

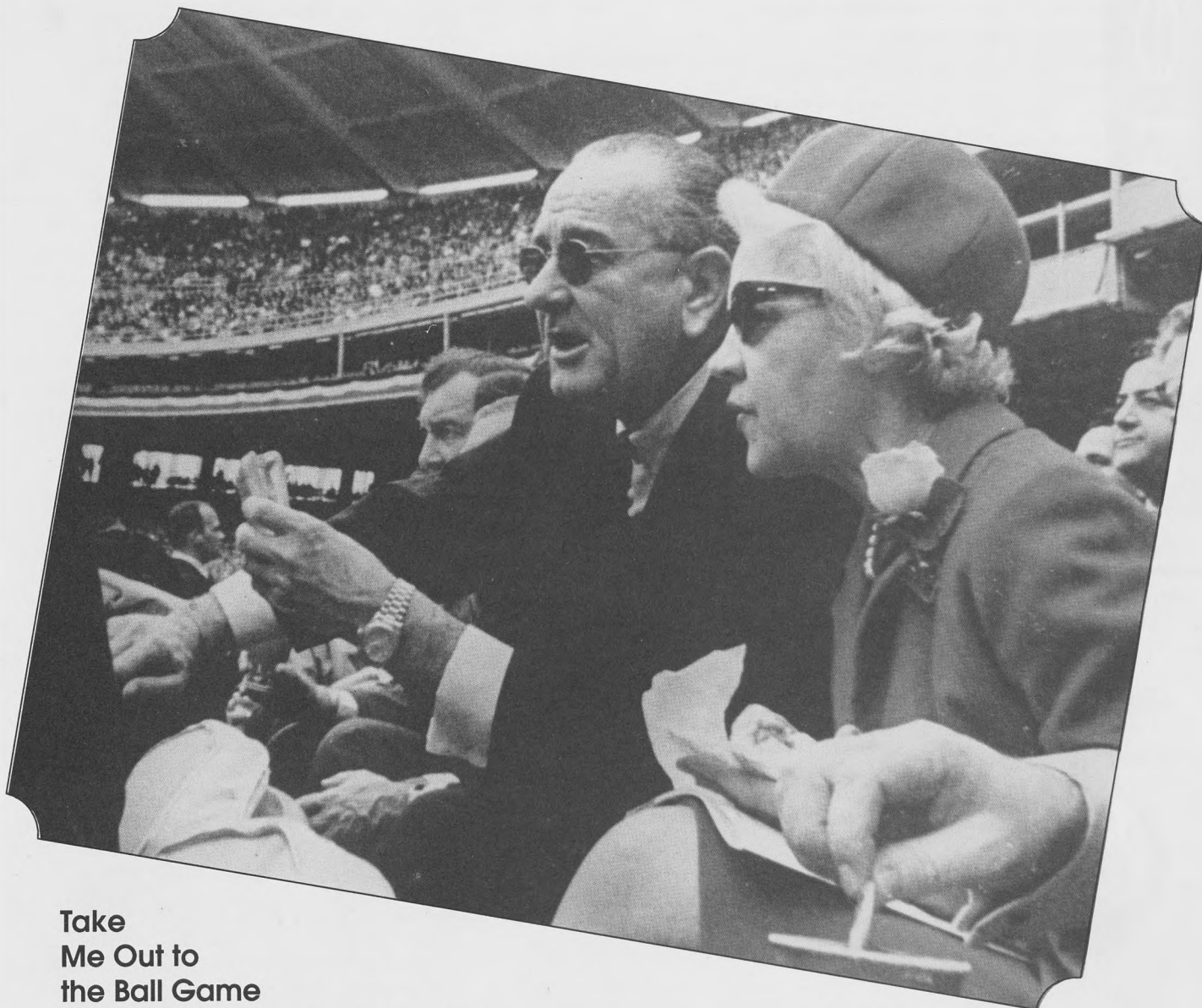


The Society of
American Archivists

Archival Outlook

SAA—Celebrating 60 Years of Excellence, 1936-1996

May 1996



Take Me Out to the Ball Game

President Lyndon Baines Johnson and Senator Margaret Chase Smith at the D.C. Stadium season opener in 1967. The Washington Senators played the New York Yankees, with the Bronx Bombers crushing the Senators 8 to zip. While discussing world events with Smith, LBJ consumed two hot dogs, popcorn, an ice cream sandwich, and peanuts! Elected to the Senate in 1948, Smith was the first woman to serve in both houses of Congress. *Margaret Chase Smith Library, Northwood University, Skowhegan, Maine.*

Issue Highlights

- 1996 Election Results - pp. 4, 6-7
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- Get the "splash" on San Diego - p. 14
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from the Executive Director

by Susan E. Fox

Task Force on Intellectual Property Strategies

Developments in copyright law and intellectual property issues in general have long been of keen interest to archivists. From the outset issues of copyright and fair use have been a bit of a sticky wicket. With the development of the Internet and the World Wide Web these issues are now even stickier. These are difficult times at best, especially for archivists who, on an almost daily basis, must grapple with the vagaries of copyright law and fair use.

The rapid growth of the Internet and the Clinton administration's focus on encouraging its development has resulted in a complicated and fast-paced set of issues which could have profound impact on the ability of archives to provide full access to their holdings, especially in electronic form. In response to these threats to fair use, last winter Council formed a Task Force on Intellectual Property Strategies.

Chaired by Karen Benedict, the task force will operate under the following charge: "to review and evaluate the proposed legislation to revise the Copyright Act of 1976, including H.R. 989 and S. 483, The Copyright Term Extension Act; and H.R. 2441 and S. 1284, The National Information Infrastructure (NII) Copyright Protection Act. The task force is charged with preparing position papers for the Society to disseminate to members of Congress, the media, and SAA membership on the position of SAA and the archival profession regarding the proposed legislation.

"The task force will also consider the significant issues being raised in the NII Copyright Protection Act which affect archives and archivists in the electronic transmission of unpublished materials. The task force will prepare position papers with suggested modifications to the proposed legislation, for the consideration of Council, for dissemination to Congress, the media, and allied professional organizations. The task force will

conduct its work over a six-month period, and will issue the position papers by September 30, 1996."

Copyright and Fair Use

Last July the Clinton Administration's Working Group on Intellectual Property Rights, chaired by Assistant Secretary of Commerce and Commissioner of Patents and Trademarks Bruce Lehman, issued a draft report, *Intellectual Property and the National Information Infrastructure*, more commonly known as the "Green Paper." This report began an intense policy debate on proposed changes to the U.S. copyright law, especially in the areas of fair use, distribution by transmission, and educational use. Other related and equally heated debates concern security issues, encryption, and online service provider liability.

What further underlies and complicates these debates is the complex nature of the Internet, the rapidity of technological change, and the large number of stakeholders involved. The issue of fair use, for example, pits large corporate communication giants, such as Viacom and Disney, against the scholarly community, which also includes academic publishers who lie somewhere between these two poles.

Great fear exists. It may well be the driving factor behind the rush toward

legislation. Corporations fear losing control of their intellectual property in an arena where unlimited publication can occur at the push of a computer key. Scholars fear that corporations, never comfortable with the concept of fair use, will seize this opportunity to rescind it altogether, and replace it with a "pay per view" for each screen of information called up from the Internet. Rushing to create legislation in this atmosphere does not serve public interest well, especially when debate is so thoroughly polarized and the issues are so nuanced and complex.

In September the Working Group on Intellectual Property Rights issued its final report, now known as the "White Paper." It was on the basis of this final report that Congress introduced H.R. 2441 and S. 1284, the National Information Infrastructure Copyright Protection Act. While those on the Hill insist that these bills mean to do nothing more than enact "minor clarification" of copyright law, many, including the American Library Association, the American Council of Learned Societies, and the American Historical Association, vigorously claim otherwise.

As Doug Bennett, vice president of the American Council of Learned Societies,

continued on page 33

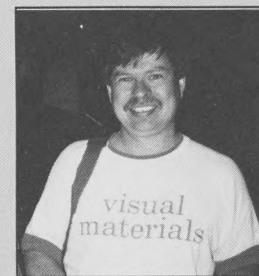
See What Membership Can Do for You!

Jim Burant of the National Archives of Canada is an SAA member because he is interested in American archival development, meeting visual materials colleagues, reading the *American Archivist*, and attending the SAA annual meeting, which gives him the opportunity to visit other archival institutions and observe other archival practices.



Join SAA today!

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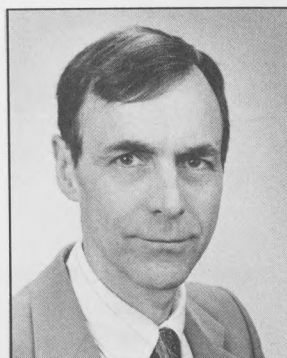
It's a Tie for Vice President: Maher and Van Camp in Special Election

by Teresa Brinati, *Managing Editor*

The 1996 election for vice president of the Society of American Archivists resulted in an unprecedented tie between the two candidates—William Maher of the University of Illinois at Urbana-Champaign and Anne Van Camp of Stanford University—who received equal numbers of votes from the 1,001 ballots cast in this election. Of these 1,001 ballots, 988 contained votes for the office of vice president. Never before in the sixty-year history of the Society has a tie occurred. The bylaws stipulate that in the event of a tie, a run-off election is required to determine a winner.

"Our intention to offer a strong slate succeeded, but in an unexpected way—a tie in the balloting for vice president," explained Fynnette Eaton, chair of the 1996 Nominating Committee. "Clearly it is a recognition of the high calibre of both candidates."

A ballot for the special election was mailed to all individual members of SAA in late April. Members will vote again for one vice president, who will serve in that capacity for one year and then will become SAA's 53rd president in 1997-1998. The ballot contains the candidates' responses to the question posed by the Nominating Committee, along with their respective vitae. The following question was formulated by the Nominating Committee for vice presidential candidates:



The recent election resulted in an historical first for the Society of American Archivists—a tie between the candidates for vice president/president elect, William Maher and Anne Van Camp. A special election is being held to determine a winner.

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?

"We regret any problems that the tie has caused," Eaton said, "but we are very appreciative of the sacrifice both candidates are willing to make to serve this Society."

If you have not received the special election ballot by May 20, contact the SAA office immediately and a new one will be sent to you (ask for Jeanette Spears at 312/922-0140). Ballots must be completed and returned to the SAA Office postmarked no later than June 14, 1996. Election results will be posted in the July issue of *Archival Outlook*.

CASE STUDIES NOW AVAILABLE!

Electronic Records Management as Strategic Opportunity: A Case Study of the State University of New York Office of Archives and Records Management

PREPARED BY THOMAS J. GALVIN AND
RUSSELL L. KAHN

This case study addresses the question of how to jump-start an archives and records management program by first addressing electronic records issues. Although the subject is a massive state university system, the question is also applicable to smaller institutional archives.

Society of American Archivists (1996)

CASE STUDY (22 pp.)

List \$6 • SAA members \$3
product code 301

TEACHING NOTES (14 pp.)

List \$12 • SAA members \$8
product code 300

Using Information Technologies to Build Strategic Collaborations: The State of Alabama as a Test Case A Case Study in Archives Management

PREPARED BY CHARLES M. DOLLAR AND
DEBORAH S. SKAGGS

This case study provides both a realistic and practical context in which to explore various facets of how archives and records management programs can ensure that new and emerging technologies support public record-keeping requirements for long-term preservation and access.

Society of American Archivists (1996)

CASE STUDY (48 pp.)

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TEACHING NOTES (9 pp.)

List \$12 • SAA members \$8
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Prison Inmate Records in New York State: The Challenge of Modern Government Case Records A Case Study

PREPARED BY THOMAS D. NORRIS

This case study provides a setting for one of the most significant and difficult questions facing government archivists and records managers today: how to manage voluminous and technically complex modern case records documenting interactions between individuals and government.

Society of American Archivists (1996)

CASE STUDY (18 pp.)

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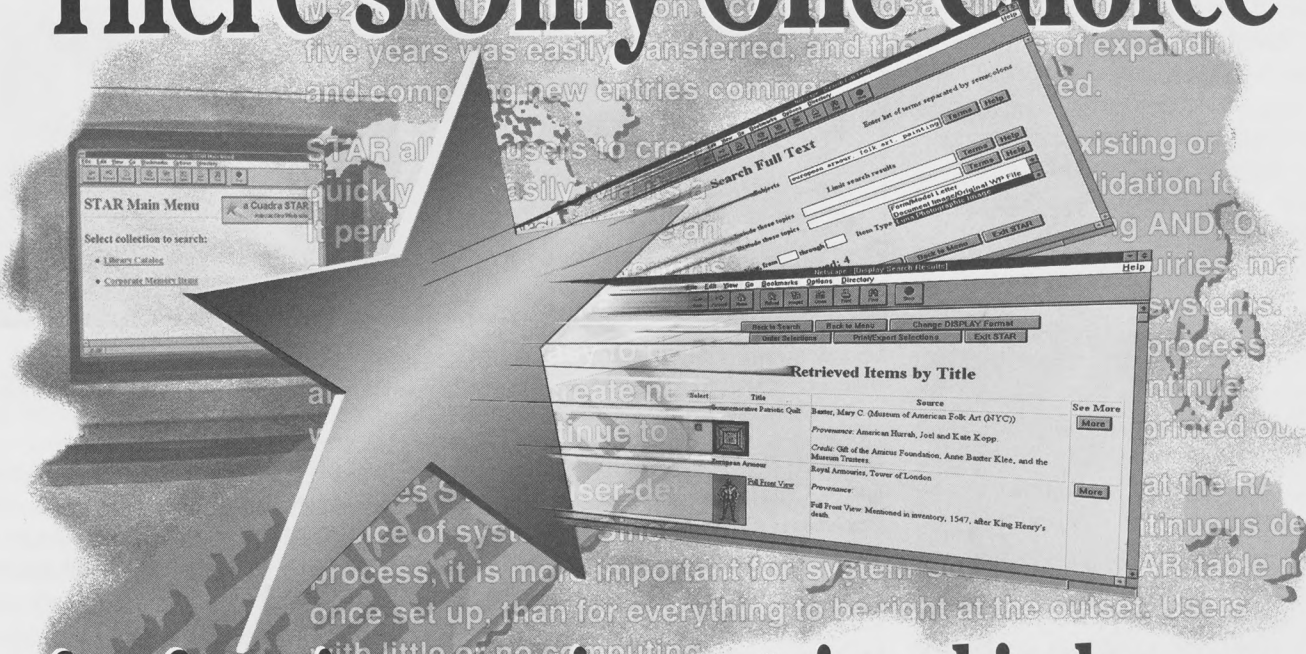
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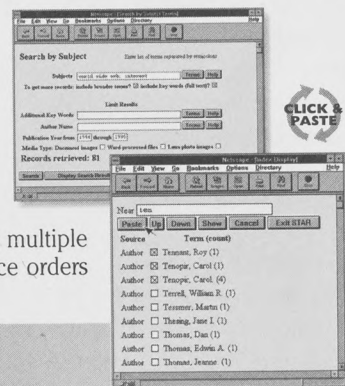
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Election Coverage '96: And the Winners are . . .

by Teresa Brinati, *Managing Editor*

Browne, Gilliland-Swetland and Hirtle Join Council

In March the membership of the Society of American Archivists elected Valerie Gerrard Browne, Anne Gilliland-Swetland, and Peter Hirtle to Council. They will begin three-year terms this September following the conclusion of the 1996 SAA annual meeting and will serve through the 1999 conference. They will replace outgoing Council members Karen Benedict, Timothy Ericson, and H. Thomas Hickerson.

All candidates for Council were required to respond to the following question posed by the Nominating Committee: "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?" Candidates' responses/statements were printed in the ballot. Excerpts from Browne, Gilliland-Swetland, and Hirtle's responses, along with brief biographical sketches, follow.

Valerie Gerrard Browne

In April, Browne became the first full-time director of the new Women and Leadership Archives at Loyola University Chicago. Browne has worked for Loyola for almost fifteen years and for the past year and half she has been splitting her time between the university archives and developing the Women and Leadership Archives.

