"We'll take a cup o' kindness yet for auld lang syne"

Baby New Year accepts a fortifying cup of java from the Old Year. This illustration originally appeared in a 1925 advertisement for Maxwell House Coffee. Legend has it that the brand's slogan, "Good to the last drop!" was inaugurated in 1907 when President Teddy Roosevelt was asked if he would like a second cup of the coffee. The slogan was his very positive response and since that time has become a household phrase. Courtesy of the Kraft General Foods Inc. Archives, Morton Grove, Illinois.

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You may call: (312) 922-0140 or fax: (312) 347-1452.
President's Message

National Summit on Emergency Response

The advent of 1995 marks the midpoint in the United Nations International Decade for Natural Disaster Reduction. It also marks the mid-point of a decade in which the United States has experienced natural disasters of unprecedented scope and severity. Hurricanes, tornados, earthquakes, floods and wildfires are neither predictable nor controllable; yet it is predictable that they will occur and reoccur in the future as they have in the past.

Late last year, the Federal Emergency Management Agency, the Getty Conservation Institute and the National Institute for the Conservation of Cultural Property sponsored a National Summit on Emergency Response whose goal was to highlight the impact of natural disasters on cultural resources, including archives and historical records. The conference brought together representatives of national and international organizations concerned with cultural resources and the Federal Emergency Management Agency to discuss how to mitigate the impact of natural disasters on irreplaceable cultural resources by preparedness and prompt, effective response.

Discussions at the conference made it clear that we, as archivists, have several significant roles to play in the event of a major natural disaster. First and most critically, in time of crisis we must be prepared to protect and preserve historical materials in our own institutions. Yet this may not be easy. Should fire or flood, like lightning, strike a single building, our own knowledge and local community resources are probably adequate to deal with the crisis, especially when a well-constructed emergency management plan is in place.

When the disaster affects an entire community, however, as happened with the Midwest floods of 1993 or the Northridge (California) earthquake, resources well beyond our own communities may be needed to move voluminous materials from critical exposure or to stabilize their condition with basic protection.

Archival and historical materials outside our repositories also may be placed at risk by a natural disaster. Photographs, manuscripts, and files are found in courthouses, in community institutions, and in family hands, where neither expertise nor staff may be available to aid in recovery. In his address to participants at the National Summit, James Lee Witt, director of the Federal Emergency Management Agency, called these materials “the historical fiber of community.”

Archivists are experienced in handling historical materials in all physical forms and understand conservation practices that may be critical to protect any materials that are at risk in the disaster.

Archivists also may play a key role in the larger community’s response to disaster and recovery. They have in their care documents that may provide data needed to repair damaged infrastructure or to restore historic buildings, parks, and bridges. Architectural records particularly have been essential to urban environments as communities seek to restore threatened structures. Identifying such materials in advance and preparing them for use under emergency conditions may be critical for an area’s recovery.

Speakers at the National Summit passionately described the impact on our communities and our nation when any portion of our cultural heritage, whether historic buildings, art works, or manuscripts and archives, is lost to us. It seems that in the midst of the information revolution, the tangible, real and continuing physical substance of historical resources has meaning for citizens and specialists alike. Others at the conference emphasized the need for a national effort to reduce the impact of natural disasters and spoke of the critical importance of information and advice in moving cultural objects, including archives, from harm, in stabilizing their condition, and in providing protection until the emergency has passed. Other speakers commented on the need for financial help in cleanup and recovery efforts.

Based on findings of the National Summit on Emergency Response, plans now call for task forces including conservators, specialists in historic preservation, archivists and curators to pool their expertise and identify ways to get information and resources into the field where they are needed as quickly and effectively as possible. SAA will be an active participant in this effort. With your help, the results of this planning and preparation someday may have a direct and tangible impact in saving endangered historical materials in time of crisis.

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► You have a nationwide resource dedicated to serving you.
► You have access to post-graduate continuing education and professional publications.
► You have significant career development opportunities.

Contact SAA Membership Services at (312) 922-0140
from the Executive Director

Working Toward the National Information Infrastructure

Consider these remarkable statistics:

- As of August 1994, there are 3.2 million computer hosts on the Internet, an 81 percent increase since August 1993. By the end of September 1994, the figure increased by another 19 percent, to 3.8 million. One host represents a community of users from a few thousand to tens of thousands.

- Today 63 percent of the reachable hosts on the Internet reside within the United States. Just five years ago 100 percent of the reachable Internet resided in the U.S. The fastest growing regions connecting to the net are Latin America and the Caribbean, with Africa close behind.

- Of the reachable hosts, 27 percent are currently located in educational institutions, 24 percent are in commerce and the figure is growing. Unlike just a few years ago, today the largest single domain of the Internet is now commercial.

- Interest in the World Wide Web (WWW) is hot. While WWW currently occupies 10 percent of Internet traffic, it is expected to exceed telephone traffic in a mere two years.

Paul Evan Peters reported these statistics at a recent meeting of the Coalition for Networked Information (CNI). I attended the meeting in order to gain a better understanding of the many issues important to archivists in the rapidly evolving National Information Infrastructure (NII)—the “information superhighway”—and to share with you those areas where your input is most needed.

First, a caveat. The truth is, no one really knows what the highway will look like, where it will lead us, or precisely how it will be built. The picture is too unclear and mutable at this point to give us a lucid explanation of what it all means or how it will affect us as we propel toward this new world of global interconnectivity. Even the term “information superhighway” is under debate. Many argue that these computer networks are more organic than that, more like a literal system of grass roots twining and intertwining into a global informational ecosystem.

Regardless of what we call it, it is precisely because the picture is unclear that archivists need to vigorously join the policy debate. What the information superhighway is ultimately about is information, lots of it, gaining access to it, ordering it, making sense of it, managing it.

It is also about communication of information in the form of records. Archivists need to take a lead role in determining how best to manage and preserve records in an electronic environment. While much of the NII debate is difficult to pin down, these are concepts the archival profession easily grasps and understands.

So what is needed most in this uncertain picture is your archival expertise in helping to develop a coordinated, standards-based national policy. Such a policy would insures inclusiveness and interoperability across widely divergent operating systems, and access for the widest number of people.

The CNI meeting repeatedly stressed the need for standards. I was pleased, therefore, to see SAA members Peter Hiltle and Avra Michaelson as active participants. Both serve on the Committee for Archival Information Exchange (CAIE). In fact, Avra is heading up a CNI initiative to produce a white paper on networked information navigation and navigators. She has also been active in creating a data architecture resulting in a Government Information Locator Service (GILS) which will help the public locate and access government information. A global information locator service is also envisioned.

Other critical debates revolve around intellectual property rights in a digitized environment, in other words, copyright issues. Not surprisingly, the most contentious policy debates often occur when discussing intellectual property rights. What constitutes fair use? How do we achieve a proper and mutually acceptable balance between those who develop intellectual property (such as software developers, publishers, music, film) and those who use it? It is uncharted territory, yet many archivists deal with these issues on a daily basis. We have valuable information, experience and perspective to lend to these discussions.

Goal 1 of Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists states that SAA shall “exert active leadership on significant archival issues by shaping policies and standards, building effective coalitions, and improving public awareness of the value of archives.”

The NII is one critical area where we can make this goal a reality. But first we need to frame the debate, much like those in related professions have done.

On the opposite page you will find “Principles for the Development of the National Information Infrastructure,” a working draft developed by the American Library Association and participating organizations at the September 1993 Telecommunications Information Policy Forum. I include it not as a definitive statement on the issue, but as one way of gaining understanding about it. We need to define and communicate our own archival perspective. The archival perspective is not simply needed, it is necessary for the development of sound policy.

It is time we join the national debate, not least because the future is here. It is us.
### Principles for the Development of the National Information Infrastructure (NII)

<table>
<thead>
<tr>
<th>First Amendment and Intellectual Freedom</th>
<th>Privacy</th>
<th>Intellectual Property</th>
<th>Ubiquity</th>
<th>Equitable Access</th>
<th>Interoperability</th>
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<tr>
<td>1. Access to the NII should be available and affordable to all regardless of age, religion, disability, sexual orientation, social and political views, national origin, economic status, location, information literacy, etc.</td>
<td>1. Privacy should be carefully protected and extended.</td>
<td>1. Intellectual property rights and protections are independent of the form of publication or distribution.</td>
<td>1. Libraries should preserve and enhance their traditional roles in providing access to information regardless of format.</td>
<td>1. The NII should support and encourage diversity of information providers in order to guarantee an open, fair, and competitive marketplace, with a full range of viewpoints.</td>
<td>1. The design of NII should facilitate two-way audio, video, and data communication from anyone to anyone, easily and effectively.</td>
</tr>
<tr>
<td>2. The NII service providers must guarantee the free flow of information protected by the First Amendment.</td>
<td>2. Comprehensive policies should be developed to ensure that the privacy of all people is protected.</td>
<td>2. The intellectual property system should ensure a fair and equitable balance between rights of creators and other copyright owners and the needs of users.</td>
<td>2. Network access costs for libraries, educational organizations, government entities, and nonprofit groups should be stable, predictable, and location insensitive.</td>
<td>2. Diversity of access should be protected through use of nonproprietary protocols.</td>
<td>2. Interoperability standards should be encouraged and tied to incentives for the use of those standards in awards for federal funding.</td>
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<tr>
<td>3. Individuals should have the right to choose what information to receive through the NII.</td>
<td>3. Personal data collected to provide specific services should be limited to the minimum necessary.</td>
<td>3. Fair use and other exceptions to owners’ rights in the copyright law should continue in the electronic environment.</td>
<td>3. Resources must be allocated to provide basic public access in fostering the development of the information infrastructure.</td>
<td>3. Access to basic network services should be affordable and available to all.</td>
<td>3. A transition phase should provide compatibility between leading-edge technology and trailing-edge technology to allow users reasonable protection from precipitate change.</td>
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<td>4. Sharing data collected from individuals should only be permitted with their informed consent.</td>
<td>4. Compensation systems must provide a fair and reasonable return to copyright owners.</td>
<td>4. Basic network access should be made available independent of geographic location.</td>
<td>4. The federal government should encourage interoperability standards and should tie incentives to the use of those standards.</td>
<td>5. The NII should ensure private, government, and nonprofit participation in governance of the network.</td>
<td>5. Federal government information dissemination programs should adhere to interoperability standards.</td>
</tr>
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<td>5. Individuals should have the right to inspect and correct data files about themselves.</td>
<td>5. The NII should preserve and enhance their traditional roles in providing access to information regardless of format.</td>
<td>5. Electronic information should be appropriately documented, organized, and archived through cooperative endeavors of information service providers and libraries.</td>
<td>6. Principles of interoperability should require directory locator services and nonproprietary search protocols, as well as a minimal set of data elements for the description of databases.</td>
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<tr>
<td>6. Transaction data should remain confidential.</td>
<td>6. Basic network access should be made available independent of geographic location.</td>
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Enlist Now: How to Subscribe to Listservs

by Danielle Feuillan

In this age of information superhighways, virtual realities, and cyberspace, anyone can access an entire universe of information and professionals in related fields. All that you need is curiosity, a computer with a modem, and a telephone line.

One of the ways of accessing this universe is through a “listserv,” a means of electronically connecting with people who have similar interests. A listserv has been defined as a discussion forum revolving around a particular topic. It allows a group of people to communicate ideas, ask questions, and receive answers via a central meeting point in cyberspace.

