

New Banner!

January / February 1997

ARCHIVAL OUTLOOK



Newsletter of the Society of American Archivists



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PLUS TWO BONUS INSERTS:

President Nicholas Burckel's Inaugural Address and
Directory of SAA Key Contact Representatives



New e-mail address for SAA:

info@archivists.org

See masthead at right for
e-mail addresses of SAA staff

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Society of American Archivists Staff:

SUSAN E. FOX
Executive Director
sfox@archivists.org

BERNICE BRACK
Meetings/Member Services Coordinator
bbrack@archivists.org

TERESA M. BRINATI
Director of Publications
tbrinati@archivists.org

CARROLL DENDLER
Director of Financial Operations
cdendler@archivists.org

PHILIP B. EPPARD
Editor, American Archivist
pbe40@cnsibm.albany.edu

RODNEY FRANKLIN
Publications Assistant
info@archivists.org

DEBRA S. MILLS
Assistant Executive Director
dmills@archivists.org


JOAN E. SANDER
Education Director
jsander@archivists.org

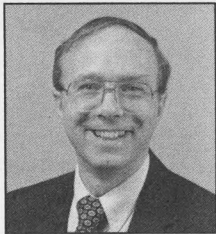
TARA J. SHIMANDLE
Education Program Assistant
tshimandle@archivists.org

JEANETTE SPEARS
Receptionist
info@archivists.org

TROY STURDIVANT
Publications Assistant
tsturdivant@archivists.org

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President's Message

by Nicholas C. Burckel, Marquette University

Ex + Ed = Em

Not as profound as other equations, but certainly relevant to us all:

Experience + Education = Employment

A recent article in the *Philadelphia Inquirer* on job security suggests just how tenuous things are. In a downsizing environment high-tech white collar job skills seemed the only protection against an uncertain future. In our emerging global economy, however, job shifting can occur with a computer key stroke. As the journalists wrote: "Don't tell [Patricia] Yancey that high-tech jobs are America's future. She knows better."

The article goes on to describe Yancey's plight. She had earned a master's degree in information science before joining Information Handling Services in Denver. Founded in 1959, the company had 1995 sales of \$257 million. Ms. Yancey had worked for the company for 17 years, even promoted to a senior director position, overseeing a staff of 70. Then, in a cost cutting move, the company switched some of those operations to India. Ms. Yancey, a highly trained employee in the high-tech world, was out of a job.

Surely, things must be better in government. Lower pay, perhaps, but higher security. Not so. The executive dean of my alma mater's highly touted School of Foreign Service noted recently that nearly 15,000 college students took the State Department's Foreign Service Examination last month. It's the first step in a screening process for diplomatic service that may stretch to as long as two years. This at a time when the State Department will likely hire no more than 90 officers in 1997 and a smaller number in 1998.

This time the cause for the decline in hiring is not automation or cheap overseas labor. Rather it is a continuation of governmental down-sizing begun under President Reagan. Since 1984 foreign

service agencies have experienced a 50 percent decrease in federal support.

Well, even if business and government can't assure job security, at least there are the hallowed halls of academe. There, for those who have survived the rigor of the tenure review process, job security is assured. Yes, but perhaps only for now. Universities are finding themselves squeezed by rising costs and by resistance to more tuition increases, and administrators are responding by taking a close look at tenure, with its lifetime guarantee of employment.

There is no job security other than in our ability to understand and adapt. Education, even for those of us with many years of experience, is more important now than in the past; it is the crucial variable in the employment equation. If security no longer comes from being employed, then it must come from being employable.

A *Washington Post* article headlined "Minnesota Faculty, Regents Put Tenure to the Test," quotes the chairman of the political science department as saying "this is a terrible assault on academic freedom... The very idea of a university is at stake." The reporter wryly added "So, by the way, are their jobs for the first time." The article notes that "Minnesota's tenure debate is the surest sign yet, college officials say, that the workforce downsizing affecting businesses across the nation is charging now into the rarefied world of academia."

These examples suggest we can't insulate ourselves from changes about us. There is no job security other than in our ability to understand and adapt. Education, even for those of us with many years of experience, is more important now than in the past; it is the crucial variable in the employment equation. If security no longer comes from being employed, then it must come from being employable.

No matter what changes take place, those who continue to increase their expertise will continue to find employment within their organization or outside it. SAA recognizes this and is moving aggressively to meet its members' needs. Joan Sander's arrival in May as the Society's new education director marks a new beginning for our educational efforts. Joan has extensive experience in adult education, just the kind of experience we need to make our educational program more effective. She has already initiated work on a needs assessment survey, the results of which will be analyzed in the spring. This will help us develop a comprehensive continuing education program specifically geared to meet member needs.

This work builds on our efforts to promulgate *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree* and to develop *Guidelines for the Development of Post-Appointment and Continuing Education and Training (PACE) Programs*. In November, I wrote to each of you asking you to support our Continuing Education Fund with a special tax-deductible contribution. If that request got lost among all your holiday gift buying chores, it's still not too late to contribute.

It's an exciting time to be president with so much happening. The efforts of our talented staff, instructors, teaching faculty, and advisory and volunteer groups are making SAA's educational program a model. As one who has benefited from their work, I offer my thanks and my good wishes for the New Year.



from the Executive Director

by Susan E. Fox

Caught in the Web

It seems wherever we look or turn these days we are bombarded with information about the Internet and its Web pages. Web addresses are everywhere—on television, on the radio, in magazines, newspapers—they are literally inescapable. It's hard to believe this is a relatively new phenomenon. One reason Web pages are so successful is the fact that they are a wonderfully efficient means of accessing and conveying information.

Last year we had the good fortune to have David Gracy and SAA's student chapter at the University of Texas at Austin both build and maintain a site for the Society. The students put much creative thought and effort into building the page. It wasn't long before it became a mainstay on many other related sites, bookmarked as a reference source among archivists.

Excitement among members about the potential of the page is so enthusiastic that I dubbed last year's annual meeting, "the year of the Web." There is certainly no lack of ideas on how the site can be used to help facilitate communication among and between SAA members and our various organizational units. Because of this great enthusiasm and creative thinking, I recommended to Council that we bring the Web page to Chicago in order to implement it from the home office. We didn't want to overburden the generous volunteer efforts of the students.

Bringing the Web page to Chicago (although not directly in-house, which would be quite expensive and technologically complex) was part of our larger plan to upgrade our e-mail system—hence our new domain name of [archivists.org](http://www.archivists.org). In November we found it necessary to disconnect the UT/Austin page earlier than desired because it contained outdated information that was confusing to our members. On the theory that no information is better than misinformation, we reluctantly shut it down.

The staff and I have since spent the past few months conceptualizing, planning,

and designing the initial stages of the new SAA Web site. We see it as ultimately organic in nature, growing into a grassroots communication vehicle designed primarily to benefit SAA members, but also to educate the general public. I think we will be able to raise public awareness because the page has the potential to demonstrate the rich diversity within the archival enterprise—this is what makes the page such a promising development.

SAA'S NEW WEB SITE:

<http://www.archivists.org>

As we travel down this new road I offer two very important caveats. First, we are tracking how many members have access to the Web. At no time do we plan to move essential member services wholly away from the print format. The purpose of the Web page will be to augment, not replace, what is available in print and the page will often simply provide electronic duplication of some of our print media.

Second, we must be careful to control the page and its growth so that we take on only what we are capable of competently managing. At present we unfortunately haven't the financial means to add additional staff to manage a full blown page. I hope in the future we will be able to consider an additional staff person to help us in this and related areas. The good news is that SAA members are making great contributions and filling many gaps. For example, when Council

meets January 24-26, they will consider a set of *Draft Guidelines on Electronic Publishing* developed by Mike Widener, manager of the Electronic Publications Portfolio of the SAA Publications Board. Included in this draft are guidelines for the SAA Web site and for SAA organizational unit Web sites. It's clear a great deal of solid thinking went into developing these guidelines, they are going to serve us well. Once they are approved we will be sure to give them wide distribution.

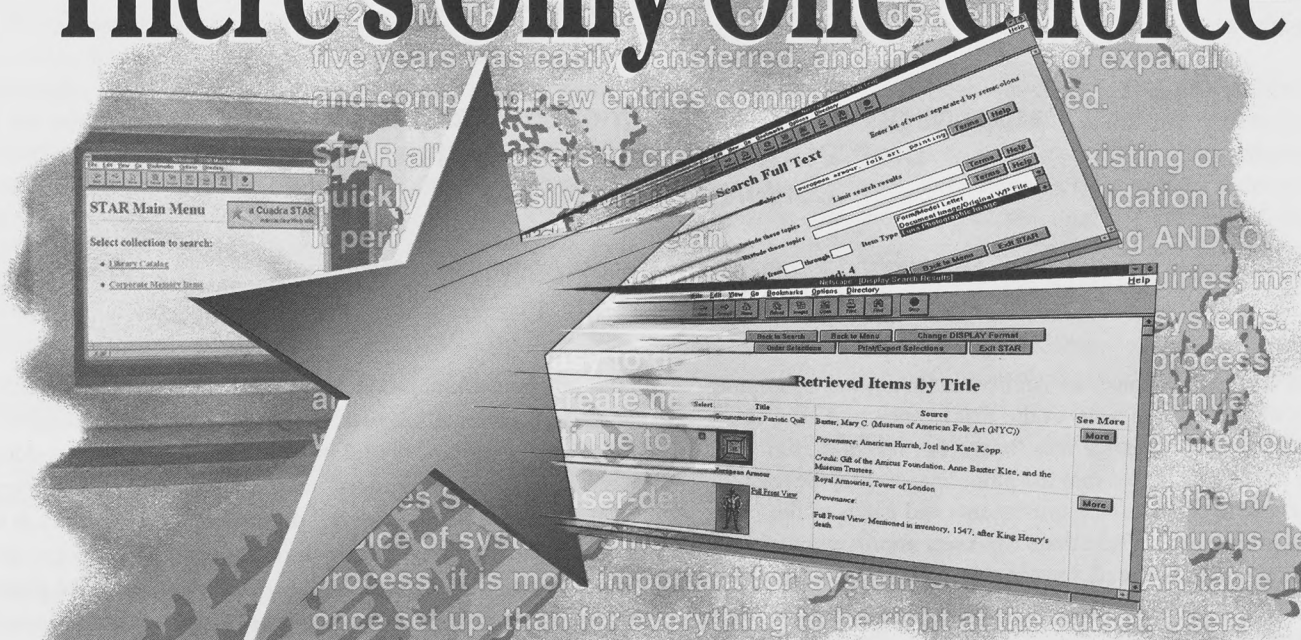
To help guide our own thinking on the page and its development, the staff and I discussed what the primary mission of the page should be. We agreed on the following:

The purpose of the SAA Web page is to provide information to members in order to enhance the Society's accessibility, communication structures, and visibility, as well as aid in the promotion of SAA products and services.

While simply stated, the mission statement carries important potential. Coupled with the work of the Task Force on Organizational Effectiveness, which will be presenting recommendations to Council at the January meeting, I believe the Web page will help us become the organization we all envision. An organization where information and ideas are easily shared and updated, where members can gather as both one big community and as groups of specialized communities, an organization as flexible as it is accessible.

In a sense the page can serve as both SAA's front porch and as our home. But like most homes under construction, building it and building it right will take more time than we'd like. By taking the time to build it correctly, we will be assured of creating a place that will be as robust as it is functional. Come visit! The welcome mat will always be out: <http://www.archivists.org>.

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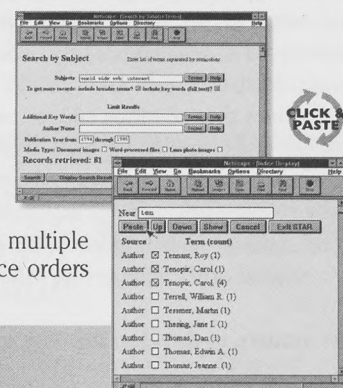
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Educational Fair Use Guidelines for Digital Images

Response of the Society of American Archivists to the Draft Guidelines Developed by the Conference on Fair Use

Statement adopted by SAA Council November 12, 1996

The Society of American Archivists (SAA) has been monitoring with interest the work of the Conference on Fair Use (CONFU) to develop guidelines for the fair use of digital images. SAA had hoped that the guidelines as they developed would come to respect the requirements and needs of the archival profession. While there has been improvement through the several drafts, the draft version dated 11/6/96 is still far from acceptable. Unless radical changes are made to the proposed guidelines, SAA most likely will not endorse the guidelines, nor will it advise individual archivists to follow them.

Archivists manage millions of textual, visual, and electronic records found in a variety of governmental, institutional, academic, and corporate archives. It is the position of SAA that archival resources should be broadly accessible via the nation's information infrastructure.¹ SAA would welcome, therefore, fair use guidelines that advance education, increase societal understanding, and simplify the task of making archival material accessible via electronic networks. The proposed guidelines fail to help the archival profession in any of these areas, and work instead against the profession's most fundamental goals.

SAA's general objections are as follows:

1. It is premature to develop fair use guidelines for digital materials.

Both network technology and the digital marketplace are in rapid evolution. Consequently, there is a strong likelihood that guidelines established now will prove to be inappropriate for the emerging digital environment, or may actively inhibit the desirable growth of archival information resources on electronic networks. It is the position of SAA that until the network environment becomes more settled, it is better to follow the principles behind existing copyright law, and in particular the right of citizens to make fair use of material. Documents such as the proposed guidelines, which, under the guise of facilitating fair use, actually create an environment that restricts and inhibits research and education, should especially be disavowed.

2. The scope of the proposed guidelines is too broad.

The draft guidelines appear to have been written with the needs of a very specific community in mind—slide libraries

built on commercial products—but the language in the guidelines is exceptionally broad. The title, for example, suggests the guidelines apply to “digital images”; at other points the document talks of “visual images” and “visual resource collections.” In archival practice, however, “digital image” covers much more material than is envisioned in the document. A scan of a George Washington letter, for example, is a digital image. The guidelines as written suggest that an archives would need to identify and secure from the owners of the copyright in that letter permission to make the scan available—an impossible task.

In addition to holding billions of textual documents that could be converted to digital form, archives are major repositories for “visual images” and “visual resource collections.” Millions of analog images are found in the visual collections in archives. These images are frequently unpublished or are without attribution, and are still technically under copyright. Much use of the material can be made under existing fair use guidelines, but the draft guidelines as written would make similar use of digitized versions of these images impossible.

At the very least, the draft guidelines should be retitled and restructured to accurately reflect their true narrow scope: the digitization of fine art and architecture slide libraries built to a large extent on commercially-produced, copyrighted material.

3. The guidelines may become the *de facto* definition of acceptable fair use.

While the guidelines concede that there may be uses that exceed the guidelines and yet still constitute fair use, nevertheless, it is likely that the guidelines, if adopted, will become the maximum acceptable use (much as the CONFU guidelines limit most library photocopying). It is imperative, therefore, that when fair use guidelines are issued, that they be as comprehensive as possible. The draft guidelines neither help solve the very real management problems of archivists responsible for millions of visual images, nor do they facilitate the use of these images in education.

There is great danger that these guidelines, drafted to assist a small, specific community, may be widely applied to other research materials, to the detriment of research and education.

4. The proposed guidelines needlessly restrict the definition of fair use.

The proposed guidelines often needlessly inhibit, rather than enable, fair use of copyrighted material. The guidelines, for example, suggest time frames during which repositories can seek the permission of copyright owners to continue to make digitized materials available electronically, and "remind" their audience that permission must be sought simultaneously with digitization. There should be no automatic time limit on the fair use of copyrighted material. A use permitted under the fair use provisions of the copyright law may continue to be fair use, regardless of how many times or for how long it is used. Furthermore, the purpose of fair use is to permit socially-beneficial use of copyrighted material without the copyright owner's permission.

5. Copyright owners, and not users, have the responsibility to enforce copyright.

While all users should be respectful of copyright, it is primarily the responsibility of the copyright owner to investigate and prosecute violation of copyright. The use of network technology should make this search and discovery process easier, not harder. Nevertheless, the draft guidelines put the onus of protecting the rights of copyright owners on the repository that wishes to distribute material via networks. It would have been much more useful if the guidelines had offered guidance on when it is appropriate to seek permission from the copyright owner, rather than insisting that educational institutions must always do so.

6. Guidelines should not be limited to secure campus networks.

The draft guidelines discuss the use of images on the institution's secure local network, including the delivery of thumbnail images. However since, as the guidelines note, thumbnails have "no intrinsic commercial or reproductive value," it should be possible to distribute these freely over an open network for educational or non-commercial purposes under existing fair use provisions of the copyright law. Furthermore, many governmental and private archives wish to make material available for research and scholarly use, and yet their user community may not be confined to an institutional local network, but may be found anywhere in the world. Provisions limiting display to a secure local network for these institutions are meaningless.

More fundamentally, the explicit prohibitions against distributing digital images beyond an institution's secure local network found in the guidelines will work to stifle both the commercial and non-commercial development of digital images. If unable to share digital images, institutions will be forced to spend limited funds to digitize material that may have been digitized by a comparable institution, leaving less money for the purchase of digital collections from the vendors.

For archival holdings, the amount of use that could be generated within one institution would seldom warrant any digitiza-

tion. Alternatively, unworkably small portions of historical collections might be made available digitally, leading to those portions being delivered or received out-of-context. It would also increase the risk of subjectivity in the selection for digitization process.