In her candidate statement, Browne noted that "we have several alternatives for increasing SAA's visibility and influence on matters of professional concern without raising dues or sacrificing basic needs and services: (1) change our priorities, based on member input; (2) use our present resources more creatively and innovatively; and (3) seek additional funding sources."

Browne has been a member of SAA



Valerie Gerrard Browne, Anne Gilliland-Swetland, and Peter Hirtle were recently elected to SAA Council. They will serve three-year terms beginning this September.



since 1973. She has served on the Nominating Committee (1985-86), Audit Committee (1981-88), Committee on the Status of Women (1978-84), co-chaired the Host Committee (1985-86), chaired the Awards Committee (1989-91), and has been an active member of the College and University Archives Section and Women's Caucus.

In addition, Browne is a past president of the Midwest Archives Conference (1991-93) and a founding member of the Chicago Area Archivists.

Anne Gilliland-Swetland

Gilliland-Swetland joined the Department of Library & Information Science at the University of California at Los Angeles as an assistant professor in 1995. Prior to that she was the director of SourceLINK, Historical Center for the Health Sciences, and adjunct lecturer at the School of Information and Library Studies of the University of Michigan.

In her candidate statement, Gilliland-Swetland said that, "today, more than ever, innovative approaches are required to address educational, technological, legal, financial, and policy issues arising out of the nascent information age and developing global service economy. . . . SAA's greatest resource is the expertise of its members, which covers a range of information management paradigms and organizational experiences. . . . [SAA] should also aggressively build and leverage dynamic new relationships in promi-

nent fields outside the profession such as science, technology, and medicine, where archival expertise in such areas as record-keeping technology, and ethical and policy issues can be demonstrated to be valuable commodities."

Gilliland-Swetland has been a member of SAA since 1987. She has chaired the Description Section (1995-96) and currently serves on the Committee on Archival Information Exchange Working Group on Encoded Archival Description and the *American Archivist* Editorial Board. She has also served on the Task Force on Professional Coalitions (1994-95) and the International Affairs Committee (1990-93).

In addition, Gilliland-Swetland is a former Council member of the Midwest Archives Conference, twice a Bentley Research Fellow (1990, 1995), and has authored, edited or co-edited three books, two journal issues, and more than 25 articles.

Peter Hirtle

Hirtle is an archives specialist for Policy and Information Resources Management Services at the National Archives and Records Administration. Prior to joining NARA in 1993, Hirtle was the curator of modern manuscripts for the National Library of Medicine.

In his candidate statement, Hirtle explained that SAA "can increase its involvement in professional matters

continued on page 34

Dooley, Garlick, and Pearce-Moses to Serve on Nominating Committee

The SAA elections also yielded three members to serve on the 1997 Nominating Committee: Jackie Dooley, Karen Garlick, and Richard Pearce-Moses. The Nominating Committee is responsible for identifying and selecting next year's slate of candidates, as well as drafting the questions posed to candidates. Two members of Council, to be appointed by the president, also serve on the committee.

Candidates for the 1997 Nominating Committee responded to the following question posed by this year's 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?" Excerpts from Dooley, Garlick, and Pearce-Moses' candidate statements follow.

Jackie Dooley

Dooley is the head of special collections and university archives at the University of California-Irvine. She has been a member of SAA since 1987.

In her statement, Dooley noted that she would look for "archivists who have a reputation for being knowledgeable, collaborative, hard working, and fair; who have the skill and presence to serve as effective public figures on the Society's behalf; who hold clear opinions which they are able to defend objectively and stand behind, even when unpopular, and who believe in the power of mentoring to recruit new archivists, encourage

their professional growth, and help build confidence in their leadership abilities."

Karen Garlick

Garlick is the deputy assistant director for collections management services/manager of preservation services at the National Museum of American History, Smithsonian Institution. She has been a member of SAA since 1987.

In her statement, Garlick stated that "the future leaders of SAA are already important members of the Society [and] have demonstrated their commitment to SAA and its future . . . by giving their time and energy to further the goals articulated by past and present SAA leaders in partnership with other SAA members . . . I would consider it my task to select a slate of candidates who are dedicated to the Society as an organization, responsive to the needs and interests of the membership, and representative of the diversity of the individual membership."

Richard Pearce-Moses

Pearce-Moses is the documentary collections archivist/automation coordinator at the Heard Museum in Phoenix, Arizona. He has been a member of SAA since 1988.

In his statement, Pearce-Moses responded, "SAA's leadership must: help the profession identify best practice . . . promote continuing education at all levels . . . show creativity and innovation in stimulating the participation of membership at the grass-roots level . . . improve ongoing communication between individual members . . . [and] foster cooperation with other professions and organizations with a vested interest in archives . . . I will seek individuals who can keep the Society growing."

SUMMARY OF ELECTION RESULTS

In a stunning turn of events and an historical first for the Society of American Archivists, there was a tie between the candidates for the office of vice president. A special run-off election between the two candidates, William Maher and Anne Van Camp, is in progress. Ballots have been mailed to all *individual* members and must be postmarked by June 14, 1996. See page 4 for details.

In other election results, the members listed below were elected to leadership posts. Terms officially begin this September at the conclusion of the 1996 SAA annual meeting in San Diego, California. Out of 3,278 individual members of SAA eligible to vote, 1,001 participated in this year's election.

COUNCIL

(Three-year term)

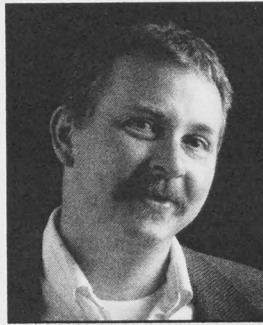
- VALERIE BROWNE
Loyola University Chicago
- ANNE GILLILAND-SWETLAND
University of California at Los Angeles
- PETER HIRTLE
National Archives and Records Administration

NOMINATING COMMITTEE

(One-year term)

- JACKIE DOOLEY
University of California - Irvine
- KAREN GARLICK
National Museum of American History, Smithsonian Institution
- RICHARD PEARCE-MOSES
The Heard Museum

Jackie Dooley, Karen Garlick, and Richard Pearce-Moses were recently elected to the SAA Nominating Committee. They will serve a one-year term beginning this September.



The American Archivist

Mission Possible: Re-evaluating the "How, What, When, and Why" of SAA's Journal

Prompted by the challenge facing SAA to consistently publish the *American Archivist* on a quarterly basis, Council appointed a Task Force on the Future of the *American Archivist* at its meeting in February (see *Archival Outlook*, March 1996, p. 6). The task force is charged with examining the effectiveness of the journal in serving the information needs of SAA members and the broader archival community. Task force members include: Nancy Boothe, Teresa Brinati, Philip Eppard, Susan Fox, James O'Toole, Charles Schultz, and Helen Tibbo, chair. The task force is currently assessing the situation and will report to Council at both its June and August meetings.

Your input is needed as well and here are two opportunities for you to contribute your valuable insights to this investigation.

First, in order to assess how to maximize the effectiveness of the *American Archivist* and to implement a "real-time" publishing schedule, we need you to fill out the brief survey on pp. 9-10. So, please take a few minutes to complete the readership survey and return it no later than June 5, 1996. Replies will be confidential and anonymous. Please send this survey form to:

Helen R. Tibbo, Associate Professor
School of Information and Library Science
100 Manning Hall, CB# 3360
University of North Carolina at Chapel Hill
Chapel Hill, NC 27599-3360

You may also respond by using the electronic version of the survey at the SAA Web site: <http://volvo.gslis.utexas.edu/~us-saa/>. Please note that electronic communications are not anonymous.

Secondly, the Task Force invites you to attend a special open forum at SAA's 60th annual meeting in San Diego, California. The forum will be held August 29 at 7:45 a.m. at the Sheraton Hotel and Marina. The forum will be your opportunity to access survey feedback and participate in a discussion with other members and the task force. The results will be published in the November issue of *Archival Outlook*.

Thank you in advance for your assistance in making the journal effective in fulfilling the informational needs of members like yourself.

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American Archivist Readership Survey

Please help SAA assess the *American Archivist* by returning this survey no later than June 5, 1996.

1) When do you read the *American Archivist*?

- _____ immediately when it arrives
 _____ within 2 weeks of arrival
 _____ within a month of arrival
 _____ as needed

2) How often do you read these sections of the *American Archivist*? (Rank: Often/Sometimes/Rarely/Never)

3) Rate the importance of the sections of the *American Archivist* noted at left. (Rank: 1 = least important; 5 = highest importance)

- | | | |
|----------------------------|-------|-------|
| a. Research Articles | _____ | _____ |
| b. Case Studies | _____ | _____ |
| c. Perspectives | _____ | _____ |
| d. International Pieces | _____ | _____ |
| e. Book Reviews | _____ | _____ |
| f. Letter from the Editor | _____ | _____ |
| g. Letters to the Editor | _____ | _____ |
| h. Council Meeting Minutes | _____ | _____ |

4) When you get a new issue of the journal, what are you looking for? What needs do you hope it will meet?

5) How satisfied are you with the following aspects of the *American Archivist*?

	Very Satisfied	Somewhat Satisfied	Indifferent	Needs Improvement
a. Topical content				
b. Physical size				
c. Graphic design				
d. Use of images on front cover				

Comments:



SURVEY - con't

6) Do you find the *American Archivist* useful to your professional work or research? Why or why not?

7) Have you ever *submitted* an article to the *American Archivist* for publication? If you haven't, why not? If you have, why?

8) If you have published an article in the *American Archivist*, were you satisfied with the review, editorial, and production processes? Please explain.

9) Do you consider the *American Archivist* to be a valuable part of your SAA membership benefits? Why or why not?

10) What do you like best and least about the *American Archivist*?

11) How often do you think the *American Archivist* should appear?

☐ Quarterly
☐ Three times a year
☐ Semi-annually
☐ Annually

12) How frequently do you make use of a computer for the following purposes? (Rate: Often/Sometimes/Rarely/Never)

a. Communicating by e-mail _____
 b. Participating in listservs _____
 c. Reading electronic journals _____
 d. Consulting online catalogs & bibliographic databases _____
 e. Locating archival materials _____

13) Would you be interested in accessing the journal in electronic form, i.e., from a Web site?

☐ Yes
☐ No

14) Reader profile:

Gender: _____ Age: _____

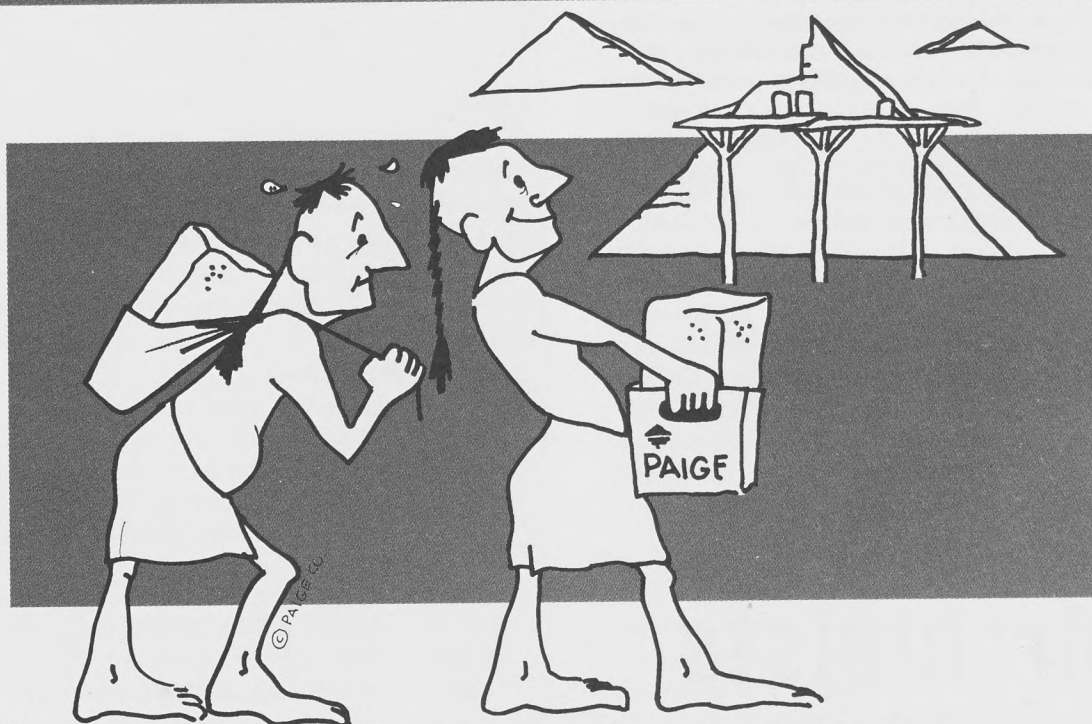
of years SAA member or subscriber: _____

Employment (check all that apply):

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☐ Academic Inst. ☐ Religious Org.
☐ Hist. Society ☐ Prof. Assoc.
☐ Business ☐ Student
☐ Museum ☐ Other: _____

Thank you for your time and effort on behalf of the Society of American Archivists. PLEASE RETURN BY JUNE 5, 1996, to:

Helen R. Tibbo, Associate Professor
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Chapel Hill, NC 27599-3360



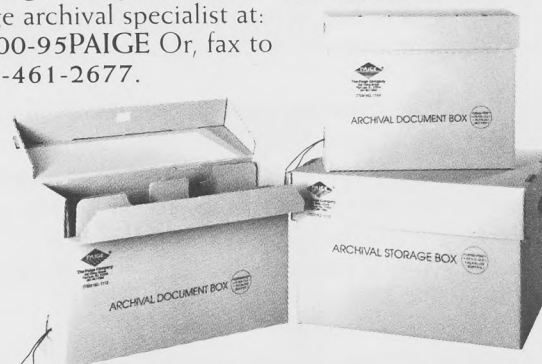
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Editor's Note: The SAA workshop, "Cyberspace for Archivists," co-taught by Leon Miller and Peter Hirtle, is one of many exciting educational opportunities provided by the Society to its members and the archival profession at large. The following has been excerpted from the cyberspace course materials. If you would like to learn more about ideas and techniques for using the Internet in your own archives, consider attending the workshop at SAA's 60th annual meeting, see page 16. If your institution or regional professional association would like like to sponsor this workshop, contact Tara Shimandle at (312) 922-0140.

Cyberspace for Archivists

by Leon C. Miller, Tulane University

Archival Internet Sites

These listings will allow you to surf to almost any site on the Internet concerning archives, special collections, and history.

Ready, 'Net, Go! Internet resources for archives

<http://www.tulane.edu/~lmiller/ReadyNetGo.html>

This is your "one stop shopping" center for archival Internet resources. From this one site, you can hyperlink to every archival and special collections resource on the Internet. Included also are links to resources for history and other academic fields.

National Archives and Records Administration

<http://www.nara.gov>

NARA's new Web site premiered in January of 1996 and is a model of how to provide archival resources via the Internet. Clear, clean, attractive, and easy to use, the NARA Web site contains a wealth of information about NARA's holdings in Washington, D.C., and federal repositories across the nation. It provides information on NARA's mission, access policies, hours of operation, and other information helpful for researchers. It also has online exhibits, and visitors can browse the bookstore and even buy souvenirs from the gift shop.

Society of American Archivists

<http://volvo.gslis.utexas.edu/~us-saa/>

Includes SAA education and workshop information, the publications catalog, the SAA directory of archival organizations, membership information, annual meeting information, and many other very useful resources. This site was created and is maintained for SAA by the University of Texas at Austin SAA Student Chapter. An important and useful SAA membership resource.

Archivist's Daybook

<http://www.tulane.edu/~lmiller/Daybook.html>

Here you will find contact information for meetings, workshops, seminars, and other events from around the world of interest to archivists. It is derived from the "Archivist's Daybook," a regular feature of the *Southwestern Archivist* (<http://www.tulane.edu/~lmiller/SWA.html>), the quarterly publication of the Society of Southwest Archivists (<http://www.tulane.edu/~lmiller/SSA.html>). Send information on upcoming events to Lee Miller at: lmiller@mailhost.tcs.tulane.edu.

History Computerization Project

<http://www.directnet.com/history>

Lists sites offering historical information and sites chosen for their relevance to historical research. This is probably the best index for finding history resources, history department home pages, and history teaching materials on the Internet; includes hyperlinks to archival home pages. An excellent resource.