The electronic addresses for some listservs of interest to archivists are printed below. In order to start receiving the list you must first send a simple subscribe message via e-mail. Leave the subject line of your message blank, and in the body of the message type:

Subscribe Listname Firstname Lastname

For example, for the ARCHIVES listserv your subscription message should read:

Subscribe ARCHIVES Jane Doe

This message would then be sent to:

listserv@miamiu.muohio.edu

Listservs

AAT-L Art and Architecture Thesaurus (listserv@uicvm.cc.uic.edu)
AMIA-L Association for Moving Image Archivists (listserv@ukcc.uyky.edu)
ANTIQUARIA Rare book dealers (listserv@aol.com)
ARCAN-L Archival issues in Canada (listserv@vm.ucw.ualberta.ca)
ARCHIVES Archival theory and practice (listserv@miamiu.muohio.edu)
ARLIS-L Art Libraries Society (listserv@ukcc.uyky.edu)
ASIS-L American Society for Information Science (listserv@uvvmvm.edu)
CADUCEUS History of Medicine / Medical history collections (listserv@beach.utmb.edu)
CNI-COPYRIGHT Coalition for Networked Information’s Copyright and Intellectual Property Forum (listserv@cni.org)
CNI-DIRECTORIES Coalition for Networked Information’s Directories and Resource Information Services Working Group (listserv@cni.org)
COMENIUS Library and information services via information technology (listserv@earn.cvut.cz)
CONSDIR Preservation of library materials DistList (consdist-request@lindy.stanford.edu)
EREC-L Management and preservation of electronic records (listserv@uacsc2.albany.edu)
EXLIBRIS Rare books and special collections (listserv@nrvmljutgers.edu)
GOVDOC-L U.S. government documents (listserv@psuvm.psu.edu)
IAM-L International Association of Music Libraries, Archives and Documentation Centers (mailserv@nrm.se)
JESSE Library and information science educators list (listserv@arizvm1.ccit.arizona.edu)
LCNAM Discussion of archival description (listserv@asuvm.inre.asu.edu)
MAPS-L Map librarianship (listserv@uga.cc.uga.edu)
MLA-L Music librarianship (listserv@iubvm.ucs.indiana.edu)
NISO-L National Information Standards Organization (listserv@nervm.nercdc.ufl.edu)
OHA-L Oral History Association Discussion List (listserv@ukcc.uyky.edu)
PHOTOHST History of photography (listserv@asuvm.inre.asu.edu)
PUBLHST Public history (listserv@husc3.harvard.edu)
RECMGMT Records management (listserv@sun3.syr.edu)
USMARC Discussion of USMARC formats (listserv@sun7.loc.gov)
VRA-L Visual resources collections curatorship (listserv@uafsysb.uark.edu)

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The Society of American Archivists 1995 Nominating Committee has proposed the following slate of candidates for election this year:

Vice President/President Elect
Nicholas Burckel, Washington University
James Fogerty, Minnesota Historical Society

Council
Bruce Bruemmer, Charles Babbage Institute
Scott Cline, Seattle Municipal Archives
David de Lorenzo, Harvard University
Philip Eppard, State University of New York-Albany
Lori Hefner, Lawrence Berkeley Lab
Sharron Uhler, Colorado Springs Pioneers Museum

Nominating Committee
Mary Ann Bamberger, University of Illinois at Chicago
Fynnette Eaton, National Archives and Records Administration
Joan Krizack, Northeastern University
David Murrah, Texas Tech University
Ruth Simmons, Rutgers University
Joel Wurl, University of Minnesota

Individual members of SAA will vote for one vice president, three Council members, and three Nominating Committee members. The vice president will serve in that capacity for one year and then will become the Society’s 52nd president in 1996-1997. The three Council members will serve three-year terms through the 1997 annual meeting. The Nominating Committee members will serve one-year terms.

Candidates are required to answer a question related to their prospective offices. Their responses, along with their vitae, will appear in the ballot. The following questions were formulated by this year’s Nominating Committee, chaired by Deborra Richardson and including Edward Galvin and Elizabeth Wittman, together with Council members Margaret Hedstrom and Luciana Duranti.

Vice President/President Elect
With the strategic plan in place and functioning, as vice president what new perspectives could you bring to the Society?

Council
As SAA’s mission speaks to the preservation of our nation’s historical record in the broadest sense, what would you do to encourage and promote participation among members from smaller institutions and those with non-traditional collections? How would you include include their interests within the workings of the Society?

1995 Nominating Committee
SAA Nominating Committees often receive many “turn-downs” before they have a complete election slate. Why do you think members hesitate to compete and what strategies would you employ to convince reluctant candidates to run for SAA offices?

Voters will have the opportunity to write in candidates on the ballot, which will be mailed to individual members in February. If you have not received a ballot by February 24, 1995, please contact the SAA office at (312) 922-0140.

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SAA's Preservation Management Training Program

In January 1992 the Society of American Archivists embarked upon the nation’s most ambitious preservation training initiative to date, the Preservation Management Training Program (PMTP), funded by the National Endowment for the Humanities Division of Preservation and Access. As of December 31, 1994, the conclusion of the training program, forty-four archival institutions completed participation in PMTP. These institutions, listed in “Preservation” columns in past issues of Archival Outlook, are to be commended and congratulated. They have made a substantial commitment in time, staff, and other resources to tackle the program and elevate preservation management practice within their institutions.

PMTP was designed to accelerate the establishment of a core of ongoing, comprehensive, institutional archival preservation programs across the United States. A major goal of the program was to foster the development of archival preservation administrators, who would be willing and able to lead the profession, teach others how to build programs, increase awareness of continuing needs, and provide information through formal and informal networks. It has been gratifying to witness the success of the regional identity concept. In fact, not only is there a regional network, but participants have also become active in national preservation activities.

“When I started the series of workshops, I didn’t realize the full extent of what was expected of each participant. I don’t think any of us did. We role-played, we brainstormed, we estimated, salvaged, defined, studied, planned, discussed, tested, selected, profiled, maintained, and coordinated . . . Our rewards were running starts on comprehensive preservation programs for our institutions. Each of us had particular questions and we found answers. And we formed friendships that turned into an information network.”

KARMA BEAL
National Institute of Standards and Technology Graduate, SAA Preservation Management Training Program

A distinctive feature of PMTP is that it pioneered the concept of preservation as a management issue for archival institutions. It introduced strategies that integrate the management of preservation activities into overall archival management. Participants learned how to assess their collections’ preservation needs, developed priorities for preservation based on feasible solutions, and developed action plans for preserving collections within their institutions.

“I find it helpful to be able to draw on my PMTP experiences working with Archives staff on Program assignments, as well as working with other Program participants, when I consult with librarians, curators, and archivists at Harvard to establish priorities and develop practical solutions for their various collections’ preservation needs. In addition, the Program has provided me with an excellent overview of the big picture: national and international preservation programs, trends, standards, and technological developments, as well as interprofessional connections between librarians, archivists, and conservators.”

ROBIN McELHENY
Harvard University Graduate, SAA Preservation Management Training Program

The results are impressive. All institutions completing the program were required to undergo a year of training, analyzing, planning, policy-building, and programming. Throughout the training year, participants met every four months for a week of intensive instruction and group activities. An essential aspect of PMTP was the development of preservation program modules as formal assignments between workshops. These modules included preservation needs assessments, preservation plans, disaster plans, environmental monitoring, guidelines and training for care and handling, exhibit policies, preservation selection, resource allocation, and fund raising. In addition, they learned the skills needed to integrate those components into a comprehensive program. In planning for and building programs, participants confronted the realities of the operational context within which the programs must exist.

“The program was a grueling and difficult one . . . The assignments of the Program are cleverly set up so that upon completion all participants have some of the elements of a Preservation Management [Program] already in place at their home institution.”

NANCY MARRELLI
Concordia University, Montreal Graduate, SAA Preservation Management Training Program

Participant Profiles

PMTP was offered in four regions of the country: Northeast, Midwest, West, and Southeast. The original concept was based on this regional identity of interests with the intent of forming a regional network of trained archival preservation managers. In the Northeastern series, with the exception of two participants..."
from outside the United States, all participants were from within a 200-mile radius. The Southeastern series participants ranged slightly farther afield, encompassing a 350-mile radius. In the Midwest, participants had an 800-mile radius, while the Western series extended thousands of miles—from Fairbanks, Alaska, in the north, southeast to Dallas, Texas, and west to Honolulu.

The forty-four archivists in the program came from twenty-seven states, the District of Columbia, Canada, and Greece. Of these participants, five came from federal agencies, eleven from state archives, eight from local or regional government agencies, twelve from academic institutions, and eight from the private sector. There is still a great need for training and there are still hundreds of state, county, municipal, university, business, and religious archives who would benefit from the opportunity to participate in such a program.

**Advancing Preservation Practice**

The mission of SAA is to “serve the educational and informational needs of its members and provide leadership to help ensure the identification, preservation, and use of the nation’s historical record.” Preservation is an integral part of the Society’s mission and PMTP contributed significantly toward advancing that mission. In addition, two of the four goals articulated in *Leadership and Service in the 1990s: A Strategic Plan for the Society of American Archivists* — education and preservation — relate directly to the needs identified by members in PMTP’s 1993 market survey.

PMTP has helped advance preservation practice across the country and its effect will be felt for years to come. By moving away from *ad-hoc* preservation activities to a systematic, coordinated, and comprehensive approach, archivists will be better stewards of their collections given the limited resources available to care for them, ultimately insuring the preservation of history’s future.

“I also feel that the archives has benefitted because I have been able to look at all of our preservation activities as a complete program. Our previous efforts tended to be fragmentary and tentative, which meant that they soon lost momentum and were abandoned. The most important outcome of the program is our ability to look at all phases of preservation and set realistic priorities and goals.”

**Charles Lamb**  
*University of Notre Dame*  
Graduate, SAA Preservation Management Training Program

The Society had great vision in pioneering this initiative. The program has set a standard for preservation training and subsequently, practice. It will be critical and also a challenge for SAA to continue its efforts in promoting what it has started—systematic and comprehensive programs—and in building upon the work it has accomplished.

As of this writing, SAA has received notification that the grant submitted to the National Endowment for the Humanities (NEH) by the Campbell Center for Historic Preservation Studies, Mount Carroll, Illinois, to continue the Preservation Management Training Program at the center, with joint administration with SAA, was not funded. For approximately a decade SAA has had a preservation presence at headquarters. These programs have benefitted thousands through workshops, publications, onsite consultations, phone inquiries, correspondence, and comprehensive training. In addition, the SAA headquarters office has benefitted from the available specialized expertise as well as the extra hands and minds to assist in the day-to-day operations and programs of the Society.

SAA should take advantage of this lull in preservation activity at headquarters to rethink how its preservation resources would be best deployed in order to meet the needs of members. The results of last year’s preservation needs survey, in which nearly one thousand SAA members responded, indicated that there is a need and desire for additional preservation services offered by SAA. These services include short-, medium-, and long-term training at various levels of advancement on numerous topics; consultation services; brief technical leaflets; and preservation advice via phone and mail. These are services that would be best served through a coordinated effort and program in the Chicago SAA office.

The Society has been fortunate to enjoy grant support from NEH and the National Historical Publications and Records Commission to help it achieve its preservation goals. In this time of shrinking budgets and increasing grant competition, both these sources, as well as the fee-for-services concept, should be explored for future preservation services and programs offered by the Society. There are still many institutions that need and would benefit from such programs.
Digital Imaging Basics

What is Digital Imaging?

Digital imaging refers to a means of acquiring and storing images using computer technology. Just as the computer can store words entered through a word processor, it can also store images that are either created by a computer or input into a computer by way of a device called an image scanner. Stored digital images can be reproduced on paper or a computer monitor as facsimile images of the original printed texts, documents, or photographs.

On a more basic level, digital imaging is comparable to microfilming where the image stored in the computer becomes the equivalent of a master negative from which we can produce innumerable copies. Like microfilm, digital images can be accessed as pages but cannot be automatically indexed at the word level. Converting these images into keyword searchable text requires optical character recognition (OCR) or intelligent character recognition (ICR) programs. These programs, however, are not 100 percent accurate nor fully capable of saving the original document's typography or page layout. For preservation purposes OCR and ICR represent future promises rather than current capabilities.

Creating and Using Digital Images

Digital imaging requires a scanner to convert the image, a computer to process and store the image, and a printer or monitor to view the image. The scanner converts an image into code that a computer can understand and process. A scanner both resembles and works much the same as a desktop copier. The printed page, photograph, or other document lies face down on a glass platen, a light scans the document, and a lens focuses the image on a light-receptive surface. Rather than the printing drum used in photocopiers, a laser printer forms the image on the printing drum with a laser beam. The number of dots the laser beam can place in one inch determines the quality of the laser printer. The more dots per inch a laser printer can print the better the printed copy. Most laser printers are currently capable of printing at 300 dpi. The newest generation of laser printers can print at 600 dpi.

The quality of the original scan and the quality of the output device determine the quality of the image produced from the digital record. The resolution capabilities of better scanners currently exceed the capabilities of common output devices such as printers and computer monitors. Whereas a scanner can now input images at 600 dpi with shades of gray or hues of color, a 600 dpi laser printer can only print the image dot for dot in black and white. A laser printer can simulate shades of gray only by reducing the number of dots per inch in the original image. Viewing a 600 dpi image on a computer monitor also entails loss of resolution. Although we can view the full range of gray or color on an appropriate computer monitor, even high-quality monitors can display only about 100 dots per inch. Complete reproduction at full resolution of a high quality gray scale or color image can often be achieved only at a high per-image cost through the services of a commercial vendor.

In addition to a scanner, a computer with an optical disk drive, and a printer, digital imaging requires software. Software...
works in conjunction with the hardware to acquire the image, organize the collection of images, and convert the images from machine-readable to human-readable format. Acquiring one image and storing it for future use is relatively easy. When the pages of an entire book have been converted to digital images, we need to provide tools for accessing particular pages, whether they be numbered, marked with roman numerals, or unmarked. Once a book has been indexed so it is page accessible, we need to index our collection of imaged books in order to locate particular books on particular disks. As this type of organization is true of books, so it is true of archival documents or photograph collections. Access depends on a software-based indexing and item-control system.

**The Pros of Digital Imaging**

Digital images are machine readable and digital. Because they are machine readable we can automatically access and retrieve a digital image either locally at the computer where it resides or from great distances over a telephone line or a computer network. Because they are digital, we can copy digital images with 100 percent accuracy. A properly reproduced machine-readable copy of a digital image will always be as good as the original digital image. This differs from analog formats, like microfilm, photocopies, audiotapes, and audiorecords, where copies produced from a master copy are inferior to the original. In addition to total accuracy in duplication, digital data is easily edited. Stains, dark backgrounds, and other distractions are readily removed from page images scanned from worn, stained, and/or darkened brittle books.

