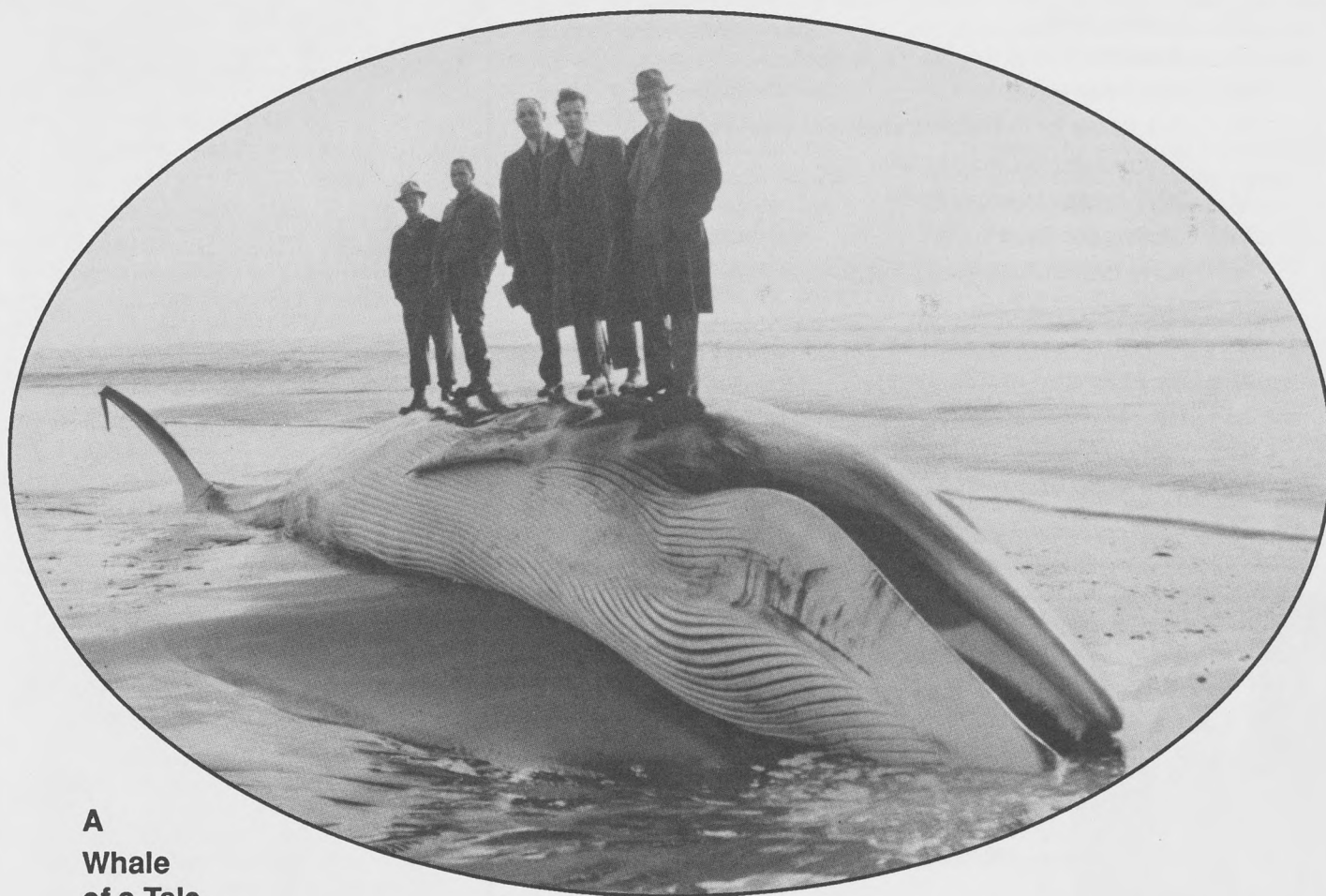




The Society of
American Archivists

Archival Outlook

September 1995



A Whale of a Tale

Washed ashore with a harpoon wound in her side near Olympic National Park, California, in October 1941, this whale came under the jurisdiction of the National Park Service administration. Puzzled park rangers turned to local Native Americans who identified the carcass as a sulphur bottom whale. Other park service staffers later suggested that the whale was an Oregon finback, while an expert at a national museum reported that the whale species may be the same. Identification problems aside, the park superintendent proudly wrote that in addition to having the largest known fir tree and the largest known huckleberry bush of any park area, the site could now boast the largest mammal. *Courtesy: National Archives - Pacific Sierra Region, San Bruno, California.*

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

JOHN A. FLECKNER
Presidential Address
1990

Realize YOUR potential as an archivist!

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

☐ Yes, I am interested in membership.

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

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

Archival Outlook

ISSN 0091-5971

Society of American Archivists Staff:

SUSAN E. FOX
Executive Director
sfox@saa.mhs.compuserve.com

BERNICE BRACK
Member Services Assistant
bbrack@saa.mhs.compuserve.com

TERESA M. BRINATI
Newsletter and Managing Editor
tbrinati@saa.mhs.compuserve.com

RICHARD J. COX
Editor, American Archivist
rjc@icarus.lis.pitt.edu

CARROLL DENDLER
Director of Financial Operations
cdendler@saa.mhs.compuserve.com

NINA DENDLER
Receptionist
info@saa.mhs.compuserve.com

JANE A. KENAMORE
Education Officer and Senior Archivist
jkenamore@saa.mhs.compuserve.com

DEBRA S. MILLS
Meetings/Member Services Director
dmills@saa.mhs.compuserve.com

TROY STURDIVANT
Publications Assistant
tsturdivant@saa.mhs.compuserve.com

TARA J. SHIMANDLE
Education Program Assistant
tshimandle@saa.mhs.compuserve.com

RODNEY FRANKLIN
Publications Assistant
info@saa.mhs.compuserve.com

Archival Outlook, formerly the SAA Newsletter, is published six times a year and distributed as a membership benefit by the Society of American Archivists. Contents of the newsletter may be reproduced in whole or in part provided that credit is given. Direct all correspondence and advertising inquiries to Teresa M. Brinati, Newsletter Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605. Phone (312) 922-0140, fax (312) 347-1452, or e-mail info@saa.mhs.compuserve.com.

♻️ **Archival Outlook** is printed on paper that meets the requirements of the American National Standards Institute—Permanence of Paper, ANSI Z39.48-1992.



President's Message

by Maygene Daniels

The International World of Archives

With September, my term as president comes to an end and SAA's 51st president, Brenda Banks, takes office. I am delighted to know that I leave the position in the hands of an outstanding and dedicated archivist who will carry on with skill, energy, and wisdom.

Through the years, I have enjoyed a privileged view of the excitement and commitment with which American archivists have adjusted to a rapidly changing world. In this era of increasingly global communications and multi-national economies, it has been especially rewarding to see SAA accept the challenges of an ever more international profession as well.

The International Archival Affairs Committee has energetically monitored international issues on behalf of the Society. SAA has organized ground-breaking study tours to archives overseas. "The International Scene" has become a regular feature of the *American Archivist* and international news appears regularly in *Archival Outlook*.

SAA has given tangible assistance to needy archival education programs in other nations by providing copies of important professional publications. And this year the annual meeting program and its "International Archives Day" celebrate the oneness of archives in all nations with a series of program sessions.

American archivists also are deeply involved in the International Council on Archives (ICA), the international organization established to promote and encourage the preservation and use of archives throughout the world. The Society is represented on the executive committee of the Section of Professional Archival Associations and more than a dozen Americans serve on ICA committees. In 1996 SAA will sponsor a study tour to China that will include the XIIIth quadrennial International Congress on Archives in Beijing.

We also should remember with pride that ICA was created largely as a result

of American efforts after World War II. Americans who had worked to protect archives in war-torn areas returned to the United States passionately convinced that archivists of all nations should work together "for the protection and effective utilization of man's total archival heritage."

Acting on this belief, in 1946 Archivist of the United States Solon J. Buck, then also president of the Society of American Archivists, took the first practical steps to contact archivists throughout the world to propose and plan the new organization. ICA continues to operate under a constitution whose original outlines were drafted by American archivists including Oliver Wendell Holmes, then chairman of SAA's International Relations Committee.

Beyond formal relationships and international bodies, however, American archivists from all parts of our profession have eagerly and successfully developed contacts with colleagues abroad that have brought richness and delight to our professional lives.

Archivists in every nation share the same interests in archives administration and the same concerns for archival principles and for the practical problems of arrangement, reference, access and preservation. They also face the same problems balancing complex and con-

flicting demands within shrinking budgets and economic crises. Shaped by different cultural and national traditions, their responses to these circumstances are a rich source of information, inspiration, and new ideas for us that add a valuable dimension to our professional understanding.

Italian archivist Emilio Re explained the bond that professionals throughout the world feel when he described his experiences working with archivists of different countries at the end of World War II. "Everyone knows that two sailors, regardless of their nationality, end up by understanding each other much better than a sailor and a mountaineer from the same country. And so it happens with two archivists . . . [They share] the same way of thinking, the same language (even though the words are different), and perhaps the same defects and professional prejudices." Re continued by noting that "in life, a small defect is often a more solid basis for friendship than a great quality."

We are fortunate to share with archivists in every nation the "small defects" that create a community of interest that enriches our lives and work. Participation in the international world of archives is open and accessible to all of us. I encourage you to become involved.

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



- National and international contact with colleagues.
- Career development opportunities.
- Access to continuing education and professional publications.
- You have a nationwide resource dedicated to serving you.
- Representation in national and international standards development.
- A strong national voice before congressional hearings and government agencies.
- Representation in related disciplines.

Contact SAA Membership Services at (312) 922-0140



from the Executive Director

by Susan E. Fox

Building on SAA's Foundation

As I approach this month's column I am very much reminded of a popular book by Tracy Kidder. It came out several years ago and was titled, simply enough, *House*. The book chronicled the collaborations and frustrations of homeowner, architect, and builder in their quest to build a new house.

I remember vividly the differing perspectives of the individuals involved—the architect with his vision, faith in himself, and his creativity; the builder with his pragmatic attention to compliance codes and construction materials; the work crew, assembled to turn the vision into diligent reality; and finally, the most important but sometimes most neglected individuals of all—the homeowners, the couple financing the dream and destined to live in this bright new creation.

The reason *House* comes to mind is the fact that 1996 will be SAA's 60th anniversary and, not so coincidentally, a time when we will begin renovating the Society's infrastructure. We already have a fine, well-tended foundation, so we need not start entirely from scratch. In fact, this year I suspect our house will actually be more akin to the popular television series, *This Old House*. Nonetheless, there is important work to be done.

The owners of our house are, of course, you, our members. Through conversations, phone calls, letters, and all sorts of manner you communicate what is most important. You provide the blueprint. You envision the Society at its best, at what it could be, what it should be. You also provide the dedication and very hard work that brings all dreams into reality.

This process of envisioning, then building, the Society first began in 1936 and continues unabated through today. Our contemporary vision is best manifested in *Leadership and Service in the 1990s, A Strategic Plan for the Society of American Archivists*, a process begun nearly three years ago. It is hard to believe it is almost time to begin revising our goals and objectives for the next three years. But like all valuable investments,

SAA requires constant attention, assessment, and foresight.

The strategic plan is our blueprint and as such it serves the critical function of defining what kind of space we take up in the profession, how we stand among our peers, and what image we project to the world at large. Always looking ahead, sometimes we neglect to assess our achievements, and we have achieved much within the plan. However, much remains to be done and this year the Committee on Goals and Priorities (CGAP) will focus its efforts on creating a process for updating the plan which takes into account priorities either in process or not yet accomplished.

You are also the builders of our house, along with the very supportive crew of the Chicago office. Together, we engage in a collective vision and apply that vision toward the hard realities of constructing tangible results against limited resources of time, staff, and budget. Sometimes success comes from sheer will. Other times it comes from the exhilaration of fine minds, sharp synergy, and spirited teamwork.

In order to specifically address our need to invest further time and attention to the organizational infrastructure of the Society, Council recently approved creation of a new Task Force on Organizational Effectiveness (TFOE). Co-chaired by Margaret Hedstrom and Luciana Duranti, the task force will engage in a far-reaching analysis of SAA's constitution, bylaws, and operating units. Members include Susan Davis, David DeLorenzo, Anne Kenney, Waverly Lowell, Bill Maher and myself.

We will begin our work at the annual meeting and we will pay close attention to the work of the Task Force on Sections and Roundtables, the Electronic Records Strategies Task Force, and the Congressional Liaison Task Force. With a timeline of preparing a revised constitution and bylaws for approval at the January 1996 Council meeting and for vote at the 1996 SAA business meeting, Council established the following charge:

- Review, clarify, and simplify the constitution and by-laws.
- Distinguish clearly the concepts and principles that belong in the constitution from the provisions for their administrative implementation that belong in the bylaws or in the guidelines for SAA units.
- Re-examine and if necessary revise procedures presently specified in the constitution and bylaws.
- Define and clarify the roles, responsibilities, accountability, and relationships among the various types of SAA organizational units (task forces, committees, boards, etc.)
- Identify which SAA units are needed to accomplish the objectives of SAA effectively.
- Incorporate the relevant recommendations from the Task Force on Sections and Roundtables into the SAA organizational structure.

"This old house" needs a fundamental overhaul. What is most important is not the overhaul itself, but the final product and the resulting organizational structure which can be comfortably inhabited by all.