Archival and Special Collections Listservs

<http://volvo.gslis.utexas.edu/~epcsaa/list.html>

Lists listservs related to archives, rare books, records management, and special collections. Also includes instructions for using listservs. Part of the Society of American Archivists student chapter Web site at the University of Texas at Austin (<http://volvo.gslis.utexas.edu/~epcsaa/>). Created by Laura Nacke.

The Library of Congress

<http://lcweb.loc.gov/homepage/lchp.html>

This is the Library of Congress' general World Wide Web site. From here you can get to LC's American Special Collections Division (or go there directly by surfing to URL <http://lcweb.loc.gov/spcoll/spclhome.html>) and the American Memory project (<http://rs6.loc.gov/amhome.html>). Note that LC's legislative information service, "THOMAS: Legislative Information on the Internet," is at a different Web site (<http://thomas.loc.gov/>).

The two most thorough lists of archives on the Internet:

Repositories of Primary Sources

<http://www.uidaho.edu/special-collections/Other.Repositories.html>

A major research resource, this site is the most comprehensive listing of archival Web sites extant. Includes almost nine hundred Web sites of archives from around the world arranged by region. It is maintained by Terry Abraham of the University of Idaho.

Site d'Information sur la Gestion des documents administratifs et des documents d'archives

<http://www.mediom.qc.ca/~robergem/sigda.html>

Le S.I.G.D.A. est le premier Cyber-Site de diffusion d'information spécialisée dans les domaines de la gestion de l'information administrative, des documents administratifs et des documents d'archives. Ce site a été conçu et est mis à jour par Michel Roberge.

History Resources

http://history.cc.ukans.edu/history/WWW_history_main.html

This is the "official" (i.e., World Wide Web consortium-approved) history resource page. History-related Internet sites around the world are categorized by subject. Also indexes historical conferences, news groups, and discussion lists. This site is maintained by the University of Kansas.

Guide to Archives on the Internet

<gopher://una.hh.lib.umich.edu:70/00/inetdirsstacks/archives/%3Akaynthonny>

This was one of the first lists of archives with gophers and WWW sites on the Internet. It has not been updated since 1994 and is included here mainly for historical interest. Includes Internet addresses and summaries of what information was available online at that time.

The Unofficial Internet Book List

The Unofficial Internet Book List includes bibliographies, brief reviews, and contact/ordering information for more than 500 books about the Internet, with more are added monthly. It is available via WWW and includes hyperlinks to online Internet journals: <http://redwood.northcoast.com/savetz/booklist/>.

This is the best source for the most up-to-date information and an excellent place for you to get reviews of Internet books. For more information, contact Kevin Savetz: savetz@northcoast.com.

The Historical Text Archive

<http://www.msstate.edu/Archives/History/index.html>

The oldest File Transfer Protocol site for historians, the archive contains a variety of resources. These include ASCII text files of historical documents and scholarly papers (principally for the Americas), GIF/JPEG files, software, library search programs, diaries, and bibliographies. Also includes extensive hyperlinks to other history sources on the Internet, including archives and history departments. This is an excellent history resource. The Historical Text Archive is supported by the College of Arts and Sciences and the Computing Center of Mississippi State University and is maintained by Don Mabry (mail to: djm1@ra.msstate.edu), associate dean and professor of history, MSU.

Library and Archives Exhibits on the World Wide Web

<http://library.wustl.edu/~prietto/exhibits/>

The World Wide Web's ability to combine text with still and moving images, graphics, and sound makes it an especially suitable medium for online exhibits. This Web site is a list of exhibits currently running at libraries, archives, and museums on the Internet. The list is organized alphabetically by exhibit title. The name of the sponsoring institution is given in parentheses. This list is maintained by Carole Prietto of Washington University (caroleprietto@library.wustl.edu).

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Get Your Feet Wet in San Diego at SAA's 60th Annual Meeting

SAA's 1996 annual meeting is fast approaching and we'd like to invite you to leap into the fray! Plan now to attend this 60th anniversary conference at the Sheraton Hotel and Marina, in San Diego, California, August 25-September 1, 1996.

Conference Highlights

Among the meeting highlights, are nearly 90 educational sessions, thirteen preconference workshops, the International Archives and Information Technology Expo, a variety of tantalizing tours and special events, including an opening banquet and awards ceremony, as well as a farewell reception.

The Program Committee has put together an exciting selection of sessions exploring the relationship of the archival field to an increasingly diverse nation and the challenges presented in documenting such diversity in U.S. history and culture. There will be sessions devoted to the continued development of technology and its impact on the archival profession as well as sessions examining the more traditional topics of education and professional development, description, and preservation.

Noted anthropologist and Spelman College President Johnnetta Cole will set the stage for the meeting with a keynote address on diversity in the workplace in the 21st century at the opening plenary session on Thursday, August 29, from 9 a.m.-10 a.m. Later that day, special guests, U.S. Archivist John Carlin and Archivist of Mexico Patricia Galeana, will share their visions for the future of their institutions in a thought-provoking session entitled, "Vision, Mission, and Values: Perspectives of the National Archivists of Mexico and the United States."

Discover what's new in archival products and services at

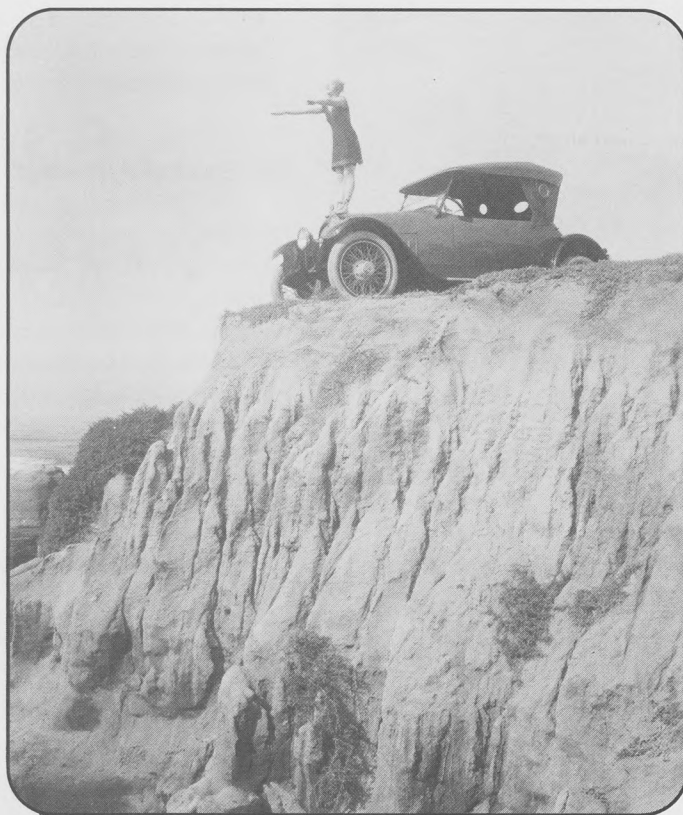
the International Archives and Information Technology Expo on August 29-30. More than 30 exhibitors will display their wares, demonstrate their products, and discuss their services. In addition, visit the "Our Other Lives Exhibition" which will feature arts and crafts created by your colleagues.

The annual meeting also presents a unique opportunity for committees, sections, and roundtables to conduct business meetings, exchange information, and promote discussion and communication on specific archival topics. More than 50 such groups represent the myriad interests of SAA, its members, and the archival profession at large. Consult your program for scheduled meetings.

San Diego is a city rich in history and diversity, well suited to SAA's 60th annual meeting. Nestled in southern California on a natural harbor along the shores of the Pacific, San Diego boasts mountains to the south and east, bountiful beaches, and wonderful weather. SAA has organized many special events and tours highlighting the beauty of this magnificent city. Sign up for a leisurely oceanside jaunt, visit a California mission or the famous San Diego Wild Animal Park, and top it off with a tasting at a local winery. Dine and dance under the stars as you

cruise the bay in a luxury yacht. Cross over the bridge and step into the charming community of Coronado, home of the Glorietta Bay Inn, the palatial Hotel Del Coronado, and the North Island Naval Station.

The 1996 annual meeting of the Society of American Archivists promises to be a celebration of the growth and evolution of the archival profession. For six decades, members have gathered annually with enthusiasm to learn, to share experiences and expertise, and to recognize achievement and initiative in the archival profession. Don't miss this opportunity to become a part of SAA's 60th birthday bash!



Leapin' lizards! Join this bathing beauty and dive into the excitement of SAA's 60th annual meeting, August 25 - September 1, 1996, in San Diego, California. *Photograph courtesy of San Diego Historical Society.*

The Program is in the Mail

The *Annual Meeting Program* is in the mail. No kidding! Hot off the presses and into your hands—the program is being printed and mailed to you this month. Remember to register early to receive the special discounted rate. If you do not receive your copy of the program by June 5, contact Debra Mills, Bernice Brack, or Jeanette Spears of SAA Membership Services at (312) 922-0140, fax (312) 347-1452 or e-mail info@saa.mhs.compuserve.com.

Preconference Workshops

Broaden your knowledge base and sharpen your skills by signing up for one of SAA's excellent preconference workshops to be held August 25-28, 1996, immediately preceding the annual meeting in San Diego.

Please note that enrollment is limited and prepayment is required. Workshops are subject to cancellation if minimum registration requirements are not met 30 days prior to the event. Registration deadline is July 12, any received after this deadline subject to late fee. To receive more information, please contact Tara Shimandle at (312) 922-0140, fax (312) 347-1452 or e-mail: tshimandle@saa.mhs.compuserve.com.

Choose from one of the following cutting-edge courses:

Archival Cataloging as a Component of Description -

Introduces archival cataloging in the context of archival description as well as a portion of the descriptive process. August 25-26, 9 a.m. - 5 p.m. Fee: \$342; SAA members: \$269

Providing Information and Services via the WWW -

Provides a comprehensive overview of how to set up a World Wide Web site in an archival setting. August 26, 9 a.m. - 5 p.m. Fee: \$215; SAA members: \$169

The following two courses, **Training the Trainer: Teaching Techniques and the Adult Learner** and **Case Teaching and Case Writing in Archival Education** may be taken together at a reduced joint registration fee. Please refer to listing for fees.

Training the Trainer: Teaching Techniques and the Adult Learner - Introduces all elements of the theory and teaching of adults, uses case studies and group exercises. August 26, 9 a.m. - 5 p.m. Fee: \$215; SAA members: \$169. Joint registration fee: \$314; SAA members: \$246

Case Teaching and Case Writing in Archival Education -

Focuses on the case study, how it is created and how it is used as a teaching tool. August 27, 9 a.m. - 5 p.m. Fee: \$215; SAA members: \$169. Joint registration fee: \$314; SAA members: \$246

continued on page 16

SAA's 60th Annual Meeting Quick Facts!

When?

Preconference Workshops: August 25 - 28, 1996

Annual Meeting: August 28 - September 1, 1996

Where?

The Sheraton Hotel & Marina, San Diego, California
(619) 291-2900 Rates: \$99/single, \$114/double,
\$20/each additional

What are the Registration Fees?

Preconference Workshops: Please refer to individual listings on pp. 15-16 for fee structures.

<u>Annual Meeting:</u>	<u>Fee</u>	<u>SAA Members</u>
Registrations postmarked or received via fax before 7/12/96 . . .	\$240	\$190
Registration	\$270	\$220
Single Day	\$125	\$100
Student	\$85	\$85

How do I register?

Submit completed registration form(s) found in the *Annual Meeting Program* with payment (check, Visa or MasterCard) to SAA via mail (600 S. Federal, Suite 504, Chicago, IL 60605) or fax (312/347-1452). It's that easy!

Second Annual

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August 29 & August 30

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DEADLINE
JULY 15

For information contact:

Laurie A. Baty
e-mail laurie.baty@arch1.nara.gov
work (202) 501-5610
fax (202) 501-5601

San Diego Preconference Workshops

continued from page 15

Archives: An Introduction - Introduces basic elements of theory and practice to those who have archival responsibilities, but little or no formal training. *August 26-28, 9 a.m. - 5 p.m.* Fee: \$368; SAA members: \$289

Access Points - Focuses on the concept of authority control, content analysis, and the formation of searchable access points in an archival catalog, will cover formation of headings using the *Library of Congress Subject Headings* and the *Art and Architecture Thesaurus*. *August 26-27, 9 a.m. - 5 p.m.* Fee: \$342; SAA members: \$269

The Administration of Photographic Collections - Presents ways to administer photographic collections effectively, allowing maximum access while preserving the photographs for future exhibitions and research. *August 26-27, 9 a.m. - 5 p.m.* Fee: \$279; SAA members: \$219

Planning New & Remodeled Archival Facilities - Provides archivists with knowledge and skills related to planning renovation or construction of a new archival facility. *August 26-27, 9 a.m. - 5 p.m.* Fee: \$279; SAA members: \$219

Managing Electronic Records - Presents an overview of electronic records as they relate to current archival theory and practice. *August 26-27, 9 a.m. - 5 p.m.* Fee: \$279; SAA members: \$219

Managing Change and Organizational Transformation - Provides participants with ideas and tools for building an effective framework for change as the nature of archival work evolves in the electronic age. For further details, see column at right. *August 26-27, 9 a.m. - 5 p.m.* Fee: \$279; SAA members: \$219

Application of the USMARC Format - Teaches the use of the USMARC format with emphasis on those fields relevant to archival description using *APPM* and graphic materials. *August 27, 9 a.m. - 5 p.m.* Fee: \$215; SAA members: \$169

Cyberspace for Archivists - Introduces how archivists in particular are using the Internet as an information, reference, and outreach tool. *August 27, 9 a.m. - 5 p.m.* Fee: \$215; SAA members: \$169

Introduction to SGML - Teaches basic SGML terminology and practice, will discuss the appropriateness of SGML for different types of repositories. Co-sponsored by ASIS. *August 27, 9 a.m. - 5 p.m.* Fee: \$279; SAA members: \$219

Prepared by Tara J. Shimandle, SAA Education Office

GOLFERS WANTED



The sixth annual SAA Open will be played in San Diego on Wednesday morning, August 28, 1996. The event supports the SAA Education Fund. For information on venue, greens fees, and tee times, please contact: Hal Keiner, CIGNA, Archives L9, Hartford, CT 06152, (860) 726-3844, fax (860) 726-2915, e-mail: HKelner@CIGNA.e-mail.com.

New! Managing Change and Organizational Transformation Workshop

Many of us have thought long and hard about how to do our jobs better. Our motivation comes from a number of factors including significant reductions in resources (both personnel and funds), increased demand for our materials, and efforts to cope with electronic records issues. We invest enormous amounts of time and energy talking and thinking about ways to change. We alter a procedure, implement a new process, create a new product, or even restructure the organization based on plans full of sweeping changes. Unfortunately, all too often these changes do not produce the results we intended and, at times, just the opposite occurs.

In restructuring an organization the most dramatic, disruptive, and expensive changes can result in a whole set of unanticipated consequences including overlapping roles and responsibilities, confused communication channels, and less productive, resistant, or maybe even hostile employees. Often the restructuring does not create the organization we really need to meet the challenges.

Many organizations, including archives and manuscript repositories, must transform themselves in profound ways. Although we know that change is necessary, most of us have no framework for it. We think that if we have a good idea, all we have to do is implement it. We even imagine those profound changes and create plans, but fail to prepare our organizations to accept and implement them.

"Managing Change and Organizational Transformation" will be held August 26-27, 1996, in San Diego. This workshop will introduce participants to a set of ideas and tools that create a framework for change. The focus will be twofold: (1) the social processes or relationships between people that need to be in place to effect change, and (2) the management processes that lie at the heart of any sustainable organizational transformation.

Social processes include such topics as new ways of thinking, learning, communicating, relating, and creating accountabilities. Management processes include decision, policy, and resource allocation processes; product and project management; and process redesign. The course will be highly participatory, employing a combination of presentations, dialogue, and individual and group exercises. People at all levels of an organization will benefit from being exposed to the universal skills, techniques, and methods presented.

