

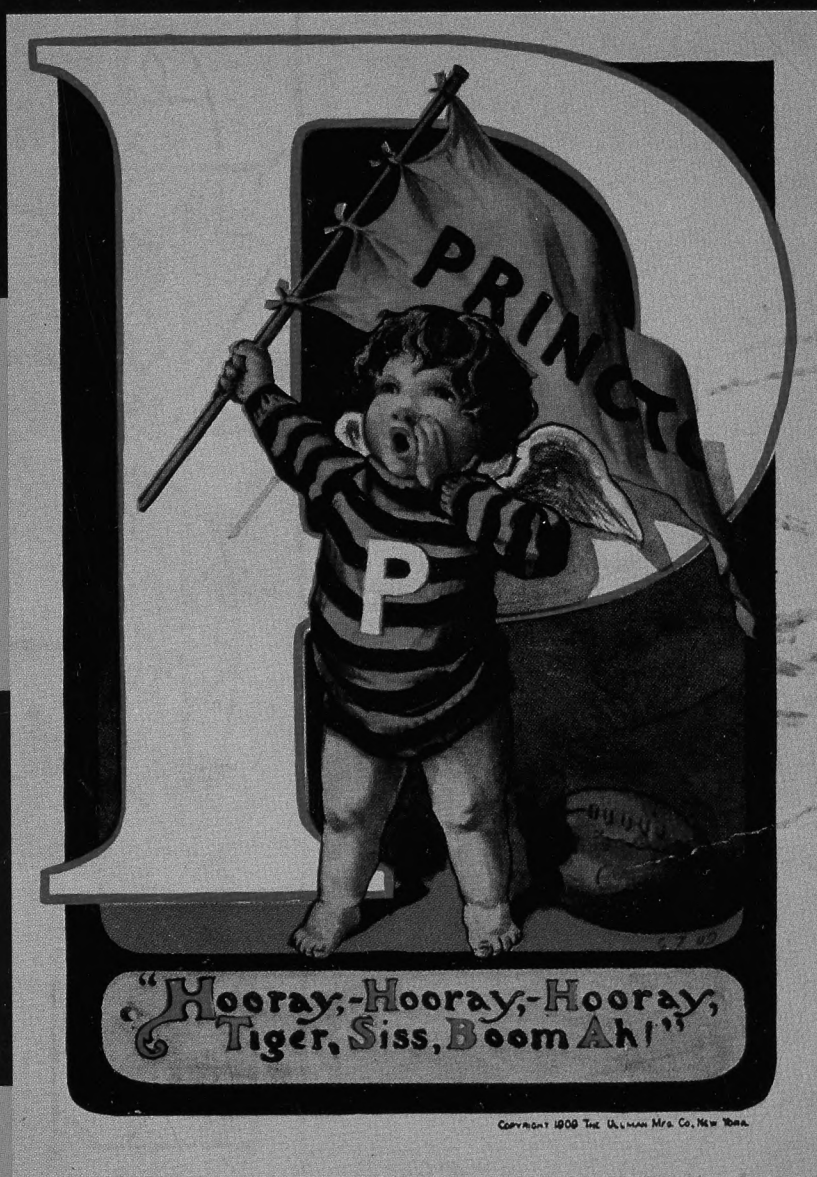


The Society of
American Archivists

Archival Outlook

SAA—Celebrating 60 Years of Excellence, 1936-1996

September 1996



Cheer-ub!

A popular postcard of a cherub cheering out the Princeton locomotive, 1909. This signature salute dates from the Civil War era and was originally adapted from the New York Seventh Regiment "skyrocket," which the troops shouted to students as they passed through the Princeton train depot on their way to war. *Courtesy of the Princeton University Archives.*

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Princeton Celebrates Its 250th Anniversary

by Ben Primer, *Princeton University Archivist*

Anniversary events present an important opportunity for the archives of any institution to play a vital and splashy role in the celebratory activities. Princeton's 250th anniversary on October 22, 1996, marks the culmination of a five-year effort to remember the university's past, to celebrate the strengths of the current institution and to build on that past and present in order to prepare the university for the challenges of the new millennium.

The modest initial plans for a set of historical lectures on various aspects of the Princeton heritage, which would be collected into a book of essays, expanded exponentially over time. I had become University Archivist in 1990, and the Archives seemed ill-prepared for the heavy use I anticipated. There were no finding aids, no computers, limited appraisal and arrangement of records, and not even an inventory of holdings. Moreover, one of the most important resources, a remarkable collection of photographs, sat upright in oversize filing cabinets next to a sunlit window in an area not protected by our security, environmental, or fire suppression systems.

I hoped for four things as we began to address the anniversary celebration. First, I believed the Archivist should serve on the planning committee, which did not happen, I think largely because I was new to Princeton. I sought additional staffing, which eventually arrived in 1993, with approval for two new positions to address reference and processing needs. I advocated an oral history program in large measure to aid my successor fifty years from now, which the planning committee funded. Finally, I called for and received substantial support to appraise, preserve, and catalog the historical photographs which documented both the history of photography and the university's past.

Luck also played a part. When President Harold T. Shapiro decided to teach a freshman seminar on the history of higher education in the spring of 1994, he determined that students would utilize the Archives to place Princeton in that history. That spring and the next, fifteen students helped to educate the president regarding the riches and value of our archival holdings. During both semesters, the class and the president toured the Archives and their research compelled us to begin evening hours once a week, which we have continued.

At least nine book projects relating to the history of the university that have utilized archival records are either published or in progress. Most notable of all is the Donald Oberdorfer volume, *Princeton University: The First 250 Years*, which relies heavily on photographs from the Archives. One author prepared two volumes, a history of the American Whig-Cliosophic Society and an edition of a nineteenth-century manuscript guide to Princeton, *College As It Is*. A history of the eating clubs and a

Vigor at the Archives

When Ben Primer arrived at Princeton in 1990, he knew that the University Archives at Seeley G. Mudd Library would be central to the 250th anniversary celebration. The Archivist's broad vision encompassed preparations both internally at the Archives (as described in the accompanying article) and "externally" across the university community. Notably, the Archivist attends a monthly staff meeting of individuals with responsibilities for communications and publications, government affairs, and alumni activities. In 1992 this group was the first to brainstorm on the subject of the anniversary; many of the ideas were eventually adopted by the official Steering Committee in 1993.

The Archivist's active participation in this "public affairs" group has granted him status as a player in the normal flow of business around campus. Many administrators are now conditioned to think of the Archives and its staff as a primary source of ideas and useful commentary, as well as a source of traditional reference and safe-keeping services. They and the Archives' student staff are also attentive to the capture of contemporary materials. Finally, the Archivist's efforts have attracted a broad following: a glance at the daily register at Mudd Library easily captures a diverse mix of students, staff, faculty, and visiting scholars. Princeton's tradition and history, the essence of its soul, are alive and well thanks to vigor at the Archives.

DOROTHY L. BEDFORD
Executive Director of Princeton's 250th Anniversary

volume of excerpts from oral history interviews with prominent alumni relied on historical materials and photographs. Still to come are essays from the historical lecture series that has focused on Princeton in the twentieth century, a revised version of *A Princeton Companion* (Princeton's encyclopedia), an updated history of the graduate school, and a book on quotable Princeton.

The Archives has also aided with preparation of a calendar and supported the work of the "Evolution of a Campus" project, designed to provide a history of the development of the buildings

continued on page 30



President's Message

by Nicholas C. Burckel, *Marquette University*

Building Partnerships

"... Make a new plan, Stan" advised singer-songwriter Paul Simon in the '70s. Twenty years later, it's still good advice when confronting the need to change. U.S. Archivist John Carlin has taken that approach and is personally leading a major planning effort to reinvent the National Archives and Records Administration. Barely a year after assuming office as the nation's eighth Archivist of the United States, Carlin has unveiled an ambitious plan—*Ready Access to Essential Evidence*, NARA's strategic plan for the next decade (see page 22).

The plan has been in gestation for some time. Carlin and his senior leadership team held more than 80 small group meetings with staff who contributed ideas in 150 sessions. NARA's vision, mission, and values, articulated earlier (see *Archival Outlook*, November 1995, p. 26) form the basis for the plan. Space does not permit an adequate summary, but the draft plan is accessible from the NARA home page (<http://www.nara.gov>) by clicking on "Strategic Directions Initiative." The plan was unveiled on July 2, and a number of organizations were invited to a meeting at Archives II in mid-July to discuss the draft.

Susan Fox and I represented SAA. Several other archivists also attended, including Howard Lowell, Deborah Skaggs, Tim Slavin, and Joan Warnow-Blewett. Other interested organizations represented at the meeting included the American Council of Learned Societies, American Legion, Council on Library Resources, Coalition for Networked Information, National Coordinating Committee for the Promotion of History, History Associates, House of Representatives, Senate, Center for Democracy and Technology, National Genealogical Society, National Commission on Libraries and Information Science, National History Day, and several federal government agencies.

The day was less one of dialogue than of an opportunity for attendees to comment *seriatim* on the plan—what they liked and what they would have liked to see included or deleted from the plan. There was consensus that the plan was ambitious, bold, and thoughtful. If achieved it will change the agency and how it serves government and citizens alike. Attendees uniformly expressed appreciation for the opportunity to comment on the draft before it is finalized.

"For NARA to succeed, it needs to build on the positive initiatives it has taken in developing its [strategic] plan."

Predictably there was less agreement on what to change about the plan. Few suggested deletions; most asked for greater specificity. I agreed; the devil is in the details. From the cacophony of competing interests, however, some themes emerged:

- NARA needs to assert leadership in the profession. Standards established at the federal level often influence state and local government policies. As understaffed as NARA may be, it has by far the greatest amount of archival resources—staff, facilities, and holdings—of any institution.
- NARA needs to look outward to the user community—federal agencies and external users alike—to assure it achieves its

potential and meets its statutory mandate. Like the Library of Congress, it serves both those within government and those beyond the beltway. Its functions are not ancillary to democracy, but vital to it.

- All of us have a stake in NARA's success. NARA, therefore, does not need to do everything alone. Strategic partnerships can help improve education/training, technical research, creation and adoption of standards, and provision of services. Historians, archivists, genealogists, and librarians have much to share and contribute; so, too, do colleges and universities, historical societies, and state and local archives.

The coming year will be determinative—NARA's plan will either atrophy and die, or it will begin to shape a more vital agency. For NARA to succeed, it needs to build on the positive initiatives it has taken in developing its plan. We live in an interdependent and networked environment. Success in such an environment requires cooperation and coalitions.

One obvious way to build the mutual trust and support on which such cooperation and partnership rests is to extend the planning initiative NARA has begun by establishing a user's advisory group. A broadly constituted group, meeting regularly with the U.S. Archivist, would allow NARA to inform and consolidate its most important constituencies, including both influential national organizations and geographically dispersed user communities. These constituencies share NARA's concerns and appreciate its burdens. Bold ideas require bold actions. SAA stands ready to help.

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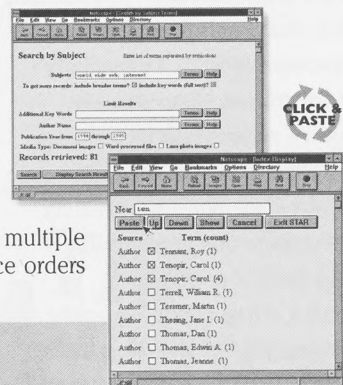
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from the Executive Director

by Susan E. Fox

A New Image for SAA

One of my deepest pleasures in serving as your executive director is the opportunity to travel across the country and to speak with many of you in your home institutions, both large and small. There is always much to learn. Your perspectives and concerns are important to the continuing vitality of SAA. These conversations are also as instructive as they are revealing. They help define SAA as a society and they help shape our future as archivists.

One theme that has emerged with almost a near consensus is the need to change the image of the archivist in society. "We are professionals," you tell me, "engaged in challenging, sophisticated, underappreciated work." I especially hear your frustration when you say, "The image of an archivist as a recluse working in a dusty, musty basement was false from the start, but it's extremely difficult to change this perception." Indeed it is, but it's possible.

Changing erroneous, long-held popular images admittedly takes time. We live in an era and a society steeped in images which are often no more than shallow stereotypes. Librarians must counteract the stereotypical woman in a bun hushing patrons. Computer professionals grapple with the pocket protector syndrome.

Yet symbols are shorthand and often a shortcut to deeper, more complex ideas. The easiest example is the U.S. flag which is evocative of a nation, a people, and the values and policies which serve both. Another example is the International Red Cross which has, yes, a simple red cross recognized everywhere by everyone.

In today's media-driven age seeing is, for many people, the *only* way of believ-

ing. We are surrounded with visual images and simple though they may seem they convey powerful subliminal messages.

It was with these thoughts and your words in mind that I recently began to contemplate the SAA logo. Since we are now in the concluding months of our 60th anniversary year, I view 1997 as the beginning of our *next* 60 years. As we look toward the future, we have an opportunity to communicate a new, updated image to the public at large. Toward this end, I recently called in a professional graphic designer and asked him to create a sharper, more dynamic logo for SAA. "We want to retain our lineage with the past," I told him, "but we want to also communicate SAA's inclusiveness, vigor, movement, and our connection with contemporary society."

He explained that logos are created based on four factors:

- Memorability
- Recognition
- Appropriateness
- Uniqueness

As you are acutely aware, every one of us experiences an information overload almost every waking moment (look at our desks!). An image has to be unique enough to be memorable, to cut through the "noise," and to be recognized as appropriate to the idea or entity it represents. While abstract, an image encapsulates and communicates many ideas to many people.