The Society's constitution and by-laws are not unlike the wiring, the furnace, the insulation of a house. These mechanisms are vital to the the hidden value and robust strength of our Society. While they may not be as pleasurable or as glamorous as, say, a new kitchen or landscaping, they are critical to the ultimate longevity of our association and its efficient operation in stringent times.

Our first 60 years represent a mere beginning. Whether we are architects, builders, owners, or all three, we share the same dedication and concern. We will preserve the good work of our forebears and insure the continuation of a well-managed professional association well into the 21st century. Our house is indeed a very fine house—we will make it so for this generation and all that follow.

EDUCATION DIRECTOR SOUGHT



The Society of
American Archivists

The Society of American Archivists, North America's oldest and largest archival professional association, seeks an Education Director. The Society seeks an Education Director who is committed to promoting educational excellence, who can successfully initiate and guide change, and who is comfortable building consensus among diverse constituent groups. The successful candidate should have experience in training and development, teaching, cooperative team building, and a history of implementing organizational improvement. The Education Director reports to the Executive Director and must also have demonstrated skills in written and spoken communication, and the ability to develop good working relationships throughout the Society.

Qualifications:

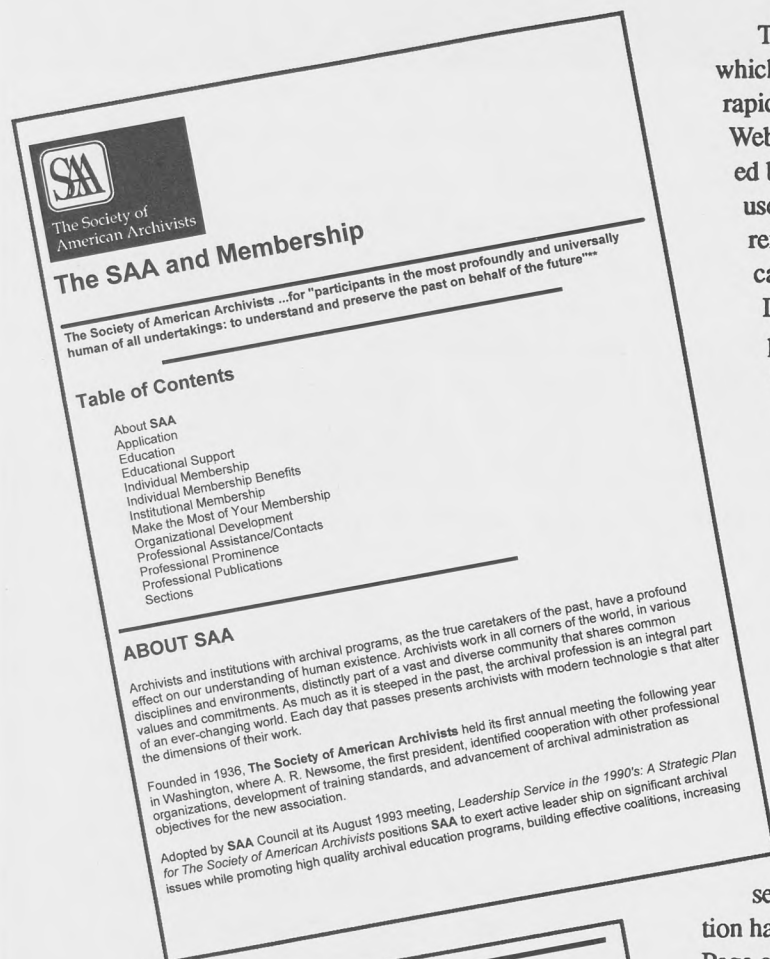
1. Practicing archivist with a master's degree, 5+ years experience, and a broad knowledge of the archival profession and the challenges facing its future. Graduate archival education preferred.
2. Demonstrated capacity to provide visionary leadership in the conceptualization, design, development, organization, and administration of continuing education programs.
3. Experience as an instructor in adult education.
4. Demonstrated record of initiative and commitment to the profession.
5. Experience in marketing, distance-learning, and computers a plus.

This is a full time, permanent position in the Society's Chicago office. Salary is expected to be in the mid-30s, depending on experience. Deadline for applications is October 15, 1995. For a complete position announcement or to submit an application, write to:

Susan E. Fox, Executive Director
Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605
Fax 312/347-1452
E-mail: sfox@saa.mhs.compuserve.com

SAA on the World Wide Web

by Stan Gunn, University of Texas, SAA Student Chapter President



The screenshot shows the SAA website home page. At the top left is the SAA logo with the text "The Society of American Archivists". Below it is the title "The SAA and Membership". A quote from the Society of American Archivists follows: "...for 'participants in the most profoundly and universally human of all undertakings: to understand and preserve the past on behalf of the future'". Below this is a "Table of Contents" list including: About SAA, Application, Education, Educational Support, Individual Membership Benefits, Institutional Membership, Make the Most of Your Membership, Organizational Development, Professional Assistance/Contacts, Professional Prominence, Professional Publications, and Sections. Below the table of contents is an "ABOUT SAA" section. It describes archivists as caretakers of the past and mentions the Society's founding in 1936. It also mentions the first annual meeting in 1993 and the adoption of a Strategic Plan in 1995. At the bottom of the screenshot is another section titled "SAA Information" which lists links like "President's Message", "About the Society of American Archivists", "Who is The Society of American Archivists?", "Why Membership in SAA?", "Directories of SAA and archival organizations", "Strategic Plan, Guidelines, and Programs", and "Electronic Access to SAA Information (coming soon!)". Below this is an "Upcoming Events" section listing the 1995 Annual Meeting, Continuing Education, and Program Proposals for the 1996 Annual SAA Meeting. It also states that the site has been accessed 272 times since August 10, 1995. At the bottom of the screenshot is a link "For information about contacting SAA click here." and a "Return to the top" link. The page is dated "Last updated-August 14, 1995".

The Internet is a vast network of computers linked together which enable the user to access, share, or exchange information rapidly and from any location. The World Wide Web (WWW or Web) is an Internet-based online information delivery tool, created by CERN (European Laboratory for Particle Physics) making use of hypertext and hypermedia documents. Hypertext/media refers to specially coded textual or multimedia documents that can link to other documents. In order to access WWW over the Internet, a client or "browser" appropriate to your computing platform is used. There are WWW browsers for DOS, Windows, OS/2, Macintosh and UNIX platforms as well as many others.

Sites on the World Wide Web display information in the form of "pages" that can contain text, photographs, illustrations, and sometimes even music and narration. In July, the Society of American Archivists Web page became accessible to the public. Initially, much of the information on the page pertained to the annual meeting in Washington, D.C. Other important SAA information available on the Web Page includes a greeting from the president, the SAA Publications Catalog, membership information, the Code of Ethics, lists of officers, council members, and much more.

What is the advantage of a Web page? Unlike paper media, once a Web page is updated, anyone can see those changes. Publishing costs disappear as the distribution happens instantly and upon request over the Internet. A Web Page can provide up-to-the-minute articles, policies, notices of events, directories, schedules, photographs, and sound recordings, among other things.

Who uses Web pages? Politicians use them to advance their platforms, businesses use them to sell their products, and a wide range of organizations use them to educate the public and inform their members.

Who looks at Web pages? The potential audience is enormous. The number is nebulous and constantly growing, but today it is measured in the millions. Although we only started monitoring use on August 10, 1995, by the 15th, the SAA World Wide Web page had been read more than 180 times.

If you have web access, come visit us at:
<http://volvo.gslis.utexas.edu/~us-saa/>

At left are samples of information available as it appears on SAA's World Wide Web page.



The Society of
American Archivists

1996 PROGRAM COMMITTEE

HILARY A. KAPLAN, CO-CHAIR
*Georgia Department of
Archives and History*

WILLIAM K. WALLACH, CO-CHAIR
Bentley Historical Library

MARIE B. ALLEN
*National Archives and Records
Administration, ex officio*

LAURA BANDUCCI
Wells Fargo Bank

FRANK BOLES
Central Michigan University

ROBIN CHANDLER
*University of California,
San Francisco*

SUSHAN CHIN
*Museum of Chinese in the
Americas*

BARBARA CRAIG
University of Toronto

DEBORAH DANDRIDGE
University of Kansas

NANCY ELKINGTON
Research Libraries Group

MICHAEL J. FOX
Minnesota Historical Society

KATHERINE HAMILTON-SMITH
Curt Teich Postcard Archives

LINDA HENRY
*National Archives and Records
Administration*

KATHRYN NEAL
University of Iowa

THERESA SNYDER
University of Pennsylvania

SUSAN TEJADA
*Long Island Library Resources
Council*

Guidelines for Program Proposals for the 1996 SAA Annual Meeting

The 1996 Program Committee invites submission of program proposals for the SAA annual meeting in San Diego, California, August 27 - September 1, 1996. The proposal form on the reverse side of this page is designed to facilitate **fully developed sessions**. Fully developed proposals have a better chance of being accepted.

Proposals should:

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

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

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

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

SEND ALL PROPOSALS TO:

WILLIAM K. WALLACH, Co-chair
1996 SAA Program Committee
Bentley Historical Library, 1150 Beal Avenue
Ann Arbor, MI 48109-2113

(313) 764-3482 Fax (313) 936-1333 E-mail: bwallach@umich.edu

PROPOSALS MUST BE POSTMARKED BY SEPTEMBER 30, 1995.

(Proposal Form on reverse)

1996 SAA PROGRAM PROPOSAL

Please type. Deadline: Postmarked by September 30, 1995.

Proposed by: _____

Institution: _____

Mailing Address: _____

Phone: () Fax: ()

For Committee Use

Number: _____

Postmarked: _____

1. Session Title: _____

2. Type (check one): ☐ Traditional ☐ Work-in-Progress ☐ Panel Discussion
☐ Workshop ☐ Seminar/Roundtable ☐ Special Focus

3. If this proposal is submitted on behalf of an SAA group, give name of group: _____

PARTICIPANTS:

Contacted/Agreed
to Participate?

SAA
Member

(circle as appropriate) Chair / Commentator / Leader _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

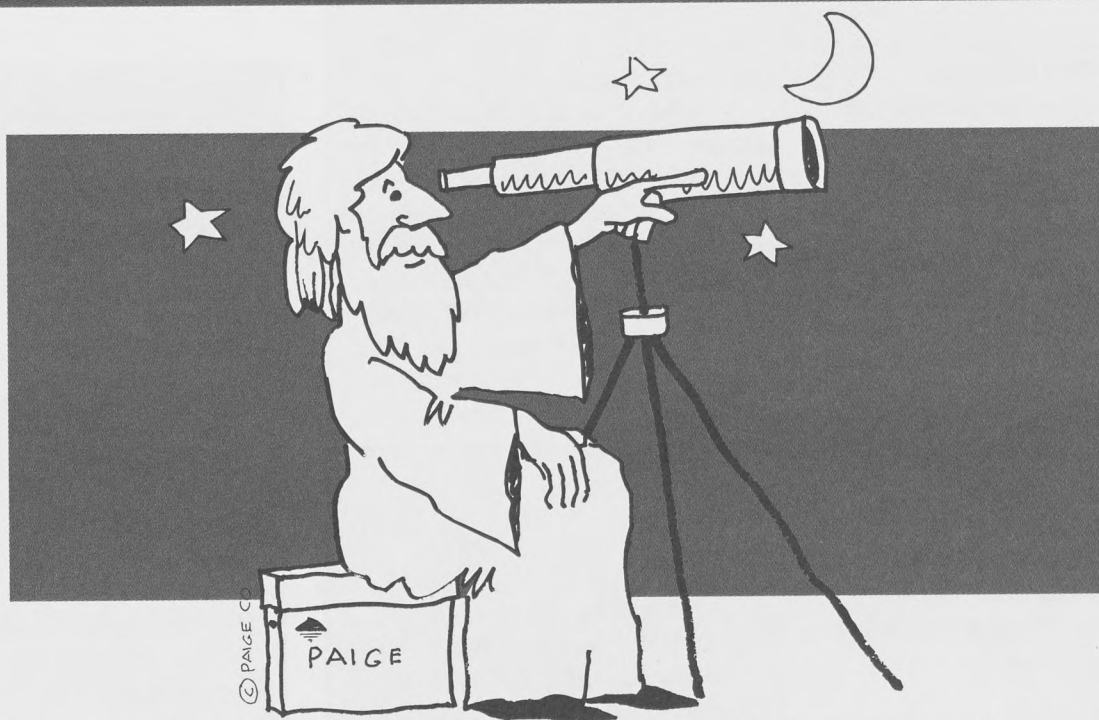
Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

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

5. Audiovisual Requirements:



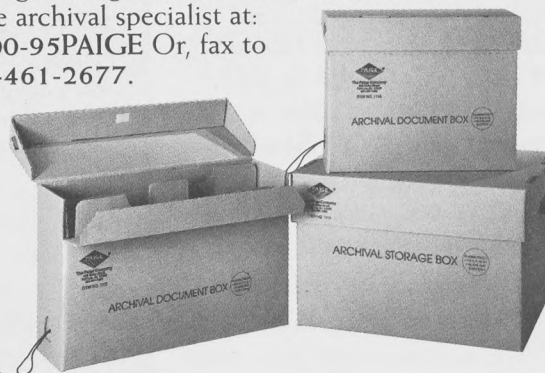
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Call for a free Paige Archival Storage Box today and preserve your own history.