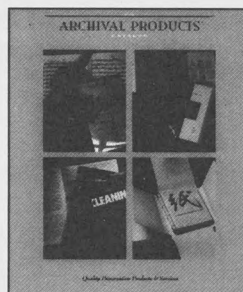
Even if substantial portions of an institution's archives were digitized, under the guidelines users would still have to travel to an institution to use the digitized materials on the institution's secure local network, defeating in a large part the rationale for digitizing. Moreover, certain potential users of unpublished archival and museum materials, such as schoolchildren, may not for security reasons be permitted access to the physical materials and hence need in-classroom digital access. Limiting access to institutional local networks would impede the development of collaborative (multi-institutional) digital information, research, and educational environments where materials might be collated in new ways, leading to the furtherance of knowledge development.

Notes

¹ Society of American Archivists, "Critical Archival Concerns and Interests in the Development and Implementation of the National Information Infrastructure," June 4, 1995; published in *Archival Outlook*, July 1995, p. 8-9.

Editor's Note: For background information about the Copyright Conference on Fair Use, see the Washington Beat column on p. 23. Copies of the Draft Guidelines Developed by CONFU are available from Susan Fox, sfox@archivists.org.

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1997 Slate of Candidates

by Teresa Brinati, *Director of Publications*

The 1997 Nominating Committee of the Society of American Archivists has proposed the following slate of candidates for election this year. Individual members of SAA will vote for one vice president, three Council members, one treasurer, and three Nominating Committee members. The vice president will serve in that capacity for one year and then will become SAA's 54th president in 1998-1999. The three Council members and the treasurer will serve three-year terms through the annual meeting in 2000. The Nominating Committee members will serve one-year terms.

Candidates are required to answer a question related to their prospective offices. Their responses, along with vitae, will appear in the ballot. Ballots will be mailed to all individual members in February. The following questions were formulated by this year's Nominating Committee, chaired by Jackie Dooley and including Karen Garlick and Richard Pearce-Moses, together with Council members Steve Hensen and Sharon Thibodeau.

"In agreeing to be nominated for office, each candidate has made a substantial commitment to serve the Society," Jackie Dooley noted. "The Nominating Committee hopes the membership will express its thanks by thoughtfully considering candidates' ballot statements and taking the time to vote."

Vice President/President Elect

Luciana Duranti, *University of British Columbia*

H. Thomas Hickerson, *Cornell University*

Question: The Task Force on Organizational Effectiveness has worked to examine the structure and governing documents of SAA with an eye to making the Society a more effective and proactive organization that is able to meet the needs of an increasingly diverse membership and profession. In your view, what are the most critical issues that have been identified, and what next steps do you feel SAA's leadership should take in response?

Council

Fynnette Eaton, *National Archives and Records Administration*

Karen Jefferson, *Duke University*

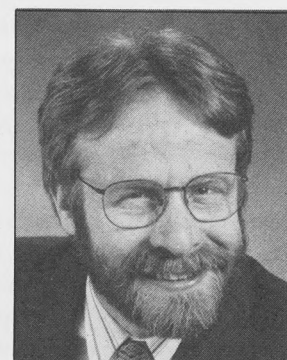
Philip Mooney, *The Coca-Cola Company*

Helen Tibbo, *University of North Carolina*

David Weinberg, *City of Philadelphia*

Barbara Cain, *North Carolina Division of Archives and History*

Question: The Task Force on Organizational Effectiveness has discussed extensively the relationships between Council and SAA's sections, committees, and individual members, seeking ways to make the Society's organizational structure more cohesive and responsive. How would you as a member of Council work to strengthen



Luciana Duranti and H. Thomas Hickerson are running for vice president/president elect of the Society of American Archivists. The winner will become SAA's 54th president.

existing partnerships, foster the development of collaborative opportunities among units, and increase the participation of individual members?

Treasurer

Robert Sink, *New York Public Library*

Gregor Trinkaus-Randall, *Massachusetts Board of Library Commissioners*

Question: What are your thoughts on the role that the treasurer can most effectively play in SAA's management and policy-making structure?

Nominating Committee

Danna Bell-Russel, *Washingtoniana Division, District of Columbia Public Library*

Raimund Goerler, *Ohio State University*

Brenda Marston, *Cornell University*

Leon Miller, *Tulane University*

Brother Denis Sennett, *Friars of Atonement*

Robert Spindler, *Arizona State University*

Question: Professional organizations must continually refresh their leadership with new points of view if they are to remain progressive and vital. As a member of the Nominating Committee, how would you work to help build a slate of candidates with the potential to keep the Society moving forward?

An eligible member may also be placed on the ballot by submission of a petition signed by 50 individual members. Such petitions must be received at the SAA office by February 10, 1997.

Voters will have the opportunity to write in candidates on the ballot, which will be mailed to individual members in February. If you have not received a ballot by early March, please contact the SAA office at (312) 922-0140 or info@archivists.org. The deadline for returning ballots will be March 31, 1997.

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May 18-21	Maine Association of Museums	Bethel, Maine*
October 22-25	New Harmony	Evansville, Indiana

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TBA	Education and Public Programs	Madison, WI
June 19-21	Historic House Museums	Washington, DC
June 26-28	Interpretation and Community History	Albuquerque, NM
July 10-12	Interpretation and Community History	New Orleans, LA
Dec. 4-6	Leadership and Governance	Newark, DE

For further information regarding workshops contact:
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Nashville, TN 37219
615/255-2971 fax: 615/255-2979
<http://www.nashville.net/~aaslh>

Annual Meeting Update

by Tara J. Shimandle, Education Program Assistant

The SAA annual meeting is a very special event for members and staff alike. The Education Office Advisory Board, the Program and Local Arrangements Committees, and the SAA staff work all year from the close of one meeting to the opening day of the next to bring you the finest and most exhilarating meeting experience possible. Here is a taste of the coming attractions for 1997 as well as a unique view of the conference as seen through the eyes of two volunteer assistants who are also SAA members.

Count Down to Chicago

Chicago—known as the windy city, the city of the big shoulders, and home of the blues—will be SAA's "kind of town" in late summer. SAA's 1997 annual meeting will be held August 24-31 at the luxurious Fairmont Hotel located in the heart of downtown Chicago overlooking Lake Michigan and Grant Park, and we want to see you there!

The 1997 Program Committee has been hard at work developing an excellent roster of sessions focusing on the transformation of the archival enterprise in the electronic age. The Host Committee has been equally diligent in putting together intriguing tours and other diversions to lure you around the city.

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for Integrated Format

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Stay tuned for more details. Future issues of *Archival Outlook* will include updates and other features on the 1997 SAA annual meeting in Chicago.

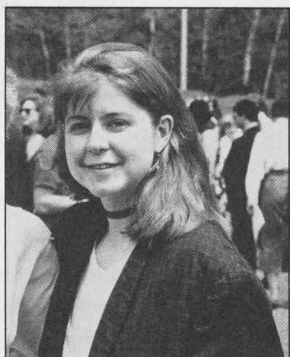
Helping Hands: A Volunteer Perspective

by Pamela Witte-Mendivil

I have often been asked what it is like to work as an SAA annual meeting assistant. I am one of the people running around with a walkie talkie during the conference and making sure all of the details of the meeting fall into place. You might be surprised to learn that I am not an event planner. In fact, I am a reference archivist at the Georgia Department of Archives and History in Atlanta. In 1995 I first applied for the position of annual meeting assistant with Debra Mills, SAA assistant executive director. I thought it would be a good opportunity, as a brand new member, to get acquainted with SAA and its all encompassing conference. I was accepted to work at the annual meeting in Washington, D.C. Then, as well as at the 1996 conference in San Diego, I was paired with another volunteer, Shari Christy, archivist at the National Aviation Hall of Fame in Dayton, Ohio.

SAA conferences begin on a Wednesday, with preconference workshops held during the preceding three days. However, the Saturday before is when the work begins for SAA volunteers. This entails stuffing approximately 1,200 souvenir bags with a variety of items useful to meeting attendees: pocket programs, local restaurant guides, and visitor brochures. Participating in a "walk through" of the hotel with hotel liaison staff is a must. Getting a thorough tour of meeting space, ballrooms, business center, on-site restaurants, and other hotel facilities allows us to readily assist attendees when they arrive.

Once the meeting kicks off, we are "on" as early as 6:00 A.M., and "off" around 11:00 P.M. During those hours Shari and I check each and every meeting room to verify that the room is set-up correctly, and that any and all audiovisual equipment is in working order and turned on. We direct people to the sessions, field questions concerning the SAA office, help members locate tours, and assist with banquets and receptions. We also stand ready to provide general assistance to SAA staff, Host Committee, and Program Committee to resolve challenges as they arise.



You may recognize these friendly faces from the last few SAA annual meetings. Pamela Witte-Mendivil and Shari Christy are members and volunteer conference assistants.

All meeting space has to be prepped and ready for attendees arriving between 7:00-7:30 A.M. We may be affixing balloons to signs or hauling cartons of lentils or Fritos to the pre-registration desk, but there is never a dull moment!

Serving as an annual meeting volunteer has provided me with the opportunity to interact with members I might not otherwise have met. Exposure to such a wide range of professionals helps me gain a broad picture of the archival field, of practical procedures, of different ways of thinking about similar issues, and of new perspectives. Seeing the conference from "behind the scenes" is also an interesting perspective. I appreciate it when members make comments about how much they are enjoying the conference, how smoothly sessions are running, and how pleased they are with hotel accommodations. I now know how hard it is to coordinate all of the small details, and it could not be accomplished without the hard work, dedication, and commitment of the membership and SAA staff.

Said Shari Christy of her experiences, "Working as an annual meeting assistant has educated me about the incredible amount of work and planning that go into the success of an event of this scope. Meeting planners are constantly juggling a thousand details at once in order to ensure that over a thousand attendees are all having the best possible meeting experience. To successfully coordinate an event like the annual meeting requires a thorough knowledge of your audience. Volunteering at SAA meetings has given me a clearer picture of who SAA members really are as well as a greater understanding of the profession as a whole."

Listen Up: Audiocassettes of Sessions from San Diego Conference

Audiocassettes of 43 selected sessions from SAA's 60th annual meeting in San Diego are available. For a complete list and order form, consult page 14 of the November issue of *Archival Outlook* or contact: Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140, fax (312) 347-1452, info@archivists.org.



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Application Deadlines

January 15, 1997 — The doctoral programs (fall term only)

February 1, 1997 — MSI (in consideration of financial aid)

April 15, 1997 — All other MSI applications

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Print Matters

by Teresa Brinati, Director of Publications

A New Look for A New Year: *Archival Outlook* Gets a Face Lift

Did you notice the dynamic new banner on the cover of this issue of *Archival Outlook*? As we head into 1997, *Archival Outlook* will be undergoing quite a few cosmetic changes, all intended to enhance the visual appeal of the newsletter and to highlight the vital information it contains. SAA is engaging in a conscious effort to strengthen the aesthetic appeal of all of its publications across the board, so look for exciting changes in our books, the *American Archivist*, and further improvements to the newsletter during the coming year!

The mission of the newsletter is to foster a sense of community among membership by reporting Council activities, important Society business, and the work of its many committees, boards, task forces, etc.; reporting regional, national, and international news of relevance to the archival profession; spotlighting professional opportunities, professional activities, and member accomplishments; and to provide a forum for the broader membership to communicate with one another. We depend on you to keep us informed, so please continue to forward contributions to: Teresa Brinati, *Archival Outlook*, 600 S. Federal, Suite 504, Chicago, Illinois 60605, tbrinati@archivists.org, or fax (312) 347-1452.



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2nd ed., edited by Judith Ellis

List	\$45	\$35
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While supplies last. Offer expires
March 31, 1997. Prices listed
do not include shipping/
handling. Prepayment in
U.S. Funds required.

Production of *American Archivist*

Several issues of the *American Archivist* are in various stages of production. This month, the Summer 1995(58:3) issue is slated for printing and mailing. Concurrently in production are the Fall 1995 (58:4) and Winter 1996 (59:1) issues, both of which are intended for printing by April. We will continue to keep you apprised of the journal's schedule.

In addition, interested authors should direct their inquiries to the editor of the *American Archivist*, Philip B. Eppard, State University of New York at Albany, (518) 442-5128, pbe40@cnsibm.albany.edu.

Updates to 1997 SAA Publications Catalog

Please note the following corrections to the 1997 SAA publications catalog. Prices listed are effective November 5, 1996, and supersede all earlier ones.

APPRAISAL

Varsity Letters: Documenting Modern Colleges and Universities, HELEN W. SAMUELS

On page 6: Typographical error regarding the SAA member price. The correct price is: \$29.50 • SAA members \$25

INFORMATION TECHNOLOGIES

Digital Imaging for Libraries and Archives

ANNE R. KENNEY AND STEPHEN CHAPMAN

On page 8: Missing product code is 326.

RECORDS MANAGEMENT

1995 EDITION - *Recordkeeping Requirements*

DONALD S. SKUPSKY, JD, CRM

On page 11: The 1995 edition replaces the 1988 edition and provides detailed and updated information about establishing a legally acceptable records management program.

Information Requirements Clearinghouse, (1995) 246 pp., soft \$40 • SAA members \$34 / Product Code 180

1995 EDITION - *Records Retention Procedures*

DONALD S. SKUPSKY, JD, CRM

On page 11: This 1995 edition replaces 1988 edition and shows you how to establish a records retention program for destroying records at the right time.

Information Requirements Clearinghouse, (1995) 180 pp., soft \$44 • SAA members \$38 / Product Code 236

INFORMATION TECHNOLOGIES

1994 EDITION PLUS 1996 SUPPLEMENT - *Legal Requirements for Microfilm, Computer and Optical Disk Records*, DONALD S. SKUPSKY, JD, CRM

On page 9: The 1996 supplement includes new and updated information for all chapters and appendices.

Information Requirements Clearinghouse, (1994 ed., 510 pp., soft; 1996 supplement, 206 pp., soft) \$80 • SAA members \$74 / Product Code 234



A Critical First Step

One of the most urgent concerns of continuing education practitioners is the identification of promising new program ideas. These ideas help to determine course development priorities, but they are also the prerequisites of program goal setting, marketing, and resource acquisition. The most successful continuing educators do not rely on their own perspectives, rather they base their program ideas on their client "needs" and not their "wants." Educational needs are actual performance gaps separating what people know or do from what they should know or do to perform competently. Therefore, the educational needs assessment to collect information about these gaps is an important tool for continuing educators.

Some adult educators use interviews, others focus groups, and many use questionnaires to collect periodic information about clients' educational needs. The method is not really the difficult part of assessing any group's needs—it is the adult educator's skill in helping adults reveal an interest in meeting their real needs. The more concretely individuals can identify their work aspirations and their level of competencies in relation to them (real needs), the more continuing educators can build programs to help individuals achieve their aspirations. And research has shown that when real educational needs are met, motivation to continue learning and learning effectiveness both increase. Assessment of learning needs is not akin to the "word" coming down from the mountaintop, but it is a critical first step in developing a relevant, high-quality continuing education program.

SAA Educational Needs Assessment

Most of you know about the educational needs assessment that you will be receiving in the mail in several weeks. We think the issue of continuing education is so important that we are asking every member to respond. In my view, the very act of asking you to state your needs involves you in the program-planning process, gives you some influence over decisions that affect you, and makes you feel part of a mutual undertaking. These factors often result in long-term positive effects for the program, not the least of which is an increase in course registration.

This brings me to an explanation of my strategy to implement the results of the needs assessment. I intend to share the results with you at an educational forum to be held during SAA's 1997 annual meeting next August in Chicago (future *Archival Outlook* columns will include more details about this event). I also plan to ask you about your interpretations of the data and suggested solutions. This approach serves several useful purposes. First, it builds an informed constituency among members. Secondly, there is a collective knowledge base among members of the profession that individual continuing educators simply do not have—a theme or thread of data may be staring them in the face and they do not see it. Finally, I hope that you will take an interest and participate in programs which you have helped to build.

Help me build our program. When you receive your SAA educational needs assessment in the mail, fill it out and send it in. I look forward to seeing you at our 1997 annual meeting in Chicago, where the fun will really begin!

Spring '97 Workshops

A complete listing of spring '97 workshops may be found in the "Bulletin Board" section on page 28 of this newsletter. Also, we hope you have received a workshop brochure, which was mailed in December. If not, please contact Joan Sander (jsander@archivists.org) or Tara J. Shimandle (tshimandle@archivists.org) or phone (312) 922-0140.

Preconference Workshops

Work has already begun on developing the preconference workshop schedule, thanks to the Education Office Advisory Board. Workshops will be held August 24-25, 1997, at the Fairmont Hotel in Chicago. New workshops to be presented are:

- **Encoded Archival Description**

Participants will get an overview of SGML, learn the structure of EAD, learn how to use an SGML authoring program (SoftQuad's Author/Editor), discuss what makes a good finding aid, and discuss implementation strategies.

- **Using the Internet to Improve Archival Services**

Participants will understand the options available and requirements for using the Internet to deliver services and information to customers of their archives. Also, participants will be able to evaluate their resources and services for delivery via the Internet.

- **Preservation Management**

Participants will understand preservation program elements and how to implement them in their own institution's programs. Also, participants will be given the opportunity to handle various materials in different "states" and discuss preservation challenges and solutions.

- **Securing Archives and Manuscript Repositories**

Participants will become familiar with primary motivations for and consequences of archival theft. They will also be introduced to the importance of organizing an integrated security framework within their institution. Emphasis will be on institutions that cannot afford a separate security office.

More details about the preconference workshops will follow in the March issue of *Archival Outlook*. For more information, contact Joan Sander (jsander@archivists.org) or Tara J. Shimandle (tshimandle@archivists.org) or phone (312) 922-0140.



