originals, if known.
7. It is the researcher's obligation to satisfy copyright regulations when copying or using materials found in collections.⁶ Whenever possible a repository should inform a researcher about known copyrighted material, the owner or owners of the copyrights, and the researcher's obligations with regard to such material.

End Notes

- ¹ A *repository* is defined as an archives, manuscripts library, research center, or any other institution responsible for keeping primary research materials.
- ² *Collections* are defined as individual manuscripts, archival or manuscript collections, fonds, or record groups found in repositories in any format.
- ³ *Code of Ethics for Archivists and Commentary* (Chicago: Society of American Archivists, 1992).
- ⁴ "Standards for Ethical Conduct for Rare Book, Manuscript, and Special Collections Librarians, with Guidelines for Institutional Practice in Support of the Standards," *College & Research Libraries News* 54 (April 1993): 207-215.
- ⁵ Repositories wishing to participate in the interlibrary loan of materials may consult as a model the "Additional Guidelines for Access to Archives, Manuscripts, and Special Collections," Chapter 8 of the *RLG Shared Resources Manual* (3rd ed., Stanford, CA: Research Libraries Group, 1987). The chapter is reprinted in *Rare Books & Manuscripts Librarianship* 3 (Fall 1988): 126-130. Repositories wishing to loan original materials for research or exhibition may consult the RBMS "Guidelines for the Loan of Rare and Unique Materials," *College & Research Libraries News* 54 (May 1993): 267-269, or the "Guidelines for Borrowing Special Collections Materials for Exhibition," *College & Research Libraries News* 51 (May 1990): 430-434.
- ⁶ Repositories may wish to provide researchers with the American Library Association's 1991 publication, *Locating Copyright Holders*.



Short Subjects

Free Catalog

The 1995 edition of the *SAA Publications Catalog* accompanies this issue of *Archival Outlook*. More than 100 titles are featured, comprising a wide variety of critical archival resources. In addition, the catalog carries over twenty new titles.

An electronic copy of the catalog will be posted by October 1, 1994, in info@saa.mhs.compuserve.com.

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 appear as an insert in this issue of *Archival Outlook*.

Special Issue of *American Archivist*

The winter 1994 issue of the *American Archivist* (57:4) will be mailed to members and subscribers this month. This special "2020 Vision" issue, guest edited by Margaret Hedstrom and Larry Dowler, features the perspectives of experts outside of the archival profession regarding the long-range vision for the profession and SAA. The lively and interesting articles stem from papers delivered at five "2020 Vision" sessions, organized by the Committee on Goals and Priorities, at SAA's 1992 annual meeting in Montreal.

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

Correction

In the May 1994 issue of *Archival Outlook*, there was an error in the spelling of a new member's name in the "New Member Roster." The listing should have read:

Strom, Steven
Houston Public Library

We regret this error.

Indy - A Week at the Races!

Look for coverage of the 58th annual meeting of the Society of American Archivists in the November issue of *Archival Outlook*. The meeting is being held September 5-11 in Indianapolis.

Attention Sections and Roundtables

Chairs of sections and roundtables should submit the names of Indianapolis meeting attendees, as well as names of new leadership, to the SAA office. These items are needed for the 1994-95 leadership list, which will be included in the November issue of *Archival Outlook*. Please forward this information by October 1, 1994.

Volunteer Acquisitions Editor Wanted

The search for an SAA volunteer acquisitions editor has been extended. This position is responsible for developing concepts for new publications, editing manuals and other SAA non-serial publications, and identifying titles from other publishers to be added to the Society's current list of titles. The acquisitions editor reports to the SAA executive director and receives advice and assistance from the Publications Board and the managing editor. For a full description of the position and application guidelines, please see page 18. The deadline for applications is December 1, 1994.

Keep in Touch!

If you have moved or your address label is incorrect, please notify SAA. Mail, fax, or e-mail any corrections you wish to make to: Membership Services, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, fax (312) 347-1452, or e-mail info@saa.mhs.compuserve.com.

SAA DEADLINES

SEPTEMBER

- 5 Job announcements for October *SAA Employment Bulletin*
- 5-7 Preconference Workshops in Indianapolis
- 7-11 1994 Annual Meeting in Indianapolis
- 12 Registration for "Getting Your Piece of the Pie: Strategies for the 90s" workshop in St. Paul, Minnesota
- 19 Registration for "Donor Relations" workshop in Ogden, Utah
- 28 Registration for "Oral History in Archives" workshop in Gainesville, Florida

OCTOBER

- 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 13-14)
- 11 Registration for "Business Archives: The Basics and Beyond" workshop in Berkeley, California
- 14 Registration for "APPM" and "USMARC" workshops in Atlanta, Georgia

NOVEMBER

- 1 "Annual Meeting Survey" (see pages 5-6)
- 5 Job announcements for December *SAA Employment Bulletin*

DECEMBER

- 1 Applications for Acquisitions Editor position (see page 18)
- 5 All submissions (including job ads) for January *Archival Outlook*

JANUARY

- 1 Case Studies proposals (see page 16)
- 5 Job announcements for February *SAA Employment Bulletin*

Spotlight



NANCY BARTLETT of the Bentley Historical Library, University of Michigan, has been awarded a USIA-ALA Library/Book Fellowship. Bartlett will spend six months at the Danes Worldwide Archives, a Danish immigration research center in Aalborg, Denmark.

M. CALLA BIONDI is the processing archivist for the Joseph Papp - New York Shakespeare Festival papers processing project at the Billy Rose Theatre Collection, New York Public Library for the Performing Arts.

NICHOLAS BURCKEL, associate dean for Collections and Services of Washington University Libraries, has been appointed by Governor Mel Carnahan to the Missouri Historical Records Advisory Board. He will serve a two-year term, ending in 1996. The twelve-member board is chaired by the Secretary of State. In 1988 Burckel served as a consultant to the state under the auspices of the National Historical Publications and Records Commission.

TYRONE G. BUTLER has been elected president of ARMA International for 1994-1995. He is also taking a leave of absence from his position as manager of records and records access officer for the New York City School Construction Authority to run in November for U.S. Congress from the 13th district of New York, which includes all of Staten Island and the southern portion of Brooklyn.

DEBORAH L. COLEMAN, a recent graduate of the Simmons College Graduate School of Library and Information Science and formerly with Northeastern University, has been appointed project archival cataloger at the Massachusetts Institute of Technology.

MARGARET CROCKETT, formerly records manager for the British Medical Association in London, has been appointed chief of the Records Management Unit, International Monetary Fund.

JOHN F. HACKETT, formerly records administrator and archivist with the city of Alexandria, Virginia, has been appointed records manager for the Kevric Company, a scientific and engineering consulting firm located in Silver Spring, Maryland.

LARRY J. HACKMAN, assistant commissioner of Education for Archives and Records, will serve as executive officer of the New York State Archives Partnership Trust, a public benefit corporation, created through 1992 legislation, to seek public and private funds to supplement state resources to preserve and make accessible endangered records in the state archives. Hackman will also direct a new national project to study the administration of records by environmental organizations and to recommend ways to improve their management and to preserve those of long-range research value. **BRUCE DEARSTYNE** and **TOM MILLS**, who have been assistant directors of the New York State Archives and Records Administration, will serve as acting co-directors, responsible for SARA's services and programs.

EDIE HEDLIN, formerly a consultant working independently and with The Winthrop Group, has been appointed director of the Office of Smithsonian Institution Archives. Hedlin begins her new position on November 1, 1994.

The Newberry Library has appointed **MARY E. JANZEN** to be its lyceum director. Formerly the assistant to the president of the Chicago Historical Society, Janzen will lead and develop the library's public programming, raise program funds, develop materials to publicize the library's public programs, and promote and encourage participation in them.

RAND JIMERSON, formerly of the University of Connecticut-Storrs, is the newly appointed director of the gradu-

ate program in Archives and Records Management, Department of History, Western Washington University in Bellingham, Washington. He succeeds **BURT RHOADS**, who will stay in Bellingham as part-time curator of the Pacific Northwest Collection.

The first Gaylord Collections Conservation Award was won by **KAREN JONES** of Jefferson County Public Library, Lakewood, Colorado. The award includes a \$1,000 grant for professional development in the conservation of library and archival collections and attendance at the annual conference of the American Institute for Conservation.

EVA S. MOSELEY has been appointed acting director of the Arthur and Elizabeth Schlesinger Library at Radcliffe College. She has been curator of manuscripts since 1972.

GARY SARETZKY has been appointed county archivist for Montmouth County, New Jersey.

JOAN M. SCHWARTZ will be leaving her position as section chief of the Photography Acquisition and Research Section of the National Archives of Canada to pursue doctoral studies at Queen's University, Kingston, Ontario. She has been awarded a Social Sciences and Humanities Research Council Fellowship and will be working in the Department of Geography at the University.

MEGAN SNIFFIN-MARINOFF will join the full-time faculty of the Simmons College Graduate School of Library and Information Science this fall as assistant professor and director of Archives Management Programs.

PETER J. WOSH, formerly director of the archives/library at the American Bible Society, is the new director of the program in Archives and Historical Editing at New York University.



Education Notes

by Jane Kenamore

1994 Fall Workshops

October 6: "Getting Your Piece of the Pie: Strategies for the '90s," co-sponsored by the Midwest Archives Conference, in conjunction with their fall meeting; at the Minnesota Historical Society, St. Paul, Minnesota. Instructor: Julie Bres-sor, director of the Sheldon Museum, Middlebury, Vermont and consulting archivist for Shelburne Farms, Shelburne, Vermont.

October 12: "Donor Relations," co-sponsored by the Confer-ence of Inter-Mountain Archivists and the Utah State His-torical Society, in conjunction with the Governor's Confer-ence on History and Heritage; at the Ogden Park Hotel in Ogden, Utah. Instructor: David J. Murrah, director of the Southwest Collections, Texas Tech University.

October 21: "Oral History in Archives," co-sponsored by the Society of Florida Archivists, at the Holiday Inn/University Center, Gainesville, Florida. Instructor: James E. Fogerty, head of the Acquisitions and Curatorial Department of the Minnesota Historical Society.

November 3-5: "Business Archives: The Basics and Beyond," co-sponsored by the Society of California Archivists, at the Berkeley Marina Marriott, Berkeley, California. Instructors: Philip F. Mooney of Coca-Cola Company, Elizabeth Adkins of Kraft General Foods, Inc., and Gary Steele of Digital Techniques, Inc.

November 7-8: "Archives, Personal Papers, and Manuscripts," co-sponsored by the Society of Georgia Archivists, at the Atlanta History Center, Atlanta, Georgia. Instructor: Steven L. Hensen, assistant director of Special Collections, Duke University Library.

November 9-10: "Understanding the USMARC Format for Archival and Manuscripts Control," co-sponsored by the Society of Georgia Archivists, at the Atlanta History Center, Atlanta, Georgia. Instructors: Marion Matters, Head of Technical Services, Minnesota Legislative Reference Library, and Lofton Wilson of the New York Public Library.

CAIE Curriculum

The Education Office Advisory Board has accepted a pro-posal from the Committee on Archival Information Exchange to develop a new continuing education curriculum in descriptive standards for archivists. The curriculum will contain substantial-ly revised APPM and USMARC workshops and offer four new courses.

The core courses will include four offerings: "Archival Cat-aloging as a Component of Archival Description," "Access Points," "USMARC Format Tagging," and "Implementing

Archival Information Systems." In addition, the curriculum will address "Archival Cataloging for Librarians" and "Advanced Concepts in Authority Control."

The first three core subjects will be presented in the form of an institute or three sequential workshops. The first component will introduce archival cataloging in the context of archival description and will present the procedure as a portion of the descriptive process, with a relationship to more detailed collec-tion finding aids, indexes, repository guides, etc.

"Access Points" is designed for the individual who received preparation for his/her archives career outside the realm of library science. This component will focus on the concept of authority control, content analysis, and the formation of access points in an archival catalog record. The content will include the formation of access points for persons, geographic names, as well as corporate bodies, subject analysis, and access using the Art and Architecture Thesaurus and the Library of Congress Subject Headings.

"Tagging" will focus on the structure of the USMARC for-mat and the process of "tagging" a record so the information can be exchanged on automated networks. While the emphasis will be on the USMARC-AMC format, other formats, such as the MARC-VM, as well as the implications of format integration will be addressed.

"Implementing Archival Information Systems" will offer analyses of systems that can import and export USMARC-AMC records. Specifically, the unit will examine such systems as RLIN, OCLC, NOTIS, MicroMARC, Minaret, GENCAT, Bib-liofile, and AutoCat.

