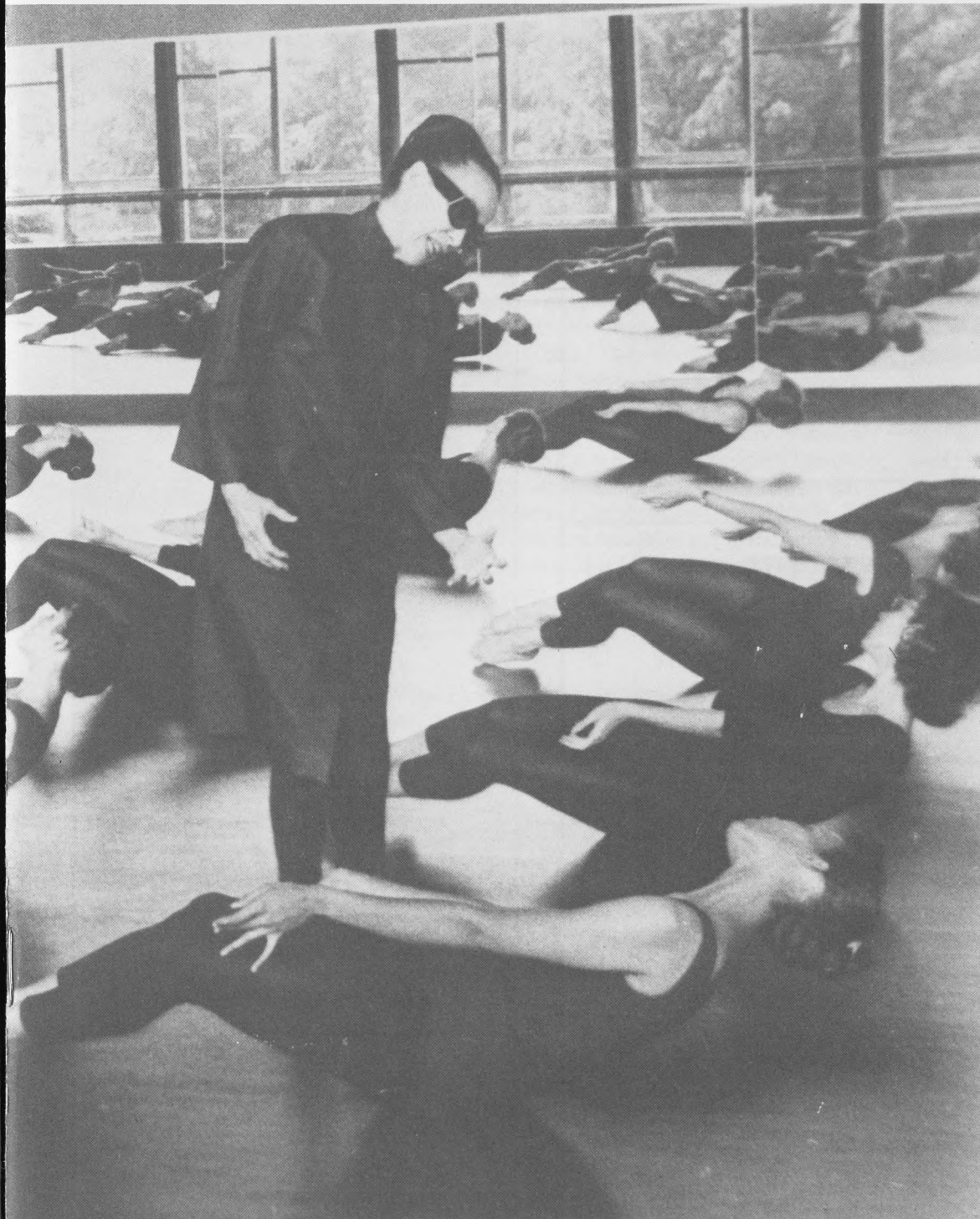




The Society of
American Archivists

Archival Outlook

May 1995



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Once more, with feeling . . .

Legendary dance maven Martha Graham demonstrates the intensity demanded by her eponymous technique. These students strain for feeling while executing a "Graham" contraction in a class at American Dance Festival in 1957. *Courtesy of American Dance Festival, Durham, North Carolina. Dora Sanders, photographer.*

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

JOHN A. FLECKNER
Presidential Address
1990

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President's Message

by Maygene Daniels

The Value of Archives in a Digital World

Regularly during the last months, news has appeared of innovative products that promise to deliver digitized information and documents anywhere in the world seemingly without limitation. Technology companies now offer systems that "image" documents of all kinds. Scanned versions of important original manuscripts are increasingly part of electronic publications, from textbooks to encyclopedias.

This is an exciting trend as more and more of the world's historical documents are becoming widely and inexpensively available to the public through these technologies.

Recently digital "archives" also have been in the news. In contrast to archives as we traditionally have known them, these are selected groups of digitally reproduced documents. Integrated with storage and search technologies and commercially packaged for sale to a broad audience, these "archives" are entertaining, informative, and sometimes very beautiful. One of these, an IBM project to develop "a visual computer database" of 150,000 manuscripts from the Vatican Library especially caught my eye recently.

Archivists also have embraced digital technologies in their professional work. Projects are under way to explore the possibilities of digital imaging as a means to preserve and improve access to fragile documents, to transmit copies to distant locations, and to enhance faded or stained images.

These are powerful tools for archives and for society. But does this explosive growth in technology suggest that we will have only "virtual archives" in our promised "information society" in the near future? Will the physical preservation of tangible materials and the intellectual control and understanding of bodies of documents somehow be less important? Will the traditional concerns of our craft be obsolete in the new digital world?

I would suggest that the answer to these questions must be a resounding "no." In my view, the very nature of electronic technologies ensures that archives will have ever greater contemporary significance.

Electronic media permit rapid transmission and replication of information. Yet, as data proliferates electronically, its sources and accuracy become increasingly suspect. Never before has information been so plentiful or so removed from its sources. Never before has it been so easy to alter a document or eliminate an offending section by careless handling or with malevolent intent. Digitized documents and information can be reproduced with ease. They also can be taken out of context, combined with other documents, and manipulated to suit any agenda.

Fifty years ago, Sir Hilary Jenkinson wrote that it is the duty and privilege of the archivist "... to be the guardian for others of countless truths of all kinds ...". Archivists recognize that in the fullest sense a document never really stands alone. Its value comes from knowing that its appearance and content have not been altered. The meaning of the docu-

ment is amplified by evidence of its sources, by the materials with which it has been kept, by how it has been used. Archival practice and the principles on which it is based have the simple goal of protecting the full truth of the documentary record. This is the particular value of archives at any time in history. It is more important now than ever before.

The Society of American Archivists evidently must continue to look to the future. The care and preservation of electronic records—systems of information created and maintained in an electronic environment—must continue to be a priority of the profession as we learn our way in a new world. (See the SAA position statement, "Archival Issues Raised by Information Stored in Electronic Format," on page 8). We must seek to use new technologies as effectively as possible in our work. At the same time, however, we cannot afford to forget the importance of protecting and preserving the centuries of documents in all physical forms already in our custody, and the transcendent value of archives, as we know them, especially in a digital world.

ADVANTAGES of joining the Society of American Archivists, your national professional association:



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- A strong national voice before congressional hearings and government agencies.
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Contact SAA Membership Services at (312) 922-0140



from the Executive Director

by Susan E. Fox

This is the time of year when many people are contemplating which seeds to plant in their gardens. As the earth warms and turns lush green and the sun turns our cheeks a rosy pink, the pace in the Chicago office picks up and hums with preparations for this year's annual meeting at the Hilton and Towers in Washington, D.C., August 28 - September 3.

This will be a memorable meeting. It will be rich and colorful and as varied as the best, most carefully chosen and meticulously planned garden.

This year we will offer 85 program sessions, the most ever. A capstone of the meeting will be International Archives Day on Saturday, September 2, where we will have plenary and breakout sessions featuring 20 archivists from 12 nations. The opening plenary features Jean-Pierre Wallot, the Archivist of Canada and president of the International Council on Archives, speaking on "Archival Oneness in the Midst of Diver-

sity." The breakout sessions bring together an engaging group of international archivists such as Narissa Ramdhani, chief archivist of the African National Congress, speaking on the ANC Archives; or Eugenii Starostine of the Russian State University for the Humanities participating in the session "International Archival Cooperation: Progress Reports on Russian Projects."

With so many sessions offered, there will be plenty to choose from whatever your interest or training. You may want to learn about "The Science of Primary Sources," or explore "From a Distance: Perspectives on Archival Distance Education." You may want to understand the "Challenges of Documenting Women's Organizations" or you may decide to delve into "Creative Outreach Programs for Small Repositories." We guarantee there will be more choices than there will be time to take it all in.

In fact, the choices are just as rich in

the preconference workshops before the meeting even gets under way. There are several new offerings such as "Planning New and Remodeled Archival Facilities," taught by Tom Wilsted, associate director for operations of the American Heritage Center of the University of Wyoming. Helena Zinham and Carl Fleischhauer, both of the Library of Congress, will teach "Digitization of Photographs," and Anne Diffendal, immediate past executive director of SAA, will teach "Getting Things Done When You are Not in Charge." These are, of course, a small selection of a much wider set of preconference opportunities.

And then there are the tours—and again this year we offer more than we have in our 59 years of presenting annual meetings. I know you will want to take this chance to tour Archives II, a magnificent facility built in 1993 at a cost of \$240 million. It is roughly one-half the size of the Pentagon, it is the third largest single federal office building, and it is the largest archival facility in the world. It is not to be missed.

Other tours include the History Factory, a 15,000-square-foot facility where 22 archives of corporations, trade associations, and non-profit organizations are stored and managed. All are protected by high-tech security, fire suppression systems, and a formal disaster preparedness and recovery plan. Again, it is hard to select out a sampling of tours because it is impossible to encompass the depth and breadth of what will be available, but two additional tours of note include the U.S. Holocaust Research Institute Archives and Museum Tour and the Black History Tour.

These are a few of the intellectual seeds which will take root at our annual meeting. Like our favorite gardens both real and imagined, they are sure to bring us bounty, nourishment, and the solid satisfaction of effort well spent. I hope I will see you there.

RESOURCES FOR PROFESSIONALS

Oral History Cataloging Manual

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This manual "mainstreams" oral history cataloging using rules that respect the characteristics of oral history as a distinct intellectual form, while following the conventions of standard cataloging practice. Rules are compatible with library and archival cataloging as represented in *Archives, Personal Papers, and Manuscripts*; *Anglo-American Cataloguing Rules*; and *USMARC Format for Bibliographic Data*.

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BY DONALD A. RITCHIE

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SOCIETY OF AMERICAN ARCHIVISTS
600 S. Federal, Suite 504, Chicago, IL 60605

The American Archivist

EDITOR WANTED

The Society of American Archivists announces the availability of the position of editor of the *American Archivist*, the quarterly journal of the Society. The term of the current editor, Richard J. Cox of the University of Pittsburgh, expires on December 31, 1995. His successor, who will serve a three-year term, will be selected this fall and will begin work no later than January 1, 1996. Letters of interest for the position will be accepted until July 1, 1995, and interviews will be conducted at SAA's annual meeting in Washington, D.C., August 30 - September 3, 1995.

Candidates for editor should:

- be widely knowledgeable in matters of professional interest and concern to archivists and manuscript curators;
- be well-acquainted with the literature of the profession;
- have proven writing and editorial skills and an interest in journal editing;
- work effectively with a variety of authors;
- be sufficiently experienced with computers (primarily word processing) to manage the preparation of all edited copy in electronic form;
- be industrious, imaginative, and well-organized so that adequate material for issues is prepared on a timely basis; and
- have a schedule that permits travel to professional meetings.

The editor is responsible for: the solicitation, selection, and final approval of articles and features. He or she works with authors and prospective authors on necessary revisions; reviews galley and page proofs before publication; and appoints and works closely with department editors.

The editor reports to SAA Executive Director Susan Fox and also receives advice and assistance from the *American Archivist* Editorial Board. SAA Managing Editor Teresa Brinati handles production and business matters. The Society pays the wages of a part-time copy editor, who assists the editor in copy editing and proofreading.

Past editors have found that the duties constitute as much as 50% of full-time work, and that institutional support is highly desirable. The Society will entertain compensating the editor directly but would prefer a released-time arrangement, with the Society reimbursing the host institution for reasonable and necessary expenditures connected with editorial work.

Please send a letter of interest no later than July 1, 1995, to Susan Fox, Executive Director, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605. Direct all questions about the position to the executive director at (312) 922-0140 or e-mail sfox@saa.mhs.compuserve.com.



Election Coverage '95: And the Winners are . . .

by Teresa Brinati, *Managing Editor*

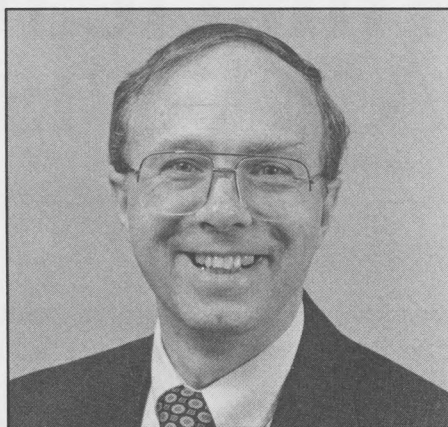
Nicholas C. Burckel Elected 52nd SAA President

In March the membership of the Society of American Archivists elected Nicholas C. Burckel vice president for 1995-96. Burckel, an SAA fellow and assistant dean of Washington University Libraries in St. Louis, Missouri, will assume the vice presidential post in September following the 1995 SAA annual meeting in Washington, D.C. He will serve in that capacity until the end of the 1996 annual meeting in San Diego, when he will become SAA's 52nd president.

A member of SAA since 1972, he served on Council from 1988-91 and was a member of the Executive Committee in his final year of service. Burckel has been professionally active in a number of organizations, including the Midwest Archives Conference where he served as president in 1979-81. Currently he chairs the Joint ALA-SAA Committee on Archives and Library Relationships; serves on the International Council on Archives Committee on Archival Legal Matters; serves on the Board of Regents of the Academy of Certified Archivists; and chairs the Association of College and Research Libraries Constitution and Bylaws Committee.

In an interview following the election, Burckel discussed the initial step he would be taking when he assumed office. "The most important thing is putting together a team, finding the right people for the work of the Society." In considering the many appointments made by the vice president, Burckel intends to tap into the "wide-range of talent" present in SAA membership and to find representative individuals to assist with the work of the Society. "The president presides, but it is not his agenda. It is the association's agenda," Burckel noted. "The focus is on what the association says is important and that can be found in the strategic plan."

The strategic plan, in fact, was central to the question posed to the vice presidential candidates by the Nominating Committee: "With the strategic plan in place and functioning, as vice president



Nicholas C. Burckel, associate dean of Washington University Libraries, will become SAA's 52nd president in 1996.

"We live in an information society. We must be able to influence it by active cooperation with other information providers and users. An outward looking approach is not only key to our success; it is essential to our survival."

Nicholas C. Burckel

what new perspectives could you bring to the Society?" Candidates' responses/statements were printed in the ballot.

In his candidate statement, Burckel responded that "because of the annual turn-over of presidents, it is difficult for SAA to maintain programmatic continuity from one year to the next . . . The Society would be better served by each president concentrating on one of the four main goals [of the strategic plan] already identified by the Society's members and leadership . . . If elected, I would concentrate on goals one (building effective coalitions) and three (electronic records)."

Burckel stated further that "specifically, we need to be a more active presence in discussions on campus, in government, and within private organizations

about the creation, maintenance, and use of electronic records. We should establish a formal liaison program with allied professions in order to improve their understanding of archives and to exploit our common interests. It may be possible to attract funding to bring together software manufacturers, records creators, archivists, and users to examine the implications of electronic records for us all."

Burckel concluded, "We live in an information society. We must be able to influence it by active cooperation with other information providers and users. An outward looking approach is not only key to our success; it is essential to our survival."