1997 Leadership Directory Corrections

COUNCIL

Peter B. Hirtle, pbh6@cornell.edu

PUBLICATIONS EDITOR

David Haury
dhaury@hspo.wpo.state.ks.us

TASK FORCE ON ORGANIZATIONAL EFFECTIVENESS

Luciana Duranti, co-chair
University of British Columbia
Sch of Lib/Arch Info Studies
#831-1956 Main Mall
Vancouver, BC V6T 1Z1 Canada
(604) 822-2587 Fax (604) 822-6006
luciana@unixg.ubc.ca

TASK FORCE ON INTELLECTUAL PROPERTY STRATEGIES

Karen Benedict, chair
2980 Leeds Road
Columbus, OH 43221
(614) 481-4282 Fax (614) 481-3087
benedict.3@osu.edu

STANDING COMMITTEES

Archival Information Exchange

Kris Kiesling, chair
University of Texas at Austin
Harry Ransom Humanities Research Ctr.
P.O. Box 7219
Austin, TX 78713-7219

Awards

Julia M. Young, co-chair
Georgia State University, Pullen Library
100 Decatur St., SE
Atlanta, GA 30303-3081

Education & Professional Development

Elizabeth Yakel, yakel@umich.edu

1997 Host Committee

Becky Haglund Tousey, co-chair
(847) 646-2981 Fax (847) 646-7699

John J. Treanor, co-chair
Archdiocese of Chicago
711 W. Monroe
Chicago, IL 60661
312/831-0616 Fax 312/831-0610

International Archival Affairs

Nancy Bartlett, nbart@umich.edu

Legal & Legislative Affairs

Steve Wagner, chair
swagner@hari.kari.uoc.nor.edu

SECTIONS

Descriptive Notes Newsletter

Ann Hodges, Editor
1805 Westview Terrace #F
Arlington, TX 76013-1618
817/272-4963
llann@utxdp.dp.utexas.edu

Oral History Section Newsletter

Fred Calabretta
Mystic Seaport Museum
75 Greenmanville Avenue
Mystic, CT 06355-0990
203/572-0711 ext. 5168
Fax 860/572-5371

ROUNDTABLES

Archival Educators

Martin Levitt, chair
American Philosophical Society
105 S. 5th St.
Philadelphia, PA 19106-3386
215/440-3403 Fax 215/440-3423
110253@vm.temple.edu

Thomas J. Frusciano, co-chair
Rutgers University
Alexander Lib/Dept Spec Coll/Arch
169 College Ave.
New Brunswick, NJ 08903
(908) 932-7006 Fax (908) 932-7637
fruscian@rutgers.edu

LAGAR Newsletter

Stephen E. Novak, Editor

REPRESENTATIVES

American Institute for Conservation of Art & Historic Works

Susan E. Fox, SAA Executive Director

Coalition for Networked Information

Susan E. Fox, SAA Executive Director

Joint ARMA/SAA Committee on Archives & Records Management

Mike Pemberton, chair
University of Tennessee-Knoxville
804 Volunteer Blvd.
Knoxville, TN 37996-4330
(423) 974-6509 Fax (423) 974-4967
jpember@utkx.utcc.utk.edu

National Initiative for a Networked Cultural Heritage (NINCH)

Susan E. Fox, SAA Executive Director

SAA Deadlines

FEBRUARY

- 5 All submissions (including job ads) for March *Archival Outlook*
- 10 Petitions for adding name to ballot
- 24 Registration for "Descriptive Standards Institute," Dallas, Texas
- 28 SAA Fellow nominations must be postmarked by this date (see pp. 17-18)
- 28 SAA awards nominations due—except for Theodore Calvin Pease Award—(see pp. 19-20)

MARCH

- 5 Job announcements for April SAA *Employment Bulletin*
- 24 Registration for "Access Points" workshop, Albany, New York
- 28 Registration for "Donor Relations" workshop, Dallas, Texas, and "Sound and Light: Administration of Sound Recording and Moving Image Materials in Archives" workshop, Cedar City, Utah

APRIL

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

MAY

- 1 Theodore Calvin Pease Award nomination (see pp. 19-20)
- 5 Job announcements for June SAA *Employment Bulletin*

National Historical Publications & Records Commission

Anne R. Kenney
Cornell University, Dept. of Preservation
214 Olin Library, Ithaca, NY 14853
607/255-6875 Fax 607/255-9346
ark3@cornell.edu

U.S. State Dept.'s Advisory Comm. on Historical Diplomatic Documentation

Anne Van Camp
Research Libraries Group, 1200 Villa St.
Mountain View, CA 94041-1100
415/691-2237 Fax 415/964-0943
bl.ahv@rlg.org

SPOTLIGHT



ELIZABETH W. ADKINS, C.A., formerly of the Kraft Foods Archives, has been recently appointed archives manager for the Ford Industrial Archives at Ford Motor Company.

BETH COLLIER, archivist and records manager of St. Mary's County, Maryland, received a Public Library Associate certificate after completing 60 hours of training through attending workshops offered by SAA, NARA, NAGARA, and MARAC, including the 1996 SAA annual meeting in San Diego.

SARAH R. DEMB, a graduate of the archival enterprise program at the University of Texas at Austin, has been appointed archivist for the Peabody Museum of Archaeology and Ethnology at Harvard University.

SUSAN DUBOIS, a graduate of SAA's Preservation Management Training Program, has recently been appointed preservation services representative for the Conservation Center for Art and Historic Artifacts in Philadelphia.

DENISE BERNARD GLUCK has recently retired from the American Jewish Joint Distribution Committee in New York City after 13 years of service. She will be exploring new career paths.

MICHAEL E. HOLLAND, formerly university archivist and records officer at Oregon State University, has accepted the position of university archivist and University of Missouri system archivist for the University of Missouri at Columbia.

LESLIE HANSEN KOPP, editor of *Dance Archives: A Practical Manual for Documenting and Preserving the Ephemeral Art* (New York: Preserve, 1996), which is distributed by SAA, has received the 1996 Arlene Custer Award for outstanding archival publication from the Mid-Atlantic Regional Archives Conference.

HEATHER MACNEIL recently was named a distinguished alumna of the School of Library, Archival and Information Studies at the University of British Columbia in honor of the school's 35th anniversary. MacNeil (M.A.S., 1987) is a doctoral student in archival studies, law and history at UBC, focusing on documentary evidence as the verification of truth by means of proof from the perspective of each of these disciplines. McNeil's M.A.S. thesis formed the basis for her book, *Without Consent: The Ethics of Disclosing Personal Information in Public Archives* (New Jersey: Scarecrow Press, 1992), which is distributed by SAA.

JOHN H. SLATE, formerly curator of collections of the Hertzberg Circus Collection and Museum, San Antonio Public Library, is now project archivist for the Texas African-American Photography Archive in Dallas, Texas.

DEBORAH S. SKAGGS, formerly assistant director of the Alabama Department of Archives and History, is the new archives director for the Frank Russell Company in Tacoma, Washington.

Obituary

LOUISA BOWEN, 46, associate professor and university archivist at Lovejoy Library, Southern Illinois University at Edwardsville, died October 24, at her home in St. Louis, following a long struggle with pancreatic cancer.

Widely recognized for her professional leadership, she began her career as an archivist at the Walter Reuther Library of Wayne State University (1975 to 1976) before moving on to serve as archivist for the National Board of the YWCA in New York City (1976 to 1978), and then cataloger/archivist at Memphis State University (1978 to 1980). She then relocated with her family to the St. Louis area, where she served for five years as curator of manuscripts at the Morris Library of Southern Illinois University at Carbondale before assuming the position of head of research and special collections and university archivist at the Lovejoy Library of Southern Illinois University at Edwardsville. From 1991 to 1993, Bowen served as acting director for undergraduate assessment and program review in SIUE's Office of the Provost and Vice President for Academic Affairs.

In her honor, the university archives at Lovejoy Library will be renamed the Louisa Bowen University Archives and Special Collections. Memorial contributions may be made to the Friends of Lovejoy Library at SIUE (618/692-2665).

Long active professionally, Bowen was a member of the Society of American Archivists, Midwest Archives Conference (where she served as legislative update editor, a member of Council, and program chair), and was a past president of the Association of St. Louis Area Archivists. She was a contributor to both the *American Archivist* and *The Midwest Archivist*. Bowen was also active in her community.

Bowen received a bachelor of arts degree from Skidmore College in 1972, a master of science degree in library science from Wayne State University in 1974, and a master of arts degree in history from New York University in 1982.

She is survived by her husband, Paul Anderson, archivist for the Washington University School of Medicine, and their three sons, Ellis, Benjamin, and Joseph; she is also survived by her mother, Elizabeth Bowen, of Hanover, New Hampshire, and a sister, Susan Bryant, of Wayland, Massachusetts.

KEVIN RAY
Washington University
St. Louis, Missouri



Around SAA: Section, Committee, and Roundtable News

Resolution on Section and Roundtable Directories

At its meeting in September, SAA Council passed a resolution regarding directories published by sections and roundtables. The text of the resolution is boxed at right.

SAA Fellow Nominations Sought for 1997

The Committee on the Selection of SAA Fellows invites members to nominate colleagues for selection as Fellows of the Society of American Archivists in 1997. Nominees must be individual members of SAA in good standing for the past seven years. Other criteria on which the committee evaluates nominees are:

- appropriate academic education, and professional and technical training;
- a minimum of seven years of professional experience in any of the fields encompassed in the archival profession;
- writing of superior quality and usefulness in advancing SAA's objectives; and
- contributions to the profession through work in and for SAA.

The Committee on the Selection of SAA Fellows includes the five most recent past presidents of the Society and three additional members—all Fellows who are elected annually by SAA officers and Council. This year, past presidents Brenda Banks, Maygene Daniels, Edie Hedlin, Anne R. Kenney, and Frank Burke will be joined by three Fellows elected at the SAA Council meeting this month.

A nomination form is on pp. 17-18 of this newsletter. Completed forms must be postmarked by February 28, 1997, and addressed to the chair: Maygene Daniels, National Gallery of Art, Gallery Archives, Arts & Industries Bldg., Washington, D.C. 20565. Daniels may also be reached at (202) 842-6175, fax (202) 842-2356, m-daniels@nga.gov.

A nomination submitted in 1996 that did not result in the election of a Fellow may be renewed by the nominator(s) by writing to the chair by the deadline. Enhancements or updates may be submitted if desired.

Fellows are elected by a three-quarters vote of the committee. In accordance with SAA's constitution, the total number of Fellows may not exceed five percent of the SAA membership as of the previous annual business meeting.

Awards Committee

The Awards Committee invites you to nominate colleagues for a variety of awards sponsored by SAA. See page 19 for details on the 1997 SAA awards competition.

Internet Resources

A recent issue of the Oral History Section newsletter included an article about Web sites of interest to the oral history field. Here is a sampling:



THE SOCIETY of
AMERICAN ARCHIVISTS

Resolution on Section and Roundtable Directories

Whereas the Society of American Archivists Council wants to encourage sections' and roundtables' timely communications within their respective units,

Whereas a growing number of sections and roundtables want to survey, develop, and distribute directories,

Whereas the financial consideration for section and roundtable directories is becoming sizeable,

Whereas SAA Council seeks to use SAA financial resources wisely,

Be it resolved that SAA Council requires sections and roundtables to provide in-kind support for all costs associated with directories.

Adopted by SAA Council, September 1, 1996

National Media Lab

URL: <http://www.nml.org>

Information on preservation of sound recordings, videotape and other media. "Magnetic Tape Storage and Handling: A Guide for Libraries and Archives" is an excellent 34-page report by John Van Bogart that can be downloaded in its entirety from this site.

Southern Oral History Program

URL: <http://ruby.ils.unc.edu/sohp/index.html>

Utah State University - Oral History Program

URL: <http://www.usu.edu/~oralhist/oh.html>

Oral History Association Discussion List

URL: listserv@ukcc.uky.edu

To subscribe to this list, send the following message to the above URL: "sub OHA-L your name"

Mystic Seaport Museum - Stonington Fishing Oral History Program

URL:

<http://www.mystic.org/public/collections/oral.history/sfohp.pa>

The Society of American Archivists

1997 FELLOW NOMINATION FORM

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

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

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

Name of Candidate	Date of SAA Membership <small>(please confirm with SAA office)</small>						
Present Institutional Affiliation	Position						
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HONORS, AWARDS, FELLOWSHIPS Organization	Date	Honors/Awards Received					



SAA Fellow Nomination Form - continued

Major Published Materials (list publisher, date, and title)

SAA Activities (offices held, committee activities, annual meeting program appearances, special projects, etc.)

Other Contributions to the Archival Profession (include regional and international activities)

- Attach a one-page narrative of professional activities showing the nominee to be a distinguished and worthy candidate.
- In addition, on a separate sheet, list the names and addresses of three persons familiar with nominee's work (need not be SAA members) and willing to submit a letter in support of the nominee. Nominators can attach the letters to their nomination, or can request that those writing on behalf of the nominee send their letters directly to the committee chair. If sent directly, the letters should be postmarked no later than February 28, 1997.

Submitted by (please print) _____

Signature _____

Institution _____

Address _____

City/State/Zip _____

Phone _____ E-mail _____

Date _____

SEND NOMINATIONS TO:

Maygene Daniels, National Gallery of Art, Gallery Archives, Arts & Industries Bldg. Washington, D.C. 20565

NOMINATION DEADLINE: FEBRUARY 28, 1997

Archivists Facing the Millennium: Preparing for an Unknown—but not Unknowable—Future

NICHOLAS C. BURCKEL

DIRECTOR OF LIBRARIES, MARQUETTE UNIVERSITY
52nd President of the Society of American Archivists

The following address was delivered on August 31, 1996, during SAA's 60th annual meeting in San Diego, California. It is reprinted here for the benefit of the entire membership.

Many of us at middle age and beyond, buffeted by constant change, may be inclined to long wistfully for the "good old days." But the good old days were "good" only for some. In the 1950s women were confined to the home, African-Americans to the back of the bus, Native Americans to the reservation, gays to the closet, and the disabled to hospitals or institutions. The pre-Socratic philosopher Heraclitus reminded us 2,500 years ago that the only constant is change. So why the anxiety over change? Hasn't it always been part of our lives? Hasn't it been the basis for a better life? Aren't we better educated, healthier, wealthier, and living longer than past generations? The cause of our anxiety, in part, must be the rapidity of change and the increasing number of variables that cause it. Are we affecting the changes or affected by them?

The common, but inaccurate, stereotype of archivists is of wizened old folks dealing with even older paper documents. Our professional experience is otherwise, but our image probably suggests stability, a safe haven from the changes discombobulating others. In fact, technology and the pace of change are forcing us as a profession to reexamine our traditional role as guardians of history. The debate is not new, but it has intensified. Clark Elliott of Harvard noted in 1990 (*American Archivist* 53:3, p. 377) that it is a battle of fundamentals:

On the one hand, we can look deeply within ourselves, ask what our very special purpose is in society, reassert our traditional ties to scholarship, and choose historical understanding as our goal. On the other hand, we can chart the currents around us, look to sources of funding, unshackle ourselves from the discipline of history, and seek the way of power through the networks of information access.

Elliott notes that we need both for the profession, but his emphasis is on the former. Page Miller and David Thelen echoed this theme three years later in *The Chronicle of Higher Education* (December 8, 1993), observing, "The emergence in the 1960s of archival-education programs in graduate schools, along with the recent dramatic technological changes in record-keeping practices, have continued to shift the archival profession away from history and toward information management."

Changes Within the Profession

As one who has been a historian, archivist, librarian, and academic administrator, I am less certain than some of my historian colleagues that the archival role should not change. The boundaries of traditional research disciplines are blurring as new interdisciplinary programs yield rich new knowledge. Evolutionary economics, for instance, suggests that it is not Adam Smith's "invisible hand" that explains economic patterns, but rather biologically based behaviors. Behavioral scientists have borrowed from economists the theory of rational expectations to explain more than economic decisions. Just as history is no longer exclusively political and diplomatic, archives is no longer accessioning, arranging, and describing paper records. Indeed, James O'Toole has challenged some of our cherished ideas of uniqueness and permanence that for generations have defined our sense of what is archival. Legislation and court decisions have had a major impact on the archival role. Some have even facetiously referred to U.S. District Court Judge Charles Richey as the *de facto* Archivist of the United States.

The incredible growth of higher education in the 1960s and '70s dramatically increased the number of archivists and archives, leading to the prominent role of college and university archivists in SAA, ACA, and regional archival associations.

The apparent reluctance of history departments to stake an early claim to leadership in archival education has meant that most formal archival education programs are housed within schools of library and information science and taught by faculty of those schools, not by faculty in the department of history. The drive toward machine-readable bibliographic control over published information pioneered by Henriette Avrum at the Library of Congress has resulted in the MARC standard as the umbrella under which other types of information, including archives and manuscripts, are being described. The emergence of the Ohio College Library Center into the Online Computer Library Catalog containing more than 34 million bibliographic records and nearly 600 million holdings has brought a further degree of standardization to information access, standardization that archivists thought infeasible 30 years ago.

Admittedly, these changes are accompanied by risk, uncertainty, and concern. William Jones of the University of Illinois at Chicago stated the case succinctly:

The atomization, democratization, and digitization of texts, the erosion of the canon, the fluidity of language, and the transformation of the practices of scholarship all point to a world in which access to the scholarly record is at risk; the bibliographic apparatus of retrieval still cannot function at the level of detail required. The replacement and suppression of print records by electronic records in no way minimizes that risk. The tumultuous babble of the Internet only expands and intensifies it.

Material is already coming to the archives in electronic form. At the same time, use of archival records for purely historical research is diminishing. Increasingly more recent archival material will be sought, and that material will be in electronic form. The ideal in this information-intensive environment is that relevant information is available to users when and where they need it and in the format they need it. I purposely distinguish between "need" and "want." As the Rolling Stones' Mick Jagger aptly vocalized, "You can't always get what you want, but if you try sometimes, you just might find, you can get what you need."