The result is on the opposite page. As you can see, the new SAA logo retains the same typeface in spelling out "The Society of American Archivists" as we have used with prior logos. The icon, however, and the lettering inside it is a



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more modern evocation, more in keeping with contemporary design. In sharing the new design with members and staff we have received comments such as: "It suggests a sun or a moon rising over a horizon, conveying optimism." Another member said, "The circle suggests inclusiveness." And another said, "It's clean, crisp, with a forward momentum."

Now it's your turn to let me know what you think of this new image for SAA. Please send your comments to me at the SAA address or via e-mail (sfox@saa.mhs.compuserve.com). I will share your thoughts and comments with your colleagues in the November *Archival Outlook*. The scheduled changeover on our stationery and business cards would begin in January; we plan to incorporate the new design gradually as the old supply depletes. I hope you will welcome this new design as a solid first step toward changing the overall image of archivists.

Archivists care deeply about the image they portray to society. To a person nearly every archivist I've met across the country has projected a high degree of professionalism and a deep sense of integrity. A new icon for the profession is one extremely important action we can take toward changing an old stereotype into a new awareness. I'll be eager to know what you think.

Logo Rhythm



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Dear SAA Members,

What do you think of the new logo design? This is how it would appear on stationery, the journal, and the newsletter. We welcome your feedback. Please send your comments to Susan Fox at SAA, 600 S. Federal, Suite 504, Chicago, IL 60605 or e-mail sfox@saa.mhs.compuserve.com.

We look forward to hearing from you!

Sincerely,

Teresa Brinati
Teresa Brinati
Managing Editor



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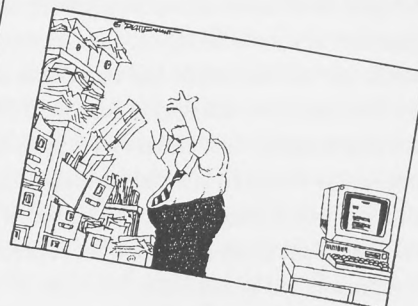
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Archival Outlook

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Introducing NINCH

The National Initiative for a Networked Cultural Heritage

by David Green, *NINCH Executive Director*

The National Initiative for a Networked Cultural Heritage (NINCH) is a new, very broad coalition of arts, humanities, and social science organizations (embracing the world of education, libraries, archives, museums, and the contemporary arts), organized to assure the fullest possible participation of the cultural sector in the new digitally-networked environment. The Society of American Archivists joined NINCH as a charter member in 1995. NINCH is keen to offer guidance and assistance, and to hear about SAA's achievements and concerns as we all move deeper into new digital territory.

For archivists, the ramifications of the digital revolution (of our ability to "digitize" cultural objects and make them available across the global information infrastructure) are tremendous—and many of them lie still to be discovered. NINCH aims to be a trusted guide to developments in networking cultural heritage and the means by which SAA and others may coordinate their own thinking about how best to integrate their knowledge collections into the growing body of digitally available resources.

Up until now there has been no single body to communicate and coordinate the advances being made in technical and intellectual research that will help translate our vision of an integrated database of knowledge into a working reality. NINCH has been created to fill that function in a variety of ways. Briefly, NINCH's mission is four-part: to communicate digital networking developments, consequent issues, and a broad working agenda across the spectrum of organizations we represent; to catalyze further developments in the field (for example, cross-sector demonstration or industrial-scale digitization projects); to coordinate the implications of individual projects, especially as they affect and are affected by policy considerations; and to advocate on a national and international level the importance of doing this, doing it well and in an internationally-coordinated way, thus creating an environment in which the funding of, and the partici-

pation in, networked cultural resources is encouraged and made as easy as possible.

My vision of the "knowledge future" that NINCH can assist in making possible is one in which any individual can use a networked computer to ask a question about history and culture, to examine specific cultural or historical material, or to browse through collections of related resources. The inquirer would not need to use technical language or restrictive key terms, he or she could just ask a question. Archive material, records, texts, manuscripts, images, videos, and other cultural objects distributed in many collections around the globe would be searched and the material would be digitally delivered, allowing the inquirer to investigate and explore a subject or a problem as desired. As Berkeley Librarian Peter Lyman has said, "This could spell the end of ideological textbooks in schools, as teachers, relieved of the act of 'explaining' can behave more like guides. Learning will be a matter of research."

This vision will be reified not simply by our ability to digitize objects and transmit increasingly powerful packets of digital data across computer networks ever more efficiently. Making the vision real will depend also on more complicated issues: on our ability to conceptually and philosophically map out the territory ahead and the changes it will bring to the ways that we research and learn; on our political ability to work with those in other disciplines, sectors, and countries; on our technical, organizational, and social ability to achieve and then adhere to consistent standards in the way that material is described, cataloged, and indexed. It will depend on our achieving acceptable national and international agreements on educational and other uses of copyright material. It will depend on teachers and others realizing imaginative ways of presenting and using digital material when it arrives: different interfaces for different audiences, teaching software, templates and guides. This is not just a question of technology; this enterprise will depend on all kinds of people working together.

Two projects illustrate the kind of collaborative activity that will make the vision become more of a reality. One is the American Heritage Virtual Archive project, recently funded by the National Endowment for the Humanities. As an experimental prototype, this will make available hundreds of finding aids to primary source materials in American history and culture from the collections of four major research libraries (those of the University of Virginia, the University of California-Berkeley, and Stanford and Duke Universities). The finding aids will be combined into a single searchable database that will allow a searcher to browse a bibliographic catalog, find a collection-level record and navigate through a collection's finding aid. The Virtual Archive project builds upon several earlier accomplishments, not least of which is Berkeley's Finding Aid Project with its resultant draft standard for Encoded Archival Description. (The EAD—a document type definition for the Standard Generalized Markup Language—is fast becoming a major landmark on the scene, against which other DTDs are being mapped).

The Virtual Archive prototype will demonstrate how to set

about the much larger task of assembling a national union repository of finding aids. This could entail some 19 million pages of text in 700,000 finding aids in 20,000 repositories. (This rough estimate is based on an article by Richard A. Noble in the *American Archivist* 51:1 [Winter, 1988], in which he cited a 1980 NHPRC survey, and some extrapolation by Virtual Archive project staff). Whatever the actual figures, this will clearly entail a veritable industrial-scale production system to realize the vision of a universal archive of history and culture that can be summoned onto the desktops of scholars and other citizens alike.


A more tightly focused enterprise that will enable searching of both finding aids and the documents themselves is the trans-Atlantic "Studies in Scarlet" Digital Collections Project of the Research Libraries Group. Focusing on the theme of "Marriage and Sexuality in the U.S. and U.K., 1815-1914," this project is assembling over 375,000 digital images from relevant collections from the law libraries of Harvard University, University of Pennsylvania, and New York University; the University of Leeds and the North Carolina State Archives; and New York Public and Princeton University libraries. Participants create digitized images, encoded searchable texts and finding aids, all linked to bibliographic records in the RLIN database (for more information, see: <http://www.rlg.org>).

At the other end of the scale, last March in San Francisco I experienced a community at an earlier stage of organizing. The second Video Preservation Round Table met to deal with the urgency of disintegrating videotapes and the records of cultural heritage they bear, especially from the late 1960s and '70s. Preservation was the clear theme and text of the meeting. Wisely, however, in addition to preservation specialists, the organizers had also invited archivists, artists, teachers, and librarians. The subtext of the meeting was as much about locating, describing, cataloging, and integrating the tapes—all access issues—as it was about preservation. Digital networking holds some answers here. However, although digitizing the actual tapes is one preservation solution, more important and more immediately feasible, was developing national standards and agreed vocabulary for describing and cataloging widely different tapes (adapting and furthering the work of the National Moving Image Database, for example) and making these catalogs or finding aids available on the network. In this way, tapes could not only be cross-referenced but eventually could be related to other kinds of material in other archive, library, museum, and art gallery collections.

NINCH can assist here. In the absence of any centralized governmental directive, NINCH can assist both those with comparatively advanced projects and those who are in the earlier stages of learning the implications of the networking revolution.

As we move ahead, it is not enough to digitize and be damned. There are many dimensions to the enterprise of networking cultural heritage. Mapping the intellectual and conceptual *terra incognita* before us is as important as understanding specific technical problems. In the arena of our cultural resources online, the technocratic must not prevail. Designing

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and adhering to standards in information description is vital in this enterprise, but so is the human imagination. It is critical before we digitize to understand the material on as many levels as we can, ask of it as many questions as we can, otherwise it will be imprisoned in its own electronic box. Technicians and administrators cannot do that, only archivists, librarians, curators, teachers can—those who know and value their material.

I believe that digital forms will not replace earlier forms and containers of knowledge—just as radio and cinema have not killed the book. Pilgrimages will continue to be made to the Bayeux Tapestry and the Declaration of Independence, even though we may reproduce, annotate, combine, and relate them on screen with other works. Photographs, CDs, original digital works beg other questions, but a William Blake watercolor will keep its radiance. If they won't replace the power of original works, the bits and bytes on the computer screen will enable us an even greater access to the congress of ideas and thoughts from the past and present that will generate the culture of the future. May that be as rich as we can make it, safe from the narrowing influences of the converging giant edutainment complexes that have the effect of narrowing our sense of ourselves and of our cultural richness, rather than of deepening and broadening them.

It is my intention as founding director of NINCH to do all I can to ensure that we can work together as an effective coalition in assisting each other in building as rich a representation of that cultural heritage as we can.

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 second of a two-part series on the impact of U.S. federal tax policies on donations to repositories. The first part was published in the July issue of Archival Outlook (pp. 14-15, 21). 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.

While elements of the Tax Reform Act of 1969 continue to adversely affect acquisition patterns at repositories, additional problems for institutions appeared with adoption of the Tax Reform Act of 1986, a sweeping measure that affected most major areas of the Internal Revenue Code. Donations to institutions were affected in several ways.

First, the alternative minimum tax (AMT) was extended to include charitable donations of appreciated value as "tax-preference items," I.R.S. parlance for deductions that are open to particular scrutiny. This was done to insure that taxpayers who claimed a substantial deduction, thereby greatly reducing their taxable income, pay at least 21 percent. Under this now-repealed provision, a charitable gift was valued at its original cost (original basis), rather than at fair-market value at the time of donation.

This was the law that surprised Mr. Wallace and his accountant. At first, Wallace thought he could deduct the fair-market value of his Schwarzsweiss diaries, or \$10,000. Until the 1986 law was adopted, he could have done so. Using the 1987 maximum income tax rate of 38.5 percent, the donation would have yielded a tax savings of \$3,850. Add to that the capital-gains tax rate of 28 percent—\$2,660, or 28 percent of the difference between fair-market value and original base, which is \$9,500—and the total tax savings would have been \$6,510. However, the AMT provision that came with the 1986 act did not allow this and instead imposed a much smaller tax savings for Wallace: \$105, or 21 percent of \$500, the original base.

Another notable change brought by the Tax Reform Act of 1986 remains largely untouched: reduced overall income tax rates. This means that contributions will yield a smaller tax deduction for individuals. The rates have varied over time: it dropped from a maximum of 38.5 percent in 1987 to 33 percent in 1988; in 1996 it is 39 percent. Prior to the 1986 law the maximum rate was 50 percent; in 1944-1945, it was 94 percent.

The tax rate determines the "cost" of giving. If a donor gives \$1,000 to a charity in 1995, the donation actually costs him \$610 (assuming he itemizes), as he can claim a deduction of \$390, or 39 percent, on his income tax return. If the tax rate decreases, the "cost" of giving goes up, diminishing the incentive to give to non-profit organizations.

Related to the maximum tax rate is the tax on capital-gains, which rose from 20 percent in 1986 to 33 percent in 1988. Such an increase taken against the decrease in the overall tax rate may at least partly offset the effect described above. Raising the capital-gains tax reduces the incentive to sell an item, especially if the item's value has appreciated substantially.

While the first two areas had proven detrimental to repositories during the late 1980s, the third had some mitigating effect. Generally, however, these factors combined in the wake of the 1986 legislation's passage to create a serious depression for repositories, aggravating effects of the 1969 law. The value of donated artwork, for example, fell by 54 percent between 1986 and 1988.

For a summary of key tax rate adjustments during this period, refer to the table on the following page. Note the changes beginning in 1987 with the implementation of the Tax Reform Act of 1986. Ordinary income tax rates were sharply reduced, diminishing the

incentive to donate. At the same time, capital-gains tax rates for high-income taxpayers were restored to pre-1980 levels.

The impact of these provisions in the Tax Reform Act of 1986 was immediate and widespread among repositories. Even before its final adoption, the measure was criticized by arts advocates as a detriment to collection building.

"There are habits of giving, heritages of giving, that will absolutely be affected by this bill," predicted Anne G. Murphy, executive director of the American Arts Alliance, in 1986. "What we seem to be doing is encouraging wealth to remain in the hands of the wealthy."

Ernest Fleischmann, executive director of the Los Angeles Philharmonic, said the measure, combined with reduced funding, would devastate the arts community.

"[The Reagan] Administration has taken away, on the one hand, from government funding of the arts, and, on the other hand, (tax reform) has made it more difficult, provided less incentive for those who might be inclined to contribute," he said.

Charles Clotfelter, professor of economics at Duke University, noted: "Probably the most visible effect [of the Tax Reform

"The tax rate determines the 'cost' of giving. If a donor gives \$1,000 to a charity in 1995, the donation actually costs him \$610 (assuming he itemizes), as he can claim a deduction of \$390, or 39 percent, on his income tax return. If the tax rate decreases, the 'cost' of giving goes up, diminishing the incentive to give to non-profit organizations."

