

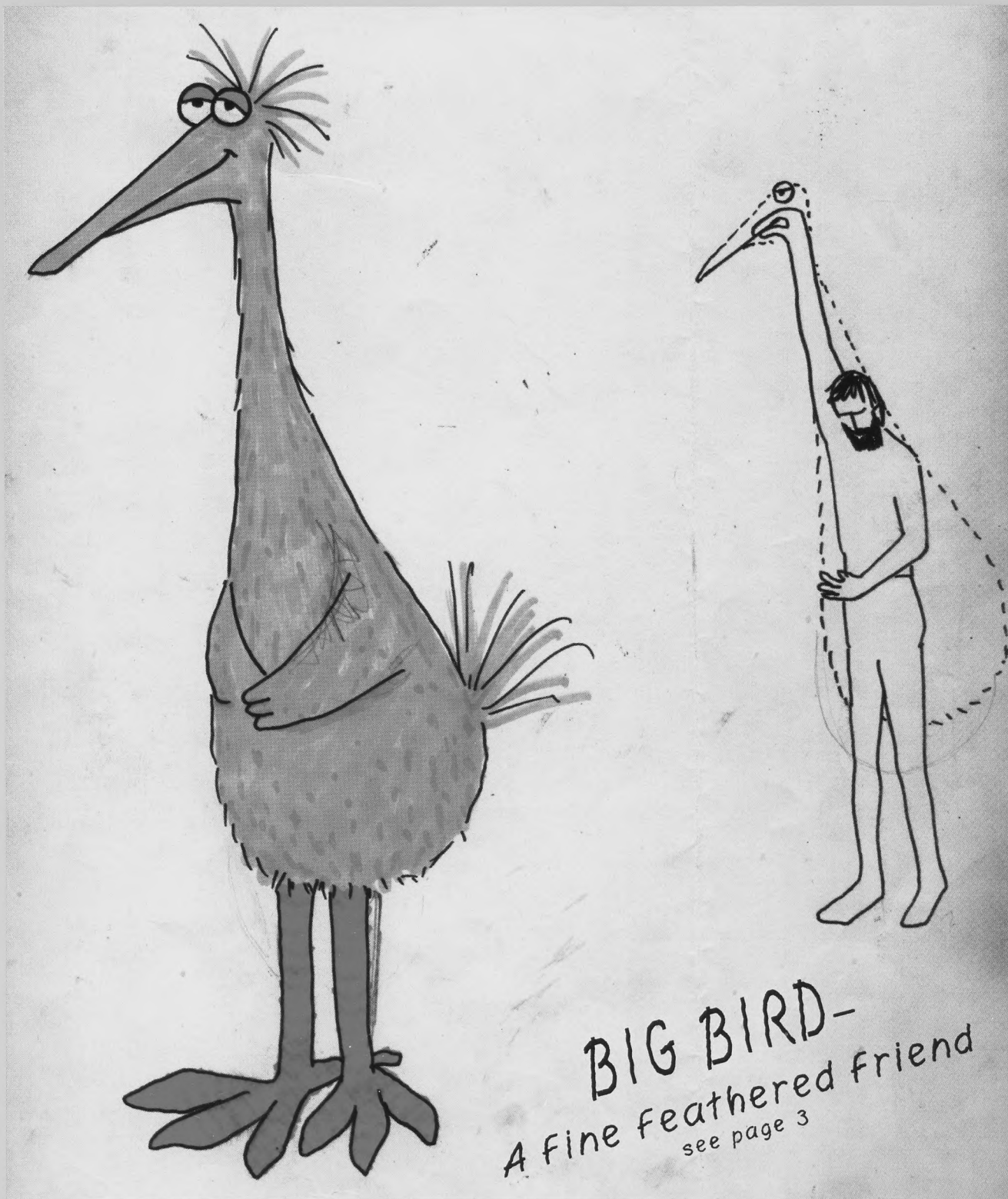


The Society of  
American Archivists

# Archival Outlook

SAA—Celebrating 60 Years of Excellence, 1936-1996

January 1996



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

JOHN A. FLECKNER  
Presidential Address  
1990

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## Archival Outlook

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### Society of American Archivists Staff:

SUSAN E. FOX

*Executive Director*

sfox@saa.mhs.compuserve.com

BERNICE BRACK

*Meetings/Member Services Coordinator*

bbrack@saa.mhs.compuserve.com

TERESA M. BRINATI

*Newsletter and Managing Editor*

tbrinati@saa.mhs.compuserve.com

PHILIP B. EPPARD

*Editor, American Archivist*

pbe40@cnsibm.albany.edu

CARROLL DENDLER

*Director of Financial Operations*

cdendler@saa.mhs.compuserve.com

KIMBERLY KRYWKO and  
MELISSA SCHERMERHORN

*Office Assistants*

info@saa.mhs.compuserve.com

DEBRA S. MILLS

*Assistant Executive Director*

dmills@saa.mhs.compuserve.com

JEANETTE SPEARS

*Receptionist*

info@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

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# A MAGICAL COLLECTION:

Jim Henson,  
Big Bird, and  
Oscar the  
Grouch



Are you looking for Bert and Ernie designs? Second-hand pig shoes? Ed Sullivan Show contracts? Look no further than the archives of Jim Henson Productions. Loosely established in the mid-1980s as an extension of the company's art department, the archives became an independent department in 1993 with a mission to document corporate history and the life and work of creative visionary Jim Henson. In support of projects both historical and related to current television and film productions, the archives provides information and visuals for product promotion and packaging, speeches, and videos, as well as research into copyright issues, script development and puppet design.

Managed by two archivists, the collections emphasize corporate history while paying special attention to Henson's work. Consisting of over 8,500 items, the collections include original art, production files, scripts, financial records, publicity materials, consumer products, awards, corporate memorabilia, and more.

Along with servicing requests from both inside and outside the company, the archives organizes and distributes the animated cels from the television production, *Jim Henson's Muppet Babies*. The archivists are also major collaborators on exhibitions, presentations, and other projects of The Jim Henson Legacy, a not-for-profit organization established in 1992 by Jane Henson to perpetuate the life and work of her late husband.

The archives will continue to expand its scope. It will document the formation and production of the recently formed movie company, Jim Henson Pictures, the production of the new weekly series scheduled for the spring, *Muppets Live!* (working title), and the company's latest feature film, *Muppet Treasure Island*, and will include interactive computer products. An oral history program will be initiated in 1996, as well as increased effort in the ongoing quest for historical documents and artifacts. There can never be too many monster patterns, movie storyboards, or Kermit the Frog photos in any archival collection!

## About the Cover: History in the Making

Since May 1990, the cover of *Archival Outlook* has featured remarkable images from the collections of members of the Society of American Archivists. Thirty-four black-and-white prints from as many different institutions have graced the front page. All have attested to the rich history and diversity of visual materials in archival collections.

To inaugurate SAA's 60th anniversary celebration—1936-1996—color has infused the landscape, thanks to the archives of Jim Henson Productions, Inc. Big Bird and Oscar the Grouch are dazzling in yellow and magenta respectively. The unprecedented financial sponsorship of this ground-breaking cover by The Jim Henson Legacy has opened up new and exciting possibilities for future covers. The Henson archives initially submitted a number of images for consideration last May, unusual among them were color images of early renderings of Muppets. The strength of these images was so integrally linked to their being reproduced in color that printing them in black-and-white would have done them an injustice. Faced with this challenge, the Henson archives and SAA formed a partnership. SAA thanks The Jim Henson Legacy for its support, and archivist Karen Falk for her assistance with and enthusiasm for this project. Together we have made history.

SAA welcomes all submissions of images for the cover of *Archival Outlook*, and invites sponsorship of special covers. It is the goal of the Society to showcase materials from the collections of as many members as possible. For more information, contact Teresa Brinati, managing editor, at (312) 922-0140.

Teresa Brinati

## The Jim Henson Legacy

In the aftermath of Jim Henson's passing in May 1990, the overwhelming interest in his work and career from both the public and private sectors was evidenced by requests to honor his achievements and contributions. Through posthumous acknowledgments, retrospectives, dedications and awards, Henson has received recognition for his achievements in entertainment, the humanities, education, and puppetry from the media, performing arts organizations, medical institutions, and universities.

The Jim Henson Legacy was established in 1992 to accommodate and to properly respond to these requests. Over the last five years, it has become a resource focusing on the history and creativity of Henson's artistic contributions to the worlds of puppetry, television, motion pictures, special effects and media technology. This has been accomplished through specially produced presentations for schools and museums and through film and video expositions, and exhibits created for both art galleries and libraries.

The Jim Henson Legacy is an independent organization, governed by a Board of Trustees, and separate from Jim Henson

continued on page 27



## from the Executive Director

by Susan E. Fox

### SAA Tour to China

I hope you will be able to join us on a unique tour of China this fall, immediately following SAA's annual meeting in San Diego.

The tour will begin with attendance at the XIIIth International Congress on Archives, September 2-7, 1996, in Beijing. The congress theme is "Archives at the End of the Century: Taking Stock and Looking Ahead." There will be four plenary sessions on topics such as the history of international archival cooperation, the evolution of archival development across the world, emerging theories, and new technologies.

The congress will also include trips to the Great Wall, the Ming Tombs, the Beijing Municipal Archives, and the Summer Palace. There will be any number of opportunities to expand your thinking about the profession and to meet an amazing diversity of people who share your dedication and passion for the historical record.

Immediately following the congress, SAA offers a tour to Shenyang in northern China, and Tianjin, Nanjing, and Shanghai in the south. Shenyang is the capital of Liaoning Province, 523 miles north of Beijing, and is one of the most important industrial cities in China. It is also the home of the Manchu. In the afternoon we will take a sightseeing tour of the Imperial Palace, built in 1625 and containing more than 300 buildings. We will also visit the northern imperial tomb, Bei Ling, and the Liaoning Provincial Archives.

The next day we will fly to Tianjin, one of China's major cities. According to *Insight Guides: China*, "it is famous for its port and its carpets and, because of its architecture, has more of a city atmosphere than the city scape of Beijing with its hutongs" (quoted with permission, p. 185). We will have an opportunity to visit the Tianjin Municipal Archives, to lunch at the Tianin Television Tower, and to visit the Municipal Historical Museum.

### Sixty Years of Excellence 1936-1996

1996 marks the diamond jubilee 60th anniversary of the Society of American Archivists—North America's oldest and largest national professional association for archivists.

Throughout the year we will be featuring articles about the association since its founding in 1936. How long have you been a member? Do you have recollections about the Society or the profession that would be of interest to your colleagues? We would enjoy hearing from you.

SAA invites you to join in celebrating its 60th anniversary. We are looking for new and better ways to serve you. If you have any suggestions or comments, please contact us at (312) 922-0140, [info@saa.mhs.compuserve.com](mailto:info@saa.mhs.compuserve.com) or write to us directly.

Then we will travel to Nanjing, China's southern capital and one of the most beautiful cities in the country. "The forested Purple Mountains (Zijinshan) frame the city in the east with their fresh green foliage, and give it an atmosphere which only few other Chinese towns still have to offer . . . This is a city rich in history, back to the 5th century B.C. . . . Nanjing was several times the capital of southern dynasties at a time when foreign peoples were ruling in the north of China" (*Insight Guides: China*, p. 245). We will have an opportunity to visit the First Historical Archives and the Sun Yat-sen Mausoleum, as well as other parts of the city before departing via overnight train for our final stop, Shanghai.

Shanghai is a densely populated port city with a history as a cosmopolitan trading center. We will visit the Shanghai Museum of Art and History with one of the best and most comprehensive collections in China, the Jade Buddha Temple, and the Yuyuan Gardens, which cover almost 12 acres. There will also be opportunities for shopping and a concluding evening banquet.

In order to accommodate the varying needs of all who wish to attend, we have

constructed travel and tour arrangements in three components. You may make arrangements for airfare alone, the tour alone, or an airfare/tour package combination.

One very important note: if you wish to attend the XIIIth International Congress on Archives immediately preceding the tour, you will need to register and send your registration and hotel fees directly to our Chinese hosts. We have registration materials available at the Chicago office and we will be happy to send them to you.

The number of archivists who expressed interest in this tour to date promises a most interesting, diverse, and stimulating group of colleagues who will undoubtedly add a warm and lively dimension to this adventure. Specific information about the tour follows on page 5, as well as some interesting observations by William Moss, retired director of Archives of the Smithsonian Institution, who now resides in Beijing (see page 6). This is an opportunity of a lifetime. I do hope we will be able to count you among us.





# China



AND THE XIII INTERNATIONAL CONGRESS ON ARCHIVES

September 2-14, 1996

## 第十三届国际档案大会

### ITINERARY:

#### Monday, September 2

Depart San Diego.

#### Tuesday, September 3

Arrive Beijing. After clearing customs and immigration you will be met and transferred to your hotel. (B)

#### Wednesday, September 4

At ICA. Transfers to congress provided. Overnight at hotel. (B)

#### Thursday, September 5

At ICA. Transfers to congress provided. Overnight at hotel. (B)  
*Note: You must register for congress and hotel directly with Chinese Organizing Committee.*

#### Friday, September 6

At ICA. Transfers to congress provided. Overnight at hotel. (B)

#### Saturday, September 7

Transfer from hotel to Beijing Rail Station for overnight train to Shenyang. (B)

#### Sunday, September 8

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

#### Monday, September 9

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

#### Tuesday, September 10

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

#### Wednesday, September 11

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

#### Thursday, September 12

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

#### Friday, September 13

Arrive Shanghai and transfer to Windsor Evergreen Hotel. City sightseeing including the Shanghai Museum of Art and History; Jade Buddha Temple and Yu Yuan; and a shopping expedition. Evening banquet. Overnight at Windsor Evergreen Hotel. (B, L, D)

#### Saturday, September 14

After breakfast, transfer to Shanghai International Airport. Arrive in Los Angeles and continue on domestic flight(s) to home city.