Burckel's SAA activities have included service on the Committee on Selection of SAA Fellows (formerly Professional Standards Committee, 1992), Nominating Committee (1990-91), Program Committee chair (1987), reviews editor of the *American Archivist* (1984-87), and chair of the College and University Archives Committee (1977-79).

Prior to joining Washington University in 1986, Burckel served for fourteen years at the University of Wisconsin-Parkside in a variety of positions, including assistant vice chancellor, associate director of the Library/Learning Center, and director of the Archives and Area Research Center. The university honored him with a Distinguished Service Award in 1983.

Other honors include being named an SAA Fellow in 1985, Council of Library Resources Intern (1984-85), State Historical Society of Wisconsin Award of Merit (1982 and 1978), Council for Wisconsin Writers Book Award (1981 and 1977) and a Commendation from the American Association of State and Local History (1978). In addition, Burckel has edited or co-authored six books, fifteen articles, and more than 100 reviews in archival, library, and historical journals.

Burckel holds a Ph.D. from the University of Wisconsin-Madison, an M.L.S. from the University of Wisconsin-Milwaukee, and a bachelor's degree from Georgetown University.

Bruemmer, Hefner, and Uhler Join Council

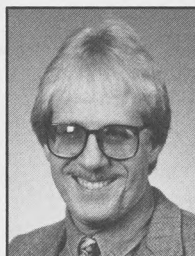
Bruce Bruemmer, Lori Hefner, and Sharron Uhler were elected to Council by SAA membership in March. They will begin three-year terms this September at the end of the 1995 SAA annual meeting and serve through the 1998 conference.

All candidates for Council were required to respond to the following questions posed by the Nominating Committee: "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 their interests within the workings of Society?" Candidates' responses/statements were printed in the ballot. Excerpts from Bruemmer, Hefner, and Uhler's responses, along with brief biographical sketches, follow.

■ **Bruce Bruemmer** has been the archivist at the Charles Babbage Institute of the University of Minnesota since 1984. In his candidate statement, he said that "archivists from smaller institutions are generally involved in all archival functions, have limited tools, and have even more limited resources." The most meaningful participation, according to Bruemmer, is in conferences and workshops. Bruemmer advocates keeping the cost of both reasonable. In addition, he notes that SAA must select carefully the issues it pursues, get larger allied professional groups to lobby on issues of mutual concern, and communicate with members.

Bruemmer, who has been a member of SAA since 1983, has previously served on the Public Information Committee, Jameson Award Committee, Program Committee, Nominating Committee, and the Local Arrangements Committee.

■ **Lori Hefner** has been the archivist and records manager at the Lawrence Berkeley Laboratory at the University of California since 1988. In her candidate statement, she noted that "SAA requires sensitive leaders who recognize and nurture the multiplicity of



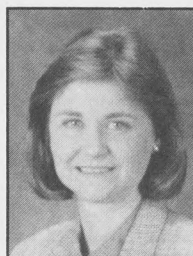
Eaton, Simmons, and Wurl to Serve on Nominating Committee

The SAA elections also yielded three members for the 1996 Nominating Committee: Fynnette Eaton, Ruth Simmons, and Joel Wurl. The Nominating Committee is responsible for identifying and selecting next year's slate of candidates, as well as drafting the questions posed to candidates.

Candidates for the 1996 Nominating Committee responded to the following question posed by this year's 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



In March members of the Society of American Archivists elected the following people to SAA leadership positions: (clockwise from top): Bruce Bruemmer, Lori Hefner, and Sharron Uhler will join Council in September and serve a three-year term. Fynnette Eaton, Ruth Simmons, and Joel Wurl will begin their one-year terms this September on the Nominating Committee.



what strategies would you employ to convince reluctant candidates to run for SAA offices." Excerpts from Eaton, Simmons, and Wurl's responses follow.

■ **Fynnette Eaton**, the Center for Electronic Records at the National Archives and Records Administration, stated that "SAA members are reluctant to run for office because they simply do not have the time to take additional duties." Eaton recommends that SAA provide a list of duties for potential candidates so that they know what would be expected of



SUMMARY OF ELECTION RESULTS

In March, 1,051 individual members out of 3,349 eligible to vote, elected the following people to leadership posts in the Society of American Archivists. Terms officially begin this September at the conclusion of the 1995 SAA annual meeting in Washington, D.C.

VICE PRESIDENT

(One-year term;
President in 1996)

- ▶ **NICHOLAS BURCKEL**
*Washington University
Libraries, St. Louis*

COUNCIL

(Three-year term)

- ▶ **BRUCE BRUEMMER**
*Charles Babbage Institute,
University of Minnesota*
- ▶ **LORI HEFNER**
*Lawrence Berkeley
Laboratory,
University of California*
- ▶ **SHARRON UHLER**
Colorado Springs Museum

NOMINATING COMMITTEE

(One-year term)

- ▶ **FYNNETTE EATON**
*Center for Electronic
Records, National Archives
and Records
Administration*
- ▶ **RUTH SIMMONS**
*William Elliot Griffiths
Collection, Rutgers
University*
- ▶ **JOEL WURL**
*Immigration History
Research Center,
University of Minnesota*

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Archival Issues Raised by Information Stored in Electronic Form

Editor's note: This position statement was approved in March by the Council of the Society of American Archivists and disseminated to listservs and to members of SAA.

Increasingly, individuals and organizations use computers and telecommunications technologies to communicate and conduct business. The rapid change in recordkeeping technologies and practices raises concerns about the retention, access, and preservation of information stored in electronic form.

The most widely publicized legal case that addressed these issues, known as the PROFS litigation, was initiated by a Freedom of Information Act request for access to electronic documents maintained by the White House.¹ The PROFS litigation has caused judicial review of questions surrounding the legal status of information stored in electronic mail systems and authority over the disposition of federal records, presidential records, and personal materials of federal officials.

The PROFS litigation raises many specific legal issues concerning the Freedom of Information Act, the Federal Records Act, the Presidential Records Act, and the Administrative Procedures Act, as well as specific technical concerns regarding the design and configuration of information systems.

The litigation also raises fundamental questions about the nature of information generated, transmitted, and stored in electronic form and the independence and authority of archivists in carrying out their responsibility to identify records, to determine their value for administrative, legal, fiscal, and research purposes, and to recommend the most appropriate methods to ensure continuing access to electronic records. The implications of the legal cases reach beyond the particular records, individuals, and institutions involved in the legal actions. Their resolution will have a lasting impact on the nature of the historical record in the information age and on the ability of present and future researchers to use electronic records as reliable and authentic evidence of past events, facts, and actions.

Therefore, the Society of American Archivists, the largest and oldest association of archivists in the United States, representing more than 3,000 individuals and 500 institutions, proclaims its position as follows:

1. Electronic communications that are created, stored, or transmitted through electronic mail systems in the normal course of activities are records.

Organizations—large and small, public and private—and individuals create records for a wide variety of purposes. Records document transactions and decisions, provide evidence of past actions, and keep track of rights and obligations. Organizations and individuals rely increasingly on electronic systems to communicate, transact business, formulate and develop policies, and disseminate regulations, policies, and directives. The records created, transmitted, and stored as a result of the use of these systems must be subject to the same statutes, regulations, standards, policies, and professional practices that pertain to records in all other formats. Organizations should review poli-

cies governing access, privacy, security, and retention of records to ensure that consistent standards are in place for all records regardless of format. The use of electronic systems to create and store records should not diminish organizational control over records, adequacy of documentation, processes for establishing accountability, individual rights to access records, or protection against the inappropriate or unauthorized use of records.

2. Professional archivists should have exclusive authority to determine the long-term value of records and the most appropriate methods for ensuring preservation and continuing access to records. In determining the long-term value of records, archivists should be shielded from undue political or personal pressures.

Archivists must have sufficient authority and independence to determine the adequacy of documentation, the effectiveness of recordkeeping systems, and the continuing value of records. Archivists should not be pressured into approving the destruction of records because they may implicate, embarrass, or expose the originators or subjects of the records to unfavorable publicity. These decisions must be based exclusively on professional judgment, guided by a professional code of ethics which forbids professional archivists from revealing or profiting from information they encounter in the course of their work.²

Professional judgments regarding the long-term value of records should not be influenced by the presence of access restrictions. SAA recognizes that access must be restricted to some records with archival value to protect personal privacy, national security, identities of informants, trade secrets, and information obtained in confidence. The presence of private, confidential, or restricted information is not a reason to destroy records. Archivists are professionally competent to meet the challenges presented by the existence of private, confidential, or sensitive information in the archival materials they administer, and accept the responsibility to administer access restrictions as an integral part of professional work. Professional archivists also accept the responsibility to consult widely with the research community when determining the long-term value of records.

3. Preserving electronic records and providing continuing access to them will require significant changes in recordkeeping policies and practices and an enhanced role for archivists in designing recordkeeping systems, appraising records, and setting standards for retention and preservation of records.

Electronic records pose significant challenges to the archival profession. The PROFS litigation is only one of many examples that illustrate the need for new methods and approaches to the long-term preservation of electronic records. The effective management of electronic records requires a clear definition of what is a record and what is not, a mechanism to segregate records from other types of information, and administrative procedures and technical means to manage records over time.

Recordkeeping systems must be designed to make appropriate distinctions between records and non-record material so that

such distinctions are made systematically, consistently, and as automatically as possible. Defendants in the PROFS litigation are now attempting to segregate records from other types of information after the fact from materials stored indiscriminately on back-up tapes and hard drives. This process is time consuming, labor intensive, and very costly.

To reduce the risk of legal actions, loss of valuable records, and expensive recovery procedures, recordkeeping requirements must be identified so that systems can segregate records from non-record material automatically. Organizations must then take appropriate measures to ensure that records with continuing value are not corrupted inadvertently, or intentionally deleted, lost through system failure, or rendered inaccessible from hardware or software obsolescence. Professional archivists can provide advice that would allow for the creation of systems able to:

- a) segregate automatically records from other forms of information;
- b) maintain the integrity and authenticity of records;
- c) ensure the accessibility of records over time;
- d) protect their confidentiality;
- e) ensure appropriate flow of records in relation to administrative processes;
- f) maintain proper documentation of systems, records, and transactions; and
- g) administer the regular and orderly disposition of records with no continuing value.

Archivists can provide advice on storage media for short-term and long-term preservation, on retrieval systems, and on proper procedures of control, audit, and review of recordkeeping practices. Archives must expand their capabilities to advise others in the maintenance and preservation of electronic records, and archival institutions must make an active effort to acquire, preserve, and provide access to electronic records when the originating organization or individual is unable or unwilling to preserve records with long-term value.

SAA believes that meeting the challenges presented by the widespread use of electronic records systems will require significant changes in archival practices and in the relationship between archivists, their parent institutions, and allied professions.

In SAA's strategic plan, goal three states that the Society will position itself to lead the archival profession and represent the interests of the profession in shaping policies and accepted practices for identifying, preserving, and using electronic records." To achieve that goal, SAA is developing guidelines and services aimed at preparing archivists to meet this challenge.

In 1993, SAA Council endorsed curriculum guidelines for automated records and techniques which recommend that all professional archivists are exposed to the basic concepts of electronic recordkeeping and automation in archives by the year 2000. In 1994, SAA established an Electronic Records Strategies Task Force to provide further guidance to the profession on electronic records issues.

Notwithstanding the many initiatives that the Society has taken, is taking, and will continue to take, the challenges presented by the ever increasing use of new information technologies and by the rapidity with which they change are too formidable to be dealt with in isolation. A larger collective effort is needed to ensure that individuals and organizations acting on behalf of society remain accountable for their actions and that future generations will be able to look to the records of the past for inspiration, warning, guidance, or simply to reflect on the past.

SAA reaffirms the ultimate importance of creating and maintaining reliable and authentic records for administrative and historical accountability. SAA seeks support, cooperation, assistance, and advice in this endeavor from allied professions and everyone concerned about preservation of the historical record in information age.

End Notes

¹ (Scott Armstrong, et al, plaintiffs v. Executive Office of the President, et al, defendants; Scott Armstrong, et al, appellees v. George Bush, et al, appellants; and American Historical Association, et al, plaintiffs v. Truly Peterson, Acting Archivist of the United States, defendant. All three cases refer to information in the PROFS electronic mail system in use in the White House.)

² SAA Code of Ethics for Archivists



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U.S. Archivist Search Continues

by Tim Ericson, University of Wisconsin-Milwaukee

The seemingly endless saga of finding a candidate to nominate for Archivist of the United States continues. In recent months the following three new names were suggested as possible nominees:

- Nicholas C. Burckel, a name familiar to SAA members (see page 6) is associate dean at Washington University Libraries in St. Louis;
- Raymond W. Smock was, until recently, employed as historian in the Office of the Historian of the U.S. House of Representatives;
- John W. Carlin is a former governor of Kansas and currently president and CEO of Midwest Superconductivity in Lawrence, Kansas.

Those who have followed the appointment process will recall that in 1993, SAA and NAGARA issued a "Joint Statement of Selection Criteria for Archivist of the United States," which was printed in *Archival Outlook* (May 1993, page 5). The statement listed seven general areas of knowledge and experience that candidates should possess.

1. Successful experience administering archival or records programs.
2. Experience working effectively with legislators.
3. Demonstrated vision for the future of government archives.
4. Proven ability to articulate a compelling defense of informational resources.
5. Experience in seeking the advice and counsel of constituent and user groups.
6. Commitment to working effectively with other offices of the federal government and others.
7. A reputation for professional excellence, leadership and effectiveness including appropriate scholarly credentials.

The procedure developed by SAA Council during early 1994, in response to suggestions by the membership, calls for a face-to-face meeting, when practicable, with potential candidates before any public statement by SAA is issued. The procedure also calls for SAA to comment only on whether potential nominees are acceptable or unacceptable. Three such discussions were held in 1994 with John Milton Cooper, Richard Kohn, and William Josephson.

Once Burckel, Smock, and Carlin were mentioned as potential nominees, SAA President Maygene Daniels contacted each of them to arrange for meetings. Smock met with three SAA representatives in Washington, D.C., on January 20, 1995. Burckel's meeting took place on January 24 in St. Louis, Missouri. The Carlin meeting took place on February 22 in Lawrence, Kansas.



Society of American Archivists Resolution on Archivist of the United States

Resolved that the Council of the Society of American Archivists:

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

has received draft submissions from SAA delegates who have met with two candidates—**Nicholas C. Burckel** and **Raymond Smock**;

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

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

Nicholas C. Burckel would be acceptable as a candidate for Archivist of the United States;

Raymond Smock would be acceptable as a candidate for Archivist of the United States.

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

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

Adopted by the Council of the Society of American Archivists, February 1995.



**Society of American Archivists
Resolution on
Archivist of the United States**

Resolved that the Council of the Society of American Archivists:

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

has received draft submissions from SAA delegates who have met with candidate **John W. Carlin**;

has received additional information and comments from archivists, archival organizations, and other sources concerning these candidate;

and concludes that, based on information currently available and in consideration of the SAA/NAGARA criteria and the National Archives and Records Administration Act of 1984 (44 USC 2103), the position of the Society of American Archivists in respect to the candidacy of John W. Carlin should be as follows:

John W. Carlin would not be acceptable as a candidate for Archivist of the United States.

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

Adopted by the Council of the Society of American Archivists, March 1995.

As in 1994, all of the meetings used the "Joint Statement" as the basis for discussion. Potential candidates were provided with a copy of this statement and other information prior to the meeting.

Following each meeting a confidential report was circulated among Council members and officers and a discussion (sometimes via e-mail) ensued. Officers and Council members then voted regarding whether the respective candidates were, in their judgment, acceptable or unacceptable to SAA as nominees. As noted in the resolution reprinted on page 10, Burckel and Smock were endorsed as acceptable. Carlin was found to be unacceptable (see resolution in left column). In all cases the consensus was unanimous. The resolutions were issued to the White House Personnel Office and since have been made available to news media and others who ask for SAA's position on the possible nominations.

In the case of the Carlin candidacy, SAA joined the American Historical Association, the Organization of American Historians, and the American Library Association in opposing the nomination.

The SAA will continue to meet with potential candidates and provide input to the nomination process when possible. Archivists everywhere hope that the process will move forward quickly so that a qualified archivist can be nominated and confirmed.