The final two workshops that will be offered in addition to the core curriculum will be "Introduction to Archival Cataloging for Librarians," targeting librarians who have new responsibili-ties for cataloging archives and manuscripts, and "Advanced Concepts in Authority Control," targeting archivists who are interested in learning more about developments in the archival interpretation of the concept of authority control.

Course developers will receive training in the concept of interactive learning, and that methodology will be an integral part of the new curriculum. Although SAA uses interactive learning in most of its continuing education offerings, the teach-ing technique will be essential in the detail-saturated descriptive standards curriculum.

The Society will seek outside funding for the full develop-ment of curriculum materials, with the goal that a qualified corps of experts in archival descriptive standards will be able to teach the institute and/or workshops at locations throughout the country.

Clarification

"Arrangement and Description" was omitted from the list of courses SAA will offer in the regional setting, in Education Notes in the July 1994 *Archival Outlook*. It is still offered. We regret the omission.



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
P.O. Box 300100
Montgomery, Alabama 36130-0100
(205) 242-4452 Fax (205) 240-3433

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



Preservation Management Training Program

Twelve participants in the Western series of the Society of American Archivists' Preservation Management Training Program completed a year-long series of workshops in July in Palo Alto, California. Anne R. Kenney and John Dean of Cornell University were the faculty for the final workshop. Topics addressed included: preservation policies, plans, and programs; funding and resource allocation; national initiatives; and general management issues. The faculty also addressed digital imaging initiatives at Cornell.

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 four months of a three-year initiative to assist institutions across the country in developing customized preservation programs.



Participants in the Western series workshop pause for a photo opportunity during their last SAA preservation workshop in Palo Alto, California. *Kneeling, from left to right:* Faculty member Anne R. Kenney, Cornell University; Gretchen Lake, University of Alaska-Fairbanks; Jeff Kintop, Nevada State Library and Archives; and Maxine Trost, American Heritage Center at the University of Wyoming. *Standing, from left to right:* Faculty member John Dean, Cornell University; Julie Reiz, Jet Propulsion Laboratory; Cindy Martin, Texas Tech University; Rick Francom, Utah State Archives; Mary Ann Akao, Hawaii State Archives; Kathleen Ferris, University of New Mexico; Erica Schoenhals Toland, San Francisco National Maritime Historical Park; Todd Ellison, Fort Lewis College; Linda Fagen, University of Utah; and Ann Massman, AMIGOS Bibliographic Council, Inc.

Resources

■ *Isoperms - An Environmental Management Tool*, by Donald K. Sebera (Washington, D.C.: Commission on Preservation and Access, June 1994) 16 pp., paper. This report responds to top priority research needs identified by the Commission's "Preservation Science Initiative." Although the isoperm method has been described in detail in scientific journals, this report is geared toward decision-makers and preservation managers. It focuses on how the isoperm method can be used as a quantitative tool to help make choices about environmental conditions, and provides answers to questions related to temperature and relative humidity that affect the useful life of collections.

■ *The Setup Phase of Project Open Book*, by Paul Conway and Shari Weaver (Washington, D.C.: Commission on Preservation and Access, June 1994) 24 pp., paper. This report outlines progress with issues of digital image quality, indexing structures, and production workflow during the second phase of "Project Open Book," an effort to explore the usefulness of digital technologies for preserving and improving access to deteriorating documents.

Both publications are available for \$10 each, prepaid, from the Commission on Preservation and Access, 1400 16th Street, N.W., Suite 740, Washington, D.C. 20036-2217.

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Around SAA

NHPRC-SAA Case Study Project

The Editorial Board of the NHPRC-SAA Case Study Project, "Management of Electronic Records and Automated Record Techniques," met at Babson College on July 16, 1994, and accepted the following four proposals:

- *Reinventing the Canadian Federal Government: What are the Information Perspectives?* by Peter Gillis, School of Public Administration, University of Victoria, Canada;
- *Development and Management of Instructional Case Studies on the Management of Automated Records*, by Thomas Galvin, State University of New York at Albany, and Russell Kahn, State University of New York Institute of Technology at Utica/Rome;
- *Case Study in the Management of Electronic Records: The University of Michigan*, by Anne Gilliland-Swetland, University of Michigan at Ann Arbor; and
- *Use of Digital Imaging and Optical Media Storage Technologies in Recordkeeping*, by Deborah Skaggs, Alabama Department of Archives, and Charles Dollar, University of British Columbia in Vancouver.

Funding from NHPRC will allow SAA to offer honoraria and editorial assistance to authors of cases and teaching notes and will partially support the distribution of the cases. Serving as Project Editor is Elsie Freeman Finch, aided by a Project Editorial Board consisting of Richard Kesner (chair), Luciana Duranti, Fynette Eaton, Margaret Hedstrom, John McDonald, and Leon Stout.

The next deadline for proposals is January 1, 1995. Proposals are being sought from individuals or teams who wish to prepare cases. Application materials including guidelines and a sample case with teaching notes are available from the SAA office. Applications from persons with training in the principles of adult education or case-writing experience are particularly welcome. For additional information, contact SAA Executive Director Susan Fox at (312) 922-0140.

RLIN Archival Materials Task Force on Standards Wants Your Comments

The Research Libraries Group formed the RLIN Archival Materials Task Force on Standards last fall to consider the implications of format integration, which will allow records under archival control to be entered into all RLIN files—not just the AMC or VIM files. Since its formation, the task force has reviewed current standards and guidelines for cataloging archival materials including visual images, historical sound recordings, public records, and university archives.

Task force members have brought together standard definitions of record types for archival materials and defined a base or core level record following the model developed by the Program

for Cooperative Cataloging (the "core" level includes more access points than minimal records have, although not necessarily all access points mandated in full-level records). The full level record follows the USMARC Format for Bibliographic Data. The task force is also drafting a guide with applications of RLG cataloging standards for archival materials accompanied by relevant examples of appropriately tagged records.

These documents will be available by late summer for comment by SAA members, RLIN users, and the archival community in general. Contact Linda P. Lerman, RLG Liaison, RLIN Archival Materials Task Force on Standards, 1200 Villa St., Mountain View, California 94041-1100, (415) 691-2376, fax (415) 964-0943, or e-mail bl.lpl@rlg.stanford.edu. A draft version will be available for consultation at the RLG exhibit booth during the SAA annual meeting in Indianapolis on September 8 and 9. A report on the draft document also will be discussed during the SAA conference at the RLIN User Roundtable meeting on September 8.

Task force members are particularly well versed in RLIN AMC, RLIN VIM, USMARC, and archival standards and principles. They include Beth Delaney (formerly of the New York Public Library's Schomburg Center for Research in Black Culture), Michael Fox (Minnesota Historical Society), Steven Hensen (Duke University), Kris Kiesling (University of Texas at Austin), Richard Koprowski (Stanford University), and Kathleen Roe (New York State Archives and Records Administration). Fox, Hensen, and Roe are also members of SAA's Committee on Archival Information Exchange (CAIE).

Views of Infinity: Preservation and Visual Materials Sections Produce a Joint Newsletter

The editors of two SAA section newsletters collaborated on a special joint spring 1994 issue. Laurie Baty, who edits the Visual Materials section's newsletter, *Views*, and Karen Garlick, editor of *Infinity* for the Preservation section, together produced *Infinity & Views*, which was distributed to members of both sections.

Baty and Garlick work within blocks of one another in Washington, D.C., which made the newsletter's production logistics easier. However, impediments included finding common time to do the work, sharing layout decisions, and mouse vs. keyboard problems. The joint production was more than an exercise in desktop publishing. It demonstrates how effectively SAA sections can collaborate and promote inter-sectional communication.

"At the 1993 annual meeting, members of the Visual Materials section expressed an interest in developing some kind of newsletter exchange, and this is a good beginning," noted Bonnie Wilson, chair of the Visual Materials section.

The joint issue of two newsletters raises the multiple subscriptions question. SAA members may join two sections, but may have interest in others. Charlotte Brown, chair of the Preservation section, said that she "bemoans the fact that SAA has no mechanism in place for members to subscribe to more



Laurie Baty (left), editor of *Views* for the Visual Materials section, and Karen Garlick (right), editor of *Infinity* for the Preservation section, collaborated on a special joint spring issue of these SAA section newsletters, called *Infinity & Views*.

than two section (or roundtable) newsletters." Your comments on this subject are welcome. Please send them to the chair of the Task Force on Sections and Roundtables, Paul H. McCarthy, P.O. Box 80687, Fairbanks, Alaska 99708, (907) 479-2804.

Women's Caucus

The SAA *Women's Caucus Newsletter* was sent to those on the mailing list in August. If you did not receive a newsletter and would like to be added to the mailing list or would like to contribute an article, announcement, or news item for the February issue, please contact: Sandra Tonnesen, Sandia National Laboratories, P.O. Box 5800, Albuquerque, New Mexico 87185-0612, (505) 845-9442, or e-mail sltonne@somnet.sandia.gov.

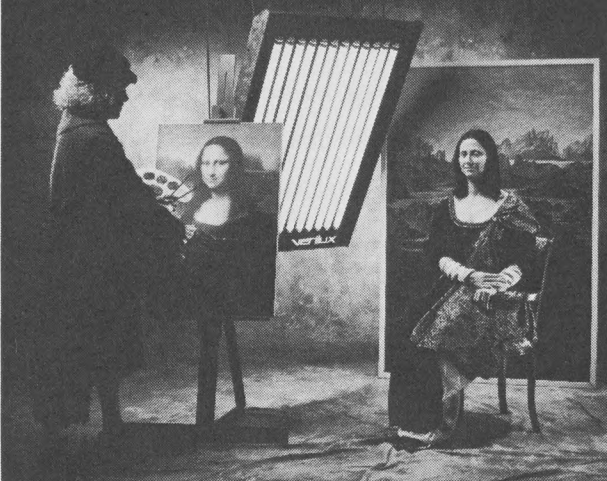
Standards Board

The new chair of the Standards Board is Linda J. Evans. Does your group have a standard under development or is it considering starting such a project? To obtain further information on how to make it an official SAA standards development project, contact Linda J. Evans, Chicago Historical Society, Clark Street at North Avenue, Chicago, Illinois 60614, (312) 642-4600.

"Our Other Lives": Arts and Crafts of SAA Members

Look around you at your next SAA meeting. Probably unknown to you, one person takes underwater photographs, another makes clocks, and still another creates collages. We are more than archivists; we have other lives as well. Many archivists put their excess creative energies into arts and crafts projects, and they will have an opportunity to display their works in an arts and crafts exhibition, "Our Other Lives," planned for the 1995 SAA annual meeting in Washington, D.C. Look for details in the January issue of *Archival Outlook*. In the meantime, besides creating, you can make suggestions or comments to the organizer: Linda Henry, Center for Electronic Records, National Archives, 8601 Adelphi Road, College Park, Maryland 20740-6001. Show your colleagues what else you do in addition to archival work.

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WANTED: Volunteer Acquisitions Editor

THE SOCIETY OF AMERICAN ARCHIVISTS announces an opening in the volunteer 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. This volunteer position will require approximately six hours of work per month. 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 December 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.com-putserve.com). SAA would like to appoint a volunteer Acquisitions Editor soon after the deadline for application so that he or she can begin work no later than January 1, 1995.



The Society of
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Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree

The Council of the Society of American Archivists approved this document, submitted by the Standards Board, at its meeting on June 5, 1994. The *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*, prepared by the Committee on Education and Professional Development, revise and replace the *Guidelines for Graduate Archival Education* adopted by SAA Council in 1988.

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The Society of American Archivists, North America's oldest and largest professional archival association, includes a membership of more than 3,800 individuals and institutions concerned with the identification, preservation, and use of records of historical value. Members are drawn from government agencies, colleges and universities, historical societies, museums, libraries, businesses, and religious institutions.

INTRODUCTION

By ensuring that archival documents are identified, preserved, and made available, archivists help to secure society's cultural heritage, protect legal rights and privileges, and contribute to the effective management of a wide range of institutions. Without a careful selection of records, our social, cultural, institutional, and individual heritages will be lost. Without the preservation of legal documents, individual and institutional rights cannot be preserved and protected. And without the proper management of administrative records, government and organizations cannot be held accountable.

The increasing volume of documents and the complexity of the information technologies that produce them are making the archivist's task ever more complicated. To understand the problems and answer the questions archivists face today requires a thorough knowledge of archival science. These questions and problems also demand an understanding of the purposes, functions, and activities that lead to the creation of records, as well as the legal and cultural purposes to which the records may be put.