The Paige Company Archival Storage Boxes have been designed by archivists to meet the demanding requirements of lifetimes of storage. These extremely strong, multi-walled boxes are the equivalent of 400 lbs PSI (pounds per inch). Each carton is manufactured from 100 percent "acid-free" and "lignin-free" blue gray corrugated paper with a pH of 8.0 to 10.0. Our boxes have a 3% calcium carbonate buffer, contain mold inhibitors and have no residual sulphur. All Paige archival boxes conform to specifications from the National Archives for archival document storage.

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FREE SAMPLE ARCHIVAL RECORD STORAGE BOX and more information about all Paige storage boxes when you speak to a Paige archival specialist at: 1-800-95PAIGE Or, fax to 201-461-2677.



The PAIGE COMPANY
RECORDS STORAGE SPECIALISTS
Parker Plaza, 400 Kelby Street, Fort Lee, NJ 07024



Society Briefs

1996 Publications Catalog

The brand-spanking-new edition of the *SAA Publications Catalog* has been mailed along with this issue of *Archival Outlook*. In its ongoing effort to remain the most up-to-date resource for those concerned with the identification, preservation, and use of records of historical value, SAA has expanded its 1996 catalog to more than 120 titles. They cover an array of topics vital to those new to the profession as well as to the more experienced archivist. The seven volumes in the *Archival Fundamentals Series* are now the standard for basic texts on archival theory and practice. In addition to introductory manuals, SAA carries advanced volumes on such topics as digital imaging technology and electronic records.

If you would like additional copies of this free catalog, contact the Publications Department at e-mail: info@saa.mhs.compuserve.com or phone (312) 922-0140.

1996 Yellow Pages

Production on the 1996 *SAA Yellow Pages: Directory of Individual and Institutional Members* will begin in late October. To insure that the database is up-to-date, members are encouraged to send current address information to SAA by October 15, 1995 (see coupon on page 14). Send information to Debbie Mills, Membership Services, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605, e-mail: dmills@saa.mhs.compuserve.com. The directory, which is a benefit of membership in SAA, is slated for printing in December and will be mailed to all members in January.

1995 Annual Meeting Coverage

The November issue of *Archival Outlook* will include full coverage of the 1995 SAA annual meeting in Washington, D.C. Be on the lookout for highlights of special events—including International Archives Day—exciting photographs of colleagues and friends, a full-length feature on award recipients.

Correction

The July issue of *Archival Outlook* incorrectly reported that John Carlin was sworn in as U.S. Archivist on May 31, 1995. The actual date of the swearing in ceremony was June 1, 1995, according to the Public Affairs Office of the National Archives and Records Administration. We thank our readers for bringing this to our attention.

To the Editor:

The May 1995 issue of *Archival Outlook* contained an article which mentioned how Margaret Cross Norton saved the state of Illinois about \$1 million by locating a specific document. This reminded me of my own FY'95 highlight as St. Mary's County [Maryland] archivist which I call the "\$36 Million Question."

August 11, 1994, Joe Suchinsky, director of accounting in the St. Mary's County Finance Department, received a letter from the state of Maryland Office of the Attorney General /Antitrust Division seeking documents to use in an insurance antitrust case. Mr. Suchinsky was able to research the documents, some dating to 1982, here at the Records Center. October 17, 1994, the Attorney General sent a letter of appreciation to then County Commissioner President Mr. Loffler. Part of the letter reads, "Thanks in large part to the hard work of Joe Suchinsky in attempting to locate as many of the documents specified in the August 11, 1994, letter as still exist, we have been able to achieve a settlement in principle in the case worth \$36 million."

BETH COLLIER
SAA new member
St. Mary's County (Maryland)
Records Center and Archives

SAA DEADLINES

SEPTEMBER

- 5 Job announcements for October *SAA Employment Bulletin*
- 25 Registration for "Navigating Your Archives Through Uncharted Waters: Strategic Planning" workshop in Topeka, Kansas
- 30 Deadline for session proposals for 1996 SAA annual meeting (see pages 7-8)
- 30 Deadline for preconference workshop proposals for 1996 SAA annual meeting

OCTOBER

- 5 All submissions (including job ads) for November *Archival Outlook*
- 15 Applications due for SAA Education Director position (see page 5)
- 15 Updated information due for 1996 *SAA Yellow Pages*
- 11 Registration for "Arrangement and Description" workshop in Sarasota, Florida
- 11 Registration for "Business Basics and Beyond" workshop in Houston, Texas
- 23 Registration for "Archives, Personal Papers, and Manuscripts" workshop in Cleveland, Ohio
- 23 Registration for "Understanding Archives and Manuscripts" workshop in Cleveland, Ohio

NOVEMBER

- 5 Job announcements for December *SAA Employment Bulletin*

DECEMBER

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



SAA Vice President **NICHOLAS C. BURCKEL**, formerly assistant dean of Washington University Libraries in St. Louis, is the new director of libraries at Marquette University in Milwaukee.

After a 45-year career as teacher, archivist, and records manager, **FRANK B. EVANS** is retiring September 30, 1995. His friends at the National Archives are sponsoring a reception to honor him on September 28, 1995, from 2:00 p.m. - 3:30 p.m., at the National Archives at College Park, Maryland, 8601 Adelphi Road, Lecture Rooms D & E. Please join the party or, if you would like, make a contribution for Frank's gift or his scrapbook of retirement letters. RSVP or forward these contributions no later than September 21 to Michael Lewandowski, NARA (NI), Room 2100, 8601 Adelphi Road, College Park, MD 20740-6001, (301) 713-7110, ext. 250, e-mail: michael.lewandowski@arch2.nara.gov.

At its June meeting, the National Historical Publications and Records Commission reappointed **GERALD W. GEORGE** executive director of NHPRC. George assumed his duties in early July.

LARRY J. HACKMAN, formerly State Archivist of New York, became the new director of the Harry S. Truman Presidential Library and Museum in Independence, Missouri in July. A native of Missouri, Hackman will be the third director of the Truman Library, which has begun a \$10 million program to replace all of its exhibits, to renovate its public areas, and to expand its educational programs.

MARGARET HEDSTROM, formerly with the New York State Archives and Records Administration as chief records analyst and director of its Center for Electronic Records, has joined the faculty

Obituaries

HOLLY HALL, 50, head of Special Collections at Washington University in St. Louis, died on June 24, 1995, following a brief battle with leukemia. Hall was a member of the Society of American Archivists and the American Library Association.

GERALD E. PARSONS, 55, reference librarian since 1974 at the American Folklife Center of the Library of Congress, died July 13, 1995, at Washington Hospital Center. He had cancer. Parsons was born in Wilmington, Delaware, and had lived in Washington, D.C., since 1963. He was a graduate of Colgate University. After joining what was then the Archive of Folk Culture, Parsons became something of a specialist on the tradition of using yellow ribbons to signify support for absent loved ones. He handled questions to the Library of Congress about the phenomenon and was interviewed on CBS Evening News when U.S. hostages were held in Iran. Parsons wrote extensively about American folklore and hunting and fishing traditions. He was honored by the Virginia Folklore Society for his work as a researcher. He was a member of the Society of American Archivists, treasurer of the National Council for the Traditional Arts, a founding member of the Folklore Society of Greater Washington, and a member of the American Folklore Society.

of the School of Information and Library Studies at the University of Michigan in Ann Arbor as an associate professor. She will direct the archival education program and teach courses on archival administration, information, management, and digital preservation.

JANE KENAMORE, education officer and staff archivist for the Society of American Archivists since 1989, has accepted a position with the American Medical Association as an archives administrator, effective September 8, 1995. SAA expresses its gratitude to Jane for her contributions to its continuing education program and wishes her all the best in her new post.

FRANK H. MACKAMAN, director of the Ford Library since 1988, announced his resignation, effective August 5, 1995. Mackaman is the new executive director of the Everett McKinley Dirksen Congressional Leadership Research Center in Pekin, Ill. **JAMES R. KRATSAS**, deputy director of the Ford Library since

1990, will be acting director until the position is filled on a permanent basis.

DEBBIE MILLS, meetings/membership services director for the Society of American Archivists, graduated from the nationally-recognized U.S. Chamber of Commerce Institutes for Organization Management program, a six-year course of study on association management.

RICHARD C. WANDEL has recently joined the New York Philharmonic Archives in a three-year grant-funded position as the Carlos Moseley Project Archivist. Wandel will catalog the archives' extensive collections. At the same time, Wandel will continue his association with the National Museum and Archive of Lesbian and Gay History, also in New York City.

TRUDY HUSKAMP PETERSON, formerly Acting Archivist of the United States, retired from the National Archives and Records Administration on July 3, 1995, after 24 years of service.



Education Notes

by Jane Kenamore, Education Officer

NHPRC/SAA Archival Descriptive Standards Curriculum Project

The NHPRC/SAA Archival Descriptive Standards Project began in June with the selection of course developers and reviewers for the seven courses included in the continuing education curriculum. There was an outstanding response to the request for applicants, and the selection process was not an easy one!

Project participants attended a three-day curriculum and training conference in Chicago on July 29-31. The goals of the conference were to address current issues in archival descriptive standards, introduce the course developers and reviewers to the concepts of adult learning, and begin the process of course development with the completion of a tentative outline for each workshop that would encompass adult learning methodology.

Kathryn Deiss of the Association of Research Libraries facilitated the first day, which was devoted to content and pedagogical questions. Would the curriculum be descriptive or prescriptive? How would the instructors handle discussions of practices that were not yet standardized? How will the curriculum address such issues as SGML (Standard Generalized Markup Language), cataloging simplification, multi-level cataloging, authority information, and the effectiveness of archival cataloging? The day ended with decisions as to where in the curriculum these topics, as well as others would be addressed.

The second day, Jack Prostko of the Center for Teaching and Learning at Stanford University, introduced adult learning concepts and elements of curriculum design; and on the final day, participants worked in their course teams to develop tentative outlines with active learning components and received initial reviews and suggestions from the rest of the group.

Course developers will continue to work on the curriculum and will meet in mid-October to compare notes to ensure a minimum of duplication and adequate coverage of subject matter. Final drafts will be completed in December, when the content reviewers will have the opportunity to make additional comments and suggestions for revision. Jack Prostko will review all course materials for active learning components.

Following are the names of individuals involved in the project, listed by course:

Archival Cataloging As a Component of Archival Description

Developers: Steve Hensen of Duke University and Kris Kiesling of the University of Texas

Reviewer: Richard Pearce-Moses of the Heard Museum

Access Points

Developers: Peter Wilkerson of the South Carolina Historical Society, Richard Saunders, Consultant, and Susanne Warren of the Art and Architecture Thesaurus, Getty Art History Information Program

Reviewer: Ann Della Porta of the Library of Congress

A Final Note

I will leave SAA, effective September 8, 1995, to take the position as archives administrator with the American Medical Association in Chicago. I am pleased to be re-entering the archives profession on a full-time basis, but I certainly will miss the Society.

Many, many thanks to all of you who have supported the education program over the past six years: SAA officers, members of Council, EOAB, CEPD, and other SAA committees, sections and roundtables; education chairs and other officers of regional organizations; and most of all, workshop registrants.

A very special thanks goes to all SAA instructors, who have labored long hours (for little or no money!) to develop and teach SAA courses. Since 1989 the curriculum has grown to include more than thirty-five offerings presented at annual meetings and throughout the nation, and during this period of constricted travel budgets, each succeeding year (with the exception of two) has seen a record number of workshop registrations.

I wish the best to the next SAA education officer. You will work with outstanding individuals on staff and in the Society at large.

I look forward to serving SAA as an active member for many years to come.

JANE KENAMORE

Application of the USMARC Format

Developers: David Carmicheal, Westchester County (NY) Archives, and Marcy Flynn, Consultant (Silver Image Management)

Reviewer: Lofton Wilson of the New York Public Library

Implementing Automated Cataloging Systems

Developer: Michael Fox, Minnesota Historical Society

Reviewer: Gregory Colati of Bowdoin College

Archival Cataloging for Librarians

Developer: Kris Kiesling of the University of Texas

Reviewer: Jane Greenberg of the Schomburg Center for Research in Black Culture, New York Public Library

Advanced Concepts in Authority Control

Developer: Kathleen Roe of the New York State Archives and Records Administration

Reviewer: Debbie Pendleton of the Alabama Department of Archives and History

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The Society of
American Archivists

Guidelines for the Establishment of Listservs by Organizational Units of the Society of American Archivists

As networked communication becomes an increasingly ubiquitous element of the professional work of archivists and their clientele, it is highly appropriate that organizational units of the Society of American Archivists (SAA) develop means to communicate electronically on issues of professional interest.

The establishment of Internet-accessible open discussion lists can be an effective means for facilitating discussion on specific topics or among professionals working in related areas and facing common issues. These listservs can also be an effective device for fostering dialogue among different professionals regarding mutual concerns.

Therefore, SAA encourages the various units of the Society to establish listservs whenever their development offers to enhance the ability of those units to meet their organizational and professional objectives.

In order for an SAA unit to create a listserv, its establishment must be registered with the Executive Office of the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140. Such registration is dependent on:

- (1) the unit's articulation of a clear statement of purpose for the listserv that is directly germane to the responsibilities and concerns of that unit;
- (2) the unit's agreement to include and regularly display an appropriate disclaimer regarding the responsibilities of SAA and other sponsoring institutions or organizations for the opinions and views expressed on the listserv, such as "the opinions and views expressed on this listserv and the information provided by the participants do not necessarily reflect the opinions, views, or policies of the Society of American Archivists or other sponsoring institutions or organizations;"
- (3) the unit's naming a member of the unit as "owner" of the listserv and that individual's willingness to conduct those responsibilities appropriate to that role; and
- (4) the unit's agreement to neither cease nor diminish the circulation of an existing newsletter of the unit.