### TOUR COST:

- Airfare: \$1,650\*
- ICA Congress: Hotel arrangements and congress registration fees to be paid directly to Chinese Organizing Committee
- SAA Post-Congress Tour: \$1,630 pp/do  
\$340 single supplement

### TOUR COST INCLUDES:

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

### TOUR COST EXCLUDES:

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

#### FOR ICA CONGRESS PREREGISTRATION MATERIALS, CONTACT:

Susan Fox, Executive Director  
Society of American Archivists  
600 S. Federal, Suite 504  
Chicago, IL 60605  
(312) 922-0140

#### FOR HOTEL AND AIRLINE RESERVATIONS, CONTACT:

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Stewart International Ltd.  
87 Boylston Street  
Brookline, MA 02146  
(800) 441-8666  
(617) 738-1575

\* Subject to change

B = Breakfast L = Lunch D = Dinner

# Destination Beijing

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

You who are thinking about attending the International Congress on Archives (ICA) in Beijing next fall will be pleased to know that an American who has resided in Beijing for more than two years believes you will truly enjoy the experience. You who have been here before, perhaps in 1982 or 1986, will be astonished at the changes a decade has made. Those who are visiting for the first time will be entranced by the historic sites and by the warm and entertaining hospitality of your hosts. Chinese archivists want this to be a successful meeting and for you to enjoy yourself.

Nor is there anything about ICA, the meeting, or archivists that is likely to provoke the slightest interest by "the authorities." In my life in Beijing I have cycled, used buses and cabs, and visited friends; friends and students have visited me; we have talked about every conceivable subject under the sun; and all without the slightest hindrance or hassle from anyone. My observation from experience is that only those determined to or silly enough to provoke the authorities are apt to encounter any difficulties. Today's Beijing is not Washington, D.C., but then neither is it Stalin's Moscow, and it is a great deal closer to the former than the latter.

Furthermore, Beijing is a safe city; certainly safer than Washington, D.C. I do not mean that violence does not occur. It does. I have seen a knife fight on a local street, for instance. Nevertheless, I can also ride my bike or walk in any part of Beijing at any time of day or night without the slightest need to be alert and wary. It is a wonderful feeling, too. Ah, but do hold on to your purse or wallet. There are skilled pickpockets about, and in large crowds it is easy to snatch and run. Carry in your pockets, purse, or waist pack only as much as you really need, or can afford to lose. Put passport, credit cards, check-book, and most of your cash in a pouch inside your clothes.

Can you use your credit card in Beijing? In hotels and major stores, yes, but many places are not yet equipped to handle them. Cash is still the principal medium of exchange.

The principal unit of Chinese currency is the *yuan* (officially called *renminbi* and colloquially referred to as *kuai*; *yuan* is to *kuai* as *dollar* is to *buck*). Changing money is commonplace and hassle-free. You will have to show your passport. Since last year there is much less difference between the official rate of exchange and the "street rate." The going rate this fall is about eight Chinese *yuan* to one U.S. dollar. You can change money at the airport, at your hotel, or at many banks. A surcharge is usu-

ally added for the service. Keep your money-exchange receipts, because when you leave you cannot change back into dollars more *yuan* than you acquired in officially receipted exchanges.

Prices in Beijing are rising, especially for tourists. Hotel rooms and services for tourists and conventioners are pricey, even in American terms, comparable to Washington or San Francisco. Department stores and restaurants are a bit cheaper, but the upscale ones are competitive with Baltimore, Topeka, or Phoenix. A taxi from the airport to your hotel is about 200-250 *yuan* now. It may be higher by the time you arrive next year.

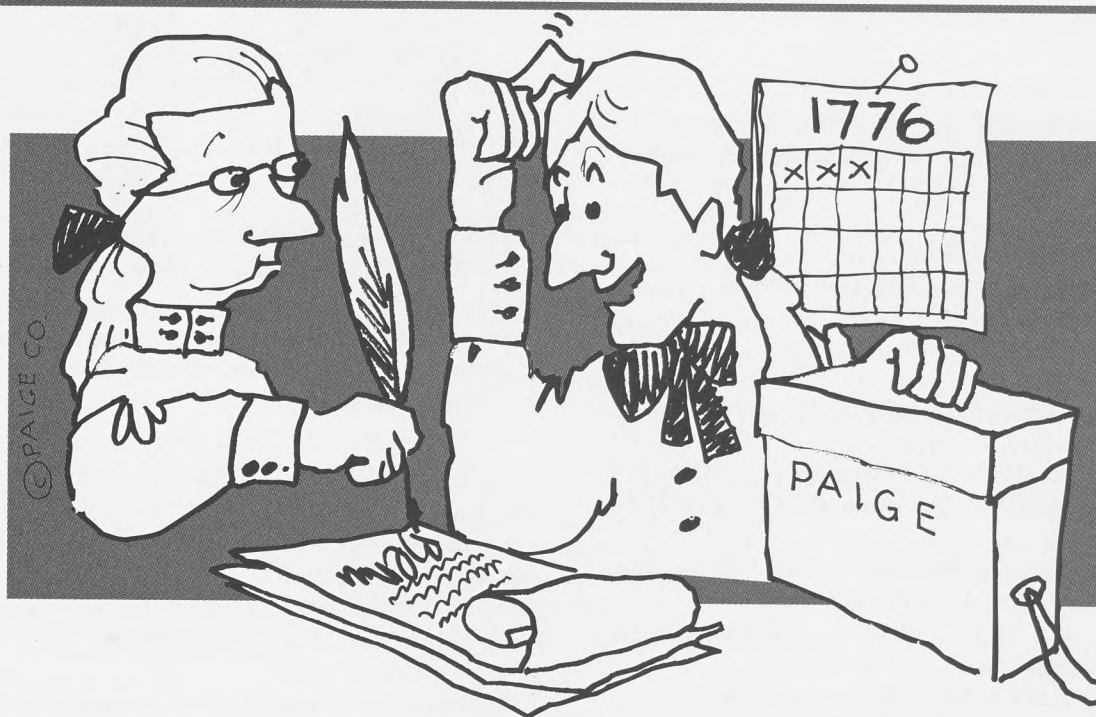
Clearing immigration and customs in Beijing airport is a breeze. First comes immigration and passport control. If your passport is in order and you have a proper visa, and you have none of the health problems that call special attention to you, you go right through customs. Don't bring in drugs, booze (you can buy it in your hotel), pornographic videotapes, political treatises attacking the Communist Party, or anything else patently obnoxious, and you can walk right through the "green path" without declaring anything. Sometimes they ask you to pass your bags through a scanner, sometimes not. It's probably

best if you don't bring your laptop computer, because electronic equipment does attract attention and requires explanation. Still cameras, tape recorders, and video cameras are so common now that they cause no problem. If anyone asks, simply reassure them that your equipment is for personal use and you have no intentions of leaving it or selling it in China.

Can you wander about on your own? Sure. No sweat, except for the language barrier—although you will find that a surprising number of traffic signs, shop signs, and street signs are now in English as well as Chinese. Beijing is mostly north-south or east-west, so it is relatively easy to keep track of where you are. Finding times to get out on your own in a heavily programmed schedule may be difficult. You are likely to be in a hotel that is about a 30-*kuai* ride from Tiananmen Square, the center of Beijing. Wangfuling Street and Xidan, the two main downtown shopping areas are about the same distance and price. Tourists maps are available and for the most part reliable. Even if your taxi driver does not speak English, he can read a map at least as well as Washington, D.C., cabbies!

What should you see in addition to the major attractions, such as the Great Wall, Forbidden City, Summer Palace, Ming Tombs, and Temple of Heaven? The best bet is a combination of the Yonge Gong and the Confucian Temple (within five minutes walk of each other in the north-central section of the older part of Beijing (just outside the Second Ring Road). Some hotels are now offering guided tours of Beijing's alleys and "courtyards," the older style residences now being replaced by high-rise apartments. There are several pleasant parks: Zhongnan Park just west of Tiananmen is perhaps my favorite, but Beihai Park and Jingshan Park ("Coal Hill Park") are also convenient and pleasant. The Beijing bell tower and drum tower are interesting, and the surrounding streets are gratifyingly old-fashioned.





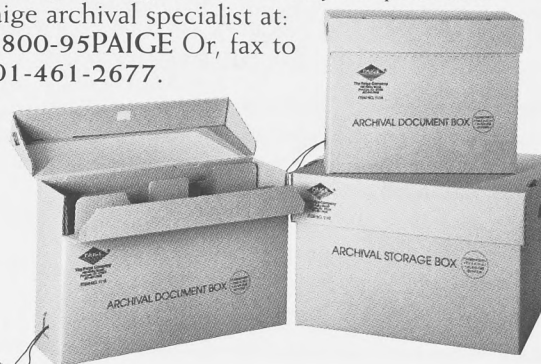
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# 1996 Slate of Candidates

The Society of American Archivists 1996 Nominating Committee has proposed the following slate of candidates for election this year:

## Vice President/President Elect

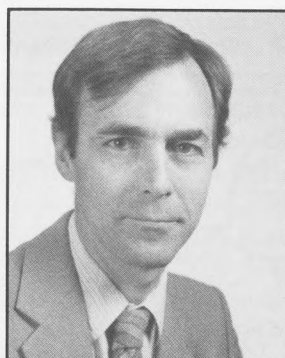
William Maher, *University of Illinois at Urbana*  
Anne Van Camp, *Stanford University*

## Council

Valerie Browne, *Loyola University of Chicago*  
Elaine Engst, *Cornell University*  
Connell Gallagher, *University of Vermont*  
Anne Gilliland-Swetland, *University of California at Los Angeles*  
Peter Hirtle, *National Archives and Records Administration*  
Carla Summers, *University of Florida*

## Nominating Committee

Jackie Dooley, *University of California at Irvine*  
Thomas Frusciano, *Rutgers University*  
Karen Garlick, *National Museum of American History*  
Nancy McGovern, *National Archives and Records Administration*  
Timothy Murray, *University of Delaware*  
Richard Pearce-Moses, *The Heard Museum*



William Maher and Anne Van Camp are running for vice president/president elect of the Society of American Archivists. The winner will become SAA's 53rd president.

Individual members of SAA will vote for one vice president, three Council members, and three Nominating Committee members. The vice president will serve in that capacity for one year and then will become SAA's 53rd president in 1997-1998. The three Council members will serve three-year terms through the 1999 annual meeting. The Nominating Committee members will serve one-year terms.

Candidates are required to answer a question related to their prospective offices. Their responses, along with vitae, will appear in the ballot. The following questions were formulated by this year's Nominating Committee, chaired by Fynnette Eaton and including Joel Wurl and Ruth Simmons, together with Council members H. Thomas Hickerson and Karen Benedict.

**Vice President/President Elect:** In an economic and political environment in which the viability and stability of existing state and local archival programs are being threatened, what steps can SAA take to ensure the continued existence of these archival programs?

**Council:** Now in its 60th year, today SAA focuses on strengthening its position within the broader society. Many members encourage SAA to do more to increase the Society's visibility and influence on matters of professional concern. How will you balance the expending of resources for these activities with the basic needs and services expected by the membership?

**1997 Nominating Committee:** The direction of leadership for the profession and the Society's position on important professional issues will be determined by the election of the officers and Council members. How will you, as a member of the Nominating Committee, select and encourage individuals to participate in the governance of SAA?

An eligible member may also be placed on the ballot by submission of a petition signed by 50 individual members. Such petitions must be received at the SAA office by February 1, 1996.

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



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University College London (1995)

Video, teaching notes, and discussion guidelines

List \$180 ■ SAA members \$150  
product code 284

### **The Guide to Research Collections of Former United States Senators, 1789-1995**

#### *compiled by Karen Dawley Paul*

This guide identifies primary source materials documenting the lives and legislative activities of 1,658 individuals of the 1,726 members who completed service in the United States Senate prior to January 3, 1995. The collections are housed in approximately 594 publicly-accessible repositories across the nation. The work has two objectives: to encourage scholars, teachers, and students to use these collections in creative and innovative ways; and to inspire current members of the Senate to follow the tradition of their predecessors by carefully planning for the preservation and disposition of their own materials.

G.P.O. (1995)

744 pages, hard cover

List \$10 ■ SAA members \$7  
product code 286

### **Designing Archival Programs to Advance Knowledge in the Health Fields**

#### *edited by Nancy McCall and Lisa Mix*

Because of the vast quantity of records being generated in the contemporary health fields and the limited resources available for archival preservation, archival programs must resort to new strategies for appraisal and selection. This book brings together a broad range of specialists—including archivists, historians, science policy experts, a clinician, a medical librarian and computation expert, and a specialist in museum curatorship—to explore way of balancing conflicting demands through reform in collection development, collection management, and user services.

THE JOHNS HOPKINS UNIVERSITY PRESS (1995)

232 pages, cloth

List \$43 ■ SAA members \$38  
product code 285

### **Dance Archives: A Practical Manual for Documenting and Preserving the Ephemeral Art**

#### *edited by Leslie Hansen Kopp*

For anyone responsible for a dance archives, this copiously-illustrated manual includes examples of how to document a deed-of-gift to ways to control interior environments, conduct an oral history interview, or assure that a concert playbill becomes a useful research document. It also contains guides to dance collections and other resources across the continent and in cyberspace, a glossary, and a bibliography. More chapters are planned and will be easily insertable in the binder format used.

PRESERVE, INC. (1995)

150 pages, binder

List \$35 ■ SAA members \$30  
product code 283

### **Historical Consciousness in the Early Republic: The Origins of State Historical Societies, Museums, and Collections, 1791-1861**

#### *edited by H.G. Jones*

This is the first book to trace the origins of state historical activity in the United States from the founding of the Massachusetts Historical Society in 1791 to the start of the Civil War, by which time each state had at least one historical society.

North Caroliniana Society, 1995

262 pages, soft cover

List \$15 ■ SAA members \$10  
product code 287

### **Women, Information, and the Future: Collecting and Sharing Information Worldwide**

#### *edited by Eva Steiner Moseley*

The fundamental links between power and information and the essential role of women in sustaining human development are two of the concepts at the core of this thought-provoking work. Based on an international conference sponsored by the Schlesinger Library on the History of Women in America and held at Radcliffe College in 1994, the 47 articles in this book were drawn from more than 100 presentations outlining the evolution of women's libraries, archives, and documentation centers, and the present and future challenges of facilitating access to information for women worldwide.

Highsmith Press (1995)

296 pp., paper

List \$24 ■ SAA members \$19  
product code 282

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## Society Briefs

### 1996-97 Yellow Pages

The 1996-97 *SAA Yellow Pages: Directory of Individual and Institutional Members* was printed and mailed the last week in December. The directory, which is a benefit of membership in SAA, should be in members' hands by the end of this month. If you haven't received your copy by then, contact Bernice Brack at [bbrack@saa.mhs.compuserve.com](mailto:bbrack@saa.mhs.compuserve.com) or phone (312) 922-0140.