Act of 1986] will be a reduction in donations below the levels that would have been achieved under the old law. This effect ... will be most evident for upper-income donors."

Their fears were confirmed. In 1987, revenue for all non-profit charitable organizations in the form of contributions, gifts, and grants declined slightly from the previous year (less than one percent). More telling was the decline by 54 percent of the value of donated artwork to museums in the first two years of the new law, as cited earlier. By 1990, with donations of artwork stagnating nationwide, there were calls for revisions in the code. Martin Feldstein, writing in a conference report for the National Bureau of Economic Research, noted:

"The current tax rules [particularly the rules subjecting the appreciation in the value of gifts to the alternative minimum tax] are clearly a major barrier to the museum's ability to attract gifts of important works of art. Unless the rules are modified, expensive works of art are likely to lie beyond the reach of all but a very few American museums."

Feldstein continued: "Although museums will continue to purchase some works of art, the heavy burden of operating expenses will absorb most of the funds and the high prices of major works of art will make purchases very difficult."

The groundwork for repeal of the original-basis value and alternative minimum tax was laid. A study released in 1989 by the American Association of Museums found that in 1987, 38,000 fewer objects were donated to surveyed museums than in 1986. By projecting this finding to its full membership, the association estimated that, nationwide, 162,000 fewer objects were donated during that time.

In 1990, noting the adverse impact of the 1986 law on museums and other repositories, Congress agreed to suspend the code's provisions in question for a one year period, ending June 30, 1992. (The one-year suspension, as opposed to termination, was a compromise to appease House Ways and Means Committee chairman Dan Rostenkowski, who had opposed the measure. The provisions were permanently and retroactively dropped later, in 1993.) Once again, donors were allowed to deduct the full market value of art, manuscripts and other tangible assets during a one-year "window."

The change was greeted warmly by arts officials. "I think that, for calendar 1991, you will probably see boom-town donations of works of art," said Earl Powell, director of the Los Angeles County Museum of Art. "Certainly this does restore the ability of museums to attract donations that formerly were the keystone in development of all institutions."

Marginal Tax Rates

Ordinary Income Tax Rates

	1984	1985	1986	1987	1988	1989	1990	1991
HIGH INCOME	50	50	50	38.5	28	28	28	31
BUBBLE RANGE					33	33	33	31
MEDIAN INCOME	22	22	22	15	15	15	15	15
Capital-Gains Tax Rates								
HIGH INCOME	20	20	20	28	28	28	28	28.93
BUBBLE RANGE					33	33	33	30.81
MEDIAN INCOME	8.8	8.8	8.8	15	15	15	15	15
AMT Tax Rate								
	20	20	20	21	21	21	21	24

Not everyone likes the return to the old ways concerning fair-market deductions. Writing in *The New Republic*, Michael Kinsley criticized the practice as a "loophole with a long history of abuse. If you earn \$100,000 and donate \$10,000 to charity, you declare \$100,000 of income, take a \$10,000 deduction (that is, if you itemize), and pay taxes on \$90,000. Fair enough. But suppose you give away a \$10,000 painting instead. And suppose you bought the painting for \$500. By giving it away rather than selling it, you avoid having to declare your \$9,500 profit as income. But you still get to deduct the \$10,000. In effect, you get to use the deduction against other income that you didn't give away....By giving it away, you avoid the tax on the profit but still get the deduction for the full amount."

Loophole or not, the Revenue Reconciliation Act of 1990 created a boom in donations. In 1990, the year before the one-year "window" took effect, the value of art donations to the Metropolitan Museum of Art totaled about \$9 million. At the end of 1991, donations skyrocketed to \$43 million. Similar increases were reported elsewhere. Donations rose ten-fold at the Art Institute of Chicago, five-fold at the Museum of Fine Arts in Houston, and gifts more than doubled at the Philadelphia Museum of Art.

Today, three years after permanent adoption of the Revenue Reconciliation Act, "the consensus is we're back to normal," according to Andy Finch, assistant director of government affairs at the American Association of Museums. The flurry of donations during 1991 has given way to a moderate but steady flow of donated artwork, manuscripts and other materials, he said.

continued on page 31



Editor's note: What challenges and successes have you faced in your outreach efforts? You are invited to share your stories with Archival Outlook. Send submissions to SAA Managing Editor Teresa Brinati.

How to Negotiate the Legislative Process: A Washington State Perspective

by George W. Scott,
Washington State Archivist

The word is out in the land that more than a few archives feel they are dying for lack of finances. I offer a message of hope, springing from the Washington State Archives' financial turnaround in the 1996 legislature. The counsel from this recovering politician is as follows: pay more attention to politics and constituency-building or most of you will spend the rest of your careers in doubt or decline. If you are squeezed, it is because the competition has gone up. In Washington, an average-sized state of 5 million, we now have more than 1,000 registered lobbyists, 200 of them professionals—a 1,000 percent increase over two decades! Insularity is perhaps the principal price of this age of specialization. And archivists, with some justification, are accused of inwardness. "Stick to your last" is now a prescription for austerity. Resolve, rather, to be a Renaissance person. The rewards are invigorating.

Over three biennia the Washington State Archives has built four new buildings, the core a paradigm pace-setting regional branch system, and a 300,000-cubic-foot state records center. The top floor of the new Puget Sound branch will even have "The Northwest Center for Emerging Technology"—an academic computer heaven donated and run by a Microsoft millionaire—enabling us to tap into the new statewide higher education net (WHEN), for interactive video training and service to 1,500 state and local government clients. In the same six years, staff dropped from 29 to 20.5. Three of the five regions were being kept "open" by single archivists. We were long on bricks and short of bodies. Then in the fall of 1995, it became clear that two new surcharges passed a year before would deliver only half the \$260,000 dollars projected as a "cure." The deficit would have to be made up from second-year operating money, a double sting that would leave us performing triage.

The answer was Senate Bill 6718, a \$1 surcharge on auditors' general (property) filings, one of just two revenue bills to pass in the 1996 session. It will put \$2.4 million more a biennium in the Archives Revolving Fund, raising the appropriatable amount by 55 percent. And it takes us out of competition with

the larger agencies for general fund dollars. You don't like dedicated funds? How do you like the morale of downsizing? Make a systemic, continuous investment in the legislative process. These are some *sine qua nons*.

Start with a "statement of need," as do professional fundraisers. We first quantified workload rises in research at the records center, and the regional branches over ten years. They were up 1,000, 900, and 700 percent respectively. No, the legislators cannot be expected to read every report. Put graphs in handouts.

Prepare your legislation, and visit the staff of the key committees (i.e., finance or ways and means, state government, etc.). Contact get ranking sponsors 90 days before the session. Small agencies often don't even get hearings before the money committees. Concentrate first on staff. Supply them with the needed rationales and amendments. SB 6718 was saved by one vote in its second trip through House Finance by an alert staffer who noticed we did not have a quorum and told me where to find an absent member to get her after-the-fact signature on the sign-out sheet. Then systematically and individually lobby the members: the "saints," the "savables," then the "sinners" (i.e., firm up your friends, get the swing votes, look for cracks in the incorrigibles' armor.) Limit your committee testimony to three minutes (unless you are building a \$40 million museum, like the executive director of the Washington State Historical Society).

Commit time to cultivating partners. In September, I appointed two focus groups, one on "service and support" (what they expected from us; what we needed from them), and a second on "technology." Consolidating the active participants into an "archives standing committee on electronics" needed no justification in the midst of a technological revolution, and its members, most of them representatives of our local government clients, testified and lobbied for us. Before then, state government had not only paid the bill for the branches, but the local had resisted paying anything! Speaking before professional associations is talking to the "choir"; being on the programs in the publications of the recorders, clerks, auditors and municipal officials is friend-raising. In Washington we also have a "heritage caucus"—pleaders for like causes ranging from saving wooden steamboats to the state museum. They meet every Monday morning during session to share intelligence. If you don't have one, create one. Hold a reception for your state records officers on the appointment of new senior staff; they have never been honored. Develop a mailing list of everyone—from those who were at the focus groups you formed to create a strategic plan to the 400 "heritage groups" they came from. Mail to legislators, the obviously interested parties that come through the door, and others.

Educate and enlist the boss; keep his/her staff apprised. Fortunately, Ralph Munro, the nation's senior secretary of state, needs no honing of his political intuition. He was standing on the majority's side of the House as Senate Bill 6718 passed—with fourteen minutes to spare on the last evening—wearing an expression that said, "You aren't going to disappoint me, are you?"

Leverage timely events. In December, the Victorian Lincoln County Courthouse (near Spokane) was gutted by fire. Water in the basement rose to within two inches of century-old



Taking Archives to the People: Three New York Initiatives

by Bruce W. Dearstyne,
New York State Archives and Records Administration

Archivists use many approaches to attract the attention of researchers and the public to archives and archival programs. The New York State Archives and Records Administration (SARA) has carried out the following recent outreach initiatives that may be of interest to the archival community.

Archives in the Classroom. New York's archival program, located in the State Education Department, fosters use of historical records by teachers and students. SARA recently distributed to New York's schools *Consider the Source: Historical Records in the Classroom*, a manual that explains what historical records are, where teachers can find them, and how they can use them. The manual will support implementation of new State Education Department social studies curriculum and learning goals in a newly-adopted strategic plan for education. SARA grant-funded projects support a number of teaching-with-historical-records workshops each year. A statewide survey of teachers this fall will measure historical records use.

Archives on the Road. In 1994, SARA and the New York State Thruway Authority developed an exhibit commemorating

the opening of the superhighway in the 1950s. Last year, an exhibit was developed on Revolutionary War traitor Benedict Arnold. Work is now underway on SARA-Thruway Authority archives kiosks in four restaurant/rest stop locations. Sunoco Oil Company, which sells gasoline at the locations, is funding the kiosks. Each "History Happened Here" kiosk will feature copies of records from the state archives, local governments, and regional repositories, and will document the state's transportation history and local themes. SARA brochures will be available at each location. The first kiosk opened near Albany this summer with a ceremony (McDonald's provided the refreshments) and press coverage. As the director of the Thruway Authority noted at the ceremony, the new initiative contributes to the governor's strategy of emphasizing New York's culture and heritage to promote tourism and business development.

Archives and a New View of the Erie Canal. New York's famous Erie Canal has been the subject of many studies. But Carol Sheriff of the College of William and Mary has used State Canal Board records from SARA for a fresh interpretation of the canal's impact on the people who worked on it or lived near it. *The Artificial River: The Erie Canal and the Paradox of Progress, 1817-1862*, uses letters and petitions, reports and other materials from SARA and other repositories to illuminate how the canal changed communities and affected individuals. SARA hosted a book signing in Albany with assistance from the state library, state museum, the Canal Society, and the publisher, which attracted over 100 people and garnered press coverage. Sheriff's book is expected to call further scholarly attention to the holdings of the state archives.

For more information about these initiatives, contact Judy Hohmann, New York State Archives and Records Administration, 1046 Cultural Education Center, Albany, New York 12230.

commissioners' records. In January, floods filled basements west of the Cascades. We arrived in Lincoln County the next day with boxes, microfilm, and advice on disaster service companies. Rural county officers who had resisted offers of seminars on disaster planning and essential records protection became supple. The previously skeptical Lincoln County clerk, chair of her state association, testified on our behalf. Fire or pestilence, look for saving grace.

Deliver. In three months we set up a technology section of five, hired five assistant archivists and secretarial staff for each of the regions, with the charge to double time in the "field," and reinforced the research staff and records center. The deputy archivist and myself will even have a full-time secretary. More seminars and publications are available. Our successful volunteer program in the Bellingham branch is going statewide in cooperation with the Retired Senior Volunteers Program (which exist in many states). A home page and the Internet are near reality. We will have 35 staff by year's end. The strategic plan for the next decade is nearing completion. In three more bienia, our very symbolic goal of an integrated electronic platform

linking every private holding and government with a budget and a personal computer will as well.

During a recent visit to the dentist's chair, I read book reviews from *The Economist* collectively titled, "They Only Look Dead: Why Progressives Will Dominate The Next Political Era." "True," I thought, "The swing the other way will start soon enough." And on second thought, "Here is a metaphor for the seeming predicament, and mind set, of many in the archival profession." If you suspect that a new millennium of governmental prosperity might not come, will come too late, or could pass you by, refashion your definition of "archivist" to include outreach.

Yes, our permanent archives are still headquartered in what had to be sold to the legislature as a bomb shelter. But we aren't dead.

George W. Scott, Ph.D., a "consumer" at the Washington State Archives for 25 years, was named State Archivist by his Secretary of State in July, 1995. A former academic, banking, and non-profit administrator, he also served in both houses of the legislature for fourteen years, where he was chair of the Senate Republican Caucus and Ways and Means Committee.

Directory of Student Chapters

by Teresa Brinati, *Managing Editor*

Thirteen student chapters of the Society of American Archivists have been established around the country since 1993. These chapters serve as a means of introducing new archivists into the profession, as well as enhancing education by providing an additional focus for students to discuss archival issues, identify with the profession, and engage in professional activities. The chapters also promote communication among student members and ultimately develop leaders of tomorrow's archival profession.

The first student chapters were inaugurated three years ago at the University of Michigan, the University of Pittsburgh, and the University of Texas at Austin. In August, the latest student chapters were established at the University of California at Los Angeles and Wayne State University.

Activities vary from chapter to chapter. Many invite guest archival lecturers to speak at their institutions or organize visits to area repositories. Last year, 85 students attended the SAA annual meeting in Washington, D.C.