"Relevant information" means not simply access to undigested information, but rather to that portion of available documentation especially needed by the user—student, historian, citizen or genealogist. Also users will more often seek a specific bit of information, and will be less interested in entire documents or the larger context or provenance of the documents from which the particular piece of information is extracted. "Available when and where they need it" means access any time (day or night) from any location—office, home, or away; "in the format they need it" means not only paper or electronic—audio, video, computer—but also compatible with the researcher's equipment. Major archival functions—appraisal, arrangement and

description, reference, preservation—may not change, although the way those functions are practiced, will. What is changing is the delivery of services—reducing the physical constraints of time and place.

If we look only at "inputs"—size of staff, number of collections, space for the collections, amount of budget—then we are likely to miss this transformation. We need to look at outputs. Outputs include the provision of satisfactory services, defined from the user perspective. Automation is moving from technical processing to delivery of services. In an archival setting, that means providing access to needed information quickly. It will soon also mean "anytime" and "from any location," not requiring a physical visit to the archives when it is open for on-site use. Archives that do not respond to user pressure will lose

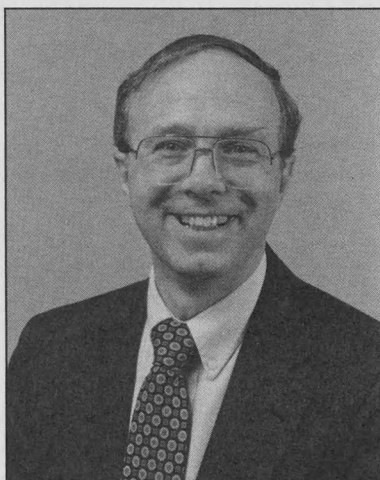
budgetary support, as resources shift to areas that are more responsive to user-driven demands.

This will not come quickly, but already the infrastructure is being created to facilitate it. Archivists' adoption of the MARC AMC format was an important first step in assuring compatibility with such a future. Computer hardware costs are declining as their power is increasing and there are no clear signs that these trends are likely to abate. Breakthroughs in computing and telecommunications make possible the transmission of an incredible amount of information at speeds approaching a billion bits (or a gigabit) per second. The United States is taking a major step in transforming the Internet into an electronic highway as significant in scope and as important in consequences for communications as our interstate highways have proven to be for

transportation. As the computing industry matures and moves away from proprietary systems and toward open systems architecture, industry standards are becoming more important because they insure product compatibility. These standards evolve *de facto* from market conditions or as a result of agreement among manufacturers and users, such as those developed by the National Information Standards Organization, of which SAA is a member.

Technology is thus making possible a future we might once have only dreamed of—instant access. It is up to us archivists to find a way to harness that technology to help users be more informed. In the process, however, we will not merely automate what we currently do, we will do things differently, and it is that change that presents the greatest challenge. It also means that we will give up some of our autonomy in exchange for a role in the larger transformation of information management.

As archivists move more into information management and science, they will encounter more engineers, computer scientists, and business personnel. It remains to be seen if the latter will control the future of information management or if the professions will integrate, if not merge. That will also shape the role of



NICHOLAS C. BURCKEL
Director of Libraries, Marquette University
SAA's 52nd President



THE SOCIETY of
AMERICAN ARCHIVISTS

600 S. Federal, Suite 504
Chicago, IL 60605
312-922-0140 fax 312-347-1452
info@archivists.org

1997 DIRECTORY of KEY CONTACT REPRESENTATIVES

The Key Contact Program, initiated in the fall by the Membership Committee of the Society of American Archivists, brings a personal touch to membership appeals. Key Contact Representatives welcome new members to SAA, contact those whose memberships have lapsed and encourage them to renew, as well as assist SAA in soliciting new members. In cooperation with the ongoing efforts of SAA Member Services, the Key Contact Program will provide a stronger, multi-level approach to meeting member needs.

Twelve key districts were created for the SAA Key Contact Program. Below is a list of representatives from each district. Membership Committee liaisons are in bold font. If you would like more information, please contact SAA Member Services at 312-922-0140.

District 1 — Megan Desnoyers

CONNECTICUT:

DIANE KAPLAN
Yale University Library
203-432-1069
FAX 203-432-7321
diane.kaplan@yale.edu

H 129 Russell Street
Hamden, CT 06517

*EASTERN MASSACHUSETTS:

STACIE BYAS
617-647-8100

H 18 Juniper Brook Road
Northboro, MA 01532
508-393-2774

*EASTERN MASSACHUSETTS:

DAVID HORN
Boston Edison Company
617-424-3565
FAX 617-424-2736
david_horn@bedison.com

H 377A Neponset Street
Norwood, MA 02062

*WESTERN MASSACHUSETTS:

GRACE BENNETT
Sisters of Providence
Gamelin Street
Holyoke, MA 01040-4083
413-536-7511, ext. 208
FAX 413-546-7917

NEW HAMPSHIRE:

KEVIN SHUPE
Manchester Historical Society
129 Amherst Street
Manchester, NH 03101
603-622-7531
FAX 603-622-0822

RHODE ISLAND:

MEGAN DESNOYERS
John F. Kennedy Library
Columbia Point
Boston, MA 02125
617-929-4540
FAX 617-929-4538
megan.desnoyers@
kennedy.nara.gov

VERMONT:

JULIE BRESSOR
Shelburne Farms
Archives
Shelburne, VT 05482
802-985-8982
FAX 802-985-8123
julieb@norwich.edu

MAINE:

BONNIE DWYER
207-287-5600
bdwyer@ursus1.ursus.
maine.edu
H 23 Myrtle Street
Manchester, ME 04351
207-622-6202

District 2 — Barbara Floyd

*NEW YORK:

JIM TAMMARO
New York State Archives and
Records Administration
Mahoney State Office Building
Room 201-65 Court Street
Buffalo, NY 14202
716-847-7903
FAX 716-847-7905
tammaroj@nyslgti.gen.ny.us

GEOFF HUTH
New York State Archives and
Records Administration
518-798-5717
FAX 518-798-6119
huth@nyslgti.gen.ny.us

H 875 Central Parkway
Schenectady, NY 12309

NEW JERSEY:

GARY D. SARETZKY
Monmouth County Archives
125 Symmes Drive
Manalapan, NJ 07726
908-308-3772
FAX 908-409-4888
saretzky@rci.rutgers.edu

PENNSYLVANIA:

DIANE WINDHAM SHAW
Lafayette College Archives
Skillman Library
Easton, PA 18042-1797
610-250-5148
FAX 610-252-0370
sd#0@lafayacs

* State with more than one representative

District 3 — Scott Schwartz**MARYLAND:**

ALBERT C. MINNICK
NARA
8601 Adelphi Road
College Park, MD 20740
301-713-6630
albert.minnick@arch2.nara.gov

WASHINGTON, DC:

KATHLEEN ROBINSON
Smithsonian Institution
Archives
Arts and Industries Bldg.
Rm. 2135
MRC 414
Washington, DC 20560
202-357-1421, ext. 26
siaem021@sivm.si.edu

DELAWARE:

MARJORIE MCNINCH
Hagley Museum and Library
Acquisitions Department
P.O. Box 3630
Wilmington, DE 19807
302-658-2400

VIRGINIA:

TAMARA KENNELLY
Virginia Polytechnic Institute
and State University
University Libraries
P.O. Box 90002
Blacksburg, VA 24062-9001
540-231-6308
tjk@vt.edu

District 4 — John Straw**TENNESSEE:**

SARA HARWELL
Vanderbilt University Archives
419 21st Avenue, South
Nashville, TN 37240
615-322-2807
FAX 615-343-9832
harwell@library.vanderbilt.edu

FLORIDA:

DEAN DEBOLT
University of Western Florida
904-474-2213
FAX 904-474-3338
ddebolt@neptune.icd.uwf.edu
H 4049 Alconbury Circle
Pensacola, FL 32514

KENTUCKY:

MARY MARGARET BELL
University of Louisville
Archives and Records Center
Ekstrom Library
Louisville, KY 40292
502-852-6674
FAX 502-852-6673
mmbell01@ulkyvm.
louisville.edu

NORTH CAROLINA:

ROBERT BYRD
Duke University
Special Collections Library
Box 90185
Durham, NC 27708-0185
919-660-5820
FAX 919-684-2855
rlb@mail.lib.duke.edu

GEORGIA:

BEVERLY ALLEN
Emory University
Robt. W. Woodruff Library
Special Collections
Atlanta, GA 30322
404-727-6887
FAX 404-727-0053
libbdb@emory.edu

SOUTH CAROLINA:

JIM CROSS
Clemson University Libraries
Special Collections
Strom Thurmond Institute Bldg.
Box 343001
Clemson, SC 29634-3001
864-656-5182
FAX 864-656-0233
jcross@clemson.edu
H 200 Country Club Lane #16E
Anderson, SC 29625

District 5 — Dennis Harrison**OHIO:**

MICHAEL MCCORMICK
Western Reserve Historical
Society
10825 East Boulevard
Cleveland, OH 44106
216-721-5722
aa683@cleveland.freenet.edu

MICHIGAN:

LARRY WAGENAAR
Joint Archives of Holland
Hope College Campus
Holland, MI 49423
616-395-7798
FAX 616-395-7197
wagenaar@hope.edu

WEST VIRGINIA:

NATHAN E. BENDER
Head of Special Collections/
Curator
West Virginia and Regional
History Collection
West Virginia University
Libraries, Colson Hall
P.O. Box 6464
Morgantown, WV 26506-6464
304-293-3536
nbender@wvnm.wvnet.edu

District 6 — Beverly Cook**ILLINOIS:**

DENISE ENGLISH
Woodson Regional Library
Harsh Research Collection
9525 S. Halsted Street
Chicago, IL 60628
312-747-6910

WISCONSIN:

STEVE MASAR
University of Wisconsin at
Madison
B134 Memorial Library
728 State Street
Madison, WI 53706-1494
608-262-0439
smasar@macc.wisc.edu

MINNESOTA:

CHARLES L. RODGERS
Division of Library and Archives
Minnesota Historical Society
345 Kellogg Blvd. West
St. Paul, MN 55102-1906
612-297-2344
FAX 612-296-9961

INDIANA:

WES WILSON
DePauw University Archives
400 South College Avenue
Greencastle, IN 46135
317-658-4406
FAX 317-658-4423
www.wilson@depauw.edu

IOWA:

BEVERLY COOK
Harold Washington Library Center
Special Collections, 9N
400 S. State St
Chicago, IL 60605
312-747-4883
FAX 312-747-4887

District 7 — Nancy L. Boothe**ALABAMA:**

DWAYNE COX
University Archives
Auburn University
Auburn, AL 36849
334-844-1708
FAX 334-844-4424
coxday@lib.auburn.edu

MISSISSIPPI:

BOBS TUSA
McCain Library and Archives
University of Southern
Mississippi
SS Box 5148
Hattiesburg, MS 39406-5148
btusa@ocean.st.usm.edu

ARIZONA:

SISTER CATHERINE MARKEY
St. Scholastica Monastery
1301 South Albert Pike
P.O. Box 3489
Fort Smith, AR 72913-3489
501-664-0340
FAX 501-782-4352

***TEXAS:**

ANDREA BEAN HOUGH
University Archivist
University of Houston Libraries
4800 Calhoun
Houston, TX 77024
713-743-9754
abean@uh.edu

***TEXAS:**

ANN WESTERLIN
Texas Instruments
P.O. Box 655474
Dallas, TX 75265
214-995-4999
FAX 214-995-5152
carc@msg.ti.com

MISSOURI:

CAROLE PRIETTO
Washington University
Campus Box 1061
1 Brookings Drive
St. Louis, MO 63130-4899
314-935-5444
FAX 314-935-4045
prietto@library.wustl.edu

LOUISIANA:

BRADY M. BANTA
Archivist
LSU Medical Center
Shreveport, LA 71130-3032
318-675-6530
FAX 318-674-5442
bbanta@nomvs.lsumc.edu

District 8 — Debby Saito**COLORADO:**

PAUL MILLETTE
Taylor Library Archives
2201 S. University Blvd.
Denver, CO 80210
303-744-1287
FAX 303-777-3387

KANSAS:

SHERYL WILLIAMS
University of Kansas Libraries
1101 W. 27th Street
Lawrence, KS 66046
913-864-4274
FAX 913-864-5803
swilliam@ukanvm.cc.ukans.edu

NEBRASKA:

ANNE DIFFENDAL
3131 South 41st Street
Lincoln, NE 68506
402-489-2368
FAX 402-489-2368 (call first
so she can switch over)
adiffendal@navix.net

NEW MEXICO:

LEE GOODWIN
New Mexico State Records
Center and Archives
404 Montezuma
Santa Fe, NM 87503
505-827-7332
FAX 505-827-7331

NORTH DAKOTA:

GERALD NEWBORG
State Historical Society of
North Dakota
612 E. Boulevard Ave.
Bismarck, ND 58505-0830
701-328-2666
FAX 701-328-3000
gnewborg@ranch.state.nd.us

* State with more than one representative

OKLAHOMA:

VICKIE SHEFFLER
University Archives
Vaughn Library
Tahlequah, OK 74464
918-456-5511, ext. 220
FAX 918-458-2197
sheffler@cherokee.nsuok.edu

SOUTH DAKOTA:

RICHARD POPP
South Dakota Archives
900 Governor's Drive
Pierre, SD 57501-2217
605-773-5521
richardp@chc.state.sd.us

WYOMING:

MAXINE TROST
University of Wyoming
307-766-6823
maxine@uwyo.edu
H 4231 Crow Drive
Laramie, WY 82070

District 9 — Loretta Greene

WASHINGTON:

KAREN DE SEVE
S. 700 Madison Road
Post Falls, ID 83854
509-456-3923, ext. 113
FAX 509-456-7690
ktmkld@dm.net

LORETTA GREENE
16657 14th Ave SW
Seattle, WA 98166
206-937-4600
FAX 206-938-6193

OREGON:

LARRY LANDIS
Oregon State University
Admin. Services B094
Corvallis, OR 97331-2103
503-737-0540
FAX 503-737-2400
landisl@ccmail.orst.edu

IDAHO:

ALAN VIRT
Boise State University Library
Special Collections Department
1910 University Drive
Boise, ID 83725
208-385-3958
FAX 208-385-1394 (call first
so he can switch over)

MONTANA

KATHIE OTTO
Montana Historical Society
225 N. Roberts Street
Helena, MT 59620-1201
406-444-4775
FAX 406-444-2696
kotto@mt.net

ARKANSAS:

ROBERT BRUCE PARHAM
NARA - Alaska Region
654 West 3rd Ave.
Anchorage, AK 99501
907-271-2441
FAX 907-271-2442
bruce.parham@alaska.nara.gov

HAWAII:

JOHN WRIGHT
The Wright Consultants, Inc.
361 Kaimake Loop
Kailua, HI 96734
808-261-3714
FAX 808-261-1337

District 10 — Laurie Banducci

ARIZONA:

KAREN UNDERHILL
Northern Arizona University
Special Collections
Box 6022
Flagstaff, AZ 86011-6022
520-523-6502
FAX 520-523-3770
karen.underhill@nau.edu

NEVADA/UTAH:

CHRISTINE R. MARIN
Church of Jesus Christ of Latter
Day Saints
50 East N. Temple
Room 281 E. W.
Salt Lake City, UT 84180
801-240-3219
FAX 801-240-1845
crmarin@chq.byu.edu

*NORTHERN CALIFORNIA:

Lucinda Glenn Rand
Graduate Theological Union
2400 Ridge Road
Berkeley, CA 94709
510-649-2507
FAX 510-649-1417
lglennd@gtu.edu

*SOUTHERN CALIFORNIA:

KATE MCGINN
David du Plessis Archives
Box 258
135 N. Oakland Avenue
Pasadena, CA 91128
818-584-5311
FAX 818-584-5644
kmcginn@fuller.edu

District 11 — Nancy Marrelli

EASTERN CANADA

(Newfoundland, Prince Edward Island,
Nova Scotia, New Brunswick):

MARION BEYEA
Province of New Brunswick
P.O. Box 6000
Fredericton, NB
E3B 5H1 CANADA
506-454-4021
FAX 506-453-3288
mbeyea@gov.nb.ca

CENTRAL CANADA

(Quebec, Ontario):

NANCY MARRELLI
Concordia University Archives
1455 de Maisonneuve Blvd. W.
Montreal, Quebec
H3G 1M8 CANADA
514-848-7776
FAX 514-848-2857
nmarelli@alcor.concordia.ca

WESTERN CANADA

(Manitoba, Saskatchewan, Alberta,
British Columbia)

MICHAEL G. MOOSBERGER
University of Manitoba
Archives/Special Collections
Rm 331 E Dafoe Library
Winnipeg, MB
R3T 2N2 CANADA
204-474-8243
FAX 204-275-2597
moosber@cc.umanitoba.ca

District 12 — Dennis Harrison

COMMONWEALTH OF PUERTO RICO:

Enrique Vivoni,
University of Puerto Rico
Box 21909 UPR Station
Rio Piedras, PR 00931-1909
809-764-0000
e_vivoni@upr1.upr.clu.edu

* State with more than one representative

archivists—either as observers or implementers of new systems in the former scenario or designers or shapers of it in the latter. In the coming decade we will need to attract to the profession staff that are increasingly comfortable with technology, rapid change, and the larger information environment in which archives exist. The half-life for job skill at the current pace of change, we are told, is five years. One might expect that with the ubiquity of computers and the accelerated pace of change the Nintendo generation with its iconographic, rather than text, orientation will be ready. We should thus not worry about having enough available talent. More sobering, however, is the recognition that our graduate schools in science and engineering are being filled by foreign students, most of whom do not become a permanent part of our work force. Thus, the competition for information professionals will be intense. Archivists will have to grow their own—meaning more continuing education and additional course work—in order to assure that archival materials are collected, preserved, used, and understood.