The instructors are:

- Lisa Weber, who served as program officer for automation at SAA and has continued her active involvement in SAA through several committee assignments. She is currently in Policy and Information Resources Management Services (PIRM), National Archives and Records Administration.
- L. Reynolds Cahoon, who was formerly managing director, Family History Department, Church of Jesus Christ of Latter-day Saints for 16 years. He has extensive strategic planning, systems development, and operating management experience and a deep interest in sustainable organizational transformation. He was recently appointed assistant archivist for PIRM at the National Archives.

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Special Election for Vice President

The 1996 SAA election for vice president yielded a tie. A special run-off election between the candidates is being held. A ballot has been mailed to *all individual members of the Society*. Please complete the ballot and return it to SAA, postmarked by June 14, 1996. Election results will be posted in the July issue of *Archival Outlook*.

Annual Meeting Program is in the Mail

The SAA 60th Annual Meeting Program is in the mail. No kidding! Hot off the presses and into your hands—the program is being printed and mailed to you this month. Remember to register early to receive the special discounted rate. If you do not receive your copy of the program by June 5, contact Debra Mills, Bernice Brack, or Jeanette Spears of SAA Membership Services at (312) 922-0140, fax (312) 347-1452 or e-mail info@saa.mhs.compuserve.com.

San Diego Meeting to Feature Archivists' Career Center

SAA invites you to attend the "Archivists' Career Center" at its 60th annual meeting in San Diego, California, on August 29-30, from 3 p.m. - 6 p.m. The center will offer meeting attendees an opportunity to connect individuals seeking employment with those seeking candidates. There is also an employment counseling component for attendees in need of advice on professional development and career choices. This service is complimentary to registered annual meeting attendees. For more information, see the ad on page 38 or contact Bernice Brack at (312) 922-0140 or e-mail: bbrack@saa.mhs.compuserve.com.

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.

American Archivist Survey

Your input is needed. The Task Force on the Future of the *American Archivist* has put together a readership survey in an effort to assess how to maximize the effectiveness of the journal and implement a "real-time" publishing schedule. The survey is on pp. 9-10 in this newsletter. Please complete the survey and return it no later than June 5, 1996. Replies will be confidential and anonymous.

Trivial Pursuits

How well do you know your professional association? The Society of American Archivists is celebrating its 60th birthday this year and on the back cover of this issue of *Archival Outlook* you will find a special contest celebrating SAA. We've asked six questions spanning six decades of Society people, places, and things. Answer all of them correctly and you could be the lucky winner of a \$60 gift certificate good toward your next SAA publications purchase! See back cover for contest.

Listen up!

Audiocassettes of 42 selected sessions are available from the 59th annual meeting of the Society of American Archivists held August 28-Sept. 3, 1995, in Washington, D.C. For a complete list and order form, contact: Jeanette Spears, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605, (312) 922-0140, fax (312) 347-1452, e-mail: info@saa.mhs.compuserve.com.

New ACA Secretariat

The Academy of Certified Archivists (ACA) officially moved its secretariat out of the SAA office in Chicago, effective last September. 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.

Education Director Search

At press time, the Search Committee had scheduled interviews with candidates on April 29 and May 1. If all goes well, we'll be introducing the new SAA education director to you in the next issue of *Archival Outlook*!

Resources for Professionals

More than a dozen new titles have been acquired for distribution by the SAA publications department since the start of this year. Check out the resource listing on pages 20-21 for details.

In addition, three of the case studies on the management of electronic records, published by SAA with a grant from NHPRC, are now available. See page 4 for more information.

Please continue to make SAA aware of prospective titles. Send your suggestions to: Teresa Brinati at (312) 922-0140 or tbrinati@saa.mhs.compuserve.com.

Out-of-Print

The following titles are out-of-print and no longer available from SAA. Please note for future orders.

- Business Archives in North America* brochure (pc 142)
- Educating the American Archivist for the 21st Century* (pc 216)
- Electronic Information Resources and Historians: European Perspectives* (pc 250)
- Information Handling in Offices and Archives* (pc 232)

Update to 1996 Directory of Archival Organizations

Please note the following corrections to the 1996 *Directory of Archival Organizations in the United States and Canada*, which was published as an insert in the March issue of *Archival Outlook*.

33. New England Archivists

President:
Gregor Trinkaus-Randall
E-mail: gtrinkaus@mecn.mass.edu

NEA Newsletter Editor:
Jean Nielsen Berry
(617) 283-2127



SAA DEADLINES

MAY

- 1 Nominations for Theodore Calvin Pease Award
- 5 Job announcements for June SAA *Employment Bulletin*
- 6 Workshop registration for: "Managing Electronic Records Part II" (Salt Lake City)

JUNE

- 5 All submissions (including job ads) for July *Archival Outlook*
- 14 Audiovisual reservation deadline for 60th SAA annual meeting, San Diego

JULY

- 5 Job announcements for August SAA *Employment Bulletin*
- 12 Registration deadline for 1996 pre-conference workshops, San Diego (registrations received after this date subject to late fees)
- 12 Early bird registration deadline for 1996 SAA annual meeting, San Diego

AUGUST

- 1 Child care registration deadline for 1996 SAA annual meeting, San Diego
- 5 All submissions (including job ads) for September *Archival Outlook*
- 6 Tour registration deadline for 1996 SAA annual meeting, San Diego
- 7 1996 SAA annual meeting hotel reservations deadline - Sheraton Hotel & Marina, San Diego (after this date rooms are subject to availability)
- 9 Final pre-registration deadline for 1996 SAA annual meeting, San Diego (after this date all registrations will be on site)

SEPTEMBER

- 5 Job announcements for October SAA *Employment Bulletin*

SAA Vice President **NICHOLAS C. BURCKEL**, director of libraries and adjunct professor of history at Marquette University in Milwaukee, Wisconsin, was recently appointed by President Clinton to the National Historical Publications and Records Commission.

JUDY WEINLAND FARRAR, formerly the archivist at the Massachusetts Eye and Ear Infirmary, is now archivist at the University of Massachusetts at Dartmouth.

ELLEN C. GARRISON, formerly regional archivist for the New York State Documentary Heritage Program serving the Capital District and Southeastern regional library councils, has been appointed curator of the William Stanley Hoole Library at the University of Alabama at Tuscaloosa.

Wofford College of Spartanburg, South Carolina, is conferring an honorary doctoral degree on a distinguished alumnus who is also one of its administrators: **HERBERT HUCKS, JR.** Hucks, from the class of 1934, is being recognized as he nears the 50th anniversary of his appointment as a Wofford College administrator. He will receive an honorary doctorate of literature during the college's 142nd commencement exercises on May 19.

WILLIAM J. JACKSON has joined the staff of Circus World Museum, Baraboo, Wisconsin, as archivist, and will manage the archival collections at the museum's Parkinson Library and Research Center. Jackson received a master's degree in library and information science from the University of Wisconsin in Milwaukee last December.

KRIS KIESLING joined RLG Member Services in April for a six-month appointment as a visiting associate. Kiesling will be on leave from her position at the Harry Ransom Humanities Research Center at the University of Texas at Austin, where she has been head of the Department of Manuscripts and Archives since 1990.

EVA STEINER MOSELEY was recently named a Silver Award winner by the U.S. National Commission on Libraries and Information Science as part of its 25th anniversary celebration. The award honors 25 individuals with noteworthy and sustained contributions to libraries and information services at the national, state, and local levels. Moseley was cited by her nominator for "developing the most significant U.S. manuscript collection on the history of women in America, at Radcliffe's Schlesinger Library where she is curator of manuscripts."

JERRY C. OLDSHUE has recently retired from the positions of university archivist and acting director of the William Stanley Hoole Special Collections Library at the University of Alabama at Tuscaloosa.

CHARLES SCHULTZ, professor at Texas A&M University's Sterling C. Evans Library and William P. Clements Archivist, has been named the first recipient of the Irene B. Hoadley Professorship in Academic Librarianship, a two-year appointment supporting research and publication as part of librarianship. Schultz will use the \$7,000 annual stipend provided by the professorship to complete and publish a manuscript describing life on board ships during the 1849 gold rush.

BARBARA TRIPPEL SIMMONS, former librarian at the Worcester County Horticultural Society, is now the processing archivist in the Smith College Archives, Smith College, Northampton, Massachusetts.

THOMAS WILSTED has been named director of the Thomas J. Dodd Research Center at the University of Connecticut. Wilsted was formerly associate director for operations of the American Heritage Center at the University of Wyoming at Laramie since 1990.



Archives in the Tropics

Proceedings of the Australian Society of Archivists Conference in Townsville, Queensland, May 9-11, 1994. One hundred fifty delegates from all states and territories of Australia, Malaysia, Singapore, New Zealand, Fiji, and the U.S.A. participated in the conference. Papers address the following topics: education and training; conservation; oral history; electronic recordkeeping; archives in Malaysia; documenting aboriginal and islander experiences; archival considerations, and more.

Australian Society of Archivists (1994) / 144 pp., soft cover
List \$30 ■ SAA members \$25
product code 289

Conservation Environment Guidelines for Libraries and Archives

BY WILLIAM P. LULL WITH THE ASSISTANCE OF PAUL N. BANKS

This publication discusses general collection environment criteria, assessment, monitoring and goals for an improved conservation environment. General building environments and building systems are discussed that can create a good conservation environment, including various possible compromises. Typical interim and low-cost measures are suggested to improve an environment. Typical phases of design and construction projects are described for new design and environmental renovation, including planning steps and guidelines for selecting the design team.

Canadian Council of Archives (1995)
102 pp., soft cover/spiral bound
List \$21 ■ SAA members \$16
product code 290

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 pp., binder
List \$35 ■ SAA members \$30
product code 283

Debates and Discourses: Selected Australian Writings on Archival Theory, 1951-1990

EDITED BY PETER BISKUP ET AL.

The formative period of the Australian archival profession was during 1951-90. The sixteen essays and papers which have been reproduced in this publication were written during that period by Australian archivists who were grappling with some of the basic problems of archival management. Archivists and archives students will find some major Australian contributions to archival theory, as well as ideas, arguments and debates that continue to be relevant as archives face the challenges of the electronic world.

Australian Society of Archivists (1995) / 230 pp., soft cover
List \$30 ■ SAA members \$25
product code 291

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

Electronic Records Management in the New Millennium:

Managing Documents for Business and Government (video training package)

WRITTEN BY RICHARD BARRY AND ANNE THURSTON

Ever increasing quantities of information exist only in electronic or digital format, yet little thought has been given to the means of insuring that this information is retrievable and readable over time. This video training package provides a powerful way forward. In two films with accompanying teaching notes, world authorities on the subject explain the issues involved and their implications for managers and professionals. The package can be used as a stand-alone training tool or as part of in-house training programs, professional society meetings, continuing education schemes and graduate academic courses. Papers from a conference on managing electronic information also included.

University College London (1995)
Video, teaching notes/discussion guidelines, and conference papers
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 pp., hard cover
List \$10 ■ SAA members \$7
product code 286

... RESOURCES FOR PROFESSIONALS

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 pp., soft cover
List \$15 ■ SAA members \$10
product code 287

Procedures Manual: A Guide to Managing an Institutional Archive Utilizing Flow Charts

THE STAFF OF THE PENNSYLVANIA STATE UNIVERSITY ARCHIVES, UNIVERSITY LIBRARIES
Beginning in April 1994, the University Archives staff set out to review eight key archives processes as part of university-wide implementation of total quality management to its operations. By the time the effort was completed a year later, more than 75 processes were flowcharted, reviewed, amended, and detailed into this comprehensive procedures manual. There are plenty of sample forms, report structures, and handouts, many of which have broad application to general archival practices.

Pennsylvania State University (1994; revised 1996)
345 pp., looseleaf, shrink-wrapped
List \$35 ■ SAA members \$30
product code 293

Preservation Microfilming: A Guide for Librarians and Archivists, 2nd ed.

EDITED BY LISA L. FOX

This new edition presents the latest information on planning and managing microfilming projects, incorporating new cooperative programs, service bureaus, and the impact of automation. With abundant illustrations, it covers each phase in the preservation microfilming process, including quality control and production, storage of master negatives, selection and preparation of materials to be filmed; bibliographic control for microfilmed materials; and overall project administration.

American Library Association (1995)
480 pp., hard cover.
List \$75 ■ SAA members \$70
product code 292

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., soft cover
List \$24 ■ SAA members \$19
product code 282

TWO VOLUMES of selected papers from the Third International Conference on Hypermedia & Interactivity in Museums (ICHIM '95 - MCN '95)

Multimedia Computing and Museums

EDITED BY DAVID BEARMAN

Essays on the profound technological and intellectual issues raised by the use of multimedia technologies to represent cultural heritage information. Groups of papers profile the impact of technologies on museum applications and audiences, and the relationship of museums to society. Sections devoted to image management, design issues, intellectual access, and standards look closely at museum requirements and the sufficiency of current technologies.

Archives & Museum Informatics (1995) / 385 pp., soft cover
List \$55 ■ SAA members \$50
product code 288

Hands-On Hypermedia and Interactivity in Museums

EDITED BY DAVID BEARMAN

papers reflecting the evolution of delivery mechanisms for interactive multimedia, the new social and institutional arrangements they engender, and the continuing importance of intellectual property issues. groups of essays address fixed-format publishing, in-house interactives, networked access, museum consortia, museum teamwork, commercial partnerships, and intellectual property.

Archives & Museum Informatics (1995) / 293 pp., soft cover
List \$55 ■ SAA members \$50
product code 273

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Around SAA: Section, Committee, and Roundtable News

Editor's Note: "Around SAA" includes material drawn from group newsletters or information sent to SAA. Send news to the editor of Archival Outlook, Teresa Brinati, 600 S. Federal, Suite 504, Chicago, IL 60605, fax (312) 347-1452, e-mail tbrinati@saa.mhs.compuServe.com.

Volunteerism and What it Means

In a recent issue of *VIEWS: The Newsletter of the Visual Materials Section* (April 1996), editor Laurie A. Baty of the National Historical Publications and Records Commission appealed to members to become actively involved in the section. Her suggestions for participation apply to the broader membership as well. Here are her ideas.

All organizations big and small are dependent on volunteers. SAA needs volunteers, too. The office and its wonderful staff provide incredibly valuable services to us as members, yet they're simply the tip of the iceberg. SAA depends on individuals with an interest in the profession to DO something for their profession, whether it's as an elected member of Council or a volunteer staffing the information booth at the annual meeting.

Please consider some ways in which you can aid the section [as well as SAA] and its work:

- Attend the [SAA annual meeting — see pp. 14-15 for details] and the annual section meeting
- Stop by to chat with section leadership during the section's office hours at the annual meeting
- Go on a section-sponsored tour at the annual meeting
- Put together a proposal for an annual meeting
- Give a paper or chair a session at an annual meeting
- Send your ideas and comments about the section [committee, roundtable, association] to the chair or chair-elect
- Write an article for the newsletter
- Volunteer to do a book review
- [Run for elected office]
- Vote for section [association] leadership
- Join SAA and a section (if you are reading a pirated copy of this newsletter!)

Congressional Sources on the Internet

The "Illuminations" column on pp. 12-13 of this newsletter discusses Internet sites concerning archives, special collections, and history. Here's one to add to the list on Congressional Sources, by Rebecca Johnson Melvin, and reprinted from *Manuscript Repositories Section Newsletter* (February 1996).

One of the most common complaints about the Internet is the unfathomable disorganization of the enormous amount of information now available in the electronic environment. In an effort to meet the challenge of co-locating and improving access to Internet sources for information about Congress, especially congressional collections in archives, Rebecca Johnson Melvin of the University of Delaware Library has established a Web site called, "Congressional Sources on the Internet": <http://www.lib.udel.edu/ud/spec/congress.html>

The site, hosted by the University of Delaware Library's Web server, includes the following menu items: Archival Repositories, U.S. Senate, U.S. House of Representatives, THOMAS, *Role Call Online*. Congress-L, and the Congressional Papers Roundtable. In addition to the official Web pages for the Senate and the House, THOMAS is the Library of Congress' page for access to legislative information, and *Roll Call Online* is the electronic version of the newspaper of the Hill. Congress-L provides information for subscribing to the topically relevant discussion list maintained at the University of Oklahoma. The Congressional Papers Roundtable provides information about that group, including steering committee members with e-mail access, bylaws, and newsletters.