SAA is pleased to make available this listing of student chapters, which includes faculty advisors, addresses, phone, and fax numbers. Year of inception is listed in parentheses. If available, e-mail and Web sites are also included. To date, six chapters maintain a Web site. If you are interested in learning more about student chapters or establishing one at your institution, contact SAA Education Director Joan Sander at (312) 922-0140 or e-mail: jsander@saa.mhs.compuserve.com.

North Carolina State University (1994)

Department of History
Box 8108
Raleigh, NC 27695-8108
(919) 515-3307
Fax (919) 515-3886
Web: <http://www2.ncsu.edu/latte/Latte/ncsu/chass/history/ncsusaa.html>
Faculty Advisor: JOHN DAVID SMITH

Simmons College (1994)

Graduate School of Library & Information Science
Archives Program
300 The Fenway
Boston, MA 02115
(617) 521-2808
Fax (617) 521-3192
E-mail: msniffin@vmsvax.simmons.edu
Faculty Advisor: MEGAN SNIFFIN-MARINOFF

State University of New York at Albany (1994)

School of Information Science and Policy
135 Western Ave. - 113 Draper
Albany, NY 12222
(518) 442-5128
Fax (518) 442-5232
Faculty Advisor: PHILIP B. EPPARD

University of California at Los Angeles (1996)

Department of Library and Information Science
Room 212 - GSE&IS
Los Angeles, CA 90024-1520
(310) 206-9393
Fax (310) 206-4460
E-mail: swetland@ucla.edu
Faculty Advisor: ANNE GILLILAND-SWETLAND

University of Maryland at College Park (1995) Student Archivists at Maryland (SAM)

Hornbake Library - CLIS
College Park, MD 20742
(301) 405-2001
(301) 314-9145
E-mail: clis-sam@umail.umd.edu
Web: <http://www.glue.umd.edu/~clissam/sam.html>
(Web page authors are Jennie Levine and Stacy Finley)
Faculty Advisor: MARILYN PETTIT

University of Michigan (1993)

Bentley Library
1150 Beal Ave.
Ann Arbor, MI 48109-2113
(313) 764-3482
Fax (313) 936-1333
E-mail: saa.officers@umich.edu
Web: <http://www.si.umich.edu/SAA/HomePage.html>
Faculty Advisor: FRANCIS X. BLOUIN

University of North Carolina at Chapel Hill (1995)

School of Information and Library Science
100 Manning Hall CB#3360
Chapel Hill, NC 27599-3360
(919) 962-8366
Fax (919) 962-8071
E-mail: tibbo@ils.unc.edu or
collk@ils.unc.edu
Web: <http://ils.unc.edu/saa/>
Faculty Advisor: HELEN TIBBO

University of Pittsburgh (1993)

School of Library and Information Science
 135 N. Bellefield
 Pittsburgh, PA 15260
 (412) 624-3245
 (412) 648-7001
 E-mail: rjc@icarus.lis.pitt.edu
 Web: <http://www.lis.pitt.edu/~saa>
 Faculty Advisor: RICHARD J. COX

University of Texas at Austin (1993)

Graduate School of Library and Information Science
 SZB 564 (D7000)
 Austin, TX 78712-1276
 (512) 471-3892
 Fax (512) 471-3971
 E-mail: jtrees@gsliis.utexas.edu
 Faculty Advisor: DAVID B. GRACY

University of Wisconsin at Madison (1994)

c/o State Historical Society of Wisconsin
 816 State Street
 Madison, WI 53711
 (608) 264-6477
 Fax (608) 264-6404
 E-mail: rick.pifer@ccmail.adp.wisc.edu
 Web: <http://www.wisc.edu/slis/orgs/saa/index.html>
 Faculty Advisor: RICK PIFER

University of Wisconsin at Milwaukee (1994)

The Golda Meir Library
 2311 E. Hartford - P.O.B. 604
 Milwaukee, WI 53201
 (414) 229-6980
 Fax (414) 229-3605
 Faculty Advisor: TIMOTHY ERICSON

Wayne State University (1996)

Walter P. Reuther Library
 5401 Cass Ave.
 Detroit, MI 48202
 (313) 577-8042
 Fax (313) 577-4300
 Faculty Advisor: PHILIP P. MASON

Western Washington University (1995)

Archival Program
 Department of History
 Bellingham, WA 98225-9056
 (360) 650-3139
 Fax (360) 650-4837
 E-mail: saawwu@cc.wvu.edu or
jimerson@cc.wvu.edu
 Faculty Advisor: RANDALL JIMERSON

Archives and Preservation Management



Department of Library and Information Science (DLIS) archives and preservation management focus offers students a unique range of courses, experiential components, and research opportunities addressing everything from archival theory to electronic records management to the latest in digital preservation and multimedia development for historical materials.

The MLIS Degree is a two-year program with a thesis option that blends theoretical insights with practical expertise. Joint degree programs with History, Latin American Studies, and the Anderson Graduate School of Management are also available.

The Post-MLIS Certificate of Specialization is designed for those who want to design individual programs to update their knowledge or redirect their careers.

The Ph.D. Degree focuses on research into the theory, methods, and history of the archival, library, and information sciences.

Internships and field experience opportunities are available at an outstanding array of sites, including UCLA Special Collections, RAND Corp., the Getty Center for the History of Art and the Humanities, the Los Angeles County Museum of Art, Dreamworks SKG, and Walt Disney Imagineering.

For further information:
 Susan Abler, Office of Student Services
 Graduate School of Education & Information Studies, UCLA, 1009 Moore Hall, P.O. Box 951521
 Los Angeles, CA 90095-1521
 310-825-5269
 email: abler@gseis.ucla.edu

Visit our HomePage: <http://gsliis.ucla.edu/>



New Publications Catalog

Are you looking for the latest professional resources? The Society of American Archivists 1997 publications catalog will feature more than 120 titles covering a broad spectrum of topics vital to archivists, historians, curators, librarians, records managers and other allied professionals committed to successfully managing their collections. The catalog is in production and will be mailed to members along with the November issue of *Archival Outlook*.

San Diego Meeting Coverage

The November issue of *Archival Outlook* will include full coverage of the 1996 SAA annual meeting in San Diego, California. Be on the lookout for highlights of special events, exciting photographs of colleagues and friends, and a full-length feature on award recipients.

What Are You Up To?

SAA invites members to share their position appointments, professional achievements, and honors received in the "Spotlight" column. Send announcements to: Teresa Brinati, SAA Managing Editor, 600 S. Federal, Suite 504, Chicago, IL 60605, fax (312) 347-1452 or e-mail: tbrinati@saa.mhs.compuserve.com.

SAA To Go "Mile High" in 2000

Looking to reach new heights in the year 2000? Then plan to attend SAA's turn-of-the-millennium meeting in Denver, Colorado, August 28-September 3, at the Adam's Mark Hotel.

From mountains to museums, the "mile high" city offers something for everyone. Sports fans may want to catch a Colorado Rockies baseball game, then relax in Denver's historic "LoDo" district—26 square blocks of century-old warehouses converted into restaurants, bars, coffee houses, and art galleries. Those in search of a more "natural" setting might prefer a day trip to Pikes Peak in Colorado Springs or the front range of the Colorado Rockies, which begin just twelve miles west of downtown Denver.

The Adam's Mark Hotel, located in the heart of downtown Denver's famous 16th Street Mall, boasts an ideal location. Just blocks from the Denver Public Library, the Colorado State Capitol Building, and the Denver Art Museum, the hotel is within walking distance of many area attractions. To top it off, the SAA annual meeting will be held in the hotel's newly built meeting and guest room space, the Plaza Building.

Plan now to attend and be assured that your Society of Rocky Mountain Archivists colleagues look forward to showing you a "mile high" good time.

1997 SAA Annual Meeting

August 24-31

Fairmont Hotel

Chicago



The "Call for SAA 1997 Annual Meeting Program Proposals" in the July issue of *Archival Outlook* inadvertently listed the wrong dates for the 1997 annual meeting in Chicago. The correct dates are: **August 24-31, 1997**, at the Fairmont Hotel in downtown Chicago. Also note that the deadline for proposals has been extended to October 11, 1996. See pp. 19-20.

SAA DEADLINES

SEPTEMBER

- 5 Job announcements for October
SAA Employment Bulletin
- 23 Registration for "Architectural Records" workshop, Cleveland, OH
- 24 Registration for "Elements of Preservation" workshop, Santa Fe, NM

OCTOBER

- 5 All submissions (including job ads) for November *Archival Outlook*
- 11 DEADLINE EXTENDED:
1997 SAA Annual Meeting
Program Proposals due
(see pp. 19-20)
- 12 Registration for "Business Archives: The Basics and Beyond" workshop, Houston, TX

NOVEMBER

- 1 DEADLINE EXTENDED:
Send comments on *Draft Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs* (tan insert in July issue of *Archival Outlook*) to Megan Sniffin-Marino, Simmons College Graduate School of Library and Information Science, 300 The Fenway, Boston, MA 02115
- 5 Job announcements for December
SAA Employment Bulletin
- 6 Registration for "Automating Finding Aids" workshop, New Orleans

DECEMBER

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

SPOTLIGHT



WILLIAM E. BROWN, JR., associate professor and head of the Archives and Special Collections Department at the University of Miami Libraries, was recently selected for a faculty research award by the Smithsonian Institution. Brown will work at the Smithsonian this fall and will prepare a collection development policy and long-range plan for its archives, with respect to the records of scientific associations.

Council member
BRUCE BRUEMMER of the Charles Babbage Institute in Minneapolis bicycled 470 miles in the Twin Cities-to-Chicago AIDS Ride in July. Approximately 1,500 cyclists raised more than \$5 million to benefit Twin Cities' AIDS service providers.



Bruemmer (above) relaxes with three Chicago police officers at the conclusion of the seven-day ride.

LISA GIBBON has recently accepted the position of archivist for the Redemptorist Fathers and Brothers in Denver, Colorado.

CHARLES SCHULTZ, Irene B. Hoadley Professor in Academic Librarianship at Texas A&M University, was recently elected vice president/president elect of the Academy of Certified Archivists.

JOAN M. SCHWARTZ of the National Archives of Canada is the recipient the 1995 W. Kaye Lamb Prize, awarded each year for the best article in *Archivaria*, the journal of the Association of Canadian Archivists, for her article, "We Make Our Tools and Our Tools Make Us: Lessons from Photographs for the Practice, Politics, and Poetics of Diplomats," which appeared in issue number 40.

NANCY SAHLI, who has served the National Historical Publications and Records Commission with distinction for over 20 years, recently retired from federal service. She joined NHPRC in 1975 as an archivist and directed the revision of the *Guide to Archives and Manuscripts in the United States*, which was first compiled and published in 1961. Sahli also served as an archives specialist to review proposals utilizing new computer technology. In 1987 she was named the director of NHPRC's records program and in 1991 program director of the NHPRC. As program director, she supervised the integration of NHPRC's records and publications programs and their combined staffs and implemented its newly adopted long-range plan. In the fall of 1994, she became acting executive director of NHPRC, assuming full responsibility for all of its programs at a time when both the National Archives and the federal government were undergoing great change.

ANNE VAN CAMP was recently appointed member services officer of the Research Libraries Group in Mountain View, California. She formerly served as an archivist at the Hoover Institution, Stanford University.

Obituaries

BROTHER ROY GODWIN, C.F.A., 79, provincial archivist for the Alexian Brothers Provincial Archives for almost twenty years until his retirement due to health reasons in March 1995, passed away in his sleep on July 22, 1996. Bro. Roy joined the Alexian Brothers in 1936 at the age of 19 and went on to earn his diploma in nursing from Alexian Brothers School of Nursing and a B.S. in biology from DePaul University in Chicago. He proceeded to have a varied career in nursing, hospital administration, purchasing, and central supply, including time as director of the Alexian Brothers Hospital School of Nursing in Chicago. After serving as the assistant administrator of the 24-bed clinic the Alexian Brothers operated at Father Flanagan's Boys Home (Boys Town, Nebraska), he asked to be assigned to the position of provincial archivist.

Bro. Roy took over administration of the two-year-old Alexian Brothers Provincial Archives in 1976, educating himself by attending workshops and seminars on archival theory and practice. He joined the Society of American Archivists and the Midwest Archives Conference in 1980, and was also a member of the Chicago Area Archivists and the Chicago Area Business Archivists. Until his retirement, he published a monthly newsletter about archives and Alexian Brothers history, which was sent to more than 600 readers around the world.

Bro. Roy was presented with the Sister M. Claude Lane Award for outstanding contributions in the field of religious archives at SAA's annual meeting in 1995, and in 1996 he was awarded an Emeritus Membership in MAC in honor of his past contributions to the archival profession.

ALEXIAN BROTHERS

DR. LYNN E. MAY JR., 66, former executive director of the Historical Commission, Southern Baptist Convention, died July 24, 1996, in Nashville, Tennessee, from complications due to Parkinson's disease and congestive heart failure. May served the Historical Commission for almost 40 years, 23 of which he served the agency as the executive director (1971-1995), the longest tenure of any current SBC agency executive. Prior to 1983, May was active in the Society of American Archivists. He served as chairman of SAA's Religious Archives Section and in 1978 was the recipient of the Sister M. Claude Lane Award.

BILL SUMNERS

Southern Baptist Historical Library and Archives



Link to Learning

by Joan E. Sander

Editor's note: "Link to Learning" will be a featured column in the newsletter by SAA's new education director, Joan E. Sander, who joined the staff in May. For an introduction to Joan, see the July issue of Archival Outlook, page 18.

