



The Society of
American Archivists

Archival Outlook

SAA—Celebrating 60 Years of Excellence, 1936-1996

July 1996

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Courtesy of the Archives: The Coca-Cola Company.

Issue Highlights

- American Archivist Report - p. 8
- New Education Director - p. 18
- Draft Guidelines for the Development of PACE Programs - Special Insert

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"Have a Coke and a Smile" as Olympic Fever Sweeps the Nation

Documenting the Olympics: A Corporate Perspective

by Philip F. Mooney, The Coca-Cola Company

The archival collections of The Coca-Cola Company include a very detailed documentation of the company's involvement with the Olympic Games. Beginning with the 1928 Games in Amsterdam, the collection includes more than 1,000 photographs, films, videotapes, print advertising, promotional items, departmental records, and artifacts that chronicle the longest corporate association with the Olympic movement.

The 1932 Olympic record wheel illustrated on the front and back covers of this issue of *Archival Outlook* was the first promotional item issued by The Coca-Cola Company to link the product with this premier sporting event. The wheels were distributed to the 105,000 fans attending the track and field events at the Rose Bowl in Pasadena, California, as a handy reference to existing record holders. In the same year, large display cutouts were featured in the front windows of drug stores and grocery stores, while more than three million smaller versions were distributed to children.

Additionally, the 1928 gold medal swimming champion Johnny Weismuller, also known for his "Tarzan" movies, appeared on the 1934 serving trays distributed to customers. In subsequent years, Olympic champions Alice Coachman and Jesse Owens (featured above), Helene Madison, Lynne Burke, Jim Craig, and Katarina Witt endorsed Coca-Cola in print and television advertising.

As planning began for the 1996 Centennial Games in Atlanta, the archives department developed a special traveling exhibit that chronicled the history of the company's involvement with the Olympics. Consisting of eight cases of photographs, artifacts, and commercials, the exhibit has been featured at the Olympic Museum in Lausanne, Switzerland, Super Bowl events in Miami and Atlanta, and sports exhibits in Paris and Bangkok. In 1996, it has been a featured element in a series of Hispanic Sports festivals conducted around the United States.

Archival imagery has played an integral role in the development of company advertising for the Atlanta Olympics. As part of the "For the Fans" campaign, television and billboards use



photography taken from the archives' photographic collections that capture fans from previous games cheering the athletes while enjoying a cool, refreshing Coke!

At left, Olympic track and field champions Alice Coachman and Jesse Owens, 1932. Courtesy of the Archives: The Coca-Cola Company.

About the Cover

It's a veritable explosion of full-blooming color! The Society of American Archivists' 60th anniversary celebration continues with the assistance of The Coca-Cola Company Archives. The 1932 commemorative Olympic record wheel featured on the cover illustrates Coca-Cola's enduring commitment to the Olympic Games, being held this month in Coke's hometown of Atlanta, Georgia. This cover was made possible by the generous financial sponsorship of The Coca-Cola Company. SAA thanks The Coca-Cola Company for its support, and archivist Philip F. Mooney and administrative assistant Shari Jackson for their invaluable assistance with and enthusiasm for this project.

Since 1990, the cover of *Archival Outlook* has featured remarkable images from the institutional collections of 37 SAA members. Thirty-six black-and-white prints and now two full-color images from as many different institutions have graced the front page. All have attested to the rich history and diversity of visual materials in archival collections.

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

Teresa Brinati

President's Message

by Brenda Banks, *Georgia Department of Archives and History*

Cooperation and Collaboration: Cornerstones of Organizational Effectiveness

In recent years, SAA has become more aware of the need to forge strong relationships with allied organizations in order to achieve its goals. The importance of this is acknowledged in our strategic plan, which states in objective 1.c that, "SAA will strengthen its national voice by building more effective relationships with allied organizations."

In almost every public statement I have made, I have indicated that emphasis this year will be on improving SAA's infrastructure. Coalition building is one of the cornerstones in the effort. Identification and affiliation with appropriate allies are essential strategies in our efforts to ensure that SAA's voice is heard—on issues of national importance and to improve public awareness of archives. During the past year, we have seen evidence of progress in these areas.

Council's recently joined forces with the National Initiative for a Networked Cultural Heritage (NINCH) and the Coalition for Networked Information (CNI), which underscores our recognition of the importance of SAA's voice being heard on issues affecting technological advances in research and the documentation of our cultural heritage.

NINCH was founded to assure the fullest possible participation of organizations concerned with our cultural heritage in the development of global information highways. As a major player in a technology-driven society, archivists are quickly beginning to recognize major problems in information infrastructures and intellectual concepts. Organizations such as NINCH will play an important role in solving these problems through collaboration among a number of allied professions, research in information technology, and representation in the decision-making arena.

As newly appointed NINCH Executive Director David Green stated in a recent report to member organizations, "one of NINCH's primary goals is to create common ground for a wide array of cultural practices in the digital arena."

CNI was founded in 1990 by the Association of Research Libraries (ARL) along with two other national organizations, CAUSE and EDUCOM. CNI's mission is to help realize the promise of higher performance networks and computers for the advancement of scholarship and the enrichment of intellectual productivity. CNI has behind it a task force of more than 200 organizations and institutions which provide focus and resources to support its efforts. In its early years, CNI provided the environment for various professions to work together to explore and realize the potential for networked information.

As SAA members, we must be reminded that building a dynamic organization with a strong national voice is a goal that requires commitment, cooperation, and collaboration.

In recent weeks, CNI Executive Director Paul Evan Peters announced a new initiative to promote "enterprise-wide strategies in four key areas of networked information and service development: hardware and software infrastructures; budgets; policies and practices; and organizing and managing staff and facilities." This new CNI initiative is aimed at "forging productive relationships among archivists, information technologists, librarians, and various content specialists in and across specific research and education institutions and organizations." Stay tuned for more information from CNI on this important new initiative.

On another level, many SAA groups also have moved forward in solidifying relationships and initiating actions with allied organizations which further the goals and improve the leadership profile of SAA. While I cannot possibly cite all the excellent initiatives that are currently

underway, I will mention the Association of Records Managers and Administrators (ARMA)/SAA Joint Committee.

The ARMA/SAA Joint Committee has developed recommendations which support strategic goals of both organizations. The recommendations include the following initiatives:

- adoption of statements of cooperation by SAA Council and ARMA Board;
- consideration of contiguous annual conferences, attendance at each meeting by both organizations' presidents;
- development and publication of an ARMA/SAA glossary of electronic terminology;
- joint presentation on electronic issues at each organization's annual meeting; and
- development of a proposal to publish information for scheduling records of higher education institutions.

The ARMA/SAA Joint Committee has worked successfully to identify initiatives that would benefit both organizations. The committee presented the governing body of each organization with a proposal through the appropriate mechanism and followed up with letters to each president. The members of the ARMA/SAA Joint Committee are to be congratulated for their efforts and initiative. Many elements of their proposal are being considered by governing bodies of both organizations as this newsletter goes to press.

When considered singularly, these efforts may seem unimportant. When considered in the context of strategic actions taken to enhance the voice, influence, and reputation of this organization they are quite effective. SAA must continue to expand its position in the area of national leadership. We must remember, however, that it takes time, effort, and planning to achieve such a goal. As SAA members, we must be reminded that building a dynamic organization with a strong national voice is a goal that requires commitment, cooperation, and collaboration.



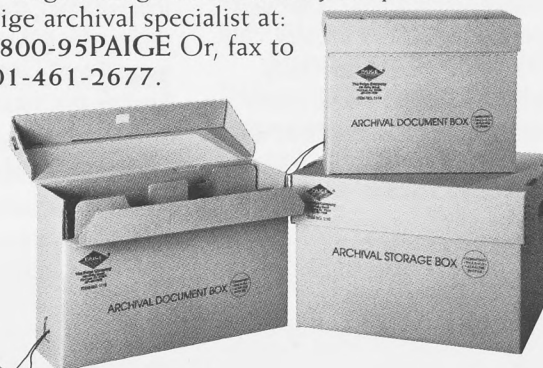
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from the Executive Director

by Susan E. Fox

The Good Society

Next time you are in Washington, D.C., I recommend that you stop by a wonderful used bookstore on Connecticut Avenue, just outside Dupont Circle. It's called Kultura's and it stocks a delightfully idiosyncratic inventory, with enough odd juxtapositions to get your mind thinking in totally new directions.

The last time I was there I picked up *The Good Society*, by Robert N. Bellah et al., the same authors of *Habits of the Heart*. The basic premise of the book is that we live in and through our institutions. "We form institutions and they form us," the authors tell us, "every time we engage in a conversation that matters, and certainly every time we act as parent or child, student or teacher, citizen or official, in each case calling on models and metaphors for the rightness and wrongness of action. Institutions are not only constraining but enabling. They are the substantial forms through which we understand our own identity and the identity of others as we seek cooperatively to achieve a decent society."

Archivists certainly understand institutions and institution building. Our very work provides the bedrock of society. We provide accountability in a democracy, memory in a disassembled world, continuity with the past, and the benefit of wisdom for the future. I've always been

struck by the fact that archivists work in every level and strata of society, documenting the breadth and depth of who we are as a people. Perhaps even more importantly, archivists often provide a voice where there once was none, legitimizing communities ignored or forgotten. It's a powerful role archivists occupy.

It is because of archivists' inherent understanding of institution building that SAA is so well served by its membership. You are a magnificent, committed, intelligent, and energetic bunch. You prod, question, debate and, most importantly, willingly recreate the Society as times and circumstance change. They certainly are changing now.

As you are aware, there is much that works remarkably well in SAA and much that needs remarkable improvement. What works best is your commitment to this institution, your willingness to listen to diverse voices, and your desire to find common ground among them. I especially appreciate your active dissatisfaction with the status quo—your recognition that what worked once may not necessarily lead to the best path today. I celebrate the agitators, the contemplators, and all those who fall somewhere between, for you all make SAA the fundamentally healthy institution it is.

Our challenges are many and daunting. We have identified the need to recreate

our organizational structure in order to facilitate easier communication within and among our wide-ranging SAA family, and especially with the larger public outside the profession. Organizational change is not something we undertake lightly and yet it is something we must accomplish, with as much member input as possible. We form our institutions and they form us.

We need to take better advantage of new and emerging technologies to help us in the Chicago office help you—better use of e-mail capabilities (I hope to upgrade our e-mail system this fall), broadcast fax, news flashes, CD-ROM publishing, distance learning—these are just some of the ways we can better serve you and help you better serve each other. We are making inroads in these areas and we will work even harder next year to exploit as many of these capacities as possible.

We need to become more flexible and responsive on issues of the day. Effective advocacy on many issues critical to the profession is tantamount. We can only do this when we truly begin to trust each other. Members need to trust and empower our leaders, Council needs to trust and empower the Executive Committee, the Executive Committee needs to trust and empower the President. We need to become comfortable taking risks and risking consequences. This does not mean we should act in a rash or irrational manner. All highly effective and successful institutions necessarily encourage and cultivate risk. Without risk our vision will languish into daydreams, not prosper into reality.

Challenges are opportunities. In a healthy environment challenge nurtures creativity and teamwork. If we succeed, and I know we will, we will thrive and grow into an even larger, more diverse archival family. We will draw in new kindred spirits as we gather momentum and enter the next century, the next sixty years. We will understand the rightness of action and we will remain deeply committed to the Good Society.

See you in San Diego!

See What Membership Can Do for You!

Charlotte Brown of the University of California at Los Angeles has been an SAA member since 1977. SAA is her "primary source for professional archival literature" and her "only source for keeping current in the area of archival preservation." SAA membership provides Charlotte with an opportunity to connect with a broad range of experienced archivists and offers her a constant source of ideas for improving her institution's archival program.



Join SAA today!

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

Maher Elected Vice President/President Elect

by Teresa M. Brinati, *Managing Editor*

In June, the membership of the Society of American Archivists elected William J. Maher vice president for 1996-97. Maher, an SAA fellow and interim university archivist at the University of Illinois at Urbana-Champaign, will assume the vice president post in September following the 1996 annual meeting in San Diego. He will serve in that capacity until the end of the 1997 annual meeting in Chicago, when he will become SAA's 53rd president.

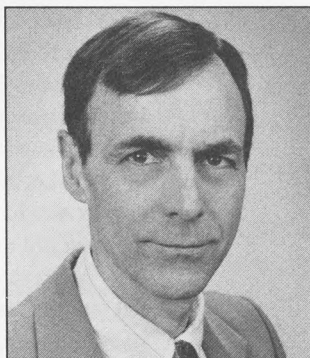
A member of SAA since 1977, Maher has served in a variety of leadership positions, including service as treasurer from 1991-94. In addition, Maher has been active in the Midwest Archives Conference, where he held the position of president in 1987-89 and secretary-treasurer in 1981-85.

Maher is currently a member of SAA's Task Force on Organizational Effectiveness (TFOE). In a recent interview following his election, he drew on this experience stating, "As a part of its work, TFOE invites all SAA members to an open forum at the 1996 annual meeting. This will be a key occasion for members to comment on how SAA works...TFOE critically needs this input from members as it considers SAA's future."

Maher addressed issues concerning SAA's future when he responded to the question posed to all presidential candidates by the Nominating Committee: "In an economic and political environment in which the viability and the 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?"

In his candidate statement, Maher said that "balancing the need for quick and effective action with the responsibility for maintaining an open and participative organization is an ongoing challenge. Thus, an important strategic objective for SAA leaders must be implementing the recommendations of the current task force on SAA's organization and structure."

In his statement, Maher outlined principles that SAA should follow to



William J. Maher, interim university archivist at the University of Illinois at Urbana-Champaign, will become SAA's 53rd president in 1997.

"SAA will be most authoritative and effective when it speaks as the voice of the archival conscience."

William J. Maher

ensure the continued existence of state, local, and institutional archival programs. He noted the following:

"SAA should not hesitate to take a clear stance on behalf of archival programs. It will be most authoritative and effective when it speaks as the voice of the archival conscience. The SAA president, along with Council and the Chicago office, should play a central role in this advocacy. SAA should prepare itself for effective response by:

- Building new and strengthening existing coalitions, networks, and liaisons with regional, state and local archival organizations; state genealogical and historical societies; and chapters of relevant organizations in history, information systems, and architectural preservation.

- Improving communications with potential allies, for example, by issuing a brief public policy newsletter aimed at organizations that share archival interests.

- Expanding SAA's work in developing standards to facilitate quick responses to external challenges and questions, for example, the *Code of Ethics for Archivists* or the *Guidelines for College and University Archives*.

- Encouraging SAA units, especially institutional sections, to develop model statements articulating the importance of archives in terms specific to each type of repository."

In 1993, Maher was named an SAA fellow, a distinction awarded to a limited number of individuals for their outstanding contribution to the archival profession. His SAA activities have included service on the Posner Prize Committee (1995), Executive Director Search Committee (1993), Dues Review Committee (1992-94), and Program Committee (1986-87). A member of the College and University Archives Section, Maher served as its vice chair/chair in 1982-84.

In addition, Maher is the author of *Management of College and University Archives* (SAA and Scarecrow Press, 1992) as well as numerous articles in archival and library journals.

Maher has been on the staff of the University of Illinois at Urbana-Champaign since 1977 and served as a program officer for the National Endowment for the Humanities from 1986-87. He holds an M.L.S. from the University of Illinois, an M.A. in history from Washington University, and a bachelor's degree from Case Western Reserve University.

In March, the 1996 election for SAA vice president resulted in an unprecedented tie between the two candidates, who received equal numbers of votes from the 1,001 ballots cast. Of those 1,001 ballots, 988 contained votes for the office of vice president. Never before in the sixty-year history of SAA has a tie occurred. In June, a special election was held to determine a winner, as stipulated in the SAA bylaws. Of 3,217 individual members eligible to vote, 1,032 participated in this special election.

The American Archivist

A Preliminary Report of the Task Force on the Future of the American Archivist

by Helen R. Tibbo, chair,
University of North Carolina

Editor's Note: This preliminary report of the SAA Task Force on the Future of the American Archivist was submitted to Council on June 6, 1996. Task force members are: Nancy Boothe, Teresa Brinati, Philip Eppard, Susan Fox, James O'Toole, Charles Schultz, and Helen Tibbo, chair.

Task Force Charge

At its February meeting, SAA Council established a Task Force on the Future of the *American Archivist*. SAA's inability to publish the *American Archivist* (AA) on a timely schedule for a number of years and the possible loss of its second class mailing permit prompted this action. SAA Vice President Nicholas Burckel organized the task force and sent us our charge in March, setting our activities in motion. By April 1, we had established a discussion list based in the School of Information and Library Science at the University of North Carolina at Chapel Hill.