CGAP Midwinter Meeting

submitted by Pamela Witte-Mendivil

The Committee on Goals and Priorities (CGAP) met in February in Washington, D.C., to evaluate its role relative to the goals of the Task Force on Organizational Effectiveness. The entire committee was present: Waverly Lowell, Chair; Thomas Battle, Roland Baumann, Bruce Bruemmer, Susan Davis, Lynda DeLoach; Tim Ericson; Susan Fox; Alden Monroe; Lisa Weber; and intern, Pamela Witte-Mendivil.

The following topics were discussed: advocacy and external policy, communication, education, reporting forms, governance, membership services, outreach with other organizations, publishing and publications, the SAA structure as it relates to membership units and the restructuring process, professional standards, strategic planning, and SAA's vision and focus.

The committee identified a need for an improved communication structure, and the need to support the initiatives fundamental to SAA's mission.

The Society is international in scope and provides continuing education, professional standards, member services, networking, annual meetings, advocacy, partnerships with other organizations, and serves as the premier provider of professional publications worldwide. Ironically, a challenge faced by the Society is limited public awareness regarding SAA and archives in general. The need for proactive advocacy is essential, yet response to a workshop on this subject or one on public relations has been reserved. Goal #1 in the strategic plan calls for exerting "active leadership on significant archival issues by shaping policies and standards, building effective coalitions, and improving public awareness of the value of archives." The membership must strive to continue to educate the public as to the existence of the Society, its mission and its goals.

Improved communication within SAA and its sections, roundtables and committees is needed. It is common for groups within SAA to meet only once a year, yet leadership changes annually. Greater continuity from chair to chair should be established, as well as increased dialogue between members. Active involvement in the Society and its endeavors by all of its members is critical to the success of the strategic plan.

New Member Roster

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

Institutional Members

Alcorn State University
Dayton (Ohio) Public Library
Mobil Corporation
New Orleans Jazz and Heritage Foundation Archives
Preservation Foundation of Palm Beach, Florida
U.S. Army Reserve Command
Wake County (North Carolina) Public Libraries

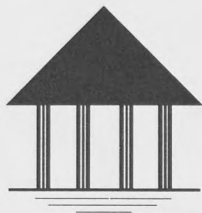
Individual Members

Lisa Adelson
UNICEF
Jan Ahrensfield
Motorola Museum of Electronics
Heidi Anderson
Edward Lowe Industries
George Arevalo
Queens College
Margaret A. Asbury
University of Texas at Austin
Carla Caccamise Ash
Joseph E. Seagram & Sons Inc.
Shanan Ashe *Student*
Melisa A. Baize
Mary Bellamy
Joy L. Bengé
City of Miami
Rebecca Brynteson *Student*
Carolyn Carney *Student*
Gaibrielle M. Carrera
Missouri Institute of Mental Health
Rosalie Cauthen *Student*
Kaiyi Chen
University of Pennsylvania
Carolyn S. H. Ching
Hawaii Medical Library Inc.
Elizabeth A. Coelho
U.S. Navy
Kevin J. Costello
Oberlin College
Christopher R. Damrosch
Library of Congress

Lisa Marie Daulby *Student*
Nathaniel M. DeBruin
Douglas F. Denne
Princeton Theological Seminary
Barry Dwork
Linda Dziobek
Carol A. Edwards
U.S. Geological Survey Library
Eileen Gatti *Student*
Raymond H. Geselbracht
Harry S. Truman Library
Anne Gilson
Dominican Sister of Hope
Ilona Goin
Eckankar
Helene E. Gold *Student*
Marilyn Gouailhardou
Sisters of Mercy
Karen F. Gracy *Student*
Julie L. Graham *Student*
Beth Ann Guynn
Getty Center for History of Art & Humanities
Patricia E. Harding
Notre Dame College of Ohio
Georgianna Harper
Eric J. Hartmann
University of Michigan
Troy C. Hedrick
Trinity Regional Health System
Sheryl Heidenreich
Field Museum of Natural History
Leslie Heinrichs
University of Wisconsin at Milwaukee
Paul Hensley
Dawn Higgins *Student*
April Hill
Microsoft Corporation
Renee Hillier *Student*
Pui-Ching Ho *Student*
Sue A. Hoadley *Student*
Kimberly Hoobler
Simmons College
John Hooper *Student*
John C. Hotchkiss
The Kiwi Group
Rhonda J. Huber
University of Wisconsin at Milwaukee
Albert H. Huntington, Jr.
Jill Hupp *Student*

Kenton G. Jaehnig
Wright State University
Paula Jeannet
Duke University
Rosalie P. Jeter
Long Island University
Evelyn F. Kaehler *Student*
Dennis Kaperzinski
Wayne State University
Beth Kilmarx
Karen Klobuchar *Student*
Ilisa Kovacs *Student*
Greta Krapac *Student*
Ron Kurpiers *Student*
Patricia Lai
Hawaii State Archives
Jan Lancaster
John Brown University
Debbie Landi
University of Mississippi
Claudette F. Landry *Student*
Jeannine K. Leacy
Student
Carol A. Leadenham
Stanford University
Ilene Magaras *Student*
Cynthia C. Maier
Student
Deborah Malone
Buddhist Churches of America
Jennifer L. Martinez *Student*
Erik A. Mason
Longmont Archives
Ann Matteson
Phillip J. McGovern *Student*
Bethany Mendenhall
Getty Center
Holly A. Mercer *Student*
Patrice R. Merritt
Wayne State University
Stephen Douglas Miller
Student
Wilburn Keith Miller *Student*
Diana Morris *Student*
Luisa Moscato
Linda M. Mulder
Detroit Public Library
James E. Nalen
Simmons College
Billie B. Oakes
Atsutoshi Oshima
Sanwa Research Institute Corp.
Nancy Pedersen
Bradford College

Margaret Phelan, RSCJ
Society of Sacred Heart
Virginia Postell
State University of New York at Albany
Catherine A. Price *Student*
Mary E. Quinn
Adrian Dominican Congregation
Pablo Susinos Rada
Rosie Ramirez *Student*
Michael Randers-Pehrson
Student
Karuna Ras
R. Philip Reynolds *Student*
Jennifer Schwartz
Ohio Historical Society
Jay Schweitzer
California Association of Nurses
Lela J. Sewell *Student*
Rachel Sideman
Simmons College
Patrice Slattery *Student*
Bruce Smith
Gerald R. Smith
Glenn Smoot
Rosary College
Yvette Marie Stillwell
North Carolina State University
Sarah Sussman *Student*
Tamara Swora
Library of Congress
Marlene Taormina *Student*
Paul Tombleson
Bhaktivedanta Archives
Sarah Travis *Student*
Robert A. Vietrogoski
Student
Eileen Wallis *Student*
Joan A. Ward
Elizabeth Watson
Laurie M. Werner
Elizabeth Wertin
University of California at Los Angeles
Galen Wickline
Mary Michaelita Wiecheteck
Diocese of Metuchen
Annastasia Wolfe *Student*
Claude Zachary
University of California at Los Angeles
Christopher Zegers
University of Michigan
Matthew D. Zirkle *Student*



From the Archivist of the United States

by John W. Carlin

The National Archives: A Spirit of Change

When I began my efforts last summer to lead a Strategic Directions Initiative at the National Archives and Records Administration (NARA), I knew that we could not make real change without help. To effect the management and cultural changes needed to take NARA into the 21st century will require not only the efforts of NARA staff but also the cooperation of federal, state, local, and international partners.

To be successful in achieving our mission of ready access to essential evidence, NARA must find technologies, techniques, and partners world-wide that can help improve service and hold down cost. Our involvement with intergovernmental records projects is one way we are working through cooperative partnerships to ease recordkeeping burdens on all levels of government. We will continue to support these projects.

But once essential evidence is created and earmarked for retention at the appropriate governmental level, it is equally important that the evidence is preserved. There can be no ready access without preservation. Yet floods, fires, and other disasters take a yearly toll on our nation's heritage as represented in records, books and artifacts. Too often, institutions are unprepared to cope with such events. In response to this challenge, archivists and librarians in several parts of the country have joined forces to form mutual assistance networks for disaster response.

Two networks in southern California have begun offering such services as low-cost staff training, shared disaster supplies stockpiles, and emergency staff assistance. These groups, including the Los Angeles Preservation Network and the Inland Empire Library Disaster Response Network, provide useful models for others to follow.

The need for mutual response was brought home last year in the San Francisco Bay area when two local governments experienced significant records disasters. In one case, fire damage to records ran into the millions of dollars. Neither jurisdiction was aware of the staff expertise of surrounding institutions and had to cope with their disasters alone. As a result, the Bay Area Preservation Network (BAPNet) is now working to establish a mutual assistance pact that will bring together public agencies and private corporations, as well as libraries and archives. I am pleased that NARA regional staff are playing a leading role in this network.

BAPNet is currently planning a symposium entitled "Lessons of a Records Disaster: The 1995 Contra Costa Courthouse Fire," to be held June 7 at the new Oakland Federal Building. The conference will assemble experts in fire protection, records management, materials conservation, disaster planning, archives, and other fields. The purpose is two-fold: to educate our constituencies on the need for a records preservation component in disaster planning and to promote the need for mutual assistance. For more information concerning this event and related activities, visit the BAPNet home page at <http://palimpsest.stanford.edu/byorg/bapnet> or call Richard Boyden at (415) 876-9084.

Additionally, we are using new technology to improve access to our holdings. Our Federal Records Center in Chicago has been involved in another pilot project to explore the costs and benefits of electronic delivery of reference requests. Conducted with the cooperation of the U.S. District Court in Detroit, the project substituted the postal or UPS delivery of requested court records stored at the Chicago center with electronic delivery. When the court requested a record, it was scanned and then faxed or e-mailed directly to the requester.

The court now receives most of their records within 24 hours of a request — as much as 10 days faster than by mail. Needless to say, the court's reaction has been overwhelmingly positive.

While analysis of the data collected over the last year is not yet complete, initial indications are that electronic document delivery is not only faster, but also less costly. Our Chicago center experienced an increase in personnel costs due to the additional handling required for scanning and faxing, but there was also a reduction in delivery costs. Overall it resulted in a modest decrease in total delivery costs. The new method also provides the important intangible benefit of enhanced document security by eliminating the need for the records to leave the protection of secured records center storage.

Throughout the country and at all levels of government cooperative efforts among archivists, librarians, and records managers have paved the way for better services at less cost. The National Historical Publications and Records Commission (NHPRC) has played a major role in fostering these efforts. That is why I am happy to report that Senator Mark Hatfield (R-Oregon), a member of the commission, has introduced legislation in the Senate to reauthorize the NHPRC for four more years. Senator Paul Sarbanes (D-Maryland), a former commission member, joined in the bill's introduction, giving it bipartisan support.

NHPRC itself has been established by statute since 1934, but periodically it must request congressional reauthorization to receive annual appropriations from the Congress for its grant program. The current, four-year authorization expires at the end of fiscal year 1997. The new bill, S1577, would extend that authorization from 1998 through 2001. The new bill also would authorize the commission to receive up to \$10 million per year in appropriations for grants, which is the maximum currently authorized.

I am excited by the initiatives we have begun today and the possibilities for partnerships we have for the future, whether they are through NARA directly or through the NHPRC. It is vitally important that we continue to collaborate with local, state, and federal officials to meet mutual needs and solve mutual problems. I welcome your suggestions and comments on how we can take advantage of more intergovernmental partnerships.



Washington Beat

by Page Putnam Miller

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

Update on NEH

On March 6, Sheldon Hackney, the head of NEH, testified before the House Appropriations Subcommittee on the Department of Interior and Related Agencies, chaired by Ralph Regula (R-OH), and urged the committee to fund NEH at the level of \$136 million, the amount requested by the administration. While the tone of the hearing was in many ways positive, there was an underlying assumption that the subcommittee will have less money this year than it did last year to fund the many programs under its jurisdiction. Regula did raise the issue of NEH's lack of authorization and noted that FY'96 appropriations legislation had called for the phasing out of NEH in three years, which is two years from now.

Hackney focused in his testimony on how this year's cut of about \$60 million, approximately a 38 percent cut, had resulted in a significant loss in quality programs. He specifically cited the cuts in the brittle books program, the program that is micro-filming American newspapers, the documentary editions projects, as well as educational and public programs. The \$136 million recommended by the President would provide partial restoration to the NEH budget which is \$110 million in this year's Interior Appropriations Bill, which has not yet passed.

Reauthorization Legislation for NHPRC Introduced

On February 27, Senators Mark Hatfield (R-Oregon) and Paul Sarbanes (D-Maryland) introduced S.1577, a bill to reauthorize the National Historical Publications and Records Commission (NHPRC). In introducing this legislation, Senator Hatfield stressed that "future generations of Americans deserve the right to have accurate records of their past." Senator Sarbanes' floor statement emphasized the bipartisan support that NHPRC has enjoyed over the years as well as the value to scholars and communities of the NHPRC's promotion of the preservation and use of America's historical legacy.

Under current law NHPRC is funded through fiscal year 1997. Since it takes time for legislation to work its way through the process, it was important to have this bill introduced early in 1996. S.1577 calls for a ceiling of \$10 million for fiscal years 1998, 1999, 2000, and 2001. Although no bill has yet been introduced in the House, one is expected soon.

President's FY'97 Request for NARA and NHPRC

President Clinton has requested \$196.964 million in FY'97 for the National Archives. This is a small reduction from this year's level of \$199.925 million. Under this proposed budget operating expenses would remain at basically the same level.

There were several one-time additions to last year's budget — such as the \$4.5 million that Senator Bob Kerrey (D-NE) sponsored to increase electronic access and a \$1.2 million in repairs at the Johnson Presidential Library — which account for the lower 1997 figure. The president has requested \$4 million in FY'97 for the National Historical Publications and Records Commission. It is currently funded at \$5 million.

Billington Testifies on FY'97 Budget for LC

On March 5, James Billington, the Librarian of Congress, testified before the House Subcommittee on Legislative Appropriations, chaired by Rep. Ron Packard (R-CA). Other members of the subcommittee present at the hearing were: Vic Fazio (D-CA) and Ranking Minority, Dan Miller (R-FL), and Charles Taylor (R-NC). In requesting a budget of \$373 million, a 5.8% increase over the FY'96 budget, Billington stressed that the library is fundamentally different from any other institution in the legislative branch in that it serves not only the Congress but the entire nation. Billington stressed that, "knowledge and information are now the most important commodities of our age — and the largest supply in world history is here in the Library of Congress." He also noted that the Library has become a world leader in providing high-quality content for the Internet.

Packard noted in his opening remarks that the library was the only legislative branch agency that did not have a major decrease last year and indicated that some reductions should be expected this year. In the question and answer portion, the members of the subcommittee expressed strong support for the library. Fazio asked questions about the status of the Copyright Office and about exhibit policy. On the matter of the plantation exhibit, Billington said that things should have been handled differently. Since it was a traveling exhibit and had not originally been scheduled to be at the library, Billington said that not all the appropriate steps had been taken. On the Freud exhibit he stressed that the exhibit had not been canceled, just postponed, and that it is scheduled to open in 1998. Fazio noted that there is a need to deal with controversy without bowing to public pressure.