Once a listserv has been registered, its purpose and address will be published in *Archival Outlook*.

Adopted by the Council of the Society of American Archivists, June 1995

1999 Annual Meeting Dates

by Debra S. Mills, *Meetings/Member Services Director*

Member Feedback Results in Earlier Dates for 1999 Annual Meeting

SAA members can enjoy Labor Day vacation activities apart from the SAA 1999 annual meeting in Pittsburgh, Pennsylvania, as the convention will be held one week earlier than usual. In the past, SAA meeting dates have taken place the week going into Labor Day weekend. Driven by feedback from the 1994 "Annual Meeting Survey," it was decided that the 1999 annual meeting would be held from August 23 through August 29, so as to include more individuals who might otherwise not have the opportunity to attend. Those who haven't been able to attend in the past, because of Labor Day weekend scheduling, include parents with children in school, university faculty and those with vacation plans for the Labor Day holiday.

A series of alternate dates were explored for the 1999 meeting. After polling various hotel properties, it was clear that further into September, after labor day weekend, sleeping room rates increased an average of ten to twenty percent. Rates in October and November appeared to jump twenty-five to thirty-three percent, with the exception of the week going into Thanksgiving weekend. Scheduling the 1999 meeting in late August resulted in a ten percent increase in sleeping room rates, over what the rates would have been had the convention been slotted for the week leading into Labor Day weekend.

The Society of American Archivists

1999 Annual Meeting
August 23 - 29
Pittsburgh Hilton and Towers
Pittsburgh, PA

Please let us know if the change in dates makes a difference. SAA continues to seek ways to best serve the archival community. We would like to hear from you. Please continue to send feedback to:

Debbie Mills, Meetings/Member Services Director
Society of American Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605
(312) 922-0140
e-mail: dmills@saa.mhs.compuserve.com

1996 SAA YELLOW PAGES

Directory of Individual and Institutional Members of the Society of American Archivists

The biennial SAA membership directory will begin production next month and will be mailed to members in early January. Make sure that the SAA database contains the most up-to-date information on you by completing the coupon below and **returning it by October 15, 1995**, to:

SAA Membership Directory, 600 S. Federal, Suite 504, Chicago, IL 60605 USA

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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.

Update on NEH

With some members of Congress targeting the endowments for sharp cuts, efforts to secure reauthorization of the National Endowment for the Humanities (NEH) and adequate funding in FY'96 have become monumental tasks. A large coalition of organizations have been working for months to alert all members of Congress to the important role that NEH plays in education and in fostering humanities scholarship. Efforts to support NEH have moved forward on four separate tracks—House appropriations, House reauthorization, Senate appropriations, and Senate reauthorization. Although the process is far from over, it appears clear that NEH will have much less next year than it does now with a budget of \$172 million.

On July 18, the House of Representatives passed the Interior and Related Agencies Appropriation Bill for FY'96 which calls for \$99.494 million for NEH with a three-year phase out for the agency. Language in the bill earmarks an additional \$5 million for the state programs, which will mean that they would receive \$23 million, which is \$5 million below their current level of \$28 million. During the House debate on the NEH appropriation, Representative Steve Chabot (R-Ohio) introduced an amendment to eliminate funding in FY'96. In a show of strong bipartisan support for NEH, the House of Representatives defeated the amendment, with 277 voting against the amendment and only 148 supporting it.

On August 9, the Senate passed its version of the Interior Appropriations Bill and allocated \$110 million for NEH. Going into the floor debate, the NEH FY'96 budget recommended by the Senate Appropriations Committee was \$114.5 million and the NEA budget was \$99.5 million. In a negotiated agreement with Senators Jeffords (R-VT), Gorton (R-WA), Simpson (R-WY), Bennett (R-UT), Helms (R-NC), Pell (D-RI), Leahy (D-VT) and Kennedy (D-MA) playing key roles, the Senate leadership reached an agreement which appropriated \$110 million to each of the two endowments. This negotiated compromise, for which there was broad support, passed on a voice vote with no role call required.

In September a House/Senate Conference Committee will work out the differences between the Interior Appropriations Bills. The major differences are that the House appropriation is \$99.5 million for NEH in FY'96 and the Senate appropriating \$110 million and the House bill calls for a three-year phase out of NEH while the Senate bill has no language about the elimination of the agency.

On the reauthorization front, neither house has passed legislation yet. However, the bill pending in the House, H.R.1557, calls for a 20% cut in 1996, 20% in 1997, 20% in 1998, and

elimination in 1999, as well as for the transfer of 80% of both NEH and NEA funds to the states in each fiscal year. The Senate bill, S. 856, calls for a reduction of 5% a year for the next four years and the earmarking of 30% of NEH funds for state programs. The current level at NEH is 20% for state programs.

1996 Funding for NARA and NHPRC Grants Program

A conference committee in September will be working out differences in the House and Senate versions of the Treasury Appropriations Bill which includes the National Archives and the NHPRC budgets. The Senate version of H.R.2020 provides \$5 million for NHPRC grants compared to the \$4 million specified in the House bill. Furthermore, the Senate bill includes \$199.63 million for the National Archives, an increase of approximately \$6 million over the House amount, with much of the increase going to special electronic records and finding aid projects. Senator Bob Kerrey (D-NE) introduced an amendment during the Senate Treasury, Postal Service, and General Government Appropriations Subcommittee mark-up that provided \$4.5 million in additional funding for the National Archives. This money is earmarked for several electronic records projects, with \$2.7 million for the development of an electronic finding aid that would link the finding aids of the Presidential, Regional, and

continued on page 27



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Archival and manuscript repositories identify and preserve records of enduring value; most importantly, they make them available for use. Reference services in archival and manuscript repositories assist users, and potential users, in using archival holdings and locating information they need. Archives are tools; like all tools, they are kept to be used.

Reference Services in Archives

by Mary Jo Pugh

The use of archives depends, in part, on the mission of the repository. Many corporate entities, such as businesses, churches, voluntary associations, universities, and museums, establish institutional archives to care for their records. Such private archives are likely to be kept primarily to meet long-term administrative, legal, or fiscal needs of the institution itself. When such an organization keeps its records because of continuing usefulness for its ongoing business, *administrative use* is the primary rationale, and reference services are provided mainly to creators of the records and their successors.

Research by users outside the originating organization is another rationale for keeping archives and the primary rationale for preserving historical manuscripts. Since manuscript repositories collect the papers of individuals and the records of outside organizations so that they can be used for historical research, providing reference services to researchers will have a higher priority in this type of repository than providing administrative reference services to the creators of records.

Governmental archives have an additional responsibility for *public use*, to protect the rights of the people. Public archives preserve records of individual rights and benefits. As a "cornerstone of democracy," public archives also provide for government accountability by preserving records that enable citizens to monitor the conduct of the people's business and the performance of official servants. Reference services in public archives serve all citizens.

While the mission of the parent institution guides priorities for reference services, the cultural value of archives as the mem-

ory of civilization transcends the current uses of records in the organizations that create or preserve them. When considering the needs of users, archivists must balance these enduring cultural values against the immediate practical needs of the organizations that pay to preserve records. These short-term and long-term values may conflict as archivists provide access and reference services for the primary user groups—as identified by the mission of the parent institution—and also seek to meet the cultural needs of the larger society.

Access to Archives

To use archives, users need intellectual, legal, and physical access to them. In the broadest sense, access refers to the process of identifying and locating records likely to contain information useful for solving problems. Access in this sense is *intellectual* access, provided both through the arrangement and description of records and through reference assistance. Archivists arrange records according to the basic tenets of provenance and original order, to retain evidence of the activities that created them. That is, records from different sources are not intermingled, and the original filing order of the creator, if usable, is retained. Such principles of arrangement insure both that records will continue to be useful for the creating organization and that later users can evaluate the content of the records in the context of their creation. Repositories use a wide variety of reference tools, known as finding aids, to describe their holdings and provide reference assistance to help users locate needed records and information.

In a narrower, *legal*, sense, access can mean the authority or permission to use archives. Records created initially for personal or internal use may contain private or confidential information that should not be disseminated immediately. Problems of privacy and confidentiality can arise when records created for limited circulation to carry out specific activities are made available to the public. Use of archives may thus be conditioned by legal and ethical issues; most importantly, privacy, confidentiality, freedom of information, and copyright. Archivists strive to provide fair, equitable access to records in their care, but they must also protect information affecting creators or third parties until it is no longer sensitive.

Access may also mean *physical* access, the opportunity to examine documents. Repositories provide physical access by maintaining regular and sufficient hours of operation, providing space to study records, and enabling users to copy information from records. While meeting these needs of current researchers, archivists must also consider those of future users by protecting archives from theft or abuse and from wear and tear.

Reference Services in Archives

Reference services, broadly conceived, are the activities by which archivists bring users and records together to meet user needs. As listed in the box on the next page, they encompass a wide variety of activities and call upon intellectual, administrative, and interpersonal skills. Reference services can take place in the research room, by telephone or mail, or by electronic mail systems or fax. Reference services are also provided through

Reference services in archives provide:

- Information about the repository
- Information about holdings
- Information from holdings
- Information about records creators
- Referrals to other repositories or resources
- Information about copyright, privacy, confidentiality, freedom of information, and other relevant laws
- Instruction in using archives and the research process
- Physical access to holdings
- Copies of holdings
- Loans from holdings

public programs both inside and outside the repository. In a small repository, such intellectual, administrative, and interpersonal activities may be the responsibility of one person; in a large repository, they may be shared by several professional staff members as well as paraprofessional and clerical staff.

Facilitating research, undertaking research, and educating users are three important intellectual components of reference service in archives. To facilitate research, reference archivists help users find records that meet their information needs. Users bring a wide variety of research needs to archives, and archivists help them refine their questions and organize search strategies. Most users also need information about repository rules and procedures and information about legal and physical access to archival materials.

Because archival reference service is frequently very personalized, good communication between users and archivists is critical. Research indicates that more than half of the information exchanged between two people is expressed nonverbal by gestures, tone and attitude. Verbal and nonverbal communications must be congruent. For example, users and archivists may differ in their expectations of the conditions under which archival material must be used. Archivists must remember that if they are not careful, the first message they give to users is, "We think you are a thief," or "We think you are not worthy to use these materials." Policies and priorities must be clearly and convincingly communicated; they must also be reviewed regularly to recognize changing publics and user needs. Archivists should strive to make every user feel welcome and to treat all users fairly.

Administering the daily tasks of reference services, or managing the staff providing them, may be the most time-consuming aspect of archival reference services. Reference archivists must balance and integrate the intellectual, interpersonal, and admin-

istrative elements of reference services to meet the needs of users, protect records, and promote the most effective use of repository resources.

Because the success of the reference service turns on negotiating a series of balances, its ethical dimensions assume considerable importance. Reference archivists must respect the confidentiality of the reference interview and divulge the details of users' research only with permission. Careful formulation of policies and training of staff are needed to ensure fair and equitable access for all researchers.

All in all, the amazing variety of questions from users stimulates intellectual growth; answering one question raises yet new questions. The serendipity of research, the unexpected discovery of new sources and insights, frequently entertains and delights.

Source

This information has been excerpted from "Reference Services in Archives," chapter one in *Providing Reference Services for Archives and Manuscripts*, by Mary Jo Pugh (Chicago: Society of American Archivists, 1992), 124 pages, paper. This indispensable resource is one of seven volumes in the Archival Fundamentals Series. Available from SAA: list \$25, SAA members \$19, plus shipping/handling. Contact SAA publications at (312) 922-0140 ext. 21, or e-mail info@saa.mhs.compuserve.com.



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National News Clips

NHPRC News

■ **Grants:** The National Historical Publications and Records Commission (NHPRC) met on June 22, 1995, and recommended up to \$75,000 for two documentary editing projects, up to \$65,440 for two projects to increase document use, and \$27,858 for one project that carries out the Society of American Archivists and National Association of Government Archives and Records Administrators (NAGARA) agendas. The grant is for a two-year project at the University of Pittsburgh to provide senior government archivists and information resource managers with the knowledge and tools to improve their organizations' effectiveness in dealing with information policy issues.

In addition, the commission recommended an award of \$50,000, with up to an additional \$35,390 (contingent on the availability of additional 1995 funds), to extend the current cooperative agreement between the Council of State Historical Records Coordinators and NHPRC. The commission also recommended \$38,400 for one fellowship in historical editing. The grant recommendations were made in response to more than \$680,400 in requests.

The next meeting of the commission is scheduled for November 14 and 15, 1995.

■ **Deadlines:** Grant application submission deadlines for fiscal year 1996 are October 1, 1995; February 1, 1996, and June 1, 1996. Different types of projects are eligible against different deadlines and reflect the goals and objectives set forth in the NHPRC's strategic plan, *To Protect a Priceless Legacy: The Preservation and Use of America's Historical Records*. The commission has guidelines that discuss eligible projects, outline application procedures, and offer advice on the grant process. Contact: NHPRC, Room 607, National Archives (Arch I), Washington, D.C. 20408, (202) 501-5610.