### Luminaries Wanted

Don't miss this opportunity to recognize the outstanding accomplishments of archival colleagues. Nominate SAA Fellows and/or recognize achievements of the 1995 calendar year in SAA's awards competition. See pp. 33-36 in this issue for details.

### Corrections to Leadership List

The 1995-96 Leadership List, bound in the center of the November issue of *Archival Outlook*, should be updated as follows:

#### COUNCIL

Lori Hefner

E-mail: [lori.hefner@synpex.com](mailto:lori.hefner@synpex.com)

#### 1996 HOST COMMITTEE

Rick Crawford

E-mail: [crawford@cts.com](mailto:crawford@cts.com)

#### LOCAL GOVERNMENT RECORDS ROUNDTABLE

Jeff Rollison, chair (not vice chair)

Wayne Everard, vice chair  
New Orleans Public Library  
Acquisitions Div.  
219 Loyola Ave,  
New Orleans, LA 70140-1016  
(504) 596-2576  
Fax (504) 596-2609

#### GOVERNMENT RECORDS SECTION

Marie Allen, chair  
National Archives and Records  
Administration  
8601 Adelphi Road  
College Park, MD 20740  
(301) 713-7100  
Fax (301) 713-6850

#### ORAL HISTORY SECTION

Fred Calabretta, chair  
Mystic Seaport Museum  
P.O. Box 6000  
Mystic, CT 06355-0990  
(203) 572-0711

#### REFERENCE, ACCESS & OUTREACH SECTION

(Council liaison: Hefner)

Jim Cross, chair  
Clemson University Libraries  
Special Collections / Strom Thurmond Institute Bldg. / Box 343001  
Clemson, SC 29634-3001  
(864) 656-5182  
Fax (864) 656-0233  
E-mail: [jcross@clemson.edu](mailto:jcross@clemson.edu)

Dean DeBolt, vice chair  
University of West Florida  
John C. Pace Library  
Pensacola, FL 32514-5750  
(904) 474-2213  
Fax (904) 474-3338  
E-mail: [ddebolt@uwf.bitnet](mailto:ddebolt@uwf.bitnet)

### New ACA Secretariat

The Academy of Certified Archivists (ACA) officially moved its secretariat out of the SAA office in Chicago, effective September 1, 1995. ACA has engaged Capitol Hill Management Services as its secretariat. Inquiries regarding ACA should be directed to:

ACA Secretariat  
c/o Steve Grandin  
Capitol Hill Management Services  
48 Howard Street  
Albany, NY 12207  
(518) 463-8644  
Fax (518) 463-8656

### Browse SAA's Home Page

When you are cruising the Internet, make sure you visit SAA's home page at: <http://volvo.gslis.utexas.edu/~us-saa/>. Let us know how we're doing and what else you would like to see on the home page by sending a message to: [info@saa.mhs.compuserve.com](mailto:info@saa.mhs.compuserve.com).

## SAA DEADLINES

### FEBRUARY

- 1 Petition due for placing individual member on 1996 SAA ballot
- 5 All submissions (including job ads) for March *Archival Outlook*
- 28 SAA Fellow nominations must be postmarked by this date (see pp. 33-34)
- 28 SAA awards nominations due, except for Theodore Calvin Pease Award (see pp. 35-36)

### MARCH

- 1 "Cyberspace for Archivists" (Utah) workshop registration; "Getting Things Done" (Atlanta) workshop registration; "APPM" (Seattle) workshop registration; "Understanding the USMARC Format" (Seattle) workshop registration
- 5 Job announcements for April SAA *Employment Bulletin*
- 15 "Cyberspace for Archivists" (New Orleans) workshop registration

### APRIL

- 1 All proposals/requests for Fall 1996 SAA continuing education workshops due (see p. 16)
- 1 "Automating Finding Guides" (Boston) workshop registration; "Acquisition, Processing, and Reference of Legislative Collections" (Chicago) workshop registration
- 5 All submissions (including job ads) for May *Archival Outlook*

### MAY

- 1 Nominations due for Theodore Calvin Pease Award (see pp. 35-36)
- 5 Job announcements for June SAA *Employment Bulletin*
- 6 "Managing Electronic Records - Part II" (Salt Lake City) workshop registration

### JUNE

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





**MENZI L. BEHRND-KLODT** is the research and library services manager for the Pleasant Company in Middleton, Wisconsin.

**LEWIS BELLARDO** has been selected for the position of deputy archivist of the United States/chief of staff. Bellardo had been detailed as a special assistant to the U.S. Archivist since June 1995. He has also served as deputy assistant archivist for the National Archives and director of the Preservation Policy and Services Division (NNP). Bellardo joined the National Archives in 1989 as director for the Center for Legislative Archives.

**SUSAN C. BOX**, corporate archivist for Phillips Petroleum Company, received the *Bartlesville (Oklahoma) Examiner-Enterprise* 1995 Historian of the Year Award for her outstanding volunteer service in numerous community historical projects. Box was cited for her efforts to "preserve, display, and disseminate information about nearly all aspects of Washington County history."

**JOHN DALY**, director of the Illinois State Archives, has been invited to participate in a conference on "Archives and the Metropolis" sponsored by the Corporation of London in association with the Centre for Metropolitan History of the University of London, July 11-13, 1996. He will deliver a paper on the requested topic of the purpose, content, and significance of public archives in Chicago.

**FAYE PHILLIPS**, curator of the Louisiana and Lower Mississippi Valley Collections, Louisiana State University Libraries, has been appointed assistant dean of libraries for special collections. Phillips has been with the LSU Libraries as curator since 1986 and most recently served as interim assistant dean.

The Mid-Atlantic Regional Archives Conference has established a scholarship in honor of **LEONARD RAPPORT**. The Leonard Rapport Modern Archives Institute Scholarship will provide two annual scholarships of \$475 to cover

## Obituaries

**ROBERT GORDON**, 72, retired director of the Manuscript Division of the National Archives of Canada, and a fellow of the Society of American Archivists, died in Ottawa on November 30, 1995, after suffering a heart attack.

Gordon came to Canada in 1949 to study history at McGill University. His archival career began in records management with Algoma Steel. From 1956 until his retirement in 1989 he dedicated his energies to the Manuscript Division, of which he became the director in 1965. A list of his achievements begins with the *Union List of Manuscripts in Canadian Repositories/Catalogue collectif des manuscrits conservés dans les dépôts d'archives canadiens*, published in 1968, the greatly enlarged second edition of 1975, and four supplements over the next decade. He played a central role in the establishment of the National Archival Appraisal Board (1971) and development of procedures for evaluation of donations to Canadian institutions for tax benefits, and the certification of materials by the Canadian Cultural Property Export Review Board. During his tenure as director, the Manuscript Division developed the "Systematic National Acquisition Program," the "Finding Aids on Microfiche" project and the Diffusion Program to ensure the accessibility of key records on microfilm through the provincial archives across Canada.

Gordon served as the treasurer of the Canadian Historical Association, 1957-1979, and as member of its governing council. He was an active member of the Manuscript Society and the Society of American Archivists. Following his retirement, he operated the Autograph Gallery and advised on the appraisal materials.

**SHIRLEY CAMPELL SPRAGGE**, retired archivist of Queen's University and Anglican diocese of Ontario, died on August 11, 1995, in Kingston of scleroderma. Born July 22, 1929, in Toronto she received an honors history degree from the University of Toronto in 1952. Spragge first connected to the practical work of archives through the Ontario Archives where her father-in-law George Spragge was serving as Provincial Archivist. Shirley worked in the 1970s in the Cornell University archives. She joined then staff of the Queen's University archivist 1979. In 1986 she completed her Ph.D. in history at Queen's. Shirley served as Queen's University archivist from 1992-1994. While at Queen's she was responsible for the Kingston General Hospital. Spragge was an active member of the Toronto Area Archivists Group, the Archives Association Council, and the Society of American Archivists. She also served as the Ontario representative on the Canadian Council of Archives. She was instrumental in establishing the Archives Advisor Program and was an active member of the Association Of Canadian Archives.

tuition for recipients to attend the Modern Archives Institute. For more information about the scholarship, contact Mary Rephlo at (301) 713-7390 ext. 260 or e-mail [mary.rephlo@arch2.nara.gov](mailto:mary.rephlo@arch2.nara.gov).

**GEORGE SIMOR** of the Graduate Center of the City University of New York (retired) and Pratt Institute was awarded on December 2, 1995, the Cross of Chivalry by President Lech Walesa of Poland for processing the archival collections of the Polish Institute of Arts and

Sciences. Simor also received the Medal of Merit from the Polish National Archives for his significant work in the Archives of the Polish Institute, and the publication of an archives guide.

**LARRY A. VISKOCHIL** retired on October 1, 1995, from the Chicago Historical Society after 28 years of service. From 1967 to 1977 he was the Chicago Historical Society's chief reference librarian. From 1978 on he was the curator of prints and photographs.



## Education Notes

by Tara J. Shimandle, *Education Program Assistant*

### Spring Workshops

The SAA Education Office has completed mailing of all spring 1996 workshop brochures to individual members and to co-sponsoring regional organizations. This marks the first time ever that every brochure was mailed to all SAA individual members, in addition to members of co-sponsoring organizations, the intention being to communicate detailed information to the maximum number of people at the soonest possible time. The response thus far has been extremely positive—registrations are already being processed. We hope that this service has been a benefit in planning for attending an SAA workshop and we welcome member feedback.

A few notes on the spring schedule of workshops published in the November *Archival Outlook*. The workshop **Getting Things Done: Results-Oriented Management for Archives** scheduled for April 24-25 in Riverside, California, has been canceled. Also, **Automating Finding Guides** will be held at Babson College (incorrectly listed as Babson Institute).

Lastly, a late addition to the spring schedule is **Managing Electronic Records Part II**, co-sponsored by the Conference of Inter-Mountain Archivists, to be held June 4-5, 1996, in Salt Lake City, Utah, in conjunction with the spring 1996 meeting of CIMA. The instructor will be Anne Gilliland-Swetland of the University of California at Los Angeles. This workshop is the second half of a course offered at the spring 1995 meeting of CIMA. Participation in the 1995 workshop is not required for registration in part II. *Fee: \$209. Deadline: May 6, 1996.*

- **Cyberspace for Archivists**, Saturday, February 3, 1996, Houston, Texas. *Fee: \$109. Deadline: January 5, 1996.*
- **Automating Finding Guides**, Saturday, February 10, 1996, Tempe, Arizona. Subsidized by ASU. *Fee: \$85. Deadline: January 19, 1996.*
- **Cyberspace for Archivists**, Friday, March 22, 1996, Ogden, Utah. *This workshop is grant-funded. Fee: \$20. Deadline: March 1, 1996.*
- **Getting Things Done: Results-Oriented Management for Archives**, Friday, March 22, 1996, Atlanta, Georgia. *Fee: \$119. Deadline: March 1, 1996.*
- **Archives, Personal Papers, and Manuscripts**, Tuesday and Wednesday, March 26-27, 1996 and **Understanding USMARC Format for Archival and Manuscripts Control**, March 28-29, 1996, Seattle, Washington. *The registration fee for either workshop taken separately is \$269. The joint registration fee for APPM and USMARC is \$465. Deadline: March 1, 1996.*
- **Cyberspace for Archivists**, Tuesday, April 9, 1996, New Orleans, Louisiana. *Fee: \$109. Deadline: March 15, 1996.*
- **Automating Finding Guides**, Friday, April 26, 1996, Babson Park, Massachusetts. *Fee: \$109. Deadline: April 1, 1996.*

### Fall '96 Workshop Proposals

The deadline for workshop proposals/requests for the fall '96 is April 1, 1996. If you have any questions please contact Tara Shimandle of the SAA Education Office at (312) 922-0140 or e-mail: [tshimandle@saa.mhs.compuserve.com](mailto:tshimandle@saa.mhs.compuserve.com).

- **The Acquisition, Processing, and Reference of Legislative Collections**, Tuesday and Wednesday, April 30 - May 1, 1996, Chicago, Illinois. *Fee: \$209. Deadline: April 1, 1996.*
- **Managing Electronic Records Part II**, June 4-5, 1996, Salt Lake City, Utah. *Fee: \$209. Deadline: May 6, 1996.*

### Preconference Workshops for SAA's 1996 Annual Meeting

Following is a list of workshops tentatively scheduled for August 25-26, 1996, in conjunction with the SAA's 60th annual meeting.

- Managing Archival Electronic Records
- Planning New and Remodeled Archival Facilities
- Archival Cataloging as a Component of Description
- Access Points
- Application of the USMARC Format
- Managing Change and Organizational Transformation
- Archives: An Introduction
- Training the Trainer: Teaching Techniques and the Adult Learner
- Case Teaching and Case Writing in Archival Education
- Managing Electronic Records
- Introduction to SGML
- Organizing Photographic Collections

Please note that the workshops *Archival Cataloging as a Component of Description*, *Access Points*, and *Application of the USMARC Format* are products of the NHPRC/SAA Archival Descriptive Standards Curriculum Development Project. These courses will be offered as a progressive series of workshops which will build upon the information presented in each successive course. We have made an effort to increase offerings focusing on electronic archival issues in response to membership demand. These courses focus on the future of archives and the increasing demand for archivists possessing these skills.

We are looking forward to a very special 60th anniversary year for the Society and for the education program. The groundbreaking work by members of the curriculum development project and the continued outstanding work by our roster of workshop instructors is sure to offer something for everyone in continuing education during this landmark year, we hope that you will be able to join us!



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## An Update on the Education Director Search

I want to update you on the search process for a new Education Director. In September Frank Boles, Susan Davis, Tim Ericson, and Becky Haglund Tousey agreed to serve on a Search Committee to help with the solicitation and selection of a new SAA Education Director. In October and November the position was publicized widely within the profession via mailings to the College and University Archives Section, the SAA Leadership List, advertisements in the *Chronicle of Higher Education*, *Archival Outlook*, the *SAA Employment Bulletin*, and other venues. As a result of this solicitation, we received four submissions, three from archivists.

The Search Committee and I decided this was too small a pool from which to make a selection for such an important position. Because the profession is small, we are at a juncture where we need find the best possible *educator* to fill the role of Education Director and, while keenly desired, this educator may or may not be an archivist. Therefore, we decided to broaden the search to include association professionals experienced in training, development, and continuing education. Starting this month I will advertise the position in those communities. We hope to interview candidates by mid-March and to have an individual in place by mid-April

at the very latest. The position announcement also appears on page 39 of this newsletter.