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Society Briefs

Thank You for Your Support

In the March issue of *Archival Outlook*, the Society of American Archivists extended its grateful appreciation to all who participated in the sixth annual giving campaign or who contributed to SAA with their regular dues payments as of February 17, 1995. In our fervor to account for all of the generous donations to SAA, we regretfully admit that we omitted Timothy Ericson's name from the list of donors. Thanks again to one and all.

Editor Wanted

Do you have what it takes to edit the journal of the oldest and largest national archival professional association in North America? SAA is seeking an editor for the *American Archivist* to assume duties in January 1996. If you are interested, see the ad on page 5.

Labor Day Hike

While the "other" Washington has the Cascades and Olympics, Washington, D.C., has the Potomac River and the Chesapeake and the Ohio Towpath. Ten miles or so on the C&O and adjacent trails near Great Falls, just outside Washington. Minimal elevation gain, but some inspiring views, birds and reptiles galore, and lots of history. Departure from the Hilton Hotel. For transportation information and further details, contact Nancy Sahli at (202) 501-5610 or nancy.sahli@arch1.nara.gov.

SAA Abroad

The Society of American Archivists is pleased to sponsor an exciting international travel adventure to Beijing, China, and points east, September 2-14, 1996, immediately following the SAA annual meeting in San Diego. An itinerary and details are listed on page 26.

Corrections to Leadership List

The 1994-95 SAA Leadership List should be updated as follows:

TREASURER

Lee Stout
Fax (814) 863-5318

COUNCIL

Brenda Banks
Fax (404) 651-8471

NHPRC-SAA Case Study Project

The editorial board for the NHPRC-SAA Case Study Project in the Management of Electronic Records and Automated Record Techniques met on January 23, 1995, to consider a second round of proposals. The board selected to fund six of 14 submitted proposals. They are as follows:

- "Implementing Descriptive Standards in an Automated Environment: A Case Study in Automated Techniques for Archives," by Jean Dryden, United Church/Victoria University Archives, Canada;
- "Developing Collaborative Structures for Expanding the Use of University Collections in Teaching and Research," by H. Thomas Hickerson, Cornell University, Ithaca, New York;
- "The British Columbia Automobile Association," by Judith Kovacs and Alexandra Bradley, Harwood Information Associates/British Columbia Automobile Association, Canada;
- "The Archival Administration of Electronic Records, Focusing on the Activities of the Records Management Unit of the Insurance Corporation of British Columbia," by Grant Mitchell, Insurance Corporation of British Columbia, Canada;
- "New York State Inmate Records Project," by Thomas D. Norris, New York State Archives and Records Administration; and
- "Generating and Managing Records in Office Automation in a Financial Services Market," by Barbara Reed and Frank Upward, Monash University, Australia.

The total number of funded case studies now totals ten, with four selected in a prior round. Elsie Freeman Finch serves as editor of the series.

Archival Idea Exchange

Thank you to all who responded to the "Archival Idea Exchange" in the January issue of *Archival Outlook*. Unfortunately, we were so chock full of news in this issue we had to bump your ideas to the July issue. Be on the lookout for valuable tips.

Publication Reprinted

A Handbook for Film Archives has been reprinted and is now available. Contact SAA publications, (312) 922-0140.

SAA DEADLINES

MAY

- 5 Job announcements for June *SAA Employment Bulletin*
- 16 Registration for "Getting Your Piece of the Pie: Strategies for the 90s" in St. Louis
- 20 Nominations for graduate student participation in 1995 SAA annual meeting session

JUNE

- 5 All submissions (including job ads) for July *Archival Outlook*
- 15 1995 annual meeting audio-visual deadline
- 30 Indication of interest form for 1996 Beijing Tour (see page 26)

JULY

- 1 Letter of interest for position of editor, *American Archivist* (see page 5)
- 5 Job announcements for August *SAA Employment Bulletin*
- 28 1995 annual meeting early bird registration deadline
- 28 1995 preconference workshop registration deadline

AUGUST

- 5 All submissions (including job ads) for September *Archival Outlook*
- 11 1995 annual meeting registration deadline (after this date, all registrations will be onsite)
- 11 1995 annual meeting tour registration deadline

SEPTEMBER

- 5 Job announcements for October *SAA Employment Bulletin*

OCTOBER

- 5 All submissions (including job ads) for November *Archival Outlook*

spotlight



MENZI BEHRND-KLODT has joined the staff of Circus World Museum, Baraboo, Wisconsin, as archivist.

MARISA KELLER has been named the archivist for the Corcoran Gallery and School of Art, Washington, D.C.

The Texas State Library and Archives Commission has selected **ROBERT MARTIN**, associate dean of the Louisiana State University Libraries, to become the new Director and Librarian of the Texas State Library. Martin, who has overseen the special collections of the LSU Libraries since 1985, has held academic library positions at the University of Texas at Austin and the University of Texas at Arlington, and has extensive experience as a consultant to academic and research libraries and archives. As Director and Librarian, Martin will oversee the activities of the State Library, which promotes the development of library services, especially in public libraries, throughout Texas; provides access to public information for both citizens and state government; provides library services to Texans with visual or physical disabilities; and oversees the State Archives and the management of state and local records.

The Graduate School of Library and Information Science at the University of Texas at Austin recently appointed **KAREN MOTYLEWSKI** to the position of director of Preservation and Conservation Studies. Motylewski was formerly the director of the Field Service Program at the Northeast Document Conservation Center, where she has had wide-ranging involvement with the preservation needs of libraries, archives, and historical societies.

TANYA L. ZANISH, former Special Collections archivist at the Alabama Department of Archives and History, is the new curator of the archives of Women in Science and Engineering, inaugurated in 1994 at Iowa State University in Ames, Iowa.

In Memoriam

The Council of the Society of American Archivists wishes to express its profound regret and sorrow at the untimely death of **ALAN M. TUCKER**, 52, of the Research Libraries Group, Inc. Tucker died on February 24 in Redwood City, California, after a brief illness.

When the Society awarded its Distinguished Service Award to RLG at its 1994 annual meeting in Indianapolis, it noted RLG's long history of contributions to the archival profession, most especially its assistance in the development of the MARC AMC format and its implementation of that format in its Research Library Information Network (RLIN). As the citation noted, this format "has been a lasting achievement that has already brought profound change to archival institutions, the archival profession, and the research community. RLG has done more than any other institution in the world to achieve a working system for archival information exchange on a truly national and international scale." What the citation did not say, and what Mr. Tucker, in his own modesty in receiving the award, did not admit to, was that none of these things would have happened without the considerable energies and intelligence of Alan Tucker.

Although not an archivist himself, Alan quickly came to appreciate the importance of descriptive information about archival materials as a part of RLIN. Towards that end, Alan worked assiduously and tirelessly helping archivists and manuscript curators on the one hand to understand and adapt themselves to the complexities of modern information systems, and, on the other hand, convincing librarians and RLG member institutions that the implementation of the AMC format was an essential step towards the evolution of RLIN into a "cultural information system." It is hard to think of any other "non-archivist" having had such a profound impact on our profession.

Alan's piercing intellect and unswerving devotion to the cause of improving access, not only to primary source materials, but to the entire range of cultural artifacts, will be sorely missed—all the more so as we struggle with the bewildering challenges of the rapidly exploding world of electronic information dissemination and access. Alan would have understood these challenges and would have helped the archival profession to understand them. SAA expresses its sincerest condolences to RLG and its staff and to the many among us who either worked with him or were touched in one way or another by the unique talents and contributions of Alan Tucker.

Obituary

COLIN LANCE MURRAY, 29, of Baltimore, Maryland, passed away in February. Murray joined the staff of the Chicago Public Library in November 1991, where he served as the curator of the Harold Washington Collections until his health began to fail.

Prior to joining the staff of the Chicago Public Library, Murray worked at the Enoch Pratt Library, Morgan State University Library, Prince George's County Public Library, and the Smithsonian Institution's Department of Sites and Travel Exhibitions in Washington, D.C.

Murray was a member of the Society of American Archivists, the American Library Association, and the Black Caucus of the American Library Association.

He earned a bachelor's degree from the University of Maryland-Baltimore and a master's of library science degree from the University of Pittsburgh.

If you are new to SAA, the annual meeting is an ideal opportunity for you to make contacts, learn more about the profession and discover ways to get involved in SAA. Kim Barata, a student at the University of Pittsburgh, comments, "I attended my first SAA annual meeting last year in Indianapolis. As a student, I found it to be an excellent opportunity to meet with my mentor, become involved with roundtables and sections, network with professionals in my areas of interest, and generally gain insight into how SAA functions. I would strongly encourage all new members to make the annual meeting an integral part of their ongoing educational and professional experience."

Nearly 1,200 archivists will converge on the city of Washington, D.C., the week of August 28, 1995, to participate in seven days of education, exploration, professional renewal and connections. We would like to see you there and offer the following tips to help you prepare for an extraordinary experience.

Ask for Support. While you know that your continuing education provides a long term benefit to your employer, the keepers of the purse strings may not. If you haven't already approached your employer for support, do so now. Try presenting your supervisor with a memo identifying the sessions, meetings, tours and other scheduled events that relate to your professional priorities for the coming year. Include a list of similar institutions that send representatives to the annual meeting. Discuss in detail how your attendance at the meeting will contribute to the institution's success:

Identify and communicate your goals for attending the meeting. Elizabeth Adkins, archivist for Kraft Foods, comments "Kraft benefits from my attendance at SAA in a number of ways: First, I increase my professional knowledge, so I do my job more efficiently. Second, I increase my professional contacts, so that if I run across an issue in managing the archives at Kraft, I can call friends for advice and referrals. Third, I keep a presence in the archival community, which means that if a vacancy opens up at the Kraft Archives, we can attract the highest quality candidates. If your institution is reluctant to support your attendance at SAA, remind them that the profession is constantly growing, and that new issues, such as management of electronic records, require you to stay in touch with professional developments."

Take Advantage of Money Saving Opportunities. Many opportunities exist for attending the annual meeting on a shoestring budget. One way to cut down on expenses is to identify one or more people to room with at the convention hotel. The SAA roommate service, which can be accessed through your annual meeting registration form, will help connect you

with someone who is looking to share a room. Room rates at the Washington Hilton and Towers are \$95 single and \$115 double. Save on airfare by using SAA's convention discount with United Airlines and Southwest Airlines. Ten percent discounts on the lowest fares available is offered by both airlines, the fare code numbers for each are as follows: United - 591NR and Southwest - A4675. Register for the meeting by July 28, 1995, and save \$30 on the registration fee. Doing so, with a visa or mastercard, gives you more time to save money. When you reach the annual meeting site, be creative about dining and local transportation options. In Washington, D.C., there are a variety of restaurants, coffee shops, and grocery stores near the hotel. The Metro, the city's underground transportation system, offers affordable and convenient access to many locations in the area.

Peruse the Preconference Workshops Listing. Do you have a special area of interest that you would like to develop?

Consider attending one of SAA's fifteen preconference workshops offered on Monday, August 28 and/or Tuesday, August 29. According to Jane Kenamore, SAA education officer and senior archivist, "The increasing demand for information on new technologies has brought about the development of new courses such as 'Cyberspace for Archivists,' 'The Digitization of Photographs,' 'Permanence and Care of Color Photographic and Digital Images,' and 'Automating Processing Practices and Finding Guides.' " Other workshops being offered include "Archives: An Introduction," "Records Management for Archivists," and "Grant Proposal Listing." (For a complete listing of workshops, see page 17.)

Get Ready for an Extraordinary Week in Washington, D.C.

by Debra S. Mills
Meetings/Member Services Director

Highlight the Educational Sessions That Interest You. Marking your preferred sessions in advance will help you prepare your schedule for the annual meeting week. Deborah Skaggs, archivist at the Alabama Department of Archives and History and program committee chair for this year's meeting comments that, "Diverse and common interests of the profession are reflected in the program's eighty-five sessions which deal with all facets of archival work and professional issues." This year's session topics include moving image preservation, legal issues, documentation, description, appraisal, electronic records issues, outreach, digital imaging, primary sources, and much more. International Archives Day, Saturday, September 2, will feature sessions with twenty archivists from twelve countries and a keynote address from Jean-Pierre Wallot, the Archivist of Canada and president of the International Council on Archives. A closing plenary session will give an overview of the days events.

Note when Section and Roundtable Meetings will be held. Pay special attention to the meeting times of sections and roundtables that interest you. Not only are these meetings edu-

cational, they provide excellent opportunities for connection. Stephen Wagner, archivist and records manager for the Oncology Nursing Society and chair of the Science, Technology and Healthcare Roundtable comments, "Sections and roundtables are the only places where you are guaranteed to meet archivists with similar interests and projects. They are also the first place new members interested in participating in SAA should go."

Review the Repository Tours and Open Houses. Plan to take advantage of numerous repository tours and open houses at minimal or no cost. Marisa Keller, archivist at the Corcoran Gallery and School of Art Archives, is an active member of the local arrangements subcommittee that coordinated these events. "The Local Arrangements Committee has worked hard to provide members with a wide range of repository tours and open houses. The Washington area is rich in resources, and we invite members attending the meeting to take advantage of this opportunity to be introduced to repositories such as the Holocaust Museum, the Library of Congress, the Center of Naval History and the George Meany Archives." Other tours may be added, so check with the Local Arrangements Committee desk in Washington, D.C., for a complete schedule.

Plan to Visit the International Archives and Information Technology Exposition. Take the opportunity to talk with exhibitors at the International Archives and Information Technology Exposition, many of whom serve as excellent sources for education and problem solving. "I always plan time for the exposition because I find that discussing my specific needs with vendors helps me to identify answers to difficult questions," comments Stephen J. Fletcher, curator of Visual Collections at the Indiana Historical Society. Vendors welcome members' questions and value their input. Larry Gates, president of Metal Edge West, notes that "The exposition gives us the opportunity to develop new products applicable to the industry and to satisfy the needs of our customers."

Register Early for Limited Enrollment Sessions, Tours and Special Events. Registering early helps to ensure a space for you in a session, tour, or special event. The maximum capacity for most limited-enrollment sessions is thirty; for tours forty-five. The limited-enrollment sessions cover topics such as preserving and accessioning electronic records, intellectual property rights, oral history interviewing, documentation planning, and school teachers and archivists.

The Local Arrangements Committee has developed an array of tours from which you can choose. Preconference tours include full-day trips to Monticello, the home of Thomas Jefferson, and to Annapolis, the charming capitol city of Maryland. A half-day tour to the History Factory, a 15,000-square foot facility

where 22 archives of corporations and associations are stored, is also scheduled for Tuesday, August 29.

A University of Maryland Archives tour, and a walking tour of U Street/Shaw, as well as a special tour of Archives II is planned for Wednesday, August 30. "With 1.7 million square feet of space, Archives II represents the largest archival facility in the world. The footprint of the building is 6.8 acres and the entire complex consists of thirty-three acres," notes Walter Hill, co-chair of the 1995 Local Arrangements Committee and a consultant archivist in the User Services Division of the National Archives and Records Administration. *This will be the only opportunity during the annual meeting week for members to take a formal tour of the facility.*

Other tours throughout the rest of the week include a tour to Harper's Ferry, Mount Vernon, the National Cathedral, Georgetown, a Civil War Battlefield tour, Black History tour, Eastern Market, and an Architecture of Washington tour. A post-conference tour of Colonial Williamsburg is scheduled for Sunday, September 3.

You will want to register in advance for ticketed special events such as the opening banquet, the National Museum of American History reception, and the closing brunch. The opening banquet will set the tone for the week ahead with remarks from SAA President Maygene Daniels, Local Arrangements Committee Co-chairs Bruce Ambacher and Walter Hill, and Program Committee Chair Deborah Skaggs. It will also give you the opportunity to renew acquaintances with colleagues from across the country. The reception at the National Museum of American History will feature exhibits like the "First Ladies: Political Role and Public Image." The closing brunch will offer you the final chance to visit with colleagues, listen to closing remarks from incoming SAA President Brenda Banks, and enjoy presentations by the chairs of the 1996 Local Arrangements and Program Committees.