**The Cons of Digital Imaging**

The source of a digital image's strength is also the source of its weakness. The machine readability and digital nature of the electronic record represent potential preservation nightmares. Digital data as it resides on an optical disk is not even remotely human readable. Whereas microfilm can be accessed with as little technology as a magnifying glass, reading data from an optical disk requires an international industrial effort. The industry driving this technology is highly competitive and driven by market forces that continually demand greater storage and processing capabilities. In this market, the needs of libraries and archives are largely irrelevant. The technology that reads today's optical disk will certainly be replaced by new technologies. Today's improved access could easily be tomorrow's unreadable disk.

The nature of digital data compounds the problems posed by machine readability. At its most basic level, digital data is simply an unrelenting, undifferentiated, essentially meaningless string of zeroes and ones. Digital data must be translated to be meaningful and this translation is anything but straightforward. After a computer retrieves the data comprising the digital image from an optical disk, it must decompress the data. This requires knowledge of how it was compressed initially so the process can be reversed. Once the image is decompressed it must be translated into an image on a computer monitor or printer. The "language" of translation in each of these steps can vary from digital image to digital image. Unless we know the language of translation, our digital data is meaningless and useless.

The currently undefined life span of the optical disk on which the digital data resides is another cause for concern. Estimates for the life span of an optical disk vary from a doomsayer's two to three years to an optimist's 100 years. Neither paper nor microfilm, with potential lives of 300 to 500 years, would be considered remotely archival with this life expectancy.

**Conclusions**

Facsimile reproduction for preservation can serve two purposes. A facsimile is produced 1) to replace the original document or 2) to reduce wear on the original document by serving in its place. Digital imaging is an appropriate answer to the second purpose of providing a facsimile to reduce wear on the original. In terms of access, duplication, and usability it is far superior to current microfilm and photocopy practices from both an administrative and user perspective. The success of this strategy, however, requires continued attention to the original document to ensure survival.

The use of digital imaging as a means of replacing the original, as we have used microfilming for replacing brittle books, is a hazardous undertaking at this time. Long-term preservation is best served when the variables affecting longevity are few. The variables affecting long-term preservation of digital images are many and experience with it is currently minimal. At this time, digital imaging for long-term preservation should be undertaken only with extreme caution and should include concurrent production of an archival microfilm or an archival paper copy.

**Suggested Further Readings**


Society Briefs

Archival Organizations Directory

Mailed in the envelope along with this issue of Archival Outlook is the 1995 Directory of Archival Organizations in the United States and Canada (goldenrod paper). It contains 67 listings of regional and national professional organizations. Entries include a contact person, and/or officers of the organization, and/or newsletter editor, plus dues and membership totals.

Corrections to Leadership List

The 1994-95 SAA Leadership List, mailed to members along with the November issue of Archival Outlook, should be updated as follows:

COUNCIL
Karen Benedict
Fax 614/481-3087
Sharon Thibodeau
sharon.thibodeau@arch2.nara.gov

COUNCIL LIAISONS:
AWARDS COMMITTEE
Karen Benedict

COMMITTEE ON ARCHIVAL INFORMATION EXCHANGE
Steve Hensen

REPRESENTATIVES
USMARC ADVISORY BOARD
Rutherford Witthus
rwithus@carbon.cudenver.edu

TASK FORCES
CONGRESSIONAL LIAISON
David de Lorenzo, chair
Harvard University
Law School Library
Langdell Hall
Cambridge, Mass. 02138
(617) 495-4550

Publication Out-of-Stock

A Handbook for Film Archives: International Federation of Film Archives (Garland Publishing, 1991) is out-of-stock. The publisher is considering a reprint and will notify SAA as soon as a decision has been reached. In the meantime, SAA has refunded/returned all back orders. Stay tuned for details in the next issue of the newsletter.

New Publication

Documentation Planning for the U.S. Health Care System, edited by Joan D. Krizack (Johns Hopkins Press, 1994) 260 pp. Because health care institutions produce massive quantities of records, and because these institutions have complex interconnections with other organizations, they now need to take an active approach to selecting documentation for historic preservation. This book provides the background information necessary for archivists who deal with health care systems records to devise appropriate procedures, including a systematic method for devising institutional documentation plans.

List $43.50; SAA members $38.50; plus $6 shipping/handling. Prepayment required. Visa/Mastercard welcome. Contact SAA Publications at (312) 922-0140, ext. 21.

Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held June 5-16, 1995, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to $1,200 of the total tuition, travel, and housing expenses at the institute (Tuition is $475). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate (original and two photocopies) to Carol A. Rudisell, Reference Department, University of Delaware Library, Newark, Delaware 19717-5267, by April 1, 1995.

SAA DEADLINES

JANUARY
31 Registration for “Photographic Collections Management” workshop in Albuquerque, New Mexico
31 Registration for “APPM/USMARC-AMC” workshops in New Haven, Connecticut

FEBRUARY
5 All submissions (including job ads) for March Archival Outlook
28 1995 Fellow Nominations due (see pages 16-18)
28 1995 Awards Nominations due (see pages 14-15)

MARCH
1 “Archival Idea Exchange “ due (see page 21)
5 Job announcements for April SAA Employment Bulletin
25 Ballots must be postmarked and returned to SAA office

APRIL
5 All submissions (including job ads) for May Archival Outlook
10 Registration for “Photographic Collections Management” workshop in Chicago
17 Registration for “Managing Electronic Records” workshop in Reno, Nevada
24 Registration for “Photographic Collections Management” workshop in Philadelphia

MAY
5 Job announcements for June SAA Employment Bulletin

JUNE
5 All submissions (including job ads) for July Archival Outlook
Spotlight

► New Acquisitions Editor

DAVID A. HAURY, assistant director of the Kansas State Historical Society, is the new volunteer SAA acquisitions editor. Haury has a Ph.D. in history from Harvard University and a M.L.S. from University of Illinois. He has authored ten books and numerous articles, as well as held a variety of editorial positions over the last fifteen years. As acquisitions editor, he will work with the Publications Board, the executive director, and the managing editor to expand, develop, and improve SAA’s publications program.

Haury replaces JAMES O’TOOLE of the University of Massachusetts-Boston, whose three-year term ended December 31. SAA is grateful to O’Toole for his notable contributions and dedication to the growth and vitality of the publications program. Currently, SAA distributes more than 100 titles. Jim, erin go bragh!

► Staff News

SAA staff bids a fond farewell to Preservation Program Director EVELYN FRANGAKIS and Preservation Program Assistant DANIELLE FEUILLAN. SAA’s NEH-funded, three-year preservation grant initiative was completed December 31. See article on page 8.

RONALD WIENAGE is the new systems analyst for the SAA office in Chicago. He replaces Steve Mansee, who left to pursue a career in special effects for the film industry. Wielage was formerly the development services manager at the Chicago Historical Society, where he managed computer systems in the fund-raising department. SAA welcomes Ron to its staff.

► Member News

HANK GRIFFITH, formerly of the National Building Museum, has joined the staff of the library of the Howard County (Maryland) Historical Society as archivist.

DONN C. NEAL has been appointed the director of Professional Development and Training at the National Archives and Records Administration, College Park, Maryland.

Obituaries

Captain GEORGE M. CUNHA, 82, a Fellow of the Society of American Archivists and director emeritus of the Northeast Document Conservation Center (NEDCC) died of an aneurysm in Lexington, Kentucky, on November 29, 1994. Cunha, an international authority in the field of preservation of library and archival materials, was the first director of NEDCC and mentor to hundreds of students and professionals in the preservation field.

Born in Providence, Rhode Island, Cunha graduated from the Massachusetts Institute of Technology and the United States Naval War College. He served as a combat pilot during World War II and was awarded the Distinguished Flying Cross. In 1963, after 26 years of service as a Navy pilot and underwater weapons specialist, he retired with the rank of captain and became chief conservator at the library of the Boston Athenaeum. He was active in the creation of NEDCC and became its first director in 1973.

In addition to his longtime membership in SAA, Cunha was a Fellow of the American Institute of Conservation, the Royal Society of Arts in London, and the Pilgrim Society.

A memorial fund has been established in Cunha’s memory to support the training of beginning conservators at NEDCC. Contributions may be made to the George M. Cunha Scholarship Fund for Book and Paper Conservation, NEDCC, 100 Brickstone Square, Andover, Massachusetts 01810.

Northeast Document Conservation Center

DAVID C. DUNIWAY, 82, a Fellow of the Society of American Archivists and the first state archivist of Oregon, died September 12, 1994, in Salem. Born in Missoula, Montana, and a graduate of Carleton College, Northfield, Minnesota, Duniway held a master’s degree in history and a library certificate. He worked in various capacities for the National Archives from 1937 to 1945. The following year he went to Salem to launch Oregon’s archives program and retired as state archivist in 1972.

Duniway loved every aspect of being an archivist. He enjoyed field work, and difficult conditions only served to spur him to greater efforts. He enjoyed the whole process of bringing the records under control, preparing finding aids, and readying them for use. When he began work in Oregon in 1946, Duniway collected records from basements of state buildings and institutions, from court house attics, and from individuals. He enjoyed teaching others to do tasks of archivists, and he served as visiting professor of archives at the University of Oregon and at Western Washington University.

Duniway established Oregon’s records management program as part of the state archives, and he opened the state’s first records center. Under his direction, the Oregon State Archives was honored with SAA’s Distinguished Service Award in 1972.

In addition to being a long-time member of SAA, Duniway was a founding member of the American Association for State and Local History. After he retired as Oregon State Archivist, he turned his energies to establishing a museum at Salem’s Mission Hill, and became its first director. Many of Salem’s historic homes and buildings owe their continued existence to David’s efforts.

ROY TURNBAUGH
Oregon State Archives
Established in 1989, this award honors an individual, institution, or organization not directly involved in archival work that promotes greater public awareness, appreciation, or support of archival activities or programs. Contributions should have a direct or indirect national impact. Nominations, which must include three letters of support, will remain eligible for two years, and additional supporting documentation may be submitted the second year. This award honors historian J. Franklin Jameson, who labored for over 25 years to establish the United States National Archives.

C.F.W. Coker Prize for Finding Aids
Established in 1983, this award recognizes finding aids, finding systems, and descriptive practices that enable archivists to produce more effective finding aids. To merit serious consideration, the nominee must, in some significant way, set national standards, represent a model for archival description, or otherwise have substantial impact on descriptive practices. This award honors SAA Fellow C.F.W. Coker.

Philip M. Hamer and Elizabeth Hamer Kegan Award
Established in 1973 and subsequently modified by Council, this award recognizes an individual, organization, group of individuals, organizations, or institutions who have increased public awareness of manuscripts and archives through compilation, transcription, public presentation, exhibition, or publication. The award honors two SAA Fellows and former presidents, Philip M. Hamer and Elizabeth Hamer Kegan.

Waldo Gifford Leland Prize
Created in 1959, this prize encourages and rewards writing of superior excellence and usefulness in the field of archival history, theory, or practice. Monographs, finding aids, and documentary publications published in North America are eligible. Periodicals are not eligible. The award honors Waldo Gifford Leland, an American archival pioneer and SAA's second president.

Theodore Calvin Pease Award
Created in 1987, this award recognizes superior writing achievements by students enrolled in archival administration classes or engaged in formal archival internship programs. Eligible manuscripts must be unpublished, 15-20 pages in length, and conform to stylistic guidelines of the American Archivist. Papers examining major trends and issues in archival administration are preferred. The award honors Theodore Calvin Pease, first editor of the American Archivist.

Oliver Wendell Holmes Award
Established in 1979, this award enables overseas archivists already in the United States or Canada for training, to travel to or attend the SAA annual meeting. The award honors SAA Fellow and former president Oliver Wendell Holmes.

Sister M. Claude Lane Award
Created in 1974, this award recognizes individual archivists who have made a significant contribution to the field of religious archives. The award honors Sister M. Claude Lane and is co-sponsored by the Society of Southwest Archivists.

Minority Student Award
Established in 1993, this award encourages minority students to consider careers in the archival profession and promotes minority participation in SAA. The award provides complimentary registration to the SAA annual meeting to a minority student enrolled in a postsecondary institution. Nominees must have a minimum scholastic grade point average of 3.0 (B) while enrolled in the academic year preceding the award. Preference will be given to full-time students.

Preservation Publication Award
Established in 1993, this award recognizes the author(s) or editor(s) of an outstanding work, published in North America, that advances the theory or the practice of preservation in archival institutions. Eligible publications include articles, reports, chapters, and monographs in print, audiovisual, or electronic form.

Fellows' Posner Prize
Established in 1982, this award recognizes an outstanding essay dealing with some facet of archival administration, history, theory, and/or methodology that was published during the preceding year in the American Archivist. There are no nominations for this award. The winner is selected by a subcommittee composed of three SAA Fellows. The award honors SAA Fellow and former President Ernst Posner.