Most SAA members agree that continuing education is one of the most important services SAA offers, and in this era of downsizing and "re-engineering," one of the most critical. Once selected, the SAA Education Director will have an unusual opportunity to exert a national and international impact on the future of the profession.

As the Search Committee continues its work, SAA staff and volunteers have been able to maintain a full schedule of fall and spring workshops and to move ahead with the NHPRC-funded development of a descriptive standards curriculum. In addition, the Education Office Advisory Board is working to insure that we will have a full complement of preconference workshops at the annual meeting in San Diego this August.

I encourage you to contact me with your thoughts and comments and to help us find the best possible candidate to fill this important position. In turn, I will continue to keep you updated on the search as it proceeds.

SUSAN FOX  
Executive Director

# Renew Your Commitment to Professional Development

by Debra S. Mills, Assistant Executive Director

Kathleen Roe of the New York State Archives and Records Administration recently issued a call for service in the November issue of *Archival Outlook*. She encouraged SAA members to participate on an SAA committee. Those wishing to serve should submit their name, contact information and area(s) of interest to Kathleen, who is chair of the SAA Appointments Committee. While a desire to serve others is a noble reason for involvement in SAA, there is another, more practical reason: professional development.

Professional development is one of the top reasons individuals join associations, and SAA members are no exception. The following are ways to renew or maintain your commitment to professional development through active involvement in SAA. For more information on any membership service, please contact SAA at (312) 922-0140 or [info@SAA.mhs.compuserve.com](mailto:info@SAA.mhs.compuserve.com).

## Mentoring Program

Designed to encourage greater communication among archival generations, the mentoring program is in its second year of existence and consists of 205 working pairs. If you are new to the profession or if you are looking for guidance, SAA's mentoring program can assist you in developing your career path. If you are a more seasoned member with an interest in mentoring, then this is an opportunity for you to develop your skills as a mentor and advisor.

## Sections/Roundtables

Do you have a particular area of interest or expertise? Then SAA's sections and roundtables could use your assistance throughout the year. Write an article for the groups' newsletter, work on an annual meeting session proposal, or offer to work on a group project. Talk to the group chair to find out how to become more involved. For contact information refer to the leadership list which can be found in the center of the November issue of *Archival Outlook*.

## Committee Service

Participation on an SAA committee offers you the opportunity to advance the Society's mission while enhancing your professional development skills. All committees meet annually at the SAA annual meeting and some have mid-year meetings. To indicate your interest in serving on a committee, contact Kathleen Roe at (518) 474-4372 or [kroe@mail.nysed.gov](mailto:kroe@mail.nysed.gov).

## Annual Meeting

The SAA annual meeting offers you the greatest opportunity for professional development. More than eighty informative sessions provide a number of educational offerings from which to choose. Networking opportunities abound during general sessions, special events, and section and roundtable meetings. SAA's Employment Opportunity Exchange lists job openings and potential onsite interviews. If you want to learn more about the latest in archival products and services, the International Archives & Information Technology Exposition features more

than thirty vendors demonstrating the latest in archival wares. Plan to attend this year's meeting in San Diego, August 29-September 1, at the Sheraton Hotel & Marina (see page 20).

## Archival Outlook

Stay current on SAA activities, national and international archival news and events through SAA's bimonthly newsletter. If you have an idea for an article, contact SAA's managing editor Teresa Brinati. Don't forget to look for the professional opportunities listed in the back of every issue.

## Workshops

Develop your "skills for success" by attending one of more than thirty workshops offered throughout the country. From archival fundamentals to advanced topics, SAA's workshops provide you with a chance to learn in an interactive environment. Connecting with your colleagues in a workshop setting promotes increased learning and provides outstanding networking opportunities.

## Publications

As the premier source for archival publications, SAA offers more than one hundred titles. Build your professional library while applying the theoretical and practical information that can be found in these publications.

## American Archivist

Archival scholarship is critical to the evolution of the profession. Advances in archival theory promote better practices and sharpen critical thinking about the field. This quarterly journal will assist you in honing your analytical and professional skills.

## SAA Employment Bulletin

Subscribe to the bimonthly *SAA Employment Bulletin* to stay current on archival career opportunities. Even if you are not currently interested in making a change, the bulletin will keep you abreast of changes and opportunities in the field.

## Come Join SAA

Ida Jones of Washington, D.C., is a new SAA member. She attended the 1995 annual meeting in the nation's capital and says she joined SAA "to learn and communicate with other professionals from across the country." Welcome aboard Ida!



### See what SAA can do for you!



Contact the Society of American Archivists, Membership Services at (312) 922-0140.





## 1996-97 SAA Committee Intern Application Form

This form provides one means for students and those newer to the profession to volunteer for service as interns on committees and boards. Individuals are eligible to serve as interns if they have been members of SAA for less than five years. Your preferences will be considered whenever intern vacancies occur. Please mail the form to SAA Vice President Nicholas Burckel, c/o SAA, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

*To ensure consideration, forms should be received by March 15, 1996.*

Intern appointments are of a one-year duration, commencing at the end of the annual meeting following notification of appointment. Interns are encouraged to attend the committee meetings held during the annual meeting. Interns must belong to SAA and are expected to assist in the work of the committee throughout the year. Attendance at the subsequent annual meeting is required and interns are encouraged to attend the mid-year meeting if one is scheduled.

The various committees and boards are listed in the "Leadership Directory," a mauve-colored insert in the November 1995 issue of *Archival Outlook*.

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Are you currently employed? Yes ☐ No ☐ If so, please describe position.

Are you currently a student? Yes ☐ No ☐ If so, what school are you attending?

Will you attend the 1996 and 1997 SAA annual meetings? Yes ☐ No ☐

Are you a member of SAA? Yes ☐ No ☐  
(SAA membership is a prerequisite to serving as an intern)

List three committees and/or boards in which you would be interested in serving as an intern. List them in order of preference, with a brief statement of why you are interested in each, including relevant work experience and/or educational background. Use additional sheets if necessary. A copy of your resume and the names of references would be helpful.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If none of the choices that you have listed are available, are you interested in serving on another group? Yes ☐ No ☐

Please describe previous professional association experience, including work in regional and local archival associations. Include papers presented, committee assignments, and publications. Use additional sheets if necessary.

# Annual Meeting Update

by Rick Crawford,  
Host Committee Chair,  
San Diego Historical Society

## San Diego '96

Feeling the chill of winter? Then warm up to thoughts of San Diego, California! The 60th annual meeting of the Society of American Archivists will be held August 27-September 1, 1996, in "America's Finest City." Our conference site is the spectacular waterfront Sheraton Hotel & Marina.

This beautiful hotel complex is near the San Diego airport and only minutes from downtown. Wonderful attractions abound, all close to the conference hotel (and made closer by our own SAA shuttle, running throughout the day).

In downtown San Diego there is fine dining and nightlife in the Gaslamp Quarter, a nationally recognized historic district. Along the waterfront, one can visit the restored iron bark, *Star of India*, the oldest merchant ship afloat. Or, take the ferry boat to Coronado Island for a look at a Victorian classic, the Hotel del Coronado.

Only minutes away is Balboa Park with museums, art galleries, theaters, and the famed San Diego Zoo. Also close by is Sea World on Mission Bay, and at La Jolla, the Stephen Birch



*Coronado Island, California — bathers at Tent City, ca. 1902. Come join the bathing beauties in San Diego during the SAA annual meeting, Aug. 27-Sept. 1, 1996. Courtesy of San Diego Historical Society, Photograph Collection.*

Aquarium at the

Scripps Institution of Oceanography.

In San Diego's north county, take a monorail tour of the Wild Animal Park, San Diego's 1,800 acre wildlife preserve. Or visit the wine country and tour the wineries where California's first vineyards began more than two hundred years ago.

For a touch of San Diego's Mexican heritage there is Old Town State Park with reconstructed California adobes, housing shops and restaurants. And with only a fifteen-minute trolley ride to the international border, visit Tijuana, Mexico, with shopping, restaurants, Jai Alai, and thoroughbred racing at Agua Caliente.

The SAA Host Committee will be scheduling tours to many of these locales. We will also offer discount coupons for sites (including the San Diego Zoo). So plan some vacation time to go along with the conference dates!

Stay tuned for more details in *Archival Outlook*. And be sure to check out the SAA Web site whereup to the minute information on local arrangements will begin to appear soon: <http://volvo.gslis.utexas.edu/~us-saa>.

## 1996 Program Committee Meeting

The SAA 1996 Program Committee met in Chicago in late October to develop the program for the 1996 annual meeting. Lead by co-chairs Hilary Kaplan of the Georgia Department of Archives and History, and William K. Wallach of the University of Michigan Bentley Historical Library, the committee selected more than 80 sessions from a pool of approximately 125 proposals submitted. Since then, those who submitted session proposals have been contacted. Look for additional information about 1996 annual meeting sessions in future issues of *Archival Outlook* and the annual meeting program, which you will receive in June 1996.

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## LISTING OF AVAILABLE 1995 CONFERENCE PRESENTATIONS

*Check boxes of presentations you wish to purchase.*

### Thursday, August 31, 1995

- ☐ 5 Re-engineering Work in an Era of Declining Resources
- ☐ 7 The Electronic Records Strategy Task Force Report: Strategic Action for the Profession
- ☐ 8 Documentation Strategies: A Decade Later
- ☐ 10 Administrative Use of Archives: The Changing Role of Archives in the Modern Organization
- ☐ 12 Teaching in the Library: Augmenting the Curriculum Using Special Collections
- ☐ 13W Working Together for Archives Preservation: An Open Dialogue
- ☐ 17 Descriptive Divergences? A Dialogue on Archival Authority Information and the Fonds
- ☐ 18 Supporting the Professional Development of Archivists: Envisioning the Role of Continuing Education Within SAA
- ☐ 23 Documentation, Decentralization, and Cooperation: A Review of the Landscape

### Friday, September 1, 1995

- ☐ 29 The National Information Infrastructure (NII): Implications and Issues for Archivists
- ☐ 30 The Future of Archival Description
- ☐ 31 Crimes Against the System: Legal and Ethical Issues of Electronic Communications
- ☐ 32 Byting Off More Than We Can Chew?: Records Management & Archival Issues for Large-Scale Electronic Databases
- ☐ 34 Lawyers and Archivists: Uneasy Bedfellows in the Pursuit of Justice
- ☐ 36SF Documenting Geographic Information Systems (GIS)
- ☐ 39SF Analog and Digital Audio Recording Basics for Archivists
- ☐ 41SF Irradiated Records: Identification and Handling Strategies
- ☐ 42SF Records Management for Rare Book and Manuscript Departments

### Saturday, September 2, 1995

- ☐ 45SF The Copy Press Process in America: Historical Overview of Materials and Methods
- ☐ 49 Creative Outreach Programs for Small Repositories
- ☐ 50 Educating Experts: Establishing an Effective Continuing Education Network for Archivists . . .
- ☐ 51 The Human Radiation Experiments Records Search
- ☐ 52 International Archives Day Plenary Session
- ☐ 56 The Archival Face of Oral History: An International Perspective
- ☐ 57 Archival Appraisal: Taking Stock
- ☐ 58 Professional Journals and Archivists
- ☐ 61 More Than a File Cabinet: Scrapbooks as Personal Expression
- ☐ 62 Issues and Adventures in Collection Policy Development
- ☐ 63 Preservation Priorities for Audiovisual Media: An Appraisal Primer
- ☐ 64 International Archival Cooperation: Progress Reports on Russian Projects
- ☐ 65 Archival Theory and National Traditions
- ☐ 66 Archival Description: Where Are We and Where Are We Going
- ☐ 67 International Perspectives on Business Records
- ☐ 68 Preserving the Medium and Message: Preservation of Records in Electronic Format
- ☐ 69 Recordkeeping Requirements: Intergovernmental Issues
- ☐ 71 The Future of Congressional Collections
- ☐ 72 Twice Blessed: The Private and Public Nature of Sacramental Records
- ☐ 75 International Archives Day Overview

### Sunday, September 3, 1995

- ☐ 76 Finding Lost History: Surveying African America
- ☐ 82 Special Interest Priorities and Selecting for Preservation
- ☐ 83 From a Distance: Perspectives on Archival Distance Education
- ☐ 84 The Library of Congress and Archival Standards

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# Mentoring Interns at the American Philosophical Society

by Martin L. Levitt, *American Philosophical Society*

The library of the American Philosophical Society (APS) is essentially a manuscripts repository and special collections library with some 6.5 million manuscripts, 200,000 printed volumes, 100,000 photographs, and large collections of prints, maps, audiotapes, and other media. It is a major center for scholarly research in the history of science, America to 1840, and anthropology, and has significant holdings in other collection areas. Under the auspices of a grant from the Andrew W. Mellon Foundation, staff at the library has developed a special internship program for students who may be interested in careers in public history, cultural institutions, archives, historical societies, or special collections research libraries. The internships are intended to encourage graduate students to investigate the mission and functions of a cultural institution in general, and independent research libraries specifically. For doctoral students in the humanities or the social sciences, such an experience provides an opportunity to consider alternatives to the traditional teaching-and-research career path, while scholarly-minded M.L.S. or archives students are given the opportunity to consider an alternative to university-based libraries or other academic and research institutions. In turn, independent research libraries benefit if a small number of bright newcomers to the profession can appraise the possibility of independent research libraries as a career option.

As with all internships, the administrative difficulty lies in striking a balance between staff time expended in instruction and institutional self-interest. The library staff has devised a learning system which, for the most part, has earned laudatory exit reports from participants. The Mellon internships, which last for eight weeks, are intended to provide a wide variety of hands-on experiences. To insure that interns are exposed to different perspectives and participate in a number of representative tasks undertaken in the library, staff members from the Manuscripts, Archival Processing, Reference and Imprints, Administration, and Conservation departments guide interns through several behind-the-scenes and public service projects.

Each year four departments are selected through which the interns rotate. In the past, typical departmental two-week projects have included the ultrasonic encapsulation of manuscripts and the construction of preservation enclosures in the Conservation Department; the arrangement and description of archival materials in the Archival Processing Department; and researching reference questions in the Printed Materials Department. Last year the staff guided the interns as they helped create an exhibit on the life and times of William Penn. This year in one departmental rotation the interns created a reference database of optically-scanned images of the Society's portraits, and linked them to a previously existing database created by the Society's curatorial assistant.