Send Your Registration with Payment to the SAA Office by July 28, 1995. Make the early bird deadline and save \$30.

An extraordinary week is yours to be had, so plan for it. If you have never been to an SAA annual meeting, you don't know what you are missing! Sister Catherine Louise La Coste, archivist for the Diocese of San Diego, went to her first SAA annual meeting several years ago. "Those early days of attending SAA meetings proved helpful in many ways. Not only was I receiving information and help on how to organize, arrange, and accession information dating back to 1776, but I was getting to see parts of the United States I had never seen before. I also made many new friends."

Come join us in Washington, D.C., for an experience that you will never forget!



The Society of American Archivists

**1995 ANNUAL MEETING
August 28 - September 3
Washington Hilton and Towers
Washington, D.C.**

**\$95 single; \$115 double
Early Bird Registration Fee -
\$180**



Education Notes

by Jane Kenamore, Education Officer

Development of Curriculum in Archival Descriptive Standards

The National Historical Publications and Records Commission has approved funding for an SAA proposal to develop a continuing education curriculum in archival descriptive standards, to begin on July 1, 1995 and extend through December 31, 1996. The National Endowment for the Humanities is also considering the proposal.

The proposed curriculum will address all aspects of archival descriptive standards. It is composed of a five-day institute on the fundamental aspects of archival description, plus four workshops of a more specialized nature.

Five-Day Institute

(This can be broken into three sequential workshops)

- *Archival Cataloging as a Component of Archival Description* (two days)

This first component of the institute will introduce archival cataloging in the context of archival description and will place cataloging as a part of the descriptive process. It will address the following concepts:

- levels of archival description;
- collection-level, series-level, and item-level cataloging;
- components of archival description, such as content, context, and physical characteristics;
- differences between archival and manuscript materials, insofar as those differences relate to description.

- *Access Points* (two days)

This second component will focus on the concept of authority control, content analysis, and the formation of searchable access points in an archival catalog record. Workshop content will include the formation of access points for persons, geographic names, corporate bodies, and subject analysis and access using the Library of Congress Subject Headings and the Art and Architecture Thesaurus.

- *Application of the USMARC Format* (one day)

The third segment of the institute will address some of the material currently covered in the SAA workshop "USMARC Format for Archival and Manuscripts Control," focusing on the structure of the format and instruction on how one tags a record. While the emphasis will be on the USMARC format for archives and manuscripts, the workshop will also address the USMARC format for visual materials (USMARC VM) and the implications of format integration.

Four Specialized Workshops

- 1) *Implementing Automated Archival Cataloging Systems* (two days)

This unit will address the implementation of systems that can import and export USMARC AMC records. The course will examine and provide demonstrations for such systems as RLIN, OCLC, NOTIS, MicroMARC:amc, Minaret, GENCAT, Bib-

Plan Ahead!

Is your regional group thinking about hosting an SAA workshop in the spring of 1996? The time to plan for that is now! New workshops (see listing at right) such as "Planning New and Remodeled Archival Facilities," and "Automating Processing Practices and Finding Guides" will be available for co-sponsorship in the spring, along with the regular list of SAA workshops. In order to obtain the course of your choice, submit your request by August 1.

Early arrangements will also allow SAA to publicize the workshop and your meeting in continuing education directories that are circulated to archivists beyond the usual SAA/regional audiences.

For information on co-sponsorship or for descriptions of all the workshops available, please contact Jane Kenamore, (312) 922-0140, e-mail jkenamore@saa.mhs.compuserve.com or fax (312) 347-1452.

liofile, and AutoCat. The workshop will address the capabilities, data entry, reports, installation, and costs for each system.

- 2) *Archival Cataloging for Librarians* (one day)

This course will target librarians, who have been given responsibility for cataloging archives and manuscripts, but have no archival training. The course assumes basic knowledge of bibliographic control, USMARC, and Anglo American Cataloging Rules (AACR2), and will focus on the differences between bibliographic and archives/manuscript control, considering such issues as provenance, collection- and series-level description, the use of note fields, records changing over time, and access points and archival authority issues.

- 3) *Advanced Concepts in Authority Control* (one day)

This workshop will target archivists, who are actively involved in cataloging and have encountered difficulties, particularly regarding access points. The course will focus on practices for headings management, particularly names and subject terms, and other archival access fields, such as form of material, function, and occupation. The use of thesauri and other vocabulary tools will be addressed, along with current practices and issues relating to authority information.

- 4) *Introduction to USMARC AMC and Automation* (half-day)

This introductory overview is for individuals who are interested in learning the purpose for the USMARC AMC format and how it can be used with automated systems, but are not ready to undertake the entire descriptive standards curriculum. It will target managers and others looking for the most basic information.

Curriculum Packets. The major products of the project will be curriculum packets that will standardize the courses, eliminate duplication between the courses, and facilitate teaching for

Preconference Workshop Fees

Following is a list of preconference workshops, accompanied by registration fees. An asterisk (*) indicates a new workshop. For complete descriptions of the workshops scheduled for the SAA annual meeting in Washington, D.C., please see the Education Notes in the March 1995 issue of *Archival Outlook*.

**Planning New and Remodeled Archival Facilities* (August 28-29) SAA members \$159; nonmembers \$194

The Acquisition, Processing, and Reference of Congressional and Legislative Collections (August 28-29)
SAA members \$209; nonmembers \$249

Managing Electronic Records (August 28-29)
SAA members \$209; nonmembers \$249

Records Management for Archivists (August 28-29)
SAA members \$219; nonmembers \$259

Archives: An Introduction (August 28-30)
SAA members \$259; nonmembers \$295

**The Permanence and Care of Color Photographic and Digital Images* (August 28)
SAA members \$109; nonmembers \$129
(Joint fee with *Digitization of Photographs*:
SAA members \$209; nonmembers \$249)

**The Digitization of Photographs* (August 29)
SAA members \$109; non-members \$129

(Joint fee with *Permanence and Care of Color Photographic and Digital Images*: SAA members \$209; nonmembers \$249)

Training the Trainer: Teaching Techniques and the Adult Learner (August 28)

SAA members \$109; nonmembers \$129

(Joint fee with *Case Teaching and Case Writing in Archival Education*: SAA members \$209; nonmembers \$249)

Case Teaching and Case Writing in Archival Education (August 29) SAA members \$109; non-members \$129

(Joint fee with *Training the Trainer*: SAA members \$209; nonmembers \$249)

**Automating Processing Practices and Finding Guides* (August 29) SAA members \$109; nonmembers \$129

**Case Studies in Appraisal* (August 29)
SAA members \$109; nonmembers \$129

**Management: Getting Things Done When You Are Not in Charge* (August 29) SAA members \$119; nonmembers \$139

**Cyberspace for Archivists* (August 29)
SAA members \$109; nonmembers \$129

Grant Proposal Preparation (August 29)
SAA members, \$95; nonmembers, \$119

Security in Archives and Manuscripts Repositories (August 29) SAA members, \$119; nonmembers, \$139

instructors involved. Each packet will contain the following elements: goals and objectives; intended audience; general description of the course; course outline in the form of a daily schedule; detailed lecture outline; advance readings; onsite handouts; case studies and/or exercises; bibliography; teaching notes; participant evaluation forms.

Course Developers and Reviewers Needed. Individuals with expertise in descriptive standards and an interest in interactive learning are encouraged to apply to develop or review course packets for each of the segments of the curriculum. Course developers will receive training via a special conference to be held on July 28-30, 1995, that will include a seminar on evolving conceptual, theoretical, and practical issues that will affect the curriculum, and a workshop on interactive learning and ways to incorporate such techniques into a descriptive standards course. They will also have the opportunity to meet with developers of other components mid-way through the development portion of the project, to ensure that all aspects of the topics are covered and little or no duplication exists. Course developers will receive honoraria for completed course packets.

Reviewers will also have key roles throughout the project. Experts in descriptive standards will be assigned to review one or more course packets, while a professional educator will review each course packet for the interactive component. Reviewers will attend the July conference along with the course

developers, so they will have the benefit of a similar knowledge base. They will receive honoraria for completed reviews.

Reviewers will have the opportunity to evaluate the first draft of the curriculum packet submitted by the course developer for technical accuracy, organization, and style. The course developers will consider the reviews and make revisions to curriculum materials, before the packets are circulated to the Committee on Archival Information Exchange, the Education Office Advisory Board, Committee on Education and Professional Development, and SAA Council for final review.

The curriculum packets are scheduled to be ready for instructor use at the end of December 1996. During the last six months of the project, instructors will be selected and attend a three-day conference similar to that attended by course developers and reviewers. This conference will include a seminar on descriptive standards issues and a workshop on interactive learning methods.

Project funding will end with the development and publication of the packets. Following the project, the new descriptive standards curriculum will become part of the regular SAA continuing education curriculum.

If you would like more information on the project, and particularly if you would like to apply to develop or review one of the courses listed, please contact Jane Kenamore, project manager, (312) 922-0140 e-mail jkenamore@saa.mhs.compuserve.com or fax (312) 347-1452.

Editor's note: "Illuminations" is a new feature that will regularly appear in Archival Outlook. Based on reader requests for "how-to" information, these articles will briefly address archival topics and refer the reader to more in-depth resources.

Talking to the Angel:

Beginning Your Public Relations Program

by Elsie Freeman Finch and Paul Conway

Archivists, together with all professionals who work with several publics, establish their public relations daily. Whether those relations are useful or harmful, sound or unsound, good or bad depends on how well the archivist understands the nature, purpose, and pervasiveness of public relations in an archival program. Good public relations requires that you assess public attitudes toward your institution, keeping them in mind as you make policy decisions; that you know how those decisions will affect public opinion; and that you choose the channels of communication that will make those decisions acceptable to your publics.

There is a larger premise of public relations, one that supersedes all others: the public relations of an institution is no better than the quality of its management decisions and its service to the public. As a member of a profession that works directly with the public, providing information that the public needs, the quality of service you provide affects not only the people you meet daily, but determines the nature of your relations—your public relations—with communities well beyond that circle. How does this happen?

Your archives has many publics. They include not only those who do research in your institution or seek substantive information from you or your holdings, but staff of the archives, volunteers, donors, resource allocators, members of the community in which your archives is located, and your own colleagues. These publics have at least two characteristics that are important to remember: they are interlocking and they are interchangeable.

What the public relations minded archivist knows is that at any instant, these publics can change roles. Each of these publics must be kept in mind as you serve any one of them, and each has high expectations relating to your probity, your education and professional training, and the quality of your service.

Of these, the quality of your service is the most tangible and visible, and that service, wherever any public finds it, either meets or fails to meet those expectations.

The message of service—good, indifferent, or bad—reaches all of our publics. It reaches them because word of mouth is the principle source of information about cultural institutions, including archives. It reaches them because our publics interchange roles regularly. When we were children, many of us were told that we would never know when we were talking to an angel. Today, that whimsical instruction has metaphoric overtones for us as professionals. Today's researcher is tomorrow's board member; yesterday's exhibit viewer is today's donor. We send messages to all when we send them to one. The researcher in front of you may be your angel, for good or bad, depending on you and the policies of your institution.

Sensitivity to the needs of your publics must reach all levels of your organization, beginning with your mission statement, legislation, or other terms of governance. The archivist who has a public relations orientation is also politically astute. He or she understands that information about users must be used to formulate—or change—policy. The policy and procedures that result should pervade every function of the archives and each staff level. These are management functions either in your control or that of others. If you cannot mandate change, you must prepare to influence change. What you learn about users must be stitched into the managerial fabric of your archives; otherwise it serves no useful purpose. When it becomes policy, it conduces to good service and good public relations.

What are the basic elements of service that are fundamental to good public relations?

Training. Effective public relations is linked closely to the public's sense of the range and quality of the archivists' education and professional training. To provide the best service to your clientele, you must continue your training, wherever you find it. Among the sources of this training are venues provided by national, regional, and local professional organizations, not only in archives but in the library and information fields.

Remember, you don't carry public relations alone. The technical and support staff of the archives is often on the front line, meeting and serving the public. However you choose to train and engage staff, remember you are doing it to serve better the publics on whom you all depend.

Relations with Researchers. If you want a collegial relation with users—a partnership, not a superior-inferior relation, either way—remember that peers attract peers.

Understanding that you have control over the visual and behavioral messages you send the user—through your appearance, eye contact, listening skills, space, and style of speaking—is knowledge that can be put to immediate use. Studies have shown that the simple no-cost techniques improve accuracy of service and patron satisfaction. Using this information ethically and effectively is also a necessary element in developing good public relations.

Physical Environment. From a public relations view, the built environment and the way it is maintained is rich in sensory clues that tell visitors about the nature of the place they are in.

“When we were children, many of us were told that we would never know when we were talking to an angel. Today, that whimsical instruction has metaphoric overtones for us as professionals. Today’s researcher is tomorrow’s board member; yesterday’s exhibit viewer is today’s donor. We send messages to all when we send them to one. The researcher in front of you may be your angel, for good or bad, depending on you and the policies of your institution.”

You the archivist can send an intentional, conscious message to users that your archives is accessible, comfortable, and current. More importantly, you can persuade upper management that physical environment counts; it sends a message about your archives, how you welcome users, and how you want to be perceived.

Psychological environment. Few archivists would disagree that use of an archives should be free of economic, sociological, or ideologically biased prejudices, but any of us would also admit that in too many archives, some users are seen as more equal than others. We must remember that in a democracy, access to information is not only a right but a necessity.

The Records. Archivists have control over certain characteristics of records that can limit or advance access to them. The physical condition, description, restrictions, uses of records, and users of records are all significant to public relations. The public relations minded archivist understands that people in our market-oriented culture are far less interested in knowing what an archives contains—and even less what archivists do—than they are in learning about the products created by research and how these products help them.

The kind of detail we build into finding aids and give the researcher in person governs our ability to help that person quickly, which in turn affects his or her view of our skills. This information has several managerial and public relations implications. The most obvious is that we don’t know enough about how researchers approach our material. Studies tell us that finding out what users plan or have produced from their research, rather than asking them what they call themselves based on occupational categories we have defined, yields information that has managerial, professional, and public relations uses.

We suggest that access is a matter of general program planning and daily implementation; that it is largely cost-free; and that it is intimately related to good public relations. Put otherwise, every day’s activities affect public relations. Every day


that is seen from the user’s point of view is one well spent, without cost, on good public relations. To the extent that this view is built into policy that invariably and overwhelmingly reflects the repository’s bureaucratic needs and interests, that repository has improved its public relations position.

Good public relations begins simply with a focus on the user’s interests, requirements, comforts, and intended products. Our job as archivists is to mobilize that information, integrate it as well as we can into policy, keeping in mind that our purpose is to maximize the use of the records in our stewardship, and then make these policies clear to the public in their terms. Our professional interest and those of the public coincide: the best management decisions and the best service create the best public relations.


Source

This information has been excerpted from “Talking to the Angel: Beginning Your Public Relations Program,” chapter one in *Advocating Archives: An Introduction to Public Relations for Archivists*, edited by Elsie Freeman Finch (Chicago: Society of American Archivists and Scarecrow Press, Inc., 1994), 198 pages, hard cover. This highly recommended resource provides practical advice on all aspects of public relations and aims to make public relations skills an integral part of archival management. Available from SAA: list \$45, SAA members \$39.50, plus \$6 shipping/handling. Contact SAA publications at (312) 922-0140 ext. 21, or e-mail info@saa.mhs.compuserve.com.

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Current Activity Reports Help Us Help You

Deborra Richardson
Committee on Goals and Priorities

When you see the phrase "Current Activity Report form," what does it bring to mind? Fear? Pain? Curses? It does not have to be this way. The Committee on Goals and Priorities has heard your requests for an easier form and is currently working to revise it. Next year SAA groups will be working with a current activity report form that will clearly and more easily communicate to SAA membership and leadership the goals and priorities of the Society.

There are several avenues you can travel to get help when these forms arrive in your mailbox. You can work with your Council liaison, members of the Committee on Goals and Priorities, or you can call the SAA office. Although all of these individuals have different responsibilities, each can give you valuable information about filing reports and lead you to the correct person for specific problems.