■ **Products:** Information concerning products from NHPRC-funded projects is available in the NHPRC's newsletter, *Annotation*, which is published three times a year. If you would like to be placed on the mailing list to receive *Annotation*, contact NHPRC at the address listed above.

Commission on Preservation and Access

The following resources have been issued recently by the Commission on Preservation and Access.

■ **Tutorial:** *Digital Resolution Requirements for replacing Text Based Material: Methods for Benchmarking Image Quality*, by Anne R. Kenney and Stephen Chapman (Commission on Preservation and Access, April 1992). This 22-page illustrated tutorial is an outgrowth of work at the Cornell University Library department of preservation and conservation. Kenney and Chapman propose the use of the "digital quality index formula" to help determine resolution requirements for a wide range of documents and different scanning systems. The tutorial begins with a discussion of the attributes of documents selected for preservation. These fall into four categories: text/line art, halftone, continuous tone, and mixed. Scanning methodologies,

compression techniques, and visual inspection requirements are then covered. The report suggests guidelines for scanning source documents such as monographs, serials, agency records, manuscripts, and halftone and continuous tone images. It concludes with recommendations to institutions contemplating the use of digital technology to convert paper and film-based material. Charts, tables and figures accompany the text throughout.

■ **Magnetic Tape Storage and Handling - A Guide for Libraries and Archives**, by John Van Bogart (Commission of Preservation and Access and the National Media Laboratory, St. Paul, Minn., June 1995). The 34-page report covers what can go wrong with the magnetic media, how to prevent information loss, magnetic media life expectancies, and how to prevent magnetic tape from degrading prematurely. Figures and tables are used throughout the text to illustrate points and provide guidelines. Magnetic tape is considered within the broader context of other media, including paper and film. The author also discusses analog versus digital storage issues and the importance of environmental conditions for archival storage. Appendices include an industry guide to care and handle magnetic tape, a glossary, and a short reading list.

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

Documenting Michigan Architecture Project

Architectural Records Appraisal: Problems and Strategies is a publication that resulted from the Documenting Michigan Architecture Project (DMAP), which was completed last May and funded by the Michigan Historical Center and the National Historical Publications and Records Commission. Authored by project director and archivist Tawny Ryan Nelb, this publication offers an analysis of general architectural records appraisal strategies that can be used by historical repositories and architectural firms. It is available by contacting the Historic Preservation Section, Michigan Historical Center, 717 W. Allegan, Lansing, Michigan 48918. Many of the recommendations that came out of DMAP will be carried out by the Michigan Committee for the Preservation of Architectural Records (MICH COPAR), that was formed at the end of the project. This advocacy group will exchange and disseminate information promoting the identification, location, disposition, and preservation of architectural and other design records. For more information contact MICH COPAR at P.O. Box 1229, Midland, Michigan 46441-1229, telephone/fax (517) 631-1011.

Correction

In the July issue of *Archival Outlook*, there was an announcement in the "News Clips" section (page 23) regarding a resource entitled *Disaster Response and Prevention for Computers and Data*. We inadvertently misprinted the e-mail address. The correct e-mail address is 71011.2573@compuserve.com.

California Preservation Program

The California Cooperative Preservation Plan outlines goals for a program to address the preservation needs of significant library, archival, historical, and public records materials in California, in order to make these materials available on an ongoing basis to the public. The plan is inclusive: it aims to meet needs of the wide variety of agencies in California that collect and make information of all kinds publicly available for resource sharing, including libraries, archives, historical societies, records centers, and other agencies, public and private, large and small. Copies of the 34-page illustrated plan are available from the California State Library, Library Development Services Bureau, Library-Courts Building, P.O. Box 942837, Sacramento, California 94237-0001.

1995 Bentley Historical Library Fellows

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

A team composed of Anne Gilliland-Swetland of the University of Michigan and Nancy McCall and Lisa Mix, both of Johns Hopkins University, explored technical, methodological, legal, and ethical issues involving the digitizing of patient information and library research data for archival reference and research. Another team—Mary Ide, archivist of WGBH Educational Foundation in Boston, and Thomas Connors, National Public Broadcasting Archives of the University of Maryland, College Park—developed appraisal criteria for the archival retention of public broadcasting program series.

Both teams worked at the Bentley Library for one month, while a nine-person team led by Daniel Pitti of Berkeley gathered for a one-week intensive meeting in Ann Arbor. The task of this third team was to develop an encoding standard for electronic archival finding aids. Their work built on that of the University of California-Berkeley Finding Aid Project. The Ann Arbor team engaged in a detailed critique of the Berkeley project's finding aid content model and encoding system, the basis of which is SGML. Among the products the team will develop for review by the archival community are 1) finding aid encoding standard design principles, 2) a finding aid data model, 3) a finding aid DTD (Document Type Definition), and 4) a substantial article describing the teams' understanding of the structure and content of finding aids.

Copies of the fellows' one-page research prospectuses are available through the Archives Listserv; through e-mail requests to bwallach@umich.edu; or by writing William K. Wallach, Bentley Historical Library, University of Michigan, 1150 Beal Ave., Ann Arbor, Michigan 48109-2113.

Archives Week October 8-14

"Archives Week" activities are being held October 8-14, 1995, throughout the mid-Atlantic region. The Mid-Atlantic Archives Conference (MARAC) has officially endorsed those dates for celebrating "Archives Week" in New York, Delaware, Maryland, Pennsylvania, Virginia, West Virginia, and the District of Columbia. For more details regarding "Archives Week," contact MARAC members Maxine Lurie at (908) 463-1655 or Fynnette Eaton at (301) 713-6640 or e-mail: featon@nara.gov.

National Film Preservation Board Update

The National Film Preservation Board of the Library of Congress in June 1995 released its implementation strategy for the national film preservation plan. The plan, *Redefining Film Preservation*, was published in 1994, and contained recommendations to address problems highlighted in the 1993 study, *Film Preservation 1993*. To receive a copy of the twelve-page *The National Film Preservation Plan: An Implementation Strategy*, contact Steve Leggett, Library of Congress, Washington, D.C. 20540-4000 or call (202) 707-5912.

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Chinese Municipal Construction Archivists Propose Exchange

by William W. Moss, *Foreign Affairs College, Beijing, China*

The Chinese Association of Municipal Construction Archives and Information, a branch of the Chinese Municipal Scientific Association, would like to meet and exchange ideas with professional groups of archivists and others (such as engineers and architects and their firms) engaged in the management and use of archives and information related to municipal engineering (public works) projects in the United States. They seem to have the funding necessary for their own travel expenses. They need a formal, written invitation, a principal host organizer, and local host organizations in each city to be visited. Further details with respect to host responsibilities are given below.

The Chinese municipal construction archivists hope to establish an ongoing exchange that may involve a number of visits to China by their American counterparts. They would also like the opportunity to attend meetings of American professional societies devoted to matters related to municipal engineering and archives. One proposal that has been suggested, for instance, is that at a future meeting of the Society of American Archivists there might be a session on municipal construction (public works) archives at which representatives from the United States, Canada, China, and perhaps one or two other countries could make presentations and discuss their experiences.

There are more than four hundred municipal construction archives in China. They are repositories for architectural and engineering drawings and other records of municipal engineering

and construction projects, including transportation systems, water systems, electrical systems, and communication systems, as well as above ground structures. The archives serve not only as repositories but as active information centers for finding and providing pertinent data for new and ongoing projects. They are used in broad-range, long-term planning as well as in specific and short-term projects. The archives are interactive with current social development through municipal planning and construction in a very dynamic and demanding way. The interfaces from archives to information databases to information distribution are very close and are essential to the success of these archives.

The information in Chinese municipal construction archives is proprietary to the city authorities of the cities they serve, and there is little or no general or scholarly research into their contents. The usage analogy in the United States is the archives of a major industrial engineering firm, in which the archives are proprietary to and chiefly used in the service of the corporation.

Although there is no direct analogy in the American archival experience to the Chinese municipal construction archives, there are functions in American archives, municipal public works departments, and architectural and engineering firms that are closely related to the functions described above. An American archivist, municipal official, architect, or engineer who is interested in and willing to spearhead developing exchanges in this area is being sought.

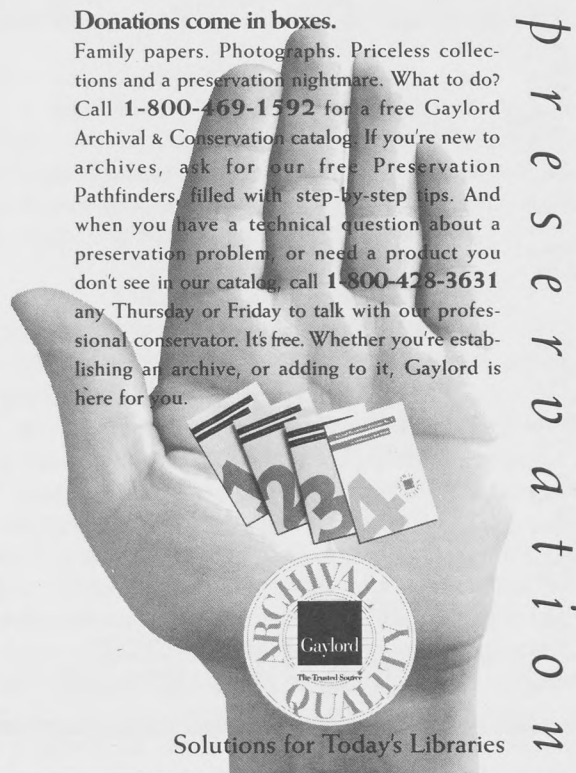
Each visit to the United States by a delegation of Chinese archivists requires the following preparations and follow-up:

- (a) a principal host organization and responsible person in the United States who can develop and coordinate an agenda for each visit, oversee all planning and arrangements, assist in making internal U.S. travel arrangements and hotel accommodations, and make certain all goes smoothly;
- (b) a formal invitation from the principal host organization, institution, or corporation in order to obtain the necessary visas from the U.S. embassy, and to secure the proper clearances and permission to travel abroad from Chinese bureaus;
- (c) local hosts at each site to be visited to develop a local visit program, arrange and carry out briefings, tours of facilities, discussions, and local arrangements, including hotel booking and local transportation;
- (d) follow-up correspondence to attend to unfinished details and provision of information not obtainable at the time of the actual visit, and mailing back to China information packets and handouts that are too numerous and heavy to carry in hand luggage.

To respond to this call, please write a letter of interest and include an explanation of your background and willingness to undertake the responsibilities involved. Contact William W. Moss, Foreign Affairs College, 24 Zhan Lan Road, Beijing 100037 China, fax 86 10 834 8664.

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Solutions for Today's Libraries



World View

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

International Council on Archives (ICA)

- The ICA Committee for Literature and Art conducted its annual meeting in Princeton, New Jersey, in June. The committee spent most of its time reviewing progress of the various regional surveys underway around the globe (in the Iberian countries, Scandinavian Europe, the United Kingdom, China, Canada, the United States and elsewhere) that collectively constitute the committee's guide project that is intended to lead to a publication reporting repository holdings of literature and art around the world. The committee hopes to have the first of its regional surveys available in preliminary form at the ICA quadrennial meeting in Beijing in 1996.

- At the third plenary session of the ICA Ad Hoc Commission of Descriptive Standards held in Stockholm in January 1993, a subgroup was established to consider issues relating to access points in archival description. Recognition of the importance of controlling the form and content of access points led this group to propose development of a standard for such control in archival information systems. The standard envisioned by the group had much in common with library standards for authority control of headings, but it was nevertheless distinct from these standards. In carrying out its development of an international standard for archival authority records, the subgroup drew upon research relating to archival authority records underway in Canada and the United States, as well as international authority records work that has been done by the International Federation of Library Associations.

A draft document—ISAAR (CPF): International Standard Archival Authority Record for Corporate Bodies, Persons, and Families—prepared by the subgroup was discussed, amended, and extended at the fourth plenary of the Ad Hoc Commission in The Hague in October 1994. Last April, more than 100 copies of this document were circulated for review by all professional association members, relevant regional groups, commissions, sections, committees, and working groups of ICA. Comments are due to the commission secretary by October 15, 1995. For more information about this proposed international standard, contact Sharon Thibodeau, National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740, e-mail sharon.thibodeau@arch2.nara.gov.

International News from the Bentley Library

- Francis Blouin, director of the Bentley Historical Library, University of Michigan, has begun a four-month sabbatical to prepare for publication of an inventory and guide to the historical documentation of the Holy See in Rome. The guide, to be published by Oxford University Press, will include an inventory of archives of the Propaganda Fide, the Fabbrica di San Pietro and the Archivio Segreto Vaticano. It will also include relevant material from collections held by Trinity College-Dublin, the Archives Nationales and the Bibliotheque Nationale de France, and the Archivio di Stato di Roma. During his sabbatical, Blouin will be in residence at Columbia University in New York City as well as in Ann Arbor.

- Other visitors to the Bentley included three archivists from the Russian State University for the Humanities and one from the National Archives of Belarus. The archivists—Tatiana Karkhordina, Valerie Savchenki, Ekaterina Vzdikhalina, and Kozak Kousma—were particularly interested in learning about general concepts of access to American archives, new technologies, and the legal conditions of materials.