As we enter this increasingly complex technical environment we know that we will need to learn more about the mechanics of document creation, storage, and transmission than were required in a paper-based environment. My generation of archivists will have to learn this, just as they had to learn the importance of content and context when they entered the profession. The newer generation of archivists, recruited from a much broader background than history majors, will likely come with a greater knowledge of computer applications, but they will have to learn about content and context. Futurists tell us that we will have voice-responsive “intelligent machines” on our desk tops that will not require sophisticated training to exploit fully. Certainly software has become more user friendly; even VCRs can be programmed by voice command. If that trend continues, it may swing the emphasis back to the history-based training and education of the pre-1980s, but I am doubtful.

How do we adapt to and shape these changes? First, we need the will to transform ourselves—to change in order not merely to survive, but to prevail. That means a willingness to take risks. Relying on arguments about the size of unprocessed backlogs as the justification for more staff is no longer persuasive to administrators. We need a different approach, one that justifies support based on our institutions' mission and goals. Archivists cannot rely on bland, if true, statements about preserving our documentary heritage. How does such work further the institution's priorities? The answer for one institution will not be the same as for another.

Beyond the will to change how we seek support, we need to make the internal adjustments to make such appeals credible. That means finding out what our users need, rather than what we think they need. It means being willing to alter practice in

light of those needs. Should we allow access to unprocessed collections? Do we need to document all aspects of the institution? What are the consequences of not doing some things? Will anyone notice? Will anyone care now or later?

Archivists, by education, training, and experience, have an important contribution to make in the development and integration of information management in an information society. That contribution will only influence larger issues if archivists are well-informed about those issues and actively work to include them in their planning. We can't retreat into *omphaloskepsis*—navel gazing. As long as we look at participation in institutional and professional activities as distractions from our real work of acquiring and processing collections, we will remain isolated and will not influence the direction of change. Rather than eschew such opportunities, we

should both seek and embrace them. As *Harvard Business Review* editor, Rosabeth Moss Kanter, has noted, “In the future, those who lack the mental flexibility to think across boundaries will find it increasingly difficult to hold their own, let alone prosper.” It is no longer adequate to do well what we have done in the past; we need to do new things. If not, we will become marginalized—we will be the carriage and harness maker in the age of the automobile; the lamp-lighter in an electric world; the pen-and-paper writer in an electronic age.

The quotation from Shakespeare's *The Tempest* that adorns the National Archives Building—“Past is Prologue”—suggests the past is merely a preliminary discussion or introduction to something that follows. It suggests neither the past as predictor nor the past as future. Because our archival profession owes a significant debt to the

historical profession does not mean we must continue with that single-minded allegiance. We deal not only with material that is already historical, but with the creation and retention of material that will become so. We are not merely the passive recipients of past significant recorded activity. Rather we need to be actively engaged in assuring such a record will be created, that it will be properly preserved, that it will be adequately arranged and described, and that it will be widely available for all users.

Role for Archivists

For that to happen, archivists must increasingly look beyond the traditional boundaries of their profession and their association. In the past, archivists needed to know less and could operate within the borders of the historical profession. Now they must know about myriad preservation treatments, electronic applications, cataloging standards, and legal rulings. An advanced degree in history is no longer the main access for admission to the field. Archival education and certification must necessarily recognize the importance of historical analysis, but they can no longer rely on it as governing. Similarly, for SAA to influence the wider information world in which we live, we can neither cling exclusively to our historical roots, nor assert our independence from all

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other organizations with similar or overlapping interests. In our society technology has shrunk geography, increased the speed of information transfer, and correspondingly rewarded organizations that can act quickly. In legislative matters archivists are sometimes seen as an interest group to be appeased at best or disregarded as unimportant at worst. Our future rests with our ability to connect to issues and our willingness to cooperate and collaborate with others. There is clearly risk in this approach. We cannot withdraw from the hurley-burley of politics with a declaration of "A plague on both your houses." We cannot expect that our perspective will be fully shared with our coalition partners. We will have to compromise some things in order to influence others. We need to suppress personal, institutional, and organizational egos in order to achieve substantive results. We need to find a common language and value, rather than assert our differences. We cannot expect to avoid the implications of actions in other areas. Educational institutions are establishing consortia, information intensive organizations are developing coalitions, and information-based corporations are forming strategic partnerships. Why? Because they recognize that individually they cannot achieve as much as they can together.

Changes within SAA

As we look outward to link with allied professional organizations, we need, like the roman god Janus, to look a second way inward to the Society. I hope that by the conclusion of my presidency we will have agreed to a new way of doing business, a more timely way of communicating our ideas, and a greater understanding of the transformation of the archival enterprise in our information age.

1. This year we are examining how to improve the effectiveness of SAA. Since the constitution and bylaws were written SAA and its national office have grown, means for communication have changed, and the number of organizational units within SAA has increased. Luciana Duranti and Margaret Hedstrom are leading a task force with the charge to simplify our governance structure, to clarify responsibilities and relationships among various organizational units, and to identify which units are needed to accomplish the Society's objectives. That task force is wrestling with the potentially conflicting principles of democracy and efficiency. How can SAA retain its democratic values without a crippling organizational structure that inhibits fast and flexible responses to member needs and to external challenges and opportunities? These issues will be discussed in Council, on the listserve, in *Archival Outlook*, and at regional archival meetings. We will have an opportunity to vote on these changes when next we meet in Chicago.
2. Helen Tibbo recently has chaired another task force, this one dealing with the *American Archivist*. We know that our members rate SAA publications as a very important membership benefit. We also know that despite the best efforts of editors, their boards, and SAA staff, we have not been able to publish the journal on a regular basis.

The task force addressed the question: "Is the *American Archivist* in its present form meeting the information needs of the membership? If yes, how do we assure its quantity and quality?...If not, what changes...would meet those needs?" Is the traditional scholarly journal of quarterly issues printed on paper and distributed through the mails still the best way to serve our members? Can we continue to spend nearly \$100,000 a year for it? The wide availability of other Society publications, workshops, and regional meetings and journals did not exist even 25 years ago. Our willingness to re-examine how we meet the information needs of our members is important, even if it serves to reconfirm what we are doing. You will hear more of this in the coming months.

3. Marie Allen and the Program Committee for our '97 annual meeting are already seeking your ideas. It is my hope that many of those sessions will explore diversity. Hilary Kaplan, Bill Wallach, and this year's program committee brought us a marvelous program highlighting aspects of ethnic and cultural diversity. Next year's program can extend that exploration by examining diversity from a different perspective—the diversity of training needs, the diversity of society's information needs and of the information professionals who serve those needs, and the diversity of issues that archivists must address in their jobs. The committee is already hard at work on an ambitious series of sessions addressing the "transformation of the archival enterprise." It promises to be a stimulating program.

Having just seen a national political party convention in San Diego and watching the Democrats this week, I am reminded of Will Rogers' wry comment that "campaign platforms are like train platforms—they're for getting in on, not standing on." I hope that is not true for your Society's elected leadership. When I stood for election more than a year ago, I said that I hoped to focus on two of the Society's main goals—building effective coalitions and addressing the transformation of our work as a result of the creation of electronic records. I am happy to see that our new vice president, Bill Maher, also addressed the Society's need to build new and strengthen existing coalitions, networks, and liaisons. We also agree that we need to resolve governance and organizational issues that make timely action difficult.

As we conclude the SAA's 60th anniversary celebration and look to a new century, we can be sure of the inevitability of change. The Chinese symbol for change suggests both opportunity and danger. We cannot control which it will be, but we can influence the outcome. But we can only have influence if we participate, if we link with our sister organizations, and accept practical, but partial gains. I am optimistic that issues important to archivists will become increasingly important to our larger information-intensive society. As that happens, we have an opportunity to make a significant contribution. Let's be prepared.

Thank you.

Distinguished Service Award

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

J. Franklin Jameson Archival Advocacy Award

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

C.F.W. Coker Prize for Finding Aids

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

Philip M. Hamer-Elizabeth Hamer Kegan Award

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

1997 SAA Awards Competition

The Society of American Archivists announces its 1997 awards competition to recognize achievements of the 1996 calendar year. Winners will be selected by subcommittees of the SAA Awards Committee, which is co-chaired by Julia Marks Young and Anne Diffendal. Awards will be presented next August during the 1997 SAA annual meeting in Chicago.

Descriptions of the awards are listed on this page. **An awards nomination form is on page 20.** The SAA awards policy is described in the *American Archivist* 39:3, 415-417; copies are available from the co-chairs.

Requests for additional information and forms should be addressed to either Julia Marks Young, Georgia State University, Pullen Library, 100 Decatur Street, S.E., Atlanta, Georgia 30303, (404) 651-2477, libjmy.langate.gsu.edu; or Anne Diffendal, 3131 S. 41st Street, Lincoln, Nebraska 68506, (402) 489-2368, adiffendal@navix.net. **The deadline for award nominations is February 28, 1997.** Nominations will not be considered unless all materials, including books and other supporting documentation, are received by that date.

Theodore Calvin Pease Award

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

Waldo Gifford Leland Prize

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

Oliver Wendell Holmes Award

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

Sister M. Claude Lane Award

Created in 1974, this award recognizes individual archivists who have made a significant contribution to the field of religious archives. The award honors Sister

M. Claude Lane and is co-sponsored by the Society of Southwest Archivists.

Preservation Publication Award

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

Fellows' Posner Prize

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

Minority Student Award

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

The Society of American Archivists
1997 AWARDS NOMINATION FORM

Name of Award _____

Person/Organization to receive award _____

Address _____

City/State/Zip/Country _____

Phone _____ E-mail _____

Person making the nomination _____

Address _____

City/State/Zip _____

Phone _____ E-mail _____

Has nominee been informed of this nomination? ☐ Yes ☐ No

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

How does the nominee meet the criteria of the award?

What are the outstanding characteristics of the nominee?

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

Please submit five copies of this form and three copies of all supporting documents by February 28, 1997. Nominations for the Theodore Calvin Pease Award must be submitted by May 1, 1997. Send nominations for the Distinguished Service Award, C.F.W. Coker Prize, Theodore Calvin Pease Award, Oliver Wendell Holmes Award, and Minority Student Award to Anne Diffendal, 3131 S. 41st Street, Lincoln, Nebraska 68506, (402) 489-2368, adiffendal@navix.net. Send nominations for the Philip M. Hamer and Elizabeth Hamer Kegan Award, J. Franklin Jameson Archival Advocacy Award, Sister M. Claude Lane Award, Waldo Gifford Leland Prize, and Preservation Publication Award to Julia Marks Young, Georgia State University, Pullen Library, 100 Decatur Street, S.E., Atlanta, Georgia 30303, (404) 651-2477, libjmy.langate.gsu.edu.

New Member Roster

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

Individuals

Musah Adams
University of Ghana
Ellen V. Alers
Maryland State Archives
Caroline H. Arnold
Sisters of Mercy Archives
Carol J. Baird
Telecommunications History Group Inc.
Christopher D. Barth
Student
Gay A. Bennett
Student
Jordana S. Bernstein
Student
Lauren Bien
Jim Henson Productions
Kevin C. Bullard
Lynda Bunting
Getty Center for History
Christopher Burns
Student
Susan R. Bzdell
Cheri Carver
Student
Kim Charlton
Student
Gerardo Colmenar
Student
Robert A. Coody
Northern Arizona University
Daniel J. Cook
Student
Laura E. Corwin
Michael Crosby
Student
Leslie Czechowski
Grinnell College
Karla Y. Davis
Student
Sally DeFauw
West Chicago City Museum
Lisa-Marie DeMont
Student
Jacqueline Dean
Student

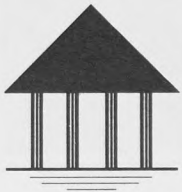
Robert DiFazio
Student
Elizabeth Ellis
Gwendolyn Gosney Erickson
Student
Maria R. Estorino
Student
Rebecca D. Ferry
Student
Laurel Fewel
Student
Rebecca Fitzgerald
Student
Linda Freaney
Woodstock Artists Association
James M. Gallagher
Student
Frank J. Girello
Lehman Brothers Incorporated
Nicholas M. Graham
Student
Jennifer K. Hanna
Student
Maria Harris
Student
Lori Heistuman
Lane County (OR) Historical Museum
Mary Anne Herring
Student
Dierdre Hollingshed
American Association of
Melinda-Jo Howe
Student
Rich Jackson
Toni L. Jeske
Student
Audrey Johnson
Monroe County Local History Room
Peter N.W. Johnson
Student
Marianna C. Jones
San Antonio Conservation Society Foundation
Lawrence E. Kight
Student
Carrie King
Student
Jill M. Koepke
Student
David W. Larson
Student

Ellen Levine
Student
Scott R. Lien
Student
Susan Laura Lugo
Matthew L. Maas
Student
Ann Mancini
Katina T. Mannarino
Student
Helen Marguerite, OP
Mount Saint Dominic
Daryl Maxwell
Student
Candace B. McKinniss
Student
Janet McMaster
Student
Shauna McRanor
Student
John W. McWatters
Student
June Miller-Spann
Chautauqua Institution
Lisa A. Neely
King Ranch Archives
Jeremy Nordmor
Student
John Nunes
De La Salle Institute
Paula O'Connor
Jared Parker
Student
Kenna Kay Payne
Student
Christopher Peters
Student
Robert Richards
Cynthia K. Sauer
Student
Adrienne Sayer
Student
Peter Schmid
Utah State University
Don Sechler
Student
Matthew Sheely
Student
Kelcy M. Shepherd
Student
Elizabeth M. Smith
Student
Jennifer A. Smith
Student

Mark Smith
Sarasota County Historical
Susan K. Soy
Austin History Center
Cheryl L. Stadel-Bevans
Student
Mary Stark
Student
Joe Sunseri
Student
Shannon A. Tennant
Student
Harold E. Thiele, Jr.
Student
Hyry Thomas
Student
Morag Walsh
Rebecca C. Warlow
Stephen F. Watson
U.S.A.F. Phillips Laboratory
Wendy Welker
Student
Catherine Williamson, RSM
Sisters of Mercy
Inge A. Wurstner
Tara Zachary
Student
Herb Hackenburg
Telecommunications History Group Inc.

Institutions

Case Western Reserve University
Centro Nacional De
Conservacion
Hillsdale College
Japanese American National
Museum
Minnesota Mutual
Mobile Municipal Archives
New Mexico State Records
Pacifica Radio Archives
Skidmore College Library
Southwest Collection TTU
The Drachen Foundation
Universite De Montreal
University Microfilms
International



From the Archivist of the United States

by John W. Carlin

For years, archivists of all kinds have looked to the National Historical Publications and Records Commission for assistance. NHPRC grants have helped finance the development of archival programs, the processing of archival collections, and the creation of publications and projects for advancing the archival field as a whole. I am delighted to report that such assistance will continue under revisions recently made in the NHPRC strategic plan. Under the new plan archivists will find it easier to apply for grants.

I know about this because, by statute, the Archivist of the United States chairs NHPRC. In that capacity, I chaired the recent meeting at which the Commission revised its plan, and I supported the revisions. Applying for grants will be easier because the revised plan consolidates and simplifies the old one. For the past three fiscal years, NHPRC has asked applicants to relate their proposals to one or more of seventeen objectives in the plan. Now the Commission has reduced those seventeen objectives to just the following four large categories.

Grants for Improvements in Documentary Fields. That means grants for funding research and development, tools and training, and technical publications of wide use to archivists and others responsible for preserving documents and making them accessible. This category includes grants for projects like the electronic records research we are currently funding, along with

publication of case studies in electronic records management by the Society of American Archivists.

Grants for State Collaborative Efforts to Meet Documentary Needs. This is our state partnership program. NHPRC makes grants to help state historical records advisory boards identify and prioritize statewide documentary needs, and then meet those needs through regrants to state and local archival repositories, preferably on a matching basis.

Grants for Documentary Preservation, Access, and Use. These are grants for individual projects to preserve, process, and promote the use of particular collections in archival holdings and manuscript repositories.

Grants for Documentary Publication. These are grants for individual projects to publish documents. The revised plan gives priority to the first two categories, which try to advance the work of historical documentation broadly.

NHPRC is unlikely soon to exceed its current annual appropriation of \$5 million. Such a limited sum is best invested first in projects of widest impact, such as archival research and development and the state program. Development of the latter also increases opportunities to "leverage" our federal dollars through jointly funded activities. In the second two categories, the Commission will continue to help process and publish individual collections.

The plan revision enjoyed support from prominent leaders of SAA. I am grateful for that to Nicholas Burckel, SAA's current president, who holds one of the Presidential appointments to the NHPRC, and to two former SAA presidents: Brenda Banks, who has represented NAGARA on the Commission, and Anne Kenney, who represents SAA. Because of review requirements with the government, and the need to give ample advance notice to potential applicants, it may take us more than a year to implement the plan as revised. When we can put it into effect, however, I believe the new categories and priorities will make NHPRC more forward-looking, more user-friendly, and more supportive of the archival infrastructure on which historical documentation so greatly depends.

I also want to share another important development with you. The National Archives and Records Administration now is represented on the Chief Information Officer Council by deputy archivist Lew Bellardo. The Council is chaired by John Koskinen, the deputy director of management for the Office of Management and Budget, and is composed of CIOs from the Cabinet departments and several executive agencies. This high-level interagency forum will work to improve agency practices relating to the design, modernization, use, sharing, and performance of agency information resources. NARA's presence on this Council should add a records management perspective to discussions of federal information resources issues, and help NARA better fulfill its mission by involving us in more agency decisions at the front end of the records life cycle. Lew and I look forward to working closely with Council members in the future.