What do we learn from your reports? Your accounts of activities help the leadership to determine the following:

- issues and concerns;
- goals for the Society;
- priorities for the Society;
- progress made by the Society in achieving its goals;
- trends within the profession; and
- initiatives that you would like SAA to establish.

Your reports help us to help you. When we receive your reports we look for a variety of details. What activities and issues are being addressed by more than one group within SAA? We can inform those groups of the activities in common and suggest ways to coordinate. In general, we look for activities that require funding, encouragement, or support, so that we can advise you of potential financial resources, general information, or guidance on SAA policy that will make your projects successful.

Of course, we are looking for activities which support the Society's mission and the goals of the strategic plan which your input created. The leadership shaped the strategic planning initiatives through your communications, in writing, on the telephone, via fax, on the Internet, and through your Current Activity Reports.

The bottom line is you. You are the Society of American Archivists. You set the tone for the organization. You give the leadership ideas for initiatives, goals, and priorities. Your suggestions determine the professional organizations with whom we form alliances. Your activities, both routine and unique, set the Society's momentum.

So, the next time you spy your Current Activity Report form (or any other SAA form for that matter), don't groan. Think of it as a tool that helps us to help you.

New Council Members

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interests and backgrounds of archivists." Hefner will look for opportunities to assure that archivists from smaller institutions and those with non-traditional collections are included in SAA's planning and programs. "I believe it is important for SAA leadership continue to look for opportunities to improve archival education and training for the profession as a whole," Hefner said.

Hefner has been a member of SAA since 1976. Her service to the Society includes participation in a number of sections and roundtables, Annual Meeting Program Committee and chair, Committee on the Status of Women, Membership Committee, Nomination Committee and the Task Force on Archives and Records Management. In addition, she has also instructed the SAA workshop, "Records Management for Archivists."

■ **Sharron Uhler** has been the archivist at the Colorado Springs Museum since 1989. In her candidate statement, she indicated that she is "a member of that elite group of one-person shops" to which the question posed by the Nominating Committee is addressed. To encourage participation, Uhler would continue to state the needs of archivists with similar circumstances as her own. "I believe that instituting a three-tiered approach to meeting the needs of institutions of all sizes—large and sophisticated electronically, intermediate, and small—is something which can be incorporated nationally so that smaller and non-traditional institutions will not be left in the dust."

Uhler has been a member of SAA since 1982. She has served on the College and University Archives Steering Committee, Nominating Committee, Committee on the Status of Women, Membership Committee, and as co-chair of the Awards Committee.

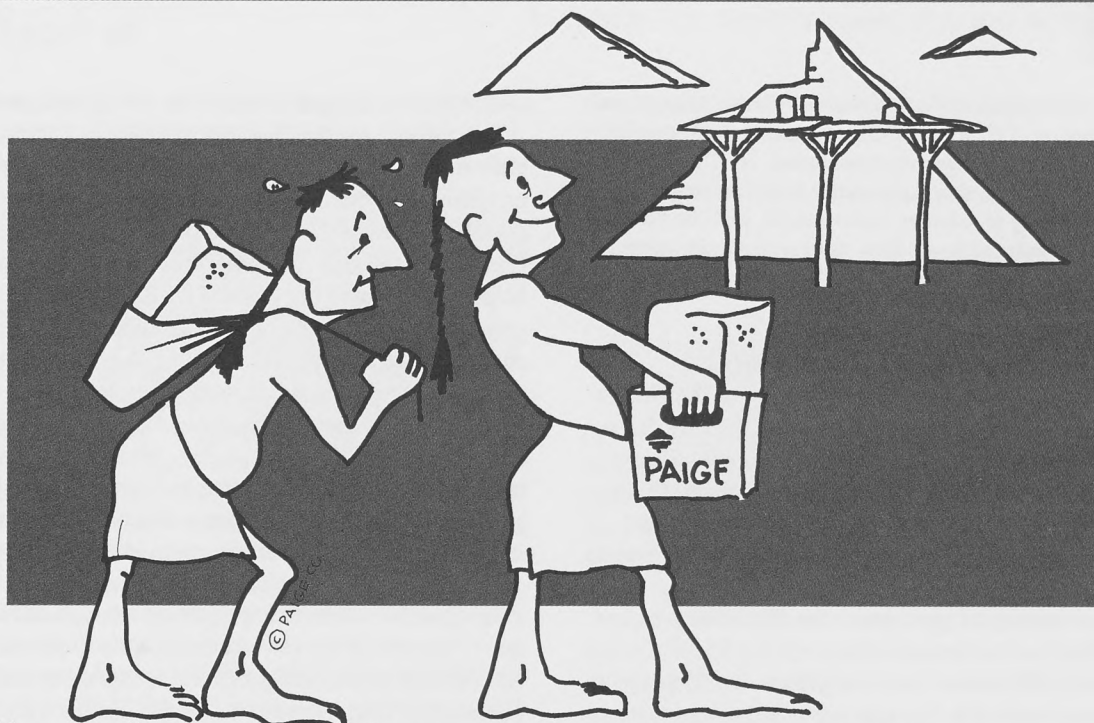
New Nominating Committee Members

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them and that SAA build on the strong initiatives to encourage younger members to participate actively in all aspects of the Society by extending these offices to newer members in the Society.

■ **Ruth Simmons**, curator of the William Elliot Griffis Collection at Rutgers University, responded that she "would try to make sure that the potential candidate had a reasonable understanding of the burdens of the office and considered the potential benefits of service—both personally and to the organization." She expressed concern that "the current economy will impact negatively on our commitment to broad representation." She suggested that Council "examine the effect of economic issues on representation."

■ **Joel Wurl**, curator and assistant director of the Immigration History Research Center at the University of Minnesota, stated that "the most effective way for a Nominating Committee member to persuade people to run is to convey clear and thorough information on the duties of the proposed office. Nominating Committee members must simply articulate in a straightforward manner what the assignment involves, offer to answer any questions, and give the individual a little time to wrestle with the decision. Following that, if the invitation isn't accepted, it isn't meant to be, and contriving a different outcome isn't in the best interests of the individual or SAA"



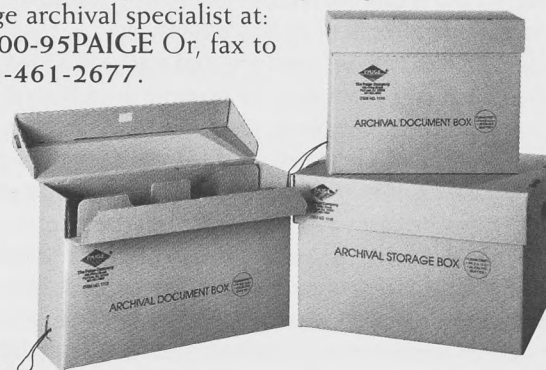
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Washington Beat

by Page Putnam Miller

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

Appropriations Hearings on NARA and NHPRC

On March 21, Ira Berlin, professor of history at the University of Maryland and the founder and director of the Freedmen and Southern Society Project, and I testified before the House Subcommittee on Treasury, Postal Service, and General Government of the Appropriations Committee. The hearing offered public witnesses the opportunity to testify on the FY'96 budgets of any of the federal programs under its jurisdiction.

I urged the committee to appropriate the President's request of \$195.291 million for the National Archives and \$6 million—\$2 million above the President Clinton's request, but 33 percent less than the appropriation for this year—for the grants program of the National Historical Publications and Records Commission. I noted that at the same time that the National Archives is cutting its staff, it is taking on many new tasks. These include a major role in facilitating the implementation of the John F. Kennedy Assassination Records Collection Act; processing the records for the new Bush Presidential Library; servicing large numbers of recently declassified records; providing guidance to federal agencies on preserving electronic records; adjusting to the opening of the new research facility, Archives II, at College Park, Maryland, which doubled the research facilities of the National Archives; and planning for the additional records that will be sent to the National Archives as a result of agency downsizing.

I stressed the disparity between reduced staff and added responsibilities and urged that there be no reductions from the President's request. Speaking from years of experience with NHPRC grants, Ira Berlin made an eloquent and passionate plea for additional funding. He noted that through a special program many documentary history volumes are now available in libraries around the world. "It has not been lost on the people of these nations," he said "that no other nation in the world has so openly made the record of its history available." Referring to grants for records preservation and description, he stressed that there is hardly an archival repository in the United States that has not benefited from the NHPRC's material and intellectual assistance. Berlin also urged a \$2 million increase in the NHPRC grants program for FY'96. Chairman Jim Lightfoot (R-Iowa) was gracious and expressed appreciation for our testimony. He asked no oral questions but did give us a list of standard questions that all witnesses received.

Sheldon Hackney Presents Testimony at NEH Hearing

On March 21, the House Appropriations Subcommittee on Interior and Related Agencies, chaired by Rep. Ralph Regula (R-

OH), held a hearing to consider the FY'96 budget for the National Endowment for the Humanities (NEH). Sheldon Hackney, chair of NEH, was the only witness. It was a cordial hearing with no harsh questions. Four members of the subcommittee—Regula (R-OH), Skeen (R-NM), Yates (D-IL), and Skaggs (D-CO)—were present. Hackney described the purpose of NEH as helping to preserve our cultural heritage, promoting citizenship grounded in an appreciation of our fundamental principles, and ensuring that the humanities belong to all Americans regardless of how much they make or where they live. (*The Council of the Society of American Archivists in February adopted a resolution in support of NEH; see page 31*). He called attention to the many prize-winning books that had resulted from NEH research grants and talked about the ways that NEH has assisted in improving the equality of education in America.

Yates used his time to read portions of Lynne Cheney's December 1991 letter of resignation as chair of NEH. In this letter she described her pride in being able to provide leadership to NEH for six-and-a-half years and recalled her various accomplishments—significantly increasing research and access funding, establishing a program for the preservation of brittle books, and encouraging good teaching. In her letter she also expressed praise for the wonderful NEH staff and for a fair and rigorous review process. On each point, Yates asked Hackney if these fine initiatives were being continued.

There were also questions from the members about whether the administrative offices of NEH and NEA should be combined, about block grants, about what has happened to NEH funding in constant dollars in recent years, and about how NEH can strike a balance between blandness and controversy in awarding grants. There were further questions about the expected outcomes of the conversations initiative, what percentage of the budget goes to administration, and what amount goes for grants to individuals. There was only one very brief reference to the problems associated with the "History Teaching Standards."

The hearing ended on a very positive note in which Skeen (R-NM) asserted how much he appreciated NEH. While its product, which is understanding, is not tangible, he noted that it would be a tragic day when we feel we have no responsibility for furthering understanding. He said that despite what some people may think, "it is not all politics around here," and he expressed appreciation for Yates' tutelage over the years in enhancing his understanding of the humanities.

NCC Presents Testimony on NEH FY'96 Budget

On March 24, I testified on behalf of the fifty NCC organizations at a hearing of the House Interior and Related Agencies Subcommittee, chaired by Ralph Regula (R-OH). Over sixty witnesses presented five-minute statements in a basically pro forma hearing designed to give the public an opportunity to express their views on federal programs under the subcommit-

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NARA's Role in the National Information Infrastructure

by Joyce Ray, Special Assistant to the Acting U.S. Archivist

One of the earliest goals set by the Clinton administration was the improvement of communication between the federal government and the American public. To achieve this goal, the administration in 1993 created the Information Infrastructure Task Force (IITF), a group composed of government officials and chaired by Secretary of Commerce Ron Brown. A 27-member Advisory Council, which includes state and local officials as well as representatives of the private sector, provides policy advice to the task force. The IITF is charged with developing a strategy to build a National Information Infrastructure (NII), which will use the latest available technology to provide government information to citizens. A report entitled *The National Information Infrastructure: Agenda For Action*, issued by the task force in September 1993, describes the proposed infrastructure as "a seamless web of communications networks, computers, databases and consumer electronics that will put vast amounts of information at users' fingertips."

Because of its unique role as the government's institutional records manager and the primary custodian of historical federal records, the National Archives and Records Administration has played an important role in the task force since its inception and has been actively involved in the development of the NII. Acting U.S. Archivist Trudy Huskamp Peterson is a member of the IITF's Information Policy Committee. This committee is chaired by Sally Katzen, director of the Office of Management and Budget's (OMB) Office of Information and Regulatory Affairs, the government's primary information regulator and policy maker. National Archives staff members serve on other IITF committees and on working groups of the Information Policy Committee. The working groups are addressing issues relating to privacy and access, intellectual property, dissemination of information and management of the records of science and technology. All of these issues are central to NARA's role as an archival institution and information provider. NARA's representatives to IITF committees and working groups, in addition to other NARA staff representing the agency to various external constituencies, have met monthly since 1993 as the NARA Information Policy Group.

One of the most tangible achievements of the government-wide IITF effort to date has been the issuance of an OMB bulletin on December 7, 1994, announcing the creation of the Government Information Locator Service (GILS) as one step in implementing the goals of the NII. The bulletin requires all federal agencies to inventory their information systems, information dissemination products (primarily publications and other materials intended for public distribution), and records systems that must be reported under the provisions of the Privacy Act. This inventory will form each agency's GILS Core. By December 1995, agencies must provide online access to their initial GILS Core locator records. The GILS will thus function as a "virtual card catalog" to federal information products and systems. The public will use GILS either directly or through intermediaries such as libraries, private information providers, and academic institutions.

The GILS will be a decentralized system, with each agency responsible for its own locator. In addition to creating its own GILS, the National Archives will play a major role in GILS

development governmentwide. The OMB bulletin assigns NARA responsibilities for:

- 1) establishing descriptive standards for GILS entries,
- 2) training agency staff to create descriptions that meet the standards, and
- 3) helping agencies to use GILS for records management purposes.

In the future, agencies may even be able to submit their GILS descriptions of information systems to the National Archives as part of their records scheduling process. Last December, the Archives distributed its draft guidance on GILS standards to agencies and made it available for public comment through the Archives gopher and the GILS listserv.

Other IITF efforts in which the National Archives has been actively involved are working group reviews of current statutes and regulations relating to individual privacy, access, intellectual property, and information management to assess their applicability in an online environment. The Privacy Working Group has spent the last year gathering data on the special problems faced by creators and users of the NII when personal information is transmitted electronically. The group has proposed revisions to the 1973 Code of Fair Information Practices to update it for the electronic era. The revisions will be used as the basis of policies and procedures established to protect the privacy of individuals while allowing for the reasonable flow of information. In working with this group, NARA has insisted that a balance must be struck between the competing interests of personal privacy and the needs of researchers. A draft of the new principles has been released for public comment.

The Electronic FOIA Working Group has drafted a set of principles that could form the basis for revisions to the Freedom of Information Act (FOIA). While the FOIA already covers records maintained in electronic form, the group believes the act needs updating to reflect the demands of the information age and current case law. The working group's goals are to help increase the availability of information in electronic form and to improve administration of the FOIA. The proposed principles are currently circulating in Congress, the Executive Branch, and among interested public and private parties to stimulate discussion and lay the groundwork for revisions to the act.

The National Archives has raised significant issues about the Intellectual Property Working Group's draft report, "Intellectual Property and the National Information Infrastructure." For example, NARA has urged the working group to advocate placing the burden of determining fair use of copyrighted materials on users of electronic information rather than on intermediary providers such as archives and libraries. NARA has also pointed out that all federal agencies may need to make digital copies of copyrighted electronic records to comply with statutory obligations under the FOIA, since copyrighted materials can sometimes

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National News Clips

Archives in the Media

submitted by the SAA Public Information Committee

■ **Ownership dispute, continued:** In the January 1995 issue of *Archival Outlook* this column reported that Gettysburg College had received some press attention when the school tried to claim ownership of some papers of a Civil War general that were apparently placed on loan to the college by a family member in 1965. The National Archives stepped into the dispute when it pointed out that some of the papers are related to the general's service as commandant of a federal military prison, and thus may be federal property. There were some developments in this case in January, when the college decided to relinquish its claim and offer to return the records to the family, except for the prison records, which they turned over to the National Archives. An article in the Hanover, Pennsylvania, *Evening Sun*, dated January 15, 1995 ("College offers to turn over disputed papers"), reported these developments. An article in the same paper on February 16 ("Family renews effort to recapture old papers") reported that the family had filed a lawsuit against the college in their effort to recapture the papers, so apparently the college's offer was rejected. A sidebar article titled "Antique manuscript expert says government acting like bully" bashed the National Archives for its actions. In an interview with the paper, copyright attorney and manuscript collector Scott Peterson said, "These letters have been in a public archive for the past 30 years, and these letters belong to the family. All of a sudden the government comes tromping in wearing galoshes and leaving its big footprints all over the place. As far as I'm concerned they have no right to this stuff."