The charge to the task force is to examine several questions:

- Is the *American Archivist* in its present form meeting the information needs of the membership?
- If yes, how do we assure its quantity and quality? What are SAA's options, and what are the consequences of those options? Such options may include, but should not be limited to, reducing the frequency, lowering the quality, commissioning articles, rethinking the content and distribution of the publication.
- If not, what changes in the *American Archivist* would meet those needs? Should the *American Archivist* continue in any form? What are SAA's options, and what are the consequences of those options?

The task force began deliberations and quickly decided that input from the SAA membership would be useful in drawing up our list of options for Council. We constructed an "*American Archivist* Readership Survey," focusing on several elements of the journal's content and format. This was published in the May 1996 *Archival Outlook*, with a return date of June 5, 1996 (see pp. 9-10 of that issue). In addition, the survey was mailed directly to 863 subscribers since they do not receive the newsletter. To date, 87 surveys have been returned (only four in electronic format); a very low number in light of the wide distribution of the survey. We chose these means of distribution due to their cost effectiveness and rapid publication. We hoped that this survey would provide a useful context for our task force discussion but did not expect it to provide definitive data.

We have continued to discuss the issues via the discussion list and the task force will meet in Washington, D.C., July 27-28 to continue discussion and prepare a more detailed and considered report for Council.

Survey Results

Below are the preliminary results from the readership survey. It is questionable whether the respondents accurately reflect the entire SAA membership, but these are the results so far, minus a close analysis of the short-answer questions:

- Slightly more than half of the respondents (51 or 59%) read AA immediately upon receiving it or within two weeks. The others are split between reading within a month of arrival or as needed (23 or 26%).
- Respondents see the research articles, case studies, perspectives pieces, and book reviews as being the most important elements—with international articles, letters to and from the editor, and Council minutes as much less important. The perceived importance of these elements also matches what people read the most, so this is a good validity check.
- Most respondents feel the content and physical appearance of AA could be improved.
- Almost one-third of the respondents said they had submitted articles to AA for publication. The submittal rate of survey respondents is certainly much higher than the AA submittal rate for the entire SAA membership. It is likely that the people who responded are truly concerned about AA, but that they do not reflect the "average" SAA member in terms of the propensity or necessity to publish.
- Of the twenty respondents who said they had submitted at least one manuscript at some time to AA, twelve were satisfied with the process (60%) and eight (40%) were not. Most respondents who had not submitted an article cited a reason. Many felt they were too junior in the profession to have anything useful to say; many simply did not have time and their work place did not support or reward this type of activity; and more disturbing, several noted that they were intimidated by the process and did not feel "scholarly" enough to do so.

"There have simply not been an overwhelming number of article submissions and this number has decreased in the past few years. We really need to explore avenues that will increase the number of submissions even if this means commissioning articles or having the *American Archivist* 'sponsor' sessions at the annual meeting with the papers earmarked for the journal."

- On a more positive note, all but five respondents (6%) saw AA as a valuable part of their SAA membership.
- Although we have not fully analyzed the narrative answers respondents provided, several note that more "practical" articles would be of use to them and the book reviews would be more useful if they appeared in a more timely fashion.
- Sixty percent of the respondents want AA to remain a quarterly journal, but several people noted that fewer pages per volume would be acceptable.
- Many respondents (53 or 61%) indicated that they used e-mail on a regular basis (many everyday), while several (22 or 25%) indicated that they used e-mail only rarely or not at all.
- Few respondents participated in listservs, read electronic journals, or searched national bibliographic databases to find archival materials on a regular basis. Seventy percent of the respondents said they were not interested in accessing AA in an electronic form, i.e., from a Web site. Many people added that this would be fine if the journal was also published in paper format, but that we should not consider publishing AA only in electronic format.
- Forty-one percent of the respondents were male; 59% female. The average age was 46 and the average number of years of SAA membership was 12.
- Twenty percent of the respondents work in government agencies; 41% in academic institutions; 8% in historical societies; 8% in business settings; 6% in museums; 18% in libraries; 22% in religious organizations; 2% are students; and 8% fall into other categories.
- Many respondents (not yet tallied) noted somewhere on their surveys that timeliness was a problem with AA.

Thus far, the task force has overwhelmingly agreed that SAA should continue to publish AA. The data from the survey strongly supported this perspective. Almost all of the respondents see AA as a valuable part of their membership. Further-

more, they see the need to continue AA in print format even if some aspects of it (or material derivative from it) appear in electronic form. An online index, table of contents, or article abstracts might be very useful for some members, but most people want a journal they can read on the bus on the way home. At the same time, it is clear that AA certainly cannot meet all the information needs of SAA members, but should do a good job within its domain.

Timely Publication

The above decisions leave us to consider the more difficult questions of how to get AA published on a timely basis and how to ensure that it is the "best" journal SAA can offer its members. These recommendations will take more time, thought, and discussion to form, including our face-to-face meeting in July, but here are a few considerations.

First, most of the task force would favor continuing AA as a quarterly journal, but not at the expense of quality nor timeliness. Everyone has agreed, and many of the respondents noted, that it is better to have a less frequent publication schedule and stick with it than it is to try to publish a journal more often, but to fail to keep it on schedule. Coupled with the frequency question is that of the number of pages per issue. This figure has steadily risen in the last ten years to the point where four issues today equal five issues from a decade ago. Perhaps we can keep to a better schedule if each issue is a little smaller.

Two problems seem to be underlying SAA's difficulty with maintaining a publication schedule. First, there have simply not been an overwhelming number of article submissions and this number has decreased in the past few years. We really need to explore avenues that will increase the number of submissions even if this means commissioning articles or having AA "sponsor" sessions at the annual meeting with the papers earmarked for AA. Task force members have noted that for an organization of our size with so many sessions at our annual meeting, we should be able to sustain a quarterly journal.

Coupled with the issue of submission rate is that of the "academic" nature of AA. We have yet to explore this thoroughly, but it is clear that some respondents to the survey have not submitted articles because they do not see themselves as being "scholarly" enough to do so. This leads to the question of theory versus practice within the content of AA articles, and whether the task force (or anyone else) would see more practical articles being tantamount to lowering the quality of the journal. We definitely need to explore the most desirable blend of theoretical, research, and practice-based articles contained in AA. We also need to create an atmosphere under which individuals will feel comfortable submitting articles to the journal.

The second issue is oversight of the copy editor and the copyediting process. Speaking from personal experience, it took exactly one year from the time I had an article accepted for AA (this was the reviewed, revised, final version) to the time I saw a copyedited version to check (March 1995-March 1996). Moreover, the copyediting, while excellent, was in many respects excessive. I am sure our readers would have preferred seeing this article a year sooner with somewhat less felicitous turns of

continued on page 30

Don't Miss SAA's 60th Annual Meeting, Aug. 25-Sept. 1, 1996

San Diego Sojourn

You're Invited!

The 1996 annual meeting of the Society of American Archivists—August 25–September 1—in San Diego 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, share experiences and expertise, and recognize achievement and initiative in the archival profession. Don't miss this opportunity to become a part of SAA's 60th birthday bash!

Meeting highlights include nearly 90 educational sessions, 13 preconference workshops, the International Archives and Information Technology Expo, and a variety of tempting tours and special events throughout the lovely San Diego area. It all begins with a festive opening banquet and awards ceremony and closes with a fabulous farewell reception.

A stunning array of sessions will explore 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. Also in the offing are 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.

Don't miss a moment of this spectacular 60th anniversary annual meeting of your professional association!

Second Annual

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work (202) 501-5610
fax (202) 501-5601

Random Notes

● **Finding Aids Fair at Annual Meeting** - The Reference, Access and Outreach Section will hold a Finding Aids Fair during the Section's office hours at the International Archives and Information Technology Expo. The section will award a prize for the finding aid voted "best of show" by visitors to the booth.

Interested in participating? Bring a copy of the finding aid(s) you want entered to the section booth 10-15 minutes before the office hours begin. Finding aid(s) can be submitted via U.S. mail to: James Cross, Special Collections, Clemson University Libraries, Strom Thurmond Institute Building, Box 343001, Clemson, South Carolina 29634-3001. If submitting by mail, it must arrive no later than August 19 to be eligible.

Participants should retrieve their entries immediately following the close of the section's office hours. Each entry should include contact information (name, address, phone number, e-mail). Questions regarding this competition can be directed to the address above, or phone (864) 656-5182, or e-mail: jcross@clemson.edu.

● Functional and/or Business Processes Working

Session - On Thursday, August 29, from 1:30 p.m.-3:30 p.m., the session "Savor and Save" will explore functional and business process thinking and how archivists are coping with both. This is a working session in which the discussion with the audience will be an integral and key part of the program. Background materials are available in preparation for the discussion.

Government, industry, and academe are using a variety of organizational and analytical approaches to rethink the way they do their work. Two approaches currently in favor that use different terminology are functional analyses and business process models. Archivists are now struggling to establish the relationship between known functions of an organization and the overarching business processes. An understanding of these relationships would help establish a lexicon useful to archivists and organizations alike, and will be vital as archivists seek to work within these new organizational frameworks to build automated systems that meet archival as well as business needs.

The goal of this working session is to further archival thinking on these issues by presenting work currently underway at several institutions and to advance that work through the contributions made by the audience during the discussion. Presenters include: John McDonald, National Archives of Canada; Philip Bantin, Indiana University; D. Gregory Sanford, Vermont State Archives; and Gregory Anderson, Information Systems, MIT, facilitator. The session background papers are available on the SAA home page (<http://volvo.gslis.utexas.edu/~us-saa/>) or by contacting: Helen Samuels, Institute Archives, MIT - 14N-118, 77 Mass. Avenue, Cambridge, Massachusetts 02139; (617) 253-5688; fax (617) 258-7305.

● **Government Records Section Program** - Two important panel sessions on Saturday, August 31, at 10:30 a.m., will focus on government records:

"What is a Record? What Makes a Record?" George Chalou (NARA) and Robert van Straten (Nevada State Archives) will describe federal and state experiences with the definition of a record and the role of the archives in making a binding determination on record status. They will review statutory and regulatory history and several related court cases, and share the results of a national survey of all state records programs.

"The New Federal Executive Order on Declassification: What Progress has been Made?" Nancy Smith (NARA, Presidential Libraries), Michael Kurtz (NARA, Office of the National Archives) and Anne Van Camp (Hoover Institution) will provide insiders' and outsiders' views on the declassification of millions of pages of government records through Executive Order 12958. How is this ambitious effort working? What are the problems encountered by archivists?

● **Newsletter Editors Jam Session** - All newsletter editors—institutional, regional, section, roundtable, etc.—are invited to meet with each other in an informal setting on Saturday, August 31, from 12:30 p.m.-1:30 p.m., to discuss their methods, madness, challenges, and successes. Forward any and all discussion ideas to Teresa Brinati, SAA managing editor at (312) 922-0140 or e-mail: tbrinati@saa.mhs.compuserve.com.

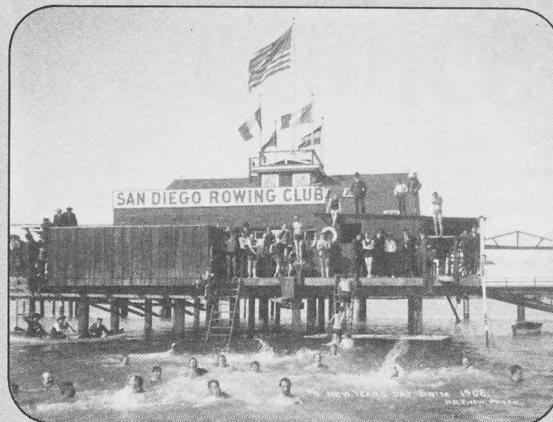
● **San Diego Meeting to Feature Archivists' Career Center** - SAA invites you to attend the "Archivists' Career Center" at its 60th annual meeting in San Diego, California, on August 29-30, from 3 p.m. - 6 p.m. The center will offer meeting attendees an opportunity to connect individuals seeking employment 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, contact Bernice Brack at (312) 922-0140 or e-mail: bbrack@saa.mhs.compuserve.com.

● **"Seeing the Unseen" Exhibit** - The exhibit "Seeing the Unseen: Dr. Harold E. Edgerton and the Wonders of Strobe Alley," which recently opened at the Museum of Science in Boston, will be at the Museum of Photographic Arts in San Diego from July 25-September 21.

Harold "Doc" Edgerton's manuscript collection, housed in the Institute Archives at the Massachusetts Institute of Technology, includes an extraordinary set of laboratory notebooks which Doc kept from the 1930s until his death. As the exhibit catalog states, "the notebooks are a continuous tracing and record of a high energy intellect: part scientific perception, part photo album, part recorded data, and part diary." The exhibit, associated video disc, and the catalog drew heavily upon those notebooks and the rest of the collection.

The exhibit is fascinating and fun, and an excellent example of a great use of an important manuscript collection. Go and see the unseen!

SAA's 60th Annual Meeting Quick Facts!



San Diego Historical Society, Photograph Collection

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. 25-27 of *Annual Meeting Program* for fees.

<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!

Where can I get an Annual Meeting Program?

If you haven't received the *Annual Meeting Program* or would like another copy, contact the SAA office at (312) 922-0140, e-mail: info@saa.mhs.compuserve.com or fax (312) 347-1452.

What about flight reservations?

Contact SAA travel agent Joyann Hawker at 1-800-543-0573, or use your own travel agent to obtain the best airfares to San Diego. United Airlines (file # 503QD) and Southwest Airlines (code B5326) feature special conference rates. Just mention the codes listed above when booking your flight reservation.

Personalizing Membership Appeals: The Key Contact Program

by Tamara Kennelly, *Virginia Polytechnic Institute and State University*

A new SAA Key Contact Program, proposed by the Membership Committee and adopted at the February 1996 Council meeting, will further personalize the organization. A cadre of volunteers called "key contact representatives," working under the supervision of the Membership Committee, will supplement and extend the efforts of SAA staff. Approximately 50 key contact representatives will work with members at the grass roots level. Most states will have a single representative. Certain larger states may have two or three representatives, and a few states may share a representative.

The key contact representatives will welcome new members to SAA, contact those whose memberships have lapsed and encourage them to renew, as well as assist SAA in soliciting new members. The program aims to bring a personal touch to membership appeals as well as bring the SAA closer to members. In cooperation with the ongoing efforts of the national office, the key contact program will provide a stronger, multi-level approach to SAA membership.

"The program will increase the responsiveness of SAA to its membership and make SAA a stronger, more vital organization," said Dennis Harrison, chair of the Membership Committee. Harrison worked with Debra Mills, SAA assistant executive director, and the Membership Committee to design the Key Contact Program. "The real objective of this program is to increase the effectiveness of the archival profession in our society," Harrison added.

Leon Miller, former Membership Committee chair, first suggested the idea of an SAA Key Contact Program about three years ago. "One of the joys of being an SAA member is the warm and personal nature of the organization," Miller said. "As SAA grows and evolves, we hope the Key Contact Program will help maintain and enrich that very special quality of the Society of American Archivists."

Miller modeled his proposal after similar successful programs already in place at the Midwest Archives Conference (MAC), the Organization of American Historians (OAH), and the Society of Southwest Archivists (SSA), whose key contact program Miller started when he was SSA Membership chair. These organizations had membership committees composed of one member from each of their member states. Each committee member was responsible for collecting names of potential members from his or her state and sending a personal letter to those people inviting them to join. At SSA, Miller asked committee members not to use association letterhead unless their institution specifically forbade them from using their business stationery for this purpose. Instead of form letters, potential new members and non-renewers received a personal letter from someone in their community. Miller noted that the program tripled the size of SSA in two years. A similar program was created by Sharron Uhler for MAC.

The OAH also has a similar system—a "key contact" in each state—plus it also has one on many college campuses.

When members do not renew their OAH membership, they receive a letter from a history professor from their own area, and, in the case of students, a professor from their same campus—someone they know personally. OAH, which has a membership committee of more than one hundred, takes the "personalization" of the membership process a step further.

Ten key districts were created for the SAA Key Contact Program. Districts were designed with an average of five to seven contiguous states. An effort was made to balance the number of SAA members in each district. Each of the ten members of the Membership Committee was given oversight of a district. These members are responsible for recruiting and overseeing volunteer key contact representatives to implement the program in a particular district. Districts will average five to seven representatives. Key contact representatives normally will serve for three years.

The Chicago office will continue all of its normal activities, welcoming new members to SAA and continuing its usual procedures to secure membership renewals. On a quarterly basis, the national office will supply lists of new and non-renewing members to the key contact representatives. The representatives then will write letters to these people. Activities with respect to the solicitation of prospective members will be more varied. Key contact representatives will secure mailing lists from their states and pass them on to the national office. Representatives may occasionally solicit prospective members at the request of the national office.