In this case, the background of the interns suggested that they were well-suited for a technological challenge. They were given the bricks and mortar of a photographic/curatorial database, but with only occasional conferences with staff, were given the latitude to construct a final product—including the public interface—they themselves envisioned. The outcome of this work is a useful reference tool for public and staff.

Because of the broad application criteria for the internships, the interns bring to the library widely varied past work experiences, diverse academic interests, and disparate professional aptitudes. Some are born conservators—others have a flair for deciphering an eighteenth-century hand, while still others have an affinity for computers in libraries or archives. Thus, each year several projects are suggested by staff members, but these are not refined or even selected until the finalists are known. This allows the staff to tailor departmental projects according to the interests, capabilities, and aspirations of the interns.

Although interns most often work together, at times they may work separately in order to better accommodate individual proclivities. The interns stand side-by-side with professional librarians, archivists, and conservators as they are introduced to the various enterprises in an independent research library or archives. Under supervision, they are given the opportunity to arrange and describe real manuscripts, answer actual reference questions, help implement essential conservation procedures, or create reference tools that will be used in the library. In addition, small seminars are organized in which interns are encouraged to discuss library policy. These seminars provide an

opportunity for reflection, place library and archival theory in context, and, perhaps most importantly, give the interns the proper environment to ask more theoretical questions about the nature of their work. Interestingly, they are also useful tools for self-appraisal as staff are asked to articulate, explain, and even justify every facet of library operations.

The internship program has now been underway for five years, and ten graduate students have been welcomed in the library as Mellon interns. The advent of each new set of interns has afforded an opportunity for the staff to improve the library's program. Accordingly, the selection process, program design, and evaluation procedures have all been refined in response to past experience. In addition to providing the service for which the grant was intended, an added bonus for APS staff created by this process of refinement has been a heightened awareness of professional issues, and the welcome ethos of a teaching environment in the library.

Independent research libraries are an integral element in the overall mix of cultural institutions—especially scholarly libraries and archives—in the United States. Through the Mellon Internship Program, the library of the American Philosophical Society is committed to providing access to this category of library and archives to up-and-coming professionals.

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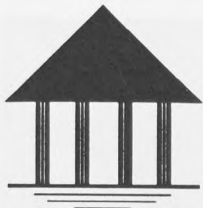
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The Society of American Archivists  
600 S. Federal, Suite 504, Chicago, Illinois, 60605,  
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E-mail [info@saa.mhs.compuserve.com](mailto:info@saa.mhs.compuserve.com)  
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## From the Archivist of the United States

by Gov. John W. Carlin

It has been several months since I became Archivist of the United States. A lot has happened and I have learned a lot about archives, about the National Archives and Records Administration, and about the people who work for this agency.

I have been encouraged by the support and enthusiasm staff throughout the agency have shown for the steps we have taken so far to change the culture of the agency and to develop a meaningful strategic planning process. Recently, I addressed the National Archives Assembly about where we are right now, both in terms of the planning process and the budget situation, and what the next steps in the planning process will be. I have condensed what I said below, but if you want to read the entire speech it is available on the NARA Information Server at <http://www.nara.gov>.

First, I am very pleased with the results of our appropriations bill that President Clinton signed on November 19. In addition to the usual operating expenses, we received special appropriations of \$1.5 million for repairs and alterations for our facilities and \$4.5 million for expanding public access to essential evidence from NARA's holdings. This public access appropriation is the result of special interest from Senator Bob Kerrey of Nebraska and will continue our current electronic access project. The new money will be used to develop a comprehensive on-line catalog of our holdings and to further develop our public access gateway to the World Wide Web. Additionally, the digitization of several thousand pages of records to illustrate the breadth and value of our holdings will bring them directly to classrooms, public libraries, and the homes of the American people. This expansion of our public access capability will play a key role in achieving our mission of ready access to essential evidence.

In another positive move, Congress allocated \$5 million to the National Historical Publications and Records Commission's competitive grants program. This is a small increase over the amount appropriated for competitive grants last year.

Finally, this bill directs that Information Security Oversight Office (ISOO) be transferred to NARA. ISOO has responsibility for the implementation of federal classification and declassification policies. Overall, this budget will allow us to continue all of our basic operations, undertake some needed repairs, and begin to improve our public access capabilities while we continue our strategic planning process.

As an agency we have been talking about our Strategic Directions Initiative since I spoke to the staff through a nationwide video presentation last August. To meet the challenges of today and tomorrow, NARA has to make fundamental changes in the way it functions and in the culture in which it operates. We must change or we will become irrelevant.

I have been preaching this message of change for three months in small group meetings across the entire agency. Between my deputy, Lew Bellardo, and I, we have held more

than 70 meetings. There are still a few field facilities we have to visit yet, and we will do that early next year, but we are essentially wrapping up the first phase of this initiative.

As I mentioned in my last column, I have been building a leadership team with senior management at NARA. As part of the next phase of the planning process, I selected a group of people from all levels around the agency to be a part of a Strategic Directions Team. This group will work with the leadership team and provide staff support to the planning effort. This will be a team of facilitators; the team is not going to go off in some room and write its own plan. The plan that emerges from this process will be my plan, one that I am comfortable implementing and one that I am confident will set this agency on the right course.

After being trained in facilitation, paradigm shifting, and systems thinking, the team will go out across the agency and host focus groups that will look at critical issues in-depth. The topics for these focus groups will come from the recommendations of past committees and task forces, issues that have been raised in the staff meetings, and comments and suggestions sent to me.

Before the plan is finalized, it will be widely circulated and discussed both within and outside the agency. Ultimately, I will make the final decisions based on all the input. Then we will form additional teams to implement the goals and strategies that have been identified in the plan.

I have been told that it will be impossible to make the changes that we have talked about at NARA, that it is impossible to change the culture of the federal bureaucracy. But I believe we can change for two important reasons.

First, NARA is an agency with a truly noble purpose. We are not just to any government agency. We will have an impact on whether this country is a democracy at the end of the next century. There is a direct correlation between the decline in public trust in the government and the government's willingness to be open and honest with the citizens. By making our mission of ready access to essential evidence a reality, we will play a dramatic role in ensuring that government remains open and accountable.

Second, we have a special group of people who work for this agency. They are not typical government bureaucrats. I know the staff understands the importance and significance of our mission and is committed to its work.

I know we have the people and the talent to fundamentally change NARA. There is too much at stake for us not to change. We are not going to let this agency become an irrelevant old documents warehouse. We will continue to fight for access and be an advocate for openness and accountability in government. We will work to meet challenges of access and dissemination in this information age. We will push to be recognized as a source of information, a public trust, that American democracy cannot do without. By making maximum use of all the talent and resources available to us in NARA and without, we will be ready for the 21st century.





## Washington Beat

by Page Putnam Miller, *National Coordinating Committee for the Promotion of History*

### Government Decides Not to Appeal *American Historical Association v. Carlin*

The defendants in the litigation of *American Historical Association v. Carlin* decided on December 15, 1995, to dismiss their appeal. This case focused on the efforts of the AHA and other plaintiffs, including the Organization of American Historians and the American Library Association, to block the implementation of an agreement made in 1993 between former President George Bush and former U.S. Archivist Don Wilson. The agreement gave former President Bush considerable control over the computer backup tapes that had been at issue in the case of *Armstrong v. the Office of the President*, also known as the PROFS case. On February 27, 1995, Judge Charles Richey ruled in favor of the plaintiffs stating that the Bush-Wilson agreement violated the Presidential Records Act. The government appealed the case in May. The Appeals Court was moving forward on the case and announced in early fall that December 16, 1995, was the deadline for the filing of the government's brief. As a result of the decision to dismiss the appeal, Judge Richey's decision will not be challenged and will be the final judgement in this case.

Commenting on the government's decision not to appeal the case, Archivist of the United States John W. Carlin stated: "On behalf of the National Archives, I strongly support the decision of the Solicitor General and I am pleased that this litigation is finally behind us."

### State Department Advisory Committee Addresses Electronic Records Issues

The State Department's Advisory Committee on Historical Diplomatic Documentation held its quarterly meeting in December to advise the department on matters related to the Foreign Relations volumes, records management, and declassification. The committee discussed the fact that the State Department central file—which includes the telegrams between Washington and the embassies—for the period from July 1, 1973, to the present has been digitized. In 1998 the State Department expects to transfer the 1973 computerized central file to the National Archives. This will mark the first time NARA will have received from an agency such a large collection of textual records in electronic format. The committee members raised the issue of whether the software that the State Department currently uses for accessing this material will also be transferred along with the data tapes.

Representatives from the National Archives who were attending the meeting stated that NARA is currently exploring strategies for handling electronic records, but indications were that there had been no agreement on the transfer of the software. The committee stressed that systems used to manage records were part of the records. Executive Order 12958, signed by the President last April, requires—following a grace period of five years—that all but the most sensitive agency records over 25 years old should be open and available for research. Since 1973 records will be 25

years old in 1998, the State Department is making plans for opening this material. Yet once the State Department transfers the digitized tapes to NARA, the question still remains of how researchers will gain access to the central files.

### A Restructured NEH

As of December 4, 1995, the National Endowment for the Humanities (NEH) has been restructured into three divisions containing a total of seven programs. Many of the current thirty-one programs are being combined. Each of the three divisions has its own e-mail address, as do other offices within NEH.

- **Division of Public Programs and Enterprise**  
e-mail: publicpgms@neh.fed.us
- **Division of Research and Education**  
e-mail: education@neh.fed.us
- **Division of Preservation and Access**  
e-mail: preservation@neh.fed.us
- **Office of Challenge Grants**  
e-mail: challenge@neh.fed.us
- **Federal-State Partnership Office**  
e-mail: fedstate@neh.fed.us

General information on the reorganization and the new deadlines for submitting grant proposals, may be received by contacting the division offices or the general NEH information office at [info@neh.fed.us](mailto:info@neh.fed.us).

### Government Printing Office Expands Free Online Service

On December 1, 1995, the U.S. Government Printing Office (GPO) began free online access to the congressional records, federal registers, congressional bills, and other important government documents. Prior to December, GPO Access Service, which had been created by legislation in 1993, was available only to users onsite in some 600 of the nearly 1,400 Federal Depository Libraries. GPO Access Service can be reached via the Internet or by dial-in through a modem. Internet users can access the databases with a World Wide Web browser through the Superintendent of Documents' home page at:

[http://www.access.gpo.gov/su\\_docs/](http://www.access.gpo.gov/su_docs/).

Internet users can also telnet to [swais.access.gpo.gov](http://swais.access.gpo.gov); then login as guest. Dial-in users should use a modem to call (202) 512-1661; type swais and then login as guest. In more than 20 states, users with modems can connect to GPO Access through depository library "gateways" with a local phone call. Listings of depository libraries and "gateways" can be found on the Superintendent of Documents' home page. For further information on accessing GPO Access, send an e-mail message to [help@eids05.eids.gpo.gov](mailto:help@eids05.eids.gpo.gov).



## National News Clips

### NHPRC Grants

The National Historical Publications Commissions (NHPRC) met on November 13, 1995, and recommended \$1,149,392 for eight documentary editing projects, \$62,500 for seven subvention grant, \$362,984 for seven electronic records projects, and \$175,171 for four state planning grants. These projects reflect level-one priorities in the Commission's long range, strategic plan. The Commission also recommended \$60,000 for one level-two documentary editing project. In addition, the Commission awarded a \$43,500 fellowship in archival administration to the South Carolina Department of Archives and History, and \$1,000 for fellowship interview support to the University of California at Los Angeles for its Marcus Garvey and Universal Negro Improvement Association Papers project. The Garvey Papers project will be hosting an editing fellow in 1996-97. The grant recommendations were made in response to more than \$2.5 million in requests. The current fiscal year's (FY96) appropriation for grants is \$5 million.

The next meeting of NHPRC is scheduled for February 27-28, 1996. Application materials for all NHPRC grants, including fellowships, may be requested by phone, fax, mail or e-mail: NHPRC, National Archives (Arch I), Room 607, Washington, D.C. 20408; (202) 501-5610; fax (202) 501-5601; e-mail: nhprc@arch1.nara.gov.

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### Preservation Resources

■ *New Tools for Preservation: Assessing Long-Term Environmental Effects on Library and Archives Collections* (November 1995, 35 pp.), introduces the concept of the Time Weighted Preservation Index (TWPI). The TWPI provides a new way to measure and quantify how temperature and humidity changes affect the preservation quality of storage environments for paper, photographic, and magnetic tape collections, indeed for any type of organic material. *New Tools for Preservation* illustrates the concept with examples and explains how relatively small changes in storage conditions can result in significant improvements in the useful life of library and archives collections.

Available, while supplies last, for \$10 (prepayment required) from the Commission on Preservation and Access, 1400 16th St., N.W., Suite 740, Washington, D.C. 20036; or Image Permanence Institution, Rochester Institution of Technology, 70 Lomb Memorial Dr., Rochester, New York 14623-5604.

■ *North American Permanent Papers* (November 1995, 52 pp.), is a revised and enlarged edition of the 1994 list of North American papers that qualify as permanent by the U.S. standard, ANSI/NISO Z39.48-1992, "Permanence of Paper for Publications and Documents in Libraries and Archives." The 423 papers are listed by company and type or use of the paper. There is also a section on papers that can be used to safely store photographic materials, and on the Photographic Activity Test, which identifies safe papers.

The report is available for \$19.50 postpaid (check, money order, or Visa/Mastercard) from Abbey Publications, 7105 Geneva Drive, Austin, Texas 78723, (512) 929-3992.

### German Methodism Collection

The Cincinnati Historical Society announces the opening of the Bethesda Hospital and Deaconess Association / Rev. Louis and Ida E. Nippert Memorial Library and Museum of German Methodism in America and Germany Records, ca. 1779-1974 (Bulk 1830-1955). The collection, processed over a two-year period with the financial support from the National Historical Publications and Records Commission, will be an invaluable resource to anyone interested in the history of Germany Methodism, the Methodist Church, German immigration to the United States, German American genealogy, and the impact of German Americans on history of Germany through unification and two world wars.

For more information, contact: Jonathon Dembo, Archivist, The Cincinnati Historical Society, 1301 Western Ave. Cincinnati, Ohio 45203, (513) 287-7068.