The importance and complexity of archival work requires that individuals entering the profession receive a strong archival education, which must be coherent, autonomous, and based on archival knowledge. Archival knowledge, however, must be supplemented by relevant contextual knowledge and knowledge drawn from other disciplines. In order that students receive the necessary education required to do archival work, the Society of American Archivists (SAA) has adopted these guidelines for the development of a Master of Archival Studies (M.A.S.) degree. These guidelines provide a basis for a curriculum that achieves the following:

- Provides students with a solid foundation in the theory, methodology, and practice of their science, and in the scholarship of their discipline;
- Strengthens this foundation by giving students the opportunity to acquire knowledge of other disciplines relevant to the development of their own discipline;
- Prepares students to conduct and communicate scholarly research for the enrichment and development of their discipline; and
- Inculcates in the students the sense of their professional and social responsibilities and the knowledge of the ethical and legal dimensions of their work.

SAA has five specific objectives in presenting these guidelines:

1. To define the body of knowledge that characterizes the archival profession;
2. To identify the curricular components of a self-contained, complete, and internally consistent archival studies program;

3. To outline the academic infrastructure required to support an archival studies program;
4. To assist universities and colleges in developing archival studies programs; and
5. To assist prospective students and employers in the evaluation of available programs of archival education.

By means of these guidelines, the Society of American Archivists endorses the development of master's degree programs of archival education. SAA believes that programs of the extent and nature outlined in these guidelines are the best form of pre-appointment professional education for archivists. For this reason, these guidelines supersede prior documents on archival education issued in 1977 and 1988.

CONCEPTUAL FOUNDATIONS OF THESE GUIDELINES

The knowledge a professional archivist must acquire and the curricular components of a university graduate program designed to deliver such knowledge are based on concepts related to the the following:

- The nature of the materials for which the archivist is responsible
- The nature of the activities that generate these materials and the contexts in which they are generated
- The nature of archival work

An **archives** is "the documents created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their continuing value."¹ Because an archives represents a means for carrying out actions and/or is a by-product of human activities (whether organizational or personal), an archives receives its meaning from its relationship with its creator; with the creator's functions, activities, procedures, and processes that generate the archives; and with the facts, acts, and transactions attested in the archives.

An archival document is recorded information, regardless of physical format or type of creator (public or private), that is created or received by an individual or organization carrying out its activities and is set aside for preservation. The term **archival document** encompasses the terms **record**, **manuscript**, and **papers**. The nature of archival documents depends on the circumstances of their creation (*i.e.*, why they are made or received), not merely on whether they have been selected for permanent preservation, the manner and extent of their use over time, or even their current repository. The circumstances of their creation impart to archival documents unique evidence of societal events and actions and of legal rights and obligations. Given this unique evidential value, archival documents provide administrative, political, and

historical accountability.² They therefore need to be safeguarded from the moment of their creation.

Archivists are the professionals responsible for the documents' protection at every stage of their lifecycle and, eventually, for the documents communication to any user with the right to consult them.

Archival work traditionally has included appraisal for acquisition and selection, preservation and conservation, arrangement and description, reference service, and administration of access. Because past recordkeeping systems often preserved all but the most ephemeral documents, these functions were traditionally undertaken only after the documents were no longer actively used. However, given the volume, complexity, and varying formats of modern documents, archival work has shifted closer to the moment of document creation. Today, archival work may include providing records creators with advice on the maintenance and use of current and semicurrent records and on the definition of requirements for electronic and multimedia records systems.³

Regardless of when an archivist enters the lifecycle of particular documents, he or she must understand the characteristics that determine an archival document. These characteristics are not altered by variations in physical format and intellectual form, by the passage of time, or by changes in users and their purposes. This understanding constitutes the core of the archivist's unique professional knowledge and expertise. Although this core knowledge guiding an archivist's work remains constant, the archivist's responsibilities have expanded and now include overseeing and embracing all the stages of the records lifecycle. Because of this expansion of responsibilities, archivists have recognized that they must now reach out to work not only with records creators but also with allied professionals, resource allocators, and an informed public. Furthermore, archivists are increasingly becoming managers who use their professional knowledge in the care of archives for administrative purposes, the protection of rights, and the preservation of culture.

Today many archivists have a variety of professional roles. In addition to their traditional role of archivist, they now also function as managers, public officials, cultural mediators, and information professionals. To fulfill their multiple professional responsibilities, archivists must have an understanding of the principles and methods of archival science, and a broad knowledge of the field of archival studies.

Archival science is the core of archival knowledge. It is divided into theory, methodology, and practice. Archival studies encompass all the fields that increase knowledge of archives and their management from any perspective useful to the archivist. Archival studies go beyond the domain of archival science and of the archival discipline in general.⁴ Archival studies also include elements of administrative, legal, financial, historical, management, and information studies. The study of these elements needs to be informed by an

understanding of the nature of archives, but the perspective and methods of these other disciplines distinguish them from archival knowledge. They are, therefore, auxiliary to archival knowledge, to be utilized as appropriate.⁵

Archival education is both academic and professional; therefore, it includes both scholarly and experiential elements. These elements will permeate every aspect of the archival curriculum, but they will find their best expression in the writing of a thesis (or equivalent research paper) and in the fulfillment of a practicum. Ultimately, archival education is the formation of an intellectual framework that enables students to understand the ideas at the foundation of their profession, to engage in the development of this framework, and to apply the framework in a wide variety of settings. In contrast, archival training is the building of skills or the acquisition of practical knowledge according to a replicable pattern, in some cases for the development of specialization in certain areas. No graduate program in any discipline can provide all the scholarly and experiential knowledge needed for its practitioners. However, by inculcating in students the attributes of professionalism, a graduate program can cause students to realize that professional education is a lifelong undertaking, involving not simply learning but also questioning accepted ideas and methods, revising received wisdom, and developing professional standards.

Like every area of learning, archival studies is dynamic and evolving. These guidelines therefore leave room for a variety of different curricular implementations and for curricular innovation and specialization. An almost unlimited number of curricula can be constructed in accordance with these guidelines.

CURRICULUM

The body of knowledge that a student should master as part of a graduate archival education program is classified here as contextual knowledge, archival knowledge, and complementary knowledge. **Contextual knowledge** provides students with an understanding of the contexts in which archival documents are created. **Archival knowledge** prepares students to treat archival documents in accordance with their nature. **Complementary knowledge** introduces students to elements of other disciplines that relate to archival issues.

Although the three knowledge areas will be covered to different extents and in different ways, all students must receive instruction in each area. Two-thirds of the students' work should be dedicated to the area of archival knowledge, while one-third should be related to the contextual and complementary knowledge areas. As an integral part of their course work, students should regularly undertake major research activities that produce scholarly papers, and students should conclude their studies with a thesis or a comparable

original research project. The program should also include practical experience, such as a practicum or internship. As standards are developed and approved by the profession, they should be incorporated into the curriculum of the M.A.S. degree.

1. Contextual Knowledge

Rationale: Archival work rests on an understanding of the environment in which archival documents are created, preserved, maintained, and used. Understanding this environment involves becoming knowledgeable about two broad contexts.

The first broad context consists of the administrative, legal, and economic structure, and the culture of the United States. This context determines the specific purposes for which records are created and used, the procedures and processes of their creation and maintenance, and their form and content. The second broad context consists of specific cultural climates as they relate to systems of organization, communication, and records making and keeping. This second context is an integral part of the archival area of knowledge, because through understanding it an archivist comes to understand the specific nature of archival documents. Both broad contexts comprise the common core of contextual knowledge.

More specialized contexts also influence the archivist's understanding of records in areas such as literature, religion, the sciences, or family records. Although these records are created within the same organizational, legal, financial, and cultural framework that defines classical archival work, they are also shaped by more specific and equally significant professional, (sub)cultural, and family frameworks. These more specific frameworks are diverse, and the educational needs of individual students in these areas may be met by specific instruction achieved either through previous education or through electives while in the archival education program.

Although these guidelines relate to programs that educate archivists in the United States, in a world moving toward a global community it is important that archival education programs emphasize the relationships between the U.S. society and other societies. For this reason, instruction in the contextual knowledge area should be delivered in a comparative way.⁶

Components:

1A. U.S. Organizational History

Archival education programs should teach the origin, development, and nature of administrative structures; the responsibilities, functions, procedures, and processes of all levels of government and private organizations; and the administrative relationships between governments and private organizations (such as churches, universities, and financial institutions).

Curriculum of an Archival Studies Program

Overview

1. Contextual Knowledge

- 1A. *U.S. Organizational History*
- 1B. *U.S. Legal System*
- 1C. *U.S. Financial Systems*

2. Archival Knowledge

- 2A. *The History of Archives, Archival Organization and Legislation, and the Character of the Archival Profession*
- 2B. *Records Management*
- 2C. *Archival Science*

3. Complementary Knowledge

- 3A. *Conservation*
- 3B. *Library and Information Science*
- 3C. *Management*
- 3D. *Research Methods*
- 3E. *History*

4. Practicum

5. Scholarly Research

1B. U.S. Legal System

Archival education programs should teach the origin, development, and structure of legal systems; legal jurisdictions and legal processes, specifically those affecting the way in which individuals and organizations accomplish activities and execute programs; and the legal principles and procedures governing the creation, maintenance, and use of archival documents.⁷

1C. U.S. Financial Systems

Archival education programs should focus on the principles, methods, and procedures of accounting, budgeting, and financial planning and on how these affect the creation of records. Instruction in this area should cover the origin, development, and structure of accounting systems, as well as

the characteristics of accounting for private organizations compared with the characteristics of accounting for government agencies and offices.

2. Archival Knowledge

Rationale: The identity of a profession is founded on a body of knowledge belonging exclusively to it, and on a professional culture that arises from a common history, a united purpose, a shared language, and collective values, norms, and standards.⁸ Archival knowledge is the core of an archival studies program, and as such it should be given the proper emphasis in terms of both instructional time and teaching perspective. Because the elements of archival knowledge are interwoven, the components described below will overlap. Since archival knowledge and professional culture transcend geographical and national boundaries, each component should be taught from an international and multicultural perspective.

Components:

2A. *The History of Archives, Archival Organization and Legislation, and the Character of the Archival Profession*

Archival education programs should teach the historical development of recordmaking and recordkeeping systems and of archives in various civilizations, ranging from the ancient world to modern times. This instruction should cover the structure of the archival network in the Western world in general and in North America in particular; the types of archival repositories and programs in existence in the United States, along with their policies and procedures; and the legislation and regulations governing archives and influencing archival work in the United States. Instruction should also address the historical development of the archival profession; its missions, roles, and values over time; the professional code of ethics; and the profession's contemporary concerns.

2B. *Records Management*

Archival education programs should teach those aspects of organizational culture, structure, procedures, processes, and communication systems that relate to records creation and use. Instruction should include records control as it refers to information systems and records forms; recordkeeping systems (including classification, retention and disposition, identification and retrieval, maintenance, storage, and transfer systems); design and implementation of multimedia integrated records management programs (including methods of analysis of records systems, and taking inventories); and information technologies.

2C. *Archival Science*

Archival education should emphasize the analysis of fundamental ideas about the nature of archives, archival documents, and archival functions (archival theory); the analysis of ideas for

performing archival functions (archival methodology); and the study of practical implications and implementations of theory and method in actual circumstances (archival practice).⁹ Instruction should cover the history of archival theory and methods, and their articulation in the professional literature (archival scholarship). Archival science should be taught with a focus on the functions of appraisal, acquisitions and collection development, preservation, arrangement, description, reference services and the administration of access, and outreach.¹⁰ Proper attention should be given to the development of new records formats, due to changing information technologies for the creation, maintenance, and use of records, and to emerging automated systems for archives. The challenge posed by these two phenomena to archival thinking and practice must be explored.¹¹

3. Complementary Knowledge

Rationale: Archivists, like all professionals, rely on knowledge not entirely of their own creation. Archival work is rooted in archival knowledge, but it is essential also to employ methods and perspectives from other fields. The interdisciplinary nature of archival studies is due both to the complexity of the documents and their contexts of creation and also to the many roles that archivists fill. The components of this knowledge area are listed below by field of study. Archivists need to be knowledgeable about select elements of these fields.

Components:

3A. *Conservation*

Archivists' most traditional role is that of preserving the materials in their custody. Therefore, archivists need to know about the physical nature of archival documents (regardless of format), the causes of deterioration, the methods of preventing deterioration, and the methods of reversing existing deterioration. To accomplish the last two objectives, archivists should also have some familiarity with basic conservation treatments and techniques. They should be able to establish and administer institutionwide programs of preservation and conservation.

3B. *Library and Information Science*

Because archivists are increasingly concerned with providing access to varied constituencies, they need to know some of the principles, methods, and practices developed for bibliographic control of library material. These include fundamental concepts governing indexing, cataloging, and the compilation of thesauri and authority lists. In addition, archivists increasingly must be knowledgeable about, and conversant with, information systems and technologies. This knowledge extends beyond basic familiarity with hardware and software to include such topics as telecommunications and information networks, information storage and retrieval, and database design and use. Although these subjects are not the exclusive purview of library and information science, they are most often taught by faculty in these fields.