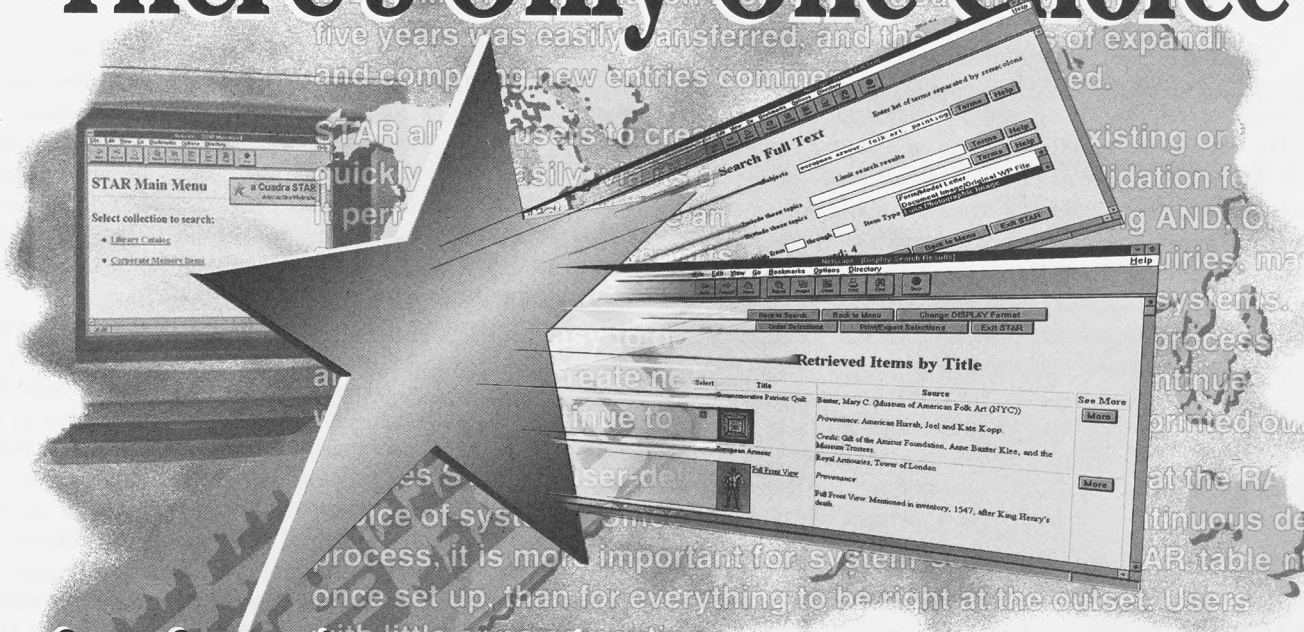
Key contact representatives also will be available for answering new members' questions about SAA, promoting SAA activities with them, and passing on their comments and concerns to the Membership Committee, Council, and the Chicago office. In this way, members will have someone nearby as a link to their national professional association.

"SAA Council is in full support of strengthening collaboration among the profession through the Key Contact Program," remarked SAA President Brenda Banks. "SAA's lifeblood is active member participation."

The Membership Committee expects to be in contact with approximately 1,500 new and non-renewing members per year. The average work load per representative would be to personally contact about seven people per quarter. Individual members of the Membership Committee will be responsible for effectively implementing the program in their areas and for securing replacements for key contact representatives as necessary.

Each year the Membership Committee and the key contact representatives will assemble at the SAA annual meeting. This August in San Diego, the committee will focus on building the necessary enthusiasm to launch a successful program. At future annual meetings, the committee will evaluate and assess the program's impact on SAA, as well as recognize the contributions of key contact representatives.

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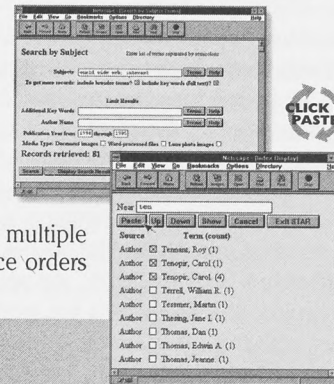
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Deductive Reasoning: The Curator, the Donor, and the I.R.S.

by David McCartney, University of Maryland at College Park

Editor's note: The following article is the first of a two-part series on the impact of U.S. federal tax policies on donations to repositories. This article was initially prepared as a course assignment for Dr. Frank Burke at the University of Maryland at College Park, where the author, David McCartney, is a graduate student in history and library science. The second portion of the article will be published in the September issue of Archival Outlook.

The following fictional account illustrates one example of a host of consequences resulting from federal tax policies as they affect museums, libraries, archives, historical societies and other repositories. While such non-profit institutions are exempt from paying taxes to the federal government, they are nonetheless deeply affected by laws that regulate tax policy. The impact is, as economic analyst Don Fullerton put it, indirect but dramatic:

"(The various tax instruments) change the incentives of individuals and corporations to make donations of art, they change the relative cost of raising capital for museum projects, and they change the incentives of museums to make passive investments in securities rather than active investments in unrelated businesses."

It is a warm September day in 1987. Steven Wallace, a wealthy North Platte, Nebraska, chiropractor, is at last cleaning his attic, a job he has long procrastinated. He comes across a set of diaries composed by the great-great-uncle of a friend during the Spanish-American War. The diaries contain unpublished information about circumstances surrounding the 1898 sinking of the U.S. battleship *Maine*. Wallace, a U.S. foreign policy history buff, recalled purchasing the diaries and other materials from his friend in 1976 for \$500. An appraiser from Denver now informs him the documents are worth \$10,000.

Armed with this information, Wallace informs his accountant he would like to donate the papers to the Euphoric State University Library's Department of Special Collections and would like to claim a deduction on his 1987 personal federal income tax return. While he does not look forward to paying his taxes—who does?—Wallace is pleased to know he will pay \$6,510 less this year, thanks to his charitable gift.

The euphoria would be short-lived, however. Wallace's accountant, a surly man even under the best of circumstances, has bad news for his client. The Internal Revenue Service refuses to accept the deduction and instead insists that Wallace report the donated documents' value *at the time they were purchased*. In this case, the reportable amount is \$500. What's worse, Wallace learns he is also subject to the alternative minimum tax, which applies a lower rate (21 percent) of deductibility. When all is said and done, Wallace's 1987 tax savings shrivel to a mere \$105, or less than two percent of what he had earlier hoped to save on April 15.

It was, as it turned out, a stroke of good fortune for historians and other scholars that Wallace kept intact the Schwarzsweiss

diaries. Four years later, in 1991, his accountant called with good news. For a one-year period, Congress would allow donors like Wallace to deduct the *current market value* of their donated gifts. Wallace at last presents his collection to Euphoric State and enjoys a much larger tax savings. The public learns of a long-kept secret involving the sinking of the *Maine*. Perhaps best of all, Wallace's accountant is smiling for the first time in recent memory.

In the case of the North Platte chiropractor, incentives to donate—the first area cited—is of utmost concern. Mr. Wallace's decision to give a valuable collection of manuscripts to a repository rested upon federal tax policy, which changes in some manner with almost every biennial session of Congress. Not every tax-related Congressional action affects repositories, of course, but legislative enactment of tax code revisions can often have immediate as well as lasting effect on such institutions.

Since the first personal federal income tax was imposed in 1913, the tax code has been changed in many ways that affect repositories' holdings. Within the last 30 years, arguably, U.S. tax code revisions have:

- discouraged manuscript donations;
- broken up otherwise cohesive collections of personal papers;
- encouraged private sales of particularly valuable documents;
- added administrative responsibilities (some would say burdens) for the curator; and
- restored some, but certainly not all, incentives to donate personal papers.

The tax code of the I.R.S. has accomplished these effects by addressing such areas as:

- the marginal income tax rate for individuals;
- the capital-gains tax rate;
- the value of a donated item that can be claimed by an individual; and
- the deductibility of personal papers produced by the donor.

This discussion will focus on the above four aspects of tax policy as they relate to the ability of a repository to attract new holdings or expand existing collections. It is apparent that, while other aspects of the I.R.S. tax code also affect repositories, these four areas emerge as central to a repository's capacity to attract donations. It is interesting to note that the vast majority of donations in general are made by individuals with nearly 90 percent in 1989, according to one study. This discussion will address gifts of property intended to enrich a repository's research offerings to the public. Henceforth the terms "repository" and "institution" will be used interchangeably and will refer to any non-profit institution open to the public that includes historical manuscripts as part of its holdings.



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By necessity, much of the cited research concerns donations of art objects to museums, because comprehensive studies dedicated to the status of manuscript donations are more limited than those concerning artwork. The author is not an accountant and does not intend to offer tax-related advice. Curators who are contacted by potential donors should in no way attempt to offer formal tax guidance, for reasons of liability. That is not to say that the curator has no obligation to understand the implications of the Internal Revenue Code. It simply means the curator puts herself and her institution at legal risk if she dispenses incomplete, inaccurate or misleading information.

In his 1972 hit song "American Pie," singer Don McLean lamented February 3, 1959, as "the day the music died." On that date, a plane crash in an Iowa cornfield killed Buddy Holly, the Big Bopper, and Richie Valens. Rock and roll has not been the same since.

Manuscript curators have their own "day the music died." On December 30, 1969, President Richard Nixon signed into law the Tax Reform Act of 1969. Also known as Public Law 91-172, it was the first major overhaul of the federal tax code in 15 years. Under the revised law, Internal Revenue Code, Section 170(e) eliminated tax deductions based on the donation of historical manuscripts by their originators to repositories. In effect, the new law began to encourage almost immediately the practice of selling such papers on the open market by the authors for profit. The law remains part of the tax code today.

The 1969 law was a response to perceived abuse of the previous statute, which had permitted an author's own work to be deducted at fair market value. Critics of the former law maintained the donor—the original author—could receive twice the tax benefit of another person donating the same papers, because the author had not yet been taxed on income from the unsold documents.

Additionally, the new law addressed the so-called "bargain sale," a practice that enabled the taxpayer—it could be the original author or the new owner—to sell the appreciated item in question to a repository for its original price (known as original basis), claim a charitable deduction for the difference between market and original basis value, and avoid paying the tax on capital-gain (the amount of appreciation, or market value minus original basis).

While not referring specifically to manuscript authors and other possible manuscript donors, the 1969 tax code revision was a reaction to perceived abuse by artists, authors, public officials and others donating their work to institutions. Whether intended or not, the 1969 revision created a chilling effect for repositories that continues today, primarily by discouraging the creators of manuscripts from directly donating their papers.

A series of surveys conducted by Norman E. Tanis and Cindy Ventuleth of California State University-Northridge, beginning in 1974, confirms the negative impact of the Tax Reform Act of 1969 upon repositories. Questionnaires were sent to institutions (in the October 1985 survey, 104 were contacted), asking the following:

1. Has the Tax Reform Act of 1969 had an effect upon donations to your library? Has this amendment discouraged the building of significant scholarly collections of manuscripts, letters, or memorabilia?
2. Please estimate for us the percentage of increase/decrease between the numbers of donors of manuscripts and letters in 1979 as compared with 1985.
3. Please estimate the percentage of increase/decrease between the numbers of documents and letters from public officials in 1979 as compared with 1985.

continued on page 21



Council Actions

At its June 14-15, 1996, meeting in Chicago, SAA Council:

- Approved funds to upgrade e-mail capacity within the Chicago office;
- Approved liquor liability, fund raising, annual meeting taping policies;
- Approved on a one-year trial basis that the Public Information Committee subscribe to and manage the ProfNet Search service, which provides journalists and authors access to expert sources via the Internet;
- Adopted the Art and Architecture Thesaurus as an SAA standard contingent upon the development of a preamble clarifying the application of the guidelines;
- Approved the Publications Board resolution to expand board membership from six to nine;
- Reappointed Vicki Walch and Larry McCrank to the *American Archivist* Editorial Board;
- Approved the FY'97 budget; and
- Approved participation in the Digital Future Coalition.

Maher Elected Vice President

William Maher of the University of Illinois at Urbana-Champaign was elected vice president of SAA in a special election held last month. Maher will assume office in September at the conclusion of SAA's annual meeting in San Diego. He will serve in that position for a year and then become SAA's 53rd president in 1997-98. For more details, see page 7.

Education Director Search

Joan E. Sander joined the SAA staff in May as the new education director. SAA is pleased to have Joan aboard. Get acquainted with Joan on page 18.

Fall Workshop Schedule

The 1996 fall workshop schedule is in production as we go to press. Your program of exciting course offerings will be mailed to you this month. If you have any questions, please contact the SAA Education Office at (312) 922-0140 or e-mail info@saa.mhs.compuserve.com.

WANTED: Copies of Schellenberg's *Modern Archives* and Jenkinson's *Manual of Archive Administration*

SAA is pursuing a recommendation from the Publications Board to reprint two archival classics: *Modern Archives: Principles and Techniques*, by Theodore R. Schellenberg (University of Chicago Press, 1956); and *A Manual of Archive Administration*, 2nd ed., by Hilary Jenkinson, edited by Roger H. Ellis (Percy, Lund Humphries and Co., 1966). Film is no longer available for reprinting either title. The books will be reproduced photomechanically. If anyone is willing to donate a fairly clean copy of either title, please contact SAA Managing Editor Teresa Brinati at (312) 922-0140 or tbrinati@saa.mhs.compuserve.com.

In the Center of Archival Outlook

Draft Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs are inserted in the center of the newsletter. Developed by the Committee on Education and Professional Development, the draft is being circulated to SAA members for comment. Please review and submit written comments by September 30, 1996, to: Megan Sniffin-Marino, Simmons College Graduate School of Library and Information Science, 300 The Fenway, Boston, Massachusetts 02115.

Out-of-Print

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

"Electronic Recordkeeping: Issues and Perspectives" special issue of *Archives & Manuscripts* (May 1994) (pc 249)

Business Archives in North America brochure (pc 142)

Educating the American Archivist for the 21st Century (pc 216)

Electronic InfoResources and Historians: European Perspectives (pc 250)

Leadership List Corrections

Please update the 1995-96 Leadership List as follows:

VICE PRESIDENT

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Fax (414) 288-7813

TREASURER

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Fax (814) 863-5318

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Trivial Pursuits

As you know, SAA is celebrating its 60th birthday this year, and on the back cover of the May 1996 *Archival Outlook* we asked six questions spanning six decades of Society people, places, and things. The contest was to be a part of that celebration, with the winner receiving a \$60 gift certificate good toward their next SAA publications purchase. Unfortunately, because there were no entries, there were no winners. We didn't think it possible, but we must have stumped you! Keep an eye out for additional contests and special surprises as SAA's anniversary festivities continue!

China Tour Cancelled

Thanks to all who expressed interest in the SAA 1996 tour to China and the XIII International Congress on Archives, September 2-14, 1996. Unfortunately, the minimum needed for the tour portion was not met and the tour has subsequently been cancelled. Bon voyage to all those traveling to the ICA conference.

In the September *Archival Outlook*

- 1997 SAA Publications Catalog
- List of SAA student chapters and their Web sites

SPOTLIGHT



SAA DEADLINES

JULY

- 5 Job announcements for August *SAA Employment Bulletin*
- 12 Registration deadline for 1996 preconference 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*
- 30 1997 SAA Annual Meeting Program Proposals due (see pp. 19-20)
- 30 Send comments on *Draft Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs* (see insert) to Megan Sniffin-Marino, Simmons College Graduate School of Library and Information Science, 300 The Fenway, Boston, MA 02115

OCTOBER

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

SUSAN BOX, formerly corporate archivist for Phillips Petroleum Company in Bartlesville, Oklahoma, is now head of Archives and Special Collections, Augustus C. Long Health Sciences Library, Columbia University, New York City.

JULIA MOORE CONVERSE, director of the Architectural Archives of the University of Pennsylvania and curator of the Louis I. Kahn Collection, has recently been appointed to the Board of Directors of the Conservation Center for Art and Historic Artifacts in Philadelphia.

RICHARD J. COX was recently promoted to associate professor with tenure at the School of Library and Information Science, University of Pittsburgh.

BARBIE DAILEY, archivist and bookbinder at the Sri Aurobindo Ashram's Archives and Research Library in Pondicherry, India, is the conservation intern through September in the Conservation Division of Information Conservation, Inc., in Brown Summit, North Carolina.

JEAN MARIE DEKEN, formerly archivist with the National Archives and Records Administration, National Personnel Records Center in St. Louis, Missouri, is now archivist at the Stanford Linear Accelerator Center, Stanford University, California.

FYNNETTE EATON of the National Archives and Records Administration Center for Electronic Records received the 1996 Technology Excellence Award from an Interagency Committee on Information Resources Management for her role in the design and implementation of the Archival Preservation System.