### College Archives and Records Survey Manual

The *Colorado College Archives and Records Survey Project Manual* is the product of an NHPRC grant received by Colorado College in 1993 to survey its historical and current records and to develop a records management manual. The manual is accessible on the college's Web server: <http://www2.cc.colorado.edu/>



LIBRARY/TUTTHOME/spchome/arsp\_toc.htm. If you would like a hard copy, contact: Colorado College, Tutt Library, Special Collections and Archives, 1021 N. Cascade Ave., Colorado Springs, Colorado 80903.

### NUCMC Web Page

The National Union Catalog of Manuscript Collections (NUCMC), a free-of-charge cooperative cataloging program operated by the Library of Congress now has a Web page. The page includes hundreds of links, not only to NUCMC program resources, but also to Library of Congress custodial division menus and information about other LC activities of interest to archivists and researchers, and to archives and manuscript repositories, professional societies, library schools, bibliographic utilities, grant-making institutions, and more. The page can be accessed at the following address:

<http://lcweb.loc.gov/coll/nucmc/nucmc.html>.

NUCMC welcomes comments and suggestions concerning its Web page. For more information, contact the NUCMC. Special Materials Cataloging Division, Library of Congress, Washington, D.C. 20540-4375, (202) 707-7954, or [nucmc@mail.loc.gov](mailto:nucmc@mail.loc.gov).

### An Archival Lake Wobegone

Katie Dishman of the Chicago Mercantile Exchange submitted the following: Last year I learned from a colleague at my former place of employment, the Museum of Broadcast Communications in Chicago, that he would be picking up Garrison Keillor at the airport for an engagement at the museum. I was quite jealous. As the host of the long running radio program, *A Prairie Home Companion*, as well as a best-selling author, I had been an admirer of Mr. Keillor's for many years.

I asked my museum friend, Cary O'Dell, to tell Mr. Keillor that I was a big fan. I realized he must hear that all the time, but I was, nonetheless, excited that he was coming to Chicago to be inducted into the Radio Hall of Fame.

Cary relayed to me that he asked Mr. Keillor for an autograph for his friend Katie. Mr. Keillor asked how to spell my name and a few minutes later handed a piece of paper to my friend. A few days later, much to my delight, I received a lim-erick in the mail. It is reprinted at right.

While pleased with such a thoughtful gesture, it also occurred to me that not only is Garrison Keillor very clever and quick-witted, but, lo and behold, he seems to have a grasp of what archives are about.

There is an archivist named Katie  
Whose duties are many and weighty.  
Every night, with a smile,  
She crawls into her file,  
Section K, subgroup A, under Lady.

Best,  
Garrison Keillor

## Former IRAD Interns

1996 marks the 20th year of the Illinois Regional Archival Depository (IRAD) system. Over that time 300 individual graduate student interns have taken part in that system to provide archival services for the records of local governments. In evaluating these two decades we would like to learn of those interns who have continued careers in archives, history or related fields. Please contact us and provide brief professional histories. Send responses to:

John Daly  
Illinois State Archives  
Margaret Cross Norton Building  
Springfield, IL 62756  
Phone: (217) 782-3492  
Fax: (217) 524-3930  
e-mail: [jdaly@ccgate.sos.state.il.us](mailto:jdaly@ccgate.sos.state.il.us)

### Jim Henson

con't from p. 3

Productions, Inc. Because its purpose is to preserve, perpetuate and make available to the public Henson's creative and artistic body of work, the Legacy does rely on the cooperation and resources of the production company, working very closely with the archives.

Millions of people were touched by the worlds Henson created. It is the hope and intent of The Jim Henson Legacy that his spirit and creations be remembered and shared with future generations.

### Design and Doodles: The Art of Jim Henson

From April 22 to May 19, 1996, Muppet fans of all ages will have an opportunity to see a varied selection of Jim Henson's artwork at the National Arts Club in New York City. Sponsored by The Jim Henson Legacy, with the extensive support of its board, and curated by the archives, the show offers the public its first chance to see Henson's drawings, hand-made puppets, and puppet designs (including the Big Bird and Oscar featured on the cover of this issue of *Archival Outlook*) from his high school days through the 1980s. If you are in New York next spring, make sure to stop in and see the show!

For further information about the archives at Jim Henson Productions, please contact Karen Falk at (212) 794-2400. For further information about The Jim Henson Legacy, please contact Arthur Novell at (212) 687-1765.

# New Member Roster

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

## Institutional Members

Australian Science Archives  
Project  
CERN Library  
Cape Town Archives, South Africa  
King Fahd National Library, Saudi Arabia  
Korean Education Archives  
Longwood Gardens  
Manulife Financial Corporate Archives  
Nelson-Atkins Museum of Art  
Simmons College  
Sotheby's  
Spelman College  
St Louis Public Library  
State Historical Society of North Dakota  
The Longaberger Company  
University of Texas - Harry Ransom Humanities Research Center  
Yurok Tribe

## Individual Members

Roxanne Ackerman  
*Gayhead Library*  
Rebecca Altematt  
*Student*  
Jennifer Ambrose  
Mary Teresa Anderson

John F. Ansley  
*Student*  
Terence Badger  
*Student*  
Michael R. Ball  
*Student*  
Theresa Barthauer  
*Student*  
Dorothy C. Benson  
*Student*  
Deanna S. Bonner-Ganter  
Sr. Rosemary Borntrager SP  
*Sisters of Providence*  
Kathleen Brennan  
*Consultant*  
Violette Y. Brooks  
*Chicago Transit Authority*  
Alison Burlingame  
*Student*  
Marion Peel Calhoun  
Nan Card  
*Student*  
Judy Chow  
Henry A. Clark  
Karen Collins  
*Student*  
Gerard M. Connolly TOR  
*Franciscan Archives*  
Sr. Mary Colette Crone SCN  
*Sisters of Charity of Nazareth*  
Suzanne Crowder  
Christine Dudzik  
*Student*  
Stacy M. Finley  
*Student*  
Virginia Fisher  
Clara C. Gallant  
Andrew P. Gentry  
*Student*

David Glick  
David Graham  
*Student*  
M. Elizabeth Graham  
Gerald Grantner  
*Franciscan Friars*  
Genie Guerard  
*Student*  
Alan H. Haeberle  
*Student*  
Sr. Maureen Therese Harun IHM  
*Immaculate Heart of Mary*  
Ramon T. Heller  
*Racine County Historical Society*  
Claudia Hill  
*Student*  
Gerald Hirsch  
*Student*  
Denise A. Hudson  
*Gustavus Adolphus College*  
Khristine Januzik  
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*Dorothy Carpenter Medical Archives*  
Carolyn J. Macchia  
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Janet F. Marks  
Gavan John McCarthy  
*Australian Science Archives Project*  
Michelle McCrae  
Karl McCreary  
*Student*  
Susan McElrath  
*Bethune Museum and Archives Inc.*

Sr. Sharon McEnergy CSA  
*Marian College of Fond du Lac*  
Elliott B. McGrew  
*Campbell Hall School*  
Al C. Minnick  
*National Archives and Records Administration*  
Timothy Mitchell  
*Student*  
Barbara Natanson  
Valerie Nye  
*Student*  
Sue-Ann Pascucci  
*Medical College of Pennsylvania*  
Arthur W. Ponder  
John Powell  
Andrew Richmond  
*Student*  
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John D. Sanford  
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Deborah R. Shell  
Patrizia Sione  
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Kathleen I. Smith  
Sondra Smith  
*Student*  
Douglas Stark  
*Student*  
Thomas D. Steman  
*Student*  
Suzanne M. Street  
*Student*  
Kimberley Sulik  
*Boston University*  
Ruth Thomasian  
*Project SAVE*  
James J. Tilley Jr.  
*Quantum Health Resources*  
Nicole Tourangeau  
*Student*  
Rachel Vagts  
*Student*  
Shannon White  
*Student*  
Sule Gregory C. Wilson  
Lisa C. L. Wood  
*Dorothy Carpenter Medical Archives*

## KEEP IN TOUCH!

If you move or if your address label is incorrect, please notify SAA. Mail, fax, or e-mail any corrections you wish to make to:

Membership Services  
Society of American Archivists  
600 S. Federal, Suite 504  
Chicago, Illinois 60605

E-mail: [info@saa.mhs.compuserve.com](mailto:info@saa.mhs.compuserve.com)  
Fax: (312) 347-1452.





## World View

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

*World View reports on international archival activities. Send information about the work of archives and archivists abroad to: Thomas Connors, National Public Broadcasting Archives, Hornbake Library, University of Maryland, College Park, Maryland 20742, (301) 405-9255, fax (301) 314-9419, e-mail: tc65@uemail.umd.edu.*

### **Annals of Communism**

Yale University Press, the Peachtree Film Company, and producer Alvin H. Perlmutter will collaborate on a video documentary based on the *Annals of Communism* series published by Yale University Press. *Annals of Communism* makes available thousands of documents from the Kremlin archives. The first volume in the series, *The Secret World of American Communism*, reveals the extent of Soviet infiltration and control of the Communist Party USA. A second volume publishes Joseph Stalin's letters to V. M. Molotov and a third documents the fall of the Romanovs. In all some 20 volumes are projected for the *Annals of Communism*. The video version will be made available in several formats including CD-Rom and home video.

### **Peruvian National School for Archivists**

A new four-year education program for Peruvian archivists was inaugurated last October in Lima. Cesar Gutierrez-Munoz, archivist of the Pontificia Universidad Catholic del Peru, gave the keynote address, "Between Reality and Hope: Always an Archivist." The program is offered through the National School for Archivists in Lima. For more information, contact Professor Gutierrez-Munoz at fax number (511) 461-17 85

### **UNESCO's "Memory of the World" Program**

The second meeting of the International Advisory Committee of UNESCO's "Memory of the World" Program is designed to develop a new approach to protecting endangered documentary heritage, democratizing access to it and ensuring its wider dissemination. Documentary heritage includes manuscripts, printed and audiovisual materials. As meeting chair, Jean-Pierre Wallot, National Archivist of Canada, led discussion on the draft "Guidelines to Safeguard Documentary Heritage," produced by the International Federation of Library Organizations (IFLA). The meeting decided that the administrative core of the program would be three levels of registers: a World Register and Regional and National Registers. National Committees for the program have been set up or are in the process of being set up in Belarus, Canada, Cape Verde, China, Columbia, Croatia, Cuba, Denmark, Finland, Germany, Hungary, Jordan, Malawi, Mauritania, Spain,

Syria, and Zaire. The United States, having withdrawn from UNESCO in 1984, is not active in the "Memory of the World" Program. For a more detailed summary see *IFLA Journal*, special issue, "Memory of the World" Program, volume 21 (1995) number 3.

### **Women, Information, and the Future**

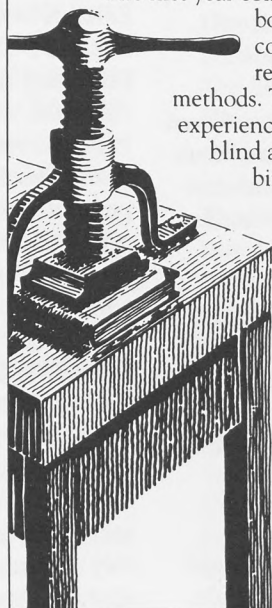
SAA has acquired for distribution *Women, Information and the Future: Collecting and Sharing Information Worldwide*, edited by Eva Steiner Mosely (Highsmith Press, 1995). The book is based on an international conference sponsored by the Schlesinger Library on the History of Women in America and held at Radcliffe College in 1994. It contains 47 articles outlining the evolution of women's libraries, archives, and documentation centers, and the present and future challenges of facilitating access to information for women worldwide. The list price is \$24, SAA members \$19, plus shipping/handling. Contact the SAA publications department at (312) 922-0140, ext. 21. (For a complete listing of new acquisitions by the SAA publications department, see page 9 of this issue).

## Bookbinding

Learn the centuries-old craft of binding books by hand. We offer a comprehensive two year program in the traditional methods of bookbinding.

The first year comprises all phases of basic bookbinding and introduces conservation and repair, simple restoration and production methods. The second year expands experience in these areas and includes blind and gold tooling and leather binding.

Classes begin in September. Short summer workshops also offered. Financial aid for qualified students. Placement assistance available. Accredited Member ACCSCT. To find out more, write or call 617/227-0155.



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## 1996 CALENDAR

### February 3

"Cyberspace for Archivists," co-sponsored by SAA and the Society of Southwest Archivists, at the University of Houston, Texas. See page 16 for details.

### March 11

"Instituting a Conservation Environment Monitoring Program" workshop in Trenton, New Jersey. Co-sponsored by the Conservation Center for Art & Historic Artifacts, the New Jersey State Archives, the New Jersey Caucus of MARAC, and the New Jersey Historical Commission. Fee: \$50. Contact Ann Craddock, CCAHA, 264 S. 23rd Street, Philadelphia, PA 19103, (215) 545-0613.

### March 14

National Archives and Records Administration's Eleventh Annual Preservation Conference, "Magnetic Tape and Optical Disk—Current Technology," at Archives II, College Park, Maryland. Current technological trends regarding the maintenance of magnetic tape and optical disk as physical media for long-term storage of analog and digital electronic information. Contact conference coordinator: (301) 713-6705, fax 301-713-6653, or e-mail: Eleanor.Torain@Arch2.NARA.gov. Preregistration required: \$50.

### March 22

"Cyberspace for Archivists," co-sponsored by SAA and the Conference of Inter-Mountain Archivists, at Weaver State University, Ogden, Utah. See page 16 for details.

### March 22

"Getting Things Done: Results-Oriented Management for Archives," co-sponsored by SAA and the Society of Georgia Archivists, at Carter Presidential Center in Atlanta, Georgia. See page 16 for details.

### March 26-27

"Archives, Personal Papers and Manuscripts," co-sponsored by SAA and the University of Washington, in Seattle, Washington. See page 16 for details.

### March 28-29

"USMARC Format for Archival and Manuscript Control," co-sponsored by SAA and the University of Washington, in Seattle, Washington. See page 16 for details.

### March 29-30

The San Francisco Museum of Modern Art will host "PLAYBACK 1996: Video Preservation Round Table." Contact Bay Area Coalition at (415) 861-3282 or e-mail: videonet@aol.com.

### April 9

"Cyberspace for Archivists," co-sponsored by SAA and the Southern Archives Conference at the Hotel St. Marie, New Orleans. See page 16 for details.