- Two Chinese archivists, Li Yuming and Wang Lan spent mid-May through mid-August becoming familiar with American archival methods and to practice spoken English in preparation for the quadrennial meeting of the International Council on Archives in Beijing in 1996. Li Yuming is section chief of the Second Historical Archives of China (Nanjing) and Wang Lan is division chief of the State Archives Bureau, Beijing.

Archival Practices in the Russian Far East and U.S.

"Archives Management and Services: A Seminar on Archival Practices in the Russian Far East and United States" will be held in Vladivostok, Russia, in spring 1996. The seminar is funded by the International Research and Exchanges Commission. For more information, contact the project director, Paul H. McCarthy, professor and director of libraries emeritus at the University of Alaska-Fairbanks, at (907) 479-2804, fax (907) 474-6841 or e-mail ffphm@aurora.alaska.edu.

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New Member Roster

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

Individual Members

Arda Agulian
American University in Cairo
Hiroshi Asako
Harvard Law School
Mark Bailey
Yale University Library
Elisabeth R. Baldwin
Mary Jane Ballou
American Bible Society
Gerald Bass CSSR
The Redemptorists-St. Louis
Kim Brookes
Lynne Burke
Edward D.C. Campbell Jr.
Allison Carboni
St. Raphael Healthcare

Denise Chen
City of Alexandria Archives
William A. Cleveland
Cecile Wendover Clover
Wayne Coleman
Tulane University
Beth Collier
Paul S. Crater
Kathleen Dillon
Judith Downey
Old Dartmouth Historical Society
Bonnie Dwyer
Kents Hill School
Christa Elbert
North Carolina Division of Archives & History
Doug Erickson
Lewis & Clark College
Michelle Feller-Kopman
Ed Ferguson
Mary Dominic Frederick OSB
Monastery Immaculate Conception
Petronella Gaal
Jo-Ann Georges
Mark Giguere
Anthony R. Glass
Eureka College
Richard T. Gould
Anke Gray
Mary Hawkins
University of Kansas Libraries
Leslie Heitzman
Museum of Modern Art
Judi Hoffman
Kenneth B. Holm
Sion M. Honea III
University of Rochester
Jeanette M. Hoskinson
Harold D. Hunter
Pentecostal Holiness Church
Wayne E. Johnston
Ida Jones
Katherine Kane
Colorado Historical Society

Biruta Celmins Kearl
Austin History Center
Tamara Kennelly
Virginia Tech
Joan Echtenkamp Klein
University of Virginia
James Labosier
John LeGloahec
Yin-May Lee
Ramah Navajo School Board, Inc.
Kristine Marconi
Hanna Marti
University of Western Ontario
Colin Martin
Kristi Mashon
Mikiko Matsumura
Barbara McEnaney DC
DePaul Provincial House
Judith McEvel
Cynthia Wilson McFarland
Episcopal Diocese of Central New York
Glenn L. McMullen
Malissa A. Minthorn
Tamustalik Cultural Institute
Jefferson M. Moak
Magdalene Moccasin
Little Big Horn College
Diana Morris
Polo Ralph Lauren Corporation
Myra L. O'Canna
Sheila O'Neill
John N. Pearce
Mary Washington College
Sue Poole
Nathan Prichard
Kentucky Historical Society
Ann Marie Przybyla
Seldon Richardson
Susan Rishworth
American College of Obstetricians and Gynecologists
Claudia A. Rivers

David J. Rosenblatt
Meredith Shedd-Driskel
John H. Slate
University of Texas at Austin
Jerol Jean Smith
Steven D. Smith
Lynn Sniderman
Federal Reserve Bank of Cleveland
Susan Spencer
Hallmark Cards Incorporated
Karen Spicher
Martha Stewart
Business & Media Archives
Barbara A. Sweeney
AT&T
Zissimos Synodinos
National Bank of Greece
Patrick Teter
Ana Tougas
Amgen Incorporated
Carol Jean Weir
Deaconess Hospital Archive
Greg Williams
Leslie Ann Williams
Federal Reserve Bank of Atlanta
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United States Army Signal Center
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Around SAA: Section, Committee, and Roundtable News

Editor's Note: "Around SAA" is based on requests from membership for more section, committee, and roundtable news. Material was drawn from group newsletters or information sent to SAA. Send news to the editor of Archival Outlook, Teresa Brinati, 600 S. Federal, Suite 504, Chicago, Illinois 60605, fax (312) 347-1452, e-mail tbrinati@saa.mhs.compuserve.com.

Archivists and Archives of Color Roundtable

A bibliography of published material centered around archives and archivists of color is being compiled. Please send citations for guides to collections, descriptions of holdings, publications on theory and administration, core reference material, etc., to Donna M. Wells, 1334 "W" Street, N.E., Washington, D.C. 20018, (202) 806-7480.

Business Archives Section

The Business Archives Section is gathering information on computer usage within business archives. Many business archivists are finding "InMagic" a valuable tool. If you are using this database or contemplating exploring it for use in your archives, contact Liz Holum Johnson, H.B. Fuller Company, 3220 LaBore Road, Vadnais Heights, Minnesota 55110 (612) 486-1054.

Congressional Papers Roundtable

The Congressional Records Roundtable celebrates its tenth anniversary this year. The last time the SAA annual meeting was held in Washington, D.C., was in 1984. At that time, Karyl Winn of the University of Washington led an organizational meeting of a small fledgling group of archivists interested in forming the roundtable. To date its membership numbers 140.

Government Records Section

The winter 1995 issues the Government Records Section's newsletter, *Government Records News*, included a membership questionnaire developed by the Steering Committee to ascertain member interests. Based on those interests, an action plan would be developed that supports SAA's strategic plan, *Leadership and Service in the 1990s* (published in the November 1993 issue of *Archival Outlook*). Of the 454 section members, 62 members, or 13.6 percent, completed the questionnaire. Although a small sample of the section responded, if representative of total section membership, the survey showed some interesting results.

Membership. Many section members, while members of SAA for many years, joined the Government Records Section within the last five years. Many section members formerly worked in the private or nonprofit sectors and within the last five years secured employment as a government archivist. In addition to SAA, many section members also maintain memberships with other organizations. More than half of the respondents are members of regional archival organizations (51 percent). Other memberships include the National Association of Government Archives and Records Administrators (NAGARA) (23 percent),

Association of Records Managers and Administrators (ARMA) (9 percent), and local chapters of ARMA (17 percent).

Annual Meetings. Section members find the SAA annual meetings very valuable. Many members felt that the opportunity to meet fellow government archivists was the most significant at the highest satisfaction level, whereas members gave the sessions high marks at the mid-satisfaction level. Overall, members found the section meetings informative and interesting.

New Initiatives. When asked about forming strategic alliances with other organizations, many members expressed strong interest in working with NAGARA, to a lesser extent with ARMA, and little interest with the American Library Association. The section and its partners should provide leadership in developing records programs through the National League of Cities, the National Association of Counties, and the International City/County Managers Association. (The International Institute of Municipal Clerks was inadvertently omitted from the survey, but probably would have rated as high as the other associations).

This survey data will be analyzed at the Government Records Section meeting during SAA's annual meeting in Washington, D.C., August 28-September 3, 1995. For more information about the survey and its results, contact David M. Weinberg, City of Philadelphia, Department of Records, 162A City Hall, Philadelphia, Pennsylvania 19107, (215) 686-2263.



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1995 & 1996 CALENDAR

October 8-14, 1995

The Society of Ohio Archivists announces "Archives Week in Ohio." The theme is "Letters Home: Documenting World War II in the Archives." Contact George W. Bain, Archives and Special Collections at Ohio University at (614) 593-2710 or e-mail: bain@ouvaxa.cats.ohiou.edu.

October 9-13, 1995

Cornell Digital Imaging Workshop Series. Cornell University Department of Preservation, in cooperation with the Commission on Preservation and Access, is offering intensive one-week training programs focusing on digital image reformatting of paper- and film-based library materials. The workshop dates are: October 9-13, 1995, and March 18-22, 1996. Application deadlines are two months prior to each workshop. The registration fee is \$1,500 (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.

October 9-13, 1995

ICHM'95 & MCN '95 "Hands-On Hypermedia & Interactivity in Museums" at the Hotel del Coronado, San Diego, California. Contact Archives & Museum Informatics, (412) 683-9775 or e-mail: 74543.2367@compuserve.com.

October 10-14, 1995

Association of Moving Image Archivists annual conference at Crowne Plaza Centre Hotel, Toronto. Theme: "Preserving the First 100 Years: A Changing Field, An Evolving Profession." Contact Jeannette Kopak (416) 205-8828.

October 19-21, 1995

Midwest Archives Conference and Society of Rocky Mountain Archivists co-sponsor fall meeting in Kansas. Workshops, sessions, and special events at the Kansas State Historical Society in Topeka, and the University of Kansas, Lawrence. Clubhouse Inn, Topeka, is the conference hotel. Contact Sherry Williams, Spencer Library,

University of Kansas, Lawrence, Kansas 66045, (913) 864-4274.

October 19-22, 1995

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 20-21, 1995

New England Archivists fall meeting at Clark University, Worcester, Mass. Contact Lora Brueck, Gordon Library, Worcester Polytechnic Institute, 100 Institute Road, Worcester, MA 01609, (508) 831-5413 or e-mail: lbrueck@wpi.edu.

October 22-25, 1995

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

November 9-10, 1995

The Society of Georgia Archivists' annual meeting in Savannah, Georgia. Registration is \$60 for members and \$75 for non-members. Contact Linda Aaron, Society of Georgia Archivists, P.O. Box 80631, Athens, GA 30608-0631, (706) 542-7123 or e-mail: laaron@uga.cc.uga.edu.

November 9-11, 1995

Mid-Atlantic Regional Archives Conference (MARAC) fall meeting at the Holiday Inn in Wilmington, Delaware. Theme: "Business of Archives." Contact Leslie Simon, e-mail: usk774rb@ibmmail.com.

November 13, 1995

"Instituting a Conservation Environment Monitoring Program" in Farmington, Connecticut, sponsored by the Conservation Center for Art and Historic Artifacts. Contact Ann Craddock, (215) 545-0613 or e-mail: ccaha@shrsys.hslc.org.

January 22-26, 1996

"Introduction to Museum Management." Application deadline: November 24, 1995. Contact the Center for Museum Studies, MRC 427, Smithsonian Institution, Washington, D.C. 20560; fax (202) 357-3346 or e-mail: ompem016@sivm.si.edu

January 30 & 31, 1996

The Association for Information and Image Management International conference, "Managing the Digital Document," at Moscone Center, San Francisco. Contact Jim Breuer (301) 587-8202

March 18-22, 1996

Cornell Digital Imaging Workshop. See October 9-13, 1995, listing.

CALL FOR PAPERS / SUBMISSIONS

1996 OHA Annual Meeting

The Oral History Association invites proposals for papers and presentations for its 1996 annual meeting, October 10-13, in Philadelphia. Theme: "Oral History, Memory, and the Sense of Place." For further information or to submit proposals, contact: Howard L. Green, New Jersey Historical Commission, CN 305, Trenton, New Jersey 08625, (609) 984-3460, e-mail: hlgreen2pilot.njin.net; or Linda Shopes, Division of History, Pennsylvania Historical & Museum Commission, Box 1026, Harrisburg, PA 17108, (717) 772-3257, e-mail: lshopes@llpntn.ll.pbs.org (queries only). Deadline: December 15, 1995.

Gay and Lesbian Writings

Essays and stories by gay and lesbian archivists sought for a collection of writings by lesbian/gay librarians, booksellers and publishers. Editor is particularly interested in issues (history/collection development/administration/funding/special collections) which relate to gay and lesbian community archives or institutional archives in Canada or the United States. Send submissions (2,500 words, double-spaced) with Canadian SASE to Norman G. Kester, Editor, 1418-620 Jarvis Street, Toronto, Ontario, Canada M4Y 2R8. Call (416) 944-9319 or fax (416) 922-0824 for submission guidelines. Submissions from gay and lesbian archivists of color encouraged. Anonymous submissions accepted. Deadline is December 1, 1995.

FELLOWSHIPS & AWARDS

Bentley 1996 Fellowships

The Bentley Historical Library, University of Michigan will host the fourteenth year of its Research Fellowship Program for Study of Modern Archives in Summer 1996. Both individual fellowships and team fellowships are available. The program will award research stipends to individual fellows (\$4,000/month). A housing allowance is also awarded. Team fellowship awards are based on negotiations with the program directors. Further information about the 1996 program and application forms are available from William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, MI 48109-2113. Postmark deadline for applications is December 15, 1995.

NHPRC Fellowships in Archival Administration: Apply to be the Host Institution

For the 1996-97 year, contingent on the availability of funds, the National Historical Publications and Records Commission (NHPRC) is offering one fellowship in archival administration. NHPRC is now accepting applications from archival repositories interested in serving as the host institution for the fellow to be selected. Not-for-profit organizations and institutions, state and local government agencies, and federally-acknowledged or state-recognized Native American tribes or groups are eligible to apply. The position will focus on active, hands-on experience in administration and management. The application receipt deadline is November 1, 1995.

NHPRC views the fellowship program, now in its tenth year, as an opportunity for professional archivists with two to five years work experience to gain new or additional experience with administrative procedures and problems. Archives interested in applying to serve as the host institution should be able to expose the fellow to a wide variety of archival administrative experiences, as well as formal management or supervisory training, during the nine to twelve months that the fellow

will be working with the host's archival staff. In addition, the project director should be a mentor to the fellow, and as such should plan for quality time to be spent with the selected individual.