Several members had questions about the degree to which the library's Internet information services overlapped with those of the Government Printing Office's Access online services. Packard requested the two agencies work closely together to integrate their programs for he said there it an appearance of duplication and competition. In discussing the GPO plan for the federal deposition library program to shift in the next two years to an electronic base, Billington pointed out that this will create problems with the current international exchange of material. Few of our foreign partners, he noted, will be able to accept our electronic documents and thus will not give us their paper documents, which enrich our collection.

continued on page 34



National News Clips

Network for Reporting Stolen and Missing Manuscripts

The Professional Autograph Dealers Association (PADA) recently established a system of reporting stolen or missing manuscripts from its membership. The system enables libraries and archives to spread the word quickly about any missing documents to many of the nation's leading autograph dealers. The two-pronged system works as follows:

- (1) **New discoveries of stolen or missing manuscripts.** When autographed material is discovered missing or stolen, report it to PADA via a toll-free number: 1-888-33-THEFT. PADA will immediately disseminate the information to all of its members via a fax/phone chain. Such reports should identify the missing material in as much detail as possible. They should also include the name, address and phone number of the contact person at the institution involved and any law enforcement officials handling the case. Information about the disappearance, the date of the theft, or possible suspects should also be included.
- (2) **Old thefts or missing manuscripts.** PADA is also establishing a database of all manuscript material that is now known to be missing or stolen from libraries, archives, or private dealers. There is currently no such register in existence, so autograph dealers have nowhere to go to check whether a piece might be stolen. All libraries and archives are requested to send PADA a list of any manuscripts missing from

their collections for entry into the database. The list should identify the material as precisely as possible and should provide any information about its disappearance that might help identify it. Please send the list to the address listed below. Note that the toll-free number is only for newly discovered stolen or missing manuscripts.

There is no fee for reporting any stolen or missing manuscripts to PADA. Rapid dissemination of news about recently stolen documents is often vital to their recovery and to the successful capture and prosecution of the thief. Please direct any inquiries to: Catherine Barnes, PADA Security Committee, P.O. Box 30117, Philadelphia, PA 19103, (215) 854-0175, fax (215) 854-0831.

NHPRC Recommends 63 Grants Totaling \$3,144,129

The National Historical Publications and Records Commission (NHPRC) met on February 27 and recommended \$1,463,968 for 29 continuing documentary editions projects; \$128,878 for 14 publications subvention grants; \$581,086 for five state board regrant projects; and \$948,581 for 14 records access projects. Also recommended was \$21,616 for one project to improve documentary editing, the 25th annual Institute for the Editing of Historical Documents. The grant recommendations were made in response to more than \$5,750,000 in requests.

Grant application materials may be requested by phone or by mail: NHPRC, Room 607, National Archives Building (Archives 1), Washington, D.C. 20408, (202) 501-5610, fax (202) 501-5601, or nhprc@arch1.nara.gov.

Archives of *The New York Times*

The Paper's Papers: A Reporter's Journey Through the Archives of The New York Times, by Richard F. Shepard (Times Books, May 1996, \$30). Shepard, who spent nearly 50 years working as a reporter in various positions at the *New York Times*, has rifled the archives and dredged his memory to come up with a lively look at this 100-year-old family business. When Adolph Ochs took over the failing *Times* in 1896, he was determined to make it a financial success and to publish a paper that was independent and honest. He and his descendants who have run the paper left notes, memos, and letters that show some of the problems and triumphs of publishing a powerful newspaper. Plundering the archives, Shepard reveals how those difficult crossword puzzles got started, the background on the reporting of the Bay of Pigs invasion and the Pentagon Papers, and why the paper gives so much space to covering art, music, and literature. This book will be a part of the centennial exhibition of *Times* archival material that will open in June at the Morgan Library in New York. (Reprinted from *Library Journal*, March 15, 1996, p. 78.)

Employment Sources in Library and Info Professions

The American Library Association's *Guide to Employment Sources in the Library and Information Professions*, 1996 edition, is available free to individuals upon request. Please include a mail label. Contact: ALA/OLPR, "GUIDE," 50 E. Huron St., Chicago, IL 60611.

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AIC Conservation Terminology

The American Institute for Conservation of Historic and Artistic Works (AIC) recently published a list of *AIC Definitions of Conservation Terminology*. The definitions are based on and updated from those found in AIC's bylaws, fact sheet, *Code of Ethics*, and *Guidelines for Practice*, as well as from terminology published by allied groups such as the Society of American Archivists, International Council of Museums, International Institute for Conservation-Canadian Group, and the National Park Service. These definitions reflect an evolution of the profession and the multitude of preservation-related activities for which the conservation profession is now responsible. For your copy of *AIC Definitions of Conservation Terminology*, contact: AIC, 1717 K St. NW, Suite 301, Washington, D.C. 20006, (202) 452-9545, fax (202) 452-9328, or jennaic@aol.com.

Reports from Commission on Preservation and Access

● *Digital Collections Inventory Report*, by Patricia McClung (64 pages, February 1996, \$20). Published jointly by the Commission on Preservation and Access and the Council on Library Resources, this report describes a preliminary project to determine how much digitizing of library collections is planned, in process, or completed. This investigation, envisioned as the first among many, addresses the question of how to keep abreast of what is available on the Internet and how to inventory what will be added.

● *Preservation in the Digital World*, by Paul Conway (24 pp., March 1996, \$15). The report considers where the accumulated knowledge and experience of preservation management may be most effective, and where it may be more difficult to affect change. In making the case for a heightened role for preservation management, Conway argues that digital imaging technology is more than another reformatting option. Imaging, he states, involves transforming the very concept of format, rather than creating an accurate picture of a book, photograph, or map on a different medium. Thus, a digital world transforms traditional preservation concepts from protecting the physical integrity of the object to specifying the creation and maintenance of the object whose intellectual integrity is its primary characteristic.

● *Preservation Activities in Canada: A Unifying Theme in a Decentralized Country*, by Karen Turko, head of preservation services at the University of Toronto Library (February 1996, \$10). Turko discusses Canadian preservation efforts from three perspectives: federal, decentralized, and local. The report covers accomplishments of such programs as the Canadian Council of Archives, Decentralized Program for Canadian Newspapers, Canadian Cooperative Preservation Project, and Advisory Committee on a Strategy for Preservation in Canadian Libraries.

All three of the above resources are available prepaid from: Commission on Preservation and Access, 1400 16th Street N.W., Suite 740, Washington, D.C. 20036-2117.

continued on page 34

Quick Technology Tip: Rules of Conduct for the Internet

There are some generally accepted rules, some of which are regarded as law, on the Internet. You may do well to follow them:

1. Don't ramble. Rambling is annoying in most forms of communication, but in e-mail it's unbearable. Be as brief as possible without losing the content or tone of your message.
2. Never e-mail something you would not say in person. If you would not say something to a person's face, don't say it electronically.
3. Re-read your message before sending it. About 90% of e-mail "netiquette" no-no's result from the sender's failure to read the message after it is written but before it is sent.
4. Don't assume the recipient is the only person who will ever see your message. Your words are a reflection of you.
5. Don't use all capital letters. Internet dwellers call this "shouting"; it's also hard to read.
6. When replying, restate some of the original message. Answering a message by writing, "No, I don't think so," can be confusing. It's even worse if you have not replied immediately to the message in question.
7. Check e-mail at least once a day. It's good practice to check it four times a day while working.

Source: *Internet E-mail Quick Tour*, Ted Alspach, 1995

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Passport to Russia and Poland

by Robert M. Warner, *University of Michigan, Delegation Leader*

Intellectually stimulating, exciting, challenging, and fun are all appropriate words to describe the tour of a wide variety of archives in St. Petersburg, Moscow, and Warsaw by a group of 25 archivists and allied academic colleagues. The trip took place from October 21 to November 4, 1995. The professional itinerary was rigorous, but there was time for impressive sight-seeing, gastronomic, and cultural adventures.

Delegates came from various archival institutions in the United States (plus one in The Netherlands) and from political science, Slavic studies, and similar related disciplines. We left from New York, stopped for five delightful hours in Helsinki (where we met Joan van Albada, our delegate from The Netherlands) and then on to our first archival stop — St. Petersburg.

If any member had forgotten that this handsome city on the Gulf of Finland was once the capital of Imperial Russia, the dazzling archives we saw refreshed and enhanced our memory of that period. We visited two of Russia's most important national archives: the Russian State Historical Archives and the Russian State Archives of the Navy. The former held some of the richest collections from the earliest days of Russian history to 1917, including papers of the tsars, many government ministries, and notable Russians. At the Naval archives, the director and his staff pointed out that this archive, founded personally by Peter the Great in 1724, is one of the nation's oldest and most important.

In both institutions, the staff and the delegates engaged in a lively discussion on a broad selection of topics, including the organizational structure of Russian archives, access issues, preservation, archival education, and the impact of new technologies. The director of the Naval archives noted the very difficult economic position of his institution (staff is down by 45 percent). This theme was repeated in most of our Russian archival visits. In addition to these institutions, we visited a library school and the city bureau of vital statistics. Some delegates also took advantage of an impromptu tour of the National Library including the library's own archive.

Moving on to Moscow we found an equally warm reception from excellent guides and our Russian archival colleagues which, for me, included several archivists I had known before this trip. Here we encountered our first experience with modern records of the Soviet period. We were pleased and amazed at the openness we found at the State Archives Service of Russia. For example, Vladimir Tiuneyev, first deputy head, gave us an excellent overview of the Russian national archival system and the change that has occurred since the days of the Soviet Union. The discussion of access policies and declassification was

informative and the display was of utmost interest to all of the delegates.

A visit to the State Archives of the Russian Federation, the depository of the records of the largest member of the former USSR, provided more examples of openness and lively discussions on contemporary archival topics. We also saw wonderful treasures from the Imperial period, including photographs, diaries and correspondence of various tsars and their families.

Early Russian history was also the principal focus of a third archives on our Moscow itinerary — the Russian State Archives of Ancient Acts, housed in the first building in Russia constructed specifically for archival use. Their magnificent materials dated back to the very beginning of Russian history.

Warsaw was our final stop. Our Polish colleagues matched the Russians in their openness and friendliness.

Prof. Jerzy Skowronek, chief of the National Archives of Poland, provided us with a well-organized format for discussion of archival issues with his colleagues. We were impressed not only with the beauty of the conference room where we met, but with the extremely well-organized discussion we had with our Polish colleagues on problems of funding, access, professional education, and preservation (particularly the role of microfilming v. use of CD-ROM technology). In our tour of the stacks we observed first-hand the special problems facing Polish archives that have resulted from successive wars and the repeated dismemberment of the nation. We concluded our Polish archival adventures with a visit to the Archives of the Polish Academy of Science, where we encountered lively-minded hosts who kept our delegation busy discussing American practices and technology-driven changes taking place in the United States.

For all of us, we came to the end of our tour with feelings of great pleasure at our good fortune to have been a part of this educational and engaging trip that allowed us to see so much and make new friends among our own group as well as in our host countries. Our professional visits were rewarding, informative, and stimulating — and came wrapped in a handsome package of ballet, circus, concerts, magnificent museums, and wonderful historic sites. We were received with great courtesy and at a very high administrative level at all the archives we visited. The *esprit de corps* that developed among our delegates and their sophisticated intellectual contributions made for a delightful trip. A detailed report of our professional visits has been published by the organizer and sponsor of the tour, the Citizen Ambassador Program (People to People), based in Spokane, Washington. Their arrangements, from the professional itinerary to the accommodations selected, were superb.





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@umail.umd.edu.

Guide to British Archival Resources

British Archives: A Guide to Archive Resources in the United Kingdom has been revised and updated. The new volume contains over 1,200 entries covering the archival holdings of national and local authority record offices, national libraries and museums, university and college libraries and archives, societies and associations, and charities and private collections. The introduction provides information on how to use archives and includes a summary of archives-related legislation. *British Archives* was compiled and edited by Janet Foster of the University of Essex and Julia Shepard of the Wellcome Institution for the History of Medicine. For more information call toll free (800) 221-2123.

National Archives Policy for the United Kingdom

The National Archives Policy Liaison Group has released a statement entitled, "A National Archives Policy for the United Kingdom." Organized in three parts, the statement offers twelve principles which should guide a national archives policy for the United Kingdom as a whole as well as its constituent countries. It also sets out a long-term program for implementing the twelve principles and presents a detailed discussion of the principles and implementation proposals. The National Archives Policy Liaison Group consists of representatives of the Archives Council of Wales, the Association of County Archivists, the British Records Association, the National Council on Archives, and the Society of Archivists. For more information on the statement, contact the Society of Archivists, Information House, 2224 Old Street, London EC1V 9AP England. Telephone: 44-171-253-5087. Fax: 44-171-253-3942.

Moscow Archives

The Economist (March 2, 1996) carried an article on the post-Soviet archives scene entitled, "The Battle for the Moscow Archives." The article chronicles the efforts to open the various party and government archival fonds since the fall of the Soviet Union in 1989. While noting the availability of many formerly classified and secret documents, the article points out the certain materials declassified in 1992 are no longer available for research. However, despite new restrictions, access to Russian archives is still progressing. While not as open as British or American national archival holdings, access to Russian materials is roughly comparable to that of France, the article says. It offers a description of the pitiful conditions in which archives

are maintained and researched in Moscow: the staff salaries are minuscule and trained archivists are quitting the profession; facilities are in need of structural repair; elevators break down frequently; and microfilm readers are unusable due to blown-out bulbs. "To save archivists from poverty and protect tens of millions of files for the twenty-first century requires a substantial injection of money from private charities or international agencies," it concludes.

Endangered Cultural Monuments

The World Monuments Fund recently announced its list of the world's 100 most endangered cultural monuments. Included on the list are a work of Paleolithic rock art in Portugal, the ruins of a city in Zimbabwe dating from the fifteenth century, a Greco-Roman archaeological site in Albania, a 100-foot Brancusi sculpture in Romania, and a nineteenth-century prison in Philadelphia. Each year the World Monuments Fund solicits nominations from governments, U.S. embassies, cultural organizations and private citizens. Two hundred fifty-three nominations were received this year. The selection committee favored nominations that contained a conservation plan. The World Monuments Funds has received a \$5 million grant from American Express to be put towards conservation efforts.

Resource for Professionals

CANADIAN ARCHIVAL STUDIES AND THE REDISCOVERY OF PROVENANCE

edited by Terry Cook

The best thinking and debate in Canada are reflected in this selection of previously published essays from *Archivaria*, arranged in four broad areas: the overall history and evolution of Canadian archives; major theoretical statements concerning the nature of archives and archival work; systematic analyses of archival records and media; and highlights of Canadian contributions to archival practice.

Co-published by
SAA, Association of
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(1993)
500 pp., hard cover

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Society of American Archivists
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1996 CALENDAR

May 21

"Focus on the Next Century: The Integration of Paper and Electronic Records Management," featuring Jim Coulson, CRM. A one-day seminar sponsored by the Liberty Bell chapter of ARMA International in Philadelphia, PA. For details, (215) 592-2820.

June 4-5

"Managing Electronic Records Part II," co-sponsored by SAA and the Conference of Inter-Mountain Archivists, in Salt Lake City, Utah. Contact Tara Shimandle at (312) 922-0140.

June 10-15

"Creating and Running an Archives: The Basics for the 1990s" at the University of Texas at Austin. For those who need to know what needs and functions archives serve, how organizations and society benefit by maintaining archives; what constitutes standard archival practice including preservation, appraisal, electronic records, and administration. Registration fee: \$450. Housing and meal plans available. Speaker: David B. Gracy II of the University of Texas at Austin, Graduate School of Library and Information Science. Contact: David Terry (512) 471-8806 or e-mail: gldt@utxdp.dp.utexas.edu.

June 10-16

"Collaboration in the Visual Arts," American Institute for Conservation of Historic and Artistic Works (AIC) 24th Annual Meeting, Norfolk, Virginia. The conference will be preceded by a symposium, "Preservation of Collections: Assessment, Evaluation, and Mitigation Strategies," on June 10-11. Contact: AIC, (202) 452-9545; e-mail: jennaic@aol.com.

June 14-15

1996 Lake Ontario Archives Conference at the College of St. Rose, Albany, New York. Plenary session by Gerald George, NHPRC executive director, on "Priorities

for Future Funding." Contact: Dorothy Christianson, SUNY-Albany Library, phone (518) 442-3542, fax (518) 442-3567, or dc079@cnsvox.albany.edu. For program information: <http://www.ithaca.edu/library/archives/loac>.

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 in Chicago, (312) 943-9090.

June 17-21

"1996 Workshop in Visual Resources Collection Fundamentals: Current and Emerging" at the University of Texas at Austin. Theoretical and practical information about this type of collection management, as well as demonstrations of new electronic methods and tools for accessing, managing, and delivering images and descriptive records. Workshop leaders: Nancy Schuller of the University of Texas at Austin, Department of Art and Art History, and Christine Sundt, University of Oregon, Architecture and Allied Arts Library. Registration fee: \$450. Housing and meal plans available. Contact: David Terry at (512) 471-8806 or e-mail: gldt@utxdp.dp.utexas.edu.