Colonial Dames Scholarship Award
Established in 1974, this award, given in conjunction with the Colonial Dames of America (Chapter III, Washington, D.C.), enables two archivists each year to attend the National Archives’ Modern Archives Institute. See page 12 for information on current award availability.
AWARDS NOMINATION FORM

Name of Award ________________________________________________________________

Person/Organization to Receive Award __________________________________________
Address ________________________________________________________________
City/State/Zip __________________________________________________________________
Country ______________________________________________________________________
Telephone ( ) __________________________________________________________________

Person Making the Nomination _________________________________________________
Address ________________________________________________________________
City/State/Zip __________________________________________________________________
Telephone ( ) __________________________________________________________________

Please answer the following questions about the nominee. Attach additional pages if necessary.

How does the nominee meet the criteria for the award?

____________________________________________________________________________
____________________________________________________________________________

What are the outstanding characteristics of the nominee?

____________________________________________________________________________

List supporting documents (three copies of all supporting documents, including nominated publications, must accompany this form).

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RETURN FIVE COPIES OF THIS FORM BY FEBRUARY 28, 1995. Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Theodore Calvin Pease Award, Oliver Wendell Holmes Award, and Minority Student Award to Richard Szary, Yale University, Sterling Memorial Library, P.O. Box 208240, New Haven, Connecticut 06520-8240, (203) 432-9657. Send nominations for the Philip M. Hamer and Elizabeth Hamer Kegan Award, J. Franklin Jameson Archival Advocacy Award, Sister M. Claude Lane Award, Waldo Gifford Leland Prize, and Preservation Publication Award to Sharron G. Uhler, Colorado Springs Pioneer Museum, 215 Tejon Street, Colorado Springs, Colorado 80903, (719) 578-6850.
1995 SAA Fellow Nominations


Nominees must be individual members of SAA in good standing for the past seven years. Other criteria on which the Committee evaluates nominees are:

- appropriate academic education, and professional and technical training;
- a minimum of seven years of professional experience in any of the fields encompassed in the archival profession;
- writing of superior quality and usefulness in advancing the Society's objectives; and
- contributions to the profession through work in and for the Society.

The Committee on the Selection of SAA Fellows (formerly the Professional Standards Committee) includes the five most recent past presidents of the Society and three additional members—all Fellows who are elected annually by SAA officers and Council. This year, past presidents Edie Hedlin, Anne R. Kenney, Frank Burke, Trudy H. Peterson, and John A. Fleckner will be joined by three Fellows elected at the SAA Council meeting in January.

A nomination form is printed on pages 17-18 of this newsletter. Completed forms must be postmarked by February 28, 1995, and addressed to the chair, Anne R. Kenney, Cornell University, 214 Olin Library, Department of Manuscripts and Archives, Ithaca, New York 14853. A nomination submitted in 1994 that did not result in the election of a Fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Enhancements or updates may be submitted if desired.

Fellows are elected by a three-quarters vote of the Committee. In accordance with the Constitution of the Society, the total number of Fellows may not exceed five percent of the SAA membership as of the previous annual business meeting.

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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.

soft cover, 120-pp.

$80 list; $70 for SAA Members
plus $6.75 shipping/handling

Prepayment is required.
Visa and Mastercard are welcome.

TO ORDER:
contact SAA publications at
(312) 922-0140 ext. 21.

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

16 Archival Outlook — January 1995
FELLOW NOMINATION FORM

Nominators must be members of the Society of American Archivists. Please complete the form below or submit the same information in typed or computer-generated copy.

GUIDELINES - No member of the Society shall be elected a Fellow who has not been an individual member of the Society in good standing for at least seven years immediately preceding his/her election; a duly-elected Fellow shall retain this designation so long as membership in good standing is maintained in the Society; and election of Fellows shall be seventy-five percent of the vote of the Committee on the Selection of SAA Fellows.

CRITERIA - Appropriate academic education, and professional and technical training in any fields of the Society’s interest; professional experience in any of the fields of the Society’s objectives for a minimum of seven years, which shall include evidence of professional responsibility; contributions to the profession demonstrating initiative, resourcefulness, and commitment; writings of superior quality and usefulness; contributions to the archival profession through active participation in the Society and innovative or outstanding work on behalf of the Society.

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Archival Outlook — January 1995 17
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## SAA Activities

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## Other Contributions to the Archival Profession

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## List Names and Addresses of Three Persons Familiar with Nominee's Work (Need Not Be SAA Members)

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## Attach a One-Page Narrative of Professional Activities Showing the Nominee to Be a Distinguished and Worthy Candidate

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SEND NOMINATIONS TO:

Anne R. Kenney, Cornell University, 214 Olin Library, Dept. of Manuscripts and Archives, Ithaca, New York 14853

**Nomination Deadline:** February 28, 1995.
SAA's Chicago Office: Beginning a Third Decade of Service

by Tara J. Shimandle

In 1995 the Chicago office of the Society of American Archivists enters its third decade of service to the membership. As the SAA office looks forward to the future, here is a brief look at just how far it has come with the assistance of the membership, elected leadership, and volunteers.

The Society's administrative office was established in 1974 upon the recommendation of the “Committee for the 1970s.” The committee had initially been charged to “study the organizational and program needs of the Society for the coming decade.” Through a series of questionnaires, the committee identified specific goals and long-range planning priorities for the Society. Chief among their goals was the importance of establishing a Chicago office to provide full and responsive service to an evolving membership. Placing primary import on finding a solution to the financial challenge presented by hiring a professional executive director, the Society as a whole worked together to overcome the remaining obstacles involved in setting up an administrative office. In July of 1974, the first paid executive director, Ann Morgan Campbell, was hired.

Housed in a four-room suite in the library on the campus of the University of Illinois-Chicago, the first SAA office consisted of a two-person staff and several part-time student assistants. Joyce Gianatasio, assistant to the executive director, recalls, “At times we had library patrons wandering into our offices, mistaking the office for a research room or study area.”

Initially, membership files were maintained on 5”x7” cards in a file drawer and had to be manually checked for dues payment schedules. Prior to the advent of the word processor, production of the newsletter was completed on a typewriter and laid out with a great deal of cutting, pasting, and patience.

The SAA office has grown in proportion to the Society’s membership, swelling from two full-time staff with five part-time assistants to the current ten full-time staffers with two part-timers. In 1974, SAA enjoyed a membership of 2,710, and today has grown to encompass 4,856—which includes members and subscribers to the journal, American Archivist. The evolution of the profession has been reflected in the growth of the Society and the development of services provided by the Chicago office. In the past twenty years the Chicago office has seen staff members come and go, yet remarkably, in all this time only three people have held the position of executive director, establishing a continuity rare in any professional association.

Changes in staff or director notwithstanding, it is the constant support and dedication of the membership which is the true backbone of SAA.

In response to member needs for resources, the SAA Publications Department now carries a list of more than 100 titles on a wide variety of topics intrinsic to the field. The education program has expanded its workshops and now conducts between 24 and 30 workshops annually, scheduling a record 14 at the upcoming annual meeting in Washington, D.C. The annual meeting has grown apace with the membership as well, spanning seven days to include workshops, extensive sessions, an archives exposition, tours, special events, and traditional mix-and-mingle social occasions. A Mentoring Program has been developed to connect new members with more experienced archivists. The newsletter, Archival Outlook, has been expanded to maximize news vital to every member. 1995 also celebrates the 58th year of publication of the American Archivist, the preeminent forum for examination and discussion of archival theory and practice. The journal is an invaluable resource for the profession and an excellent venue for members to contribute scholarly articles, essays, and papers for publication.

The Society of American Archivists has received grants from the National Historical Publications and Records Commission and the National Endowment for the Humanities in the areas of preservation, automation, and education. These grants have advanced the goals of the Society and have benefitted the profession at large via the valuable publications resources, and educational workshops which have resulted from them.

As it was in the beginning, the SAA office continues to be a tool of the members, improving member services, implementing change, and improvising when necessary.

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Documentation Planning for the U.S. Health Care System

by Joan D. Krizack

260 pages, hard
Published by The Johns Hopkins Press, 1994

Because health care institutions produce massive quantities of records, and because these institutions have complex interconnections with other organizations, they now need to take an active approach to selecting documentation for historic preservation. This book provides the background information necessary for archivists who deal with health care systems records to devise appropriate procedures, including a systematic method for devising institutional documentation plans.

List $43.50; SAA members $38.50; plus $6 shipping/handling
PREREMPTION REQUIRED. VISA AND MASTERCARD WELCOME.

TO ORDER, contact the SAA Publications Department at 312 / 922-0140, ext. 21

Society of American Archivists • 600 S. Federal, Suite 504 • Chicago, Illinois 60605
Education Notes

SAA 1995 Program Committee Meets in Chicago
The 1995 Program Committee, chaired by Deborah Skaggs of the Alabama Department of Archives and History and Charles Dollar of the University of British Columbia, met the first weekend in November and reviewed more than 135 proposals submitted by the membership for the 1995 annual meeting in Washington, D.C., August 31-September 5.

Highlighting the 1995 meeting will be “International Archives Day” on Saturday, September 3, in recognition of the International Conference of the Roundtable on Archives (CITRA), which immediately follows the SAA meeting. CITRA is composed of the heads of national archival institutions, chairs of national professional associations, and chairs of sections of the International Council on Archives (ICA). They meet annually to discuss archival issues of international importance.

“International Archives Day” will begin with a plenary session featuring Jean Pierre Waltot, ICA president and archivist of the National Archives of Canada, who will address the topic “Archival Oneness in the Midst of Archival Diversity.” Chairing the session will be SAA President Maygene Daniels, whose charge it was to feature international speakers at the SAA annual meeting.

Following the plenary session will be two sets of three concurrent sessions exploring international perspectives on appraisal, description, archival theory, oral history, publications, and institutional archival cooperation. The day will end with a plenary session featuring George MacKenzie, director of Technical Services of the Scottish Records Office. Chaired by SAA Executive Director Susan Fox, the session will summarize the issues raised during the day.

In addition to international sessions, the Program Committee accepted seventy-five sessions covering a wide range of archival topics. A complete program will be available in May. For more information, contact Jane Kenamore or Debbie Mills, (312) 922-0140.

Spring Workshops Update
- SAA will present a new workshop “Past Lives Revealed: Planning an Archives Week Celebration” for the Society of California Archivists (SCA) on April 27, 1995, in conjunction with its spring meeting in Oakland and in preparation for a statewide Archives Week commemorating the 25th anniversary of SCA in 1996. Funded in large part by Kraft General Foods, “Past Lives Revealed” will be taught by Beverly Robertson of Empire Blue Cross/Blue Shield of New York and current chair of the Archives Roundtable of Metropolitan New York, which has produced a successful archives week for several years. Robertson will address the issues of attaining institutional support for the project, conducting outside fund raising, and enlisting volunteer support, publicity, programming, and ways to keep the project running years after the initial enthusiasm has waned.
- The Northwest Archivists will co-sponsor “Advanced Appraisal” on May 4, 1995, in conjunction with their spring meeting in Seattle. The instructor will be Frank Boles, of the Clark Historical Library, Central Michigan University and author of Archival Appraisal (Neal-Schuman Press, 1991).
- February 4, 1995: “Getting Your Piece of the Pie: Strategies for the 90s,” co-sponsored by the Coordinating Committee for History in Arizona; the instructor will be Jean Hrichus of Chase Manhattan Bank.
- February 23-24, 1995: “Photographic Collections Management,” co-sponsored by the Center for Southwest Research of the University of New Mexico; Albuquerque, New Mexico; the instructors will be Laurie Baty of the National Historical Publications and Records Commission and Richard Pearce-Moses of the Heard Museum.
- May 3, 1995: “Photographic Collections Management,” co-sponsored by the Midwest Archives Conference; Chicago, Illinois; the instructor will be Richard Pearce Moses.
- May 11, 1995: “Managing Electronic Records,” co-sponsored by the Conference of Inter-Mountain Archivists; Reno, Nevada; the instructor will be Anne Gilliland-Swetland of the University of Michigan.
- May 19-20, 1995: “Photographic Collections Management,” co-sponsored by the American Association of Museums; Philadelphia, Pennsylvania; the instructors will be Laurie Baty and Richard Pearce-Moses.

For information on any of the workshops listed, contact the SAA Education Office at (312) 922-0140.

Education Survey
One hundred twenty-one annual meeting attendees responded to the education survey distributed in Indianapolis. Over half reported having attended at least one workshop during the past two years, and 98 percent reported that they were satisfied with the workshops they had attended. In response to questions regarding delivery and venue, a majority reported that they favored interaction of the traditional workshop, and that it was most convenient to attend SAA offerings held in connection with regional groups or the SAA annual meeting. A growing minority, however, indicated that they were interested in some form of distance education.

Subjects that drew the most votes for new workshops included using the Internet, using automation in archival applications, appraisal, description/access points, records management, legal issues associated with reference, user studies, and the promotion of archives within an institution.

For complete results of the survey, please contact Jane Kenamore at (312) 922-0140.
Gaining recognition from resource allocators seems to be an ongoing challenge for most SAA members. Share your ideas on how to get more funding, pats on the back, and visibility. Your suggestions will be featured in the May issue of Archival Outlook.

What’s in it for you? If you submit three ideas or more, you could win a complimentary annual meeting registration to the SAA 1995 annual meeting in Washington, D.C., August 28-September 3, at the Washington Hilton and Towers.