3C. *Management*

At all career levels, archivists manage resources and make decisions that should be based on thorough evaluations. For this reason, archivists need to know the fundamental principles related to organizational management, systems analysis, program planning, resource development, human resources management, financial management, and the management of buildings, facilities, and equipment.

3D. *Research Methods*

An understanding of research methods is necessary to enable archivists to assess the status of research in their discipline, to undertake new research, to manage archival functions and institutions, and to understand archival users and their research needs. Knowledge of research methods contributes to the ability to blend theoretical and empirical aspects of archival studies into scholarly investigations.¹²

3E. *History*

History provides an understanding of social systems and relationships that over time create and change archival institutions and archival documents. History assists archivists in acquiring knowledge regarding the evolution of organizations and their functions, as well as knowledge about the activities of individuals. The historian's skills in evaluating evidence and the context of its creation also contribute to the skills of archivists.

4. *Practicum*

The knowledge acquired in course work should find expression through experiential learning. In the context of archival education, practical experience is not an exercise to discover theory and methods empirically; rather it is an opportunity for students to verify their understanding of archival principles by applying them in real-life situations. The practicum should be viewed as an integral part of the student's program of study. It should primarily serve the student's educational goals, even if institutions benefit from the work accomplished by the student. Some aspects of the practicum might also be regarded as a training exercise in the practices and procedures of the host institution and, therefore, as an opportunity for archivists already working in the field to contribute to archival education.

5. *Scholarly Research*

Scholarly research is an essential component of the archival studies curriculum because it establishes in the student the habit of thinking critically and rigorously about archival issues. In a graduate education program, a thesis (or an equivalent research paper) is the traditional means by which students demonstrate

scholarly accomplishment. Writing a thesis provides students with a fundamental learning experience, and it gives them the opportunity to offer an original contribution to the professional literature. For this reason, a thesis, as opposed to shorter research papers, is strongly recommended as the best method for achieving archival research and learning objectives.

INFRASTRUCTURES

An archival education program must be a clearly identifiable component of its parent institution, and it must be supported by an adequate infrastructure. The elements of such an infrastructure are directly related to the institutional setting, the duration of the program, the institution's teaching and research staff, its resources, and its students.

1. *Institutional Setting*

The interdisciplinary character of archival studies programs makes it possible to place them in a variety of settings, such as a school of library and information science, department of history, a law school, or a school of business administration. Archival studies programs might be administered jointly by two departments, thereby emphasizing the interdisciplinarity of the archival field. Regardless of the organizational setting, archival studies programs must be coherent, cohesive, and identifiable.

2. *Duration*

A graduate archival studies program should be of a length comparable to that of other master's degree programs offered by the graduate school or department of which it is a part.

3. *Teaching and Research Staff*

3A. *Size*

At least one full-time, archival, tenure-track position is required to establish an archival studies program. Because of the interdisciplinarity of archival studies, the archival specialist(s) might be supplemented by other faculty drawn from other departments or by adjunct faculty from outside the university. The total size of the faculty, including full-time, adjunct, and sessional educators, should be determined by the amount of instruction necessary to cover properly all the knowledge areas of the curriculum and by the number of students enrolled.

3B. *Qualifications*

Tenure-track archival teaching faculty must possess both formal academic education in archives and relevant archival experience. They should have a record of research and

publication in the archival field, and they should be active in professional archival organizations. Faculty members drawn from other disciplines should have an understanding of the relationships between their discipline and archival studies. Archivists from the field who are invited to teach, present demonstrations, or supervise students' practical work should possess extended, distinguished experience in their subject matter, as well as appropriate teaching skills.

3C. *Subject-Area Teaching Responsibilities*

Archival knowledge areas must be taught by instructors with appropriate archival academic and professional qualifications and with archival experience. Contextual knowledge areas may be taught by archival specialists, but they ordinarily would be taught by subject specialists from other departments or faculties. In either case, the subject matter must be approached from the archival perspective. Complementary knowledge areas might be taught either by archival specialists or by experts in the disciplines in question, who may be from other departments or from the professional field. (A conservator, for example, might teach the elements of conservation.) Team teaching by an archivist and a specialist in the subject may be a fruitful way of dealing with some topics, such as management.

3D. *Nonteaching Responsibilities*

Beyond fulfilling teaching, research and publication, and community and university service responsibilities, as required of all full-time tenure-track faculty in any university environment, archival educators must maintain strong links with professional organizations, archival institutions, and archivists in the field; participate actively in the promotion of archival studies and education; and promote the advancement of archival knowledge within the profession (*e.g.*, by offering continuing education opportunities, or by advising archival managers).

4. *Resources*

An archival studies program must be supported by an adequate base of resources, including easy access to international archival literature and other pertinent information; information technology; and other resources.

4A. *Access to Literature and Information*

Faculty and students must have easy access to scholarly and other source materials, such as finding aids or internal reports of archival institutions, in different formats (paper, microforms, electronic forms), regarding all the knowledge areas covered in the program.

4B. *Information Technology*

Access to information technology is important for any kind of study today, but it is essential to an information profession. Because technology evolves rapidly, programs need to have the capacity to upgrade their information technology resources on a regular basis. Faculty and students need access to contemporary computer hardware and software, databases, and information communication and transfer technologies, such as electronic mail, facsimile transmission, optical scanners, and information storage technologies (*e.g.*, microfilm, CD-ROM).

4C. *Other Resources*

Because the link between the education program and the real world is essential, an archival studies program needs to have access to a sizable number of archival institutions and a community of archivists. Proximity to such institutions offers the benefits of visits to repositories, participation by archivists from the field in classes, and the ready availability of archival materials for demonstrations and research.

5. *Students*

An archival education program may serve both full-time and part-time students. The number of students within the program should be related to the resources available and to the demand for archival graduates. Admission standards should be the same as those of the program's parent unit. Because archival documents result from any human activity, and background knowledge in any field is important to archival work, students in possession of a bachelor's degree in any discipline should be admitted to the archival program, provided that they meet the appropriate standards. Because of the international nature of the archival profession, its knowledge, its literature, and its practice, proficiency in a foreign language is desirable.

END NOTES

- ¹ Lewis J. Bellardo and Lynn Lady Bellardo, *A Glossary for Archivists, Manuscript Curators, and Records Managers* (Chicago: Society of American Archivists, 1992), "Archives."
- ² If accountability is the obligation of an individual to explain or justify actions, historical accountability might be seen as the obligation of one generation to explain itself to succeeding generations.
- ³ The responsibility for early intervention falls particularly on archivists who work with institutional records. However, archivists fulfilling a traditional curatorial role have a responsibility to identify individuals creating archival documents of a personal nature that would be appropriate for acquisition by their institution, and to encourage these individuals to care for their documents in a way that will preserve them and facilitate their use if and when the documents enter the public domain.
- ⁴ A discipline is a form of study having a distinct methodology for gaining knowledge. The concept comprises both the rules that guide scholarly research and the results of that research. The archival discipline has a distinct methodology that derives from archival science, and archivists use it to gain a systematic understanding of record making and record-keeping practices and their historical evolution, of archival institutions and their development, and of the archival profession and its body of knowledge. This methodology is also used to communicate such understanding in the form of scholarship. Thus, the history of archival institutions, archival theory and methods, archival documents and information systems, and the archival profession constitute the body of scholarship that, together with archival methodology, make up the archival discipline. However, because scholarship is the examination of existing things in light of concepts held about reality, archival theory, which gives origin to the archival methodology, is itself part of the archival discipline. Therefore, the archival discipline includes theory, methodology, practice, and scholarship.
- ⁵ Auxiliarity is a specific type of interdisciplinarity. For a complete taxonomy of types of interdisciplinarity, see J. Michael Pemberton and Ann Prentice, eds., *Information Science: The Interdisciplinary Context* (New York: Neal-Schuman, 1990), p. xviii.
- ⁶ While archival theory and methodology are universal, archival documents have a unique, specific, and local character. The need to harmonize the universality of archival science with the particularity of a given set of records corresponds to the need to harmonize the academic with the professional aspects of archival studies, the traditional archival functions and activities with continuous innovation in the communication and information fields, and thus the universal archival science with the necessary emphasis on national developments, ideas, and practices.
- ⁷ Laws directly affecting archival work (including the copyright laws, the Freedom of Information Act, and privacy legislation, the replevin and expropriation procedures, the part of contractual law relating to the compilation of deeds of purchase and donations, the part of taxation law as it relates to exemptions) belong in the archival knowledge area, because the legal context as a topic does not relate to records creation but rather to the way archival work must be carried out.
- ⁸ See, for example, Richard Cox, "Professionalism and Archivists in the United States," *American Archivist* 49 (Summer 1986): 229 - 47.
- ⁹ Analysis involves examining the meaning of an idea and determining its essential character. Therefore, the analysis of ideas on the management of archival materials has a theoretical nature, but it is appropriate to call it methodology because it deals with "how" not "what."
- ¹⁰ The archival knowledge area should also include diplomatics. Diplomats is included here as part of archival science rather than as a separate component.
- ¹¹ The curriculum developed by the Committee on Automated Records and Techniques (CART) is very useful in this regard. Archivists in other areas may also develop an appropriate curriculum.
- ¹² Ernst Posner was the first to suggest that the study of social sciences' methods be included in an archival curriculum; see "European Experiences in Training Archivists," *Archives and the Public Interest*, edited by Kenneth W. Munden (Washington, D.C.: Public Affairs Press, 1967), p. 57.

Memoir of a French Archival Student Intern

by Céline Barbance

For the month of June, Céline Barbance from the École Nationale du Patrimoine in Paris was a visiting intern at the Bentley Historical Library, University of Michigan. Her visit represents the third annual internship at the library of graduates from the École. While in Ann Arbor, Barbance observed and undertook a variety of archival administrative duties. She was given a small manuscript collection to process, and she took part in the daily operations of field, reference, and conservation at the Bentley. Staff members also suggested a variety of readings from archival literature within the library's holdings. In addition, Barbance visited a number of repositories in southeastern Michigan, including the Gerald R. Ford Presidential Library, the William Clements Library, and the Historical Center for the Health Sciences, all located on campus; the archives/library of Henry Ford Museum and Greenfield Village; and the State Archives of Michigan. A few of her observations follow.

As a French woman who has studied diplomatics, archival administration, historical French literature and the first French humanists, I had almost no idea about the American way of dealing with records. Therefore, I was intent upon making the most of my visit to the Bentley Historical Library, University of Michigan. One of my strongest impressions was the surprising discovery of the world of university archives, the mass of records they generate, their variety (from central administrative records and official student records to records about athletics, the health sciences, and student life and culture), and the weight they carry among United States repositories.

Even more surprising for me was to see that such repositories sometimes have an additional purpose extending beyond the records of their parent institution. For example, the Bentley Library is both the archives of the University of Michigan as well as a collector of private, personal papers and non-university organi-

zational records focusing on the history of the state of Michigan.

Also interesting are special collection repositories such as Michigan's William Clements Library, which focuses on early Americana, in particular the American Revolution, with collections whose provenance stems from both America and Europe. My previous assumption that records created in a particular geographic area would be retained within that area was modified by my exposure to archives within a topical collecting scope. This situation made understandable the need to identify distant sources via RLIN and other electronic databases, which impress me as an effective means of centralizing information about archives, if not the sources themselves.

My month-long visit at the Bentley was a useful introduction to the American archival landscape, one which is quite different from the French, both in perspective and structure.

Starting An Archives

by Elizabeth Yakel

106 pages, paper
Published by Scarecrow Press and the
Society of American Archivists
August 1994

Starting an Archives is designed for institutional administrators, archivists, and records managers thinking about beginning an historical records program in their organization. The book provides a theoretical rationale for the establishment of an archival program and discusses the managerial, financial, and administrative implications involved in beginning an archives. At the same time, it approaches the subject of starting an archives in a practical manner. There are clear descriptions of archival activities, samples of important archival policy documents and forms, and a current bibliography that points to additional texts for further reference.

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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 200 mentor and mentee applications since its inception in January. To date, seventy-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.

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Would you prefer someone in your geographic region?

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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
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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.

SAA Mentoring Program

Attention Mentees!

If you have not yet been matched with a mentor, SAA is in the process of approaching potential mentors on your behalf. If you would like to suggest some names, please contact SAA Membership Services via fax at (312) 347-1452, e-mail at dmills@saa.mhs.compuserve.com or by mail at 600 S. Federal, Suite 504, Chicago Illinois 60605.

Thank you to the following SAA Mentors!