MARY E. EDSALL is now the assistant curator of the Harvard Theatre Collection at the Houghton Library, Harvard University. Edsall previously was the dance archivist in the Music Division at the Library of Congress.

SUSAN GRIGG was recently named head of the Alaska and Polar Regions Department, Rasmuson Library, University of Alaska-Fairbanks.

At its annual meeting in March, the Louisiana Historical Association elected **BILL MENERAY** its president for 1996/97. Bill is assistant university librarian for Special Collections at Tulane University and has long been active in LHA.

JANE NOKES celebrates her 25th anniversary this month with Scotiabank as head of its corporate archives.

COLONEL S. J. POMRENZE (AUS-retired) was a guest of honor at a two-day international symposium in April in Amsterdam, marking the 50th anniversary of the return from Germany of Dutch and other collections—books, archives, cultural objects. Pomrenze was the former director of the U.S. Army Offenbach Archival Depot, the largest restitution of cultural, anti-Nazi collections—Jewish, masonic, socialist—thus far.

SARAH ROUSE, librarian in the Prints and Photographs Division of the Library of Congress, has won a Fulbright Scholarship to work for four months (September - December 1996) at the National Library of Ireland in Dublin. Rouse will write a guide to photographic collections at the National Library. She will return to the Library of Congress in January.

ROBERT SHERER, Tulane University archivist, was awarded a sabbatical leave for the first six months of 1996. He studied the feasibility of a coordinated records management and archives program for the university. He returned to duty on July 1.

HELEN R. TIBBO has accepted the position of assistant dean, School of Information and Library Science, University of North Carolina at Chapel Hill.

Introducing Your New Education Director

Selected in May from a strong pool of candidates, Joan E. Sander, SAA's new education director, is poised to lead the program into the next millennium. And so...here's Joan.

Getting to know me...

I am writing to you at the close of my first week as your new education director. Although names and procedures are still relatively new to me, I have already experienced a strong sense of belonging. Certainly, part of this feeling is a result of the warm welcome SAA staff and members have given me. However, I believe a larger part also can be attributed to a unique combination of personal interests, professional knowledge, and skills that I bring to SAA.

For example, my first professional position was as registrar and director of Academic Advisement at Aurora University in Aurora, Illinois. During those seven years as registrar, I not only developed the university's first electronic records, I coordinated the archiving of student records, which at the time consisted mainly of microfilming paper records and storing the film in a university vault. I enjoyed this position very much, and left only to finish my doctorate in adult and continuing education at Northern Illinois University. As part of a fellowship, I worked in the Office of Research and Evaluation in the Department of Education, and I co-wrote and gained funding for two continuing education projects sponsored by the State of Illinois.

After graduation from NIU, I administered a university continuing education program as assistant to the dean of Undergraduate Programs at University of Maryland University College. UMUC is a campus of the University of Maryland System that is entirely devoted to the education of adults—and it is the largest program of its kind in the world. There I learned about large-scale program administration and financial planning. UMUC was also beginning to experiment with distance education, including telecourses, computer-assisted learning and videoconferencing. Other professional experience I bring to this position includes teaching organizational behavior in the College of Management and Business at National-Louis University, Chicago, and teaching working in teams and process reengineering for the Department of Labor in Washington, D.C.



Joan E. Sander joined the SAA staff as education director in May.

I have a strong personal interest in archives. While living in the Washington D.C. area, I often caught the Metro yellow line to spend the afternoon at the National Archives. Civil War records are of special interest, and my search for information resulted in visits to no fewer than ten archival repositories along the east coast. I am also a member of the National Trust for Historic Preservation. When some of my friends on the East Coast learned that I was visiting some of the sights of Chicago (I moved to Illinois last March), they

asked if I had visited certain jazz clubs and eating establishments. I responded by saying that I had visited the Chicago Historical Society and the Chicago Police Records Division to find the service record of my great grandfather.

Yes, I believe SAA is the right place to be!

Goals

Most importantly, I will apply this combination of interest, knowledge, and skills into focus for the benefit of SAA. Some of the short term goals I have for the Education Office are:

- Analyze the current education programming and gather data to determine if it adequately meets members' needs.
- Develop a new method of cataloging and numbering SAA workshops. This may culminate with the bi-annual production of a new workshop catalog.
- Create a new instructor contract to clarify and simplify the process for SAA staff and instructors.
- Assist with and support the development of new continuing education guidelines.

I have three long-term goals for the SAA Education Office:

- Work to build consensus on educational goals and programs for continuing education and continuing professional education.
- Be proactive in finding new educational opportunities for members, including securing grant funding and promoting cooperation among groups with similar educational needs.
- Implement alternative educational delivery systems for SAA members.

Working Together

I look forward to meeting you at the annual meeting in San Diego this August. I trust you will help me revise and add to the goals listed above. I pledge to you that any "new look" the Education Office achieves in the future will be the result of listening to members and creating consensus for a program that fully serves the membership. There are exciting times ahead for education in SAA. I am very pleased to be a part of it.



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DRAFT

Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs

The Committee on Education and Professional Development (CEPD) is pleased to present for review the *Draft Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs*. CEPD began the work leading to these guidelines at the request of Council after its approval in 1994 of the *Guidelines for the Development of a Curriculum for a Master of Archival Studies (MAS) Degree*. The request emanated from a perceived need for a mechanism to encourage continuous discussion and cooperation among all providers of all levels of post-appointment and continuing education and training for archivists. The purpose of the guidelines is to build upon the foundations of the *MAS Guidelines*; outline elements of program development and strategies to assist in planning; and stimulate nationwide discussion of cooperation approaches to post-appointment and continuing education.

All members are encouraged to examine this document carefully. For full consideration, it is suggested that substantive comments be submitted in writing. All written comments must be received no later than September 30, 1996. Once the review period is over, CEPD will review the comments received and determine what steps are necessary to address concerns raised. The ultimate goal is to achieve consensus, but not necessarily unanimity, on the principles presented in the document. Before the document is deemed ready for approval as an SAA standard and forwarded to Council for their vote, CEPD must convince the Standards Board that they have made the strongest possible effort to consider all reasonable opinions and to resolve most disputes.

CEPD looks forward to hearing the thoughts of the SAA membership.
Submit comments or suggestions no later than September 30, 1996, to:

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The Society of American Archivists

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INTRODUCTION

In 1994, the Society of American Archivists (SAA) adopted its *Guidelines for the Development of a Curriculum for a Master of Archival Studies (MAS) Degree*. That document expressed SAA's belief that "programs of the extent and nature of those outlined in the guidelines are the best form of pre-appointment professional education for archivists." A field as complex and rapidly changing as archives, however, also requires effective post-appointment and continuing education. In order to plan and coordinate the delivery of such programs, SAA [will] approve these *Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs* [upon final review].

PACE programs should provide both education and training. Education involves gaining the knowledge of principles and methods and developing a professional ethos and approach to work. Training involves the application of the principles and methods of archival practice.

PACE programs should be a cooperative enterprise embracing various participants, including the SAA, other national, regional, and local archival associations, employers, and related professional associations.

PACE programs must meet the needs of a varied audience. Although professional archivists enter the field with formal graduate archival education, they arrive with different academic backgrounds. In addition, it is in the best interests of archivists to provide either information or educational opportunities to non-archivists, who, for a variety of reasons, need to know more about archives, the use of archives, and the importance of archives.

For this reason, post-appointment and continuing education programs should be designed to meet the needs of:

- archivists with neither the benefit of formal graduate education, nor substantial professional experience;
- archivists who have received formal education at the graduate level and/or who have substantial professional archival experience; and
- non-archivists who have responsibilities pertaining to archives, or who have an interest in archives.

The purpose of these guidelines is to:

- build upon the educational foundation outlined in the MAS Guidelines;
- outline elements of program development and strategies that will assist in planning effective post-appointment and continuing education programs; and
- stimulate nationwide discussion of cooperative approaches to post-appointment and continuing education programs.

ROLES AND RELATIONSHIPS

Who is responsible for providing or facilitating post-appointment and continuing education?

Responsibility is distributed among (1) individual archivists, (2) employers of archivists, and (3) professional organizations and educational institutions. Coordination of these groups is necessary for post-appointment and continuing education to be effective. Recognition of their differing roles and responsibilities is also important.

- (1) Individual archivists are responsible for assessing their educational needs, communicating those needs to professional organizations and their employers, and keeping their archival knowledge and skills up-to-date. Archivists are also responsible for educating employers, colleagues, and others regarding the knowledge and skills required to administer an archival program.
- (2) Employers are responsible for encouraging and supporting the post-appointment and continuing education of archivists. This can be

accomplished through a variety of means including financial support, administrative leave, and flexible work schedules. Such support enables archivists to gain access to post-appointment and continuing education activities and other educational tools, such as publications or Internet access, which support their professional development. Employers are also encouraged to attend programs to learn more about the archival functions within their own organizations.

- (3) Professional organizations and college or university-based archival education programs are responsible for assessing the post-appointment and continuing education needs of archivists, employers of archivists, and others interested in the care, use, and preservation of historical records. Such organizations are also responsible for developing educational programs and other tools which identify and explain the knowledge and skills necessary to ensure that records are properly managed for administrative, legal, and historical purposes.

AUDIENCES

At present, these PACE guidelines identify three educational and audience categories.

Fundamental. This category is intended for individuals employed as archivists who have neither had the benefit of graduate education in the field nor substantial professional experience. Continuing education in the Fundamental category provides a basic introduction to archival concepts and functions. Offerings in this category should emphasize the rationale for the concept or function discussed and basic training in how particular functions are performed.

Advanced. This category is intended for archivists who have had the benefit of formal graduate education in archival administration and/or substantial professional archival experience. Educational opportunities in this category build upon knowledge acquired either in graduate archival education or through sub-

stantial professional experience. Participants should already understand subject matter dealt with in the Fundamental category. (See above.) Offerings in the Advanced category examine archival issues, concepts, and functions in greater depth than at the Fundamental level. They may also draw on knowledge and techniques from related professions and disciplines. Continuing education in the Advanced category provides opportunity to study in depth new trends in the discussion of archival theory and practice and/or to receive advanced training.

Ancillary. This category is intended for non-archivists. For a variety of reasons, both personal and professional, this audience may need to learn more about archival administration, yet does not want to pursue formally either graduate work in archival studies or continuing education designed for professional archivists. This group includes, for example, actual or potential sponsors of archives; users of archives who are not archivists, employers and supervisors of archivists; volunteer workers in archives; and persons who are simply interested in knowing more about archives. Topics of interest to this group include the role of archives in sponsoring institutions and in society; archival principles, concepts, practices, and sources; and research strategies or opportunities in archives. Offerings in the Ancillary category emphasize what is done in archives and its rationale rather than how it is done.

SUBJECT FRAMEWORK

The subject areas covered in post-appointment and continuing education should reflect the knowledge areas contained in the *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree*: contextual knowledge, archival knowledge, and complementary knowledge. The PACE guidelines do not prescribe specific courses for continuing education programs. Rather, the knowledge areas presented here can be developed into a variety of educational offerings that draw on subjects from different areas. Not all subjects or topics would be appropriate for each educational category outlined above.

Subject Framework for Continuing Archival Education

OVERVIEW

1. Contextual Knowledge

- 1A. U.S. Organizational History
- 1B. U.S. Legal System
- 1C. U.S. Financial Systems

2. Archival Knowledge

- 2A. The History of Archives, Archival Organization and Legislation, and the Character of the Archival Profession
- 2B. Records Management
- 2C. Archival Science

3. Complementary Knowledge

- 3A. Conservation
- 3B. Library and Information Science
- 3C. Management
- 3D. Research Methods
- 3E. History

[Note: While the word "archivist" is used throughout the presentation of the knowledge areas, it should be remembered that continuing education programs also are to be directed toward non-archivists.]

they relate to systems of organization, communication, and recordmaking and recordkeeping. The second context is an integral part of the archival area of knowledge, because through understanding it an archivist comes to understand the specific nature of archival documents. Both broad contexts comprise the common core of contextual knowledge.

More specialized contexts also influence the archivist's understanding of records in areas such as literature, religion, the sciences, or family records. Although these records are created within the same organizational, legal, financial, and cultural framework that defines classical archival work, they are also shaped by more specific and equally significant professional, (sub) cultural, and family frameworks. These more specific frameworks are diverse, and the educational needs of individual students in these areas may be met by specific instruction achieved either through previous education or through electives while in the archival education program.

Although these guidelines relate to programs that educate archivists in the United States, in a world moving toward a global community, it is important that archival education programs emphasize the relationships between the U.S. society and other societies. For this reason, instruction in the contextual knowledge area should be delivered in a comparative way.¹

Components:

1A. U.S. Organizational History

Archival education programs should teach the origin, development, and nature of administrative structures; the responsibilities, functions, procedures, and processes of all levels of government and private organizations; and the administrative relationships between governments and private organizations (such as churches, universities, and financial institutions).

1B. U.S. Legal System

Archival education programs should teach the origin, development, and structure of legal systems; legal jurisdictions and legal processes, specifically those

1. Contextual Knowledge

Rationale: Archival work rests on an understanding of the environment in which archival documents are created, preserved, maintained, and used. Understanding this environment involves becoming knowledgeable about two broad contexts.

The first broad context consists of the administrative, legal, and economic structure, and the culture of the United States. This context determines the specific purposes for which records are created and used, the procedures and processes of their creation and maintenance, and their form and content. The second broad context consists of specific cultural climates as

affecting the way in which individuals and organizations accomplish activities and execute programs; and the legal principles and procedures governing the creation, maintenance, and use of archival documents.²

1C. U.S. Financial Systems

Archival education programs should focus on the principles, methods, and procedures of accounting, budgeting, and financial planning and on how these affect the creation of records. Instruction in this area should cover the origin, development, and structure of accounting systems, as well as the characteristics of accounting for private organizations compared with the characteristics of accounting for government agencies and offices.

2. Archival Knowledge

Rationale: The identity of a profession is founded on a body of knowledge belonging exclusively to it, and on a professional culture that arises from a common history, a united purpose, a shared language, and collective values, norms and standards.³ Archival knowledge is the core of an archival studies program, and as such it should be given the proper emphasis in terms of both instructional time and teaching perspective. Because the elements of archival knowledge are interwoven, the components described below will overlap. Since archival knowledge and professional culture transcend geographical and national boundaries, each component should be taught from an international and multicultural perspective.

Components:

2A. The History of Archives, Archival Organization and Legislation, and the Character of the Archival Profession

Archival education programs should teach the historical development of recordmaking and recordkeeping systems of archives in various civilizations, ranging from the ancient world to modern times. This instruction should cover the structure of the archival network in the Western world in general and in North

America in particular; the types of archival repositories and programs in existence in the United States, along with their policies and procedures; and the legislation and regulations governing archives and influencing archival work in the United States.

Instruction should also address the historical development of the archival profession; its missions, roles, and values over time; the professional code of ethics; and the profession's contemporary concerns.

2B. Records Management

Archival education programs should teach those aspects of organizational culture, structure, procedures, processes, and communication systems that relate to records creation and use. Instruction should include records control as it refers to information systems and records forms; recordkeeping systems (including classification, retention and disposition, identification and retrieval, maintenance, storage, and transfer systems); design and implementation of multimedia integrated records management programs (including methods of analysis of records systems, and taking inventories); and information technologies.

2C. Archival Science

Archival education should emphasize the analysis of fundamental ideas about the nature of archives, archival documents, and archival functions (archival theory); the analysis of ideas for performing archival functions (archival methodology); and the study of practical implications and implementations of theory and method in actual circumstances (archival practice).⁴ Instruction should cover the history of archival theory and methods and their articulation in the professional literature (archival scholarship). Archival science should be taught with a focus on the functions of appraisal, acquisitions and collection development, preservation, arrangement, description, reference services and the administration of access, and outreach.⁵ Proper attention should be given to the development of new record formats, due to changing information technologies for the creation, maintenance, and use of records, and to emerging automated systems for archives. The challenge posed by these two phenomena to archival thinking and practice must be explored.⁶

3. Complementary Knowledge

Rationale: Archivists, like all professionals, rely on knowledge not entirely of their own creation.

Archival work is rooted in archival knowledge, but it is essential also to employ methods and perspectives from other fields. The interdisciplinary nature of archival studies is due both to the complexity of the documents and their contexts of creation and also to the many roles that archivists fill. The components of this knowledge area are listed below by field of study. Archivists need to be knowledgeable about select elements of these fields.

Components:

3A. Conservation

Archivists' most traditional role is that of preserving the materials in their custody. Therefore, archivists need to know about the physical nature of archival documents (regardless of format), the causes of deterioration, the methods of preventing deterioration, and the methods of reversing existing deterioration. To accomplish the last two objectives, archivists should also have some familiarity with basic conservation treatments and techniques. They should be able to establish and administer institutionwide programs of preservation and conservation.