Please list your ideas here.

1.

2.

3.

Feel free to elaborate on additional pages.

Name: ________________________________________

Institution: _____________________________________

Daytime Phone: _______________________________

(You may remain anonymous if you wish.)

Please return by March 1, 1995, to:

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

phone (312) 922-0140  fax (312) 347-1452
Attention Sections, Committees, and Roundtables

What's new with your group? Keep the broader SAA audience abreast of your activities in this column, "Around SAA." Send news to the editor of Archival Outlook, Teresa Brinati, SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605, fax (312) 347-1452, e-mail tbrinati@saa.mhs.compuserve.com.

Committee on the Status of Women
by Hilary A. Kaplan, Chair

The Committee on the Status of Women enjoyed an extremely lively and decisive meeting in Indianapolis. Committee members Laurie Baty and Nancy Boothe drafted revised committee guidelines during the months preceding the annual meeting, that were then reviewed by the entire committee. Proposed changes include a six-year, continuous service maximum (two consecutive, three-year terms) and recommended the removal of inactive committee members. These changes are designed to encourage greater participation by SAA members eager to work on behalf of the committee. It was suggested that Council may ultimately wish to examine the issue of "inactive" committee members on a society-wide basis. This action would be in keeping with Goal 4 of SAA's strategic plan, to "increase SAA's overall effectiveness as an organization by improving its structure, methods of communication..." Not only would this provide additional opportunities for newer members to become involved in their professional organization, but would also ensure that sufficient energy is committed to meeting the Society's identified goals. The committee also reevaluated its structure as a "committee" and rejected a proposal to become a "roundtable." Members agreed that its current structure—that of a committee—best accommodates the advocacy role that is at the core of the committee's mission.

Standards Board

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

Needlework, clocks, children's book illustrations, jewelry, watercolors, bookbinding. These creative works are among the items that SAA members will display at the 1995 annual meeting in Washington, DC, in "Our Other Lives: Arts and Crafts of SAA Members" on Aug. 31-Sept. 1. Show your colleagues what YOU create! Complete the form below and send to Linda Henry by March 1, 1995.

YES! I am interested in displaying (describe art or craft):

Display area needed (in square feet):

Check one:  □ Flat surface  □ Hanging surface

Name

Address

City/State/Zip

Phone/Fax/E-mail

Return by March 1, 1995, to: Linda Henry, Center for Electronic Records, National Archives, 8601 Adelphi Road, College Park, MD 20740-6001.
The Rewards of Mentoring  
by Sue Hodson, SAA Membership Committee

“You share things you don’t even realize you know.”
MENTOR DIANE VOGT-O’CONNOR

“[My mentor] has advised me on tailoring my activities over the next nine months to prepare me for my first job.”
MENTEE BRENTA GUNN

“It is a good experience for us both... I am helped by this experience through my mentee’s questions... We get together about once every couple of months, so it is not a time burden for me.”
MENTOR LUCINDA GLENN RAND

“In addition to being a good listener, [mentor Lora Bloom] has offered many suggestions for my resume... The Mentoring Program makes the profession feel less like a walled community for people just out of library school.”
MENTEE SCOTT MACCONNELL

“You are enlarging someone’s horizons.”
MENTOR WILLIAM JOYCE

These words of praise are inspired by the SAA Mentoring Program, initiated last year by Lee Miller, chair of the Membership Committee. This program pairs individuals who are relatively new to the profession—mentees—with those possessing some years of experience—mentors. This affords mentors the opportunity to pass along some of their archival knowledge to mentees and to foster their professional growth and development. Since its inception, the program has grown to 160 pairs, up from 75 just three months ago at the time of the SAA annual meeting.

Mentoring is intended to be an informal program. Its goal is to foster greater communication between archival generations and to facilitate newer archivists’ entry into professional life. Mentors and mentees are matched as closely as possible according to areas of interest. The relationship might include meetings in person between mentor and mentee, but this is not required, and pairs can meet or be in contact only as often as is mutually agreeable. Anyone can be a mentor—decades of experience are not necessary. Some people are both mentors and mentees.

The rewards for both mentors and mentees are many and varied, and even include special events at SAA’s annual meeting. All SAA members are welcome to apply to the program, although the current waiting list of hopeful mentees bespeaks a greater need for mentors. To discover one of the most rewarding experiences in the archival profession, contact SAA membership services for a mentoring program application: Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140, fax (312) 347-1452, e-mail info@saa.mihs.com

For more information on the Mentoring Program, contact the Society of American Archivists at (312) 922-0140

MAKING HISTORY AGAIN!

Making History Come Alive! That is what the RESTORATION Exhibition and Conference is all about!

The only event for both professionals and homeowners/collectors that is dedicated to the preservation of our cultural history.

Making History Again is what RESTORATION will do in 1995!

Over 250 exhibiting companies and an expanded conference that includes:
- A 3-hour workshop on digital imaging technology for archives
- A 3-hour workshop on archival storage
- Two sessions on the conservation of works-on-paper

Call RAI/EGI Exhibitions at Ten Tower Office Park, Woburn, MA 01801 617/933-6663 for visitor information, 617/933-9699 for exhibitor information, or fax 617/933-8744.

RESTORATION 95™
Sunday - Tuesday
February 26-28, 1995
Hynes Convention Center
Boston, Massachusetts

Archival Outlook — January 1995 23
The following new members joined the Society of American Archivists during October and November. Welcome to SAA!

**Individual Members:**

Abd-Hamid, Ahmad-Hakimi  
Student
Aichele, Sara  
Student
Amaiz-Deleon, Daphne  
Student
Bailey, Gail  
Student
Baker, Anne Marie  
Student
Barringer, Carolyn  
Space Business Archive
Benham, Sarah  
Student
Bradner, Margaret L.  
Retired
Brennan, John  
Student
Brown, Ilana  
Student
Byrne, Margaret  
The Conservatory, Austin, Texas
Cherry, Thomas Kevin  
Student
Choi, Hyesik  
Student
Cisco, Angela R.  
Student
Clauson, Craig  
Student
Clendenin, Susan B.  
Student
Combopiano, Jan  
Student
Cooper, Richard Earl  
Student
De Seve, Karen  
Eastern Washington State Historical Society
Derosier, Amy J.  
Student
Elias, Sabrina  
Student
Elliott, Patricia G.  
Beethoven Center
Engscheid, Ellen M.  
Student
Fallucco, Marguerite  
American Medical Association
Fees, Craig  
Planned Environment Therapy
Finstad, Suzanne  
Student
Flynn, Marcy  
Silver Image Management
Foley, Martha  
Student
Follett, Thelma  
Student
Ford, Linda D.  
Student
Fritz, Angela  
Student
Gomez, Serena  
Student
Griffin, Ruth  
Student
Grimm, Dee Anna  
Student
Hanks, James E.  
Student
Harms, Abbe  
Hugh Courtright & Company
Harper, Christine Froehcheniot  
Student
Harrison, Susan E.  
College of St. Benedict
Haycock, Ken  
University of British Columbia
Holberg, Constance A.  
Student
Howell, Charles E.  
University of Maryland
Hull, Marcelle Hamer  
University of Texas-Arlington
Ingram, Mary B.  
Matagorda County Museum
Jackson, Jill U.  
Student
Jacobs, Laura  
Student
Jarboe, Kirsten B.  
Student
Jones, Jennifer J.  
University of Michigan
Kahn, Mark E.  
Student
Keller, David  
Student
Kern, David  
Student
Kim, Hye Kyong  
Student
Kline, Charles Stuart  
University of Pennsylvania
Koutsuky, Susan A.  
Student
Krompf, Steven S.  
Student
Kurtz, Anthony Stephen  
Student
LaSee-Willemsen, Jeneen  
Student
Lagasse, Paul  
Student
Landigran, Jeanne Marie  
Student
Laughnem, Mary Anne  
Arizona Historical Society
Lewis, Michael  
Student
Linden, Grace E.  
Student
Lokken, Beth  
Student
Mann, Gail  
Student
McGee, Douglas G.  
Student
McKeen, Michael  
Monitor Radio
McKeon, Joshua  
Student
McShane, Daniel P.  
Student
Mednick, Michele  
Student
Migli, Carol L.  
Student
Merr, Gloria  
Student
Miller, Charles L.  
Student
Moore, Craig S.  
Student
Moore, Rebecca  
Student
Moore, Vance N.  
Student
Mulvey, Eileen  
The American Experience
Mundale, Cathy Lynn  
Student
Muscud, Joann  
Student
Nagle, Heidi C.  
Student
Novey, Janet M.  
Student
Penix, Ruy M.  
Student
Perry, Kathleen Rand  
Student
Podrana, Allen  
American Medical Association
Reed, Alice Byrd  
Student
Ribitz, Michelle  
Student
Rodgers, Tammy S.  
Forbes Incorporated
Sandberg, Evelyn Louise  
Student
Schaaf, Elizabeth W.  
Archives of the Peabody Inst
Summers, Ellen L.  
National Collegiate Athletic Association
Teetor, Cynthia A.  
Alabama Department of Archives & History
Theerman, Paul  
Smithsonian Institution Archives
Thomas, Charles Franklin  
Student
Thomas, Shan  
Luther College
Tominaga, Kazuya  
Student
Tong, Gary  
Hawaii State Archives
Wager, Todd  
Student
Watson, Susan Robbins  
Student
Yeakey, Matthew  
Student

**Institutional Members**

Academy of the New Church (Pennsylvania)
American Field Service (New York)
City of Fredericksburg (Virginia)
Claremont Colleges (California)
Indiana Historical Society
Johns Hopkins Bayview Medical Center (Maryland)
The Body Shop (England)
The Jamaica Archives & Records Department (West Indies)
University of British Columbia
University of New Hampshire
University of the North (Alabama)
Students, Build Your Professional Relationships by Maintaining Your Membership in SAA!

by Kevin Corbitt

It is tempting when you secure your first position as an archivist right out of graduate school to let your membership in the Society of American Archivists lapse as an austerity measure. If you are committed to your choice of a profession—and you certainly must be or you would not have endured the rigors of your graduate program—failing to belong to SAA puts you on the road to a dead end career!

From the perspective of a graduate student, SAA seems rather an amorphous entity. You know that it is the source of the best texts in the field and outstanding periodicals, such as Archival Outlook and the American Archivist. It is not until you attend your first annual meeting that you truly experience SAA! Relationships you develop at the annual meeting and renew at subsequent professional meetings will serve you well. Last September at the 1994 annual meeting in Indianapolis, I saw more student members than I have in the last five years. I believe archival educators are making students aware of the importance of associating with other professionals in the field for education and motivation.

Undoubtedly, as the on-site assistant to the meetings director for the last five years, I have enjoyed closer contact with many senior members of the profession than most young archivists. While you might find it intimidating to approach a member whose books and articles you have read in class—and I still do—I urge you to stretch yourself and make that effort. I have found most archivists quite willing to discuss their area of expertise with those who are just getting started.

I made it a point at this annual meeting to introduce as many graduate students as I met to as many archivists as possible. Now it is up to you as you complete your formal education and accept that first position to make strengthening those relationships a priority and carving a niche for yourself in this growing profession. A key to doing so is your membership in SAA! So don’t delay. Contact SAA membership services at (312) 922-0140.

Kevin Corbitt graduated from University of Wisconsin-Milwaukee in 1990 with a master’s degree in history. He has been assistant archivist with the Charles Babbage Institute for four years and a member of SAA since June 1990.

The Survey Says . . .

Some of you may remember completing a survey in 1994 regarding your interests in archival products, services, and information. This survey was conducted to assist SAA in its ongoing efforts to meet membership needs. Following is what members told SAA and how SAA is responding:

IN ARCHIVAL OUTLOOK

<table>
<thead>
<tr>
<th>What Members Want</th>
<th>How SAA Is Responding</th>
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</thead>
<tbody>
<tr>
<td>Technology updates</td>
<td>- See “Illuminations” feature on page 10</td>
</tr>
<tr>
<td>Nuts and bolts information</td>
<td>- Will periodically appear in “Illuminations”</td>
</tr>
<tr>
<td>Tips on how to do job better</td>
<td>- Development of a “Quick Tips” column</td>
</tr>
<tr>
<td>Funding sources</td>
<td>- See “Bulletin Board” on page 30-32</td>
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<td>Section and roundtable news</td>
<td>- See “Around SAA” on page 22</td>
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AT THE ARCHIVES EXPOSITION

<table>
<thead>
<tr>
<th>What Members Want</th>
<th>How SAA Is Responding</th>
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<tr>
<td>Knowledgeable sales people</td>
<td>- Soliciting of quality vendors</td>
</tr>
<tr>
<td>View product up close</td>
<td>- Redesigning of exposition floor plan</td>
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<tr>
<td>Product demonstrations</td>
<td>- Demonstrations scheduled for 1995</td>
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<tr>
<td>Free time to explore expo</td>
<td>- Longer breaks for lunch</td>
</tr>
<tr>
<td>Prize giveaways</td>
<td>- Initiated at 1994 meeting in Indy</td>
</tr>
<tr>
<td>Incentives for visiting booths</td>
<td>- Initiated at 1994 meeting in Indy</td>
</tr>
<tr>
<td>More of the following products</td>
<td>- Member input on new archival products, services, and vendors</td>
</tr>
<tr>
<td>professional literature</td>
<td>- Solicitation of potential vendors</td>
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<tr>
<td>software programs</td>
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<td>preservation supplies</td>
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<td>storage supplies</td>
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<td>storage equipment</td>
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<td>digitization systems</td>
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If you would like to contribute information or an article to Archival Outlook, please contact Managing Editor Teresa Brinati at (312) 922-0140 or e-mail tbrinati@saa.mhs.compuserve.com. If you know of a vendor, product or service that SAA should feature at the Archives Exposition, please contact Meetings/Member Services Director Debbie Mills at (312)922-0140 or e-mail dmills@saa.mhs.compuserve.com.