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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
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National News Clips

Archives in the Media

- Coverage of the controversy connected with the selection of the next Archivist of the United States continues. Here are some of the more recent press items: "Wolf assigns special counsel to Archives personnel dispute," *The Washington Times*, May 18, 1994; "National archivist important here," *Examiner* (Independence, Missouri), May 31, 1994; "1982 incident used to force out Archives official," *The Washington Times*, June 3, 1994; "National Archives: 'Howling up the wrong tree,'" (letter to the editor) *The Washington Post*, June 8, 1994; "Two Historians on short list to direct National Archives," *The Washington Times*, June 14, 1994.

- Many of the presidential libraries planned events, exhibits and observances in honor of the 50th anniversary of the D-Day invasion, and received plenty of press coverage as a result. The Eisenhower Museum received national coverage for its D-Day exhibit, which will become a permanent feature of the museum. An article in the *Denver Post* ("New exhibit spotlights '44 invasion," May 22, 1994) carried a photo of a note that Eisenhower wrote in which he took responsibility for the D-Day invasion in case it was a failure. It is striking to realize that the *Post* chose a one-page document to represent a 2,000 square foot exhibit, clearly reflecting the dramatic impact of the archival materials included in the display.

- *The Washington Post* issued a lengthy story on the release of Nazi archival records to the German government ("Germany

set to reclaim files on its sinister past," *The Washington Post*, May 30, 1994). The records have been held by the U.S. State Department since the end of World War II, and were scheduled to be relinquished to the German government on July 1. The article focused on the opposition of historians, Jewish groups, and Nazi hunters to the transfer, out of concern that strict German privacy laws will prevent access to the documents.

Although the 75 million pages of documents have been micro-filmed for deposit at the National Archives, those 8 million feet of film will not be available to researchers for at least two years.

- A columnist for *Maclean's* magazine targeted funds for archival activities as part of \$12 billion worth of duplication and frills that could be cut from the Canadian national budget. She suggested that the following two grants were "questionable": \$1 million for services, awareness and assistance to the Canadian archival community; and \$1.197 million to the archival community in support of the development of a national network of archives, holdings, and activities. If you want to see more details, read "Slashing the deficit — in just two hours" (*Maclean's*, June 13, 1994).

- For a lesson in the perils of copyright ownership and mis-filing, see "A photographic dispute over Jacqueline Onassis" (*New York Times*, May 30, 1994). Apparently several major magazines competed for the right to reproduce one of a series of copyrighted photos of Onassis taken by Jacques Lowe in 1960. After *People* reportedly paid Lowe \$100,000 for the right to one of the photos, *Newsweek* published a similar photo that it obtained from the Kennedy Library, where it had been incorrectly filed as a public domain photo. Fortunately, Lowe (who is talking about suing for unauthorized use of the photo) blamed *Newsweek* for the mix-up, not the Kennedy Library.

- A short article in the *Merced (California) Sun-Star* announced Don Wilson's appearance at the Merced County Historical Society ("Archives expert speaks," May 21, 1994). The newspaper identified Wilson as a "volunteer" at the National Archives for five years!

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NHPRC Deadlines

The National Historical Publications and Records Commission (NHPRC) announces its FY1995 application deadlines: October 1, 1994; February 1, 1995; and June 1, 1995. Different types of project activities are eligible against different deadlines and reflect the goals and objectives set forth in the NHPRC's strategic plan, "*To Protect a Priceless Legacy*": *The Preservation and Use of America's Historical Records*. The Commission has guidelines that discuss eligible projects, outline application procedures, and offer advice on the granting process. These materials may be requested by phone or by mail: NHPRC-NP, Room 607, National Archives Building, Washington, D.C. 20408, (202) 501-5610.

NHPRC met in June and recommended \$110,000 for one state and local government records project, \$136,066 for three new documentary editing projects, \$20,000 for two subvention

grants, and \$35,272 for a project to increase document use. In addition, the Commission recommended an award of \$85,390 to extend the current cooperative agreement between the Council of State Historical Records Coordinators and the Commission. The Commission also recommended \$82,500 for three fellowships in historical editing. The grant recommendations were made in response to more than \$1,370,000 in requests. Information concerning products from NHPRC-funded projects is also available in the Commission's newsletter, *Annotation*, which is published three times a year. If you would like to be placed on the mailing list to receive *Annotation*, contact the Commission at NHPRC-NP, Room 607, National Archives Building, Washington, D.C. 20408, (202) 501-5610.

Computerized Registration and Research

The South Carolina Department of Archives and History aims to modernize the way it handles visitors to its research room. The agency has just installed a new computer system that will make visiting the state archives more hassle-free. Last year, more than 12,000 people used the archives for research. The new system goes beyond tracking the archives' visitors. Researchers will soon use the computer to quickly locate the documents they need within the archives' vast collection of historic records. The lengthy process of paging through volumes of catalogues and indexes can be significantly reduced with the new computer software. For more information about the South Carolina Department of Archives and History or its programs, call (803) 734-8560.

Using Geographic Information Systems

The New York State Archives and Records Administration (SARA) has issued a new publication to assist local governments in planning, developing, and using Geographic Information Systems (GIC). *An Introduction to Geographic Information Systems (GIS): A Reader for Local Governments* consists of an anthology of articles from a variety of nontechnical publications. It provides an overview of GIS, discusses cost, access, data conversion and other issues, and offers several case studies of actual applications in local governments. The publication was developed by JoAnne Rydzynski of NYSARA's Local Government Information Technology Unit, which works extensively with local governments on information technology issues that affect record keeping. To receive a copy of this publication, contact Local Government Records Services, State Archives and Records Administration, State Education Department, 10A63 Cultural Education Center, Albany, New York 12230, (518) 474-6926.

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Archives Week in New York

Governor Mario M. Cuomo has proclaimed October 9-15, 1994, as "Archives Week" in New York State, and the archival community throughout the state is gearing up to celebrate the importance of archives to society. The following is a sampling of the many commemorative activities all around New York:

- The State Archives and Records Administration (SARA) is celebrating with an exhibit and a family history day: "Modern Route, Ancient Roots," October 10 - December 31, draws on the archives' extensive holdings of documents, maps, photographs, and films to illustrate the transformation of the natural Hudson-Mohawk transportation corridor, from an Iroquois path to a four-lane modern highway. The exhibit traces the historical antecedents of the New York State Thruway during the 40th anniversary of its opening in 1954. For "Family History Day" on October 15, SARA gathers together archival, historical, genealogical, ethnic-heritage, and related groups to bring to the public a cornucopia of information for exploring all facets of family history. The workshops and programs include managing everyday records at home; tracing the history of your house; memories and reflections on World War II and the homefront; an introduction to genealogical research for children; safekeeping family documents; how personal records document the history of community and country; and more. Representatives from community, archival, historical, and genealogical organizations will be on-hand all day to share their expertise. Attendees are encouraged to bring in materials for workshops and programs.

- In Cooperstown (Otsego County), the NYS Historical Association and the Farmers' Museum are sponsoring the annual fall conference for social studies educators and related professionals in which several sessions focus on teaching with primary sources.

- In the town of Geneseo (Livingston County), historic documents of a prominent area family will be displayed at the Wal-Mart—an innovative idea for displaying documents which should reach a far greater audience than a display in the town hall would attract.

- A "Local and Family History Fair" is being coordinated by the Long Island Archives Conference at the Hofstra University Student Center on October 15. The fair will have an exhibit area with representatives from archives, libraries, historical societies, villages, towns, school districts, and family and historical organizations as well as vendors. There will be 25 free lectures on topics dealing with local and family history, educational uses of records, archival and library issues, and Long Island studies. The event is co-sponsored by the Long Island Studies Institute of Hofstra University, the Long Island Library Resources Council, Friends for Long Island's Heritage, and the New York State Archives and Records Administration. For further details, contact Karen Martin-Registrar, Huntington Historical Society, 209 Main Street, Huntington, New York 11743, (516) 427-7064.



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

Several times during the past year, the White House seemed close to making a decision on a selection of a U.S. Archivist, but then no decision was made. It appears that the process is once again stalled. There is little possibility for a selection to be made, necessary background checks conducted, a confirmation hearing held, and a vote by the Senate prior to the adjournment of the 103rd Congress. Deputy Archivist Trudy Huskamp Peterson is now beginning her nineteenth month as Acting U.S. Archivist.

Gerald George Resigns As Head of NHPRC

On July 25, Gerald George, the executive director of the National Historical Publications and Records Commission (NHPRC), submitted his resignation, effective October 3, to Acting U.S. Archivist Trudy Huskamp Peterson, who is also the acting chairperson of NHPRC. George indicated in a letter to Peter-

son that he is ending his four-year tenure with a sense of accomplishment at having successfully worked with the staff and the Commission to develop a long-range plan, to reorganize the staff to carry out the plan, and to have made significant strides in implementing the plan. "It has been wonderful," he wrote, "to work for a Commission that has wanted to plan for the future, and whose members have subordinated individual concerns to achieve consensus and unite in advocacy." George noted that he chose this time to resign to take advantage of the government's offer to "buy out" employees who retire or resign.

Peterson is currently working with Commission members to develop a process for securing new leadership for the NHPRC. Since the National Archives is currently under a hiring freeze and has an Acting U.S. Archivist, there is a possibility that an internal person will be selected to serve in a temporary capacity until a national search can be conducted at a later time.

Senate Confirms Nominees for NEH Advisory Council

After months of delay President Clinton finally announced in June ten nominees for the National Council on the Humanities, a twenty-six member body that advises the chairman of the National Endowment for the Humanities (NEH) on policies, programs, procedures, as well as grant applications. On July 1, the Senate acted swiftly and confirmed these nominees for six-year terms as members of the National Council on the Humanities.

For a number of years the Council has included many critics of new fields of scholarship. Sheldon Hackney, appointed by President Clinton last year to head NEH, has frequently had a tense relationship with the current Council and the introduction of some new members and the departure may well ease some tensions. Eleven Reagan nominees, whose terms expired well over a year ago, have continued to serve while awaiting the nomination and confirmation of their replacements.

The ten recently confirmed members of the National Council on the Humanities are: John D'Arms, a professor of classical studies who is currently vice-provost for academic affairs and dean of the Rackham School of Graduate Studies at the University of Michigan; Darryl J. Gless, professor of English and associate dean for general education at the University of North Carolina at Chapel Hill; Ramon A. Gutierrez, professor of history and director of the Center for the Study of Race and Ethnicity at the University of California at San Diego; Charles Patrick Henry, associate professor of political science and African-American studies at the University of California at Berkeley; Thomas C. Holt, professor of history at the University of Chicago and president of the American Historical Association; Martha C. Howell, professor of history at Columbia University and director of the Institute for Research on Women and Gender; Nicholas Kanellos, professor of Hispanic and classical languages at the University of Houston; Bev Lindsey, director of the Department of Arkansas Heritage; Robert I. Rotberg, a research associate at the Harvard Institute for Internal Development; and Harold K. Skramstad, Jr., president of the Henry Ford Museum and Greenfield Village.

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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.

Hudson's Bay Company

The Hudson's Bay Company has donated its archives to the Provincial Archives of Manitoba. The company was chartered in 1670; materials in the collection date from that period to the present. In addition to company correspondence and journals, the archives includes 175,000 photographs, 11,000 maps and architectural drawings, and 5,500 library items. For more information, contact Judith Beattie, Hudson's Bay Company archives, (204) 945-2626.

American Library Association

The American Library Association has established an unmoderated listserv called ALAWORLD whose focus is international library issues and the library profession. To subscribe to ALAWORLD contact listserv@uicvm.iuc.edu. In the message space write *subscribe ALAWORLD <your name>*.

ALA's International Relations Committee/International Exchanges is in the process of loading the following into the ALA Gopher: a directory of funding sources for international library exchanges; a directory of sponsoring agencies for international library exchanges; and guidelines for international exchanges. For more information, contact Lucinda Covert-Vail, Chair, IRC/IRRT Subcommittee on International Exchanges, NYU Libraries, 70 Washington Square South, New York, New York, (212) 998-2497, e-mail covertl@elmer1.bobst.nyu.edu.

Guide to Labor Holdings at National Archives of Canada

The Manuscript Division of the National Archives of Canada has recently produced a guide to its labor holdings, *Labor Archives* (in French, *Archives Syndicales*), compiled by Peter Delottinville and David Fraser, which gives an overview of approximately 100 collections, both personal papers and organizational records. Copies of the guide are available, free of charge, from the Manuscript Division, National Archives of Canada, 395 Wellington St., Ottawa, Ontario, Canada K1A 0N3.