### April 10-12

Southern Archives Conference at the Hotel St. Marie, New Orleans. Contact Sally K. Reeves (504) 568-8577 or e-mail: skrona@www.gnofn.org.

### April 12

"The Records of American Business Symposium." National forum for discussion of the appraisal and use of American business records. Sessions include Creating Business Records: Structural Analysis; Appraising Business Records: Functional Analysis; Business and the Wider World; External Documentation; Collecting Policies and Documentation Decisions; and Collecting Repositories and Corporate Archives: Variations on a Theme. An intensive event structured to include symposium participants in the discussion with presenters and commentators. For information and registration material contact: James E. Fogerty (612) 296-9989 or e-mail: foger001@maroon.tc.umn.edu.

### April 12-13

The 9th Annual New England Museum Association and Old Sturbridge Village Museum Archives Institute will be held at Old Sturbridge Village, Sturbridge, Massachusetts, and will include both introductory and special topic programs. Fee: \$95. Contact Theresa Rini Percy, Research Library, Old Sturbridge Village, 1 Old

Sturbridge Village Road, Sturbridge, MA 01566, (508) 347-3362, ext. 203. E-mail: bm.osc@rlg.stanford.edu.

### April 15-19

"Introduction to Creating Museum Exhibitions." Application deadline: February 16, 1996. Contact the Center for Museum Studies, MRC 427, Smithsonian Institution, Washington, D.C. 20560; fax (202) 357-3346.

### April 26

"Automating Finding Aids," co-sponsored by SAA and the New England Archivists, at Babson College, Babson Park, Massachusetts. See page 16 for details.

### April 26-27

The semi-annual meeting of New England Archivists (NEA) will be held, in conjunction with the New England Chapter of the Museum Computer Network (NEC/MCN) at Babson College, Babson Park, Massachusetts. The theme of the meeting is automation in archives and museums. Contact: Andy Martinez, NEA Registrar, Babson College Archives, Babson Park, MA 02157; (617) 239-4570, e-mail martineza@vaxvmsx.babson.edu or fax (617)239-5226.

### April 30-May 1

"The Acquisition, Processing, and Reference of Legislative Collections," co-sponsored by SAA and the Midwest Archives Conference, at the Midland Hotel in Chicago. See page 16 for details.

### May 2-4

Annual spring meeting of the Midwest Archives Conference at the Midland Hotel, Chicago. A variety of sessions and workshops will provide archivists of all levels of experience with opportunities for professional development. Topics range from collecting and documentation strategies to "making history pay." Contact: Brenda Nelson-Strauss, Chicago Symphony Archives, 220 S. Michigan Ave., Chicago, IL 60604, (312) 435-8129, [strauss@chicagosymph.org](mailto:strauss@chicagosymph.org); or Nancy Webster, Archives and Manuscripts, Chicago Historical Society, Chicago, IL 60614, (312) 642-5053 x313, fax (312) 642-2077.



### June 4-5

"Managing Electronic Records Part II," co-sponsored by SAA and the Conference of Inter-Mountain Archivists, in Salt Lake City, Utah. See page 162 for details.

### June 24-August 2

"Spanish and Hispanic-American Archival Sciences" summer institute directed by Consuelo Varela and conducted in Spanish. Contact the Newberry Library Center for Renaissance Studies, (312) 943-9090.

### July 17-20

NAGARA annual meeting at the Sheraton City Center Hotel, Washington, D.C. Contact Steve Gardin, NAGARA Publications and Membership Services Office, 48 Howard Street, Albany, NY 12207, (518) 463-8864, fax (518) 463-8656.

## FELLOWSHIPS & AWARDS

### Simmons College Fellowship

The Simmons College Archives, in conjunction with the Simmons Institute for Leadership and Change, is accepting applications for a fellowship to encourage use of the college's archival collections. In addition to materials related to the history of Simmons College (founded in 1899), the collections have particular strengths in the history of women's education, social work, nursing, librarianship, secretarial training, retailing. Home economics, and children's literature. Scholars whose work involves the study of the history of the changing roles of women within society, specifically as related to work, leadership, and education, are invited to apply. A stipend of \$500 will be awarded for two weeks of research at the college archives during the 1996-97 academic year. The award is open to advanced or independent scholars, graduate students, and archives professionals. The award recipient will be expected to present a formal paper of discussion to the Simmons Institute upon completion of research. Applications due June 1, 1996. For an application form,

contact: Simmons College Archives, 300 The Fenway, Boston, MA 02115, or e-mail: cgoodwin@vmsvax.simmons.edu.

### Smithsonian Institution Fellowships

Proposals are invited for the fifth annual Fellowships in Museum Practice program, a professional development opportunity dedicated to helping museums increase their expertise and leadership. An award enables experienced staff to spend time at the Smithsonian conducting research on a topic of importance to the field. Fellowships are individually designed. Applications are accepted until February 16, 1996, for projects beginning after October 15, 1996. For guidelines and application procedures, contact: Nancy Fuller, Center of Museum Studies, Smithsonian Institution, MRC 427, Washington, D.C. 20560, (202) 357-3101, fax 202-357-3346, e-mail: ompem016@sivm.si.edu.

### Peabody Essex Fellowships

The Peabody Essex Museum in Salem, Massachusetts, is accepting applications for fellowships to encourage use of its library and museum collections for research and publications on New England history and culture. Fellowships are open to advanced scholars, graduate students, independent scholars, and library and museum professionals. Stipends are \$750 for one month; free housing in a studio apartment is available. Applications due January 31, 1996, for projects beginning after June 1, 1996. For information and application forms, contact: Fellowship Program, Phillips Library, Peabody Essex Museum, East India Square, Salem, Massachusetts 01970, (508) 745-1876, ext. 3032.

### Ransom Center Fellowships

The Harry Ransom Humanities Research Center at the University of Texas at Austin will award research fellowships to scholars who wish to engage in post-doctoral or equivalent research based on the center's collections, during the period June 1, 1995-August 31, 1996. The fellowships are open to United States citizens and foreign nationals. For 1996-

1997, the Awards Committee will be designating a small number of fellowships to scholars whose research concerns modern British Theater.

The deadline for application is February 1, 1996. Awards will be announced on April 1, 1996. For application instructions write to: Research Fellowships-NR, Harry Ransom Humanities Research Center, The University of Texas at Austin, P.O. Box 7219, Austin, Texas 78713-7219, (512) 471-8944 or fax to (512) 471-9646. Application instructions are also available at <http://www.lib.utexas.edu/Libs/HRC/HRC.html>.

### United States Capitol Historical Society Fellowship

Applications are invited for the eleventh year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is \$1,500 per month. Applications must be received by February 15, 1996. For further information contact: Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202) 228-1222.

### 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. 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. Contact: 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.

continued on page 32

continued from page 31

### Schlesinger Library Programs

Radcliffe College announces programs of honorary visiting appointments, research support grants, and dissertation grants at its Arthur and Elizabeth Schlesinger Library on the History of Women in America. These programs are intended for visiting faculty from other colleges and universities, independent scholars, and graduate students writing Ph.D. dissertations, who are actively pursuing research that requires or will benefit from access to the holdings of the Schlesinger Library. The deadline for proposals for all programs is February 15, 1996.

Appointments will be announced by May 1, 1996. Please note that only projects that use the Schlesinger Library resources will be considered for funding; and priority will be given to projects that require access to materials that can be used only at the library. Project descriptions should situate the research in the context of scholarship in the field. Applications for grants to use manuscript materials that are in microform and can be borrowed through interlibrary loan will be given low priority by the Selection Committee. For complete application information, write to the Scholar Program, Schlesinger Library, Radcliffe College, 10 Garden Street, Cambridge, Massachusetts 02138.

### Carl Albert Center Visiting Scholars

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program. The purpose of this program is to assist researchers by providing financial awards for on-campus work in the center's archives. Awards are normally from \$500 to \$1,000 to defray the cost of travel and lodging. The center's holdings are composed of the papers of 51 members of Congress, most of whom served in the twentieth century. To obtain more information, contact: Archivist, Carl Albert Center, 630 Parrington Oval, University of Oklahoma, Norman, Oklahoma 73019, (405) 325-5401, fax (405) 325-6419.

### 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.

### 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. 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](mailto:sweart@aip.org) or fax (301) 209-0882. Deadlines for receipt of applications are June 30 and December 31 of each year.

### Oral History Association

The Oral History Association invites applications for three awards to be presented in 1996 that will recognize a published article or essay that uses oral history to advance an important historical interpretation or addresses significant theoretical or methodological issues; for a completed oral history project that addresses a significant historical subject or theme and exemplifies excellence in oral history methodology; and to a post-secondary educator involved in undergraduate, graduate, or continuing professional education who has made outstanding use of oral history in the classroom. Awards will be given for work published or completed between January 1, 1995, and March 30, 1996. For guidelines and

submission information, contact: Rebecca Sharpless, Executive Secretary, OHA, Baylor University, P.O. Box 97234, Waco, Texas 76798-7234, e-mail: [OHA\\_support@baylor.edu](mailto:OHA_support@baylor.edu). Deadline for receipt of all nomination materials is April 1, 1996.

### American Heritage Center Fifth Annual Symposium

The American Heritage Center announces its 1996 history symposium, "Western Lands: Rocks, Rails, and Ranching," which will take place September 26-28, 1996, on the campus of the University of Wyoming, Laramie, Wyoming. Program proposals from scholars and members of the public are invited. The conference will consider economic and natural uses of western land. Possible topics include early land surveys, early paleontological expeditions, development and establishment of national parks and forests, railroads and settlement, development of state geological surveys, early mining history and petroleum exploration, cattle drives, emigrant trails, patterns of land settlement, or other issues which relate to the symposium theme.

Program proposal forms are available by contacting Tom Wilsted, acting director of the American Heritage Center. He can be reached at (307) 766-6811, e-mail: [TomW@UWyo.Edu](mailto:TomW@UWyo.Edu) or fax (307) 766-5511. All proposals must reach the American Heritage Center by February 15, 1996.

### Institute for the Editing of Historical Documents

Contingent on funding, the 25th annual Institute for the Editing of Historical Documents will be held June 24-29, 1996, in Madison, Wisconsin. Jointly sponsored by the National Historical Publications and Records Commission (NHPRC), the State Historical Society of Wisconsin, and the University of Wisconsin, the institute will provide detailed theoretical and practical instruction in documentary editing and publication.

Application to the institute is competitive, with numerous applicants every year from all over the country. Further information and application forms are available from: NHPRC, Room 607, National Archives (Arch I), Washington, D.C. 20408, (202) 501-5610. Applica-





# FELLOW NOMINATION FORM

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

**GUIDELINES** - A member of the Society may be elected a Fellow if he/she has been an individual member of the Society in good standing for at least seven years immediately preceding his/her election; a duly-elected Fellow shall retain this designation so long as membership in good standing is maintained in the Society; and election of Fellows shall be seventy-five percent of the vote of the Committee on the Selection of SAA Fellows.

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

NAME OF CANDIDATE		DATE OF SAA MEMBERSHIP (please confirm with SAA office)
PRESENT INSTITUTIONAL AFFILIATION		POSITION
EDUCATION COLLEGE/UNIVERSITY	DATE	DEGREE/CERTIFICATE RECEIVED
OTHER TRAINING INSTITUTION AND LOCATION	DATE	TRAINING RECEIVED
PREVIOUS PROFESSIONAL POSITIONS EMPLOYING INSTITUTIONS	DATE	POSITION TITLE
HONORS, AWARDS, FELLOWSHIPS ORGANIZATION	DATE	HONORS/AWARDS RECEIVED



**SAA Fellow Nomination Form - continued**

**MAJOR PUBLISHED MATERIALS** (LIST PUBLISHER, DATE, AND TITLE)

**SAA ACTIVITIES** (OFFICES HELD, COMMITTEE ACTIVITIES, ANNUAL MEETING PROGRAM APPEARANCES, SPECIAL PROJECTS, ETC.)

**OTHER CONTRIBUTIONS TO THE ARCHIVAL PROFESSION** (INCLUDE REGIONAL AND INTERNATIONAL ACTIVITIES)

**LIST NAMES AND ADDRESSES OF THREE PERSONS FAMILIAR WITH NOMINEE'S WORK (NEED NOT BE SAA MEMBERS).**

1.

2.

3.

- ATTACH A ONE-PAGE NARRATIVE OF PROFESSIONAL ACTIVITIES SHOWING THE NOMINEE TO BE A DISTINGUISHED AND WORTHY CANDIDATE.

Submitted by \_\_\_\_\_

Signature \_\_\_\_\_

Institution \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**SEND NOMINATIONS TO:**

Edie Hedlin, Smithsonian Institution Archives, Arts & Industries Building,  
Room 2135, MRC 414, Washington, D.C. 20560

**NOMINATION DEADLINE: FEBRUARY 28, 1996.**



## Distinguished Service Award

Created in 1964, this award recognizes a North American archival institution, organization, education program, or nonprofit or governmental organization that has given outstanding service to its public and has made an exemplary contribution to the archival profession. Each nominee must be supported by three SAA members, each representing a different institution. A person may not nominate his/her own institution. This award was established through the generosity of three SAA Fellows: Leon de Valinger, Jr., Mary Givens Bryan, and Dolores Renze.

## J. Franklin Jameson Archival Advocacy Award

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

## C.F.W. Coker Prize for Finding Aids

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

## Philip M. Hamer and Elizabeth Hamer Kegan Award

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

## Theodore Calvin Pease Award

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

# 1996 SAA Awards Competition

The Society of American Archivists announces its 1996 awards competition to recognize achievements of the 1995 calendar year. Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Richard Szary and Julia Marks Young. Awards will be presented on August 29, 1996, during the SAA annual meeting in San Diego, California.

Descriptions of the awards are listed on this page. An awards nomination form is on page 36. The SAA awards policy is described in the *American Archivist* 39:415-417; copies are available from the co-chairs.

Requests for additional information and forms should be addressed to either Richard Szary, Yale University, Sterling Memorial Library, P.O. Box 208240, New Haven, Connecticut 06520-8240, (203) 432-9657, fax (203) 432-7231; or Julia Marks Young, Georgia State University, Pullen Library, 100 Decatur Street, N.E., Atlanta, Georgia 30303, (404) 651-2477. The deadline for awards nominations is February 28, 1996. Nominations will not be considered unless all materials, including books and other supporting documentation, are received by that date.