SAA Workshops are a Great Value for the Money

Several issues have come to light in my first months as education director of SAA. For example, one prominent issue is the cost of SAA workshops. Are the prices for one- and two-day SAA continuing education (CE) workshops too high?

To begin searching for an answer to this question, I decided to examine the cost of one-day CE workshops at a small sample of professional associations. I excluded the American Medical Association, the American Bar Association and the like, due to assumptions about what members of those professions can afford. My sample included national associations from social science and education (see box below), primarily because those association members command salaries that are, on average, comparable to practicing archivists.

Many associations are examining their current workshop costs. Drew Allbritten, executive director of the American Association of Adult and Continuing Education, reported that he was compelled to raise workshop prices recently just to cover expenses. In a two-year study of workshop expenditures, he discovered that his paper and copying costs alone had gone up 200 percent. Computer hardware and software rental was a new expense that was increasing each year, and he was experiencing difficulty securing high-quality instructors who were willing to teach for \$300 per day. Space and overhead in hotels was on the rise. Finally, curriculum revision seemed to be a priority for the members—yet no one knew how that would be accomplished within the limits of the current budget.

SAA faces similar challenges. SAA workshops are already of a higher quality than many notable national CE program offerings, so our challenge with continuing education is more in the area of development rather than revision. However, development may mean up-front costs that may not be recouped immediately.

What does this mean for SAA? We make every effort to keep continuing education affordable for members and to stay within our budget. At the same time we demand top-quality, cutting-edge continuing education that is unique and challenging to the professional archivist. There are no easy answers here. My preliminary investigations indicate that SAA workshops are a great value for the money. There is more data to be collected on this issue and I welcome your help with my investigation.

Fall 1996 Workshops

The following SAA workshops are scheduled this fall: "Archival Cataloging as a Component of Description" (October 7-8) and "Application of the USMARC Format" (October 9) co-sponsored by the Midwest Archives Conference in Madison, WI; "Architectural Records" (October 25-26) co-sponsored by the Western Reserve Historical Society in Cleveland, OH; "Cyberspace for Archivists" (October 17) co-sponsored by the Society of North Carolina Archivists in Greenville, NC; "Digital Imaging Technology" (October 17) co-sponsored by the Conference of Inter-Mountain Archivists in Grand Junction, CO; "Elements of Preservation" (October 25) co-sponsored by the State Archives and Museum of New Mexico in Santa Fe; "Business Archives: The Basics and Beyond" (November 13-15) Houston, TX; and "Automating Finding Aids" (December 7) co-sponsored by the Historic New Orleans Collection in New Orleans.

For more details, request a brochure from Tara Shimandle at (312) 922-0140 or e-mail tshimandle@saa.mhs.compuserve.com.

1997 Workshop Proposal Deadlines

- Proposals for spring 1997 SAA workshops are due in the Education Office by September 30, 1996. If your organization would like to co-sponsor a workshop in Spring 1997, please contact Joan Sander as soon as possible (312/922-0140 or jsander@saa.mhs.compuserve.com).
- In late July, the SAA Education Office distributed a memorandum to chairs of committees, sections and roundtables requesting proposals for continuing education workshops to be held at the 1997 SAA annual meeting in Chicago. The deadline for these proposals is also September 30, 1996! Contact your appropriate chair(s) for details.

New Scheduling Procedures

The Education Office is pleased to announce a new scheduling procedure. We will plan the fall 1997 and spring 1998 workshops by April 1, 1997, and print them in an annual SAA workshop schedule, which will include workshop dates, instructors, locations and descriptions, as well as SAA Education Office policies, procedures, and registration information. This will give members an opportunity to budget and plan well in advance for valuable SAA educational experiences. The Education Office will do its part to be proactive and put this new service in place. We also need the help of SAA instructors and co-sponsors—please help us plan ahead! Contact Joan Sander or Tara Shimandle at (312) 922-0140.

Continuing Education Workshop Fees
(one day)

ASSOCIATIONS	FEE	MEMBER DISCOUNT
American Management Assn.	\$625	\$550
American Statistical Assn.	\$325	\$250
American Society for Training and Development	\$275	\$225
American Assn. of Public Opinion Research	\$225	\$200
Society of American Archivists	\$219	\$169
American Assn. of Adult and Continuing Education	\$210	\$150



**1997
Program
Committee**

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*National Archives &
Records Administration*

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Library of Congress

KATHRYN HAMMOND BAKER
Massachusetts Archives

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Records Administration*

CARLA SUMMERS
University of Florida

CALL FOR 1997 SAA ANNUAL MEETING PROGRAM PROPOSALS

**DEADLINE
EXTENDED!!**

The 1997 Program Committee invites submission of program proposals for the **SAA ANNUAL MEETING IN CHICAGO, IL, AUGUST 24-31, 1997.**

"Transforming the Archival Enterprise in the Information Age" is the theme of a special track, although many other topics will be featured as well. 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 OCTOBER 11, 1996.

Proposal form on reverse.

1997 SAA PROGRAM PROPOSAL

Please type. Deadline: Postmarked by October 11, 1996.

Proposed by: _____

Institution: _____

Mailing Address: _____

Phone _____ Fax _____ E-mail _____

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 _____ E-mail _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone _____ Fax _____ E-mail _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone _____ Fax _____ E-mail _____

Paper Title: _____

Name: _____

☐ Yes

☐ Yes

Institution: _____

☐ No

☐ No

Mailing Address: _____

Phone _____ Fax _____ E-mail _____

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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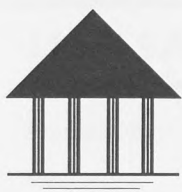
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From the Archivist of the United States

by John W. Carlin

During the past year I have been reporting to you on the progress of the Strategic Directions Initiative I began shortly after arriving at the National Archives and Records Administration. In August I was pleased to issue *Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997-2007*. This plan now gives NARA a course to pursue for the next decade and beyond, and I look forward to putting the plan into action.

As many of you know, determining the role of NARA in our democracy became a priority of my administration. As a first step in our planning process, we refocused our mission: NARA ensures for the citizen and the public servant, for the president and the Congress and the courts, ready access to essential evidence—evidence that documents the rights of American citizens, the actions of federal officials, and the national experience.

After releasing a draft of the plan, I solicited input from both NARA staff and constituents. In mid-July, I met with representatives of a wide variety of constituents including federal records officers, SAA members, genealogists, veterans, historians, presidential scholars, lawyers, public interest groups, educators, state and local governments, and NARA volunteers.

The plan identifies several overall strategies and action items to allow us to successfully perform our mission. First, we will structure our work processes and organization into a seamless system around the life cycle of records concept. Structuring NARA around the records life cycle means that we will redesign our offices and their responsibilities so that we can deal with records from creation through use without the bottlenecks, overlaps, conflicts, and inconsistencies that hinder us now.

Second, NARA will refocus its efforts to work in partnership with agencies at the front end of the life cycle, particularly in dealing with electronic records. We will work with agencies on the design of recordkeeping systems for creating and maintaining records of value. We will partner with agencies to streamline scheduling and appraisal and exploit the Government Information Locator Service to the extent possible for this purpose. We will test the concept of functional appraisal within NARA, and in partnership with other agencies, to determine if evaluating records based on how well they document major agency functions rather than individual agency offices is a feasible approach. We will work aggressively with the White House on presidential records at the beginning of new administrations. We will also seek to include public users more effectively in appraisal decisions.

We are going to shift our staff resources to the front end, provide more records management services nationwide, and develop more intergovernmental partnerships so that we deal with recordkeeping from the start, particularly with electronic

records, in ways that prevent problems from developing later.

Third, NARA will consolidate its holdings into affordable space providing appropriate storage to protect and preserve records for continuing use. The consolidation of facilities is described in the plan strategically, not in detail. We will decide in the implementation stage what will be consolidated and when. Changes of this magnitude will not come immediately, but progressively through the next decade and beyond.

To be able to operate with fewer facilities, NARA will

expand opportunities for the public to make use of federal records no matter where they are located. We will take the concept of “ready access” as seriously as the concept of “essential evidence.” For example, we will expand our efforts to build a nationwide, integrated system that can deliver on-line information about NARA, our facilities,

and our services and holdings, along with digital copies of high-interest documents. In July we unveiled an interactive database, the NARA Archival Information Locator. For the first time, NARA researchers are able to access information about our holdings regardless of where the holdings are located—in Washington, in a regional archives, or in a presidential library. In this pilot, we have also linked to a wide variety of sample digitized records.

Electronic access to digitized documents will not be the solution to ready access for all records. Even though we may consolidate some regional archives, we will continue to maintain access to our microfilm collections in the areas where they are currently located and we will develop partnerships to expand that access to other locations. We will continue to expand electronic access to the essential evidence published in the *Federal Register*. We will also develop traveling exhibits to provide ready access to holdings that document the national experience. Through reorganization and implementation of the plan’s action items, we will make NARA efficient and effective, develop alternatives to control our space costs, and secure private-sector funds. If these measures prove insufficient to finance real success in our mission, I will not hesitate to ask the White House and Congress for appropriations increases.

This plan was purposely developed as a ten-year plan because we cannot do everything at once, nor can we do it alone. This plan looks outward for solutions as much as it looks within. We must take advantage of the advice, the expertise, and the clout of partners inside the government and within archival associations such as SAA. Networking, partnerships, and inter-relationships are critical for NARA. And they are crucial for the archives of the future.

If you would like to see a complete copy of *Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997-2007*, please visit the NARA Web site at: <http://www.nara.gov/nara/vision/naraplan.html>.

[The strategic] plan looks outward for solutions as much as it looks within. We must take advantage of the advice, the expertise, the clout of partners inside the government and within archival associations such as SAA.



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.

Historians Join in Petition to Ask IRS to Comply with the Federal Records Act

On July 18, 1996, Tax Analysts, publisher of *Tax Notes* and sponsor of the Tax History Project, was joined by the Organization of American Historians and the American Historical Association in petitioning the IRS to comply with the Federal Records Act and the regulations promulgated by the National Archives. The petition asks IRS Commissioner Margaret Milner Richardson, "to take the steps necessary to comply with the obligations imposed on you and the IRS by the Federal Records Act, and the regulations of the National Archives and Records Administration."

The petition provides details on many of the inadequacies of the IRS records management program, including its lack of a comprehensive records inventory, inadequacies of its training program for personnel involved in records management, poor control over records schedules, and failure to send its records to the National Archives. Its concluding section states, "The evidence discussed in this petition demonstrates beyond doubt that the IRS' recordkeeping, records scheduling, and records retrieving systems are in crisis."

FY'97 Budget for NARA and NHPRC

On July 18, 1996, the House passed the Treasury Appropriations bill which includes the budgets for the National Archives and the grants program of the National Historical Publications and Records Commission (NHPRC). The House bill calls for an operating budget for the National Archives of \$195.1 million, which is \$1.8 million less than President Clinton's request. In a special line item that provides for repairs and restoration of the National Archives' facilities and presidential libraries, the House bill includes \$9.5 million, with most of this earmarked for use at the Truman Library in Independence, Missouri. The House bill also includes \$4 million in FY'97 for the grants program of NHPRC. This represents a 20 percent cut for NHPRC but is consistent with the president's request. The House report accompanying this legislation pointed out that NARA had not obligated the \$4.5 million made available last year for expansion of Internet applications because it does not yet have an information resource management plan or data standards. Thus, the House rescinded this "no year money."

On the Senate side, the Senate Appropriations Committee met on July 23, 1996, and recommended an operating budget of \$198.9 million for the National Archives, which is almost \$4 million above the House figure. The Senate Appropriations Committee also recommended \$18.2 million for the separate line item for buildings renovation and repairs and \$5 million for

NHPRC grants, an increase of \$1 million over the House figure. Additionally, the Senate voted to restore the \$4.5 million Internet money that had been rescinded by the House. Senator Bob Kerrey (D-NB) was responsible for the amendment last year that added the \$4.5 million for NARA to expand its use of the Internet for electronic access to National Archives' records.

National Security Council Not Subject to the Federal Records Act

On August 2, 1996, by a vote of 2 to 1, the United States Court of Appeals for the District of Columbia, in Case No. 95-5057, reversed the lower courts ruling and sided with the government, stating that the National Security Council (NSC) is not an agency subject to the Federal Records Act. The Court ruled that the NSC records are presidential records subject to the Presidential Records Act. This case is one strand of what is frequently called the PROFS case, *Armstrong v. Executive Office of the President*, which began in 1989 when historians and librarians joined journalists and public interest groups in seeking a temporary injunction to prohibit the destruction of the NSC's electronic mail.

The distinction between federal and presidential records has important implications for preservation and access to records. Under the Federal Records Act, which applies to agency records, individuals may take an agency to court and see judicial review of an agency's recordkeeping practices. There is no provision for judicial review of the recordkeeping of Presidential Records. Thus citizens do not have the right of judicial review to prevent the destruction of presidential records. On the issue of access to records, there are no time limitations on the age of a record for an FOIA request for an agency record. However, the Presidential Records Act states that a FOIA request may not be filed for a presidential record until five years after the president has left office.

Historians are most concerned about the effect this ruling will have on the NSC's ability to destroy records. If this decision had been in place in 1989, then there would have been no legal avenue for citizens to seek the preservation of the NSC's electronic mail. These records played a crucial role in holding NSC employees accountable in events surrounding the Iran-Contra affair.

The original Reagan and Bush records in question at the beginning of this case have been preserved at the National Archives, and a number of these records have already been obtained through FOIA requests. The immediate concerns about this ruling are for current records. The NSC no longer has to follow the guidance issued by the National Archives to all federal agencies on the preservation of electronic records and the NSC is not legally required to comply with the FOIA. On this last point, however, the Clinton administration has indicated that it has directed the NSC to maintain its previous practice of allowing voluntary disclosures of appropriate NSC records.