■ **Archivist of the United States:** Several articles have reported that former Kansas governor John Carlin is being strongly considered for the position of U.S. Archivist. See "With all

deliberate speed..." (*Washington Post*, February 3, 1995); "Carlin candidate for U.S. archivist" (*Topeka Capital-Journal*, February 4, 1995); "Clinton stirs protest over archivist post" (*New York Times*, February 16, 1995); "Historians oppose Carlin for archivist" (*Kansas City Star*, February 22, 1995); "Clinton's reported choice for U.S. archivist fails to impress scholarly organizations" (*Chronicle of Higher Education*, February 24, 1995); and "Political astuteness vs. scholarly pedigree at the National Archives" (*Chronicle of Higher Education*, March 10, 1995).

■ **Preservation Feature:** The *New York Times* carried a feature article on February 14, 1995, titled "Nation's vital documents get checkups." It covered in detail the careful scientific techniques being used to monitor possible deterioration of the Declaration of Independence and the Bill of Rights, which have been on display at the National Archives for more than 40 years.

New Director of Radcliffe's Schlesinger Library

Radcliffe College recently announced that Mary Maples Dunn, a distinguished historian and the outgoing president of Smith College, has been appointed the Carl and Lily Pforzheimer Foundation Director of the Arthur and Elizabeth Schlesinger Library on the History of Women in America. As director, Dunn will provide the leadership for this research library and for oversight of the Radcliffe College Archives. In 1985, Dunn became the eighth president of Smith College in Northampton, Massachusetts, and only the second woman to hold that position. Dunn led the college through a challenging period of financial restructuring and implemented the "Smith Design for Institutional Diversity," an innovative and effective plan for increasing diversity and the multicultural climate at the college. She was recently considered for the post of Archivist of the United States.

Dunn will become director in the fall of 1995. SAA member Eva Moseley is acting director of the library.

RESOURCES FOR PROFESSIONALS

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► The *Disaster Recovery Yellow Pages* is a 280-page, comprehensive listing designed to help users locate scores of crucial but hard-to-find recovery services throughout the United States and Canada. It contains over 2,300 vendors and covers over 300 categories such as drying & dehumidification of paper & microfilm records, smoke odor counteracting services, trauma counselors, emergency rental of POS and other computer equipment, etc. The price is \$98 per copy, plus \$3 for shipping and handling. Regular updates are available. The *Disaster Recovery Yellow Pages* is available from The Systems Audit Group, Inc., 25 Ellison Road, Newton, Massachusetts 02159, (617) 332-4358.

► *Guide to the Spanish and Mexican Manuscript Collection at the Catholic Archives of Texas* (Austin: Catholic Archives of Texas, 1994) compiled by Dedra S. McDonald and edited by Kinga Perzynska. The guide makes available to researchers primary and often rare documents on the military, political, and religious history of Texas and the Southwest from 1519 to 1890.

The bulk of the collection consists of photostatic copies of records held in archival repositories in Spain and Mexico, including the Archivo General de India in Seville, Spain, and the Archivo General de Mexico in Mexico City, and archives in Queretaro, Guadalajara, Zacatecas, and Ciudad Juarez. The collection also contains original correspondence and records from late Spanish Texas through the Mexican Texas period. The guide is free to institutions. Individual orders send \$10 (for shipping/handling costs) to Kinga Perzynska, Catholic Archives of Texas, P.O. Box 13327 Capitol Station, Austin, Texas 78711, (518) 476-4888.

► *Digital Imaging Technology for Preservation*, the proceedings from a Research Libraries Group symposium held in March 1994 at Cornell University, explores the complex practical and theoretical issues surrounding the use of digital imaging technology in preserving library and archival materials. (139 pages, soft cover) Copies cost \$20 each, plus \$8 for shipping/handling (for multiple copy orders, add \$2 for each copy after the first one). Outside of the United States, the shipping/handling charge is \$25 (plus \$5 each for additional copies in the order). Address orders to Distribution Services Center, The Research Libraries Group, Inc., 1200 Villa Street, Mountain View, California 94041-1100 or send e-mail to bl.dsc@rlg.stanford.edu.

Joint RLG/CPA Task Force on Archiving Digital Info

A new Task Force on Archiving of Digital Information, which includes specialists in publishing, information technology, and library and archival administration, is a joint effort of the Research Libraries Group (RLG) and the Commission of Preservation and Access (CPA). In charting a road map for a responsible digital future, the task force will analyze and seek solutions to the problems that face technology refreshment—periodically copying electronic records onto newer media and into newer formats—if it is to become an acceptable long-term solution. The task force will also investigate alternatives to technology refreshment. The task force expects to complete an interim report this spring. Contact Richard Cohn of RLG for more information, (415) 691-2255.

Conservation Survey Program

The Conservation Center for Art and Historic Artifacts (CCAHA) is seeking applicants to participate in a subsidized conservation survey program. As part of a three-year grant from the National Endowment for the Humanities, CCAHA is offering subsidized overview conservation surveys for non-profit organizations, including libraries, archives, museums, educational institution and historical organizations that have paper-based collections of long-term value to the study and understanding of the humanities. The purpose of an overview conservation survey is to assess the needs of an institution regarding the care of their paper-based collections and to provide strategies for ensuring their long-term preservation. The Conservation

Archives Building Renamed for Margaret Cross Norton

The Illinois Archives Building was rededicated in March to Margaret Cross Norton, an archival pioneer who first organized and oversaw Illinois' collection of historic government documents. It is the first time that a state administrative building in Illinois has been named for a woman.

Norton, who died in 1984 at age 92, earned a national reputation for Illinois in her 35 years as superintendent of the Illinois Archives. She is credited with saving the state approximately \$1 million by locating a document proving that Illinois forwarded a survey of the Illinois & Michigan Canal to the federal government, a key point in a lawsuit over a land claim. She is also recognized for tracking down the General Assembly's papers for the years when Abraham Lincoln and Stephen Douglas were members and for locating the 1818 census under which Illinois came into the Union as a state.

Born in 1891 in Winnebago County, Norton earned degrees in history and library science before she was hired in 1922 to organize the Illinois Archives, then a division of the Illinois State Library. One of Norton's crowning achievements was the construction of the Archives Building, which was built to her specifications with \$500,000 in state funds and \$320,000 from the federal Public Works Administration. Started in 1936 and dedicated in 1938, the structure was one of the first in the United States designed specifically for archival purposes.

Illinois Secretary of State George H. Ryan rededicated the building to Norton on March 23, marking Women's History Month. Ryan was joined in the ceremony by State Senator Karen Hasara (R-Springfield), who sponsored the Senate resolution last year to rename the building for Norton. Also participating in the rededication was John Daly, director of the Illinois State Archives, and SAA Executive Director Susan Fox.

Center will conduct a limited number of overview conservation surveys each year of the grant. There is a fee of \$300 for a survey, plus travel expenses for the surveyor. Applications will be reviewed in order of receipt. The selection process will continue throughout the year. To be considered in the survey program, your institution must have a humanities collection available to the public. For more information, contact Virginia Rawnsley, Director of Preservation Services Conservation Center for Art and Historic Artifacts, 264 South 23rd Street, Philadelphia, Pennsylvania 19103, (215) 545-0613.

NEH Overview of Endowment Programs

The 1995 *NEH Overview of Endowment Programs* describes the 35 funding opportunities available from the National Endowment for the Humanities and is available free of charge. Contact: NEH Overview, Room 402, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, (202) 606-8400, e-mail nehopa@gwuvm.gwu.edu or NEH Bulletin Board (202) 606-8688.



China Adventure in 1996

The Society of American Archivists is pleased to sponsor an exciting international travel adventure to Beijing, China, and points east, September 2-14, 1996, immediately following the SAA annual meeting in San Diego. Come join us as we tour a variety of fascinating Chinese archives and explore the exotic landscape of China.

The tour is scheduled to begin with attendance at the XIII International Congress on Archives, then proceed to Shenyang, Tianjin, Nanjing, and Shanghai. It is designed specifically for archivists and will present an unusual opportunity to combine sightseeing with visits to Chinese archival institutions.

If you are interested in participating, please return a copy of the coupon below by June 30, 1995, to Susan Fox, SAA Executive Director, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

YES, I am interested in learning more about this exciting archival travel opportunity in China. Please keep me updated on the latest details.

Name:

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Please return a copy of this coupon by June 30, 1995, to Susan Fox, SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

ICA Round-trip Air Transportation and Post Congress Tour: September 2-14, 1996

ITINERARY:

Monday, September 2

Depart San Diego via United #934 at 10:10 a.m. Arrive Los Angeles at 10:59 a.m. and connect to United #897 departing at 12:35 p.m.

Tuesday, September 3

Arrive Tokyo/Narita Airport at 4:00 p.m. and connect to United #803 departing at 5:10 p.m. Arrive Beijing at 8:35 p.m. After clearing customs and immigration you will be met and transferred to your hotel, the China Mandarin (B).

Wednesday, September 4

At ICA. Transfers to Congress provided. Overnight at China Mandarin Hotel. (B)

Thursday, September 5

At ICA. Transfers to Congress provided. Overnight at China Mandarin Hotel. (B)

Friday, September 6

Transfer from China Mandarin Hotel to Beijing Rail Station for overnight train to Shenyang. (B)

Saturday, September 7

Arrive Shenyang and transfer to Yingkou Hotel. Visit Liaoning Provincial Archives. Sightseeing at Shenyang Gu Gong (Old Manchu Imperial Palace) and Bei Ling (Manchu Tombs). Overnight at Yingkou Hotel. (B,L)

Sunday, September 8

Transfer from Yingkou Hotel to Shenyang Airport for flight to Tianjin. Arrive Tianjin and transfer to Crystal Hotel. Afternoon sightseeing tour. Overnight at Crystal Hotel. (B,L)

Monday, September 9

Visit Tianjin Municipal Archives. Lunch at Tianjin Television Tower followed by afternoon visit to Nankai University Archives and Tianjin Municipal Historical Museum. Overnight at Crystal Hotel. (B,L)

Tuesday, September 10

Transfer to Tianjin Airport for flight to Nanjing. Arrive Nanjing and transfer to Central Hotel. Afternoon sightseeing tour. Overnight Central Hotel. (B,L)

B = Breakfast; L = Lunch; D = Dinner

Wednesday, September 11

Visit First Historical Archives and Sun Yatsen Mausoleum. Nanjing to Shanghai via overnight train. (B,L)

Thursday, September 12

Arrive Shanghai and transfer to Windsor Evergreen Hotel. Visit Shanghai Municipal Archives followed by sightseeing at the Jade Buddha Temple and Yu Yuan. Evening Banquet. Overnight at Windsor Evergreen Hotel. (B,L,D)

Friday, September 13

City sightseeing including the Shanghai Museum of Art and History; and a shopping expedition. Acrobatic show in the evening (subject to availability). Overnight at Windsor Evergreen Hotel. (B,L)

Saturday, September 14

After breakfast, transfer to Shanghai International Airport. Depart via United #852 at 11:00 a.m. Arrive Tokyo/Narita Airport at 2:50 p.m. and connect to United #890 departing at 4:00 p.m. Arrive in Los Angeles at 9:55 a.m. same day and continue on domestic flight(s) to home city.

TOUR PRICE:

- \$2,950/per person/double occupancy with National Guide
- \$350/single supplement
- \$45/group visa processing

TOUR COST INCLUDES:

- Round-trip airfare via specified airline
- Domestic air and rail fares within China
- First-class hotel accommodations (specific hotels indicated may be substituted with comparable or better properties)
- Meals as indicated
- All sightseeing as indicated
- Transfers to and from hotels, to the ICA and for locally arranged professional visits
- The services of local English-speaking guides
- The services of a national guide throughout
- Visa processing

TOUR COST EXCLUDES:

- Foreign airport taxes
- Items of a personal nature
- Tips to guides and drivers



World View

by Thomas Connors, *University of Maryland at College Park*

SAA Publication Translated into Spanish

¿Hablo español? If so, SAA is pleased to announce that one of its valuable resources has been translated into Spanish by the Organization of American States (OAS) and is now available. *Arranging and Describing Archives and Manuscripts—Ordenación y Descripción de Archivos y Manuscritos*—by Fredric M. Miller (SAA, 1990) has the distinction of being the first publication produced by SAA to be translated into Spanish. It is part of a licensing agreement between SAA and OAS for the translation, publication, and distribution of the Archival Fundamentals Series into Spanish and Portuguese. SAA intends to continue pursuing translation agreements with other organizations in order to more widely disseminate its professional resources.

For more information on *Ordenación y Descripción de Archivos y Manuscritos*, contact Sara Meneses, Director, Department of Cultural Affairs, Organization of American States, 17th Street and Constitution Avenue, N.W., Washington, D.C. 20006, (202) 458-3140.

Mexican Association of Private Archives and Libraries

Asociación Mexicana de Archivos y Bibliotecas Privados, A.C., was established in 1994 as an association of archivists and librarians from private institutions in Mexico. The first objective of AMABPAC has been the publication of *Guía de archivos y bibliotecas privados*, which is now available. The guide includes entries from 19 repositories. For more information, contact Norma Mereles de Ogarrio, Directora General, Fideicomiso Archivos Plutarco Elias Calles y Fernando Torre Blanca, Guadalajara #104, Col. Condesa, 06140 Mexico, D.F., Mexico.

El Salvador Archives Project

The Marin Interfaith Task Force on Central America has initiated "The El Salvador Archives Project" to memorialize that nation's struggle for human rights during the 1980s. The project includes two components: a traveling exhibit and a research collection to be donated to an as yet unnamed U.S. repository. Solicitations for funding and a search for exhibition sites and a permanent repository are currently in progress. For more information, contact The El Salvador Archives Project, 20735 5th Street, East, Sonoma, California 95476, (707) 935-3882.

International Council on Archives (ICA)

- The ICA Committee on Electronic Records held its second meeting in Canberra, Australia, last November. The committee is chaired by John MacDonald of the National Archives of Canada, with Ken Thibodeau of NARA serving as secretary. Other members represent Australia, France, Great Britain, Norway, The Netherlands, Singapore, Switzerland, and the United Nations. The committee pushed forward with plans for an international survey to be conducted this year of archival programs for electronic records. The committee also continued work on the production of an archival guide to managing electronic records, which it intends to issue in time for discussion at the ICA meeting in Beijing in 1996.

- The ICA Committee on Literature and Art (CLA) will meet in Princeton, New Jersey, June 11-15, 1995, to consider a variety of issues, chief among them the international directory of bibliographical references and other descriptions of literature and art holdings in repositories around the world. This work is well under way in several regions, especially the Spanish-speaking world where the survey form has been distributed to more than 900 repositories. William Joyce, Princeton University, is the SAA representative to the committee.

- The Pacific Regional Branch of the International Council on Archives (PARBICA) has issued the first of its quarterly newsletters, *Panorama* 1995/1. Readers worldwide are invited to subscribe (US\$6 one year, US\$10 two years), as well as contribute comments, queries, short articles, and reports. Subscriptions should be sent to Treasurer, PARBICA, c/o Australian Archives, P.O. Box 34, Dickson A.C.T. 2602, Australia. Send editorial material to Editor, PARBICA, 361 Kaimake Loop, Kailu, Hawaii 96734, fax (808) 261-1337.

American Library Association

The American Library Association's Joint Committee on International Exchanges is building a database of libraries interested in participating in international study visits or exchanges. For more information or an input form, contact Lucinda Covert-Vail, New York University Libraries, 70 Washington Square South, New York, NY 10012.