July 17-20

NAGARA annual meeting at the Sheraton City Center Hotel, Washington, D.C. Contact Steve Grandin, NAGARA Publications and Membership Services Office, 48 Howard Street, Albany, NY 12207, (518) 463-8644, fax (518) 463-8656.

July 28- August 9

10TH ANNUAL WESTERN ARCHIVES INSTITUTE at the Guest House at Fuller Seminary in Pasadena, California. An introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival

August 25 - September 1, 1996

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See pp. 14-16 for details.

knowledge, and those who wish to explore the possibility of an archival career.

The 1996 program will feature as the principle faculty member David B. Gracy II of the University of Texas at Austin, Graduate School of Library and Information Science. Topics will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, managing archival programs and institutions, and several practical.

Tuition for the program is \$475 and includes a selection of archival publications. Housing and meal plans are available at the Guest House at Fuller Seminary for additional charges. Enrollment is limited. The application deadline is May 15, 1996. For additional information and an application form, contact: Administrators, Western Archives Institution, 1020 "O" Street, Sacramento, California 95814; (916) 653-7715; fax (916) 653-7134.

August 29-31

African American Museums Association (AAMA) 18th annual conference at the Crowne Plaza Hotel in Kansas City, Missouri. Contact Jocelyn Robinson-Hubbuch, AAMA, P.O. Box 548, Wilberforce, OH 45384, (513) 376-4611, fax (513) 376-2007.

September 16-20

"Introduction to Caring for Museum Collections." Application deadline: July 19, 1996. Contact: Smithsonian Institution, Center for Museum Studies, MRC 427, Washington, D.C. 20560; (202) 357-3101; fax (202) 357-3346.

September 21

Fall meeting of New England Archivists of Religious Institutions at Aquinas College, Newton, MA. Topic: Handling of medical records. Shari Laist, archivist for the St. Raphael Healthcare System, New Haven, CT, will chair this program.

October 10-12

"Restoration '96" RAI biennial conference in Amsterdam. Contact: RAI, PO Box 77777, NL-1070 MS Amsterdam, The Netherlands; fax +31 20 646 4469.

October 13-16

ALA LITA/LAMA National Conference in Pittsburgh. Theme: "Transforming Libraries." Contact: LITA/LAMA National Conference, ALA, 50 E. Huron St., Chicago, IL 60611 (312) 280-4268 or u09112@uicvm.uic.edu.

October 13-16

ARMA International 41st annual conference in Denver, Colorado. Theme: "Exploring the Rim Frontier." Contact ARMA at (800) 422-2762 or e-mail: 76015.3151@compuserve.com.

October 21-24

INFOIMAGEM-96, Latin-American Document Imaging Conference & Show in Sao Paulo, Brazil. Contact: AIIM, 1100 Wayne Ave., Suite 1100, Silver Spring, MD 20910-5603, (310) 587-8202.

LISTINGS WANTED

Send listings for the Bulletin Board to:

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Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605
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tbrinati@saa.mhs.compuserve.com

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 are 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.

Rockefeller Archive Center

For 1997 the Rockefeller Archive Center will have two components to its program of Grants for Travel and Research at the Rockefeller Archive Center. In addition to its regular competitive program that is open to researchers in any discipline engaged in research that requires use of its collections, the Center will award up to ten grants to support research on topics related to the continent of Africa. The competition for these targeted grants will use the same application form and follow the same guidelines as the general program. Applicants from within the U.S. and Canada may request support of up to \$1,500; because of the additional cost of travel, applicants from other nations may request up to \$2,000. Applicants wishing to be

considered for the special grant program on Africa should indicate this in a cover letter. The deadline for application is November 30, 1996; grant recipients will be announced in March 1997. For application forms and additional information about Archive Center's grant programs, contact the director, Darwin H. Stapleton, at the Rockefeller Archive Center, 15 Dayton Avenue, North Tarrytown, NY 10591-1598 or call (914)631-4505.

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.

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

For the 1997-98 year the National Historical Publications and Records Commission (NHPRC) is offering one fellowship in archival administration. The commission is now accepting applications from archival repositories interested in serving as a host institution for the fellow to be selected. Not-for-profit organizations and institutions, state and local government agencies, and federally-acknowledged or state-recognized native American tribes or groups are eligible to apply. The position will focus on active-hands-on experience in administration and management. The application receipt deadline is October 1, 1996. Interested archives should contact NHPRC to discuss its application. For guidelines and application forms, contact: NHPRC, National Archives Building (Archives I), Room 607, Washington, D.C. 20408 or call Laurie A. Baty at (202) 501-5610.



China



AND THE XIII INTERNATIONAL CONGRESS ON ARCHIVES

September 2-14, 1996

REGISTRATION DEADLINE: May 31, 1996

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 per person/double occ. \$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 PRE-REGISTRATION MATERIALS, CONTACT:

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

FOR HOTEL AND AIRLINE RESERVATIONS, CONTACT:

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B = Breakfast L = Lunch D = Dinner



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Executive Director

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and an active participant in the Conference on Fair Use, said in a recent speech to the National Federation of Abstracting and Information Services:

"The central issue here is the proposed transmission right. Adding this to the rights of copyright holders without a clearly stated understanding of what would constitute fair use in digital environments could rip apart the carefully constructed balances of copyright law. When and under what conditions could users, under a claim of fair use, transmit copyrighted materials, or make use of transmitted materials? We would not know. And for the health of education and scholarship it is very important that we do know."

Although the House recently concluded its hearings on the bill, the Senate will continue to hold hearings throughout this spring. Fortunately, it is unlikely either of these bills will pass during the current legislative term. They will undoubtedly resurface next year, however, and we will need to be prepared to act quickly.

Copyright Term Extension

The other legislation of importance to archivists, H.R. 989 and S. 483, the Copyright Term Extension Act of 1995, proposes an extension of copyright protection from life-plus-50-years to life-plus-70-years. Sen. Orrin Hatch (R-Utah) introduced this bill on March 2, "in order to bring our laws into alignment with changes in European laws which are operating under a directive from the Council of European Communities to attain a life-plus-

70 minimum term of protection by July of this year." This bill also proposes to increase copyright term extension on anonymous and pseudonymous works by an additional 20 years.

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

Karen Benedict added that "there is pressure from SAA and other interested organizations to exempt unpublished materials from the copyright extension since there is no material benefit to anyone from such an extension. As Congress struggles to craft new legislation that governs the use of the Internet to disseminate information, archivists must help define how that legislation will affect unpublished materials and archives' goals to make them available for research and to a broad public."

Not long ago I spent a week in Washington, D.C., meeting with policymakers on the Hill and with allied organizations to present our viewpoint and to leverage our interests within coalitions. The Task Force on Intellectual Property Strategies will play an important role in developing position papers on these issues and you can be assured that SAA will be an active discussant and advocate for archives and archivists in these critical debates.

Washington Beat

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CIA's Historical Review Panel Releases Report

On February 5, the newly constituted CIA Historical Review Panel met for the first time. On March 6, John Lewis Gaddis, a member of the panel and a professor of history at Ohio University on leave this year at the Woodrow Wilson Center, sent to John Deutch, the Director of Central Intelligence, a report summarizing the results of the meeting. After a number of presentations in the morning, the panel went into executive session in the afternoon and formulated its observations and recommendations.

While the report lays out a number of recommendations regarding a plan for declassification of materials, the report stated: "First priority within such a plan should go to transferring early CIA records to the National Archives and making them available to researchers. The panel feels strongly that, although commendable in themselves, the history staff's publications as well as its cooperation with the Department of State's Foreign Relations series do not substitute for the declassification and opening of the agency's records in bulk form and in substantial quantity, so that non-government scholars will be in a position to make their own judgments about representativeness and relative significance." The panel reaffirmed the recommendations of the CIA's predecessor historical review panel which had called for the declassification of CIA records according to the principles of "top down," referring to high level policy records, and "oldest first."

Hirtle

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while limiting the impact on resources by adopting a tripartite approach. First, SAA should look for opportunities where it can partner with related professional associations on issues of mutual concern . . . Secondly, SAA should draw on the expertise and enthusiasm of its members to identify and work on issues of particular concern . . . Lastly, there are some issues that are so central to the profession that SAA, as it has in the past, may need to redirect resources to actively work in these areas. Unfortunately, SAA is not large nor rich enough to be able to easily and quickly transfer funds, and on many issues of professional concern speed is of the essence. SAA should investigate the possibility of reserving some income for the support of the profession."

Hirtle has been a member of SAA since 1986. He is an instructor of the SAA workshop "Cyberspace for Archivists," has served on the Task Force on the National Information Infrastructure (1995), chaired the Committee on Archival Information Exchange (1992-95), and is a member of the Manuscripts Section Steering Committee (1993-). He is also a member of the Mid-Atlantic Regional Archives Conference and has authored chapters in three books and seven articles in archival and information science journals.

National News Clips

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Euro Commission on Preservation and Access WWW

The European Commission on Preservation and Access (ECPA) has established a World Wide Web site, the European Preservation Information Center (EPIC). It was created to provide access to all information on preservation issues for those concerned with the preservation of the documentary heritage in Europe. EPIC consists of an introduction to ECPA, its aims and activities, a list of founding members; a news section with announcements, a calendar, conference summaries, and the current contents of some ten journals; a publications list and a list of institutes and organizations working in the preservation field with a brief introduction. You can reach EPIC at:
<http://www.library.knaw.nl/epic/ecpatex/welcome.html>.

You can also join the discussion list by sending a one-line message <subscribe EPIC-LST your name> to:
listserv@nic.surfnet.nl.

New School of Information at University of Michigan

The University of Michigan has established the School of Information to educate graduate students for professional and teaching careers in human-centered information access, management, and systems. The new school will pioneer the development and application of unifying principles that clarify the role of information at all levels in a community. The expanded curriculum includes librarianship, next generation systems architecture, human-computer interaction, organizational information systems, archives and records management, and digital publishing. Additional details about the School of Information are available on the U/M home page at <http://www.si.umich.edu/>.

New Addition to SARA's Technical Info Series

Fundamentals of Managing Local Government Archival Records is the latest addition to the New York State Archives and Records Administration's Local Government Records Technical Information Series. The publication provides an overview of archival activities and principles, introduces vocabulary and concepts related to archival activities, and suggest core activities that local governments may undertake. Contact Judy P. Hohmann at (518) 473-8037 or jhohmann@mail.nysed.gov.

Architectural Records at Oberlin College

Guide to the Architectural Records in the Oberlin College Archives, edited by Roland M. Baumann (soft cover, 128 pp. \$18.95, plus postage and handling). This reference tool describes the rich historical resources available for studying the century-long development of the built environment at Oberlin College. More than 150 physical structures, on campus and in the town, are documented. Others are reported on as proposed buildings. All proceeds will go to the Gertrude F. Jacob Archival Publications Fund. To order, contact: Oberlin College Archives, 420 Mudd Center, Oberlin, Ohio 44074.

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. 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. Job ads will not be posted unless accompanied by a purchase order for the applicable amount; ads will be edited to conform to the style illustrated in this issue. Job ads submitted via fax must be double-spaced. Ads may be submitted via fax, e-mail, on diskette, or regular mail.

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

For more information, contact SAA at (312) 922-0140, e-mail info@saa.mhs.compuserve.com or fax (312) 347-1452, .

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

Professional Opportunities

PROJECT ARCHIVIST

*South Carolina Historical Society
Charleston, South Carolina*

Project archivist, supervised by Society's archivist, responsible for creating 552 USMARC records for one-year NHPRC-funded retrospective conversion project. Position may be funded for one additional year. **Qualifications:** ALA-accredited M.L.S., M.A. in history-related field with course work in archives, or ACA certification; one year experience cataloging archival records; ability to move boxes weighing up to 40 lbs. **Salary:** \$27,000 plus benefits. Position available July 1996. Applications accepted until position filled. **To apply:** Send letter of application, resume and names of three references to: NHPRC Project Supervisor, South Carolina Historical Society, 100 Meeting Street, Charleston, South Carolina 29401.

ARCHIVIST

*Pacifica Radio Archive
Los Angeles, California*

Pacifica Radio Archive is the oldest collection of audio recordings produced by community radio. Located in Los Angeles, the archive collects broadcast materials from its five stations licensed by the Pacifica Foundation. The collection consists of over 40,000 reels of programming, featuring interviews, commentaries, documentaries, and live actuality from the late 1950s to the present. We are looking for an archivist with experience in non-print materials and hands-on experience with sound recordings. **Responsibilities:** Develop and maintain Pacifica Radio Archive as an active, functioning collection; describe materials using nationally accepted practice (USMARC, AACR2, authority lists); catalog older materials in the collection; oversee data conversion from an older system to a new computer database which will support Web site and CD-ROM publication; supervision of intern catalogers from local universities. **Requirements:** Include

archival training, (M.L.S. or information science degree preferred), and experience in original cataloging of non-print materials (specifically audiotape). Knowledge of OCLC or RLIN preferred. Advanced computer skills. **Salary range:** \$28,000 to \$30,000, full benefits. Send resume to Pamela Burton, 3729 Cahuenga Blvd. West, Los Angeles, California 91604. Minorities and women are encouraged to apply.

ARCHIVIST and RECORDS MANAGER

*Northern Michigan University
Marquette, Michigan*

The archivist provides leadership, organization, and coordination for all aspects of the university's archival, records management, and historical preservation programs. **Qualifications:** Bachelor's degree in history or other appropriate concentration; master's degree from either a graduate history program or an ALA-accredited library program; archival education or experience required; knowledge of and experience with records management principles and practices; two years of experience in a university archives preferred; demonstrated skill in program planning and execution; ability to work independently; knowledge of MARC-integrated format; ability to communicate clearly, work systematically and carefully, and respect the confidentiality of records; demonstrated skill and experience in micro-computer applications for archival processing. **Additional desirable qualifications:** Advanced archivist certification and a second master's degree is highly desirable. Salary is competitive and commensurate with experience; 12-month faculty appointment, tenure track. Send letter of application with resume, copies of transcripts, and the names, addresses, and phone numbers of three references to: Search Committee, Academic Information Service, Northern Michigan University, 1401 Presque Isle Ave.,

Professional Opportunities

Marquette, Michigan 49855. Applicant review begins August 15, 1996, and continues until the position is filled. Northern Michigan University does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs or activities. Persons having civil rights inquiries may contact the Affirmative Action Office at (906) 227-2420. Persons having inquiries regarding Americans with Disabilities Act (ADA) may contact the ADA Coordinator at (906) 227-1737.

ASSOCIATE LIBRARIAN or LIBRARIAN; HEAD

Ruth Lily Special Collections and Archives

*Indiana University -Purdue University
Indianapolis (IUPUI)
Indianapolis, Indiana*

Available immediately. Will report to the associate executive director of Libraries for Special Collections and Electronic Initiatives. The head of the Ruth Lily Special Collections and Archives will be responsible for the overall management and development of the department, including collection acquisition and management, research services, fund raising and grant writing, public relations with both the university and the community, and staff training and supervision. He/she is expected to work closely with two academic programs in particular: the Indiana University Center on Philanthropy, the nation's leading program for the study of philanthropy in society, and the department of history's graduate program in public history. The special collections and archives has developed important national collections in philanthropy and German-Americana and serves as the archives for the Philanthropy Library, the Organization of American Historians and the National Council of Public History. **Qualifications required:** Master's or higher ALA-accredited degree in library science, and/or graduate degrees in history or other academic discipline closely related to the collections; professional training in archival administration; five years of archival experience in an academic or research organization; demonstrated ability to communicate effectively, both

orally and in writing, and to interact successfully with colleagues, administrators, staff, patrons, and donors; supervisory experience; and familiarity with computer applications for archival work. Candidates must be able to meet the responsibilities of a tenure-track appointment. **Salary:** Dependent upon qualifications and experience. **Salary floor:** Associate Librarian-\$34,000; Librarian-\$41,000. **Fringe Benefits:** One month's vacation; sick leave; major medical plans available; dental plan; group life insurance; TIAA/CREF annuity plan. Librarians are eligible for sabbatical leave and other research support. **To apply:** Send letter of application, resume, and names, addresses, and telephone numbers of four (4) references to: Mary Stanley, Acting Personnel Librarian, IUPUI University Libraries, 755 W. Michigan Street, Indianapolis, Indiana 46202-5195. **Closing:** Applications or nominations received by April 30, 1996, will be guaranteed consideration. Position remains open until filled. AA/EOE. Women and minorities are encouraged to apply.