Electronic Records Study

The Social Sciences and Humanities Research Council of Canada has provided funding for a study of the issues related to the preservation and integrity of electronic records. Luciana Duranti and Terry Eastwood, both of the School of Library, Archival and Information Studies, University of British Columbia, will conduct the three-year study. Their research will begin with an analysis of electronic information systems devel-

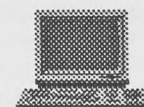
oped in different countries using assumptions for the identification of record material. Their overall aims are to identify which of the materials created, transmitted, or preserved by electronic means qualify as records; to establish criteria that allows originators and users to distinguish record from non-record materials, regardless of physical form; and to establish criteria for assigning accountability for electronic records creation and preservation.

Visit to Cuba

Fred Lautzenheiser of the Cleveland Clinic Foundation Archives visited Cuba last May. Lautzenheiser reports that the Society of Ohio Archivists has, for several years, been assisting Cuban colleagues by sending SAA, MAC, and SOA publications to the Asociacion de Archivistas de Cuba. In Havana, Lautzenheiser met with Carlos Suarez Balseiro, president of the AAC. They spoke at length about the problems Cuban archivists face due to the economic crisis brought on by the withdrawal of Soviet aid to Cuba. The fall issue of the *Ohio Archivist* will carry an article by Suarez on the Cuban archival situation. For more information, contact Fred Lautzenheiser at (216) 444-2929, fax (216) 445-6868, or e-mail lautzef@ccsmtp.ccf.org.



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1994-95 CALENDAR

October 1

"Fast Forward: A Workshop on Preservation of Magnetic Media," sponsored by the Northeast Document Conservation Center, held at the Connecticut Historical Society, One Elizabeth Street, Hartford, Connecticut. Fee for workshop(including lunch) is \$75. Contact Beth Patkus, NEDCC, 100 Brickstone Square, Andover, Massachusetts 01810, (508) 470-1010.

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." \$100 OLAC and MOUG members; \$110 nonmembers. 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, 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, 60 rue des Francs-Bourgeois, 75003 Paris, France. Fax (33-1) 42 72 20 65.

October 14-15, 1994

"Reading the World: Historical and Contemporary Perspectives on Maps," a conference to celebrate the opening of the Osher Map Library and the Smith Center for Cartographic Education to be held at the Holiday Inn by the Bay, Portland, Maine. Sponsored by the University of Southern Maine. Registration deadline: September 15. Call (207) 780-4542 or (800) 800-4USM.

October 15, 1994

The Society for the Preservation of New England Antiquities (SPNEA) will sponsor a one-day symposium, "Early New England Architecture," at the Museum of Our National Heritage, Lexington, Massachusetts. Registration fees: SPNEA \$35 members; \$45 nonmembers; \$20 students. Call (617) 227-3956.

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 18-23

9th International Conference on Oral History in New York City. For more information contact the Oral History Research Office, Box 20, Butler Library, Columbia University, New York, New York 10027.

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. Includes NOW'94,

the first annual Networking, Open Systems, Workstation Exhibition. For more information, contact Rhonda Harden, HBC, Inc., (716) 383-8330, fax (716) 383-8442.

November 4-5

Ohio Association of Historical Societies and Museums Annual Meeting, Ohio Historical Center, Columbus, Ohio. Theme: "Celebrating Significant Events." Call (614) 297-2340 or write Ohio Historical Society, Local History Office, 1982 Velma Avenue, Columbus, Ohio 43211-2497 for registration details.

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.

December 1-2

62nd annual conference of the British Records Association. Theme: "Military Archives: Education and Heritage." For more information contact: British Records Association, 18 Padbury Court, London, England E2 7EH.



March 14, 1995

National Archives and Records Administration (NARA) Tenth Annual Preservation Conference, "Moving Archives," Archives II Auditorium, College Park, Maryland. Paper records (bound and loose), photographic film (rolls and sheets), maps and engineering drawings, and magnetic tape require special packaging and handling. Preregistration required: \$50. Contact: Conference Coordinator, Preservation Policy and Services Division (NNP), National Archives at College Park, College Park, Maryland 20740-6001, (301) 713-6705, fax (301) 713-6653.

CALL FOR PROPOSALS

Conference on the History of Women Religious

"Beyond Convent Walls: Women Religious in Historical Context," sponsored by the Conference on the History of Women Religious, will be held June 18-21, 1995, at Cardinal Stritch College, Milwaukee, Wisconsin. Four copies of one-page proposals with C.V. are due October 15, 1994. Send proposals and/or requests for information to Florence Deacon, O.S.F., Department of History, Cardinal Stritch College, Milwaukee, Wisconsin 53217-3985.

Oral History Association

The 1995 annual meeting of the Oral History Association will be held on October 19-22 in Milwaukee, Wisconsin. The conference theme is "Reflections on Relationships in Oral History Research." The OHA invites scholars and practitioners from a variety of disciplines and fields to submit proposals for individual papers, panels, round tables, workshops and entire sessions. Proposals on other subjects are also welcome. Deadline: December 15, 1994. For more information or to submit proposals, contact Professor Michael A. Gordon, Department of History, University of Wisconsin-Milwaukee, P.O. Box 413, Milwaukee, Wisconsin 53201, (414) 229-4314, fax (414) 229-6827, e-mail mgordon@csd4.csd.uwm.edu; or Professor Gwen Etter-Lewis, Department of

English, Western Michigan University, Kalamazoo, Michigan 49008-5092, (616) 387-2629, fax (616) 387-3999, e-mail etter_lewis@wmich.edu.

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. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 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).

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.

The program is open to any applicant and applications are accepted at any time. 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.

To obtain more information, 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.

Conservation Award

The Gaylord Collections Conservation Award was established by Gaylord Bros., a supplier of archival storage and conservation materials. Its goal is to support the professional development of individuals involved in the conservation of archives and library collections (book, paper, or photographic materials). The award is given annually and applications are currently being accepted for 1995. The award will include a \$1,000 grant and an all expense paid trip to the annual conference of the American Institute for Conservation in St. Paul, Minnesota, in June 1995. For more information and an application form, call Gaylord Customer Service at 1-800-448-6160 or the Gaylord Preservation Help Line at 1-800-428-6160. The deadline for submission is December 1, 1994.

Rockefeller Archive Center

The Rockefeller Archive Center, a division of Rockefeller University, invites applications for its program of grants for travel and research at the Rockefeller Archive Center for 1995. The competitive program makes grants of up to \$1,500 to U.S. and Canadian researchers and up to \$2,000 to researchers from abroad in any discipline, usually graduate students or post-doctoral scholars, who are engaged in research that requires use of the collections at the Center. These include the records of the Rockefeller family, the

continued on page 28

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Rockefeller Foundation, the Rockefeller University, and other philanthropic organizations and associated individuals. The deadline for applications is December 31, 1994; grant recipients will be announced in March, 1995. Inquiries about the program and requests for applications should be addressed to Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, North Tarrytown, New York, 10591-1598.

Oral History Association

The Oral History Association announces the inauguration of an awards program to recognize outstanding work in oral history in several categories. In 1995 and subsequent odd-numbered years, three awards will be made: for a book that draws upon oral history in a significant way or significantly advances understanding of important theoretical issues in oral history; for a nonprint format production, including film, video, radio program or series, exhibition, or drama, that makes significant use of oral history to interpret a historical subject; and to a pre-collegiate teacher who has made exemplary use of oral history in the classroom.

In 1996 and subsequent even-numbered years, awards will be made for a published article or essay that either uses oral history to advance an important historical interpretation or addresses significant theoretical or methodological issues; for a completed oral history project that has a significant scholarly value and exemplifies sound oral history methodology; and to a college or university professor who has made outstanding use of oral history in the classroom.

Awards are honorific and will be announced at OHA's annual meeting in Milwaukee, October 19-22, 1995; and the following year in Philadelphia, October 10-13, 1996. OHA welcomes entries and nominations from academic scholars, public history institutions and practitioners, independent professionals, and community-based groups and individuals.

For guidelines and submission information, write Jan Dodson Barnhart, Executive Secretary, Oral History Association, Box 3968, Albuquerque, NM 87190-3968. Deadline for submissions for the three 1995 awards is April 1, 1995.

Travel-to-Collections Grants

Four or more grants of up to \$750 are available to (1) graduate students in any academic field who wish to use the resources of the John W. Hartman Center for Sales, Advertising, and Marketing History, Special Collections Library, Duke University for research toward M.A., Ph.D., or other postgraduate degrees, (2) faculty members working on research projects, or (3) independent scholars working on nonprofit projects. Funds may be used to help defray costs of travel to Durham and local accommodations.

The major collection available at the center is the extensive archives of the J. Walter Thompson Company, the oldest advertising agency in the U.S. and a major international agency since the 1920s. The center holds several other smaller collections relating to nineteenth- and twentieth-century advertising and marketing.

Requirements: Awards may be used between December 1, 1994, and December 31, 1995. Graduate student applicants (1) must be currently enrolled in a postgraduate program in any academic department and (2) must enclose a letter of recommendation from the student's advisor or project director. Please address questions and requests for application forms to: Ms. Ellen Gartrell, Director, John W. Hartman Center for Sales, Advertising, and Marketing History, Special Collections Library, Duke University, Box 90185, Durham, North Carolina 27708-0185, (919) 660-5836, e-mail egg@mail.lib.duke.edu or fax (919) 684-2855. Deadlines: applications for 1994-95 awards must be received or postmarked by October 15, 1994. Awards will be announced by mid-November.

Peabody Essex Museum Research Fellowships

The Peabody Essex Museum (a consolidation of the Peabody Museum of Salem and the Essex Institute) in Salem, Massachusetts, is accepting applications for fellowships to encourage use of its library and museum collections for research and publication on New England history and culture. Fellowships are open to advanced scholars, graduate students, independent scholars, and library and museum professionals. Stipends will be awarded for up to two months, at a rate of \$750 a month, due, in part, to the generosity of the Salem Marine Society. There is also the possibility of free housing. Deadline for applications is January 31, 1995, for projects beginning after June 1, 1995. For information, contact Fellowship Program, Phillips Library, Peabody Essex Museum, East India Square, Salem, Massachusetts 01970, (508) 745-1876 ext. 3032.

Archivist Award of Excellence

The Archivist Award of Excellence was established in 1989 by the California Heritage Preservation Commission to honor individuals who have done superior work in archives and records management within California. Topics as diverse as the development of a major outreach program, conservation projects, establishing a model program, overcoming obstacles in program development, providing significant financial support, or recruiting community support for an archival program may be considered.

The application deadline is December 31, 1994. Applicants must have worked with materials which are primarily related to California, performed work which is clearly identified as archival, record, or manuscript-related, and completed within the past five years. Application forms are available from: California State Archives, 201 N. Sunrise Avenue, Roseville, California 95661, or contact Joe Samora at (916) 773-3000.

New Member Roster

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

Individual Members:

Babinsack, Stefanie
Student

Balcom, Elizabeth L.
Old Sturbridge Village

Barber, X. Theodore
Parsons School of Design

Bezane, Norm
Student

Binzer, Donna L.
Student

Bishop, James R.

Bodling, Kurt A.
Concordia College

Brock, Mr. Lynn A.
Cedarville College Library

Byas, Stacie
Student

Campbell, Jennifer
Student

Conway, Lynn

Crockett, Margaret
International Monetary Fund

Das, Kabita
Merck & Company
Incorporated

Dixon, Denise

Dockery, Rita
American Philosophical Society

Dolbec, Michelle

Dozier, Graham
Student

Dufresne, A. J.
City of Hollywood

Dunkelberger, Robert

Garrett, Robert A.
Student

Haddock, Miranda H.

Hanscom, Scott
New York State Library

Hill, Debora D.

Hindawi, Mohammed Kamel

Hire, Barbara
Herman Miller Incorporated

Hoffner, Rod

Jackson, William
Student

Jung, John Leo
Archives of Ontario

Karajewski, Edward S.
Florida Panthers Hockey Club

Karr, Jeff
University of Maryland

Keshmiri, Vida

Ketelaar, Eric

Kitchell, Elizabeth
Cincinnati Historical Society

Kordt, Krista L.
Student

Kreneck, Thomas H.
Texas A&M University - Corpus Christi

Kruger, Teresa
Student

La Bauve, Anna

Lewis, Dan
Los Angeles Times

Lewis, Melissa Leigh
Student

Lisowski, Lori

Lyons, Frances A.
Student

Mackintosh, Sharon P.
South Carolina Department of Archives & History

Magers, Barbara J.
KCOM

Manarin, Louis
Virginia State Library & Archives

McCabe, Rob

McDonald, Marilyn M.
Foothill College

McGillicuddy, Kathleen
City of Boston Archives

McMaster, Julie
Toledo Museum of Art

Merchant, Tenna
Golden Rule Insurance Company

Michaels, Ines A.
Hoechst-Roussel Agri-Vet Company

Michalek, Gabrielle V.
Carnegie Mellon University

Minnick, Roy
Land & Boundary Library

Mix, Karen
Boston University

Nedell, Emily
Student

Nolan, Jane R.