3B. Library and Information Science

Because archivists are increasingly concerned with providing access to varied constituencies, they need to know some of the principles, methods, and practices developed for bibliographic control of library material. These include fundamental concepts governing indexing, cataloging, and the compilation of thesauri and authority lists. In addition, archivists increasingly must be knowledgeable about, and conversant with, information systems and technologies. This knowledge extends beyond basic familiarity with hardware and software to include such topics as telecommunications and information networks, information storage and retrieval, and database design and use. Although these subjects are not the exclusive purview of library and information science, they are most often taught by faculty in these fields.

3C. Management

At all career levels, archivists manage resources and make decisions that should be based on thorough evaluations. For this reason, archivists need to know the fundamental principles related to organizational management, systems analysis, program planning, financial management, and the management of buildings, facilities, and equipment.

3D. Research Methods

An understanding of research methods is necessary to enable archivists to assess the status of research in their discipline, to undertake new research, to manage archival functions and institutions, and to understand archival users and their research needs.

Knowledge of research methods contributes to the ability to blend theoretical and empirical aspects of archival studies into scholarly investigations.⁷

3E. History

History provides an understanding of social systems and relationships that over time create and change archival institutions and archival documents. History assists archivists acquiring knowledge regarding the evolution of organizations and their functions, as well as knowledge about the activities of individuals. The historian's skills in evaluating evidence and the context of its creation also contribute to the skills of archivists.

PLANNING, DELIVERY, AND SUPPORT

Needs Assessment and Planning. The knowledge areas and components outlined in the PACE guidelines represent an assessment of the most general education needs of archivists. However, identifying the needs to be addressed by specific post-appointment and continuing education programs requires further short-term and long-term planning.

First, the needs of each of the three audience groups—Fundamental, Advanced, and Ancillary—must be understood. Such assessment should go beyond surveying the needs of those who already take advantage of continuing education offerings to include members

of archival organizations who do not (or cannot) attend traditional venues such as meetings and workshops, recent graduates of archival education programs, members of allied professional groups, administrators, and researchers. Second, the knowledge and skills desired and required by employers of archivists should be assessed, to ensure that continuing education is relevant to the changes in the archival workplace. Third, an assessment of the long-term impact of continuing education programs on its participants is important to shaping structures and venues that provide more than a transitory benefit.

Based on such needs assessments, providers of post-appointment and continuing education should conduct long-range program planning and identify the subjects and knowledge area components in which programs will be delivered. Moreover, providers should coordinate and prioritize their efforts; overlapping coverage—of geography, topic, structure, or delivery method—from different providers should be avoided in an effort to move toward better utilization of the finite resources available for continuing archival education.

Structure and Venue. Assessment and planning provides the foundation for deciding on the best means for meeting continuing education needs. A variety of delivery structures and venues are available; the goal is to best match structures and venues to the needs of participants and the subject being taught. Traditional workshops may have a place in continuing education but other options should be actively explored as well.

Examples of program structure might include:

- independent workshops, seminars, institutes, and courses focusing on a single topic (at various levels of detail depending, in part, on the audience and the venue)
- coordinated workshops, seminars, institutes, and courses focusing on a series of interrelated or overlapping topics
- graduated series of workshops, seminars, institutes, and courses focusing on one topic at different levels of advancement or detail

- independent inquiry (such as might be accomplished through venues such as listservs, mentoring, and professional literature)

Most of these structures are amenable to delivery through one or more of the following venues:

- workshops
- seminars
- institutes
- in-house training programs
- local study groups
- professional association meetings
- consulting
- mentoring
 - one-on-one
 - listservs
- professional literature
- distance education
 - teleconferencing
 - home study courses
 - Internet courses

Educator Qualifications. Qualified educators must be identified to plan and deliver post-appointment and continuing education. Educators should be experts in their field, possessing full mastery of the subject being taught. This expertise may be indicated by a combination of elements such as experience in archival practice in the given subject matter, a record of presentations at conferences, related professional associations' committee work, publications, formal academic coursework, or other demonstrable indication of advanced knowledge and expertise. Educators should demonstrate an ability to teach effectively. This may be confirmed by a successful teaching record or teacher training. However, in the context of continuing education, teaching skills must be broadly conceived to reflect the wide range of venues and structures appropriate for such education. Therefore, teaching skills consist not only of the ability to construct and present an effective in-person workshop; they also include the ability to critique written or hands-on assignments effectively, to conceptualize and deliver course content over the Internet (for example), to research and write a formal manual, to provide thoughtful and committed mentoring, and the like.

Curricular Materials and Supplies. Supporting materials appropriate to the structure, content, venue, and style of the presentation should be readily available. Some curricular materials are best utilized if participants receive them prior to the beginning of the course, while others may be designed for more in-class use. They can be either created specifically for the particular education program or their use can be arranged through licensing agreements.

Education providers must gain clearance of copyrighted materials prior to using them. If original curricular materials are being developed, the individual or organization responsible should consider registering them for copyright. An array of supplies and equipment may be needed to support the content and style of the subject being taught. Office supplies will be needed for virtually any subject being taught. Electronic equipment such as overhead projectors, slide and film projectors, VCRs, televisions, and computing hardware and software also may be needed. In some cases, more sophisticated computer networking will be essential, especially in the employment of certain distance education methods.

Facilities and Administration. Sufficient space, and when necessary, an appropriate technology infrastructure are necessary for the selected program delivery method. Facilities appropriate to the subject being taught may also need to be available in the vicinity. Examples of such facilities might be a functioning archives, records center, conservation laboratory, and/or computer facility, all with cooperating staff. Facilities used in continuing education should meet the requirements of the Americans with Disabilities Act. In addition, administrative support is needed to distribute programming information, process their registration, perform other secretarial and coordination needs, and employ a system of recognition to reward participating students (for example, the awarding of continuing education units, or CEUs).

Evaluation of Educators and Continuing

Education Programming. Organizations providing continuing education should conduct evaluations of educators and the education programs. Educators at all levels of experience should expect evaluation of

the content, suitability of the program delivery method, success in imparting new skills and knowledge to students, and other factors deemed appropriate. Program evaluation should judge both specific continuing education offerings and the total program of offerings over time. All of these approaches are essential elements of successful evaluation.

END NOTES

- ¹ While archival theory and methodology are universal, archival documents have a unique, specific, and local character. The need to harmonize the universality of archival science with the particularity of a given set of records corresponds to the need to harmonize the academic with the professional aspects of archival studies, the traditional archival functions and activities with continuous innovation in the communication and information fields, and thus the universal archival science with the necessary emphasis on national developments, ideas, and practices.
- ² Laws directly affecting archival work (including the copyright laws, the Freedom of Information Act, and privacy legislation, the replevin and expropriation procedures, the part of contractual law relating to the compilation of deeds of purchase and donations, the part of taxation law as it relates to exemptions) belong in the archival knowledge area because the legal context as a topic does not relate to records creation but rather to the way archival work must be carried out.
- ³ See, for example, Richard Cox, "Professionalism and Archivists in the United States," *American Archivist* 49 (Summer 1986): 229 - 47.
- ⁴ Analysis involves examining the meaning of an idea and determining its essential character. Therefore, the analysis of ideas on the management of archival materials has a theoretical nature, but it is appropriate to call it methodology because it deals with "how" not "what."
- ⁵ The archival knowledge area should also include diplomatics. Diplomatics is included here as part of archival science rather than as a separate component.
- ⁶ The curriculum developed by the Committee on Automated Records and Techniques (CART) is very useful in this regard. Archivists in other areas may also develop an appropriate curriculum.
- ⁷ Ernst Posner was the first to suggest that the study of social sciences' methods be included in an archival curriculum; see "European Experiences in Training Archivists," *Archives and the Public Interest*, edited by Kenneth W. Munden (Washington, D.C.: Public Affairs Press, 1967), p. 57.



**1997
Program
Committee**

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*National Archives &
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CARLA SUMMERS
University of Florida

CALL FOR 1997 SAA ANNUAL MEETING PROGRAM PROPOSALS

The 1997 Program Committee invites submission of program proposals for the SAA annual meeting in Chicago, Illinois, September 1-7, 1997. Transforming the archival profession will require that we increase our efforts as a learning society. If you have enjoyed the meeting sessions in the past, we invite you to share your expertise and knowledge as a presenter. Please look over the guidelines below and consider sharing your talents and skills. Use of the proposal form on the reverse will enhance your planning process and thus improve your chances of gaining acceptance for your proposal.

Guidelines for program proposals:

- > follow the outline format given in #4 of the Program Proposal form (reverse);
- > allow for adequate coverage of the session topic in the time given.

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

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

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

SEND ALL PROPOSALS TO:

MARIE B. ALLEN, Chair
1997 SAA Program Committee
National Archives & Records Administration (NI)
8601 Adelphi Road
College Park, Maryland 20740-6001

(301) 713-7100 ext. 224 FAX: (301) 713-6850 E-MAIL: marie.allen@arch2.nara.gov

PROPOSALS MUST BE POSTMARKED BY SEPTEMBER 30, 1997.

Proposal form on reverse.

1997 SAA PROGRAM PROPOSAL

Please type. Deadline: Postmarked by September 30, 1996.

Proposed by: _____

Institution: _____

Mailing Address: _____

Phone: () Fax: ()

For Committee Use

Number: _____

Postmarked: _____

1. Session Title: _____

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

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

PARTICIPANTS:

Contacted/Agreed to Participate?

SAA Member

(circle as appropriate) Chair / Commentator / Leader _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone: _____ Fax: _____

Paper Title: _____

4. Description of proposal: Please follow the outline format below and submit your description on an additional sheet.

- A. Overall purpose of the session (2-3 sentences)
- B. Intended audience, including skill level and topic category
- C. Content description (50 words or less)
- D. What participants will know and/or be able to do differently after attending this session
- E. Significance of the session (25 words or less)

5. Audiovisual Requirements:

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The Curator, the Donor, and the I.R.S.

continued from page 15

While statistical responses were fairly even (to question one, 42 percent answered yes, 42 percent no, 16 percent no difference; to questions two and three, 30 percent reported an increase, 25 percent a decrease, 45 percent no difference), the narrative responses submitted by the institutions suggested a strong and negative impact. For example, one large New England university reported little difference in donations, but added: "We receive an average of three or four calls each week from one or another of our donors or prospective donors, asking if there has yet been a change in the tax law." A midwestern university library noted lost opportunities: "I can think of at least a dozen-and-a-half important collections ... we have not been able to acquire in the past five years simply because the would-be donors could not receive a tax benefit for giving them."

The surveys also revealed another side effect of the 1969 law: the tendency of prospective donors to instead place their materials *on deposit* with institutions, with the expectation that the law will someday change in order to accommodate a formal donation. This means the title to the manuscripts remains with the original owner, even though the repository has physical custody of the materials. The owner may recall the papers at any time, if he wishes. Placing materials on loan creates administrative problems for the repository. By agreeing to house items on loan, the institution commits itself to dedicating precious space to a collection it cannot fully utilize, with no assurance it can do so in the future. When the author dies, there is no guarantee the heirs will formally transfer the papers and claim a deduction. They may instead sell the collection on their own.

At the Maryland Historical Society in Baltimore, Jennifer Bryan, curator of manuscripts, noted that while donations arrive at a "stable" pace, there is a discouraging trend in acquisitions resulting from current tax laws, particularly the Tax Reform Act

of 1969. Often, she said, family members who donate the papers of a deceased relative do so with the hope that the items will be preserved, rather than sold for personal gain. The donors are often not concerned about financial incentives. However, she added, a steadily growing number of documents are vulnerable to market forces, putting them out of the Society budget's reach and, thus, out of public access.

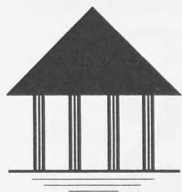
One recent example, she said, involved the listing for sale of a set of accounting records from a long-established tavern in Boonsboro, Maryland. Unfortunately, by the time the Society inquired about the Washington County documents, they had already been sold to a private party at a price exceeding the Society's budgetary allocation.

"The Society lost an opportunity, and it's happening more," Bryan said. Revolutionary War-related documents are especially susceptible to such market forces now, she added.

From their surveys, Tanis and Ventuleth have reached several conclusions consistent with the Maryland Historical Society's experience due to the Tax Reform Act of 1969:

1. There is an increase in the sale of collections on the open market to the highest bidder.
2. Institutions with larger budgets can out-bid their smaller counterparts, even though there may be instances where the smaller institution is the more appropriate setting for the documents.
3. Collections are being broken up by the open market, which considers monetary but not scholarly value.
4. In order to compete for collections on the open market, some institutions have had to resort to new funding options.
5. More collections are being loaned to repositories on deposit, rather than donated, and they have been increasingly withdrawn from institutions by the originators.

**To be continued in the September issue of
Archival Outlook. Don't miss it!**



From the Archivist of the United States

by John W. Carlin

The Nixon Tapes

As I begin my second year as Archivist of the United States, I am continually reminded of how important records are to the future of democracy in this country. You know better than I how critical records and records management are for the efficient functioning of government and other institutions. If organizations do not keep proper records to begin with, and do not organize them for easy access, they cannot keep track of themselves, let alone meet public requirements.

Records also undergird the legitimacy and accountability of institutions. This includes day-to-day accountability found in the minutes of meetings, for example, and long-term accountability found in the documentation of the historical effects of institutional activity.

That is why I was extremely pleased to announce in April the signing of an agreement between the National Archives and Records Administration (NARA), Public Citizen, and the Nixon estate to accelerate public access to White House tapes recorded by former President Richard M. Nixon. Since I became U.S. Archivist, I have made it a priority to conclude the legal disputes relating to the Nixon White House tapes so that we can make the releasable portions accessible to the American people. This agreement is a major breakthrough toward reaching that goal.

The settlement will substantially end a lawsuit brought in 1992 by Professor Stanley Kutler of the University of Wisconsin and the advocacy group Public Citizen that sought to compel NARA to speed its release of the Nixon tapes. In response to the suit, former President Nixon sought and received a preliminary injunction prohibiting NARA from releasing conversations from the tapes until we had completed the review of the entire body of tapes and returned all of the personal and returnable material to him. Through court-sponsored mediation, we worked with the other parties to resolve this dispute.

The agreement allows the lifting of the injunction and provides for the release this year of 201 hours of tape segments about what the law calls "abuses of governmental power" relating to Watergate during the Nixon presidency. The parties also have agreed to a schedule for processing the remaining tapes and a process for objections by the Nixon estate and others whose voices are heard or whose names are mentioned on the tapes.

The Nixon estate has agreed to waive objections to specific items in the abuses-of-governmental-power materials and has until October 1, 1996, to object to the entire release only if it is clearly inconsistent with applicable law and regulations. In that case, a panel of archivists from three Presidential libraries will review and make a determination on the release. Unless the Nixon estate finds problems and the special panel agrees, or

there are objections from other parties, the tapes should be available as early as November 1996. This will be followed by release no later than April 1998 of the Cabinet Room tapes, which cover about 278 hours before possible deletions for national security and other matters listed in the Presidential Recordings and Materials Preservation Act (PRMPA) of 1974. The agreement also provides for release of the remaining 2,338 hours in five segments over the next several years.

With each release of tapes, NARA will make public the corresponding portion of an updated tape log and other finding aids that will help researchers locate conversations of particular interest. Unlike the 63 hours which were previously released, for which transcripts had been made by the Watergate Special Prosecutor's Office, there are no transcripts for the remaining tapes.

Our policy on copies of the public tapes also will be changing. Under the present system, copies cannot be made. Under the compromise reached, copies can be made only after all of the releases

have occurred, but if that does not occur by the end of 1999, then copies of the Watergate abuses-of-governmental-power tape segments will be available for the public, followed three years later by other publicly available tapes if the releases have not yet been completed.

Under the agreement, only one issue will remain in litigation—the question of NARA's retention and maintenance of the

original tape recordings in their entirety, including those segments deemed to be private or personal to former President Nixon, along with the master preservation copy. The government believes that it is complying with the PRMPA by retaining the original tapes and a preservation copy. Under existing law, material on those tapes deemed personal and returnable cannot be opened to the public. To ensure that material remains private, the Nixon estate takes the position, with which Public Citizen and Professor Kutler agree, that NARA is not legally entitled to retain the personal and returnable portions of the originals, nor a preservation copy, once reviews are completed and public material is released. All three parties agreed to submit this issue to court resolution.

This agreement greatly enhances NARA's ability to provide ready access to essential evidence for documenting the Nixon presidency. With this settlement we are putting years of litigation behind us and can resume the process of opening up these historically significant materials. I assure you that NARA will be fully committed to carrying out its part of the agreement.