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

The host institution will be chosen by December 1, 1995. At that time, application forms for perspective individual fellows will be made available. Individual applicants are due March 1, 1996. The fellow will be selected by the host institution from the pool of eligible applicants. The fellowship will begin in the late summer or early fall of 1996.

Commission staff will work with prospective applicants to assure that their proposals include the range of administrative opportunities desired by the Commission. Prospective institutions should request guidelines and application forms from NHPRC, National Archives Building (Arch I), Room 607, Washington, D.C. 20408.

Deadline for host applications is November 1, 1995. Contact NHPRC staff member Laurie A. Baty at (202) 501-5610 or e-mail: laurie.baty@arch1.nara.gov.

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 classified U.S. government agencies collection.

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.

Carl Albert Center Visiting Scholars

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for

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Bulletin Board

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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.

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.

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 vita 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.

Reference Material Awards

The National Endowment for the Humanities Reference Materials Program supports projects to prepare reference works that will improve access to information and resources. Support is available for the creation of dictionaries, historical or linguistic atlases, encyclopedias, catalogues raisonnées, other descriptive catalogues, grammars, databases, textbases, and other projects that will provide essential scholarly tools for the advancement of research or for general reference. Support is also available for projects that address important issues related to the design of accessibility of reference works. The application deadline is November 1, 1995, for projects beginning after September 1, 1996. For more information contact Reference Materials, Room 318, NEH, Washington, D.C. 20506 or e-mail: jserventi@neh.fed.us.

Conservation Assessment Program

The National Institute for the Conservation of Cultural Property (NIC) announces the availability of grants for the Conservation Assessment Program (CAP), contingent upon Congressional appropriations for FY 1996. CAP is funded by the Institute of Museum Services (IMS) and administered by NIC. Applications will be mailed to museums on NIC's CAP mailing list October 6, 1995. Applications must be postmarked

on or before December 1, 1995. To request and application or receive further information, contact CAP, National Institute for the Conservation of Cultural Property, 3299 K Street, NW, Suite 602, Washington, D.C. 20007, 202-625-1495.

Pennsylvania Historical and Museum Commission

The Pennsylvania Historical and Museum Commission invites applications for its 1996-1997 Scholars-in-Residence program. The program provides support for full-time research and study at any commission facility, including the state archives, state museum, and 26 historical sites. Residences are available for four to twelve consecutive weeks between May 1, 1996, and April 30, 1997, at the rate of \$1,200 per month. The program is open to all who are conducting research on Pennsylvania history. For further information and application materials, contact Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, Pennsylvania 17108, (717) 787-3034. Deadline is January 12, 1996.

Preservation Technology and Training Grants

The National Center for Preservation Technology and Training announces its 1996 Preservation Technology and Training Grants in historic preservation. The center is a National Park Service initiative to advance the practice of historic preservation in the fields of archaeology, architecture, landscape architecture, materials conservation and interpretation. Grants will be awarded in three program areas: research, training, and information management. All proposals that seek to develop and distribute preservation skills and technologies for the identification, evaluation, conservation, and interpretation of cultural resources will be considered. Grants will be awarded on a competitive basis, pending the availability of funds. Only government agencies and not-for-profit institutions may apply. Proposal deadline: December 15, 1995. Contact the National Center for Preservation Technology and Training, NSU Box 5657, Natchitoches, Louisiana 71497.

Washington Beat

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Washington archives, \$800,000 for the development of the National Archives' World Wide Web initiative, and \$1.1 million to digitize key documents for use in classrooms and over the Internet. The Senate version of the National Archives' FY'96 budget also provides \$1.5 million in repairs and alterations to Archives I and the regional archives buildings.

Historians Oppose Copyright Extension for Unpublished Material

On July 13, the Subcommittee on Courts and Intellectual Property of the House Judiciary Committee held a hearing to consider H.R. 989, a bill to extend by twenty years the duration of copyright. The concern of historians and archivists about the impact of this legislation on scholarly use of old, unpublished material was a very small footnote in the hearing. The major impetus for this legislation comes from the fact that the copyright law for the European Union member states, who are among the greatest users of our copyrighted works, is now the life of the author plus 70 years. Thus there was a desire to bring United States copyright law, which provides copyright protection for the life of the author plus fifty years, into conformity with that of the European Union, which calls for the life of the author plus seventy years.

Strong support for the bill also comes from composers, their heirs, and the music industry. Many of the great musical works of George Gershwin, Irving Berlin, Jerome Kern, and Oscar Hammerstein II will be entering the public domain—some already have—if the legislation is not passed. The heirs of these composers will lose their royalty income. However, opposition to the legislation also came from those sympathetic to the composers, who claimed that music publishers—the owners of the copyright in many cases—and not the composers stand to gain from H.R. 989.

Amid the debate over the commercial ramifications of H.R. 989 and how its passage could have a positive effect on the U.S. trade balance, there was a brief discussion of the section of the bill dealing with unpublished material and its impact on scholarly research. Marybeth

Peters, Register of Copyright, who supported much of the bill, stated that the Copyright Office does not endorse the proposed extension for unpublished material. She noted that in the 1976 Copyright Act, all unpublished works in existence before January 1, 1978, even letters and diaries dating back to the 18th century, were automatically given copyright protection until December 31, 2002. Pointing out the difficulty of finding heirs of very old unpublished material to grant permission for use, she stressed the negative impact this legislation would have on the Library of Congress' development of its digital library, which hopes to make many historic photos, letters, and manuscripts in its collection available to the American public.

Michael Les Benedict, Professor of History at Ohio State University and president-elect of the Society for the History of the Gilded Age and Progressive Era, prepared on behalf of the National Coordinating Committee for the Promotion of History a written statement that was given to members of the subcommittee prior to the hearing. Benedict's testimony noted the negative impact that H.R. 989 could have on historical research and urged the Subcommittee to reject the proposed language which would replace the expiration date of December 31, 2002, with that of December 31, 2012, for copyright in works created but not published or copyrighted before January 1, 1978.

Office of the House Historian

The Office of the House Historian has become one component of a newly formed Legislative Resource Center for the House of Representatives. The center combines the operations of Records and Registration, the House Library, the House Document Room, and the Office of the Historian. To head the center, the Speaker has appointed John J. Kornacki, formerly director of the Everett McKinley Dirksen Congressional Research Center. Although there is currently only one person in the Legislative Resource Center who focuses primarily on history, the consolidated offices hope to make history and access to historical records a vital part of the center's activities.

Education Notes

continued from page 12

Introduction to USMARC and Automation

Developer: Ellen Garrison of the New York Documentary Heritage Program

Reviewer: Robert Spindler of Arizona State University

Fall Workshop Schedule

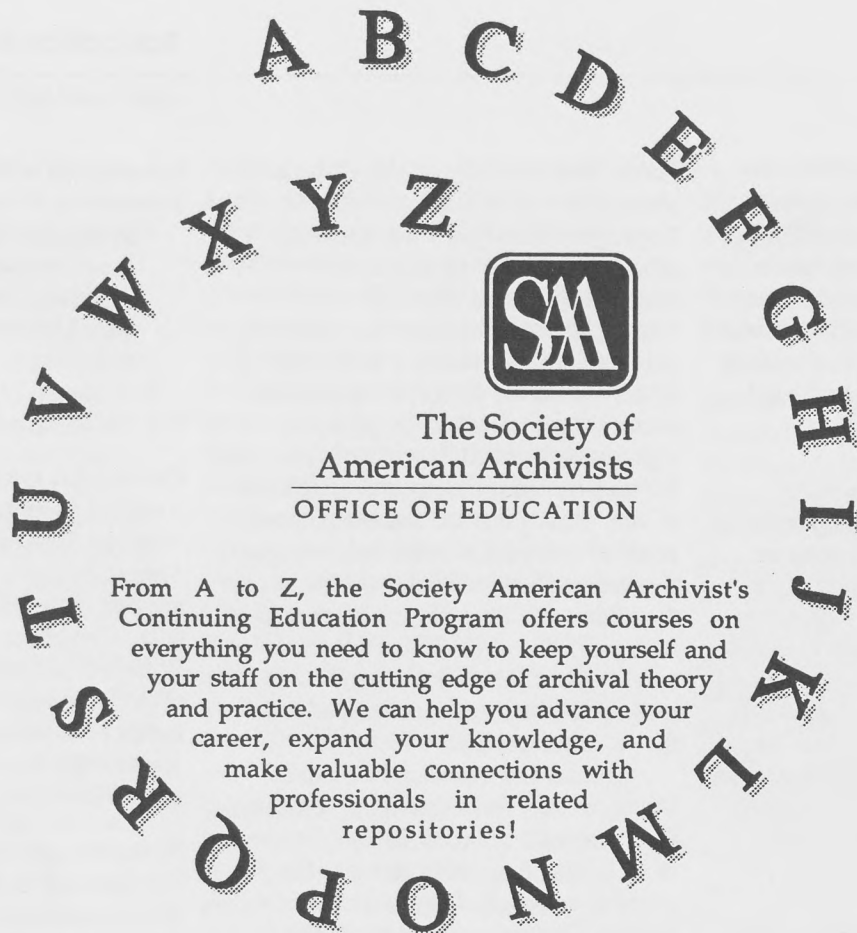
October 18, 1995: "Navigating Your Archival Ship through Uncharted Waters: Strategic Planning," in Topeka, Kansas, in conjunction with the fall, 1995 meeting of the Midwest Archives Conference. The instructor will be Thomas Wilsted of the American Heritage Center of the University of Wyoming and co-author of *Managing Archives and Manuscripts Repositories* (Chicago: Society of American Archivists, 1991).

November 1-3, 1995: "Business Archives: The Basics and Beyond," in Houston, Texas; co-sponsored by the Society of Southwest Archivists. The instructors will be Elizabeth Adkins of Kraft Foods, Philip Mooney of Coca-Cola Company, and Gary Steele of Digital Techniques, Inc.

November 3, 1995: "Arrangement and Description" in Sarasota, Florida; co-sponsored by the Society of Florida Archivists. The instructor will be Megan F. Desnoyers of the John F. Kennedy Presidential Library.

November 14-15, 1995: "Archives, Personal Papers, and Manuscripts," in Cleveland, Ohio; co-sponsored by the Western Reserve Historical Society and the Society of Ohio Archivists. The instructor will be Steven L. Hensen and author of *Archives, Personal Papers, and Manuscripts* (Chicago: Society of American Archivists, 1989).

November 16-17, 1995: "Understanding the USMARC Format for Archival and Manuscripts Control," in Cleveland, Ohio; co-sponsored by the Western Reserve Historical Society and the Society of Ohio Archivists. The instructors will be Lofton Wilson of the New York Public Library and David Carmicheal of the Westchester County (NY) Archives.



The Society of
American Archivists
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From A to Z, the Society American Archivist's Continuing Education Program offers courses on everything you need to know to keep yourself and your staff on the cutting edge of archival theory and practice. We can help you advance your career, expand your knowledge, and make valuable connections with professionals in related repositories!

- | | |
|---------------------------------------|--|
| ■ Arrangement and Description | ■ Nontextual Records |
| ■ Business Archives | ■ Optical Disc Technology |
| ■ Collection Development | ■ Photographic Collections Management |
| ■ Digital Imaging Technology | ■ Quality Control |
| ■ Elements of Preservation Management | ■ Records Management |
| ■ Fundamentals of Appraisal | ■ Security |
| ■ Grantwriting | ■ Teaching Techniques for Archival Educators |
| ■ Holding Maintenance | ■ Understanding the USMARC Format |
| ■ Introduction to Archives | ■ Videotaping Oral History |
| ■ Journals and Manuscripts | ■ Who is the "I" in Archives? |
| ■ Keyword Indexes | ■ Xerography |
| ■ Legal Documents | ■ Yesterday, Today, Tomorrow: Conservation |
| ■ Managing Public Programs | ■ Zeroing in on Fund Allocators |



THE SOCIETY OF AMERICAN ARCHIVISTS
600 S. Federal, Suite 504, Chicago, IL 60605
E-mail info@saa.mhs.compuserve.com

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

PROJECT CURATOR

Columbia University Rare Book & Manuscript Library
New York, New York

Temporary position, two years.