Owen, Joan
Norfolk Academy

Pavri, Julie M.

Perkins, Greg
Student

Pichnarcik, Lisa R.
Student

Potter, Andy
Pittsfield Federal Records Center

Pratt, Lisa Gibbon
University of Michigan

Pulfrey, Ruth Anna

Radke, Joelle

Reardon, Mary Ann
Student

Richard, Carolyn
Grand Canyon National Park

Rodgers C.S.J., Sister Ruth
Sisters of St. Joseph Archives

Rohr, Leith A.

Samuels, Jeremy

Scharer, Laura Lynne
North Country Reference

Schmidt, Barbara

Schmidt, Robert

Schneider, Tracy
University of Houston

Sevetson, Erika L.
Student

Sifton, Nancy

Sigler, David N.

Spiers, Kaeli

Stein, Alan Harris
Student

Stein, Caryn A.
Student

Stevens, Errol

Tunney, Joseph J.

Turner, Kristen D.

Ulvestad, Deanna

Urschel, John Charles
Oregon Holocaust Resource Center

Van Der Reyden, Dianne

Walker, Judy
Student

Weideman, Christine

Welton, Kristin
Student

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DOC Tobacco Archive

Maryland Procurement Office

Mississippi Band of Choctaw

National Cancer Institute

University of Mississippi



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If you move or if your address label is incorrect, please notify SAA. Mail, fax, or e-mail any corrections you wish to make to: Membership Services, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, e-mail info@saa.mhs.compuserve.com or fax (312) 347-1452.

News Clips

continued from page 23

NISO Internet Forum

The National Information Standards Organization (NISO), in collaboration with the Coalition for Networked Information, has established an electronic forum on the Internet to provide quick and easy access to information about NISO's standards program. The new NISO forum, niso-l, is moderated and replaces the older LISTSERV list, niso-l@nervm.

The following items may be obtained through niso-l: a balloting calendar listing NISO draft standards out for review; the table of contents for the latest issue of *Information Standards Quarterly*; lists of draft and published NISO standards; NISO information and general activities.

To subscribe to niso-l, send an e-mail message to listproc@cni.org. The message should contain the line *subscribe niso-l<your name>*. For further assistance on accessing niso-l, contact Craig Summerhill, craig@cni.org.

Photo Exhibit on Internet

The Oregon State Archives and the Oregon State University Archives are pleased to announce the availability of a new historical photographic exhibit on the Internet. The exhibit, "Fighters on the Farm Front," commemorates the 50th anniversary of Oregon's Emergency Farm Labor Service, 1943-1947. The exhibit focuses on the diverse population that contributed to the war effort by harvesting food and fiber for home and the fighting forces overseas during the most desperate days of World War II and the unstable years immediately following allied victory. The exhibit focuses upon the soldiers, prisoners of war, foreign born migrant workers, senior citizens, women, and youth who labored in Oregon's fields and orchards for victory.

The electronic exhibit contains over 70 images from the University Archives collections, but are resident on the World Wide Web (WWW) host server maintained by the Oregon State Archives in Salem, Oregon. "Fighters on the Farm Front" is available through the homepage

of the Oregon State Archives WWW host server or can be accessed by utilizing the sensitized map of the continental United States found under the WWW server homepage maintained by the National Center for Super-Computing Applications. The exhibit can also be reached by using the Mosaic Browse and opening <http://159.121.28.251>.

Your comments are welcome. Please send them to OSU Archives, AdS B094, Corvallis, Oregon 97331-2103, or by e-mail to either Michael Holland, hollandm@ccmail.orst.edu or Larry Landis, landisl@ccmail.orst.edu.

SARA's Internet Gopher

The New York State Archives and Records Administration (SARA) Gopher was formally established on July 29. The gopher is designed to provide information about SARA's holdings and services to researchers, state and local government officials and employees, and the general public. The initial gopher structure includes finding aids for selected records in the State Archives, a downloadable version of the 1993 *Guide to Records in the New York State Archives*, a list of publications available from SARA with instructions on how to obtain them, access to the on-line public access catalog of SARA's holdings, and a current schedule of records management training programs for State government employees. The gopher will be expanded and enhanced as demand and resources permit. It can be accessed by "gophering" to UNIX6.NYSED.GOV.

International Archival Electronic Link

In a step to enhance scholarly access to the recently opened Russian Archives, the Hoover Institution will undertake a two-year project to develop an electronic link between the Russian State Archival Service (Rosarkhiv) and archives around the world. The Hoover Institution will carry out the project in partnership with the Research Libraries Group and Rosarkhiv.

The purpose of the project is to develop a system for cataloging archival materials located in the repositories in Russia and entering the newly created catalog records into the Research Libraries Information Network (RLIN), an international online bibliographic database. This project will create standards and a methodology for sharing information on RLIN. It will bring together, in the same database, descriptions of similar and related collections held in Russian and in Western repositories. It also will encourage continuing growth of professional cooperation between Russian and American archivists. For the first time the RLIN database will be made available to scholars in Russia, and catalog records of archives in Russia will be accessible electronically to scholars in the West.

For more information, contact Charles Palm, Hoover Institution, Stanford University, Stanford, California 94305-6010, (415) 723-0603.

New Publication

Discovery in the Archives of Spain and Portugal: Quincentenary Essays 1492-1992, edited by Lawrence J. McCrank, (New York: The Haworth Press, 1994), 590 pp., hardcover. The quincentenary celebration of the voyage of Christopher Columbus to America sparked popular controversy and political debate over the true nature of the voyage as discovery or conquest. *Discovery in the Archives of Spain and Portugal* refocuses the debate, serving as a reminder that historical reinterpretation calls for reexamination of evidence rather than merely the expression of personal opinion. A version of one of the essays in this book appeared as a research article in the spring 1993 issue of the *American Archivist*, pp. 256-318. The book examines archives and primary documentary sources in the early-modern era from Spain and Portugal. Cost: \$79.95 plus \$2.95 postage. To order, contact The Haworth Press, Inc., 10 Alice Street, Binghamton, New York 13904-1580, (800) 342-9678.

Another Day for DORIS

by Tara J. Shimandle

In May, the Mayor and City Council of New York City proposed to eliminate the Department of Records and Information Services (DORIS) as a separate agency and transfer the Municipal Archives, Library, and Records Management programs into the Department of General Services (DGS), Division of Municipal Supplies.

Ann Phillips, president of the New York Archival Society, sent out a plea for help to allied organizations. "DGS administrative personnel—not professional archivists, librarians, and records managers—will have authority over records access and disposition policies, as well as funding priorities. This proposal could destroy all that DORIS has accomplished since it achieved independence from DGS in 1977."

At the Society of American

Archivists' Council meeting in June the situation was addressed and a letter of strong opposition, supported unanimously by Council members, was sent by SAA President Edie Hedlin to Mayor Giuliani and the City Council of New York City.

The letter described SAA's concerns. "The preservation, over time, of those records of government having legal, fiscal, and historical value and the provision of fair and effective access to those records is essential to protecting public rights, to maintaining the accountability of government, and to preserving the cultural heritage of the citizens of New York City. [...] It is necessary that the agency charged with carrying out this responsibility have the authority, autonomy, and legislative mandate to carry out these activities in

an efficient and impartial manner. Changes currently proposed do not appear to meet these basic requirements."

The proposed consolidation did not pass due to the support of SAA and many other concerned professionals rallied by DORIS and its advocates. In a thank you note to SAA, Catha Grace Rambusch, director of the Catalog of Landscape Records in the United States at Wave Hill (a New York cultural institution), stated, "Your response, along with others across the country, brought action . . . or rather no action. Our voices have been heard, perhaps they will be heeded. Although consolidation was thwarted for now, there is a long way to go. . . . Know that your letter was seminal in our, to date, successful effort."

Hooray for DORIS. *Que sera, sera!*

President's Message

continued from page 3

our goals. It also represents the labor and achievements of numerous groups within the Society. SAA can be proud of its first-year efforts. There's much more to do, however. In particular, Council identified these five activities as priority areas for attention in the future:

- Assess the annual meeting;
- Assess SAA's overall effectiveness;
- Improve dissemination of policies;
- Improve dissemination of standards; and
- Improve communication/information exchange.

So with a strong sense that SAA is beating the odds, that member support for the plan remains strong, and that progress is indeed good, I commend you for your achievements to date. With an equally strong sense that there is much more to do, that efforts must increase if momentum is to remain, but that SAA members are remarkably able and dedicated professionals, I look forward to working with you on achieving all parts of the strategic plan.

Obituary

PATRICIA MILLER KING, director of Radcliffe College's Schlesinger Library on the History of Women in America, died of lung cancer on May 3, 1994. King had been director of the Schlesinger Library since 1973. Under her direction, the library received the Distinguished Service Award from the Society of American Archivists in 1990. During her highly successful tenure, she tripled the library's holdings and oversaw its development into the foremost women's history library in the United States. To accommodate the growth of the collections, she led a \$3.4 million renovation in 1987. In 1993, the Carl and Lily Pforzheimer Foundation crowned her career with a \$2 million gift to endow her position.

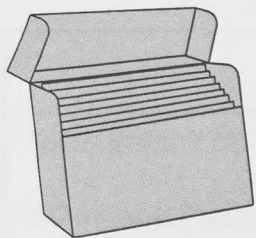
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Professional Opportunities

How to List a Professional Opportunity

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 or by e-mail info@saa.mhs.compuserve.com.

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

LIBRARY-CURATOR OF ARCHIVES AND MANUSCRIPTS

*The College of Physicians of Philadelphia
Philadelphia, Pennsylvania*

The Library of the College of Physicians of Philadelphia is accepting applications for the position of Curator, which is available September 1, 1994. **Responsibilities:**

Arranges, describes, and maintains the archival and manuscript collection in accordance with modern standards; performs reference/public service duties when required.

Qualifications: ALA-accredited M.L.S. and/or M.A. in history or an appropriate field; 1-3 years of experience working with archives/manuscripts; knowledge of APPM, AACR 2, LCSH, and RLIN; working knowledge of at least one foreign language. Communications skills essential. **Salary range:** \$26,500 - \$28,500, plus excellent fringe benefits. **To**

apply: Send letter of application, resume, and the names, addresses, and telephone numbers of three references to: Thomas A. Horrocks, Co-Director of the Library, College of Physicians of Philadelphia, 19 S. 22nd Street, Philadelphia, Pennsylvania 19103. AA/EOE.

ASSISTANT ARCHIVIST/ HISTORICAL RESEARCHER

*The American Bible Society
New York, New York*

The American Bible Society, founded in 1816, is accepting applications for the full-time position of Assistant Archivist/Historical Researcher. The collection includes minutes, correspondence, memoranda, reports, photographs, and related materials which document the history of the Society's mission: translating, publishing, and distributing the Scriptures. **Requirements:** Graduate degree in history, library or information science, or related fields, with graduate coursework in archival management and/or administration. Computer knowledge, cataloging using the USMARC-AMC format, and experience processing archival records is essential. **Responsibilities:** Processes collections of records and papers of the Society according to professional archival standards; prepares finding aids and databases for materials accessioned into the archives; responds

to research requests from American Bible Society staff, outside scholars, and other users of the collection; researches topics and prepares reports assigned by the Archivist/Education Manager. Excellent benefits and competitive salary. If you believe you qualify for this position and can enthusiastically support our dynamic mission, send resume with salary requirements to: American Bible Society, 1865 Broadway, New York, New York 10023, Attn: Karen Campanella, Human Resources Manager. AA/EOE.

SENIOR ARCHIVIST

*Georgia Historical Society Library
Georgia Department of Archives
and History
Atlanta, Georgia*

The collections of the Georgia Historical Society, founded in 1839, are composed of a significant body of manuscripts and related historical materials. The Society's library/archives is operated as a branch of the Georgia Department of Archives and History, Office of the Secretary of State. Under general supervision of the Archives Branch Director, the Senior Archivist performs professional and technical work in appraising, arranging, and describing a variety of manuscript and archival material. The Senior Archivist prepares descriptions of these materials in USMARC-AMC format and enters the descriptions into appropriate bibliographic databases. The Senior Archivist also provides reference assistance to researchers using the information resources of the Georgia Historical Society, either through direct assistance or through telephone and mail responses. The Senior Archivist will also actively participate in the development of an automated system which will provide in-house access for researchers, collection management information for staff, and remote access for researchers through RLIN and OCLC. The Senior Archivist participates in technical and educational outreach programs and special projects. **Training and experience:** Completion of an undergraduate degree in history or related field and professional experience in a manuscripts repository or archives. **Note:** Preference will be given to candidates with expertise in the development and use of information technology for

library and archival management. **Salary:** Classified Service. Salary commensurate with experience, \$24,174 minimum. **Benefits:** Eleven paid holidays, annual and sick leave, retirement plan, and optional flexible benefits including health insurance and deferred compensation plan. For recruitment information and an application, write: Anne P. Smith, Archives Branch Director, Georgia Historical Society Library, 501 Whitaker Street, Savannah, Georgia 31499, (912) 651-2128, fax: (912) 651-2831. Application materials must be requested by or before October 31, 1994.