Karen Jefferson of the National Endowment for the Humanities finds that SAA membership provides her with the ability to network and an opportunity to learn about different developments.

See what SAA can do for you! Contact the Society of American Archivists at (312) 922-0140
Archives in the Media
submitted by the SAA Public Information Committee

- Press interest in the selection (or lack thereof) of the next Archivist of the United States has subsided, but a few articles still appear from time to time. Most make note of the extremely slow selection process, and have criticized President Clinton for taking such a long time to move on the nomination. Helen Thomas, in a column published in the Metropolitan News-Enterprise (Los Angeles) on September 28, criticized "the National Archives bureaucrats" for opposing the appointment of Robert Hardesty. In leveling her criticism, Thomas charges that "the bureaucrats at the archives want to keep official presidential papers under lock and key as long as possible."

- A dispute over ownership of some Civil War documents has resulted in critical press coverage. The papers of General John H. Hartranft were deposited on loan to Gettysburg College by Hartranft Stockham in 1964. Stockham's family has asked for their return, and the college has refused, claiming that Stockham (who died in 1985) never asked for their return when he was alive and did not mention the papers in his will, and therefore, did not want them back. The family has sued for their return. After the lawsuit was filed, Gettysburg College sent microfilm copies of the records to the National Archives, which determined that some of the papers are the property of the federal government, and should be retained by the National Archives. The Evening Sun of Hanover, Pennsylvania, (October 9 edition) published an editorial "jeering" both Gettysburg College and the National Archives for participating in a "land grab" over the papers. The editorial accuses Gettysburg College of bringing the National Archives into the dispute out of spite. The editorial concludes, "Regardless of the outcome, we're confident the public will grow more skeptical of providing private papers and documents for academic study and public perusal and the action of the college and the National Archives will, in the long run, hurt those interested in preservation of such material and those who would like to have access."

- The auction of a 72-page journal written by Leonardo da Vinci generated intense media interest in early November. Most newspapers, radios and TV stations took note of the anticipated minimum $10 million purchase price, not to mention the actual $30.8 million successful bid by Microsoft Corp. Chairman Bill Gates. The sale price was reported as the highest ever paid for a manuscript. According to stories in the Milwaukee Journal (November 12) and the Chicago Tribune (November 13), Gates plans to tour the work in museums around the world.

Intergovernmental Records Project Report Reprinted

The Intergovernmental Records Project Report: Case Studies in Description and Appraisal Using the USMARC-AMC Format has been reprinted and is available again free of charge as long as supplies last. Send requests for copies to: Marie Allen, National Archives (NI), College Park, Maryland 20740-6001; fax: (301) 571-6850; e-mail: mallen@nara.gov. The report was awarded SAA's 1991 Waldo Gifford Leland Prize.

NAGARA Issues Statement on National Information Infrastructure

The sound management of government records and the information they contain should be one of the primary objectives in the development of the National Information Infrastructure (NII) proposed by the Clinton administration. Unless sound records management principles are applied and easily usable access systems developed, the NII is unlikely to realize its full potential. The National Association of Government Archives and Records Administrators (NAGARA) has issued a statement that defines records and information management issues related to the NII. The statement is being sent to key leaders in the Clinton administration who are working on the NII, to members of the National Advisory Council on the NII, to concerned associations, and others interested in this issue. For a copy of the statement contact: NAGARA, 48 Howard Street, Albany, New York 12207, (518) 463-8644.

NISO Report on GILS Application Profile

A report describing the results of recent efforts to develop an ANSI/NISO Z39.50 application profile for use in the Government Information Locator Service (GILS) is now available through NISO. The GILS helps users identify, locate and access, or acquire publicly available federal information resources, including electronic information resources. GILS uses ANSI/NISO Z39.50, the American National Standard for information retrieval, and other relevant standards to support the deployment of agency-based, network-accessible locators. A primary focus of the project was to develop an application profile for using ANSI/NISO Z39.50 in GILS so as to increase interoperability and interworking among agency locator implementations. The 270-page report, The Government Information Locator Service (GILS): Expanding Research and Development on the ANSI/NISO Z39.50 Information Retrieval Standard, is available from NISO Press for $45 per copy plus shipping. Orders should be sent to: NISO Press, P.O. Box 338, Oxon Hill, Maryland 20750-0338, (301) 567-9522, fax (301) 567-9553.

Woodrow Wilson National Fellowship Foundation Seeks Home for Fellows Files

The Woodrow Wilson National Fellowship Foundation would like to donate the files of more than 18,000 students awarded Woodrow Wilson Fellowships for the first year of graduate study between 1945 and 1971 to a school of education or research library committed to keeping them intact as an important record of American society and education in the 20th century. The foundation seeks only assurance that the files will be preserved and a willingness to cover the cost of moving them. The files are available for inspection to interested institutions. Current addresses for approximately 14,000 of the Fellows are available for follow-up research. The files are an estimated 399 cubic feet. Please contact: Ben Primer, Princeton University Archivist, Mudd Library, 65 Olden Street, Princeton, New Jersey 08544, (609) 258-3242.
Soviet Communist Party Records on Microfilm
Russian State Archives Service of the Government of the Russian Federation (Rosarkhiv); the Hoover Institution on War, Revolution and Peace; and Chadwyck-Healy, Inc. have reached an historic agreement to microfilm millions of documents. The first 1,175 reels of film are now available. After the archives of the Soviet Communist Party were declared archives of the Russian state by presidential decree in October 1991, it became policy to make formerly secret archival materials on the history of the Soviet Communist Party—therefore the Soviet state—accessible to scholars both inside and outside the Russian Federation. Free copies of the catalog listing all reels can be obtained by contacting Chadwyck-Healy at (800) 752-0515 or (703) 683-4890.

Send Published Genealogies to Library of Congress
The Library of Congress has one of the world's premier collections of U.S. and foreign genealogical and local historical publications. The library's genealogy collection began as early as 1815 with the purchase of Thomas Jefferson's library. Through generations of international giving, these family history collections today contain more than 40,000 compiled family histories and over 100,000 U.S. local histories. The library also collects local histories from around the world. Researchers doing foreign research will find strong collections for western Europe, especially the British Isles and Germany. Mail donations to either: Exchange and Gift Division, Library of Congress, Washington, D.C. 20540-4260, (202) 707-9485; or to Local History and Genealogy Collection Development, Library of Congress, Washington, D.C. 20540-5554, (202) 707-5537. In the U.S., to request a postage free address label, contact one of the above sections of the Library. Donations to the Library of Congress will be acknowledged, and may be tax deductible.

Newsletter for Cultural Organizations
A new newsletter, Critical Issues: A Legal and Business Journal for Cultural Organizations, is now available by subscription. Edited by a law professor and a museum director, the publication will provide regular, accurate, up-to-date business and legal information affecting historical societies, museums, and other cultural organizations. It also provides useful forms and checklists as well as a regular feature, “Ask the Experts.” Published six times a year, the annual subscription cost is $95. To order please call (800) 457-1986.

Resource for Archivists and Folklorists
Working with Folk Materials in New York State: A Manual for Folklorists and Archivists, edited by John Suter (New York Folklore Society, 1994) 200+ pp., $25 plus $3 s/h. This resource introduces folklorists and archivists to each others’ purposes, methods, and concerns; and encourages documentary practices and archival treatment that will facilitate the care of folklore materials in secure and accessible archives. Contact the New York Folklore Society, P.O. Box 130, Newfield, New York 14867, (607) 273-9137.

IN SEARCH OF . . .

African-American Business History Sources
The Historical Collections Department of Baker Library, and the African-American Student Union of the Harvard Business School have undertaken a survey of archival and manuscript sources on African-Americans in business in the United States. The survey will identify family papers, organizational records, and business archives which document African-American commercial and management activities. They would appreciate knowing about collections in repositories to supplement their mail, visit, and phone survey efforts. Please contact survey archivists Beth Sandager, e-mail sandager@husc.harvard.edu; and Philip Alexander (617) 253-4045, e-mail palex@mit.edu; or project director Florence Lathrop, Baker Library, Harvard Business School, Boston, Massachusetts 02163, (617) 495-6360, e-mail flatthrop@hbs.harvard.edu.

History of Frisbee
Victor Malafronte (the original World Frisbee Champion - 1974) is conducting research for a book on the history and birthplace of frisbee playing. He is interested in information on early Frisbee games, artifacts, competitions, and publications. If anyone has any pre-1965 information on this subject please contact Victor Malafronte, P.O. Box 4020-002, Alameda, California 94501, (510) 814-9639.

When it’s time to automate, the best archivists are eloquent

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2. Synonyms to prevent incomplete searches by cross-referencing similar names and terms
3. Authority Files for user-authorized names and terms to maintain consistent data entry
4. Hierarchy Structures for classifying your data into any number of levels
5. Custom-built Import/Export Utilities to exchange data with most other systems.

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Copyright and "Fair Use" in the Electronic Environment

A series of hearings and conferences have followed the release last July by Ron Brown, Secretary of Commerce, of the report Intellectual Property and the National Information Infrastructure: A Preliminary Draft of the Report of the Work Group on Intellectual Property Rights. Bruce A. Lehman, assistant secretary of Commerce and commissioner of Patents and Trademarks, chaired this working group that in the report recommends changes in the U.S. copyright law to provide greater protection for copyrighted information that could be accessed electronically. While Lehman has described the possible changes as modest, many in the library and scholarly communities perceive a broadening of owners’ rights and a narrowing of researchers’ rights. As both researchers and authors, many scholars, as well as professional associations have an interest in making information accessible and protecting the rights of creators and owners of material. However, transferring many of the principles of fair use in the paper-based environment to the electronic environment is not easy.

Debate around the recommendations of the report resulted in a September conference on educational and library fair use in the National Information Infrastructure (NII). The goal of the conference was to begin work on the development of guidelines on the use of copyrighted works in the digital networked environment. Each of the participating organizations in the conference presented brief statements identifying principal and issues. Participants identified over twenty specific issues; however, the NCC statement focused on only two — the strengthening of the preservation and interlibrary loan purposes. The development of appropriate parameters will be the subject of another working meeting on January 4 in which the NCC will be participating.

Copies of the July report, Intellectual Property and the National Information Infrastructure, may be requested by calling (703) 305-9300 or by writing to NII, USPTO, Box 4, Washington, D.C. 20231-0001.

Selection of New Congressional Leaders

With big victories in November, Republicans in the House and Senate are now choosing committee chairs for the 104th Congress. There is still considerable work to be done before we know the composition and leadership of all the committees; however, in many cases the ranking Republican seems likely to become chair. For the Senate Governmental Affairs Committee, which has oversight responsibility for the National Archives — and consequently the confirmation of the next U.S. Archivist — as well as for many information policy issues, the ranking Republican is William Roth of Delaware. The new chair of the Senate Appropriations Committee will probably be Mark O. Hatfield of Oregon, who is a former commission member on the National Historical Publications and Records Commission (NHPRC) and a long-time supporter of both the NHPRC and the National Archives. The ranking Republican on the Senate Labor and Human Resources Committee, which among other responsibilities has oversight of the National Endowment for the Humanities, is Senator Nancy Kassebaum of Kansas, a former member of the Kansas Humanities Council.

On the House side, due to the large number of new members and the desire by many current members to move to new committees, it is less clear than in the Senate who will be chairing many of the key committees. But in the likely column, it seems that William Clinger of Pennsylvania will chair the House Government Operations Committee, which has oversight of the National Archives and some information policy. The Treasury,
Improving Access to Archives in China

Shu Guang Zhang of the Department of History, University of Maryland at College Park, has undertaken a project to improve accessibility to archives in China by Western scholars. To help inform Western researchers about how the Chinese archival system works and explain the best way to examine archival materials when visiting China, Zhang plans to create a catalog of Chinese archives, introduce researchers to lesser known archives, and establish a network of contacts for researchers. Zhang and other Chinese specialists will conduct a conference at the University of Maryland at College Park next October on “Local Chinese Archives at the Provincial, Municipal, and Prefectural Levels.” In the course of this project, Zhang hopes to inform Chinese scholars interested in American studies on the workings of archival institutions in the United States.