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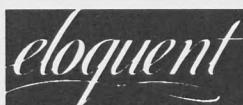
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- **The Metropolitan Toronto Archives** is using GENCAT to structure a multi-level database satisfying RAD, the Canadian adaptation of ISAD(G).
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Washington Beat

by Page Putnam Miller

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

Copyright Conference on Fair Use—On November 25, the Conference on Fair Use (CONFU), which has for the past two years been exploring issues related to the application of fair use in the digital environment, met for what many thought would be the final meeting. The purpose of the meeting was to review the draft of an interim report on CONFU's work. Peter Fowler of the Patent and Trademark Office had prepared the draft report that summarizes the work of the last two years and, when finalized, will be forwarded to Assistant Secretary of Commerce and Commissioner of Patents and Trademarks Bruce A. Lehman. It is envisioned that Lehman will be transmitting the report to Congress to become a part of the legislative record. The interim report includes three proposed guidelines—educational fair use for digital images, educational fair use for distance learning, and fair use for educational multimedia use.

Four issues surfaced for considerable debate at the November 25 meeting. First, the consensus of the participants was that the period for review and endorsement of the proposed fair use guidelines should be extended from the draft's date of March 31, 1997, to May 19, 1997. This will allow for more substantial consideration by interested parties. Related to this was the decision that CONFU should have one more meeting to review the endorsements and to determine if the individual proposed guidelines had received strong and broad-based enough support to merit their being called a CONFU guideline.

Second, there was a lengthy debate on the degree to which the educational multimedia fair use guidelines have been, under the leadership of the Consortium of College and University Media Centers (CCUMC), moving on a different track from the other CONFU guidelines. There was particular concern that CCUMC had, prior to going through the CONFU endorsement process, taken the multimedia guidelines to the House Subcommittee on Courts and Intellectual Property of the Judiciary Committee and received the subcommittee's endorsement. Since a number of organizations that represent user interests have expressed problems with these guidelines, there is a question as to whether they will in fact gain the broad based support of CONFU. The determination of this will be left until May when all the endorsements can be evaluated.

A third topic of extended discussion was on the interim draft report's omission of the electronic reserve system guidelines, which deal with a library's creation, at the request of faculty members, of electronic reserves that provide supplemental material for specific courses in nonprofit educational institutions. The draft report summarized the working group's deliberations on these guidelines and stated that at the September 6, 1996,

meeting there was general consensus that the electronic reserve system guidelines had not received widespread acceptance even though some organizations had indicated that they would endorse them. At a number of CONFU meetings various representatives of publishers and authors had stated firmly that they did not believe that any electronic reserve system should be permitted under fair use. Because of this impasse, Fowler had decided to omit these proposed guidelines from the appendix. Some people argued that they were part of CONFU's work and should be in the appendix. Others felt that it would be confusing to include proposed guidelines that were clearly not going to achieve broad support. Thus Peter Fowler decided to uphold the decision to leave them out of the appendix. However, it should be noted that several library and educational organizations, as well as the Association of American University Presses, had indicated support for the electronic reserve system guidelines.

Finally, there was the decision to change the wording in the interim report from guidelines to proposals. The final report will include the word "guidelines" for those proposals that attain sufficient support. What comprises "consensus" or "endorsement" was an issue that reemerged throughout the day with some general agreement that it meant broad-based support from all of the groups that have had a vested interest in CONFU.

IRS Response to Petition on Recordkeeping Deficiencies Most Disappointing — On November 12, Michael Dolan, the deputy commissioner of IRS responded to the petition filed last summer with IRS stating that work is underway on the identified issues. Last July, Tax Analysts, publisher of *Tax Notes* and sponsor of the Tax History Project, was joined by the American Historical Association and the Organization of American Historians in petitioning the IRS to comply with the Federal Records Act and the regulations promulgated by the National Archives. In light of the failure of IRS to respond in a substantive manner to the petition, there is now discussion underway of proceeding in the federal district court with a lawsuit.

Appeals Court Rules on Coursepack Case — On November 8, the Sixth Circuit Court of Appeals handed down a decision in the "coursepack case" — *Princeton University Press v. the Michigan Document Services, Inc.* (Case No 94-1778). The decision stated that the for-profit Michigan Document Services, Inc., had infringed on the "fair use" provision of the copyright law in selling photocopies of "coursepacks" without receiving permission from the authors. In February the Appeals Court ruled in favor of the Michigan Document Services, Inc. But in April the Appeals Court effectively dissolved that decision and decided that the entire panel of judges would reconsider the case.

The court heard oral arguments in Cincinnati last June and a decision had been expected in late summer. The strong division among the judges undoubtedly delayed the ruling. There are indications that the Michigan Document Services, Inc. plans to seek review of this case by the Supreme Court.



National News Clips

National Historical Publications and Records Commission

At its November meeting, the National Historical Publications and Records Commission (NHPRC) approved grants totaling \$2,251,620 for 30 projects to help archivists and historians document American history. NHPRC also revised its strategic plan in hopes of clarifying opportunities for grant applicants, increasing leveraging of federal grant dollars, developing its federal-state partnership program, and helping documentary fields adapt to the electronic age.

NHPRC simplified its strategic plan by reducing 17 categories of grant making to just four, at two levels of priority. The revised plan will give priority to *grants for state collaborative efforts to meet documentary needs* and also to *grants for improvements in documentary fields*. At the next level of priority, NHPRC will continue to fund projects centered on preserving and publishing particular documentary collections and editions by making *grants for documentary publication and grants for documentary preservation, access, and use*.

The next meeting of the Commission is scheduled for February 20, 1997. For grant application materials contact: NHPRC National Archives Building, Room 607, Washington, DC 20408, (202) 501-5610, nhprc@arch1.nara.gov.

NUCMC

The National Union Catalog of Manuscript Collections (NUCMC), a free-of-charge cooperative cataloging program operated by the Library of Congress (LC), will contain a link on its World Wide Web page to a search form that will provide researchers with free access to the RLIN AMC file through LC's WWW/Z39.50 gateway. The RLIN AMC file is an important source of information concerning archival and manuscript collections and includes all on-line cataloging created by NUCMC. To find the gateway, simply locate the NUCMC Web page at <http://lcweb.loc.gov/coll/nucmc>. Once there, click on either the NUCMC cataloging icon or the utilities icon. No account number or password will be necessary to search the RLIN AMC file. Comments regarding the usefulness of the gateway and suggestions of ways to improve it are welcome. For more information, contact: NUCMC Team, Library of Congress, 101 Independence Ave., S.E., Washington, D.C. 20540-4375, (202) 707-7954, fax: (202) 707-7161, nucmc@mail.loc.gov.

NEDCC's Web Site

The Northeast Document Conservation Center's (NEDCC) Web site address is: <http://www.nedcc.org>. In addition to information about NEDCC, the site includes technical information on preservation, answers to frequently asked questions, information about funding sources for preservation, and NEDCC's calendar of workshops and seminars. Contact: NEDCC, 100 Brickstone Square, Andover, Massachusetts 01810, (508) 470-1010, fax (508) 475-6021, nedcc@nedcc.org.

Teaching with Technology: NEH Special Opportunity

The National Endowment for the Humanities (NEH) Division of Research and Education Programs announces a special, three-year opportunity for support of "Teaching with Technology" projects designed to strengthen education in the humanities in both schools and colleges by developing and using today's rapidly evolving information technologies, including: digital audio, video and imaging, hypertext and hypermedia, video-conferencing, speech processing, the Internet, and World Wide Web sites. NEH seeks to increase the number and usefulness of technological resources with rich, high-quality humanities content, to improve the effectiveness of such resources, and to increase greatly the number of teachers who can integrate these humanities materials into their daily teaching. Successful projects will be of national significance and will extend the potential benefits of educational technologies to a broad range of those studying history, literature, languages, and the other humanities disciplines in schools, colleges, and universities.

For further information, contact: Division of Research and Education, Room 302, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, (202) 606-8380, education@neh.fed.us. NEH Web site: <http://www.neh.fed.us> (see "Application Guidelines").

Mass Deacidification

The Commission on Preservation and Access and the European Commission on Preservation and Access have co-published a scientific report that reviews several techniques for mass deacidification. The 54-page report, *Mass Deacidification: An Update on Possibilities and Limitations*, was written by Dr. Henk Porck of the Department of Library Research, Koninklijke Bibliotheek in The Hague. Porck includes a state-of-the-art overview of the Battelle, Bookkeeper, DEZ, FMC, and Wei T'o processes, discussing for each technique a short history of its development; principles of the treatment; a summary of research and test results; and an inventory of actual applications. In addition, the publication describes several large-scale (rather than mass) technologies, which combine deacidification with paper strengthening.

Mass Deacidification: An Update on Possibilities and Limitations (October 1996) is available from the Commission on Preservation and Access, 1400 16th St. NW, Suite 740 Washington, D.C. 20036-2217. Prepayment of \$15 by check (U.S. funds) is required.

Freebie

New publication now available: *Chinese Immigration and Chinese in the United States: Records in the Regional Archives of the National Archives and Records Administration* (1996), compiled by Waverly Lowell. For a free copy, contact: Waverly Lowell, National Archives and Records Administration - Sierra Region, 1000 Commodore Drive, San Bruno, California 94066, (415) 876-9018, waverly.lowell@sanbruno.nara.gov.



THE SOCIETY of
AMERICAN ARCHIVISTS

Resolution on Paul Evan Peters

The Society of American Archivists expresses deep sorrow at the passing of Paul Evan Peters, executive director of the Coalition for Networked Information (CNI). SAA extends heartfelt sympathy to his family and his colleagues.

The American archival profession benefited greatly from Paul's presence. Paul recognized early on how archival issues are central to the emerging networked environment and actively worked to engage network specialists in a dialogue with archivists. He welcomed the Society of American Archivists into CNI in 1995 and constantly sought to engage SAA in the work of the coalition. A frequent speaker at archival meetings, Paul brought his vision of an interconnected world of accessible information to audiences that might not have considered themselves to be an important part of the emerging information infrastructure and encouraged them to step to the fore.

While Paul may have believed in the power of technology to bring people together, it was his personal characteristics that defined CNI. Paul was a gracious, witty, intelligent, and eloquent man whose warmth, friendliness, and enthusiasm made the coalition grow and prosper.

SAA is stunned that Paul is no longer with us. His passing is a deep loss to the archival community, but his spirit lives on in his sweeping ideas and especially in all who knew him. We wish him a fond farewell.

Adopted by Council November 25, 1996.

Archives in the News

Ever watchful SAA member John Fleckner of the National Museum of American History noted an article in a recent issue of *The Washington Post Magazine* covering the files accessible in the FBI's FOIPA Reading Room, entitled "The FBI's Greatest Hits." (The initials stand for a combination of the Freedom of Information Act and the Privacy Act.) The reading room contains files on a wide range of highly public individuals, such as Adolf Hitler, Walt Disney, Elvis Presley, and even J. Edgar Hoover himself.

The article points out that "the reading room files contain a few bombshells, but they do hold a great many fascinating nuggets. They are also marvelously revealing of the internal dynamics of the FBI and of the mind-set of Hoover, the bureau's director for 48 years until his death in 1972."

There are two things that the majority of the subjects of these files have in common: "All are famous, or reasonably so, and most are dead." Of the file on Greta Garbo, the article states: "Why the bureau bothered to open a file on the beautiful Swedish-born actress is unclear, since the eight pages in the file are heavily censored. One page is entirely blacked out except for her name and, mysteriously, the number 25."

On a related note, Page Putnam Miller has been reporting on declassification of federal records in the Washington Beat column of this newsletter. Declassification and accessibility of records are of paramount concern to the archival profession and her column will continue to note the latest news.

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World View

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

International Catalog of Sources for the History of Physics and Allied Sciences

The Center for the History of Physics of the American Institute of Physics (AIP), College Park, Maryland, has completed a seven-year special project to expand and strengthen its International Catalog of Sources for the History of Physics and Allied Sciences (ICOS). ICOS records the locations and contents of physics-related collections around the world. It includes information about the papers of scientists working in physics and related fields as well as information about the records of major physics research institutions. Most ICOS records will eventually be uploaded to RLIN-AMC. The ICOS project was supported by the American Institute of Physics and by grants from NEH and the Mellon Foundation. For further information, contact the AIP Neils Bohr Library at (301) 209-3183, nbl@aip.org.

Memory of the World: Lost Memory—Libraries and Archives Destroyed in the Twentieth Century

The United Nations Educational, Social and Cultural Organization (UNESCO) recently published *Memory of the World: Lost Memory—Libraries and Archives Destroyed in the Twentieth Century*, by Joan van Albada and Hans van der Hoeven. The publication is intended to alert the general public, relevant professional communities, and local and national government authorities to the disappearance of archival and library treasures during this century and to draw attention to the urgent need to safeguard endangered documentary heritage globally. For a free copy, contact: UNESCO PGI, 1 rue Miollis, 75732 Paris Cedex 15, France. When ordering, please cite C11-96/WS/1.

Language Equivalents for AAT

The Getty Information Institute's Standards and Research Projects Department recently published *Guidelines for Forming Language Equivalents: A Model Based on the Art and Architecture Thesaurus*. The guidelines describe and support the work of the International Terminology Working Group to provide equivalents in several languages to the terminology of AAT and other cultural resources. The guidelines are available in English, French, Italian, and Spanish. Contact: Murtha Baca, Senior Editor, Getty Information Institute, Standards and Research Projects, 401 Wilshire Blvd., Suite 1100, Santa Monica, CA 90401-1455, (310) 395-1025, mbaca@getty.edu.

Joint Committee on Preservation in Africa

The International Council of Archives (ICA) has joined the International Federation of Library Associations (IFLA) in an effort to promote the preservation of library and archival materials in Africa. The Joint Committee on Preservation in Africa, established at a meeting in Dakar, Senegal, in February 1996, will operate out of the Kenya National Archives and Documentation Service in Nairobi.

The committee's goals are to raise the consciousness of government officials, library and archives administrators and staffs, and the general public about preservation issues in libraries and archives; to educate library and archives administrators and staffs about the theories and practices of preservation; to inform users of library and archival materials of the need for preservation and the role it plays in extending the life of holdings; to encourage and facilitate the training of library and archives staff in preservation and conservation; and to promote the development of national and international preservation activities that support the goals and objectives of ICA's Committee on Preservation of Archival Materials and IFLA's Section on Conservation.

Records Management Standards

In conjunction with its 41st annual conference in Denver, the Association of Records Managers and Administrators (ARMA) hosted a meeting October 13 addressing a proposed records management model to support ISO 9000 certification. More manufacturing companies with global markets are seeking ISO 9000 certification for quality standards, and a large number are not being certified because they lack a sound records management program.

The meeting brought together representatives from Australia, Great Britain, the U.S., Canada, Jamaica, Italy and the Caribbean, as well as ARMA International and the Society of American Archivists. Representatives discussed the proposed Australian Standard 4390, which has been submitted to the International Organization for Standardization (ISO), and the possibility of its use for businesses around the world.

If Australian Standard 4390 is ratified by ISO, it becomes a tool by which to gain records management compliance within an organization. It is anticipated that ratification will occur by late 1997. For further information, contact Diane Carlisle, ARMA director of publications and technical services, (800) 422-2762.

New International Association of Sound and Audiovisual Archives

The International Association of Sound Archives (IASA) has amended its constitution to extend its interests to include audiovisual documents and archives as well as sound recording collections. The group's new name is the International Association of Sound and Audiovisual Archives. The acronym—IASA—will remain the same.

Alliance for Canada's Audiovisual Heritage

The Alliance for Canada's Audiovisual Heritage held its inaugural meeting in June 1996 in Toronto. The alliance was created in response to an appeal from UNESCO to save the world's moving image heritage and is supported by the Department of Canadian Heritage and the National Archives of Canada. For more information, contact: Marielle Cartier at (514) 737-5994, brunant@cam.org.

Passport to Bolivia

by Diane Vogt-O'Connor, National Park Service

Between October 4-13, I traveled to Bolivia on behalf of the U.S. Information Agency to teach a basic workshop on archival management to more than 100 archivists and librarians in La Paz and Sucre. To bridge the language gap, a translator was provided. The first workshop was held at the historic Library of Congress in La Paz, the highest city in the world nesting at 14,000 feet at the foot of the Andes. A group of more than 40 Bolivian archivists, librarians, and curators from governmental and private cultural organizations attended, participating enthusiastically in discussions and question-and-answer sessions. The presentations and discussions covered the high points of archival surveying, preservation, arrangement, description, access policies, and legal issues. After lectures, participants attended break-out discussion sections to discuss issues of information law, records management enforcement, archival management, preservation, and digitization.

In Sucre, the country's historic capital, I delivered lectures at the National Archives of Bolivia to an audience of roughly 60 federal archivists and historians. The National Archives has an impressive breadth and depth of documentation covering all of post-contact South and Central America, but particularly Peru, Columbia, Bolivia, and the entire Andean plateau region from the 15th-20th centuries. Holdings were particularly rich in diaries, corporate mining accounts, religious records, very early published accounts, and journals. Many Bolivian archival operating procedures differ from those prevalent in the states, including item-level indexing, extensive transcription and commentary on individual documents, and extensive conservation/restoration treatments. The archives has adopted the use of computers and is currently using the Minisis program provide by UNESCO. Groundbreaking for a new four-story underground structure to house the National Archives will begin some time in 1997.