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1995 CALENDAR

June 6-10

23rd annual conference of the American Institute for Conservation of Historic and Artistic Works (AIC), St. Paul, Minnesota. The topic for the conference is "Ethics in Conservation: The Dilemma Posed." For additional information and registration materials, contact the American Institute for Conservation of Historic and Artistic Works, 1717 K Street, N.W., Suite 301, Washington, D.C. 20006, (202) 452-9545.

June 12-16

Cornell Digital Imaging Workshop Series. Cornell University Department of Preservation, in cooperation with the Commission on Preservation and Access, is offering four intensive one-week training programs focusing on digital image reformatting of paper- and film-based library materials. Participants will develop a baseline knowledge about the use of digital image technology for preservation and access. Instructors include Anne R. Kenney and Stephen Chapman of the Cornell Preservation Department, and James Reilly, director, Image Permanence Institute. The workshop dates are: June 12-16, August 14-18, and October 9-13, 1995, and March 18-22, 1996. Application deadlines are two months prior to each workshop. The registration fee is \$1,500, although additional support is being sought to reduce the fee to \$1,200. For more information and an application form, call the Department of Preservation (607) 255-9440 or e-mail preserve@cornell.edu.

June 12-17

Association of Canadian Archivists meeting in Regina, Saskatchewan. "Defining the Archivist's Role for the 21st Century." Contact Shelley Sweeney at (306) 585-5314 or e-mail sweeneys@max.cc.uregina.ca.

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: Donald E. Oehlerts, School of Library and Information Studies, Clark Atlanta University, Atlanta, Georgia 30314; (404) 248-1322 or (404) 880-8702.

June 26 - 28

Care and Preservation of Photographic Collections. Taught by Debbie Hess Norris in Newark, Delaware. Limited to 25 participants. Fee: \$395. Contact Tish Szymurski, Division of Continuing Education, University of Delaware, Newark, Delaware 19716-7410; (302) 831-8837.

July 6-9

2nd North American Ursuline Convocation at the Executive Inn Rivermont, Owensboro, Kentucky. Contact Sister Emma Cecilia Busam, O.S.U., Mount Saint Joseph Archives, Maple Mount, Kentucky 42356-9999, (502) 229-4103.

July 10-15

Enzymatic cleaning techniques for object conservation, in Newark, Delaware. Taught by Richard Wolbers. Limited to 20 participants. Fee: \$595. Contact: Tish Szymurski, Division of Continuing Education, University of Delaware, Newark, DE 19716-7410; (302) 831-8837.

July 30-August 11

9th WESTERN ARCHIVES INSTITUTE, Guest House at Fuller Seminary, Pasadena, California. The institute offers an introduction to modern archival theory and practice for a variety of participants. James O'Toole of the University of Massachusetts-Boston is the principal faculty member. The program includes visits to historical records repositories in the area. Tuition is \$475 and includes a selection of archival publications. *The application deadline is May 15, 1995.* For additional information and an application form, contact Nancy Zimmerman, Administrator,

Western Archives Institute, 201 N. Sunrise Avenue, Roseville, California 95661, (916) 773-3000. The Western Archives Institute is sponsored by the Society of California Archivists and the California State Archives.

August 8-12

International Seminar on Tibet Archives in Lhasa, Tibet, hosted by the State Archives Bureau of China and the Tibet Autonomous Region Archives. Study and discussion about the best ways to preserve and utilize Tibetan heritage. Contact State Archives Bureau of China, 21 Fengsheng Hutong, Beijing 100032 China. Fax 011 86 1 602 0931.

August 14-18

See June 12-16 entry, Cornell Digital Imaging Workshop Series.

August 28 - September 3

SAA ANNUAL MEETING AND PRE-CONFERENCE WORKSHOPS at the Washington Hilton and Towers, Washington, D.C. See pages 14-15 for more details. Contact Debra Mills or Kim Reader at (312) 922-0140 or e-mail dmills@SAA.mhs.compuserve.com

September 20-23

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

September 23

Joint meeting of Archivists of Religious Institutions (ARI) of New York and New England Archivists of Religious Institutions (NEARI) at the Central Archives of the Felician Sisters in Enfield, Connecticut. Focus: "Legal Evidence and Litigation—Implications for Archivists at Non-profit Institutions." Contact Sr. Blaithe Sullivan, 637 Cambridge Street, Brighton, Massachusetts 02135, (617) 783-9090.

October 9-13

See June 12-16 entry, Cornell Digital Imaging Workshop Series.

October 19-22

Oral History Association annual meeting, Pfister Hotel, Milwaukee, Wisconsin. "Reflections on Relationships in Oral History Research." Guest speaker: Studs Terkel. Contact Tim Ericson (414)229-6980 or e-mail tle@gm.lib.uwm.edu.

October 22-25

ARMA International 40th Annual Conference in Nashville, Tennessee. Contact: (800) 422-2762 (U. S.) and (800) 433-2762 (Canada).

FELLOWSHIPS & AWARDS

Fulbright Archivist Award

The Fulbright Commission in London announces the availability of an award for an archivist to assist the Memorial Trust of the Second Air Division (8th Air Force) to develop the replacement of the 2nd Air Division Memorial Library in the new Norwich Central Library. The Professional Archivist Award is designed for applicants who hold an M.L.S. and are experienced in archival work. The person selected for the award will help develop a collection of materials to replace books, records, and war-time memorabilia relating to more than 6,000 American airmen based in the Norfolk/Suffolk area who were killed between 1939 and 1945. The original materials in this collection were destroyed in a fire in August 1994. The application deadline is August 1, 1995. For an application, contact Council for International Exchange of Scholars, 3007 Tilden Street, N.W., Suite 5M, Washington, D.C. 20008-3009, e-mail we6@ciesnet.cies.org or (202) 686-7878. Please indicate your interest in the Norwich award so that special supplementary materials can be sent to you.

Library of Congress Junior Fellows Program

The Serial and Government Publications Division of the Library of Congress offers academic fellowships to qualified college juniors, seniors, and graduate students in a program designed to increase knowledge and use of the library's collections

throughout the nation; to help the library inventory, chronicle, and make available previously unexplored materials; to give selected fellows an opportunity to explore the library's unique collections; and to expose fellows to the challenging career opportunities available at the Library of Congress. The division's special collections include comic books, current underground newspapers, pulp fiction, a World War II Agencies Collection, Newspaper Bound Volumes Collection, and a collection of classified U.S. government agencies. Inquiries about possible interim projects may be addressed to the Chief, Karen Renninger, or the Head, Periodicals and Government Publications Section, Lyle Minter, Library of Congress, Serial and Government Publications Division, Washington, D.C. 20540.

Kress Conservation Publication Fellowships

The Foundation of the American Institute for Conservation of Historic and Artistic Works announces the availability of Samuel H. Kress Conservation Publication Fellowships to increase the written body of knowledge available for the conservation field. For more information, contact FAIC, 1717 K Street, N.W., Suite 301, Washington, D.C. 20006, (202) 452-9545.

Rockefeller Archive Center Grants

The Rockefeller Archive Center, a division of The Rockefeller University, invites applications for its program of Grants for Travel and Research at the Rockefeller Archive Center for 1996. The competitive program makes grants of up to \$1,500 to U.S. and Canadian researchers and up to \$2,000 to researchers from abroad in any discipline, usually graduate students or post-doctoral scholars, who are engaged in research that requires use of the collections at the center. The deadline for applications is November 30, 1995; grant recipients will be announced in March, 1996. Inquiries about the program and requests for applications should be addressed to Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, North Tarrytown, New York, 10591-1598.

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 Parrington Oval, University of Oklahoma, Norman, Oklahoma 73019, (405) 325-5401, fax (405) 325-6419.

Grants-In-Aid for History of Modern Physics and Allied Sciences

The Center for History of Physics of the American Institute of Physics has a program of grants-in-aid for research in the history of modern physics and allied sciences (such as astronomy, geophysics, and optics) and their social interactions. Grants can be up to \$2,500 each. They can be used only to reimburse direct expenses connected with the work. Preference will be given to those who need part of the funds for travel and subsistence to use the resources of the center's Niels Bohr Library in College Park, Maryland (easily accessible from Washington, D.C.), or to microfilm papers or to tape record oral history interviews with a copy deposited in the library. Applicants should either be working toward a graduate degree in the history of science (in which case they should include a letter of reference from their thesis adviser), or show a record of publication in the field. To apply, send a vitae plus a letter of no more than two pages describing your research project, and including a brief budget showing the expenses for which support is requested. Send to Spencer Weart, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, Maryland 20740, (301) 209-3174, e-mail sweart@aip.org or fax (301) 209-0882. Deadlines for receipt of applications are June 30 and December 31 of each year.

Washington Beat

continued from page 22

tee's jurisdiction. Representative Regula was the only member of the subcommittee present and the hearing resulted in what I considered a very useful dialogue on several key points.

I began by requesting funding for NEH at the level of \$182 million, the President's request, and pointed out that the real value of the current funding request for FY'96 when adjusted for inflation will buy only 58 percent of what the NEH funding would buy in 1979. However, I acknowledged that we are well aware that it may be necessary to trim the amount requested by the administration. However, I urged that the committee not single NEH out for special cuts. Regula immediately raised the fact that NEH had not yet been reauthorized. In response, I told him that a large coalition of concerned organizations and individuals had been contacting members of Congress, explaining the many valuable contributions that NEH makes to advancing lifelong learning, to fostering citizenship, and to promoting basic research in the humanities and that we felt that we were making progress. At this point Regula said that NEH would not be singled out for special cuts if it were reauthorized.

I then explored with him the problem that while we are encouraged about the prospects for reauthorization, we know that there will be no legislation passed prior to the mark-up and vote on the Interior appropriations bill. Nevertheless, I urged that money be included in the FY'96 bill for NEH. If money is not set aside for NEH at this point, I explained, we fear that all funds could be allocated to other programs, thereby eliminating the possibility of funding even if NEH is reauthorized later in the year. In response to this request, Regula said that I should be aware of the possibility that it could be taken out on a technical procedural point since it is not authorized and asked if I felt that was a risk worth taking. I responded that I felt it was.

Since I had the experience of attending all three of the hearings on NEH funding held by this subcommittee, I knew that Regula had heard a great deal about the many exemplary programs of the NEH. Thus, I decided to use my limited time to address some of the issues that keep coming up at the hearings.

First I raised the issue of whether the humanities programs have met the fiscal burden of proof in this time that requires fiscal austerity. I turned the question around to ask whether we can afford not to fund NEH. With less than 70 cents per tax payer a year, the NEH leverages significant contributions from the pri-

vate sector. Additionally NEH supports an array of projects that stimulate cultural tourism. The Travel Industry Association of America found in a survey of Americans planning fall trips that over 49 percent planned to visit historical sites and 45 percent expected to attend cultural events. The travel industry is the nation's second largest employer, and the kinds of history projects that NEH funds provide important seed money for the enhancement of cultural tourism. The fiscal impact of NEH funding, however, I asserted, is often hard to measure. The role of NEH in promoting citizenship that is grounded in an understanding of our history cannot be quantified, but is crucial to the very survival of the country.

A second issue I raised was whether NEH could be privatized. The estimates for how much it would cost to set up a private fund capable of providing anything like the current level of funding are several billion dollars. I stated that in today's economic environment the possibility of creating a private fund of that size is very unrealistic. At this point Regula once again inserted a comment, expressing his agreement that plans for privatization seemed unrealistic.

My third issue was a concern about the funding of projects that are perceived by some as inappropriate for tax-funded grants. I noted that during this subcommittee's hearing on January 24, Frank Hodsoll, former head of NEA in the Reagan Administration, acknowledged that there had been some mistakes, but he estimated the mistakes at about one percent, which he said was a much better performance rate than that of most corporations. Regula's comment at this point was that the real problem with inappropriate grants was with NEA and not NEH.

We then had a brief conversation about the possibility of shifting NEH funding to block grants to the states. I stressed that while the state humanities councils are efficient and effective managers of grant funds, they are not state government agencies. Thus, there is a good possibility that they would not receive funds. I noted that by far the two greatest concerns about shifting to block grants are first, that the national peer view system of NEH that gives its seal of approval—that then is used to leverage private funds—would be lost; and second, the major national projects, many collaborative, that NEH supports, such as the Civil War documentary film and the preservation of brittle books, could not be supported by a single state.

Representative Regula announced at this point that my allotted time had expired; however, he commented that I had not raised the issue of NEH being elitist. I responded that I had been listening to his comments in the previous hearings and that I didn't think he thought NEH was elitist. And then asked him if it was an issue I needed to address. He replied that he, and not I, was supposed to be asking the questions. But he and the audience chuckled over the exchange as I turned the microphone over to the next witness.

The House Subcommittee on Interior and Related Agencies expects during the week of May 15 to decide on the FY'96 budget of NEH. Members of the House Appropriations Subcommittee on Interior and Related Agencies are: Chair, Ralph Regula (R-OH); Bob Livingston (R-LA); Joseph McDade (R-PA); Jim Kolbe (R-AZ); Joe Skeen (R-NM); Barbara Vucanovich (R-NV); Charles Taylor (R-NC); George Nethercutt (R-WA); Jim Bunn (R-OR); Sidney Yates (D-IL); David Obey (D-WI); Norma Dicks (D-WA); Tom Bevill (D-AL); David Skaggs (D-CO).

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**Society of American Archivists
Resolution in Support of the
National Endowment for the Humanities**

The Society of American Archivists is keenly aware of the critical role played by the National Endowment for the Humanities in protecting America's documentary heritage. The Endowment's national perspective enables the strategic dispersion of grant funds, so that the limited funds available can have the broadest possible impact.

Broadly effective activities that could only be launched through the investment of Endowment funds include: research leading to the identification of means of preventing air pollution damage to preservation microforms and enhancing the longevity of photographic film; development and implementation of preservation education programs that prepare the personnel needed to conserve national information resources; and multi-institutional cooperative efforts to process, preserve, and enhance the availability of endangered photographs, pamphlets, artifacts, musical recordings, maps, architectural drawings, manuscripts and motion pictures. One of the most successful efforts in the latter category has been the Endowment-funded national collaborative effort to locate, catalog, preserve on microfilm, and make available the highly acidic and deteriorating newspapers that have been published in the United States since the eighteenth century.

Whereas, the national initiatives that are needed to conserve national information resources will not be undertaken without the leadership and support of the National Endowment for the Humanities, the Society of American Archivists urges continuing Congressional authorization and appropriations for this important federal agency.

Adopted by the Council of the Society of American Archivists, February 15, 1995.

NARA's Role in the NII

continued from page 23

become federal records subject to FOIA. In addition, libraries and archives will need to make copies of copyrighted electronic records for preservation purposes. NARA has urged the working group to recognize these special needs in its final report and to recommend exceptions for legitimate copying and transmission in whatever legislation or regulations are ultimately proposed to protect intellectual property rights in an online environment.

NARA has also commented on a draft report issued by the Committee on Applications on Technology, "Reaching Society's Goals: Arts, Humanities, and Culture on the NII." In its comments, the archives urged that the role of cultural resource institutions be recognized explicitly as essential participants in the NII and that archival concerns (for example, the preservation of original formats of historically significant documents) be addressed. NARA recommended that the archival community, through its professional organizations, be included in the review process and also provided information on digitization projects currently funded by the National Historical Publications and Records Commission for inclusion in the final report.

Finally, the National Archives is represented on a new subcommittee of the Government Information Working Group that is addressing the management of scientific and technical information. The group is developing guidance for federal agencies on technical standards for the management of scientific and technical electronic records and will publish a report and recommendations this spring.

All of these activities, in addition to its own technology initiatives, are rapidly launching the National Archives into the developing new world of electronic information delivery.