Hungary and Slovenia

From October 16-24, 1994, Valerie Komor of the Rockefeller Archive Center visited Budapest and the Hungarian National Archives. Komor reports that in a series of meetings arranged by her host, Lajos Kormendy, archivists from the foreign ministry Archives, Business Archives, and the Departments of Automation and Conservation expressed both concern and enthusiasm as they enter another period of uncertainty in Hungarian history. Short of money and supplies, Hungarian archivists are nevertheless eager for collaboration with the West, and particularly with the American archival community.

From Budapest, Komor travelled to Ljubljana, Slovenia, to attend the annual meeting of the International Council on Archives Section for Archival Education and Training. The topic for discussion at the meeting was the consequences of political changes on archival education in Eastern and Central Europe. The Archives of the Republic of Slovenia hosted some 40 archivists representing 15 countries. David B. Gracy II of the University of Texas-Austin is the U.S. representative for this section.

ICA Provisional Section of University Archives

The ICA Provisional Section of University Archives has completed its first year of active work. The section’s major activity was its inaugural seminar, “Documenting Science and Technology in an Academic Setting,” held at Lancashire, England, last September in conjunction with the Fourth European Conference of Archivists, hosted by the British Society of Archivists. Thirty archivists from 16 countries participated in the seminar. A selection of the seminar papers will be published in a forthcoming issue of *Janus*, ICA’s journal.

Archives Advisor Program in Jeopardy

The survival of the “Archives Advisor Program,” administered by the Archives Association of Ontario, a free province-wide, onsite advisory service to any Ontario organization interested in developing an archives, may lose its funding from the Ontario government. Since its introduction in 1991, the program has provided complimentary onsite visits to 211 organizations across Ontario including museums, “stand-alone” archives, trade unions, community organizations, libraries, corporations, First Nation bands, educational and health/medical institutions in addition to responding to over 600 information inquiries about how to start and sustain an archives program. The advisory program also administers a free onsite Conservation Advisor Program and a hygrothermograph loan service located in six regional depots across the province. This service contributes to the ongoing development and maintenance of documentary records across Ontario. To support the continuation of this program—the only Ontario government service directly aimed at assisting archives—please contact: The Honorable Anne Swarbrick, Minister, Culture, Tourism and Recreation, 6th Floor, 77 Bloor Street West, Toronto, Ontario M7A 2R9 Canada, (416) 352-6200; or Ian E. Wilson, Archivist of Ontario, 77 Grenville Street, Toronto, Ontario M7A 2R9 Canada, (800) 668-9933.
1995 CALENDAR

February 24-26
28th California International Antiquarian Book Fair, San Francisco Concourse. Contact Cynthia Traina (415) 775-3330

February 26-28
Restoration '95 trade event dedicated to industries and professions related to the preservation of cultural and industrial heritage, Boston, Massachusetts. Contact Steven Schuyler, (617) 733-9055.

March 14
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.

April 20-22
Mid-Atlantic Regional Archives Conference (MARAC) and Oral History in the Mid-Atlantic Region (OHMAR) present joint Spring Conference, Baltimore, Maryland. The conference will explore issues of mutual concern to archivists and oral historians, and will feature speakers, workshops and plenary sessions, as well as tours of Baltimore and regional attractions. For more information, please call (410) 539-0872, ext. 345.

April 21-22
8th annual Museum Archives Institute at Old Sturbridge Village, Sturbridge, Massachusetts. Sponsored by The New England Museum Association and Old Sturbridge Village, this institute will include both introductory and special topic programs. The 1995 special topic will focus on security for museum archives. Participants in either program qualify for 1.2 C.E.U. credits. For information contact Theresa Rini Percy, Associate Director of Research, Library, and Collections, Research Library, Old Sturbridge Village, One Old Sturbridge Village Road, Sturbridge, Massachusetts 01566, (508) 347-3362 ext. 203, fax (508) 347-5375.

June 12-23
29th annual Georgia Archives Institute, "An Introduction to Archival Administration," Atlanta, Georgia. Sponsored by Clark Atlanta University School of Library and Information Studies, Georgia Department of Archives and History, Jimmy Carter Library, and the University Center in Georgia. Designed for beginning archivists, manuscript curators, and librarians to offer general instruction in basic concepts and practices of archival administration and management of traditional and modern documentary materials. For application, write: Dr. Donald E. Oehlerlts, School of Library and Information Studies, Clark Atlanta University, Atlanta, Georgia 30314; (404) 248-1322 or (404) 880-8702. See advertisement on page 29.

July 6-9
Second North American Ursuline Convocation to be held at the Executive Inn Rivermont, Owensboro, Kentucky. For more information contact Sister Emma Cecilia Busam, O.S.U., Mount Saint Joseph Archives, Maple Mount, Kentucky 42356-9999, (502) 229-4103.

June 6-10

September 20-23
1995 Midwest Museums Conference, Cincinnati, Ohio. The topic of the meeting is "Museums in Service to Society." For more information, please contact: Esther Hockett, MMC Executive Director, P.O. Box 11940, St. Louis, Missouri, 63112-0040, (314) 454-3110.

FELLOWSHIPS & AWARDS

NHPRC Fellowships
The National Historical Publications and Records Commission (NHPRC) is now accepting applications from individuals for two Fellowships in Archival Administration. See advertisement on page 35.

NEH Deadlines
The National Endowment for the Humanities is establishing new application deadlines for its Conferences Program. Beginning in 1995, these deadlines will be: May 15, with awards to be announced by the following December; and December 15, with awards to be announced by the following August. The Conferences Program supports scholarly meetings that promise to advance the state of research on topics in the humanities. Interested persons may contact the staff of the Conferences Program at: Division of Research Programs, Room 318, NEH, 1100 Pennsylvania Ave., Washington, D.C. 20506, (202) 606-8210, e-mail nehres@gwuvm.gwu.edu.

Schlesinger Library Visiting Scholars
Radcliffe College announces programs of honorary appointments, research support grants, and dissertation grants at its Arthur and Elizabeth Schlesinger Library on the History of Women in America. These programs are intended for visiting faculty from other colleges and universities, independent scholars, and graduate students writing Ph.D. dissertations, who are actively pursuing research that requires or will benefit from access to the holdings of the Schlesinger Library. Schlesinger Library Honorary Visiting Scholars will be provided with office space in the library, have library privileges at Radcliffe College and Harvard University, and have access to other programs and facilities at Radcliffe and Harvard. It is expected that each appointee will spend time working at the library and will give a colloquium or other public presentation during the term of her or his appointment.

There will be up to three one-year appointments beginning in the summer or fall of 1995. No stipends or other funds are associated with these honorary posi-
tions. Research Support Grants are awarded to faculty and independent scholars who are actively pursuing research that requires or will benefit from access to the holdings of the Schlesinger Library. Grants will be awarded in the spring of 1995 for work during the summer of 1995 or the 1995-96 academic year. Awards range from $100 to $2,000 and will be made to scholars who have completed the Ph.D. or other doctoral degree at least a year before the time of application, or who have equivalent research and writing experience. Doctoral Dissertation Grants are awarded to support graduate students using the holdings of the Schlesinger Library. The program will award grants of up to $1,500 each in the spring of 1995. Applicants must be enrolled in a doctoral program in a relevant field, have completed their course work toward the doctoral degree, and have an approved dissertation topic by the time the application is submitted.

The deadline for proposals for all programs is February 15, 1995. Appointments will be announced by May 1, 1995. Please note that only projects that use Schlesinger Library resources will be considered for funding; and priority will be given to projects that require access to materials that can be used only at the library. Applications for grants to use manuscript materials that are in microform and can be borrowed through interlibrary loan will be given low priority by the Selection Committee. For complete application information, write to the Scholar Program, Schlesinger Library, Radcliffe College, 10 Garden Street, Cambridge, Massachusetts 02138.

Carl Albert Center Visiting Scholars
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.

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

U.S. Capitol Historical Society Fellowship
Applications are invited for the tenth year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is $1,500 per month. Applications must be received by February 15, 1995. For further information contact Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202) 228-1222.

Oral History Association Awards
The Oral History Association announces an awards program to recognize outstanding work in oral history. 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 precocious 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. 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, New Mexico 87190-3968. Deadline for awards is April 1, 1995.

EAIA Grants
The Early American Industries Association (EAIA) announces the availability of $4,000 to provide grants to individuals or institutions engaged in research for projects that relate to the study and better understanding of early American industries in homes, shops, farms, or on the sea. The individual grants are not to exceed $1,000 (and are not tuition or scholarship funds). For applications or further information about the Grants-in-Aid Program, contact Justine J. Mataleno, Coordinator, 1324 Shallcross Avenue, Wilmington, Delaware 19806, (302) 652-7297. The application deadline is March 15, 1995.

continued on page 32
Kansas State Historical Society Research Grants
The purpose of the Landon grants program, now in its sixth year, is to encourage research in the collections and holdings of the Kansas State Historical Society that will enhance the public’s knowledge and understanding of the heritage of Kansas. Grants are awarded annually to nonacademic researchers and to graduate students for projects relating to the history and heritage of Kansas. Funds for the program are provided by the Alfred M. Landon Historical Research Endowment, which was established in 1987 by family and friends to honor Governor Landon. Ranging up to $500 in monetary awards, the grant funds may be used for travel, lodging, and supplies such as microfilm, photocopies, and other consumable materials.

Applicants will be evaluated on the basis of expected utilization of the Historical Society’s holdings, the degree to which the project addresses new scholarship in Kansas heritage, the potential for wide dissemination, the timetable for project completion, and the qualifications of the applicant. The deadline for applications is April 1, 1995, for projects to be completed in the fiscal year from July 1, 1995, to June 30, 1996. Additional information and application forms may be obtained from David A. Haury, Assistant Director, Kansas State Historical Society, 120 W. Tenth Street, Topeka, Kansas 66612-1291, (913) 296-3251.

MAC Minority Scholarship
The Midwest Archives Conference (MAC) is soliciting applications for its Scholarship for Minority Students in Archival Administration. The scholarship is designed to provide professional assistance to minority students pursuing graduate education in archival administration and to encourage greater ethnic diversification in both MAC and the archival profession.

Applicants must be students of African, Asian, Hispanic, Native American, or Pacific Islander descent and enrolled in a graduate, multi-course program in archival administration listed in the SAA Directory of Archival Education, or accepted into one of these programs for the next academic year. Applicants must have a grade point average of 3.0 or higher (on a 4.0 scale) in their most recent academic program.

For more information or an application, contact Eric Pumnroy, Special Collections and Archives, IUPUI University Libraries, 755 W. Michigan Street, Indianapolis, Indiana 46202, (317) 274-0464. The deadline for applications is April 1, 1995.

American Heritage Center Travel Awards
The American Heritage Center at the University of Wyoming is offering travel grants to be used by scholars during 1995. The grants are for up to $500 each and provide support for travel, food, and lodging to carry out research using the American Heritage Center’s collections. Subject areas include Wyoming, the American West, transportation, conservation, water resources, and performing arts. For further information and an application, contact: The American Heritage Center, University of Wyoming, P.O. Box 3924, Laramie, Wyoming 82071. The application deadline is April 15, 1995.

Postal Service, and General Government Subcommittee, with responsibility for the budgets of the National Archives and NHPRC, may well be headed by Jim Lightfoot of Iowa. The Interior Appropriations Subcommittee, which has the budgets of NEH and the National Park Service in its jurisdiction, will probably be chaired by Ralph Regula of Ohio.

Two subcommittees that the NCC has worked with in the past are slated for elimination. They are the Joint House and Senate Committee on the Library and the House Subcommittee on Information, Justice, Transportation, and Agriculture, which has over the years dealt with the National Archives, declassification, and the Freedom of Information Act. Much work will be required in the months ahead to make contacts with majority staff of the key committees.

President Issues Bulk Declassification Order to Open WWII and Other Military Records
Although the Clinton task force working on a major overhaul of the executive order that determines classification and declassification policy has not yet produced a revised order, the president did sign in November Executive Order 12937 titled “Declassification of Selected Records Within the National Archives of the United States.” This order, through bulk declassification, made available in December almost 44 million pages of security-classified records.

Since last spring, the White House had anticipated an order calling for bulk declassification of many of the classified records in the National Archives, some dating back to 1917. Since almost half of these records deal with World War II, the original intention had been for the president to announce the opening of these records in June at the 50th anniversary of D-Day. Resistance from the military and intelligence agency, however, caused delays. The World War II documents include records from the Office of Strategic Service as well as Army Air Forces and Allied Operational and Occupation Headquarters files. The remaining records include almost all the classified holdings dating from before World War II as well as some post World War II military headquarters files, and approximately six million pages of papers from the Vietnam War.
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 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@saamhs.compuserve.com.