Both the La Paz and Sucre seminar participants expressed concern over the current dispersal of Bolivian governmental records dating from the 1890s to the present into warehouses and vaults throughout La Paz. When the legislative capital effectively changed from Sucre to La Paz, the federal records were no longer transferred to the National Archives in Sucre. We discussed the concept of federal records centers as interim solutions for maintaining administrative control of federal records before they are transferred to the National Archives. The groups stated that they would benefit from the following:

- further visits from collections managers specializing in preventive conservation or preservation;
- a visit from an archival records center operator with expertise in records management and records scheduling, enforcement of schedules and information law;
- further discussions on how to write and implement information law (copyright, privacy legislation, federal records management enforcement mechanisms, freedom of information act and sunshine laws, and so forth); and
- advice on how to analyze collection users, conduct systems analysis, write a functional requirements statement, and select an automated system, as the Minisis program is no longer being supported by UNESCO.



● La Paz
★ Sucre

The group discussed the possibility of placing some of the La Paz and Sucre preservation staff at a training program in the United States. Many Bolivian archivists and librarians are still practicing conservation that is focused on restoration and fumigation. They are interested in investigating preventive conservation via environmental monitoring and management, appropriate rehousing in order to save money, time, and effort. Issues they would love to explore further with their colleagues include the following:

- handling techniques
- preservation vs. use (i.e., when are restrictions appropriate)
- duplication policies
- integrated pest management
- housing techniques
- environmental controls
- planning a new structure
- preparing for a move
- ensuring that pest problems do not transfer with collections
- packing, planning, and labeling so provenance and original order are not damaged
- implementing the time-weighted preservation system.

Both groups indicated an interest in attending training and receiving manuals, handouts or guidance addressing the above-listed issues. Contact:

Mary D. de Solares
Directora Ejecutiva
Calle Calvo No. 301
Sucre, Bolivia

Maria Emma Ivanovic de Flores
Edif. Alameda Bloque A-Piso 16
La Paz, Bolivia

1997 CALENDAR

March 3

"Conservation Environments for Museums and Libraries," Building and Construction Seminar Series, New York University Real estate Institute. Lecturer: William P. Lull. Fee: \$185. Contact: Joan Ranghelli, (212) 790-1345.

March 4

"Fundamentals of Conservation Environment Lighting," Building and Construction Seminar Series, New York University Real estate Institute. Lecturer: William P. Lull. Fee: \$185. Contact: Joan Ranghelli, (212) 790-1345.

March 5

"Planning and Programming Museum, Library and Archive Projects," Building and Construction Seminar Series, New York University Real estate Institute. Lecturer: William P. Lull. Fee: \$185. Contact: Joan Ranghelli, (212) 790-1345.

March 18

12th Annual National Archives and Records Administration Preservation Conference, "What is Being Done to Control Insects and Fungi Now that Systematic Fumigation has Ended," at Archives II in College Park, Maryland. Registration fee: \$50. Contact: Conference Coordinator (NNP), National Archives at College Park, 8601 Adelphi Road, Rm. 2800, College Park, MD 20740-6001, (301) 713-6705, e-mail: preserve@nara.gov.

March 24-28

"Descriptive Standards Institute," co-sponsored by SAA and AMIGOS Bibliographic Council, in Dallas, Texas. Contact Tara Shimandle at (312) 922-0140.

April 1

The Northeast Document Conservation Center workshop, "Care of Photographs" Fee (including lunch): \$50. Enrollment is limited. Contact: Gay Tracy, NEDCC, 100 Brickstone Square, Andover, MA 01810; Fax (508) 475-6021, tracy@nedcc.org.

April 10

"Going Digital: Research Opportunities and Trends in Archives and Libraries," sponsored by the National Archives and the University of Maryland, at Archives II, College Park, Maryland. Registration is free; space is limited. Request reservations no later than March 10, 1997, by providing your address, telephone number, and e-mail address to Carolyn Bernaski, National Archives (NN-B), 8601 Adelphi Road, College Park, MD 20740-6001, (301) 713-7010 ext. 259, fax (301) 713-6915, carolyn.bernaski@arch2.nara.gov.

April 12

"Museums, Education, and the New Technology: The Internet and Multi-Media Applications for the 21st Century" conference in celebration of the 25th anniversary of the Museum Studies Program at the University of Delaware - Newark campus. Contact: Bryant Tolles, Jr., Director, Museum Studies Program, 301 Old College, University of Delaware, Newark, Delaware 19716-2558, (302) 831-1251, fax (302) 831-4330, bryant.tolles@mvs.udel.edu.

April 12-May 10

Five consecutive Saturdays, 9 A.M.-5 P.M. "Advanced Non-adhesive Bookbinding" at North Bennet Street School. Fee: \$400. Contact: Elena Rivera, NBSS, 39 North Bennet Street, Boston, MA 02113, (617) 227-0155, ext. 102.

April 17-18

"Access Points" workshop, co-sponsored by SAA and the New York State Archives and Records Administration, in Albany New York. Contact Tara Shimandle at (312) 922-0140.

April 18-20

RESTORATION 97 in Atlanta. Contact: RAI/EGI Exhibitions, Inc., 129 Park St., North Reading, MA 01864 (508) 664-6455, show@raiegi.com.

April 25-26

New England Archivists annual meeting in conjunction with the Society of Maine Archivists at the University of Maine at Orono. Keynote speaker is John W. Carlin. Contact Murial Sanford at (207) 581-1686.

April 30

"Donor Relations" workshop co-sponsored by SAA and the Midwest Archives Conference, in Chicago. Contact Tara Shimandle at (312) 922-0140.

May 1-3

Midwest Archives Conference annual spring meeting at the Midland Hotel, Chicago. Contact Mike Bullington at (312) 942-8308 or Laura Graedel at (312) 684-1414 ext. 2496.

May 1-4

National Council on Public History annual conference, Omni Albany Hotel, Albany, New York. Theme: "Public History and Public Memory." Contact: David Vanderstel, 327 Cavanaugh Hall-IUPUI, 425 University Blvd, Indianapolis, IN 46202-5140, (317) 274-2716, ncph@iupui.edu.

May 27-30

5th European Conference on Archives, "Back to Basics in the Profession," in Barcelona at the Palau de Congressos. Contact: Ultramar Express, S.A., Congress Organization, c/o Diputacio, 238-3, 08007 Barcelona, tel. 34 3 482 71 40, fax 34 3 482 71 58.

May 29-31

Society of Southwest Archivists annual meeting at Hotel Galvez in Galveston, Texas. Contact: Shelly Kelly at (409) 763-8854 (ask for the archives).

June 5-7

Association of Canadian Archivists annual meeting, "Archives as a Place of Custody, Memory, and Information," in Ottawa. Workshops will be held June 2-3, with June 4 reserved as a day of meetings. Contact ACA, P.O. Box 2596, Stn. D, Ottawa, ON, Canada K1P 5W6; (613) 443-0251, fax: (613) 443-0261.

June 6-8

The History of Photography Group Symposium focusing on various aspects of the production and dissemination of photographic images in both the 19th and 20th centuries will be held at Manhattanville

College (Westchester County, New York), a 35-minute train ride from midtown Manhattan. Contact: 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.

June 9-15

American Institute for Conservation of Historic and Artistic Works 25th annual meeting, San Diego, California. Contact: AIC at (202) 452-9545, fax (202) 452-9328.

June 9-20

30th annual Georgia Archives Institute: "An Introduction to Archival Administration." Tuition: \$500. Enrollment limited. Application deadline: April 1, 1997. Contact: Donald E. Oehlerts, 3110 Nottaway Court, Chamblee, Georgia 3034, (770) 983-6372. *See ad on page 30!*

June 16-21

26th annual Institute for the Editing of Historical Documents in Madison, Wisconsin, jointly sponsored by NHPRC, State Historical Society of Wisconsin and University of Wisconsin. Contact: (202) 501-5610 or nhprc@arch1.nara.gov.

June 20-21

Museum & Library Archives Institute, sponsored by Emily Williston Memorial Library & Museum, Massachusetts Board of Library Commissioners, and New England Museum Association, at the Williston/Northampton School, Easthampton, Massachusetts. Contact Theresa Rini Percy, Director, Emily Williston Memorial Library & Museum, 9 Park Street, Easthampton, Massachusetts, (413) 527-1031, fax (413) 527-3765.

June 23-24

Emergency Preparedness Conference for staff at museums in the upper Midwest at the Elvehjem Museum of Art in Madison, Wisc., and organized by the Upper Midwest Conservation Association. Registration brochures available March 1. Contact: Pam Richardson (608) 263-3722.

June 24-25

"Sound and Light: Administration of Sound Recording and Moving Image Materials in Archives" workshop, co-sponsored by SAA and the Conference of Inter-Mountain Archivists, in Cedar City, Utah. Contact Tara Shimandle at (312) 922-0140.

FELLOWSHIPS & GRANTS

NHPRC Fellowship

The National Historical Publications and Records Commission (NHPRC) is now accepting applications from individuals for its Fellowship in Archival Administration, which provides advanced administrative training in archives. For the 1997-98 fellowship year, the stipend for the archival fellow is \$35,000, with up to \$7,000 in fringe benefits. The fellowship is for a nine- to twelve-month period beginning between August and October 1997. The fellow will also have some funds available for professional travel during his/her fellowship year. ***The application receipt deadline is March 1, 1997.***

Fellows are provided with a series of administrative and decision-making experiences. Past fellowships have included such diverse areas as appraisal, budget preparation, personnel administration, publications, plant operations, long range planning, disaster planning, collection policy development, and committee activities. In addition to work in these areas of administration, the fellow is expected to complete a technical project. Administrative fellowship applicants should have between two and five years' experience in professional archival work. While not required, it is desirable that the applicants have the equivalent of two semesters of full-time graduate training in a program containing an archival education component. The host institution is the Thomas Dodd Research Center, University of Connecticut, Storrs, Connecticut.

Fellowship application forms and more complete descriptions of the pro-

LISTINGS WANTED

Send listings for the Bulletin Board to:

Teresa Brinati, Director of Publications
Society of American Archivists
600 S. Federal, Suite 504
Chicago, IL 60605
fax (312) 347-1452
tbrinati@archivists.org

gram should be requested from NHPRC, National Archives Building (Archive I), Room 607 Washington, DC 20408, (202) 501-5610, fax (202) 501-5601, e-mail: nhprc@arch1.nara.gov.

Following the March 1, 1997, deadline, the commission will provide eligible fellowship application forms to the host institution, which will select a fellow by mid-June 1997.

Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program, which provides financial assistance to researchers working at the center's archives. Awards of \$500-\$1,000 are normally granted as reimbursement for travel and lodging.

The archival holdings include the papers of many former members of Congress in addition to the history of Congress, congressional leadership, national and Oklahoma politics, and election campaigns. These materials also document government policy affecting agriculture, Native Americans, energy, foreign affairs, the environment, and the economy. Among the topics that can be studied are the Great Depression, flood control and soil conservation, and tribal affairs. At least one collection provides insight on women in American politics.

The visiting scholar program is open to any applicant. Emphasis is given to those pursuing post-doctoral research in history, political science, and other fields. Graduate students involved in research for publication, thesis, or dissertation are encouraged to apply. The center carefully evaluates each research proposal. Appli-

continued on page 30

FELLOWSHIPS & GRANTS

continued from page 29

cations are accepted continuously; awards are made periodically throughout the year.

For more information, contact:
Archivist, Carl Albert Center, 630 Par-
rington Oval, University of Oklahoma,
Norman, OK 73019, (405) 325-5401, fax
(405) 325-6419.

United States Capitol Historical Society Fellowship

Applications are invited for the
eleventh year of the United States Capitol
Historical Society Fellowship. This fel-
lowship is designed to support research
and publication on the history of the art
and architecture of the United States Cap-
itol and related buildings. Graduate stu-
dents and scholars may apply for periods
ranging from one month to one year; the
stipend is \$1,500 per month. *Applications
must be postmarked by February 15,
1997.* For further information contact:

Barbara Wolanin, Curator, Architect of the
Capitol, Washington, D.C. 20515, (202)
228-1222.

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 Publi-
cation 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.

Oral History Association

The Oral History Association invites
applications for three awards to be pre-
sented in 1997 that will recognize out-
standing work in the field. Awards will
be given for a published book that uses
oral history to advance an important his-
torical interpretation or addresses signifi-
cant theoretical or methodological issues;
for a nonprint format production, includ-
ing film, video, radio programming, exhi-

bition, or dramatic production, that makes
significant use of oral history to interpret
a historical subject; and to a precollegiate
teacher who has made outstanding use of
oral history in the classroom. In all cases,
awards will be given for work published
or completed between January 1, 1996,
and March 30, 1997.

Awards are honorific and will be
announced at the association's annual
meeting, to be held September 25-28,
1997, in New Orleans, Louisiana. The
association welcomes entries and nomina-
tions from all who practice oral history,
including academic scholars, educators,
public history institutions and practition-
ers, independent and free lance profession-
als, libraries and archives, community-
based groups and individuals, and others.

For guidelines and submission infor-
mation, contact: Rebecca Sharpless, Exec-
utive Secretary, Oral History Association,
Baylor University, P.O. Box 97234, Waco,
Texas 76798-7234; or e-mail:
oha_support@baylor.edu. *Deadline for
receipt of all nomination materials is
April 1, 1997.*

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**June 9 - 20, 1997
Atlanta, Georgia**

Tuition is \$500. Enrollment is limited and the deadline
for receipt of application and resume is April 1, 1997.
For more information and application, write:

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HOW TO LIST A PROFESSIONAL OPPORTUNITY

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

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

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(numbers, abbreviations, etc.
each count as one word)

Institutional members receive a 50% discount. Deadlines for all issues of *Archival Outlook* and *SAA Employment Bulletin* are the 5th of the month preceding publication. Announcements received after the deadline will be charged a \$20 late fee. Job ads will not be posted unless accompanied by a purchase order for the applicable amount; ads will be edited to conform to the style illustrated in this issue. Job ads submitted via fax must be double-spaced. Ads may be submitted via fax, e-mail, on diskette, or regular mail.

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

For more information, contact SAA at (312) 922-0140, e-mail info@archivists.org or fax (312) 347-1452, .

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

Professional Opportunities

HEAD OF SPECIAL COLLECTIONS AND ARCHIVES

*University Libraries
Wright State University
Dayton, Ohio*

Wright State University is seeking an energetic and creative individual to serve in a dynamic environment. **Responsibilities:** Responsible for planning, staffing, implementing, and evaluating programs and policies for the Special Collections and Archives Department of the Dunbar and Fordham Libraries. Collections include books, journals, manuscripts, electronic and microform resources in areas of aviation history, aerospace medicine, local history and genealogy, and others. Reporting to the Directors of Public Services for Dunbar and Fordham Libraries, the person in this position participates in the administrative and planning activities of the Libraries and represents the Special Collections and Archives and the University Libraries on various local and state committees. **Qualifications: Required:** ALA-accredited M.L.S. with archival training or M.A. in history with specialization in archives. Minimum of three years' progressively responsible professional experience, including supervision, in archives, record management, and/or special collections fields. **Preferred:** Experience in academic and/or health sciences library setting and experience with donor contact, preservation/digitization projects, and networked microcomputers. Also strongly preferred are excellent communication skills, the ability to work effectively with a diverse constituency and in a team environment. Creative problem solving skills, ability to view issues from a library wide perspective, and tolerance for ambiguity are preferred. A record of scholarly achievement and professional service is highly desirable. **Environment:** The Wright State University Libraries provide an integrated scholarly information network, LIBNET, that incorporates local, state, and Internet resources. The university is a member of OhioLINK, an advanced statewide information system. Wright State University, located 10 miles east of Dayton, Ohio, enrolls over 16,000 students and offers a comprehensive pro-

gram of study with doctorates in five fields. With nearly a million people, the Dayton area features a rich quality of life and a wide diversity of cultural and recreational activities. **Salary:** \$38,556 (minimum). Benefits include 22 vacation days/year, 10 holidays, health and dental plan, state retirement system, and paid life and disability insurance. **Application:** Send letter of application, resume, and names of three current references to: Ms. Chris Watson, Head of Administrative Services, 126 Dunbar library, Wright State University, Dayton, Ohio 45435. **For first consideration, apply by February 10, 1997.** Wright State University is committed to a policy of equal opportunity and affirmative action and specifically encourages applications from members of under-represented groups.

SPECIAL COLLECTIONS LIBRARIAN

*Northern Arizona University
Flagstaff, Arizona*

Applications are invited for the position of Special Collections Librarian at the Cline Library, Northern Arizona University; salary range beginning at \$27,500.

Minimum qualifications include: ALA-accredited M.L.S.; demonstrable knowledge of reference services and management of monographic and print collections in a university special collections and/or archives; demonstrated ability to interact productively with members of team in problem solving; strong commitment to library service and the principles of diversity and pluralism; enthusiasm for instruction; interest in emerging technologies; excellent communication and organizational skills. **Desired:** Knowledge of the history and development of the Colorado Plateau; demonstrated skill in designing and conducting workshops and training exercises; experience with reference, collection development, and distance education. Send application letter, resume, and names/addresses/phone numbers of three references to: Karen Underhill, Head of Special Collections and Archives, Cline Library, Northern Arizona University, Box 6022, Flagstaff, Arizona 86011-6022. **The**

Professional Opportunities

closing date for receipt of applications is February 7, 1997. Northern Arizona University has a growing minority student population and is committed to Equal Opportunity/Affirmative Action. We welcome minorities, women, persons with disabilities, and veterans willing to make a commitment to NAU's mission of cultural diversity.