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New Member Roster

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

Individual Members:

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Student
Ackerman, Kay
Wilson College
Allen, Barbara
Student
Bacig, Maribeth
Cargill Incorporated
Bazar, Julia
Student
Beeney, William
Garden Center of Rochester
Bell, Randy T.
Student
Benjamin, David
State Historical Society of Wisconsin
Birkheimer, Nancy
Georgia Historical Society

Blaylock, Joan Balma
Student
Bolcer, John D.
Student
Bolt, Amy
Student
Brooks, Jessica
Student
Broussard, Joyce Linda
Bunnell, Jodi L.
Student
Carven CM, Rev. John W.
Chenault, Barbara J.W.
Student
Combs, George K.
Student
Condon, Lorna
Society for the Preservation of New England Antiquities
Conley, Tobin P.
Student
Cuddihy, Delene
Deptula, Maria
American Bible Society
Donaghy, Anne
Doucette, Vic
Archdiocese of Chicago
Dwyer, Louise S.
Retired
Eberhart, Karen A.
Student
Edlund, Thomas K.
Family History Library
Finney, Wanda J.
Fuller, Kathryn W.
Gazit, Tova
Magnes Museum
Gibson, Sally
Student
Goldstein, Andrea
Student
Gonzalez, Nicole
Student
Hammer, Kirsten Adams
Getty Center for History of Art and Humanities
Handis, Michael W.
Hastings, William N.
Hatchard, Owen F.
Student
Heath, Anita
Student
Heim, Elaine
University of Wyoming
Ivey, Sarah Y.
Student
Jackson, Rich
Jeffrey, Peter J.

Kaplan, Elisabeth
Knies, Michael
Student
Krimmel, Beth
Massachusetts Historical Society
Langhoff, Damitri
Student
Larson, Camille
Student
Loman, Rena
National Archives of Ireland
Mack, Gary
Sixth Floor Museum, Dallas
Maneaty, Leah
Student
Manley, Pamela A.
Student
Maull, Diana
Westchester County, New York
Mayo, Douglas
Student
McGinnis, David A.
Student
McMullen, Peggy L.
McAllister, Lori
Student
Meek, Kerry
Moore, Heather L.
Student
Morrison, Cynthia A.
Nakamoto, Kazuhiko
Student
Nesmith, Tom C.
St Paul's College
North, Michael J.
New York Academy of Medicine
O'Malley, Michael
Panitz, Raphael I.
Student
Pattison, Natalie B.
University of New Mexico
Pennington, Layton H.M.
Perkins, Joanna
Missouri State Archives
Pippin, Karma
Posey, Theresa
Academy of the Holy Cross
Powell, Catherine
Foundation of the American Academy of Ophthalmology
Raab, Joyce M.
University of New Mexico
Reenstjerna, Fred R.
Douglas County Museum, Oregon

Reiz, Julie M.
Riccardi, Kenneth P.
Student
Richardson, Steve
Robbins Jr., John A.
Robbins Historical Research, Maine
Rusnak, Helen
Saba, Khaleel
Santon, Judit
A A World Services Incorporated
Shrauger, Kristine J.
Student
Smith, Abigail
Harvard University
Stewart, Lynn J.
Taube, Dace
Terrile, Vikki C.
Student
Valverde-Garcia, Rosibel
Student
Vickrey, Caroline
Retired
White, Terry
Student
Wildenberg, Thomas
Student
Williams, Geoffrey P.
Wilson, Charles D.
York, Jo Lynn
Student

Institutional Members

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KEEP IN TOUCH!

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

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. Submit hard copy or disks of ad text to: Tara J. Shimandle, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605, fax (312) 347-1452, e-mail info@saa.mhs.compuserve.com. For display advertising rates or more information about SAA's employment services, contact Tara J. Shimandle at (312) 922-0140.

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

Professional Opportunities

ADMINISTRATOR (Executive Director)

*State Historical Society of Iowa
Des Moines, Iowa*

The State Historical Society of Iowa seeks an experienced manager to become CEO of a multi-faceted state historical agency with a staff of 60+ and a \$3.5+ million budget. The administrator reports to the director of the Department of Cultural Affairs and a 12-member advisory board. The State Historical Society of Iowa operates the state historical museum, the state archives, award winning publications, two major historical research libraries, the state office of historic preservation, expanding educational programs, and seven historic sites. The successful candidate will be a proven leader with at least five years in a CEO or senior management position, experience in two or more of the agency's programs; documented success in private and public fund raising; willingness to assume high public visibility; sound financial management skills; demonstrated commitment to team management; public involvement in program development; and strategic planning. Requires an advanced degree in history, historical studies or American studies. Salary range, \$57,400 - \$73,900 with liberal state benefits. Send letter, resume, and references by June 15, 1995, to Historical Society Search, Department of Cultural Affairs, 600 East Locust, Des Moines, Iowa 50319. An Equal Opportunity Employer.

MANAGER (Preservation Service)

*Southeastern Library Network, Inc.
Atlanta, Georgia*

The Southeastern Library Network, Inc. (SOLINET) seeks a dynamic, experienced library or archive professional to provide operational and strategic management of SOLINET's Preservation program, including both microfilming and field services. Responsibilities include financial management; program evaluation and development; grant planning and administration; and coordina-

tion of staff assignments. **Requires:** Broad knowledge of preservation as it relates to libraries; project management skills; grant-writing or good business planning skills; strong interpersonal, communication, and problem-solving skills; minimum five years supervisory experience. An M.L.S. or equivalent experience preferred. Grant-funded position. Minimum \$40,000. Send letter of application and resume to: Personnel Manager; SOLINET; Suite #200; 1438 West Peachtree St., N.W., Atlanta, Georgia 30309-2955. Equal Opportunity Employer.

ARCHIVIST/CATALOGER

*McKinney Library, Albany Institute of
History & Art (AIHA)
Albany, New York*

Part-time (32 hours/week). The McKinney Library documents the social, economic and cultural history of Albany and the Upper Hudson Valley, 17th century to the present. Holdings include photographs, manuscripts, AIHA archives, ephemera, and an art and history reference collection. **Responsibilities:** Accessioning, arrangement and description and cataloging of special collections materials. Assists in maintenance of periodical and book collection; assists in review of collection development policies; maintains cataloging statistics; assists in writing grant proposals; performs related duties as required. **Qualifications:** ALA-accredited M.L.S. with archival specialization. At least one year's experience in application of descriptive cataloging standards including AACR2, Archives, Personal Papers and Manuscripts, LC Names and Subjects and authorized subject, form/genre thesauri. Knowledge of USMARC AMC format; experience with archival database systems strongly preferred. Ability to work independently. Strong organizational skills and attention to detail. Excellent written, verbal and interpersonal skills. **To apply:** Send resume by June 2nd to: Archivist Search, Albany Institute of History & Art, 125 Washington Ave., Albany, New York 12210. EOE.

Professional Opportunities

KEEPER OF MANUSCRIPTS

*Utah State University, Merrill Library
Logan, Utah*

Responsibilities: The Keeper of Manuscripts is responsible for the building, processing, preserving and making available to library users the unique, rare, manuscript and archival collections of the Division of Special Collections and Archives. The keeper performs/supervises all tasks related to the acquisition, accession, appraisal, arrangement, description, cataloging and determination of appropriate preservation/conservation activities for the manuscript holdings of the division. As a professional member of the staff of special collections and archives, the keeper is expected to provide reference service to patrons of the entire division. The successful candidate is expected to publish or present on an annual basis a paper or oral presentation and to participate in professional and scholarly societies and in such library, learning resources, or university committees and activities as may be assigned. The keeper of manuscripts reports directly to the curator of special collections and archives. **Qualifications:** Candidates for this position should offer a strong potential in, and a demonstrated commitment to, the archival profession and especially manuscripts and special collections. **Required:** A master's degree in history with additional study preferred, including graduated courses in archives or manuscripts administration. Minimum of two-years archival experience in a manuscripts repository or training in a reputable archival program. Demonstrated oral and written communication skills. Demonstrated scholarly activity and production. Demonstrated capacity to work effectively and congenially with faculty, students and staff. **Preferred:** Knowledge of Utah, Idaho and Mormon history. Knowledge and understanding of issues and trends facing archives and manuscripts in the research library environment. **Salary:** \$24,000 minimum for 12-month contract. **Contract:** Faculty status, tenure track with TIAA/CREF retirement plan contributed 100% by the University, 22 days annual leave, excellent health benefits. **Application deadline:** to ensure full consideration, apply by initial review date, May 22, 1995.

Send letter of application and resume, with names, addresses, and phone numbers of three references to: Max P. Peterson, Director, Merrill Library, Utah State University, Logan, UT 84322-3000. Utah State University is a land grant institution serving a student population of 18,000. It is situated in a valley 80 miles north of Salt Lake City and offers numerous outdoor recreation activities and facilities. AA/EEO.

HEAD SPECIAL COLLECTIONS LIBRARIAN (SEARCH REOPENED) *University of Nevada, Las Vegas Las Vegas, Nevada*

The University of Nevada, Las Vegas, seeks an energetic, service-oriented librarian to administer Special Collections (Nevada collection, gaming collection, university archives and rare books). Reports to the Dean of Libraries. **Responsibilities:** Establishes departmental priorities, policies and procedures; develops collections in the areas of Nevada, gaming, and regional interests; acquires and manages manuscripts collections and university archives; provides reference services; supervises one professional and two classified staff; participates in fund raising and outreach efforts. Professional growth and service in keeping with university standards for promotion and tenure is expected. **Qualifications:** A minimum of five years of progressively responsible professional experience working with special collections, preferably in an academic library; experience and/or knowledge of manuscript or archival processing; demonstrated planning, supervisory and communication skills; and the proven ability to establish and maintain harmonious working relationships with co-workers, donors, and patrons. **Desired:** ALA-accredited M.L.S. and/or advanced degree(s) in subject areas; a record of professional involvement and research activities; knowledge of the application of computer technology to special collections. **Salary:** Commensurate with qualifications and experience, \$40,000 minimum. **Benefits:** twelve-month, tenure-track contract with 24 days annual leave, retirement options, health insurance, no state income tax. **Application deadline and details:** Send letter of application, resume, and three

letters of current reference to Marilyn Vent, Search Committee Chair, University of Nevada, Las Vegas, 4505 Maryland Parkway, Las Vegas, Nevada 89154-7001. Position available July 1, 1995. Review of applications begins on May 15, 1995 and will continue until the position is filled. The University of Nevada, Las Vegas, is an AA/EOE. UNLV Employs only U.S. citizens and aliens authorized to work in the U.S.

ARCHIVIST

*Museum of Fine Arts
Houston, Texas*

Reporting to the Librarian, directs and administers the museum's Archives Department. Processes all collection (approx. 2,900) for a major art museum and art school 1919-date. Establishes policies and procedures and provides collection access and reference services for staff and public. **Requirements:** ALA-accredited M.L.S. degree; three-five years of progressively responsible archival experience, including administration and budgeting; demonstrated familiarity with automation applications and preservation procedures; must have excellent organizational, oral, and written communication and interpersonal skills; knowledge of art history and/or museum operations desirable. **Salary:** From \$29,000/year, depending on qualifications and experience; excellent benefits. Available June 1, 1995. Send cover letter and resume to: Personnel, Job 86, Box 6826, Houston, Texas 77265-6826. Fax (713) 639-7597. Deadline May 31, 1995. EOE.

LIBRARIAN - ASSISTANT ARCHIVIST

*The Sporting News Publishing Company
St. Louis, Missouri*

The Sporting News Publishing Company is seeking an organized, detail-oriented individual to become our Assistant Archivist. Responsibilities include aiding in transforming the archives into an electronic library; assisting in developing and administering marketing and licensing arrangements; providing reference and research services to the editorial and sales departments as well as to the public; and assisting in managing the library and archival resources of the Sporting

News. The ideal candidate will have a thorough knowledge of sports statistics and sports history, a high level of computer literacy, including database management, online service and the Internet, and excellent oral and written communication skills. Master's degree in archival administration a plus. We offer a competitive salary commensurate with experience and a generous benefits package. Please send resume with cover letter indicating salary requirements to The Sporting News, Attn: Kim Putnam, 1212 N. Lindbergh Blvd., St. Louis, Missouri 63132. EOE m/f/d/v.

PROCESSING ARCHIVIST

*Columbia University
Archives and Records
Management Program
New York, New York*

This is a twenty-four month position funded by the National Historical Publications and Records Commission to process, create MARC-AMC formatted records for, and write finding aids to the Central Files Collection, the University's core collection of institutional records as well as to write a processing procedures manual for University collections. Central Files includes the administrative records of high-level University officials including the President, the Provost, the Secretary, and the Treasurer. Records to be processed date from 1890-1970.

Responsibilities: Processing records, preparing finding aids; establishing authority files for name and subject headings; and entering collection information into a database following the MARC AMC format. Incumbent will report to the Manager of University Records and will work closely with the Assistant Archivist. **Qualifications:** One of the following is highly preferred: M.A. in history or related field and formal archival training; an M.A. or Master's level work in archival management; an M.L.S. with course work in archival management. Two to three years of processing experience and familiarity with the MARC AMC format, APPM2, and AACR2 are required. Knowledge of WordPerfect preferred. The candidate must be able to work independently and have excellent written skills. **Salary:**

\$29,000 first year, \$30,160 second year. Excellent fringe benefits including health insurance, tuition exemption, and four weeks vacation per annum. Send cover letter, resume, and the names, addresses, and telephone numbers of three references to: Rhea E. Pliakas, Manager of University Records, 308 Low Memorial Library, Columbia University, 116th Street and Broadway, New York, NY 10027. **Deadline:** July 7, 1995. We take affirmative action towards equal opportunity.

LIBRARIAN/ARCHIVIST

*Northeast Document Conservation Center
Andover, Massachusetts*

The Northeast Document Conservation Center seeks individual with knowledge of preservation for the position of Director of Reprographic Services. Position involves managing the Center's microfilming and photographic copying services as well as coordinating a national series of workshops on reformatting. Applicant must have demonstrated ability to manage staff and public relations/marketing skills. Familiarity with microfilm preparation and photographic preservation desired. Salary commensurate with qualifications. Send resume and three references to NEDCC, 100 Brickstone Square, Andover, Massachusetts 001810.

PROJECT ARCHIVIST

*Princeton University Libraries
Princeton, New Jersey*

Available September 1, 1995; one-year temporary appointment. Under supervision of Assistant Archivist, will survey, appraise, preserve, arrange, describe papers of Adlai Stevenson in Seeley G. Mudd Manuscript Library, Princeton University. Supervises students; produces finding aid; assists in preparing records for entry into bibliographic utilities on campus, including NOTIS, OPAC, RLIN, and local database; performs reference duties. M.A. and/or M.L.S. from ALA-accredited library school; graduate training or experience in archival theory/practice. Experience processing large collections highly desired. Knowledge of 20th century American history with the emphasis on mid-century politics: important asset. Familiarity with MARC-AMC format, library automation and micro-

computer applications. Demonstrated ability to appraise historical records and work independently. Supervisory experience desirable. Excellent communication skills. Ability to lift 40 lb. box. Librarian I position; people with less than three years professional experience encouraged to apply. Salary dependent upon qualifications/experience. **Minimum:** \$30,200. To ensure consideration, send application (resume and names, titles, addresses and phone numbers of 3 references) by July 20, 1995, to: Project Archivist Search Committee, c/o Human Resources Librarian, Princeton University Libraries, One Washington Road, Princeton, New Jersey 08544. AA/EOE.

DIRECTOR

*Archives and Special Collections on
Women in Medicine
Medical College Hospitals
Philadelphia, Pennsylvania*

Medical College of Pennsylvania Hospital has a key opportunity available for a Director of Archives to be responsible for overseeing the daily operations of our Archives and Special Collections on Women in Medicine, which is the largest and most comprehensive collection in North America on women physicians. It is comprised of 1500 linear feet of materials and provides service to approximately 750 written, telephone, and on-site inquiries annually. Primary responsibilities of this vital position will include long-range planning; facilities planning; grant writing and fund raising; acquisitions; donor relations; and financial management. Our ideal candidate will possess a minimum of 2 years archival experience, including grant writing and/or fund raising. Previous administrative experience is also required, along with the ability to handle multiple projects simultaneously, supervise and motivate staff, and communicate effectively. Master's degree in Library Science is desirable. Familiarity with computer systems and knowledge of the history of the women's movement, from the 19th century to the present, and of the history of medicine, is preferred. Interested, qualified individuals should forward their resume to: Human Resources, Medical College, 3300 Henry Ave., Philadelphia, PA 19129. Equal Opportunity Employer.



Archival Outlook

May 1995

The Society of
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