The plaintiffs are considering various options for responding to the August 2 ruling—from going forward with the litigation to seeking a legislative solution.



National News Clips

National Endowment for the Humanities Revised Public Program Guidelines

The National Endowment for the Humanities has announced the publication of application guidelines containing new deadlines and priorities for its Division of Public Programs. The key changes are as follows:

- Instead of having separate guidelines for each of the Division of Public Programs' four program areas (Libraries and Archives, Media, Museums and Historical Organizations, and Public Humanities Projects), there will now be only one set of guidelines for all four of these programs.
- The deadline for application for all public humanities programs is December 6, 1996, with awards to be announced in July 1997. The deadline for preliminary applications is October 25, 1996.
- The new priorities include emphases on national significance or impact; reach to new, expanded or diversified audiences; collaboration among cultural institutions and organizations; and use of multiple formats or new technologies for public programs.

NEH will hold four one-day meetings this fall, each in a different region of the country, to introduce the new guidelines and priorities of its Division of Public Programs. The regional meetings are scheduled for New York City, Sept. 20; Dallas, Sept. 27; San Francisco, Oct. 4; and Chicago, Oct. 11.

For more information, contact: Division of Public Programs (202) 606-8267, e-mail: publicpgms@neh.fed.us or fax (202) 606-8557.

National Historical Publications and Records Commission

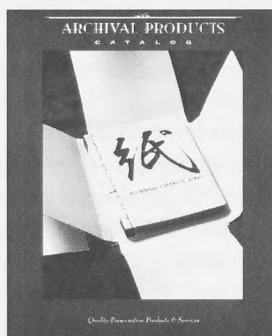
• **Archival Fellowship.** The National Historical Publications and Records Commission (NHPRC) recently selected Katherine Hayes of Wayne State University in Detroit, as its Fellow in Archival Administration for 1996-1997. The fellowship supports administrative training for archivists who already have work experience and graduate education in their field. The host institution is the South Carolina Department of Archives and History in Columbia. Hayes will work with South Carolina State Archivist Roy Tryon. For more information on the fellowship program, contact: Laurie A. Baty at (202) 501-5610 or e-mail laurie.baty@arch1.nara.gov.

• **Four Grants Recommended and New Members Welcomed.** NHPRC met on June 25, 1996, and recommended up to \$78,750 for two documentary editing projects and awarded \$50,000 to extend the current cooperative agreement between the Council of State Historical Records Coordinators and NHPRC. The commission also recommended \$41,250 for one fellowship in historical documentary editing. The grant recommendations were made in response to \$517,346 in requests.

NHPRC welcomed two new members: Anne R. Kenney, associate director, Department of Preservation and Conservation, Cornell University; and Nicholas C. Burckel, director of libraries, Marquette University.

The next meeting of NHPRC is November 7-8, 1996. The next deadline for grant applications is October 1, 1996. For more information, contact: NHPRC, Room 607, National Archives Building (Archives I), Washington, D.C. 20408, (202) 501-5610, fax (202) 501-5601 or e-mail: nhprc@arch1.nara.gov.

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Council of State Historical Records Coordinators 1996 Report

The Council of State Historical Records Coordinators (COSHRC) recently released, *Maintaining State Records in an Era of Change: A National Challenge*. The report addresses issues raised by electronic information technology, discusses ongoing administrative issues and resources of state archives and records programs, specifically laws and regulations, facilities holdings, staffing, fees, and preservation. The report is available at the National Historical Publications and Records Commission's Web site: <http://www.nara.gov/nara/nhprc/shrabs.html>. Additional information about COSHRC can be attained from: Roy Tryon, State Archivist, South Carolina Department of Archives and History, 1919 Blanding Street, Columbia, South Carolina 29211, (803) 734-7914 or e-mail: tryon@history.scdah.sc.edu.

Preservation, Archives, & Special Collections Section

Preservation, Archives, and Special Collections Section is the new name of the Preservation Section of the Mountain Plains Library Association (MPLA), an eleven-state regional organization. The new moniker reflects the need to expand membership participation in the section, to provide a wider selection of officers for the section, and to promote a greater variety of programs to be presented by the section at the yearly MPLA conferences. Anyone who is interested in joining the section and/or MPLA should contact: Joe Edelen, executive secretary of MPLA, at (605) 677-6082, fax (605) 677-5488 or e-mail: jedelen@sun-dance.usd.edu. Membership in MPLA automatically entitles you to free section memberships, but they do need to be recorded with the executive secretary. If you would like more information about the section, and/or have ideas or suggestions for it, contact: Roseanne B.D. Bory at (719) 549-2475 or fax (719) 549-2738.

Joint Venture Between Archive Photos and Museum of the City of New York

New York-based Archive Photos has signed an agreement with the Museum of the City of New York to represent selections from its extensive print and photograph archives for commercial use. Containing more than 500,000 prints, paintings, drawings, and photographs, the collection was begun in 1923 with the founding of the museum and has, over the years, received as gifts or acquired the work of a number of New York-based commercial studios. Archive Photos will be digitizing a large quantity of images from the collection and making them available on its electronic database and through its network of international offices. Peter Simmons, manager of collections access at the museum, noted that, "the recognition that Archive Photos will bring to the museum will cause more people from around the world to visit the museum or its Web site." For more information, contact: Eileen Patskin at (212) 620-3955.

Training for Collections Care and Maintenance

The Northeast Document Conservation Center (NEDCC), in conjunction with the National Institute for the Conservation of Cultural Property (NIC), has recently completed a curriculum guide entitled, *Training for Collections Care and Maintenance: A Suggested Curriculum for Library and Archives Collections*, by Karen Motylewski and Lisa Fox. The curriculum is organized around five topics: preservation administration, emergency preparedness, collections maintenance, selection for preservation, and preservation management. The guide is available through NIC for \$21.25 for members and \$25 for nonmembers. To order, contact: National Institute for the Conservation of Cultural Property, 3299 K. Street, NW, Suite 602, Washington, D.C. 20007-4415, (202) 625-1495, fax (202) 625-1485.



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Ransom Center Web Site

The Harry Ransom Humanities Research Center at the University of Texas at Austin has developed a new World Wide Web site which features information about the center's collections, access to manuscript collection finding aids, as well general information about the center and its events and exhibitions. The new URL is: <http://www.lib.utexas.edu/Libs/HRC/HRHRC/>

To offer comments on the site, contact: info@hrc.utexas.edu or hrcweb@hrc.utexas.edu.

Project Calafia

The Congress of History of San Diego County's archival computerization project, *Calafia*, is an endeavor to index/join the archives of Baja California and the United States. For more information on this project, contact: Charles L. Best, 845 Rosecrans, San Diego, California 92106, (619) 223-3418.

Archives in the News

• **Newsweek.** Ellen Garrison of the University of Alabama spotted a story in *Newsweek* (June 24, 1996, p. 44) about the safekeeping of the Montana Freeman's papers.

• **The Nation.** Eva Steiner Moseley of the Schlesinger Library noted an article by David Corn in *The Nation* (May 20, 1996, p. 23) that pertained to the delay in the release of the Nixon Tapes.



World View

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

International Council on Archives - Section on Archives of Church and Religious Denominations

In June, Kinga Perzynska, archivist at Catholic Archives of Texas in Austin, attended the annual conference of the Hungarian Association of Church Archivists in Budapest, Hungary. Hungarian archivists invited religious collections archivists from Austria, Finland, Germany, Israel, Hungary and Slovakia to make presentations on their archives.

This conference also was the occasion of the first meeting of the recently established Section on Archives of Church and Religious Denominations of the International Council on Archives (ICA/SKR). The section was formally established by 42 archivists from religious collections in eleven countries in Prague in September 1995. Bylaws of the section were approved at this meeting, including the designation of English, German, and French as the working languages. A preliminary executive committee was also established. The section currently has 53 members from different denominational archives around the world.

The Section on Archives of Church and Religious Denominations will officially be confirmed at the plenary meeting of ICA in Beijing this month. Following approval, the section will produce a text describing goals, future programs, and membership benefits.

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The future agenda of the section involves creation of provisional educational and publishing programs and development of archival description projects. For more information, contact Kinga Perzynska, Catholic Archives of Texas, P.O.B. 13124, Capitol Station, Austin, Texas 78711, (512) 476-6292, or e-mail: cat@onr.com.

Afghanistan Bibliography

Dageford Publishing, Lincoln, Nebraska, has published the *Arthur Paul Afghanistan Collection Bibliography: Volume I*. The purpose of the bibliography is to make this unique accumulation of Afghanistan materials at the University of Nebraska at Omaha known to interested scholars. Volume I introduces more than 800 titles written in Dari and Pashto (the two official languages in Afghanistan). Volume II, which will be completed by the end of 1996, will include materials written in English and other European languages. For more information contact Shaista Wahab, (402) 554-2404, e-mail: wahab@unomaha.edu or fax (402) 554-3215.

Russian Far East Seminar

Four American archivists attended a three-day seminar sponsored by IREX in Vladivostok in April 1996. Entitled "Archives Management and Services: A Seminar on Archival Practices in the Russian Far East and the United States," the meeting focused on a comparison of practices and experience in Russian and U.S. archives. The meeting was attended by 36 archivists mainly from the Russian Far East. The American delegates were David B. Gracy, University of Texas at Austin; John Stewart, State Archivist of Alaska, Gladi Kulp, Alaska Historical Library, and Paul McCarthy, professor emeritus, Rasmuson Library, University of Alaska-Fairbanks.

International Visitors

Last March, three archivists, two from the Russian Far East and one from the Republic of Sakha, visited Alaska on a week-long exchange designed to acquaint them with current practices and the use of information technologies in U.S. archives. The delegation included Alexander Torporov, deputy director of the Russian National Historic Archive of the Far East and chair of the Scientific Methodic Council of the Far Eastern Archives; Tatyana Anatolyevna Schevchik, head of the Administrative Department for the Archives, Khabarovsk Territory; and Rosalia Vanlieva Sharina, head of the Archive State Service Committee, Republic Sakha. The delegates visited various archival facilities in Juneau, Fairbanks, and Anchorage. The expedition was funded under a grant to the Alaska and Polar Regions Department, Rasmuson Library of the University of Alaska-Fairbanks, from the American Russian Center, University of Alaska through funds provided by the United States Information Agency.

New Member Roster

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

Individuals

Sarah Ashton
Student
Kathryn H. Baker
Massachusetts Archives
Laura J. Beechen
Rita Paschal Bibb
Bradley K. Blake
James T. Blevins
New Mexico State University
Alexandra M. Botelho
Student
Martha F. Bourne, MM
Maryknoll Mission Archives
Barbara Brodie
Alan Burns
Student
Sean Casey
Mary Charles
Stephen A. Colston
San Diego State University
Janice S. Colwell
Student
Alan Conant
Indiana Historical Bureau
Rose Theresa Costello
Sisters of the Holy Names
David P. Crowley
John F. Kennedy Library
Bryan Culp
Office of Senator Bob Dole
Chantel Y. Cummings
Cummer Museum of Art & Gardens
Jennifer L. Dakroub
Student
Lee Dirks
Microsoft Corporation Archives
Mary Elizabeth Dunton, SNJM
Sisters of the Holy Names
Jack Eckert
Conley L. Edwards III
Virginia State Library & Archives
Veronica M. Evans
Student
Donald Glassman
New York City Parks Dept.
Thomas W.B. Gore
U.S. Forestry Service

Tim Gregory
Consultant
Craig Hannasch
Jill Hastings-Johnson
Montgomery County Archives
Tammi Heeney
Debbie R. Henderson
Japanese American National Museum
Stephen Taylor Horton
James A. Huber
Student
Karen Jania
Student
David R. Jeane
Nancy Johnson
Zeki Kavanoz
Student
Joy Kestenbaum
Student
Jeffrey Kintop
Nevada State Library & Archives
Judith Knudsen
Arlington County
Gladi Kulp
Alaska State Library
Annette Leddy
Getty Center for History
Michaeline Lewandowski, RSM
Sisters of Mercy
Judith Ruth Loeb
Long Island University - CW Post Campus
Laura Lopez
Sr. Corrine Manzi, SND
Sisters of Notre Dame Denamur
Andrew Martinez
Babson College
Gwen Thomas Mays
Kate McGinn
Fuller Theological Seminary
Blake R. Miller
Church of Jesus Christ of Latter-day Saints
Whitney Miller
Grant Mitchell
International Federation of Red Cross & Red Crescent Societies
Terri Mitchell
Sisters of Providence
Betsy Morelock
Student
Barbara Morley
Cornell University

Margaret R. O'Brien
University of Houston
Betty B. Parker
Center of Military History
Jane Pfeifer
Principia College
Samantha K. Pierson
Student
Mary P. Pryor
Janet Ray-Weininger
Elizabeth S. Reyes
Nancy Richard
Northeastern University Libraries
Mia Romano-Brown
United States Golf Assn.
Loretta Ryan
Joan E. Sander
Society of American Archivists
Heidi Thiessen Sandstrom
Student
Stanley F. Schwartz
Suzanne Shellaby
Elizabeth Shepardson
Student
Susan Sherwood
San Francisco State University
Rebecca Sherwood Smith
University of California at San Diego
Jennifer Songster
Ohio Historical Society
Sarah W. Spiess
Retired
Claora Styron
Jane M. Subramanian
Robert Tiegrob
Minnesota Historical Society

David H. Travis
Retired
Willie Walker
Diane L. Ware
Nancy H. Watkins
Emory University
Jennifer Watts
The Huntington Library
Edward C. Weber
University of Michigan
Karna Webster
Retired
Tina L. Weiss
Robert F. Williams
Cohasset Associates, Inc

Institutions

American Red Cross
California Historical Society
Carnegie Institute
Congress of History of San Diego County
Federal Reserve Bank of Atlanta
Lane Community College Archives
MBNA Corporation
MIT Lincoln Laboratory
Mary Kay Cosmetics
McDonald's Corporation Archives
National Atomic Museum
Nova Southeastern University
Pacific University Archives
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600 S. Federal, Suite 504
Chicago, Illinois 60605

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

1996-97 CALENDAR

October 10-12

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.