PERFORMING ARTS

*Byrd Hoffman Foundation
New York, New York*

Experienced professional for full-time position to organize/administer extensive collection of international director/artist. Multi-media archives includes videotapes, photographs, stage properties, research materials, production correspondence, and documentation. Send resume and salary requirements to: Byrd Hoffman Foundation, Suite 908, 131 Varick Street, New York, New York 10013.

AUDIOVISUAL CATALOG LIBRARIAN

*Colonial Williamsburg Foundation
Williamsburg, Virginia*

Manages cataloging of image collections, including image database on Kodak's Photo-CD and retrospective cataloging of archival photographs; manages circulation of slides in MARC-based online library system; provides reference services; negotiates transfer of new photography from other departments; implements preservation procedures; supervises routine clerical maintenance. **Required:** M.L.S. degree from an ALA-accredited institution or graduate degree in the humanities and work experience directly related to work to be performed, 1-3 years work experience in audiovisual library services, 1-3 years supervisory experience, 1-3 years work experience with library automation and excellent oral and written communication skills. Send Colonial Williamsburg application, resume, and letter, to: Michelle Brown, Human Resources Department, The Colonial Williamsburg

Foundation, P.O. Box 1776, Williamsburg, Virginia 23187-1776, by October 15, 1994. Call (804) 220-7660 for application. AA/EOE.

ASSISTANT CURATOR AND COLLECTION MANAGEMENT LIBRARIAN

*University of North Carolina
Chapel Hill, North Carolina*

Position: Assistant Curator and Collection Management Librarian in the Manuscripts Department. **Available:** January 1, 1995. **Description:** The Academic Libraries of the University of North Carolina at Chapel Hill invites applications and nominations for this position. With over 15 million items (20,000 linear feet) including more than 6,000 audio recordings, 50,000 photographs, and 10,000 reels and cores of film and video, the Manuscripts Department contains the Southern Historical Collection, the Southern Folklife Collection, the University Archives and Records Service, and General and Literary Manuscripts. Renowned for its holdings of Southern Americana, the department also has important British Literary collections. Staff currently includes 9 regular, 4 grant, and 50+ student employees. This position directly supervises the Technical Services Section and oversees access, preservation, and automation for the whole department. With the Curator, she/he also shares responsibility for budgeting, departmental administration, planning, representation, and collection and resource development. **Qualifications: Required:** M.L.S. or advanced degree in American history or literature or relevant subject; substantial archival experience, especially in automation and processing including large collections; extensive administrative experience, including supervision and budget management; substantial knowledge of the American south; a record of professional participation at the state, regional, or national level. **Desired:** Excellent communication skills; experience in working with external constituencies; knowledge of management issues for sound and moving image materials. The ideal candidate will also have a consultative management style, the ability to adapt (and help others adapt) to a changing environment, a commitment to

Professional Opportunities

personal professional development, and to the development of the department's staff.

Salary and benefits: This is a twelve-month academic appointment with a minimum salary of \$36,000 and standard state benefits of annual leave, sick leave, and state TIAA-CREF retirement plan. **Deadline for application:** Review of applications will begin about October 3, 1994, and continue until the position is filled. **To apply:** Send letter of application, resume, and the names, addresses, and telephone numbers of three references to: Barbara A. DeLon, Library Personnel Officer, CB #3900, Davis Library, University of North Carolina at Chapel Hill, Chapel Hill, North Carolina 27514-8890. AA/EOE.

MANUSCRIPT SPECIALIST

Two Positions

The Western Historical Manuscript Collection

*University of Missouri-Columbia
Columbia, Missouri*

The Western Historical Manuscript Collection in Columbia, Missouri, a joint collection of the University of Missouri and the State Historical Society of Missouri, has two entry-level Manuscript Specialist openings. Both are full-time, permanent positions carrying University of Missouri academic non-regular status, with 26 days of annual leave and 24 days of sick leave per year, and a standard benefits package including medical and dental insurance and other options. **Salary:** \$19,020.

Available: November 1, 1994. **Requirements:** B.A. in history or another social science; however, preference will be given to candidates holding M.A. degrees with emphasis in archival training and/or archival experience and familiarity with MARC-AMC format. Excellent oral and written communications skills and interpersonal skills necessary. Must be available to work some evening and Saturday hours. Demonstrated ability to quickly perform rudimentary processing (arrangement and description) of large collections of organizational records or political papers preferred. Willingness and ability to lift and carry 35-40 pound boxes of papers. Duties include, but are not limited to, processing collections and performing reference service. As needed, may work with "History Day in Missouri," micro-

film, and/or oral history programs. **To apply:** Send letter of application, resume, and names, addresses, and telephone numbers of three references to: Nancy Lankford, Associate Director, WHMC, 23 Ellis Library, University of Missouri-Columbia, Columbia, Missouri 65201. Application deadline is October 1, 1994.

HEAD OF REFERENCE, SPECIAL LIBRARY

*The Historical Society of
Western Pennsylvania*

Pittsburgh, Pennsylvania

Energetic, experienced librarian ready to manage a growing collection of 35,000 books and 5,000 linear feet of archival materials. **Responsibilities:** Supervise reference staff and services for books and archives. Participate in collection development for the opening of the Pittsburgh Regional History Center near downtown Pittsburgh in April 1996. Schedule and participate in reference duties. Open to the public Tuesday through Saturday. **Qualifications:** M.L.S., three years of experience, interest in outreach and working with interns and volunteers. Social history background and computer literacy preferred. **Salary:** Excellent benefits, salary commensurate with qualifications and experience. Send resume, transcripts, names of references, and a cover letter describing qualifications to: Human Resources Manager, 4338 Bigelow Boulevard, Pittsburgh, Pennsylvania 15213.

ARCHIVIST

*Gay and Lesbian Historical Society of
Northern California (GLHS)*

San Francisco, California

Gay and Lesbian Historical Society of Northern California (GLHS) seeks archivist to administer archival program, with emphasis on processing collections in preparation for deposit with San Francisco Public Library. One-year position, possibility of extension. **Qualifications:** Master's degree with emphasis in archives administration, or equivalent education and training; knowledge and sensitivity to gay, lesbian, bisexual and transgender subjects; minimum three years professional archival experience. \$30,000 - \$35,000 dependent on background and qualifications, plus benefits. For job description, contact GLHS (415)626-0980. Send

resume and letter of application by October 1, 1994, to: Archives Hiring Committee, GLHS, P.O. Box 42480, San Francisco, California 94142.

MANUSCRIPTS CURATOR/ARCHIVIST

*Kentucky Historical Society
Frankfort, Kentucky*

The Kentucky Historical Society seeks a manuscripts/archives program manager. Must have experience in appraisal, arrangement, description, conservation, and preservation of manuscripts and archival materials, ability to work with the public and staff, and computer experience. Knowledge of USMARC-AMC format and OCLC cataloging preferred. **Qualifications:** M.L.S. in library science with archival training preferred; equivalent experience may substitute. **Salary range:** \$21,000 - \$23,000, plus benefits. **Application deadline:** September 15, 1994, position starts December 1, 1994. Send resume and three references to: Dr. Melba P. Hay, Kentucky Historical Society, P.O. Box H, Frankfort, Kentucky 40602-2108.

CURATOR OF PRINTS AND PHOTOGRAPHS

*The Library Company of Philadelphia
Philadelphia, Pennsylvania*

Independent research library seeks Curator for graphics collection numbering over 75,000 items and particularly strong in early prints, drawings, and photographs created in Philadelphia area and/or depicting the region. **Responsibilities:** Curator is a department head who reports to the Librarian; interprets the collection to a broad scholarly and general constituency; makes acquisitions and writes reports on them; supervises a small staff responsible for accessioning and cataloging the collection, maintaining the departmental reading room, and answering phone and mail inquiries; organizes exhibitions and prepares related publications; represents the library in professional organizations; works with conservators; and oversees departmental loans and reproductions. **Qualifications:** Applicants should have significant experience with iconographic materials; record of scholarly productivity; administrative and supervisory experience, preferably in a museum or research library; outstanding communications and interper-



ASIAN DEVELOPMENT BANK

The Bank is an international development finance institution established in 1966 to help accelerate economic and social development in the Asia-Pacific region. The Bank, which is based in Manila, Philippines, is owned by 55 countries from Western Europe, North America and the Asia-Pacific region. Highly qualified professionals who are nationals of the Bank's member countries are invited to apply for the position of:

ARCHIVIST

The Bank's Archivist will implement an Archive Program and be responsible for its maintenance.

Qualifications:

- an advanced university degree in library/ information science
- eight years of experience in information management, including five years recent experience as records manager/ practising archivist for a large corporation or government agency
- expertise in new information technologies that affect records as well as archival holdings and practices

Prospective applicants should note the following:

- Proficiency in written and spoken English is essential
- The Bank offers a competitive salary paid in U.S. dollars (normally free of tax; however, some individuals, primarily nationals of the U.S. and the Philippines are currently liable for their respective income tax) and an excellent benefits package tailored to the needs of those living outside their home country.

Women are particularly encouraged to apply.

Interested persons may either send their curriculum vitae to **REF. NO. 9411, HUMAN RESOURCES DIVISION, ASIAN DEVELOPMENT BANK, P. O. BOX 789, 0980 MANILA, PHILIPPINES** or, alternatively, fax directly to: (63-2) 741-7961; (63-2) 632-6816; (63-2) 631-7961; and (63-2) 631-6816.

sonal skills. **Salary:** Negotiable, depending on qualifications and experience.

Applications: Send letter of interest and resume, and names, addresses, and telephone numbers of three references by October 15, 1994, to: Search Committee, Library Company, 1314 Locust Street, Philadelphia, Pennsylvania 19107.

ASSISTANT ARCHIVIST

*Oberlin College Archives
Oberlin, Ohio*

This is an entry-level professional appointment in College Archives to begin on or around December 1, 1994. (Though initially approved and funded at twelve months, funding for this position, over the longer term, is expected to be secured during FY1994-95.) Under the direction of the Archivist, the assistant arranges and describes institutional records and manuscript collections; prepares finding aids and USMARC-AMC records; performs reference work, records management, and other duties as assigned. **Qualifications:** Requires M.L.S. or advanced degree in U.S. history, plus archival training or related experience. Familiarity with computer applications to archival descrip-

tion expected. **Salary:** From \$24,000 to \$25,500, plus generous benefits (medical insurance, annual leave, etc.). **To Apply:** Send letter of application and resume with the names of three references to: Search Committee, Oberlin College Archives, 420 Mudd Center, Oberlin, Ohio 44074. Applications received by October 10, 1994, will receive first consideration, but applications will be accepted until the position is filled. A preliminary canvass will be made at SAA's annual meeting.

SPECIAL COLLECTIONS LIBRARIAN

*University of Tennessee at Martin
Martin, Tennessee*

Selects, acquires, and organizes special collections and university archival material in conformity with local and national standards. Provides reference assistance to users and preserves collections through binding and restoration activities. Prepares exhibits and publications to promote awareness of the collections. Works with Development Office and the Library Director in developing and maintaining relations with donors. Supervises one clerical position and student assistants.

Assists in fairly infrequent but regular service in library's reference department.

Qualifications: M.L.S. from ALA-accredited institution. At least two years professional experience with archival or special collections. **Preferred:** Archival or special collection course work and academic background in American history, experience in using MARC format; good interpersonal skills. Faculty rank, 12-month appointment, 24 days vacation, 12 days sick leave, employer-paid TIAA-CREF contributions. Position available January 1, 1995. A new library with an expanded Special Collections area will be occupied in January 1995 and the librarian appointed will be expected to give guidance in organizing the department. **Salary:** \$26,000-\$30,000. Send letter of application, resume, and transcripts of graduate and undergraduate degrees, with names, addresses, and telephone numbers of three current references to: Joel A. Stowers, Library Director, Paul Meek Library, University of Tennessee at Martin, Martin, Tennessee 38238. Applications will be accepted until October 1, 1994. UTM is an EEO/AA Title IX/Section 504/ADA employer. Women and minorities are encouraged to apply.

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