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

ARCHIVIST
Shelburne Museum
Shelburne, Vermont

The Shelburne Museum seeks an experienced full-time archivist for a two-year position, funded by the Henry Luce Foundation. The archivist will establish an archival management program and arrange, describe, and catalog holdings related to the museum's history; the activities of the museum's founder, Electra Havemeyer Webb; and the museum's collections of American fine, decorative, and folk art. Reporting to the director of collections, the archivist will develop policies and procedures, process collections, prepare finding aids, and generate records for entry into a national database. The archivist will supervise project interns and volunteers. Well-qualified candidates will have a M.A. or M.L.S. with a concentration in archival studies; three or more years of experience including appraisal, arrangement, processing, and preservation. Ability to work independently and to meet deadlines; willingness and ability to work with archival materials in bulk; experience with computers and a major bibliographic utility; strong organizational and interpersonal skills are essential. Competitive salary and benefits. For further information and application, please contact: Collections Department, Room 309, Shelburne Museum, Box 10, Shelburne, Vermont 05482. Deadline for receipt of applications is January 23, 1995. Equal opportunity employer.

Three Positions

AUTOMATION LIBRARIAN, CATALOGER, and CURATOR OF AUDIOVISUALS
Ohio Historical Society
Columbus, Ohio

AUTOMATION LIBRARIAN: Responsible for the day-to-day coordination and quality-control oversight of a retrospective conversion project and a state government records cataloging project. Requires ALA-accredited M.L.S., demonstrated ability to prepare original bibliographic records, and a minimum of two years' experience cataloging materials on OCLC using AACR2 and LC subject headings. Familiarity with American history and government and course work in archives administration desirable. Salary commensurate with experience and qualifications. Excellent benefits. Two-year contract.

CATALOGER: Responsible for the original cataloging of state government records. Requires ALA-accredited M.L.S., demonstrated ability to prepare original bibliographic records, and a minimum of one year's experience cataloging materials on OCLC using AACR2 and LC subject headings. Familiarity with American history and government and course work in archives administration desirable. Salary commensurate with experience and qualifications. Excellent benefits. Two-year contract.

CURATOR OF AUDIOVISUALS: Responsible for the day-to-day administration and curatorial interpretation of a large collection of prints, paintings, photographs, sound recordings, and motion picture film. Requires graduate degree in American history, library science, fine arts, or related field; familiarity with OCLC procedures and USMARC formats; working knowledge of CD-ROM, optical disk, and digital imaging technologies; three or more years experience working in an archives, library, or art museum, with specific curatorial responsibility for audiovisual collections. Superior interpersonal, organizational, and communication skills a must. Salary commensurate with experience and qualifications. Excellent benefits. Applications will be accepted until the positions are filled.

Apply to: Personnel Office, Ohio Historical Society, 1982 Velma Avenue, Columbus, Ohio 43211.

POSITION ANNOUNCEMENT
Pitts Theology Library, Emory University
Atlanta, Georgia

Pitts Theology Library seeks a person experienced in arrangement and description of archives and manuscripts to begin August 1, 1995. Requirements: M.L.S. or M.A. from accredited institution with concentration in archival studies; familiarity with database management and USMARC-AMC format; goal oriented; strong communication skills. Salary from $27,000. Benefits: TIAA/CREF, vacation, sick leave, health plans. AA/EOE. Send letter, resume, and names, addresses, and telephone numbers of three references to: Cynthia Runyon, Pitts Theology Library, Emory University, Atlanta, Georgia 30322. Priority will be given to applications received by March 15, 1995.

HEAD OF MEDIA/PEABODY CURATOR
University of Georgia Libraries
Athens, Georgia

Duties: The Head of Media/Peabody Curator is responsible for the development and management of services and collections of the media center, including pursuing alternative sources of funding, and serves as liaison to a wide variety of departments, both within the libraries and the university. Most significantly, the Head of Media/Peabody Curator serves as curator of the Peabody Awards Archives. The George Foster Peabody Awards for Excellence in Journalism Archives is the cornerstone of two major activities, the Peabody Awards and the Peabody Awards Archives. The Peabody Awards are the highest national recognition for excellence in electronic media. The Peabody Awards Archives are the world's largest and most respected media archives. The Peabody Archives is a significant collection of audiovisual materials and has been used as a teaching resource by the University of Georgia School of Mass Communication and by the George Foster Peabody College for Education.

Required Qualifications: A Master's degree in library science, preferably with a specialization in cinema and video, is required. A knowledge of the technical aspects of digital and analog video is essential. Experience in the planning and development of library service, collections, and programs is required. Experience in the development of electronic and print publications is preferred. A strong commitment to university mission is required. Salary is competitive. Start date is immediately available.

Position Announcement
Georgia State University
Atlanta, Georgia

Assistant Professor of Archival Science

The department of Archival Science at Georgia State University seeks applicants for a non-tenure-track position beginning in August 1995. This position involves responsibility for the management of a small research and reference archival and records center. The individual will be expected to establish and manage the reference, records management, and instruction functions of this unit.

This position may also result in the opportunity to develop and teach courses in Archival Administration. The Department of Archival Science offers the Master of Archival Science degree with concentrations in Archival Administration and Archival Conservation. The Department is committed to the principle of intellectual freedom and the maintenance of the University System of Georgia's policy on affirmative action and the principles of equal employment opportunity.

Interested applicants should submit a letter and a resume by March 1, 1995, to: Dr. Warren L. Anderson, Chair of Search Committee, Department of Archival Science, Georgia State University, P.O. Box 3035, Atlanta, Georgia 30302-3035. Equal opportunity/affirmative action employer.
Professional Opportunities

of the media collections, containing virtually every entry submitted for this prestigious award, and constitutes one of the foremost sound and moving image collections in the world. The Head of Media/Peabody Curator provides reference assistance for all types of media materials located in the center which includes the George A. Smathers Collection, LPs, CDs, audiocassettes, VHS videocassettes, laser discs, computer software, and other mixed media materials. Some evening and/or weekend work may be required. The Head of Media/Peabody Curator supervises one librarian and one library assistant and assists with the supervision of 8-10 student assistants. The Head of Media/Peabody Curator reports to the Director of the Libraries. Qualifications: ALA-accredited M.L.S., or master's degree and ACA certification, with two years of professional experience; broad academic background, with strong interest in journalism, film history/criticism, instructional technology, or other related field preferred, with preference given to candidates holding or pursuing an advanced degree; successful background in fund raising and grant writing; demonstrated supervisory skills; interest in interactive technologies and the integration of media into the university curriculum; effective oral and written communication skills; ability to establish and maintain effective working relationships; strong public service orientation. Benefits: Standard benefits package includes life, health, and disability insurance and mandatory participation in the state or optional retirement system, and 21 days annual leave, plus 12 paid sick holidays. Salary Minimum: $38,000.

Application Procedure: Send letter of application addressing all qualifications, resume and the names of three references by February 17, 1995, to: Florence E. King, Personnel Librarian, University of Georgia Libraries, Athens, Georgia 30602, fax (706) 542-4144, e-mail flking@uga.cc.edu. This position will be filled only if suitable applicants are found. An equal opportunity/affirmative action institution.

ASSOCIATE DIRECTOR

Archives of Labor and Urban Affairs and Academic Appointment

Wayne State University

Detroit, Michigan

Wayne State University seeks a senior archivist and scholar to serve as Associate Director of the Archives of Labor and Urban Affairs/University Archives. The Associate Director reports to the Director of the Archives, who in turn reports to the Dean of the College of Urban, Labor and Metropolitan Affairs (CULMA). Nominations (including self nominations) of archivists with knowledge and experience in the following areas are invited: supervision of personnel and financial administration of archives; participation with director in development of budget and policy decisions; scholarly research in an appropriate discipline; participation in national professional activities; involvement with archives automation; participation in archives fund raising. Qualifications for the position include: Graduated degree in appropriate discipline, terminal degree preferred; academic qualifications appropriate to tenure-track position, qualification for immediate tenure desirable; experience with archival automation and fund raising. The archives is one of Wayne State University's major scholarly resources, used by scholars from all over the world. Wayne State University is situated in one of America's most ethnically and culturally diverse metropolitan areas, and is one of Michigan's three major comprehensive research institutions. The College of Urban, Labor, and Metropolitan Affairs was established to enhance the university's urban mission and has a close and productive working relationship with many of the city's foremost institutions. The position is assumable in June 1995; applicant review will continue until the position is filled. Salary commensurate with experience and qualifications. Applications of minorities and women are strongly encouraged. Applicants should send a letter of interest, curriculum vitae, and names, addresses, and telephone numbers of four references to: Dr. Leslie S. Hough, Director, Archives of Labor and Urban Affairs, Walter P. Reuther Library, Wayne State University, Detroit, Michigan 48202, (303) 577-4003. Wayne State University is an equal opportunity/affirmative action employer. All buildings, structures, and vehicles at Wayne State University are smoke-free. Wayne State University — people working together to provide quality service.

ENTRY LEVEL ARCHIVAL DIRECTOR

Salisbury State University

Salisbury, Maryland

Full-time, entry level Archival Director. Director of Research Center for Delmarva History and Cultural at Salisbury State University. Supervise daily operation of center; administer/process historical and folklore manuscripts and records; oversee finances; supervise employees and volunteers; offer patron research support; write grants; present public programs. M.L.S. and/or M.A. in history (American or Chesapeake) required; Ph.D. preferred; archival/manuscript and USMARC-AMC experience essential. Good oral, written, and interpersonal skills. Training/teaching experience in local history, folklore, museology, oral history, or archaeology a plus. Appointment July 1995, or earlier. Salary is commensurate with education and experience. Applications will be reviewed beginning January 15, 1995, and continue until the position is filled. Send letter of application, resume, transcripts (undergraduate and graduate), names/addresses of three references, to: Dean Ronald Dotterer, Fulton School of Liberal Arts, Salisbury State University, Salisbury, Maryland 21801. Salisbury State University is an affirmative action/equal opportunity employer. Qualified women, minorities, and disabled encouraged to apply.

LIBRARIAN II/ARCHIVIST

Tyrell Historical Library

Beaumont, Texas

The Tyrell Historical Library is a growing research center devoted to archives, Texana, and genealogy, with active community support. Located in the heart of Beaumont's museum complex, the beautifully restored building is on the National Register. Responsibilities: Conducts professional level duties to assist with the management of the Tyrell Historical Library and the city's archival records; instructs and supervises assigned library and archives staff, including volunteers; participates in the collection, preservation, cataloging, and maintenance of historical materials; supervises and participates in the development of reference aids, indexes, collections guides, bibliographies, and abstracts; conducts the physical transfer of archival manuscript materials to the Tyrell Historical Library; inventories and processes archival records; assists the manager with grant projects and public relations; performs related duties as required. Qualifications: Master's in library and information science from an ALA-accredited school or master's degree in history with formal training archival training required; familiarity with archival automation. Starting Salary Range: $2,000 - $2,100/monthly. Send resume and three professional references to: Dawn Tollefson, Personnel Analyst, City of Beaumont, P.O. Box 3871, Beaumont, Texas 77704. Applications accepted until position is filled.

ARCHIVIST

National Storytelling Association

Jonesborough, Tennessee

Duties: Responsibilities include the appraisal, arrangement, and description of all organizational records; accessioning of materials in accordance with collection policy; information services for staff and NSA membership; documentation of NSA events; preservation activities for early audiovisual recordings; participation in planning for new archival facility in National Storytelling Center scheduled for 1997 opening. Qualifications: Master's degree, preferably in archival management; substantial knowledge and understanding or archival procedures and processes; excellent communication skills; computer experience (WordPerfect, FoxPro) with MARC-based experiences preferred. Salary Range: $24,000 - $30,000. Application accepted until position is filled. Send letter of application and resume to: Susan O'Connor, Deputy Executive Director, National Storytelling Association, P.O. Box 309, Jonesborough, Tennessee 37659.
The National Historical Publications and Records Commission invites applications from qualified individuals for Fellowship in Archival Administration
Nine- to Twelve-month Fellowship
$35,000 stipend, $7,000 benefits

Applicants should have between two and five years’ experience in professional archival work. While not required, it is desirable that applicants have the equivalent of two semesters of full-time graduate training in a program containing an archives education component. Host institutions for 1995-96 are

- New York State Archives and Records Administration, Albany, NY. The fellow will work with Thomas J. Ruller, Associate Archivist of the Center for Electronic Records. While at the state archives, the fellow will participate in an administrative training program which will include the assessment and development of annual work plans and strategic planning in state government records programs. The fellow will participate in Total Quality Management training and projects to develop skills in teamwork, communication, and project management and will also assist in information policy analysis and development efforts. There will be two technical projects. The first is to analyze and define descriptive requirements for electronic records available through the New York State Government Information Locator Service. The second is to enhance access to the state archives’ electronic records holdings by identifying the potential users of electronic records, assess their needs for electronic records, assess their needs for reference services, and assist in developing a reference services plan for the electronic records preserved in the archives.

- Manuscripts and Archives, Yale University Library, New Haven, CT. While at Yale, the fellow will work with Mary C. LaFogg, Chief Collections Management Archivist. The fellow will be an active participant in the ongoing administrative work of the department. For the technical project, the fellow will design and evaluate a prototype document scanning service to provide users with laser-printed images of documents, rather than xerographic copies as is now the case. The fellow will have major responsibilities for defining the issues, designing and managing the prototype, and conducting the evaluation of its performance. The fellow will be expected to prepare a project plan, periodic progress reports, and a final evaluation of the prototype.

APPLICATION RECEIPT DEADLINE, MARCH 1, 1995

Applications and project descriptions are available from
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