ARCHIVIST and BIBLIOGRAPHER

*Emory University
Atlanta, Georgia*

Emory University invites applications for a new position focused on developing collections in the field of African-American studies. The position will identify and acquire archives, manuscripts, books, and materials in other formats in African-American history and culture; serve as selector for African-American studies for the general library collection; provide specialized research and reference assistance in African-American collections and participate in reference service for all special collections materials; prepare archival collections for research use; work closely with faculty in African-American studies and chair advisory board for the archives program; and work closely with library development officer in donor relations and development activities. **Qualifications:** M.A. or M.L.S. with concentration in archival administration, or graduate degree in related field; subject expertise in field of African-American studies; experience in an archives or special collections; proven

ability to work effectively and collaboratively with a broad constituency, including donors, the scholarly and academic communities, and vendors; excellent written and oral communication and interpersonal skills; effective management, supervisory, and planning skills. Experience with computer technology and networks, including applications for archives and manuscript collections; and, basic working knowledge of DOS, Windows, or MAC computer software desirable. Excellent fringe benefits package. **Minimum salary:** \$31,000. Submit letter of interest, resume and names, addresses, and telephone numbers of three references to: Dianne M. Smith, Library Human Resources Officer, Robert W. Woodruff Library, Emory University, Atlanta, Georgia 30322-2870. Review of applications begin July 10, 1996. AA/EOE. Women and minority candidates are encouraged to apply.

ARCHIVIST/HISTORIAN

*The Biltmore Estate
Asheville, North Carolina*

Applications are invited for the position of archivist/historian in the Curatorial Department. Job responsibilities involve the research, organization and care of all archival materials relating to Biltmore Estate, including architectural drawings, photographs, personal memorabilia and correspondence. Other job responsibilities include research, writing, and providing information both within the company and to the general public on all aspects of Biltmore Estate's history. Direct contact with the media is required. The successful candidate will have a minimum of a B.A. in history or a related discipline and a degree in archival management or 3-5 years experience working in an archive. Excellent communication skills, supervisory and budgeting experience, computer skills, and proven writing experience are all necessary. Knowledge of ARGUS a plus. **Starting salary:** \$24,000-\$30,000, commensurate with experience. Deadline for applications is May 20, 1996. Please send cover letter, resume and references to: Human Resources Department, Attention: Archivist/Historian, Biltmore Company, One North Pack Square, Asheville, North Carolina 28801.

FEDERAL RESERVE BANK OF NEW YORK*New York, New York*

The Federal Reserve Bank of New York is seeking a part-time archivist (20 hours per week) to work in its Records Management and Archives Department.

Requirements: Completion of, or credits toward, a master's degree in library science with an emphasis on archival work, or a minimum of one year experience in arranging and describing records, setting up exhibits and conducting research; excellent reading comprehension and the ability to decipher and transcribe handwritten and typewritten materials; and experience with WordPerfect (Windows).

Responsibilities: Arranging and describing historical documents related to the Federal Reserve Bank of New York's past presidents; assist the archivist in creating, designing, and maintaining in-house exhibits of archival materials; participate in preservation work; and assist in conducting studies, researching issues, and preparing reports. Please forward your resume to: The Federal Reserve Bank of New York, Placement Services Staff, 59 Maiden Lane, 39th Floor, New York, New York 10038-4502, Attention: DXK-Archive.

**UNIVERSITY ARCHIVIST/
COORDINATOR OF SPECIAL
COLLECTIONS***Bloomsburg University of Pennsylvania
Bloomsburg, Pennsylvania*

A unique opportunity to provide leadership for both a university archives and a special collection with an emphasis on art exhibition catalogs and area history as plans are developed to merge the two collections when the library moves to a new building in 1998. **Responsibilities:** As university archivist, the successful candidate will manage the university's records of enduring value, cataloging, arranging and preserving the materials; work closely with the designated university administrator to identify appropriate materials to be included in archives; and provide reference service to the archives. As coordinator of Special Collections, the successful candidate will make recommendations about collections to be purchased, solicit-

ed or accepted as gift and provides reference service to the collections. Develops exhibits and produces publicity and publications as appropriate. Also provides general reference desk service ten hours/week in an automated environment.

Qualifications: ALA-accredited M.L.S. and a second master's degree or doctorate; professional library experience in archives and reference services; strong interpersonal skills and a demonstrated ability to work with diverse populations.

Preferences: Certification by the Academy of Certified Archivists; archives cataloging experience; experience developing exhibits, producing publicity and publications; and knowledge of online reference sources. Position available fall semester 1996. Final candidate(s) must receive a favorable recommendation by a majority of the library faculty. The salary range for the academic year is \$29,338-\$39,316; optional summer employment prorated if funded. Liberal fringe benefits. Submit letter of application, curriculum vita, and names, addresses and telephone numbers of three references familiar with your work to: Dr. J. Daniel Vann III, Dean of Library Services, Harvey A. Andruss Library, Bloomsburg University of Pennsylvania, Bloomsburg, Pennsylvania 17815. Application must be postmarked on or before May 31, 1996. AA/EEO.

LIBRARIAN I, CURATOR*Special Collections in Performing Arts
University of Maryland-College Park
College Park, Maryland*

The Music (soon to be Performing Arts) Library serves the educational and research needs of the campus' students of music, dance, and (soon) theater, as well as scholars, teachers, performers, and others worldwide. A new library facility in the Maryland Center for the Performing Arts will open in 1999. Special Collections in Performing Arts (SCPA) is one of three components of the Music Library, along with the International Piano Archives at Maryland (IPAM) and the Reference and Circulation Unit. SCPA is rich in materials for the study of music in American culture and the arts in education; currently its collections

include the archives of sixteen national and international music organizations, related special collections in all formats, and the papers of a number of individuals—to which will be added archival collections in theater and dance.

Responsibilities: The curator of special collections in performing arts administers the work of the unit. Supervises the organization and archival processing of SCPA's acquisitions and the processing of archival collections throughout the Music Library. Provides library services to the campus community and to users worldwide. Works actively with the head of the Performing Arts Library to seek gifts of materials and collections in music, theater, and dance from private individuals, organizations, and corporations as well as to raise funding in support of the special collections. Takes an active role in professional and scholarly associations whose collections are represented in SCPA, and works with the head to promote the libraries through the production of exhibitions and publications.

Qualifications: Required: ALA-accredited master's degree in library science. Music studies resulting in demonstrated musical knowledge and experience. Three years of progressively responsible archival experience with demonstrated abilities in acquiring, processing, and assisting users of archival materials. Understanding of and experience with the application of information technology in archives including scholarly communication and user services. Proven ability to communicate and work cooperatively in an innovative atmosphere with donors, scholars, administrators, colleagues, and employees. **Preferred:** A graduate degree in a performing arts discipline. Demonstrated scholarship in an area of the American performing arts and/or arts education. **Salary:** Commensurate with experience. Benefits available. **To apply:** Submit resume and names/addresses of three references by June 7, 1996. Applications accepted until position is filled. Send resume to: Ray Foster, Library Personnel Services, McKeldin Library, University of Maryland, College Park, MD 20742-7011; fax: (301) 314-9960. AA/EOE. Minorities are encouraged to apply.

Professional Opportunities

ARCHIVAL ASSISTANT (TEMPORARY)

National Society Daughters of the American Revolution (NSDAR)
Washington, D.C.

Available May 1996, one-year opening to assist archivist with maintenance of archives of major women's organization and a manuscript and rare book collection of early Americana. **Responsibilities:** (a) cataloging and processing of a large backlog of archival accessions, and (b) assisting the NSDAR archivist with the development of computerized cataloging and information retrieval system for the historical collections under care of archival staff. **Qualifications:** M.A. in history or B.A. in history and M.L.S.; knowledge of American history, one or two years archival/manuscript experience; typing and computer skills; knowledge of WordPerfect or Microsoft Word preferred. Please send resume, including

current salary requirements, to: Human Resources Director, National Society Daughters of the American Revolution, 1776 D Street, N.W., Washington, D.C. 20006-5392.

PROJECT ARCHIVIST

Evangelical Lutheran Church in America
Chicago, Illinois

The ELCA Archives seeks a full-time project archivist for a two-year, NHPRC grant-funded project, with start date of July 1, 1996. The project will be to process and catalog the records of the Helen M. Knobel Archives of Cooperative Lutheranism, consisting of records (1917-1987) of several related inter-Lutheran agencies, including the National Lutheran Council, Lutheran World Convention, Lutheran Council in the U.S.A., and U.S.A. National Committee of the Lutheran World Federation. These agen-

cies coordinated national and international Lutheran efforts for war and refugee relief, immigration services, social welfare activities, and ecumenical dialogues.

Qualifications: Master's degree in history, library science or related field, with course work in archives administration; two years of archival experience, including USMARC/OCLC cataloging; and strong written and oral communication skills. Knowledge of church history or European languages a plus. **Salary:** \$26,000 and full ELCA benefits package.

Applications: Accepted through May 20, 1996, although interviews may be able to be scheduled during Midwest Archives Conference Chicago meeting, May 2-4, 1996. For application and detailed job description, contact: Department of Human Resources, Evangelical Lutheran Church in America, 8765 W. Higgins Rd. Chicago, Illinois 60631, (312)380-2980; fax (312) 380-1465. EOE

**It's New, It's Improved,
It's Just for YOU!**

SAA's "ARCHIVISTS' CAREER CENTER"

The Society of American Archivists invites you to attend the "Archivists' Career Center" at SAA's 60th annual meeting in San Diego, California, August 29-30, from 3:00 - 6:00 p.m.

The "Archivists' Career Center" offers meeting attendees an opportunity to connect individuals seeking employment with those seeking candidates. We have also added an employment counseling component for attendees in need of advice on professional development and career choices. This service is complimentary to registered annual meeting attendees.

Looking for a change in employment? Submit two copies of your resume, including the address and telephone number where you can be reached in San Diego, accompanied by a cover letter granting permission for public access to your resume to the SAA office no later than July 29, 1996. You should also bring your resume, along with extra copies for prospective employers, directly to the meeting.

Have a position you need to fill? Submit three copies of your position announcement, including information on who will represent your institution at the meeting and how to

contact them in San Diego, to the SAA Office no later than July 29, 1996. Position announcement can be added at the meeting, or additional copies presented for display.

To register for a consultation with one of our knowledgeable advisors, submit a written request detailing your areas of interest, any specific questions you may have, and the address and telephone number where you can be reached in San Diego, to the SAA office no later than July 26, 1996. Counseling interviews will be thirty minutes in length. Your resume and written request will be reviewed and a suitable advisor identified specific to your needs.

Don't miss this excellent opportunity to further your career interests, find the best candidate for the job, and gain valuable insight into the archival profession!

The Society of American Archivists
600 S. Federal, Suite 504, Chicago, IL 60605 USA
fax (312) 347-1452

Send resumes and position announcements to: Jeanette Spears
Send consultation requests to: Bernice Brack



DIRECTOR UNIVERSITY ARCHIVES

DIRECTOR OF UNIVERSITY ARCHIVES: The University of Missouri-Columbia is seeking qualified applicants for the position of Director of University Archives who works under the general direction of the Director of University Libraries. Principal duties include responsibility for the management and operation of the University of Missouri-Columbia and the University of Missouri System Archives, insuring that records of historical and informational value are acquired, maintained, processed, preserved and made available for use. Serves as a member of the four campus group that determines Records Retention Authorizations for the University of Missouri. Specific duties include formulating and administering procedures for accessioning, arranging, describing, preserving and cataloging the University Archives; planning for growth of the collections; supervising two full-time professional staff; identifying and acquiring University records for placement in Archives; developing policies and procedures relating to the Archives; arranging, describing and entering MARC-Mixed Media records into the online catalog; interpreting the University Archives to students, faculty and other constituencies; serving as a resource person on the history of the University and the Archives; and, maintaining awareness of professional developments relevant to archives and records management.

Requirements: Requires a graduate degree in history, library science or other relevant discipline with course work in archives administration. At least six years of progressively responsible experience as a professional archivist, with two years supervisory experience required. Experience with or knowledge of computer cataloging using USMARC-AMC format. Preferred: Certified Archivist, familiar with the principles of records management, who has word processing skills and experience in an academic environment. Excellent oral, written and interpersonal skills and ability to communicate with diverse university community required. Good supervisory skills. Ability to deal with some physical work, such as lifting boxes, climbing ladders, tolerating dust or dirt, etc.

Minimum Salary: \$35,000+ for 12 months commensurate with education and experience. Benefits include 30 vacation days per year, vested retirement after 5 years, University medical benefits package, and other normal fringe benefits including 75% tuition waiver.

THE UNIVERSITY OF MISSOURI (MU) was established in Columbia in 1839. It is one of the five most comprehensive universities in the nation, with over 250 degree programs. The MU Libraries belong to ARL, serve a student body of 22,000+ and a faculty of 1,800 with a collection of over 2.6 million volumes and over 5.3 million microforms. The Libraries on all campuses are replacing a local system with III.

Columbia is in the middle of the state on I-70, only 2 hours from St. Louis and Kansas City, and 1.5 hours from the Lake of the Ozarks major recreational area. The University and two other colleges provide superb cultural events. According to the American Chamber of Commerce Researchers Association (ACCRA) composite index, the cost of living in Columbia is very reasonable when compared with other university communities. Columbia has been named in the top twenty cities in the United States by *Money* magazine in recent years.

Available: August 1, 1996.

Send letter of application, names and addresses of three references and resume to Julie Deters, Senior Secretary, 104 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201-5149. Screening of applications will begin **June 10, 1996**. The University of Missouri-Columbia is an equal opportunity and affirmative action employer and complies with the guidelines set forth in the Americans with Disabilities Act (ADA) of 1990. If you have special needs as addressed by the ADA and need assistance with this or any portion of the application, notify us at the address above as soon as possible. Reasonable efforts will be made to accommodate your special needs.

THE SOCIETY of
AMERICAN
ARCHIVISTS



YEARS of
ARCHIVAL
EXCELLENCE
1936 - 1996

SAA Trivia Contest

The Society of American Archivists is celebrating its 60th birthday this year. How well do you know your professional association? Below are six questions spanning six decades of Society people, places, and things. Answer all of the following questions correctly and you could be the lucky winner of a \$60 gift certificate good toward your next SAA publications purchase. Here are the rules: To play, you must be a current individual or institutional member of SAA. Answers must be received in the SAA office by June 7, 1996. All six questions must be answered correctly in order to win. There will be only one contest winner (in the event more than one contestant answers all the questions correctly, their names will be tossed in a hat and one name drawn). No fair asking SAA staffers for hints, answers, or affirmations!

Mail, fax, or e-mail your responses to the following six questions, along with your name, address, and phone number, by June 7, 1996, to: Teresa Brinati, SAA Trivia Contest, 600 S. Federal, Suite 504, Chicago, IL 60605; e-mail: tbrinati@saa.mhs.compuserve.com; or fax (312) 347-1452.

1. Three presidents of the Society of American Archivists were employed by the Public Archives of Canada during their term. What were their names and when did they serve?
2. Which issue of SAA's newsletter displayed a cover photo featuring William Shailer?
3. SAA's annual meeting has crossed the border into Canada on four different occasions. In chronological order, cite the year, the city, and the name of the hotel where these meetings took place.
4. Which SAA publication has been translated into a foreign language? Name the publication, its author(s) and the language into which it was translated.
5. What year was Margaret Cross Norton born?
6. What is the 60th word on the 60th page of the 60th issue of the *American Archivist*?

Good Luck!



The Society of
American Archivists

600 S. Federal, Suite 504
Chicago, Illinois 60605

Archival Outlook
May 1996

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