The Nixon case is a dramatic example of the value of records for evaluating the conduct of public officials. Informed citizens need to make judgments in the broader light of historical perspective. They need a continuing analysis of the nation's experience as a whole. That requires open, dependable records. That is what records managers and archivists provide.

The Nixon case is a dramatic example of the value of records for evaluating the conduct of public officials. Informed citizens need to make judgments in the broader light of historical perspective. . . . That requires open, dependable records.



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.

Ruling for Release of NARA Correspondence

On May 24, 1996, Judge Charles R. Richey of the U.S. District Court for the District of Columbia ruled in *Public Citizen v. U.S. Department of Justice and the National Archives and Records Administration* (No. 95-02095- CRR) in favor of *Public Citizen*. Judge Richey rejected the government's efforts to withhold correspondence with former President Reagan's and Bush's attorneys concerning the fate of their electronic records.

In this case, *Public Citizen* requested, through the Freedom of Information Act, access to correspondence pertaining to a January 20, 1993, memorandum of agreement between the National Archives and former President George Bush concerning the possession, custody, control, and ownership of electronic records created by the Executive Office of the President. In the case of the *American Historical Association v. the U.S. Archivist*, the court ruled that this agreement was not constitutional. In response to *Public Citizen's* FOIA request, the National Archives is withholding ten documents, in full or in part, and the Department of Justice is withholding eight documents. Judge Richey ruled that the government did not have adequate grounds for seeking an exemption for withholding the documents. It is not yet known if the government plans to appeal this ruling or if it will release the records.

Update on the Copyright Conference on Fair Use

On May 30, 1996, the Conference on Fair Use (CONFU) met to continue its work toward developing guidelines for "fair use" in educational and library settings for the electronic use of copyrighted material. Meeting regularly for the last eighteen months, CONFU has sought consensus among publishers, librarians, scholars, and teachers for guidelines that address "fair use" in six areas: multimedia classroom use, electronic reserves, distance learning, visual image archives, libraries and software, and interlibrary loan.

The May CONFU meeting devoted some time to developing a preamble that would reflect the groups' understanding of the role of guidelines with the intention that the preamble be attached to each of the individual guidelines. The group tentatively accepted the following sentences as part of the preamble statement: "While only the courts can authoritatively determine whether a particular use is 'fair use,' these guidelines represent the participant's consensus of conditions under which 'fair use' should apply. Uses that exceed these guidelines may or may not be 'fair use.' Participants also agree that the more one exceeds these guidelines, the greater the risk that 'fair use' does not apply." CONFU has set as a goal the completion of work on the guidelines by November.

Senate "Mark-up" of Copyright Extension Bill

On May 23, 1996, the Senate Judiciary Committee met to consider S.483, the Copyright Term Extension Act. As is often the case, there was no mention in the committee's deliberation of the issue that is of most concern to historians, which in this case is the extension of copyright for unpublished material.

As introduced, S.483 would extend from December 31, 2002, to December 31, 2012, the protection of copyright on all unpublished works in existence before January 1, 1978, including letters and diaries from the eighteenth century. The NCC has advocated that copyright not be extended on unpublished material created before January 1, 1978. Although no formal amendment to this effect was mentioned in the "mark-up," Senator Orrin Hatch (R-UT), the chair of the Senate Judiciary Committee, stated that he was committed to working with librarians and users in crafting amendments to the bill. Hatch had circulated a draft of the bill to members of the committee which does incorporate this recommendation. Register of Copyright Marybeth Peters, who supported most of S.483, also urged that there be no extension on unpublished works in existence before 1978.

By a vote of fourteen ayes and two nays, the Senate Judiciary Committee recommended to the Senate a "clean" S.483 that focuses only on copyright extension.

continued on page 32

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National News Clips

1996 Bentley Fellows

The Bentley Historical Library, University of Michigan, announces the award of three individual and two team fellowships to support research on problems relating to modern documentation. The 14th year of the Research Fellowship Program for Study of Modern Archives is funded by the Andrew W. Mellon Foundation, the National Endowment for the Humanities and the University of Michigan. The program is co-directed by the Bentley Library's Francis X. Blouin and William K. Wallach. Individual fellowships were awarded this year to Inge Bundsgaard, Landsarkivet for Sjaelland, Denmark; James Fogerty, Minnesota Historical Society; and Anne Van Camp, Hoover Institution, Stanford University. One team was awarded funds to continue work begun in 1995 and consists of Nancy McCall and Lisa Mix, both from Johns Hopkins University, and Anne Gilliland-Swetland, UCLA. The other team receiving funding is headed by Steven Hensen, Duke University, and also includes Wendy Duff, University of Pittsburgh; Michael J. Fox, Minnesota Historical Society; Kent Haworth, York University; Kris Kiesling, University of Texas (currently on a tour of duty at the Research Libraries Group for six months); and Kathleen Roe, New York State Archives and Records Administration.

Projects include an exploration of issues on archival policy and U.S. government classified information (Van Camp); an

examination of issues relating to digitizing patient information and laboratory research data for archival research and access (Gilliland-Swetland, McCall, and Mix); a study of significant developments in international archival descriptive standards since 1989 (publication date of the second edition of *Archives, Personal Papers, and Manuscripts*), the issues raised in working toward a reconciliation of the differences among these standards, and the impact of Internet-based digital information systems on bibliographic and archival metadata (Hensen, Duff, Fox, Haworth, Kiesling, and Roe); an inquiry into the use of oral history as a tool in the appraisal of the records of American business (Fogerty); and a study of Danish archival traditions and their relevance for analyzing and describing electronic records (Bundsgaard).

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

Gracy Gift Supports Archival Studies at UT-Austin

The Graduate School of Library and Information Sciences (GSLIS) at the University of Texas at Austin has been named the recipient of the Alice Duggan and David Caldwell Gracy Endowed Presidential Scholarships. The award, donated by David B. Gracy II, the Governor Bill Daniel Professor of Archival Enterprise of the GSLIS, and his sisters, Ruth Gracy Wise and Lucile Gracy Harmon, will be given to deserving students with an interest in the administration of archives and records and the preservation of access to information of enduring value.

The Gracys have a long association with the University of Texas. Their father was the founder of Gracy Title Company of Austin and a University of Texas graduate. Alice Duggan Gracy attended the university and was a descendant of the Littlefield family, the largest benefactor to the university during its first 50 years.

"Our parents believed in the value of education and the importance of good recordkeeping in the present and for the future. In appreciation of the education that our parents provided us and to further education with records, we wanted to provide this award to deserving students," said the Gracy heirs in a letter announcing their intentions to establish the awards.

New Head of NYSARA

The Board of Regents of the University of the State of New York has appointed V. Chapman-Smith assistant commissioner for Archives and Records Administration in the State Education Department. Ms. Chapman-Smith will direct the New York State Archives and Records Administration, which oversees the records management activities of all state agencies and local governments and provides leadership and advice to non-government historical records repositories. Chapman-Smith will also serve as executive officer of the New York State Archives

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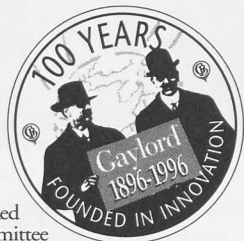
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Partnership Trust, a public-private partnership dedicated to saving the endangered records from New York's first 350 years. She fills a position that has been vacant since July 1995 when Larry J. Hackman resigned to head the Harry S. Truman Library in Independence, Missouri.

Since 1992, Chapman-Smith has been commissioner of records for the City of Philadelphia. Prior to that, Ms. Chapman-Smith was corporate records officer and assistant vice president of the Meritor Savings Bank.

Preserving Digital Data Report

This 64-page report, published by the Commission on Preservation and Access and the Research Libraries Group, provides a careful analysis of the nature of "information objects in the digital landscape" and examines issues involved in preserving digital files. Printed copies are available for \$15 from CPA, 1400 16th St., N.W., Suite 740, Washington, D.C. 20036-2217. Electronic copies are on RLG's home page: <http://www.rlg.org>.

Guidelines for Microfilming Records

Guidelines for Microfilming Records of Archival Value, by Susan Hall, is one of a series of handbooks on records and information management published by the National Archives of Canada. It provides guidance to government institutions on microfilming records of archival value to achieve archival film and on the quality control and archival storage conditions necessary to achieve stable images and media permanence. These guidelines can also be adopted by organizations wishing to retain microfilm for lengthy periods of time.

For a copy, contact: Director, Information Management Standards and Practices Division, Archives and Government Records Branch, National Archives of Canada, 395 Wellington Street, Ottawa, Ontario, Canada K1A 0N3; (613) 947-1516.

NEH Annual Report

The National Endowment for the Humanities *30th Annual Report* is now available. It contains brief descriptions of endowment programs as well as a complete listing of all endowment grants for FY'95. For a free printed copy while supplies last, send requests to: NEH 1995 Annual Report, Room 402, 1100 Pennsylvania Ave., N.W., Washington, D.C. 20506 or e-mail: info@neh.fed.us.

ARIST article on "History, Archives, and Info Science"

"History, Archives, and Information Science" is the name of an article recently published in the American Society for Information Science's *Annual Review of Information Science and Technology (ARIST)*, volume 30, 1995. Authored by Lawrence J. McCrank, the article discusses the relationship between history and information science; and examines archival science in the context of contemporary issues pervading both history and information science.

CAUGHT IN THE WEB

NISO Opens WWW Home Page

The National Information Standards Organization (NISO), the leading developer of technical standards for publishers, information services, and libraries, has launched a home page on the World Wide Web. Using a computer and a modem you can find NISO at:

<http://www.niso.org>

Through the NISO home page you can gather information on NISO, contact NISO's officers, learn what new standards are in development, and view the *NISO Press Catalog*, which lists more than one hundred standards and publications.

MARAC Web Site

Information concerning the Mid-Atlantic Regional Archives Conference (MARAC) can now be found on the World Wide Web. Numerous links provide information on the organization's structure, calendar of events, constitution and bylaws, publications, conferences and more. The site can be found at:

<http://www.otd.umd.edu/MARAC/marac-hp.htm>

Center for Legislative Archives Web Site

The Center for Legislative Archives, which preserves and administers the historical records of Congress at the National Archives and Records Administration, announces its debut on the World Wide Web at:

<http://www.nara.gov/nara/legislative>

The Center's homepage connects researchers to the published guides to the records of the House of Representatives and the Senate. It also includes information about the rules of access to the records, guidelines for citing these records, and about conducting research at the National Archives and Records Administration. The site provides browsers with links to other Internet sites concerning Congress and Congressional studies.

Australian Archives Finding Aids on WWW

Finding aids of the Australian Archives are now available for inspection on the World Wide Web. Holdings can be searched through detailed indexes to functions, agencies, persons, and organizations. The Australian Archives home page address is:

www.aa.gov.au/AA_Home_Page.html

The Australian Society of Archivists *Directory of Archives in Australia* is also available via WWW. It lists some 400 institutions and provides information on officers in charge, hours and facilities, access, acquisition focus, and major holdings. The directory can be reached at:

www.asap.unimelb.edu.au/asa/directory/asa_dir.htm



World View

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

Publications

● Asociacion Mexicana de Archivos y Bibliotecas Privados, A.C., has recently published *Un recorrido por archivos y bibliotecas privado*, a compilation of 21 articles on the content and history of several private archival and library collections in Mexico. For more information contact Norma Mereles de Ogarrio, Presidenta, Asociacion Mexicana de archivos y Bibliotecas Privados, A.C., Guadalajara 104, Col. Condesa, 06140 Mexico, D.F., Mexico.

● The Wellcome Institute for the History of Medicine, London, England, has produced a new edition of its *Guide to the Contemporary Medical Archives Centre*. This edition updates entries on pre-1991 holdings, plus provides information on nearly 100 new collections received up to January 1995. Each entry gives a brief outline of the collection and notes whether there is a listing available. Restriction information is also provided. To order a copy of this guide, contact: Wellcome Institute for the History of Medicine, 183 Euston Rd., London NW1 2BE England; phone: 0171 611 8486; fax: 0171 611 8703; e-mail: cmac@wellcome.ac.uk.

● The second edition of *Guide to the Archives of Member States, Foreign Ministries and European Union Institutions*, published by the European Commission Secretariat-General, is now available. This practical guide will assist any users—

researchers, students, archivists, etc.—of diplomatic archives of the European Union to find answers to their particular questions, locate services, access conditions, and review principle record groups, and collections. For more information about obtaining a copy of this publication, contact: UNIPUB, 4611-F Assembly Drive, Landham, Maryland 20706-4391, (800) 274-4888.

Acting Director of Russian State Archives

In January 1996, Rudolf Pikhoia stepped down as director of RosArchiv, the Russian state archival service. Deputy director Vladimir Alekseyevich Tiuneev is now serving as acting director.

U.S. and Cuba Collaborate on Collection Preservation

The Northeast Document Conservation Center (NEDCC) in Andover, Massachusetts, and the Center for Marine Conservation (CMC) in Washington, D.C., have been working together to preserve collections of museums, archives, and libraries in Cuba. Last April, staff members of NEDCC and CMC visited Havana to meet with Cuban colleagues, exchange information, and plan for future collaboration. Cuban institutions hold collections that provide data for scientists involved in the study of biodiversity. Cuba is also a rich source of documents relating to U.S. history. Administrative records relating to the early history of Florida and Louisiana, when they were ruled by Spain, are held in the National Archives of Cuba.

Fiji National Archives

Peter Orlovich, of the University of New South Wales archival studies program, conducted a series of training workshops in the Fiji Islands in May 1996. The workshops were sponsored by the National Archives of Fiji and supported by the Australian Agency for International Development (AusAID). A major aim of Orlovich's program was to encourage records and registry officers employed within government departments to take advantage of the services provided by the Fiji National Archives for improving the efficiency and effectiveness of their recordkeeping operations and ultimately to better preserve the archival heritage of Fiji. The week-long workshops were held in Lautoka, Labasa, Levuka, and Suva.

1997 Int'l Business History and Archives Conference

The Business Archives Council (BAC) of Scotland will host an International Business History and Archives Conference, July 4-7, 1997, in Glasgow, Scotland. The theme of the conference will be "Archives and Managing Risk." Sessions will explore ways that companies have managed risk in the past, documented their activities, and dealt with increased government regulatory requirements. Meeting concurrently will be the American Business History Conference and the United Kingdom Association of Business Historians. For more information, contact: Hal Keiner, CIGNA Archives, L9, Hartford, Connecticut 06152; (860) 726-3844; fax (860) 726-2915; e-mail: Hkeiner@CIGNA.E-mail.com.

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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.)

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TEACHING NOTES (14 pp.)

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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 recordkeeping requirements for long-term preservation and access.

Society of American Archivists (1996)

CASE STUDY (48 pp.)

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TEACHING NOTES (9 pp.)

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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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TEACHING NOTES (38 pp.)

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International Council on Archives (ICA)

- The ICA Provisional Section of University and Research Institution Archives (ICA/SUV) will hold its 1996 seminar, "Toward an Archival Methodology for the University Archives," in Beijing, China, as part of the ICA quadrennial meeting. The seminar, led by ICA/SUV Guidelines Committee, will focus on the *Guidelines for University Archives* drawn up by the committee over the past two years. The guidelines document will be circulated to ICA/SUV members this summer; the seminar will give participants a chance to discuss the guidelines as they apply to their archives and to the situation in their countries. A formal meeting of the membership will also be held. The membership meeting will plan future activities based on the results of the member survey conducted during the spring/summer of 1996. This survey was prepared by a committee headed by Patricia Methven, King's College, London, England.

- In May 1996, the Archives of Science Subgroup of ICA/SUV held a joint workshop with the Commission on Bibliography and Documentation of the International Union of the History and Philosophy of Science, Division of the History of Science. Held in Liege, Belgium, the workshop focused on issues stemming from the impact of computer technologies on the creation and maintenance of records in the modern scientific workplace. For more information on ICA/SUV, contact: Marjorie Barritt, Chair, Bentley Historical Library, University of Michigan, 1150 Beal Street, Ann Arbor, Michigan 48109-2113; (313) 764-3482; fax: 313-936-1333; e-mail: Marjorie.Barritt@umich.edu.

Resource for Professionals

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edited by Tom Nesmith

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.

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1996 CALENDAR

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 11-13

"School for Scanning: Working in a Digital World" seminar sponsored by the National Park Service and the Northeast Document Conservation Center at the Smithsonian Institution. Fee: \$150. Contact: Gail Pfeile, NEDCC, (508) 470-1010, e-mail: nedcc@world.std.com.

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 19-20

Society of Ohio Archivists fall meeting. Former U.S. Archivist Robert Warner is a special guest speaker. Contact Tom Culbertson, Rutherford B. Hayes Presidential Center, (419) 332-2081.

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.