## Waldo Gifford Leland Prize

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

## Oliver Wendell Holmes Award

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

## Sister M. Claude Lane Award

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

## Preservation Publication Award

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

## Fellows' Posner Prize

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

The award honors SAA Fellow and former President Ernst Posner.

## Minority Student Award

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

## Colonial Dames Scholarship Award

Established in 1974, this award, given in conjunction with the Colonial Dames of America (Chapter III, Washington, D.C.), enables two archivists each year to attend the National Archives' Modern Archives Institute. A scholarship to the Modern Archives Institute, to be held June 3-14, 1996, is now available. It covers up to \$1,200 of the total tuition, travel, and housing expenses at the institute (tuition is \$475). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate (original and two photocopies) to Daniel Williams, Tuskegee University, Hollis Burke Frissell Library, Tuskegee, Alabama 36088.



# AWARDS NOMINATION FORM

Name of Award \_\_\_\_\_

Person/Organization to receive Award \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Country \_\_\_\_\_ Telephone (       ) \_\_\_\_\_

Person making the nomination \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone (       ) \_\_\_\_\_ Has nominee been informed of this nomination? ☐ Yes ☐ No

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

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

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

**PLEASE SUBMIT FIVE COPIES OF THIS FORM AND THREE COPIES OF ALL SUPPORTING DOCUMENTS BY FEBRUARY 28, 1996. Nominations for the Theodore Calvin Pease Award must be submitted by May 1, 1996. Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Theodore Calvin Pease Award, Oliver Wendell Holmes Award, and Minority Student Award to Richard Szary, Yale University, Sterling Memorial Library, P.O. Box 208240, New Haven, Connecticut 06520-8240, (203) 432-9657. Send nominations for the Philip M. Hamer and Elizabeth Hamer Kegan Award, J. Franklin Jameson Archival Advocacy Award, Sister M. Claude Lane Award, Waldo Gifford Leland Prize, and Preservation Publication Award to Julia Marks Young, Georgia State University, Pullen Library, 100 Decatur Street, N.E., Atlanta, Georgia 30303, (404) 651-2477.**



# Professional Opportunities

## HOW TO LIST A PROFESSIONAL OPPORTUNITY

As a service to members, SAA publishes announcements about professional opportunities for archivists. SAA reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

The following rate schedule entitles an employer to post one job in one issue of *Archival Outlook* AND in one issue of the *SAA Employment Bulletin* for one fee:

92¢ per word  
(Numbers, abbreviations, etc.  
each count as one word.)

Institutional members receive a 50% discount. Job ads will not be posted unless accompanied by a purchase order for the applicable amount. We will edit ads that do not conform to the style illustrated by the job postings in this issue. We request that all job ads submitted be double-spaced.

*Archival Outlook* is published in January, March, May, July, September, and November and is sent to all SAA members.

The *SAA Employment Bulletin* is available to individual members at a cost of \$24 per year only at the time of membership renewal. Individual issues are available to SAA members for \$6 and to nonmembers for \$10. The bulletin is published in February, April, June, August, October, and December.

Deadlines for all issues of *Archival Outlook* and *SAA Employment Bulletin* are the 5th of the month preceding publication. Announcements received after the deadline will be charged a \$20 late fee. 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.com](mailto:info@saa.mhs.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.

## SPECIAL COLLECTIONS CATALOGER

*University of Texas at Arlington  
Arlington, Texas*

Catalogs archival and manuscript collections (Texas history, labor unions and politics; University; Mexican War) and maps (16th-20th century) and has some reference responsibilities within Special Collections Division (5 professionals, 5 paraprofessionals). **Apply to:** Sally Gross, Special Collections, University of Texas at Arlington, P.O. Box 19497, Arlington, Texas 76019.

## ARCHIVIST

*Salem State College  
Salem, Massachusetts*

The Salem State College Library is seeking a professional archivist to organize, administer, develop and promote its archival collection which includes manuscripts, correspondence, publications, photographic materials, magnetic media, artifacts, etc. The collection dates from the earliest days of the founding of the State Normal School in 1854 to the present day. **Required qualifications include:** M.L.S. from an ALA-accredited institution, certification as a professional archivist with knowledge of preservation technologies and techniques; evidence of progressively responsible experience as an archivist with processing experience; related experience in an academic environment; successful supervisory experience; knowledge of emerging computing and communication technologies; and the ability to communicate ideas clearly and effectively both orally and in writing. **Preferred:** A successful record in applying for and administering grants, previous research or work experience relating to the history of a large organization; familiarity with developing a disaster prevention and recovery program, and experience in and commitment to working in a multi-racial, multi-ethnic environment with persons of diverse backgrounds. This is a tenure track position with a salary range of \$35-40K. **Application deadline:** March 1, 1996.

To apply, send letter of application, resume, and three letters of reference to: Office of Equal Opportunity and Human Rights, Salem State College, 352 Lafayette St., Salem, Massachusetts 01970. Salem State College is an equal opportunity/affirmative action employer. Persons of color, women, and persons with disabilities are strongly urged to apply.

## Three Positions

### ASSOCIATE PUBLIC RECORDS MANAGEMENT SPECIALIST

*New York State Archives and Records Administration*

*State Education Department Binghamton, Hauppauge, and Rochester, New York*

The New York State Archives and Records Administration, External Programs Division, is seeking applicants for three vacancies in its Local Government Records Advisory Services.

**Starting salary:** \$43,620, with a \$768 location pay differential for Hauppauge. These three positions serve as Regional Advisory Officers (RAOs) and work directly with records management officers and other local officials in their regions. They advise local governments on all aspects of records management and development of records management programs, and suggest initiatives for grant funding under SARA's competitive local government grants program. RAOs also make presentations at meetings and occasionally prepare publication. An increasing amount of the work involves providing advice on the management of electronic records and on records issues in the development and management of information systems, networks, and telecommunications. Training and experience in these areas are therefore highly desirable. **Minimum qualifications include:** Education: Master's degree in history, government, business or public administration, political science, humanities, American Studies, library science, information science, or archival administration.

**Experience:** Four years of records management experience in: supervising

## Professional Opportunities

records appraisal and disposition scheduling; providing direct technical assistance through written reports, publications, oral presentations, or site visitation; developing or carrying out a program for education and training or of publicity and promotion; or developing guidelines, standards, policies, and procedures for records management. At least two of the four years must have included direct supervision of a professional staff or responsibility for program administration. Qualified candidates should submit a resume and letter of interest to: Charles J. Byrne, Director, Human Resources Management, NYS Education Department, Box SC-64, 89 Washington Avenue, Albany, NY 12234. More information is available from: Robert W. Arnold III, Chief of Local Government Services, NYS Archives and Records Administration, State Education Department, 10A63 Cultural Education Center, Albany, New York 12230, 518/474-6926, e-mail: rarnold@mail.nysed.gov.

### CHIEF LIBRARIAN

*McKinney Library  
Albany Institute of History and Art  
Albany, New York*

A museum dedicated to collecting, preserving and interpreting history, art and culture of Albany and the Upper Hudson Valley. The McKinney Library documents the social, economic, and cultural history of the era, 17th century to the present. Significant archival and special collections holdings include photographs, manuscripts, AIHA archives, ephemera,

rare books, etc., complemented by a secondary art and history reference collection. The Chief Librarian is one of eight department heads and reports to the director. Current staffing includes one part-time archivist and one part-time reference person. **Responsibilities:** Overall management and direction of the library and its staff of volunteers; working directly with other staff in writing grant proposals, collection development and fund raising; ensuring the proper appraisal, processing, cataloging, conservation and care of all collections. The library, which is open to the public, works most closely with the Curatorial Department. In providing reference and research services. **Qualifications:** ALA-accredited M.L.S. with archival specialization. Strong administrative skills, considerable archives management experience. Training in historical and art historical research methods. Experience with automation, database development, and descriptive standards. Demonstrated ability in supervising and training staff and volunteers. Excellent written, verbal, and interpersonal skills. Proven performance in writing and administration of grant-funded projects. Salary and benefits competitive. Send resume by February 15, 1996, to: Library Search, Albany Institute of History and Art, 125 Washington Avenue, Albany, New York 12210. EOE

### ARCHIVIST

*The Leo Baeck Institute  
New York, New York*

The Leo Baeck Institute is a research library dedicated to the history of German-speaking Jews. Founded in 1955, it is the foremost repository for personal and institutional papers, documents, memoirs and photos. Archival materials include documents from the 17th century to the present, comprising approximately 2,000 linear feet. The LBI is looking for a full-time archivist to direct daily operations, acquisition, accessioning, on-line cataloging, preservation and supervision of para-professionals and volunteers. The archivist reports to the chief archivist. We are looking for a his-

torian and/or archivist familiar with the history of Central Europe and Jewish history. Reading knowledge of German is necessary, Hebrew a plus. We offer a salary between \$30,000 and \$35,000 dependent upon experience, Oxford health plan, and many Jewish holidays. Send application including three letters of reference to: Dr. Frank Macklenburg, Leo Baeck Institute, 129 East 73rd Street, New York, New York 10021.

### CONSERVATOR OF PAPER, LIBRARY AND ARCHIVAL MATERIALS

*Nebraska State Historical Society  
Gerald R. Ford Conservation Center  
Lincoln, Nebraska*

The Gerald R. Ford Conservation Center of the Nebraska State Historical Society seeks a conservator of library and archival materials to conserve objects from the historical society, museums, libraries, county and local historical societies, and other public and private clients across Nebraska and the Midwest. The Ford Conservation Center is a state-of-the-art laboratory facility recently constructed in Omaha, Nebraska, supported by significant endowments and fees. The conservator will be required to equip and operate the paper conservation lab, advise on preservation issues, perform conservation treatments, participate in training activities relating to the conservation of collections and provide input into grant proposals relating to conservation projects. Qualified applicants must have a bachelor's degree and be a graduate of a recognized conservation program or have an equivalent apprenticeship training. Applicants are required to have at least five years experience. Salary range is \$25,688-\$35,963 depending on experience and qualifications, plus a generous state benefits package. Send cover letter, resume, and State of Nebraska Application for Employment form to Nebraska State Personnel, P.O. Box 94905, Lincoln, Nebraska 68509. Closes February 16, 1996. For more information contact: Tony Schmitz at (402) 471-4781, fax (402) 471-3100 or Julie Reilly at (402) 595-1178.

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# 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.

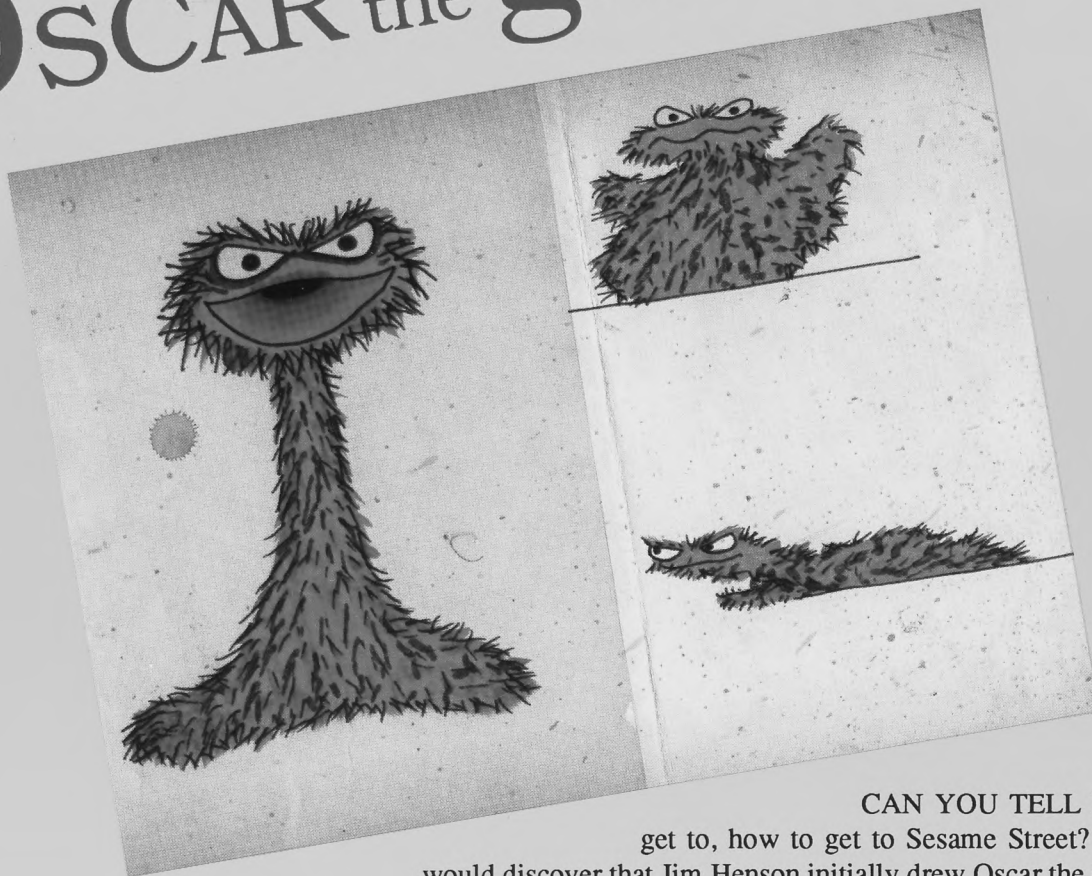
## Qualifications:

1. Demonstrated capacity to provide visionary leadership in the conceptualization, design, development, organization, and administration of continuing education programs.
2. Experience as an instructor in adult education.
3. Demonstrated record of initiative and commitment to professional development.
4. Experience in marketing, distance-learning, and computers a plus.

This is a full time, permanent position in the SAA's Chicago office. Salary is expected to be in the mid-40s, depending on experience. Position open until filled. 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](mailto:sfox@saa.mhs.compuserve.com)

# OSCAR the grouch



CAN YOU TELL ME how to get to, how to get to Sesame Street? If so, you would discover that Jim Henson initially drew Oscar the Grouch as a purple monster, not the green, trash-can-dwelling curmudgeon we know and love. For more details on Oscar and the origins of many other familiar faces inhabiting the archives of Jim Henson Productions, see page 3. *Above: Oscar the Grouch, 1969. Marker on paper with acetate overlay. 11 x 13 1/4 inches. Front cover: Big Bird, 1969. Marker and pencil on paper. 13 1/4 x 11 inches. Both are puppet designs for the first season of Sesame Street. © Jim Henson Productions, Inc.*



The Society of  
American Archivists  
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