CONSULTANT ARCHIVIST

*Historical Society of Rockland County
New York, New York*

Historical Society of Rockland County seeks archivist to continue a New York State Archives Documentary Heritage Program-funded project documenting the written history of Rockland's Latino communities. The archivist will design and carry out surveys and provide training for staff. The person will ideally be bilingual with at least five years progressively responsible archival managerial experience. For information, call (914) 634-9629. EOE

DISTANCE LEARNING CONSULTANT

*American Association for State and Local History
Nashville, Tennessee*

The American Association for State and Local History (AASLH) seeks a consultant with expertise in interactive online distance learning. AASLH is planning an online pilot project to augment its current professional development series. AASLH seeks an experienced consultant to work with the staff and Education Committee to plan, implement and evaluate this pilot project. The successful applicant must have extensive experience in the planning and delivery of interactive online distance learning workshops, be knowledgeable in adult learning techniques and how they apply to distance learning, be aware of and have a working knowledge of existing models and formats appropriate for a professional development series. The project consultant will be responsible for presenting an orientation session to the project team, consulting with the AASLH Director of Programs, working with the project team to select a model for adaptation, and assisting in the development of AASLH workshops for the online medium. Please fax or e-mail requests for complete project description to: Deanna Kerrigan, Director of Programs, American Association for State and Local History, fax (615) 255-2979, aaslh@nashville.net. AA/EOE/ADA

FACULTY POSITION

*University of Pittsburgh
School of Information Sciences
Department of Library and
Information Science
Pittsburgh, Pennsylvania*

The Department of Library and Information Science (DLIS) of the School of Information Sciences of the University of Pittsburgh is seeking applicants for a tenure-track teaching and research position. The school is looking for a colleague who has substantial understanding of archival science and records management from both a theoretical and practical perspective and who can assist in the development of a leading program for the education of records professionals in the modern information disciplines. Applicants should be qualified to teach courses and conduct research in electronic records systems and management; multimedia applications is desirable as a secondary area of expertise. The school seeks a colleague who can direct doctoral research and provide leadership in advancing theoretical and professional issues related to the management of archives and records in all organizational settings, as well as participate in the development of a major research center on digital records and archives. The school is most interested in individuals with energy, imagination, and an outstanding commitment to the importance of records in the modern information professions. Ideally, the candidate should also be able to teach multimedia applications in their broader use in information environments of all kinds as well as have expertise in the nature and use of the Internet, World Wide Web, and other networking knowledge. **Qualifications:** Include an earned doctorate, demonstrated excellence in teaching, and a record of excellence in research and publication. Relevant professional practice in archives or records management programs and a successful record of securing grants are highly desirable. The University of Pittsburgh offers a high level of staff and technological support for teaching and research, an atmosphere of collegiality, and multicultural and diversified faculty and student body. The School of Information Sciences is one of the largest in the country, offering opportunity and commitment to the creative use of innovative technology. The school has a fully equipped computer laboratory, and is currently developing an electronic, multimedia classroom for teaching. The

school's archives/records management specialization is highly regarded and internationally known. The appointment is at the level of assistant professor and it is hoped that the candidate will be eligible for a joint appointment in the Department of Library and Information Science and the Department of Information Science and Telecommunications. Salary is negotiable. Preferred starting date is September 1997. Please send resume and representative publications and provide three names for reference to: Dr. Richard J. Cox, Chair, DLIS Faculty Search Committee, School of Information Sciences, University Pittsburgh, Pittsburgh, Pennsylvania 15260; fax (412) 648-7001; e-mail: rjc@sis.pitt.edu. In the application materials, interested parties should have prepared a brief statement on how they believe they would fit into the school's programs based on a review of the home page at: <http://www.sis.pitt.edu>. **Consideration of applicants will begin on December 15, 1996, and continue until the position is filled.** The school is particularly interested in applications from minority and women candidates. The University of Pittsburgh is an Affirmative Action/ Equal Opportunity Employer.

ASSOCIATE CURATOR OF MANUSCRIPT ACQUISITIONS

*Minnesota Historical Society
St. Paul, Minnesota*

Responsibilities: Position actively assists the curator of manuscripts acquisition in defining and implementing acquisition and appraisal tasks covering a wide range of mostly 20th century Minnesota historical sources; major collecting areas include but are not limited to business, politics, philanthropy, environmentalism, women's history, and communities of color. The associate curator is responsible for participating in the formation of documentation projects, initiating and responding to donor contacts, deed of gift negotiations, field surveys and appraisal of potential acquisitions, physical transfer of collections, appraising and establishing preliminary physical and intellectual control of acquisitions, and all necessary follow-up donor relations. In addition, the associate curator works with other historical agencies and the general public to educate them about records preservation and the Society's programs. Active participation in professional activities is expected. The position entails periodic travel throughout Minnesota. **Qualifications:** Must have

extensive knowledge of modern archives collection development, appraisal, and donor relations. Must also have fundamental knowledge of the entire range of archives administration, including arrangement and description, reference, conservation, and outreach. The archival knowledge is commonly acquired through graduate level archives coursework and work experience. Minimum of three years archival experience is required. Must have knowledge of American history, commonly acquired through a graduate degree in history, American studies, or related field; interest in and/or knowledge of business records preferred. Ability to speak and write clearly and accurately is essential. Must be able to deal effectively with donors, MHS staff, other collecting institutions, and the public. Must be able to work well under pressure, and to work well with little direct supervision. Must be computer literate, and should have some experience with relational databases, network administration, and Web technology. **Salary:** Starting range—\$29,650-\$32,820 minimum, excellent fringe benefits. **To apply:** Please send letter describing qualifications, resume, and three professional references to: Minnesota Historical Society, Human Resources Department, Associate Curator of Manuscripts Acquisition Search Box 30, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102. **Applications must be postmarked by February 14, 1997.**

LEMELSON CENTER ARCHIVAL INTERNSHIP

*National Museum of American History
Smithsonian Institution
Washington, D.C.*

The Jerome and Dorothy Lemelson Center for the Study of Invention and Innovation at the National Museum of American History, Smithsonian Institution, offers full-time, ten-week archival internship opportunities for graduate students each summer. The internship stipend is \$3,000 plus a travel allowance. The internship will: enable new professionals to understand, identify, and manage the historical records of American invention and innovation; expose interns to the museum's rich historical collections in the history of technology and twentieth-century material culture; provide hand-on experience with archival collections that document invention and innovation; create finding aids to collections documenting invention and innovation; engage interns in discussion of archival issues and practices and provide a wide range of professional experiences within the

museum. Internships are located in the museum's Archives Center, a manuscripts and special collections repository with more than 9,000 feet of holdings in a wide range of subject areas and a full-time staff of fourteen. At the time of application, interns must be enrolled in a graduate degree program and have at least six graduate credits in American history or another area that relates to the history of invention and innovation in American society. Applicants should request an application from the Office of Internships and Fellowships. **All materials must be received by March 1, 1997, for consideration.** Offers will be made by April 1, 1997. Internships begin after June 1, 1997. **Requests for information should be directed to:** Alison L. Oswald, Archivist, National Museum of American History, Smithsonian Institution, Archives Center, Rm. C340/MRC 601, Washington, D.C. 20560, (202) 357-3780, fax (202) 786-2453, oswald@nmah.si.edu. **Requests for applications should be directed to:** Mary Dyer, Internship Coordinator, National Museum of American History, Smithsonian Institution, Office of Internships and Fellowships, Archives Center, Rm. 1040/MRC 605, Washington, D.C. 20560, (202) 357-1606, fax (202) 357-1853.

MANUSCRIPT SPECIALIST

*Western Historical Manuscript Collection
Columbia, Missouri*

The Western Historical Manuscript Collection in Columbia, Missouri, comprising the manuscript holdings of the University of Missouri and the State Historical Society of Missouri, has a full-time, permanent entry-level position. For further information about the collection, visit our Web site at <http://www.system.missouri.edu/whmc>.

Responsibilities: Primary duty is processing. May assist with reference service, and with History Day in Missouri and/or microfilm programs on a limited basis. **Qualifications:** B.A. in history or another social science; preference will be given to candidates holding M.A. degrees, with emphasis in archival training and/or experience and familiarity with MARC AMC format. Excellent oral and written communications skills and interpersonal skills necessary. Demonstrated ability to quickly perform rudimentary processing (arrangement and description) of large collections of organizational records or political papers preferred. Ability and willingness to lift and carry 35- to 40-pound boxes of papers. **Compensa-**

tion: Salary \$20,700. Position carries University of Missouri academic non-regular status; 26 days annual leave and 24 days sick leave per year; standard benefits package including medical and dental insurance and other options. **Application:** Send letter of application, resume, and names, addresses, and telephone numbers of three references to: Nancy Lankford, Associate Director, WHMC, 23 Ellis Library, University of Missouri-Columbia, Columbia, Missouri 65201. **Deadline January 31, 1997.**

ASSISTANT ARCHIVIST

*Indiana Historical Society
Indianapolis, Indiana*

The Indiana Historical Society seeks candidates for the part-time position of assistant archivist in its library. The Society is a private nonprofit dedicated to collecting, preserving, and promoting Indiana's history.

Duties: Processing manuscript collections (organizing, basic conservation, creating collection guides, preparing cataloging worksheets and condition surveys); periodic collection inventories; assisting with acquisitions; assisting with publicizing collections. Complete position description upon request.

Required qualifications: Bachelor's degree in history, American studies, or related field (course work in archival theory a must). At least one year of experience processing collections in a manuscript or archival repository or library. Experience with word processing and database software. **Preferred qualifications:** Master's degree in history, American studies, or related field with training in archives and manuscript work; or master's degree in library science with concentration in archives and manuscripts work; or master's degree in library science with concentration in archives and manuscript work and background in history. Practicum in archival work a plus. Basic skills in foreign language (French, German, Spanish, Italian). Working knowledge of Word, Excel, Access. One to three years processing experience.

Salary: Starts at \$11.31/hour or commensurate with experience. Work schedule is 30 hours per week within the hours of 8:00 A.M. to 4:30 P.M., Monday through Friday. **Applications:** Will be accepted until the position is filled. Send letter of application; resume; transcripts; writing sample, such as a copy of a collection guide or research paper; and the names, current addresses and telephone numbers of three professional references to: Susan P. Brown, Human Resources Director, Indiana Historical Society, 315 W. Ohio Street, Indianapolis, Indiana 46202-3299.

Professional Opportunities

ASSISTANT ARCHIVIST

Mashantucket Pequot Museum and Research Center

Mashantucket, Connecticut

The Mashantucket Pequot Museum and Research Center (MPMRC), currently in the construction phase, is scheduled to open to the public in June 1998. A Native American owned and managed museum, the MPMRC includes a Research Library; Archives and Special Collections; an archeology and ethnology collection that will include 100,000 objects; research and conservation labs; 85,000 sq. ft. of permanent interior exhibit space; and a 400-seat theater. Archives and Special Collections includes the Tribal Archives, the Museum Archives, and special collections dating from the 16th to the 20th century. The Research Library will have 150,000 volumes at capacity. The assistant archivist will have primary responsibility for the arrangement, description and preservation of archival and manuscript collections. The individual will report to the head archivist. **Responsibilities:** The assistant archivist will: Develop procedures for technical services. Create finding aids and other reference tools for automated and manual systems. Perform original collection and item level descriptive and subject cataloging for a variety of library materials and subjects found in special collections and archives, using the USMARC format and current descriptive standards including APPM, LCSH, and AAT. Determine appropriate preservation measures and assist with holdings maintenance. Assist in reference and public services. Train and supervise archives clerks in performing procedures. Participate in the management and development of the unit's programs. Maintain awareness of professional developments relevant to archives and special collections libraries. Assume special projects as assigned. **Qualifications-Required:** Master's degree from an ALA-accredited program, with course work in archives theory and management, or a masters of archival administration. Preferred, a second graduate degree in Native American studies, anthropology, or American history. The successful applicant will have minimum of two years demonstrable knowledge of archival arrangement and description, including experience creating original USMARC records; preservation expertise; proven ability to communicate and work effectively with administrators, colleagues, researchers, and the general public; knowledge of trends and

issues in the communication of scholarly information; and excellent written and oral communication skills. Flexibility and ability to work in a dynamic environment are a must. **Preferred:** Experience in digital reformatting; in access and retrieval of digital files; and working knowledge of the application of SGML for information access. Experience in a museum environment. Supervisory experience. **Salary:** commensurate with qualifications and experience. Health and dental insurance; 12 vacation days; and 12 paid holidays. Eligible for 401K plan after one year of employment. **Application deadline:** February 28, 1997. Send letter of application; resume/c-v; and the names, addresses, and telephone numbers of three references who can discuss the qualifications for this position to: Donna Longo DiMichele, Head Archivist, Mashantucket Pequot Museum and Research Center, 111 Pequot Trail, P.O. Box 3180, Mashantucket CT 06339-3180. The Mashantucket Pequot Tribe practices Indian preference in hiring (P.L. 93-638) and is an EOE/AA.

ASSISTANT ARCHIVIST

*Archdiocese of Chicago
Chicago, Illinois*

Duties: The assistant archivist reports to the assistant chancellor for archives and records. She/he is primarily responsible for the processing of archival collections, overseeing research room staffing and the day-to-day supervision of three support staff. Other duties include assisting in collection development, conservation planning, exhibit planning/design and other outreach activities. **Qualifications:** Master's degree in archives, history or related field. The individual needs to have completed a graduate archival administration program which meets or exceeds the Society of American Archivists' guidelines, and he/she should have two years of post-graduate experience as a professional archivist. A working knowledge of the USMARC formats, two or more years of proven archival experience, good oral and written communications skills are also required. **Preferred:** Knowledge of Catholic Church history; working knowledge of Latin and/or Polish and/or Spanish; familiarity with MARC : amc. **Salary:** Based on qualifications and experience, \$28,000 minimum. **Position open as of January 1, 1997.** Excellent opportunity for the right individual to work in an established archives and records management program which has just moved

into a newly renovated state-of-the-art facility. Send a letter of application, resume, and names, addresses, telephone and fax numbers of three references to: Archdiocese of Chicago, Employee Services Department, P.O. Box 1979, Chicago, Illinois 60690.

ARCHIVIST

*Missouri Historical Society
St. Louis, Missouri*

The Missouri Historical Society seeks an individual to assume leadership in the management of its archival collections. The archivist is responsible for all aspects of the administration of the historic manuscript collections, the architectural collections and institutional archives, including the supervision of professional and paraprofessional staff, volunteers and interns; coordination of reference services and permissions; collection development and acquisitions; appraisal, accessioning, arrangement and description; cataloging and preservation. The position requires an M.A. or M.L.S. in history, archival administration, library science, or related field and five years of professional experience in an historical manuscript repository, special library, special collections department, or equivalent. Previous supervisory experience desirable. The position requires a thorough knowledge of all aspects of archival administration; an understanding of the history and historical research and methodology; demonstrated knowledge and experience with professional standards of cataloging, including knowledge of USMARC amc format; experience with archival automation and database creation and management. Ability to supervise and manage both paid and unpaid staff, administrative and budgetary skills, outstanding oral and written communication skills and the ability to work as a member of a team on institutional initiatives is mandatory. Ability to handle large, heavy, and fragile materials, to reach shelves, to traverse grate floors and utilize stairs or booklifts is also required. The successful candidate must be able to work one Saturday in four on a rotating basis. Excellent benefits, salary commensurate with education and experience. The Missouri Historical Society is an Equal Opportunity Employer. Please send letter of application and resume to: Human Resources, P.O. Box 11940, St. Louis, Missouri 63112-0040. **Closing date: February 1, 1997.**

Faculty Position
Department of Library and Information Science
University of California, Los Angeles

The Department of Library and Information Science of the Graduate School of Education and Information Studies at UCLA seeks an outstanding scholar/researcher to help lead the field into the next century. We invite applications for a professor or associate professor with tenure, or a tenure-track assistant professor, starting July 1, 1997. The successful candidate will lead projects and engage in research and teaching at the intersection of information science, education, and new technology studies.

The Department of Library and Information Science offers top-rated M.L.I.S. and Ph.D. programs, with 13 faculty and approximately 150 Master's and 25 Ph.D. students. Department faculty recently have been recognized as among the most productive and highly-cited in the LIS field. The Graduate School of Education and Information Studies is one of the top-ranked schools in the U.S. and supports large graduate programs and internationally-recognized research centers. Within the school, DLIS has emerged as an innovative, interdisciplinary center for theory and research in the fields of information science, archival informatics, new media, and information policy.

The school and the department have strong commitments to the rich and varied multi-cultural communities of the Southern California region, and a reputation for merging research and practice in statewide, national, and international outreach and service. We seek scholars who will make the most of Los Angeles' unique advantages as a setting for research linking information studies to public engagement and for creating international connections, especially with the Pacific Rim and Latin America. The department has initiated a number of innovative new partnerships for research and graduate education, including projects with government and corporate organizations.

We especially encourage applicants with research interests in either or both of the following areas:

(1) information systems, including digital libraries, image databases, multimedia, archival and recordkeeping technologies, information retrieval, networks and instructional uses of information and communication technology; and (2) social impacts of information technologies, including social informatics, social studies of technology, the design process, information access and equity, policy, and institutions. Desirable secondary research interests might include economics of information, interface design, multi-cultural communities, telecommunications law and policy, social research methodology, or related areas. Applicants also should be interested in collaboration with faculty from other schools and departments located on campus.

Qualifications include an earned doctorate, a demonstrated record of research and publication, and established teaching competence and experience. The ideal candidate will have experience with obtaining extramural funding and grant projects, including the development and oversight of major multi-year projects. UCLA has an attractive salary and benefits package, including a housing assistance program for new faculty members.

Applications received by January 31, 1997, will receive fullest consideration for a Fall 1997 appointment, and should include a letter of interest, curriculum vita, sample publications, and the names and addresses of five references. Nominations and applications should be addressed to:

Leah A. Lievrouw, Associate Professor
Chair, Faculty Search Committee
Department of Library and Information Science, UCLA
216 GSE&IS Building, Box 951520
Los Angeles, CA 90095-1520
E-mail: LLIEVROU@UCLA.EDU
Telephone: (310) 825-8799 Fax: (310) 206-4460

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