October 10-12

"Restoration '96" RAI biennial conference in Amsterdam. Contact: RAI, P.O. 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 18-20

RESTORATION/Chicago in conjunction with the 50th National Preservation Conference of the National Trust for Historic Preservation at Navy Pier, Chicago. Contact Steve Schuyler at (508) 664-6455.

Archives Week October 12-19

The following are some scheduled events to celebrate Archives Week.

► The Monmouth County (New Jersey) celebration will be held on October 12 at the Monmouth County Library in Manalapan and is being organized by the Monmouth County Archives. It will feature exhibits by archives, historical societies, and other historical agencies from Monmouth County, as well as a few organizations that serve the entire state, such as the New Jersey State Archives. There will also be a day-long series of lectures and videos and a reception hosted by the New Jersey Caucus of the Mid-Atlantic Regional Archives Conference. For information contact Gary Saretzky, county archivist, e-mail: saretzky@rci.rutgers.edu or phone (908) 308-3772 or .

► Archivists Roundtable of Metropolitan New York will hold a family history fair at New York University on October 13 and an archives week awards ceremony at Rockefeller University on October 15. Contact: Marta Foley at (718) 638-6559.

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.

October 25-26

Semi-annual meeting of the New England Archivists (NEA) at the University of Rhode Island, Kingston. Theme: "Facing the Future: Managing Archives in the 21st Century." SAA Executive Director Susan Fox is the keynote speaker. Contact: Dave Maslyn, (401) 874-2594.

November 6

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

November 7-9

Mid-Atlantic Regional Archives Conference (MARAC) fall meeting, Holiday Inn Downtown, Wilmington, Delaware. Contact: Connie Cooper or Ellen Rendle, Historical Society of Delaware, 505 Market St., Wilmington, DE 19801, (302) 655-7161.

November 13-15

Annual meeting of the Society of Georgia Archivists at the Auburn Avenue Research Library for African American History and Culture, Atlanta, Georgia. Nancy Davis Bray, archivist at Georgia College, chairs this program. For more information, contact Nancy at (912) 453-4047 or e-mail: nbray@mail.gac.peachnet.edu .

November 21-23

JFK Lancer First Annual Dallas Conference on the Assassination of John F. Kennedy, Grand Hotel, Dallas, Texas. Contact Debra Conway, JFK Lancer Publications, e-mail: jfklancr@exo.com or phone (714) 699-2744.

January 27-February 7

Modern Archives Institute for 1997 at the National Archives in College Park, MD. Institute will introduce participants to archival theory and practice and the responsibility of archival work. \$525. Application deadline November 1, 1996. Contact Mary Rephlo at (301) 713-7390 or e-mail: mary.rephlo@arch2.nara.gov.

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

FELLOWSHIPS & GRANTS

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.

Open Society Archives Western Fellowship Program

The Open Society Archives offers a one-year visiting fellowship, beginning in June, to graduate students who are completing archives programs in Western Europe and North America. The archives, located 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 Institute 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, which supports travel to and from Budapest, Hungary, and pays a housing allowance and salary, is designed to give Western archivists the opportunity to work and exchange ideas with their peers from Eastern Europe. During the year of the fellowship the person will be resident in Budapest and work at the Open Society Archives, participating in all aspects of the archives' activities. The fellow will be encouraged to foster links with, and attend short courses where appropriate at, the Central European University. The fellow will participate in in-house seminars for the professional development of the Open Society Archives' regular staff.

There is no application form. Applicants (who should have, or be in the process of attaining, a post-graduate qualification in archives or a related discipline) are asked to submit a resume and letter of application plus three letters of recommendation (one of which must be from an academic director of the archives program) to the Executive Director, Open Society Archives, Eotvos utca 14, H-1067 Budapest, Hungary. **Applications should be submitted by December 1, 1996.** Awards will be made by April 1, 1997. Preference will be given to candidates who speak one of the languages of Central and Eastern Europe.

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 Direc-

tor, 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>.

Pennsylvania Historical and Museum Commission Scholars in Residence Program

The Pennsylvania Historical and Museum Commission invites applications for its 1997-1998 Scholars in Residence Program. The program provides support for full-time research and study at any commission facility, including the State Archives, the State Museum, and 26 historical sites and museums. Residencies are available for four to twelve consecutive weeks between May 1, 1997, and April 30, 1998, at the rate of \$1,200 per month. The program is open to all who are conducting research on Pennsylvania history, including academic scholars, public sector professionals, independent scholars, graduate students, writers, filmmakers, and others. For further information and application materials, contact: Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, PA 17108, (717) 787-3034. **Deadline is January 17, 1997.**

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.

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Princeton

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on campus over time through the use of an interactive computer graphics model. Four oral history projects have involved the Archives in various ways ranging from training and research to transcription and preservation of the completed interviews. The Archives' own exhibition on the history of the university, "Out of Tensions, Progress: Princeton as University," will open at the Firestone Library on October 13, 1996.

The Archives also provided research, archival film, video and audio tape, and historic photographs for two major media projects. Andrew Greenspan's video essay, *Defining Moments in Princeton's First 250 Years*, focused on students in President Harold Shapiro's freshman seminar on the history of higher education and their use of the archives. This video helped to launch the university's capital campaign, "With One Accord: The Anniversary Campaign for Princeton," in the fall of 1995. Forthcoming will be Gerardo Puglia's feature film entitled, *Princeton: Image of a University*, which will premiere at the Charter Weekend celebration this October. The capital campaign itself has been a boon to the Archives, utilizing historical photographs in its publications, searching the archives for graphic designs from the past, and featuring appropriate images for regional campaign kickoffs.

Anniversaries are a time to celebrate institutional history which the Archives ought to be able to do well. They are also an occasion for obtaining assets for special projects relating to access and preservation, and an opportunity to share in the vital development work that is essential to the teaching and research missions of the modern university. The image and visibility of the archives has vastly improved in the past five years as we have participated in an active way in the life of Princeton.

The Story of the Orrery

Princeton University's Rittenhouse Orrery, pictured on the back cover of this newsletter, is like a miniature planetarium showing the relative positions and motions of the planets and their moons. It was purchased in 1771 by the president of the College of New Jersey (as Princeton was known in those days), John Witherspoon. After having been well-guarded during the British occupation of Nassau Hall, the orrery was badly damaged by troops of the Continental Army. It was partially repaired between 1804 and 1807. After another long period of neglect, it was dusted off and sent to the World's Columbian Exposition in Chicago in 1893, after which it was inexplicably lost for more than a half century despite recurrent attempts to locate it. It was accidentally rediscovered in the summer of 1948 in the basement of McCosh Hall by workmen who thought that this box of instruments looked "slightly astronomical." The famous orrery was still in its shipping box from the Chicago fair. It is displayed today in Peyton Hall, the headquarters of Princeton's astrophysics department.

Bulletin Board

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Small Grant Program in Economics of Information

The Council on Library Resources, through the support of the Andrew W. Mellon Foundation and with the assistance of an economics advisory committee, has established a Small Grant Program in the Economics of Information that will award small grants intended to stimulate research, encourage the collection of badly needed data, and promote the economic analysis of library operations and services. ***Deadlines for submission of applications are April 15 and September 15.*** For more information, contact: Glen W. LaFantasie, Council on Library Resources, 1400 16th Street, N.W., Suite 715, Washington, D.C. 20036, (202) 939-3370.

Haas Award

The Richard L. Haas Award, sponsored jointly by New England Archivists (NEA) and the Association of Records Managers and Administrators-Boston Chapter (ARMA), is given to an individual who proposes a project that promotes increased cooperation, understanding, and knowledge between the archival and records management professions. Preference will be given to those that integrate records management and archival issues. The \$500 award is not limited just to members of NEA, ARMA, or even the New England area. Anyone, especially students and educators, is encouraged to apply. The successful candidate has up to one year to use the award after its announcement in April-May. ***The application deadline is March 1, 1997.*** For an application, contact: Daisy Monsalve, Chair, Richard L. Haas Award, MWRA, 100 1st Avenue, Boston, MA 02129, (617) 241-2704.

CALL FOR PAPERS

History of Photography Group Symposium

After a hiatus of several years, the History of Photography Group (HGP) is organizing an international symposium, June 6-8, 1997, at Manhattanville College, Purchase, New York, which will focus on various aspects of the production and dissemination of photographic images in both the 19th and 20th centuries. Proposals are now being solicited for 30-minute, illustrated presentations. Art historians, historians, curators, archivists, regionalists, area studies specialists, collectors, dealers, etc., are encouraged to submit. Preference will be given to new work, not previously published or presented. Potential speakers are invited to submit TWO COPIES of a one- to two-page (double-spaced) abstract, along with a resume to either of the co-chairs ***by October 15, 1996***; selections will be finalized in early November. Registration and meal fees will be waived for speakers. For further information contact the co-chairs: Laurie A. Baty, 302 Dunkirk Road, Baltimore, MD 21212-1813, e-mail: laurie.baty@arch1.nara.gov. Gillian Greenhill Hannum, Department of Art History, Manhattanville College, Purchase, New York 10577, e-mail: ghannum@mville.edu.

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

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That provision of the Revenue Reconciliation Act, passed in 1993 and retroactive to July 1, 1992, appears safe in Congress, according to Finch, because the provision enjoyed bipartisan support at the time of its passage. Its lead sponsor, Rep. E. Clay Shaw, Jr. (R-FL), is now a senior member of the tax-writing House Ways and Means Committee. Another co-sponsor was Rep. Newt Gingrich (R-GA), who became speaker of the House following the 1994 election. Democratic supporters included Rep. Tom Downey and Sen. Daniel Patrick Moynihan, both of New York.

In addition, the marginal income tax rate of 39 percent remains unchanged in the wake of budget action by the 104th Congress. As a result, the "cost" of giving a tax-deductible item to a qualified institution has not changed for those who itemize their deductions.

Still in force after 27 years is the Internal Revenue Code provision that prohibits claims of deductibility by authors of donated manuscripts. No change in that law is apparently expected any time soon.

Tax-related issues affecting non-profit institutions change frequently and do not always address donors' concerns. Perhaps the most significant question currently facing curators and administrators is a newly-emerging threat to the tax-exempt status of such non-profit organizations as museums, historical societies, and churches. In Colorado, voters in November will decide whether to repeal that state's exemption of non-profit institutions from paying local property taxes. Officials in Maine

had denied a charity its property tax exemption on the grounds it benefited only non-residents. The case is being appealed to the U.S. Supreme Court.

The manuscripts donor in 1996 faces a confusing array of federal, state, and local tax regulations that are often subject to interpretation and change. Tax incentives do exist and can serve the interests of both donor and institution, but they must be researched carefully, preferably by a certified public accountant, prior to the transaction and filing of returns. Unfortunately, present tax advantages can be swiftly eclipsed by the lure of market forces. Drafting legislation that promotes donations without creating easily-abused loopholes remains elusive.

While the U.S. tax code's provisions for charitable giving seem inadequate or uninspiring to the donor, consider this: the U.S. taxpayer enjoys the highest rate of deductibility of donations among member nations of the Organization for Economic Cooperation and Development (OECD). Only Greece ties the U.S., permitting up to 50 percent of net income. Nearly half the OECD member nations, on the other hand, allow no deductibility at all.

Nonetheless, U.S. institutions will continue to find it necessary to rely more heavily on different sources of revenue in order to attract new holdings. In good tax times or bad, institutions will need to further develop membership fees, corporate gifts, foundation support and attendance to strengthen their collecting ability.

"It would help if tax laws could be re-written to further encourage donations," said Jennifer Bryan of the Maryland Historical Society. "Otherwise, private sales may continue to rise... It is important for the public to see [the documents] first-hand. It should be saved."

re-novate
 re-trofit
 re-style
 re-build
 re-roof
 re-frame
 re-brick
 re-weave
 re-plicate
 re-plumb
 re-pair
 re-install
 re-bind
 re-paint
 re-tile
 re-gild
 re-laminate
 re-glaze
 re-furbish
 re-produce
 re-surface
 re-create
 re-condition
 re-construct
 re-store



re- prefix

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2. Backwards: back

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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:

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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

HEAD OF STATE ARCHIVES

*Minnesota Historical Society
St. Paul, Minnesota*

Minnesota Historical Society seeks a candidate to provide strategic leadership and manage the State Archives Department. The Minnesota State Archives is responsible for historical state and local records. It is one of five departments within the Division of Library and Archives, which also includes the Society's Research Center and its library and manuscript collections.

Summary of work: This position is responsible for directing a comprehensive program for the Minnesota State Archives. Specific responsibilities for this position include: 1) manage the operations of the State Archives Department so that it meets its mission and statutory responsibility to identify, preserve, and make accessible the evidential records of government activities and the historically valuable information created by government; 2) manage state archives department personnel of one clerical and three professional positions; 3) provide leadership in the area of state archives and government records; 4) work as a member of a team charged with documenting, conserving, and providing access to information on Minnesota history; and 5) perform related work as apparent or assigned.