Columbia University seeks a Project Curator to oversee the conservation and cataloging of the Joseph Urban Papers, including determining the scope of research; identifying and solving problems relating to item and collection identification; determining treatment priorities in consultation with the conservator; creating a collection funding aid and other bibliographic records; meeting project deadlines and preparing reports; training and supervision of a project assistant; and performing related curatorial duties. This position is temporary for two years, with possible extension for a third year. The Urban Papers collection composed of over 17,000 items, including sketches, renderings, stage models, photographs, correspondence, documents and ephemera relating to the work and career of Joseph Urban, a Viennese-American stage designer and architect, active in America from 1912 to 1933. His work includes the auditorium of the New School for Social Research, the Hearst Building, and private homes; and designs for the Metropolitan Opera and the Ziegfeld Follies. **Requirements include** an accredited MLS or equivalent academic or museum experience; strong background in theater and/or architecture; proven capacity for product research; understanding of principles of cataloging and archival organization; demonstrated knowledge of conservation and preservation techniques; superior communications, supervisory and organizational skills. Knowledge of German, and experience with AMC cataloging and VIM are desirable. **Salary ranges:** Librarian I: \$32,500 - \$42,250; Librarian II: \$34,500 - \$46,575. Excellent benefits include assistance with University Housing and tuition exemption for self and family. Send resume, listing names, addresses, and phone numbers of three references, to: Kathleen Mechanic,

Assistant Vice President for Human Resources, Box 35 Butler Library, Columbia University, 535 West 114th Street, New York, NY 10027. Applications received September 29, 1995 will be assured full consideration: applications will be accepted until position is filled. AA/EOE

Search Re-Opened

ARCHIVES / SPECIAL COLLECTIONS

California State University, Dominguez Hills

Carson, California

California State University, Dominguez Hills, seeks an archivist for faculty rank/tenure position. Responsibilities: Manages growing Archives of the California State University System, and special collections which include local history. Supervises student assistants and one paraprofessional. Coordinates special projects, exhibits. Provides specialized reference services. **Qualifications:** ALA-MLS required; M.A. in history desired. Requires two years professional experience; demonstrated knowledge of archival theory, practice, conservation and management skills. Requires excellent interpersonal, oral and written communication skills and demonstrated successful experience working in a multicultural environment. Assistant Professor, \$37,560 - \$52,044 annually for 12-month appointment plus benefits. Must meet faculty requirements for scholarship, professional development and service to community. Submit application letter, current resume, and names, addresses, and phone numbers of 3 recent references to: Betty J. Blackman, University Library, CSU/Dominguez Hills, Carson, California 90747. Application review begins September 1995.

CSU/Dominguez Hills serves the Los Angeles basin and in an urban, comprehensive university with a highly pluralistic student body. AA/EEO, Section 504, Title IX employer.

Professional Opportunities

EXECUTIVE DIRECTOR

*The Amistad Research Center
Tulane University
New Orleans, Louisiana*

The Amistad Research Center is a manuscript library that collects papers of families and individuals and records of organizations and institutions that document America's ethnic history, race relations, civil rights, and the African diaspora. Presently the Center employs eight professional and support staff and about twelve undergraduate and graduate student assistants. The Center holds approximately six hundred manuscript collections that run over six thousand linear feet. The holdings also include books, serials, microfilm, videotape, and a magnificent collection of African and African American art.

Responsibilities: The executive director provides leadership, develops programs, and coordinates all activities, including budgeting and fund raising, supervision of the processing of archival and manuscript collection, and establishing regulations for making the holdings accessible for research use. The executive director reports to a board of directors. A possible joint appointment in the appropriate academic department may be negotiated. Rank and teaching requirements would also be negotiable.

Qualifications: Ph. D. with a good knowledge of ethnic history and archival procedures and administrative experience. The ability to develop both fund raising and collection enhancement and experience with computer-based library systems are essential. **Salary:** Commensurate with educational qualifications and experience, minimum \$55,000. Comprehensive benefits package, including annual four-weeks vacation after one year, FICA, health and life insurance benefits after three months, and pension benefits after three years. Review of applications will begin after September 30 and continue until the position is filled. Send letter of application, resume and names of three references to Dr. Andrea Jefferson, president and chair of the board of directors, Amistad Research Center, Tulane University, New Orleans, Louisiana 70118.

DIRECTOR

*New York State Archives and Records
Administration
Albany, New York*

Salary: \$90,000s. The New York State Board of Regents and the Commissioner of Education seek to fill this position which directs New York's state and local government records management programs, serves as State Archivist, coordinates the State Historical Records Advisory Board, and is Executive Officer of the State Archives Partnership Trust. The Director manages a staff of about 100, an operations budget of \$6 million, and \$8 million in grants programs. The successful candidate will have academic credentials in history, political science, or related fields and/or professional training and experience in archives, records management; public sector experience; demonstrated leadership; and a proven ability in advocacy and fund raising. Candidates should have an understanding of information in an electronic environment. This position is in the exempt class and the incumbent will serve at the pleasure of the Commissioner of Education. Qualified candidates should send resume and cover letter including the names of three references by October 2, 1995 to: Mr. Charles J. Byrne, Director, Human Resources Management, Box SC-62, New York State Education Department, Albany, New York 12234. AA/EOE

ARCHIVIST / BIBLIOGRAPHER

*African American Studies
Duke University
Durham, North Carolina*

Duke University invites applications for a new position that focuses on both developing collections in all formats and providing access to resources in the field of African American studies. As a member of the Collection Development team in the Special Collections Library and in close affiliation with the International and Area Studies Team, the incumbent identifies and acquires materials pertinent to African American studies that are appropriate for Perkins and Special Collection libraries; oversees collection development policies; acts as a liaison with faculty regarding collection needs

and other matters; and provides specialized research assistance. The position requires ALA-accredited MLS or master's degree in a field relating to African American studies; substantial academic background in African American studies; experienced with African American materials in a library or archival setting; proven ability to work collegially with a wide variety of constituencies, particularly from among vendor, donor, academic, and research communities involved with African American materials; effective analytical, communication, and teamwork skills; and basic working knowledge of DOS, Windows, or Mac computer software highly desirable. Excellent fringe benefits package. Salary based upon education and experience, with minimum of \$30,000. Please submit letter of application, resume, and names, addresses and telephone numbers of 3 references to: Ann F. Stone, Personnel Librarian, Box 90194, Duke University Libraries, Durham, NC 27708-0194. Review of application will begin September 1. Available date is October 1. AA/EOE

HEAD, RESEARCH SERVICES DEPARTMENT

*Archives/Library Division
Ohio Historical Society
Columbus, Ohio*

Responsible for monitoring, managing, and evaluating reference services provided to a wide variety of researchers including genealogists, government officials, local historians, and college and university faculty. Requires ALA-accredited M.L.S. and five years of professional research experience working in archival, historical society, or research library setting, including two in a supervisory capacity. Superior interpersonal, organizational, and communication skills a must. Working knowledge of OPCA systems, the principle of genealogical research, and online database services and resources highly desirable. Competitive salary based on experiences and qualifications. Excellent benefits. Applications will be accepted until the position is filled. Apply to: Personnel Office, Ohio Historical Society, 1982 Velma, Columbus, Ohio 43211. EOE

MICROFILMING / DIGITIZING PROJECT MANAGER

*The Rockefeller Archive Center
North Tarrytown, New York*

A three-year position at the Rockefeller Archive Center, with extension possible, to manage microfilming (and digitizing trials) of about 500 cubic feet of records per year. The manager will at times work with a team of archivists to carry out the usual activities of an archival institution, and will supervise student assistants. At minimum applicants should hold an M.A. in history with archival training; or an M.L.S. with archival specialty; or 2-3 years experience in archival work. Experience with microfilming required: further training will be provided. Management ability and computer knowledge are important; excellent verbal and written communication skills are necessary. Minimum starting salary will be \$29,000 with substantial benefits. Send resume and letter of interest to: Kenneth W. Rose, Acting Director, The Rockefeller Archive Center, 15 Dayton Avenue, Pocantico Hills, North Tarrytown, New York 10591-1598.

SENIOR ARCHIVIST

*Central European University
Budapest, Hungary*

The Central European University (CEU), in collaboration with the Open Media Research Institute (OMRI) has embarked on the development of a major archive for study of post-World War II communism. The Archive is located in an historic palace in the center of Budapest with complete state-of-the-art information technology. The Radio Free Europe/Radio Library historical archives, of which the Archive is custodian, will be the core of the collections. Negotiations are being conducted for the acquisition of the records of Index on Censorship and the UN War Crimes Commission. The Archive will be an open-access facility dedicated to furthering the understanding of post-war events in Eastern and Central Europe and the former Soviet Union. The Archive will continue to support the research and broadcasting needs of OMRI and the Radios in Prague. Under the supervision of the Chief Archivist, the

Senior Archivist will have overall responsibility for at least one of the discrete OMRI collections housed in the repository. S/he will organize, maintain and provide reference services for the collection(s), meeting the immediate needs of OMRI-Prague staff and those of the greater research community. The Senior Archivist will participate actively in the development of both traditional and electronic access tools, such as finding aids and databases, for the collection(s). Further responsibilities will include supervision of support staff and public service duties in the Reading Room, as needed.

Duties and Responsibilities: Organization and maintenance of OMRI collection(s), as well as reference services for the materials; development of user access programs - both traditional and electronic - ensuring open access in a context of security of archival materials; in collaboration with OMRI-Prague, development of effective and timely information transfer procedures for service to remote users at RFE/RL and OMRI; supervision of support staff, including student interns; public service in the reading room; other

duties, as needed. **Qualifications:**

Advanced degree in archival studies or related field, or equivalent professional archival experience; knowledge of use of electronic media and telecommunications technology for the organization, preservation and delivery of information; knowledge of professional archival programs, including the organization and description of archival materials; working knowledge of a minimum of one language of the region, preferably Russian or Polish; experience supervising support staff is highly desirable, but not required; academic or experiential background in the contemporary history of Eastern/Central Europe and the former Soviet Union is highly desirable, but not required. Priority will be given to applicants who submit a detailed curriculum vitae in English with 3 references (including address, telephone, fax, and e-mail) by October 15, 1995, to: Dena J. Schoen, Senior Archivist, CEU-OMRI Archives, Central European University, H-1067 Budapest, Eötvös utca 14, Hungary. Tel. (36-1) 342-0584; fax (36-1) 322 3604; e-mail schoen@mail.ceu.hu.

UNIVERSITY OF

CONNECTICUT

University Archivist University of Connecticut Libraries (Anticipated Position)

Under the administrative review of the head of the Archives & Special Collections Department, the incumbent manages the department's archival and manuscripts collections, including the University Archives, historical and literary cultural manuscripts and archival research collections in business, labor, and politics.

Responsibilities include managing the library's archival and manuscripts collections, including the University Archives; assisting researchers in use of archival and manuscripts collections; and identifying, soliciting, and obtaining archival and manuscripts collections. Other responsibilities include conducting outreach and public programs (including publicizing the collections and services, and preparing and mounting exhibits); developing grant proposals and other funding sources to support the archival and manuscripts collections and related programs; and providing advice on records management and retention.

Minimum requirements include Ph.D. in appropriate field and at least 5 years' relevant professional experience or an ALA-accredited MLS and a graduate degree in History and 8-10 years' relevant professional experience demonstrating a strong knowledge of archival functions; supervisory experience in a similar archival program; knowledge of post-Civil War New England history; and training or demonstrated experience in record management.

Salary range: \$40,535-59,531. To apply, please send letter of application, resume, and the names, addresses, and telephone numbers of three professional references to Mr. Brinley Franklin, Associate Director for Administrative Services, University of Connecticut Libraries, Box U-5A, Storrs, CT 06269-1005. Screening of applicants will begin immediately and continue until the position is filled. The University of Connecticut actively encourages applications from minorities, women, and people with disabilities. (Search #5A334)





RESOURCES FOR PROFESSIONALS

Diary of a Dream: A History of the National Archives Independence Movement, 1980-1985

BY ROBERT M. WARNER

Based on unique and previously unpublished sources, this book examines the complex, emotional, and difficult movement to remove the National Archives and Records Service from the control of the U.S. General Services Administration. The struggle began when the National Archives lost its independence in 1950 and culminated during the tenure of Robert Warner, sixth Archivist of the United States. The story is important to the history of the National Archives as well as to anyone interested in the political process, especially as it applies to cultural and educational institutions.

(Metuchen, N.J.: Scarecrow Press, Inc., 1995) 212 pp., cloth

List \$37.50; SAA members \$32.50
plus \$6 s/h

Slide Collection Management in Libraries and Information Units

BY GLYN SUTCLIFFE

This British book reviews both the traditional manual method of managing slides and the contemporary interrelationship between established slide collections and the new imaging technologies. The principal methods and packages currently available for automated slide retrieval are also discussed.

(Hampshire, England: Gower, 1995)
218 pp., cloth

List \$77; SAA members \$72
plus \$7 s/h

Local History Collections in Libraries

BY FAYE PHILLIPS

This comprehensive manual for integrated local history collections deals with administration, acquisition, preservation, access, and use of all forms of materials. It seeks to serve as a guide to the administration, collection, and maintenance of local history collections in libraries. For archivists, the value of this manual is one of continuing practical education and theoretical development as exemplified in SAA's Archival Fundamentals Series.

(Englewood, CO: Libraries Unlimited, Inc., 1995) 164 pp., hard

List \$37; SAA members \$32
plus \$6 s/h

The Genealogist's Handbook: Modern Methods for Researching Family History

BY RAYMOND S. WRIGHT III

An enlightening guide for one of the most popular intellectual pastimes in this country—the search for roots. The book's purpose is twofold: to teach researchers how to discover the lives of ancestors in original and other records and then to place ancestors in the context of time, place, and society. Because a significant number of patrons in many archives are genealogists, this book will assist archivists not well versed in genealogy to provide excellent reference service in this area.

(Chicago: American Library Association, 1995) 190 pp., cloth

List \$45; SAA members \$40
plus \$6 s/h

Preserving Library Materials: A Manual, 2nd ed.

BY SUSAN SWARTZBURG

This resource was written for public, special, and smaller academic libraries, but is informed by an archival perspective as well. Designed to help librarians analyze the preservation needs of their institutions and develop programs to meet those needs, the text addresses collection management, the various media found in library collections, and the need for long-range planning to preserve library materials through cooperative efforts among libraries.

(Metuchen, N.J.: Scarecrow Press, Inc., 1995) 504 pp., cloth

List \$65.50; SAA members \$59.50
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Archival Outlook

September 1995

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