Beginning October 9-11

NEDCC Workshop Series on Managing Preservation. The Northeast Document Conservation Center (NEDCC) will present a series of five coordinated workshops to provide systematic training in preservation management for small to mid-sized museums, archives, and libraries. All sessions will be held at NEDCC's Andover, Massachusetts facility.

As a series, the workshops will provide the information needed to design, implement, and maintain an effective basic preservation program for documents, books, photographs, and other paper-based materials. The program is made possible by the generous support from the National Endowment for Humanities.

The first workshop is from October 9-11, 1996, and covers core concepts in preservation; the second is December 5-6, 1996, on emergency preparedness; the third is March 26-28, 1997, on collections maintenance; the fourth is June 12-13, 1997, on selection for preservation; and the final workshop is September 25-26, 1997, and will cover preservation administration. Each session will include pre-workshop reading and exercises. Assignments between meetings will put concepts to practical use and supply information for subsequent sessions. The program strongly emphasizes decision-making and application of information to the participant's institution. Workshops will be based on a combination of lectures, discussions, and small group exercises; each will include a "hands-on" component.

This program is designed for the full-time professional with part-time preservation responsibilities. At the completion of the series, each institution can expect to have a basic preservation plan, with concrete, realistic goals for future action.

Participation will be limited to twenty participants selected on the basis of an application provided by NEDCC. *The application deadline is September 4, 1996.* Participants will be notified by September 10, 1996. Each participant is expected to attend the entire series. The cost of the full series is \$450. Applications will be available in June 1996. For additional information or to request an application contact Steve Dalton, Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810; Phone 508/ 470-1010; e-mail: nedcc@world.std.com.

October 10-11

Fall meeting of the Midwest Archives Conference (MAC)—celebrating its 25th anniversary—in Madison, Wisconsin. For more details, contact Frank Cook at (608) 262-3290.

August 25 - September 1, 1996

60th Annual Meeting of the Society of American Archivists

in San Diego, California

Join in the Diamond Jubilee Anniversary Celebration!

Contact Debra Mills at
(312) 922-0140

See pp. 10-11 for details.

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 10-13

Oral History Association annual meeting in Philadelphia, at the Holiday Inn Select-Center City. Theme: "Oral History, Memory, and the Sense of Place." Contact: Oral History Association, P.O. Box 97234, Baylor University, Waco, Texas 76798-7234; (817) 755-2764; fax (817) 755-1571; e-mail: OHA_Support@Baylor.edu.

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 e-mail: 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 18

"Preservation Practices for Historical Documents" workshop at Hofstra University, Hempstead, NY. Sponsored by Long Island Archives Conference. Contact Karen Martin, 155 Hudson Ave., Lake Grove, NY 11755.

October 21-24

INFOIMAGE-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.

November 6

Annual Meeting of Long Island Archives Conference, Cold Spring Harbor, NY. Contact Karen Martin, 155 Hudson Ave., Lake Grove, NY 11755.

FELLOWSHIPS & GRANTS

NEH Collaborative Research Grants

Collaborative Research grants support original research undertaken by two or more scholars and projects coordinated by individual scholars, which because of their scope, complexity, or duration, cannot be accomplished through one-year fellowships. Eligible activities include the editing of works or documents that are of value to humanities scholars and general readers and have been either previously inaccessible or available only in inadequate editions; translating into English works that provide insight into the history, literature, philosophy, and scientific and artistic achievements of other cultures; basic research in the humanities, especially research that promises to break new ground or offer fresh perspectives; and research conferences designed to advance the state of research in a field or topic of major importance in the humanities.

Grants support full-time or part-time activities for periods of up to three years. Support is available for various combinations of scholars, consultants, and research assistants; project-related travel; and technical support and services. All grantees are expected to publish or disseminate in other ways the results of their work. Awards normally range from \$10,000 to \$200,000, and the use of federal matching funds is encouraged. Federal matching funds are released when a grantee secures gift funds from eligible third parties. Due to the limited funds available for support of research, NEH normally can contribute only part of the funds needed to carry out projects.

Individuals and nonprofit institutions and organizations in the United States are eligible for support. To be eligible, institutional applicants must have obtained I.R.S. tax-exempt status. U.S. citizens are eligible to apply as individual applicants, as are foreign nationals who have been legal residents in the United States or its jurisdictions for a period of at least the three years immediately preceding the submission of the application.

Deadline for applications is September 1, 1996. Information and application guidelines and forms are available at the NEH Web site www.neh.fed.us or by contacting the program office. Division of Research and Education Programs, 1100 Pennsylvania Avenue, NW, Washington, DC 20506; (202) 606-8210; e-mail: research@neh.fed.us

Summer 1997 Bentley Fellowships

The Bentley Historical Library, University of Michigan, will host the 15th year of its Research Fellowship Program for the Study of Modern Archives in summer 1997. Depending upon expenditure of existing grant funds over the next two summers, either 1997 or 1998 will be the last year of the Bentley's fellowship program. Funds will definitely be available in summer 1997 for both individual fellowships and team fellowships. The program will award research stipends to individual fellows (\$4,000/month). A housing allowance is also awarded. Team fellowship awards are based on negotiations with the program directors.

For further information about the 1997 program or an application form, contact: William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, MI 48109-2113. **Postmark deadline for applications is December 20, 1996.** The Bentley will host an open house at SAA's annual meeting in San Diego on Saturday, August 31, from 7:30 a.m. to 8:30 a.m. to discuss the program with potential applicants. Coffee, juice, and rolls will be served. For additional information about the program, see the Bentley home page at: <http://www.umich.edu/~bhl>.

LISTINGS WANTED

Send listings for the Bulletin Board to:

Teresa Brinati, Managing Editor
Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605
fax (312) 347-1452
tbrinati@saa.mhs.compuserve.com

Rockefeller Archive Center

The Rockefeller Archive Center will have two components to its program of Grants for Travel and Research at the Rockefeller Archive Center in 1997. 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 the grant programs, contact the director: Darwin H. Stapleton, Rockefeller Archive Center, 15 Dayton Avenue, North Tarrytown, New York 10591-1598 or call (914) 631-4505.

Kress Conservation Publication Fellowships

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

continued on next page

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. NHPRC 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.

Open Society Archives Fellowship

The Open Society Archives offers a one-year visiting fellowship to graduate students who are completing archives programs in Western Europe and North America. The period of the fellowship is June 1997 to June 1998. The Open Society Archives in Budapest, Hungary, holds and actively acquires research resources in the areas of communism and the Cold War; human rights issues and movements; and the records of the Soros Foundation's philanthropic activities, including the Open Media Research Institution and the Central European University. In addition, it is part of the archives' mission to provide an archival information service to the archival community in Central and Eastern Europe and to provide information management services to the Soros Foundation worldwide.

The fellowship supports travel to and from Budapest, Hungary, and pays for a housing allowance and salary. It is designed to give Western archivists the opportunity to work and exchange ideas with their peers from Eastern Europe. During the years of the fellowship the person will reside in Budapest and work at the Open Society Archives, participating in all aspects of the archives' activities. Fellows will be encouraged to foster links with, and attend short courses where appropriate at, the Central European University. The fellow also will participate in in-house seminars on professional development with the regular staff of the Open Society Archives. Interested persons should contact: Margaret Crockett, Open Society Archives, Budapest 62, Pf 458, 1396, Hungary. Fax: 36 1 327 3260. E-mail: crockett@ceu.hu.

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: Karen Renninger or Lyle Minter, Library of Congress, Serial and Government Publications Division, Washington, D.C. 20540.

The American Archivist

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phrase than rather wait for the content to go out of date. This time lag seems totally unacceptable. The review process had been quite swift, a matter of several months, but the article was bogged down with the copy editor. We must develop some mechanism by which this process is streamlined and facilitated.

At this point there are two challenges: getting AA back on schedule *and* keeping it on schedule. Accomplishing the first may well help the second. Getting back on a timely publishing schedule hopefully will boost subscriptions (there have been many cancellations of late due to tardiness) and may also have the salubrious effect of increasing submissions. Authors may prefer to submit to a journal such as *Archivaria* that can provide them with a quicker publication process, thus AA is losing submissions due to its poor publishing track record.

By the time of our July meeting the task force will have completed data collection on each of the above issues and will be prepared to provide Council with a more detailed list of considerations and specific recommendations. With the help of members' comments during the annual meeting, we will continue our deliberations and finish our work by the end of 1996.

CALL FOR PAPERS

Attention Oral Historians

Biography: An Interdisciplinary Quarterly, invites submissions for its 20th anniversary issues, to appear in 1997. The editors are especially interested in essays which extend the range of biography, autobiography, hagiography, oral and group history, into other fields and disciplines. For more information, contact: Center for Biographical Research, c/o Department of English, 1733 Donaghoo Road, University of Hawaii at Manoa, Honolulu, Hawaii 96822. Or e-mail biography@hawaii.edu.

PHOTO OPPORTUNITY

Photos Wanted for Book About Coffee

A Mexican publishing house is interested in obtaining historical photographs from the late-nineteenth and early-twentieth century about cultivation and commercialization of coffee in the following countries: Mexico, Guatemala, Honduras, Salvador, Costa Rica, Cuba, Dominican Republic, Puerto Rico, Colombia, Ecuador, Brazil, India, Indonesia, Vietnam, Thailand, Papua New Guinea, Ethiopia, Cameroon, Madagascar, Kenya, Ivory Coast, Uganda, and Zaire. Please send any information to: Redacta S.A., Attn.: Fulvio Eccardi, Av. Primero de Mayo 249, Col. San Pedro de los Pinos, C.P. 3800 Mexico, D.F. Phone (5) 598-6121 or Fax (5) 611-4345.

New Member Roster

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

Institutional Members

Generalitat De Catalunya,
Barcelona, Spain
Harley Davidson Motor Co.
Mashantucket Pequot Tribal
Nation, Connecticut
New York University
Sisters of Charity, Mount St.
Joseph, Ohio

Individual Members

Margaret T. Anderson
Student
Helen Ashmore
Beverly H. Babcock
*Lawrence Livermore
National Laboratory*
R. Margaret Baird
Student
Linda Bernard
Hoover Institution
Mary Louise Bloomingdale
Marymount University
William J. Bosch
Le Moyne College
Jennifer Bridge
Student
Laura M. Calkins
University of Michigan
Jim Catler
Lisa J. Clark Wernhoff
Ben & Jerry's Ice Cream
Karen Crane
Lisa DeCesare
Student
John Paul Deeben
Sharon R. Dillman
Saint Andrew's School
Ed Eckert
Lucent Technologies
Christine J. Eich
Amy T. Fangboner
Student

Claire B. Farkas
Student
Sarah Fox Roth
*Evangelical Lutheran Church
in America*
Randall Gates
Student
Priscilla Golas
Student
Didier Grange
*Archives de la Ville, Geneva,
Switzerland*
Diahnne Halterman
Student
Debra Harrington
Student
Timothy Hughes
Charles River Associates, Inc
Julie Hunsaker
Student
Richard Hunt
Sheri Irvin
Student
Christine Jackson
J C Penney
Sandra Jackson
Consultant
Isabel Jasper
*National Afro-American
Museum*
Catherine Kelly
The Westminster Schools
Kim Klausner
Student
Mary Jo Koranda
University of Wisconsin
Marla P. Krauss
Student
Melinda F. Kwedar
John Nuveen & Co. Archives
Mark Lambert
Student
Albert Lang
Student
Kathryn Lennon
Jeffrey Liles
*University of Southern
Mississippi*
John E. Mahoney
Capuchin Archives

Jeffrey P. Martin
*Cleveland Health Science
Library*
Devin McCullen
Patricia McKeever, ASC
*Adorers of the Blood of
Christ*
Miriam Meislik
Patricia A. Mullen
Karen Nelson
Student
Richard Nollan
Frank J. O'Donnell
Maryann Pilutik
Student
Claude Potts
Student
Joyce Prasalowicz
Saint Joseph Convent
Timothy D. Pyatt
*University of North Carolina
at Chapel Hill*
Gerard A. Rainville
SMSU Sulpician Archives
Kathryn Rawdon
Simmons College
Sharla D. Richards
SOLINET
Cynthia Robinson
Student
Thomas J. Rosko
Student
Andrea L. Schwartz
Student
Robert C. Sharman

Richard W. Shea
Student
Anne Sheble
Student
Randall N. Smith
Student
Eleanor Southworth
Ruth Spencer
Milken Family Foundation
Gail Stein
*Los Angeles County Museum
Art*
Hugh O. Stevenson
Superior Court of the DC
June Swann
Wilson County Archives
Nell Thrift
Florida Conference
Charles Varnes
Jen Venable
Student
Elizabeth G. Warden
The Falls Church
Beatrice Weisner, SNJM
Joseph C. Wenninger
*The Christian and Mission-
ary Alliance*
Ronald L. West
Bunny White
Lucent Technologies
Ryan Wieber
Detroit Institute of Arts
Ian D. Wolfe
Student
E. Heidi Yeager

KEEP IN TOUCH!

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

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

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

State Department's Advisory Committee Issues Report

On May 10, 1996, Warren F. Kimball, the chairman of the Advisory Committee on Historical Diplomatic Documentation to the United States Department of State, sent to Secretary Warren Christopher the annual report of the committee. The report addresses problems that have delayed the publication of the volumes in the *Foreign Relations of the United States (FRUS)* documentary series and highlighted concerns about the department's declassification efforts.

A major preoccupation of the committee, the report notes, has been "the lengthy appeals regarding documents needed to provide the 'thorough, accurate, and reliable record' required by the statute." An Interagency Appeals Board was established and it agreed to declassify the material about relations with British Guiana, but did not declassify documents on U.S.-Japanese relations for the 1961-63 volume. The report states: "The committee plans to appeal that and similar decisions after a two-year period, with the purpose of publishing those important documents in retrospective volumes of *FRUS*." The report notes that the committee is "unpersuaded by arguments recently advanced by the CIA to the effect that disclosure of 30-year-old documents will jeopardize current intelligence liaison with friendly nations."

Senate Hearing on the Library of Congress

The Joint Committee on the Library of Congress heard on May 7, 1996, from both the General Accounting Office (GAO) and the Library of Congress concerning the recently completed and quite critical management and financial reviews of the Library of Congress. Senator Mark Hatfield (R-OR) co-chaired the hearing with the vice-chairman, Representative Bill Thomas (R-CA).

In opening remarks, Hatfield stated that the purpose of the hearing was to be helpful and the tone of the hearing was cordial. Thomas agreed that there were two separate issues—management issues and a re-evaluation of the library's mission and that the focus of the committee's concerns should be on the management problems.

During questioning, the GAO representatives said that they were not recommending a change in the library's mission but were putting that on the table for consideration. The report put forth three alternative missions for the Library of Congress, one that would focus on Congress, one to Congress and the nation, and the third to Congress, the nation, and the world.

James Billington, the Librarian of Congress, stressed in the review that many recommendations were either in the process of being incorporated or would be incorporated. He also strongly defended the library's current mission. In answer to a question from Senator Pell about the number of foreign language books in the collection, Billington confirmed that over half of the collection is in foreign languages. Billington argued that if the library were to cease acquiring its foreign language collection, information about large parts of the world would not be available in the United States. Billington said that if the U.S. is to be an economically competitive global power, then it needs access to global information. The report, Billington added, lacks a fundamental understanding of the library's role.

In closing remarks, Hatfield asked the library to prepare for the committee specific management goals, dates, and budget impact. He stressed that the committee wanted to move forward on the management issues but did not want to scale back the mission of the Library of Congress.

Copies of both the management and financial audit reports are available on the GAO Web page at <http://www.gao.gov>. This report, which is several hundred pages, will not be made available in paper copy. The title of the report is "Library of Congress: Opportunities to Improve General and Financial Management."

Senate Hearing on Copyright in the Digital Age

On May 7, 1996, the Senate Judiciary Committee held a hearing on S.1284, the National Information Infrastructure Copyright Protection Act, a bill to adapt copyright law to the digital, networked environment of the information highway. Senator Orrin Hatch (R-UT), the chair of the Judiciary Committee, presided. Only one other member of the committee, Senator Arlen Specter (R-PA), attended; and he made only a brief appearance to say that there was tremendous interest in this issue on the committee, but bills on the Senate floor prevented members from being present.

Senator Conrad Burns (R-MT), the chair of the Commerce Subcommittee on Science, Technology and Space, testified following Hatch's brief introduction, where he referred to "massive unauthorized copying" yet also stressed his appreciation for the need for a balance between the needs of users and creators. Burns talked about both the need to protect intellectual property on the Internet and the need to harness new telecommunications technologies for educational opportunities that will allow rural students to have similar advantages to those of urban students.