Minimum qualifications: Bachelor's degree or equivalent in American history or a related field; at least three years of experience in the archival field with increasing responsibilities and some supervisory experience; knowledge of and experience with principles of archival appraisal; excellent verbal, written, and interpersonal communication skills.

Desirable qualifications: Master's degree in history, archival administration, information science or related field preferred; extensive knowledge of archival principles and procedures as typically acquired through a graduate degree in archives administration or experience in archives or records management; knowledge of government records practices and principles; knowledge of and experience with electronic records; knowledge of records management principles sufficient to be able to work closely with records managers;

knowledge of current technology applicable in archives and records management, such as information and imaging systems and associate standards; ability to supervise and manage people, think at the strategic level, and to design and implement new programs necessary to meet the mission of the program; ability to communicate well with a variety of constituents and to establish positive relationships with other agencies and organizations. **To apply:** Please send letter describing qualifications, resume, and three professional references to: Minnesota Historical Society, Human Resources Department, Head of State Archives Search Box 30, 345 Kellogg Blvd. West, St. Paul, Minnesota 55102. Applications must be postmarked by Nov. 1, 1996.

CATALOGING LIBRARIAN SPECIAL COLLECTIONS

*University of Texas at El Paso Library
El Paso, Texas*

Temporary, full-time twelve-month position, available Sept. 1, 1996. Responsible for cataloging manuscript collections in the Special Collections Department of the University of Texas at El Paso Library. Under the supervision of the head of special collections, works closely with the Cataloging Department to create machine-readable records for manuscripts and archival materials. May catalog other materials including sound recordings, local and Mexican serials, graphic materials, and rare books.

Required: Master's degree in library or information science from an ALA-accredited graduate school. Training in cataloging, including AACR2, LCSH, USMARC and in descriptive standards for manuscript materials. OCLC cataloging experience. Good written and oral verbal skills; good interpersonal skills; demonstrated organizational ability, including the ability to work independently with a minimum of supervision. Competence in using personal and on-line resources. **Preferred:** Original cataloging using OCLC and local integrated library systems. Reading knowledge of Spanish. Knowledge of rare book cataloging or bibliography; knowledge of history of the El Paso region, the Southwest or Mexico. The University of

Professional Opportunities

Texas at El Paso is a commuter campus, with over 16,000 students and 700 faculty. The modern, six-floor library building houses a centralized collection of over 800,000 volumes. Staff consists of 23 professionals, 46 support staff, and 90 student assistants. El Paso, located on the U.S.-Mexican border, offers a unique bi-cultural environment, year-round sunshine, mild winter climate, beautiful mountain sunrises and sunsets, and provides easy access to Mexico, New Mexico, and Arizona. For more information, see the Library's Web page: <http://www.utep.edu/~Library>.

Salary and benefits: \$27,000 per year; choice of health plans; optional retirement program with state contributions. **Applications:** Send letter of application, resume, and names, addresses, and phone numbers of three references to: Lydia Limas, Administrative Assistant, University Library, University of Texas at El Paso, El Paso, Texas 79968-0582, (915) 747-5683, fax (915) 747-5345. Review of applications will begin August 15 and continue until the position is filled. The University of Texas at El Paso does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

RECORDS MANAGEMENT DIVISION DIRECTOR

*Library of Virginia
Richmond, Virginia*

Salary: \$42,783-\$65,323. Is your extensive experience in records management being fully utilized and rewarded? Would you like to work in an atmosphere that is professional, yet personable, and for an institution with one of the premiere historical collections in the country? The Library of Virginia is seeking an experienced records management professional to join our senior management team. As the Director of Records Management and Imaging Services Division, you will plan, coordinate and supervise programs in records appraisal, information imaging and Circuit Court grants (preservation), as well as oversee the organization and operation of a new records center. The successful candidate should possess a comprehensive knowledge of records management and of archival principles, methodology, and administration, as well as the demonstrated ability to evaluate, train and supervise staff in a team management environment. An advanced degree in public administration, library or information science, government

or a related field preferred. Knowledge of the operation of state and local government a plus. For consideration please submit a completed state application form for Position #127 by 5:00 p.m. on Monday, September 30, 1996, to: Patricia Ann Browne, Library of Virginia, 11th Street at Capitol Square, Richmond, Virginia 23219, (804) 786-3336, fax (804) 371-7613. AA/ADA/EOE.

POLITICAL COLLECTIONS ARCHIVIST

*Clemson University
Clemson, South Carolina*

Responsibilities: Arrangement and description of political collections including those of U.S./state senators and representatives and other public officials; preparation of finding aids and work forms for bibliographic databases; supervision of support staff and student assistants; collection acquisition activities; reference services; and other duties as required. **Qualifications: Required:** ALA-accredited M.L.S. and training in archival management.

Highly desirable: Advanced degree in history; experience preparing finding aids and using the USMARC format; familiarity with computer use; ability to work as a member of a team; written and oral communication skills; ability to lift 30-40 pounds. **Salary:** \$24,000; faculty status; retirement; Blue Cross/Blue Shield; major medical. **To Apply:** Send letter of application, resume, and names, addresses and telephone numbers of three references to: James Cross, Chair, Political Collections Archivist Search Committee, Clemson University Libraries, Box 343001, Clemson, SC 29634-3001. **Closing:** Applications received by October 15, 1996 will be guaranteed consideration. AA/EOE.

ARCHIVIST

*American International Group, Inc.
New York, New York*

American International Group, Inc., (AIG) the leading U.S.-based international insurance organization and among the nation's largest underwriter of commercial and industrial coverage has an opportunity for an archivist. This position will be responsible for collecting information and compiling AIG'S history. The position will be based in our headquarters in New York City and will also require international travel. The ideal candidate will be a self-starter and independent worker. Excellent communication skills as well as the ability to interact with

senior management are needed. 3-5 years of related experience and an M.L.S. degree are required. We offer a competitive salary and a comprehensive benefits package. For consideration send resume, indicating salary requirements, to: Elsie James, American International Group/ Corporate Staffing, 72 Wall Street, 11th Floor, New York, New York 10270, via e-mail: aighr@pipeline.com or fax (212) 509-9705. AA/EOE.

ASSOCIATE DIRECTOR OF LIBRARIES

*Texas Tech University Library
Lubbock, Texas*

Reporting to the director of libraries, this position is responsible for administering the new Southwest Collection/Special Collections Library, which will open in the fall of 1996. This facility houses the Southwest Collection, University Archives, Rare Books, Archive of the Vietnam Collection, Hoblitzelle Conservation Laboratory, and the editorial offices of the West Texas Historical Association Yearbook. The Southwest Collection is a repository for historical information pertaining to West Texas and to the near Southwest. Nationally recognized for its ranch-related records, the Southwest Collection also includes material on such topics as agriculture, land colonization, petroleum, mining, water, urban development, politics, and pioneering. Staffing includes nine archivists and librarians, eight classified positions, five research assistants, and student assistants. The budget is approximately \$600,000 and is supplemented by external funding, including several endowments. This is a tenure-track position with associate archivist or archivist rank. **Responsibilities:** Position administers the new Southwest Collection/Special Collections Library and provides leadership for planning, implementing, and sustaining the expansion of collections, programs, and services. Works on public relations and fund-raising activities. Initiates grant proposals and facilitates research, teaching, and instructional projects. Teaches a graduate history course in administration of archival and manuscript collections. **Qualifications:** Earned doctorate in history or relevant field and administrative experience in an academic or research environment, preferably in a library or archive. Ability to administer a library of diverse special collections within a team-orientated environment. Commitment to public service is essential, as is the ability to provide leadership in a climate of new information tech-

nologies. Desirable qualifications include scholarly achievement in the history of the Southwest, participation in professional organizations, success in grant writing and fundraising, and teaching experience in an archival management program. **Salary and benefits:** Salary for this 12-month position is negotiable from \$60,000. Benefits include choice of retirement program, including TIAA-CREF, 13 state holidays, Blue Cross/Blue Shield, and no state or local income tax. Applications received by October 15, 1996, will be given first consideration. Send letter of application, current resume, and names and addresses of three references to: Search Committee, Texas Tech University Library, Box 40002, Lubbock, Texas 79409-0002. A full description of this position is available at the Libraries Web site: <http://www.ttu.edu/~library/AA/ADA/EOE>.

ASSISTANT UNIVERSITY ARCHIVIST

Earl Gregg Swem Library

The College of William and Mary

The assistant university archivist directs the daily operation of the college's records management program; is responsible for the archives records center and archives stacks; assists in planning and setting priorities; is responsible for accessioning, indexing, inventorying, and processing of archives materials; performs research and assists researchers; prepares and mounts exhibits; supervises other archives staff and students on a project basis; reports to the assistant dean of university libraries for special collections/university archivist. **Requirements:** M.A. in history or M.L.S. from an ALA-accredited library school; at least two years of archival experience, preferably in an academic setting; effective oral and written communication skills; the ability to pay close attention to detail; ability to work effectively with the public and staff; and the ability to lift and carry boxes of at least 40 lbs. **Desirable:** Records management experience, preferably in an academic setting; formal archival training; experience with digitization; experience in USMARC-AMC format; background in history, preferably American. The university archives, consisting of two professionals, one paraprofessional, and students, documents the history of the College of William and Mary and its people. As part of the special collections division, the archives works closely with the manuscripts and rare books department. William and Mary celebrated its 300th anniversary in 1993. Position available January 1, 1997. Permanent appoint-

ment. **Minimum salary:** \$30,000. Benefits include twenty-four days annual leave, choice of retirement systems, and other liberal fringe benefits. **To apply:** Send letter of application, resume, and names, addresses, and telephone numbers of three current references to: Search Committee for Assistant University Archivist, Swem Library, College of William and Mary, P.O. Box 8794, Williamsburg, VA 23187-8794. Application review will begin October 1, 1996, and continue until position is filled. William and Mary is an affirmative action, equal opportunity employer; members of under-represented groups (including persons of color, persons with disabilities, Vietnam veterans, and women) are encouraged to apply.

WARREN E. BURGER ARCHIVIST

Earl Gregg Swem Library

The College of William and Mary

The Warren E. Burger Archivist is responsible for all aspects of this newly-acquired extensive collection of papers, books photographs, memorabilia, paintings, artifacts, clothing and furniture; overseeing adherence to deed of gift; designing and directing systems for security, accessioning, processing, cataloging, finding aids, preservation, digitization, storage, and exhibition in consultation with the assistant dean of university libraries for special collections; working with donor and specially-approved researchers while collection is closed; supervision of temporary (3-5 years) staff person and students. **Requirements:** M.A. in history or M.L.S. from an ALA-accredited school; at least five years of archival or manuscript experience, preferably working with large collections of diverse materials; effective oral and written communication skills; the ability to pay close attention to detail; the ability to work effectively with the public, donors, and staff; and the physical ability to carry boxes approximately 40 lbs. **Desirable:** Formal archival training; experience in USMARC-AMC format, donor relations, digitization, preservation, and manual and electronic cataloging; legal training or experience; background in history, preferably American. The special collections division, including university archives and manuscripts and rare books, consists of 4.75 professionals, 2.5 paraprofessionals, and students. The Burger archivist will share some divisional activities and duties, and function as a library department head. Position available November 1, 1996. Permanent appointment. **Minimum salary:** \$38,000. Bene-

fits include twenty-four days annual leave, choice of retirement systems, and other liberal fringe benefits. Send letter of application, resume, and names, addresses, and telephone numbers of three references to: Search Committee for Warren E. Burger Archivist, Swem Library, College of William and Mary, P.O. Box 8794, Williamsburg, VA 23187-8794. Application review will begin September 1, 1996 and continue until position is filled. William and Mary is an affirmative action, equal opportunity employer; members of under-represented groups (including persons of color, persons with disabilities, Vietnam veterans, and women) are encouraged to apply.

STATE ARCHIVIST

Idaho State Historical Society

Boise, Idaho

Administers operations and programs, Historical and Genealogical Libraries and Archives Division. A minimum of an M.L.S. or M.A. in archival administration or history with major emphasis in above, two years proven administrative and supervisory experience. Coordinates statewide records preservation. Completed applications, available from Idaho Personnel Commission, 700 W. State, Boise, Idaho 83720, (800) 554-5627, must be submitted by closing date of September, 27, 1996. AA/EOE.

COLLECTIONS AUTOMATION

Questor Systems

South Pasadena, California

Once again Questor Systems, Inc. is looking for people to join our ARGUS/MUSE Collections Automation Consultant team. We are looking for one, and possibly more, full time employees. Job duties include, but are not limited to: conducting new client training; upgrade training; in-house training; telephone support; special projects as necessary, dependent upon qualifications and interests. These positions entail extensive travel (approximately one week per month). Position requirements include a background in membership, development, art, anthropology, archeology, natural science or history. Museum and ARGUS/MUSE experience is preferable, but not imperative. Knowledge of Windows is important. PC Macintosh literacy is essential. Please contact: Lisa Culpepper Heidel, Manager of Client Services, by sending a resume and cover letter via fax to (818) 403-1739. The mailing address is: Questor Systems, Inc., 899 El Centro Street, Suite 101, South Pasadena, California 91030.



The Society of
American Archivists

Archival Outlook

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The Orrery



Princeton University's Rittenhouse Orrery is like a miniature planetarium showing the relative positions and motions of the planets and their moons. Read about the fascinating history of this famous eighteenth-century scientific instrument on page 30. Courtesy of the Princeton University Archives.