Before a hearing room of three hundred interested individuals and many members of the press, five public witnesses presented varying views. The witnesses were: Kenneth Kay, executive director of the Creative Incentive Coalition; John Bettis of the American Society of Composers, Authors and Publishers; William Burrington, chair of the On-Line Public Policy Committee of the Interactive Services Association; Professor Robert Oakley of the Georgetown Law School speaking on behalf of Digital Future Coalition; and Daniel Burton, vice president for government relations of Novell, Inc.

Professor Oakley addressed the concerns of many in the library, archival, and scholarly community by focusing on "fair use" and the need to maintain a fundamental balance between ownership and access. Oakley put forward language for amending S.1284 and its parallel bill in the House, HR.2441, which would assure the promotion of creativity by preserving the balance between strong intellectual property protection and robust access to information for all innovators.

Senator Hatch asked the witnesses questions about reasonable and fair means for protecting copyrighted material in cyberspace, about whether encryptions alone could protect copyright owners, and about whether the committee should wait to pass legislation. Hatch noted that the Senate Judiciary Committee will hold at least one more hearing on S.1284. Several times he repeated that he was not wedded to any particular language and wanted assistance from the witnesses in refining the bill.

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

ARCHIVIST

*Carnegie Corporation Archives
Columbia University Libraries*
(Temporary position, 2-3 years)
New York, New York

Columbia University seeks an archivist for a temporary position (2 years, possible extension for 1 additional year) in the Carnegie Corporation Archives. The archivist will assist the Curator in processing, and in supervising student staff; perform research to on-site and off-site reference requests; maintain an archival database; perform HTML mark-up of collection finding aid; provide desk support in the rare book and manuscript library; oversee transfer of new records; supervise off-site processing of the papers of corporation officers; and assist in other related duties. Carnegie Corporation of New York was established in 1911 by Andrew Carnegie to promote the advancement and diffusion of knowledge and understanding, and is one of the oldest, largest and most influential of American foundations. It has provided grants for research and study in numerous fields in the United States and in countries that have been members of the British overseas commonwealth. The Carnegie Corporation Archives comprises 775 linear feet and documents the grant-making activity of the Corporation from 1911-1983. Requirements for the position include a professional degree in archival management or an accredited M.L.S. degree, and superior writing and speaking skills. A graduate degree in history, social sciences, public health, education or a related field is desirable. Knowledge of rare book and manuscript reference sources, tools and techniques is also desirable. Salary ranges (which will increase July 1996) are currently: Librarian I: \$32,500-\$42,250; Librarian II: \$34,500-\$46,575. Excellent benefits include assistance with university housing and tuition exemption for self and family. Send resume, listing names, addresses and phone numbers of three

references, to: Jane Hunt, Human Resources Office, Columbia University Libraries, Box 35 Butler Library, 535 West 114th Street, New York, New York 10027. Applications will be considered until the position is filled. State title of "Carnegie Archivist" in cover letter. AA/EOE

STATE LIBRARY INFORMATION SERVICES DIRECTOR

*The Library of Virginia
Richmond, Virginia*

Salary Range: \$42,783-\$65,323.

Administers agency's Records Management and Imaging Services Divisions for statewide programs in records appraisal, information imaging; and circuit court grants (preservation). Plans, coordinates and supervises above programs ensuring compliance with the Code of Virginia, Public Records Act, Section 42.1-76; and with federal, state and industry standards and regulations. Prefer advanced degree in history, library and information science, public administration, government or related field. Comprehensive knowledge of records management; of archival principles, methodology, and administration; of operation of state and local government; of Virginia history. Ability to evaluate, train and supervise staff in a team management and quality approach. Valid driver's license required. State employment application required by 5:00 p.m., August 1, 1996.

Contact: Patricia Ann Brown, The Library of Virginia, 11th Street at Capital Square, Richmond, Virginia 23219; (804) 786-3336; fax (804) 371-7613. EOE/ADA/AA

UNIVERSITY ARCHIVIST

*University of Connecticut Libraries
Storrs, Connecticut*

Under the administrative review of the head of the Archives & Special Collections Department, the incumbent manages the department's archival and manuscripts collections, including the

Professional Opportunities

University Archives, historical and literary cultural manuscripts and archival research collections in business, labor, and politics. **Responsibilities include:** Managing the library's archival and manuscripts collections, including the University Archives; assisting researchers in use of archival and manuscripts collections; and identifying, soliciting, and obtaining archival and manuscripts collections. **Other responsibilities include:** Conducting outreach and public programs (including publicizing the collections, services, preparing and mounting exhibits); developing grant proposals, other funding sources to support the archival and manuscripts collections and related programs; providing advice on records management and retention. **Minimum requirements include:** Ph.D. in appropriate field and at least five years relevant professional experience or an ALA-accredited M.L.S. and a graduate degree in history and eight years relevant professional experience demonstrating a strong knowledge of archival functions; supervisory experience in a similar archival program; knowledge of post-Civil War New England history; and training or demonstrated experience in records management. **Salary range:** \$41,845-\$61,434. To apply, send letter of application; resume; and the names, addresses, and telephone numbers of three professional references to: Mr. Brinley Franklin, Associate Director for Administrative Services, University of Connecticut Libraries, Box U-5A, Storrs, Connecticut 06269-1005. Screening of applicants will begin immediately and continue until the position is filled. We encourage applications from under-represented groups, including minorities, women, and people with disabilities. (Search #5A334)

PROJECT ARCHIVIST

Documentary Arts, Inc.
Dallas, Texas

NHPRC- funded position at the Texas African-American Photography Archive to begin October 1, 1996. The archive contains approximately 17,000 unprocessed prints and negatives representing the work of 15+ African-American Texan photographers and studios. The goal of

the project is to process the collection, preserve significant images on microfiche, catalog at collection level, and make collection available by means of a printed and electronic format guide. **Responsibilities:** Daily project management; establishing processing priorities; arrangement and description of photograph collections at folder and series level; assign LC subject headings; supervise cleaning, sleeving and housing of photographic prints and negatives. Statistics gathering and periodic report writing. Evaluate images for preservation phase, including preparation of microfilming targets. Create MARC records for OCLC inclusion. Write summary report and collection guide. Also responsible for supervision of student interns from local colleges. **Qualifications:** ALA-accredited M.L.S. with concentration in archives and manuscripts. Knowledge of photographic history, processes and preservation. Strong preference given to applicants with academic or archival background in African-American history and culture. **Salary:** \$26,400/year, plus benefits totaling about 25% of annual salary. Potential for permanent employment, subject to annual review. Review of application begins August 15, 1996 and continues until position is filled. Send letter of interest, resume, and name and telephone numbers of two references to: Dr. Alan B. Govenar, Documentary Arts, Inc., P.O. Box 140244, Dallas, Texas 75214. Minorities and women are particularly encouraged to apply.

PROJECT ARCHIVIST

Hoopa Valley Tribal Archives
Hoopa, California

The Hoopa Valley Tribe seeks a Project Archivist for one year, funded through NHPRC. The Hoopa Valley Indian Reservation is the largest reservation in California, encompassing a twelve mile square surrounded by four timber mountains. The valley floor, bisected by the Trinity River, is the center of urban, agriculture and industrial activities. Hoopa is located 65 miles east of Eureka and 120 miles northwest of Redding. The Hoopa Reservation was created by Executive Order on June 23, 1876. The significance of this project is

not only to preserve the culture, but also document the governmental development of the Hoopa. **Responsibilities:** To develop an Archives Program for the permanently valuable Business Records of the Hoopa Valley Tribal Council and the culture and historical documents of the Hoopa. Specific goals are 1) To Develop an Operational Policy and Procedures Manual, for appraising, accessioning, progressing, and providing public research access to archival records previously identified through the Tribal Archives/Records management retention scheduling plan. 2) To appraise and transfer permanently valuable records into the newly established Kim Yerton Memorial Library. 3) To begin arrangement and description of these records. 4) To initiate a program for research and public access. 5) Provide archival training to staff; establish archival goals and monitor workflow; provide advice and technical assistance in records management. **Qualifications:** Master's degree in history or library science, including relevant course work in archives administration or certification as a professional archivist. **Experience:** Must have two to three years experience in archival management. Knowledge of automated solutions to archival procedures, and relevant software such as Microsoft word and Windows. One-two year experience working with Native American Collections and Native American people is preferred. **Salary:** \$32,000. Excellent fringe benefits. **Application Deadline:** Applications will be accepted until position is filled. Employment will begin on or about September 1, 1996. Applications received by July 31, 1996 will be given priority. **To Apply:** Send letter of application, resume, and three references to: Hoopa Valley Tribal Council, Tribal Archives Department, P.O. Box 1348, Hoopa, California 95546-1348; (916) 625-4002; fax (916) 625-4053.

UNIVERSITY ARCHIVIST

Ohio State University Libraries
Columbus, Ohio

Supervises processing of University records and papers, including creation of inventories and descriptions, physical arrangement, and providing information for cataloging. Accessions new acquisitions by establishing preliminary physical

and intellectual controls and maintaining accessions database. Assists in providing reference and search services. Participates in planning and execution of exhibits. Assists in managing retention and disposition of University records. University Archives has four full-time staff and 8-10 student assistants. Holdings include 8000 cubic feet of University records, 750 cubic feet of polar exploration records, and over 1 million photographs. **Required:** Masters degree in history or library science with formal training in archival administration.

Salary: \$27,192-\$32,004. Open until filled; review of applications will begin in mid-June. **Apply to:** Sharon A. Sullivan, Personnel Librarian, Ohio State University Libraries, 1858 Neil Avenue Mall, Columbus, Ohio 43210-1286. Include names, addresses and telephone numbers of three references. AA/EOE. Women, minorities, Vietnam-era veterans, disabled veterans and others with disabilities are encouraged to apply.

CHICAGO HISTORICAL SOCIETY

Assistant Curator

Chicago Historical Society

Chicago, Illinois

Provide reference service and process photo-reproduction orders. Maintain archival files/collections and records for the photo-reproduction business. Supervise student assistants. **Qualifications:** Minimum bachelor's, prefer master's degree in library science, history, photography, or related discipline. Knowledge of Chicago area/history desirable. Good computer skills. **Salary:** \$22,500. Send resume to Personnel Dept., Clark Street & North Avenue, Chicago, IL 60614, before July 15, 1996.

COLLECTIONS ARCHIVIST

Hope College

Holland, Michigan

Applications are invited for the position of Collections Archivist at the Joint Archives of Holland, a department of Hope College. **Responsibilities:** Under the direction of the Joint Archives of Holland Director the successful candidate will be responsible for principal processing and management of the archival collections. This will include accessioning

new materials, processing collections, developing processing priorities, MARC cataloging, preservation, and other related duties. The collections archivist will also assist in scheduling and providing reference services; hire, train and supervise student assistants and volunteers; coordinate cataloging with the library's technical services department; participate in the writing of Joint Archives publications; assist the director with student and civic presentations; and other duties as assigned. This position also involves liaison work with college academic departments and institutions for which the Joint Archives provides archival services. **Qualifications:** Requires either an ALA-accredited M.L.S. or M.A. in history, with a specialized archival training component and two years archival experience. Experience or course work with: archival processing, cataloging/MARC integrated format, electronic records management, reference services, the MARC format, and OCLC. Strong interpersonal, supervisory, and writing skills are required. Demonstrated knowledge of computer applications (WordPerfect, PageMaker and Access) would be helpful and ability to work independently as part of a team is essential. Candidates should demonstrate an ability to combine excellence in archival skills with professional activity and should be committed to the character and goals of a liberal arts college with a Christian perspective. **Environment:** Hope College, a four-year liberal arts college affiliated with the Reformed Church in America, has an enrollment of 2,900 (2,750 FTE) students and is located five miles from Lake Michigan. The Joint Archives of Holland is a leading repository in an award-winning building. The archives also cares for and provides contractual archival services to the Holland Historical

Trust (Holland Museum) and Western Theological Seminary. The archives currently manages approximately 6,000 lf of materials. This is an eleven-month faculty position with the rank of Assistant Professor. Benefits include various retirement plans, health and disability insurance. Salary for this position is \$29,000.

Application: Send letter of application; curriculum vitae/ resume; writing samples (finding aid with MARC record); names, phone numbers, mail and e-mail addresses of three references to: Larry J. Wagenaar, Director, The Joint Archives of Holland, Hope College, P.O. Box 9000, Holland, Michigan 49222-9000. For more information, Larry Wagenaar can be contacted at: (616) 395-7798 or Wagenaar@Hope.edu. Consideration of applications will begin on September 1, 1996, and continue until the position is filled. Hope College complies with all federal and state requirements for non-discrimination in employment. Applications are strongly encouraged from women and minority persons.

Manager Archives, Records Management, Special Collections, and Museum Programs

The Babson College Library is seeking an individual to be responsible for the planning, implementation, and administration of all College-wide archives and records management services, manuscript and special collections, museum services, and Horn Gallery exhibits.

Candidates should have a Master's degree in Archival/Museum Administration or an ALA-accredited MLS, and second Master's degree and certificate from the Society of American Archivists. Records Management Certification from the Association of Records Managers and Administrators preferred.

Experience in working with the records of an institution of higher education and/or a large business enterprise required. Also, proven ability in publications and grant raising, strong project management skills, a high comfort level with technology, and excellent interpersonal, verbal, written, and analytical skills are expected.

Founded in 1919, the College offers Bachelor's and Master's degree programs in business management. There are approximately 1,725 undergraduates, 1,650 MBA candidates, and a growing number of people who come to Babson for executive and advanced professional courses. The College is located 14 miles west of Boston on a 450 acre wooded campus in Wellesley, Massachusetts.

Candidates should send two copies of cover letter and resume to Susan A. Roskey, Associate Director, Human Resources, Babson College, Babson Park, MA 02157-0310.

Babson College is an Equal Opportunity/Affirmative Action employer.



BABSON
COLLEGE



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

Archival Outlook

July 1996

Non-Profit Organization
U.S. Postage Paid
Chicago, Illinois
Permit No. 885

1928 FINALS

GYMNASTICS

Team Switzerland
Side Horse..... Haengg, Switzerland
Broad Horse Jump..... Mack, Switzerland
Rings Stukelj, Yugoslavia
Parallel Bars..... Vacha, Czechoslovakia
Horizontal Bars..... Miez, Switzerland
Final Standing Five Events
Miez, Switzerland

EQUESTRIAN

Individual Competition..... Lieut. Mortanges, Holland
Training Individual Competition..... Capt. G. P. De Kruijff, Jr., Holland
Obstacle Jumping Competition..... C. F. Freiherr Von Langen, Germany

WEIGHTLIFTING

Heavyweight..... J. Tonani, Italy
Featherweight..... F. Andrysek, Austria
Lightweight..... K. Helbig, Germany,
and H. Hass, Austria
Middleweight..... F. Roger, France
Light-Heavyweight..... E. S. Nosseir, Egypt
Heavyweight..... J. Strassberger, Germany

WRESTLING (Catch-as-catch-can)

Flyweight..... Curry, U. S. A.
Bantamweight..... Makinen, Finland
Featherweight..... Morrison, U. S. A.
Lightweight..... Kapp, Estonia
Welterweight..... Haavisto, Finland
Middleweight..... Kyburg, Switzerland
Light-Heavyweight..... Sjostedt, Sweden
Heavyweight..... Richthoff, Sweden

WRESTLING (Greco-Roman)

Bantamweight..... Leucht, Germany
Featherweight..... Wali, Estonia
Lightweight..... Keresztes, Hungary
Middleweight..... Kokkinen, Finland
Light-Heavyweight..... Moustafa, Egypt
Heavyweight..... Svensson, Sweden

FENCING

Individual Foils..... Gaudin, France
Women..... Miss Mayer, Germany
Team Foils..... Italy
Individual Epee..... Gaudin, France
Team Epee..... Italy
Individual Sabre..... Tersztyanszky, Hungary
Team Sabre..... Hungary

BOXING

Flyweight..... Kocsis, Hungary
Bantamweight..... Tamagnini, Italy
Featherweight..... Van Klaveren, Holland
Lightweight..... Orlandi, Italy
Welterweight..... Morgan, New Zealand
Middleweight..... Toscani, Italy
Light-Heavyweight..... Avendano, Argentina
Heavyweight..... Rodriguez, Argentina

ROWING

Eight-Oared..... U. S. A.
Single Sculls..... Pearce, Australia
Double Sculls..... U. S. A.
Fours With Coxswain..... Italy
Four-Oared Without
Coxswain Switzerland
Pair-Oared With
Coxswain Switzerland
Pair-Oared Without
Coxswain Germany

CYCLING

1000-Meter Scratch..... Beaufrand, France
2-Kilometers Tandem Holland
Team-Pursuit Race Italy
Road Race..... Hansen, Denmark

Xth Olympiad Los Angeles 1932 -
Existing record holders in track and field.
Courtesy of the Archives: The Coca-Cola Company.